



Spring 2018 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2018 AzMERIT Computer-Based Test (CBT) and Paper-Based Test (PBT) administrations.


Done	Task 1 - CBT & PBT	Dates
	<p>Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS, TA Interface and/or the Data Entry Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators).</p> <p>Notes:</p> <ul style="list-style-type: none"> – Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level. 	Ongoing

- Log into **TIDE**. 
- Go to the **Users** task menu under Preparing for Testing.
- Select **Add Users, View/Edit/Export Users, or Upload Users**.
- Detailed instructions can be found in the *TIDE User Guide* on the AzMERIT portal [here](#).


Done	Task 2 – CBT	Dates
	Download, as appropriate, AzMERIT Secure Browser on to devices that will be used by students for CBT testing.	Ongoing

- On the AzMERIT portal, click on the Secure Browser button. 
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the *AzMERIT Secure Browser Installation Manual*.
- Information about supported operating systems and web browsers, see the AzMERIT System Requirements.
- Technology Resources can be found on the AzMERIT portal [here](#).


Done	Task 3- CBT & PBT	Dates
	Verify District Test Coordinator and Shipping Information in TIDE. All changes or corrections must be made by notifying ADE no later than February 2.	January 2 – February 2

- Log into **TIDE**. 
- Select the **Shipping Contact Info** task menu under Preparing for Testing.
- Search **Shipping Information**, select **District**.
- Verify Contact Info.
- If all information is correct, select **Save**. **If contact information is incorrect, email AzMERIT@azed.gov.**


Done	Task 4 – CBT & PBT	Dates												
	<p>Log into TIDE to view students associated with your district/schools. Last day to revise enrollments in ADE's AzEDS is January 26.</p> <p>ADE will upload student information in TIDE three times as shown below. Student information will be based on student enrollments in AzEDS as of the file extract date. Note deadlines for updating AzEDS:</p> <table border="1" data-bbox="245 558 1140 800"> <thead> <tr> <th>File</th> <th>Deadline for Districts to Update AzEDS Data</th> <th>Data Visible in TIDE</th> </tr> </thead> <tbody> <tr> <td>Initial</td> <td>12/13/2017</td> <td>1/2/2018</td> </tr> <tr> <td>Intermediate</td> <td>1/10/2018</td> <td>1/17/2018</td> </tr> <tr> <td>Final</td> <td>1/26/2018</td> <td>1/31/2018</td> </tr> </tbody> </table>	File	Deadline for Districts to Update AzEDS Data	Data Visible in TIDE	Initial	12/13/2017	1/2/2018	Intermediate	1/10/2018	1/17/2018	Final	1/26/2018	1/31/2018	January 2 – 26
File	Deadline for Districts to Update AzEDS Data	Data Visible in TIDE												
Initial	12/13/2017	1/2/2018												
Intermediate	1/10/2018	1/17/2018												
Final	1/26/2018	1/31/2018												

- Log into **TIDE**. 
- Select the **Students** task menu, and then select **View/Edit/Export Students**.
- Use the **School** filter to display a list of student records by school or select **All Schools**. Click **Search**.
- To print or export files select all records to activate the print or export buttons.
- To add or revise enrollments update AzEDS prior to 1/26.


Done	Task 5 – CBT & PBT	Dates
	<p>Log into TIDE and indicate which students require Special Paper Version Tests.</p> <ul style="list-style-type: none"> • CBT Schools <ul style="list-style-type: none"> ○ Braille, Large Print, and Regular Print Special Paper Version test. <ul style="list-style-type: none"> ▪ For Large Print and Regular Print Special Paper Version tests, students must have an IEP that they are unable to use a computer during regular instruction. • PBT School <ul style="list-style-type: none"> ○ Braille and Large Print Special Paper Version Tests. <p>*Special Paper Version accommodations marked in TIDE after 2/2/18:</p> <ul style="list-style-type: none"> – Special Paper Version test accommodations marked in TIDE after February 2 must also have a special paper version tests ordered during the Additional Order window (Task 9). – Special paper version tests may no longer be available during the Additional Order window. 	January 2 – February 2*

- Log into **TIDE**. 
- Select the **Students** task menu.
- Select **View/Edit/Export Students**.
- Click the **Edit** button for the student you want to view.
- Under the **Order Special Paper Version (student with IEP)** select the appropriate special paper version test.
- Detailed instructions can be found in the *TIDE User Guide*.


