

District Test Administrator (DA) and Alternate District Test Administrator (ADA) Roles and Responsibilities

DAs are the experts for their Supervisory Union, Supervisory District, or Independent School (SU/SD/IS) on all things statewide, national, and international assessments and the first point of contact for the assessment team at the VT Agency of Education (AOE). DAs are appointed by the Superintendent.

DAs are the point persons for statewide, national, and international assessments including:

- Smarter Balanced ELA
- Smarter Balanced Math
- Vermont Science Assessment (VTSA)
- Vermont Physical Education Assessment (VTPEA)
- Vermont Alternate Assessments (VTAA) ELA, Math, Science, PE
- National Assessment of Educational Progress (NAEP)
- International Assessments

DAs are responsible for:

- Coordinating the SU/SD training plan using the online training modules across all statewide assessments.
 - Coordinating dissemination of user credentials and rights to district and school level users for ELA, Math, and Science, as well as PE. This includes: District Administrators, School Administrators, Teachers
 - Coordinating use or distributing resources that are available on Vermont's Assessment Portal.
 - Coordinating updates of the Test Information Distribution Engine (TIDE).
 - Communicating assessment updates from the Agency of Education to the SU/SD/IS.
 - Coordinating student list uploads for the SU/SD/IS in TIDE and FitnessGram.
 - Communicating with assessment vendors' help desks and AOE to problem-solve technical issues.
 - Assuring that data is collected for all students during the required test window.
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Additional tasks for VTPEA:

- Communicating with district staff to develop a plan to provide access to the PE Assessment for all students in the district or school.
- Confirming the certification of physical education teachers administrating the PE Assessment by maintaining documentation of SU/SD/IS training records and completion of the VTPEA Certification test.
- Collection and submission of Alternate PE Assessment data to the AOE.
- Coordinating technical support to physical educators as needed for data submission and software access.

DA's role for NAEP and International assessments: Because the groundwork for NAEP is done at the school level and by a school coordinator designated by the principal, the role of the DA at the district level is minimal and limited to:

- Assisting the superintendent in communicating with AOE on NAEP and International assessments.
- Following up with schools that fall behind the NAEP and international assessment deadlines, if requested by AOE

The **ADA** role was developed to specifically assist with the administration of the Vermont Alternate Assessment (VTAA), including working directly with alternate test administrators (ATAs and ATEs). ADAs are normally a Special Education Coordinator or Director in a supervisory role, someone who is familiar with students who are taking the VTAA, and someone who is not directly responsible for administering the VTAA.

ADAs are primarily responsible for:

- ensuring that Learner Characteristic Inventories are completed by October 31st
- authorizing the final decision on implementing the Early Stopping Rule, and setting "No Communication" in TIDE.
- ordering paper booklet response options for the VTAA.

ADAs can assist the DA with:

- ensuring appropriate accommodations are assigned and documented in IEPs
- ensuring that students with IEPs and 504s are being assessed on the general assessments, as these data are federally reported and part of the Special Education Annual Performance Report.
- assisting with Medical Exemptions
- Note: ADAs *cannot* upload/delete student information in TIDE or set demographic information such as the IEP and 504 indicators.



The DA is the SU/SD/IS's designee who will make our VT Comprehensive Assessment system work.

The DA can designate any number of District Test Coordinators (DC) to assist with the work, for example, it might make sense to have one DC in charge of training, another responsible for coordinating technology, and a third to help enter data into TIDE. There are no limits on the number of DCs, or the roles they will be assigned to play. Each SU/SD can configure these roles to fit their unique needs. Please feel free to contact the Assessment Team if you have questions.

Thank you to all of you who have agreed to take on the very important job of being your Supervisory Union, Supervisory District, or Independent School's Test Administrator.

For questions please contact:

- Amanda Gorham, Vermont State Testing Director, at Amanda.gorham@vermont.gov
- Gabriel McGann, Statewide Assessment Coordinator, at gabriel.mcgann@vermont.gov
- Linda Moreno, Assessment Coordinator for Special Populations, at linda.moreno@vermont.gov
- Goma Mabika, NAEP State Coordinator, at goma.mabika@vermont.gov

