

Test Monitor Training for MCA

Please complete the following:

1. MN Test Security training.
2. Read & be familiar with *Bugonaygeshig Test Security Policy & Procedures*.
3. *Test Monitor Training Module 1: Title I assessments*.
 - review Test Monitor responsibilities & duties
 - review any accommodations to be given to students.
 - print & review Test Monitor Directions for **Online** Title I tests
4. *Online Test Monitor Certification Course*
5. Read and sign *online Non-Disclosure Agreements*
6. Review “*Students Directions for Online Title I tests presentation*” **BEFORE** test day.
7. Show students ‘*Online Student tutorial for Math, Reading & Science (grades 5, 8 & 10)*’ **BEFORE** test day.
8. Show students “*Gridded Response Tutorials*” **BEFORE** test day.
9. Teachers access *MCA item samplers*
10. MTAS Training for Test Administrators (applies to SpEd. only).
11. Determine how you’ll contact Assessment Coordinator (Doris Adera ext. 2164) if a problem arises during testing, without leaving students unattended.