Done	Task 6 – CBT & PBT	Dates
	<p>All new students enrolled in AzEDS after 1/26 that will be participating in spring testing must be added in TIDE.</p> <p>Students enrolled after 1/26/18:</p> <p>PBT & CBT Schools: Order any Special Paper Version tests for all new students that require special paper version accommodations.</p> <p>PBT Schools: Additional orders may have to be placed if there are not sufficient test booklets available in district coverage.</p>	February 5 – prior to testing

- Log into **TIDE**. 
- Select the **Students** task menu and select **Add Students** or **Upload Students**.
- Follow detailed instructions in the *TIDE User Guide* to add or upload students.


Done	Task 7 – CBT & PBT	Dates
	Create rosters for teachers to view student test results in late spring through ORS.	February – April 27

- Log into **TIDE**. 
- Select the **Rosters** task menu.
- Select **Add Rosters** or **Upload Roster**.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.

Done	Task 8 – CBT & PBT	Dates
	<p>Receive and inventory the initial test materials shipments.</p> <ul style="list-style-type: none"> – CBT schools: Initial shipment includes <i>Test Coordinator Manuals (TCM)</i>, <i>Test Administration Directions (TAD)</i>, and Special Paper Version tests. – PBT schools: Initial shipment includes test booklets, Special Paper Version Tests, TCMs, TADs, and return shipment materials. 	March 26 – 27

- Log into **TIDE**. 
 - Select the **Paper Ordering** task menu.
 - Select **Order History**.
- Follow detailed instructions in the *TIDE User Guide* to View Order History.

Done	Task 9 - CBT	Dates
	CBT schools - Additional Order Window for Special Paper Version Tests. Notes: <ul style="list-style-type: none"> – Special Paper Version tests available for CBT schools include Braille, Large Print, and Regular-Sized Print tests. 	March 27 – April 6
Done	Task 9 - PBT	Dates
	PBT schools - Additional Order Window if there are not a sufficient number of test booklets in the district overage materials or if additional Special Paper Version Tests are needed. Notes: <ul style="list-style-type: none"> – Special Paper Version Tests available for PBT schools include Braille and Large Print tests. 	March 27 – 29
	Notes for both CBT & PBT Schools: <ul style="list-style-type: none"> – ADE will review each additional order prior to shipment. – There <u>must</u> be an indication in TIDE for each new student that requires Special Paper Version Tests. – Special Paper Version Tests may no longer be available during the Additional Order window. After placing an additional order check back within 24 hours to check the status of the order.	

- Log into **TIDE**. 
- Select the **Paper Ordering** task menu.
- Select **Additional Orders**.
- The **Search for Orders** panel will be displayed.
- Enter the quantity of each additional material needed, then click **Save Orders**.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 10 – CBT & PBT	Dates
CBT TEST ADMINISTRATION WINDOW		
	Writing*	April 2 – April 13
	Reading and Math	April 2 – April 27
PBT TEST ADMINISTRATION WINDOW		
	Writing*, Reading, and Math	April 2 – April 10

- Schools must follow test schedule provided in the *Test Coordinator Manual*.
- *Writing must be administered 1st for ELA.
- Reading and Math do not have to be administered on the same day.

Done	Task 11 - PBT	Dates
	Return testing materials to Measurement Incorporated. <ul style="list-style-type: none"> – Collect and inventory all scorable and non-scorable materials. – Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>. – For Special Paper Version Tests follow the directions in the <i>Special Paper Version Test Administration Directions</i>. – Contact FedEx at least 48 hours prior to pickup of materials. – Last day to contact FedEx April 9. – Deadline for materials to be picked up and out of building is April 11. <p>Note: Materials not out of building by April 11 may cause a district to be charged for shipping and test results may be delayed.</p> <p>PBT materials not out of building by 4/11/18 contact AzMERIT@azed.gov immediately.</p>	April 4 – April 11
Done	Task 11 - CBT	Dates
	Return Special Paper Version testing materials to Measurement Incorporated. <ul style="list-style-type: none"> – Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>. – Contact FedEx at least 48 hours prior to pickup of materials. – Deadline for materials to be picked up and out of building is April 27. 	As soon as student responses have been entered into DEI, but no later than April 27

Done	Task 12 – Score Reports to Districts	Dates
	Grade 3 reports will be available in ORS for districts/charters.	5/15/18
	Grade 3 raper reports will be delivered to districts/charters.	5/25/18
	Grades 4 – 8 and EOC reports will available in ORS for districts/charters.	5/25/18
	Grades 4 – 8 and EOC reports will be delivered to districts/charters.	6/20/18

Done	Task 13 – Score Corrections	Dates
	Last day to Report Corrections to ADE.	6/29/18

NOTES:
