

**MINA Charter School –  
MCS JOB DESCRIPTION:  
TESTING COORDINATOR**

**GENERAL STATEMENT OF JOB**

Under limited supervision, our testing coordinator performs a variety of professional, supervisory, technical and administrative tasks in directing the administration of standardized testing of students as required by the State of North Carolina. This employee is responsible for coordinating and supervising the school-based implementation and administration of statewide and local district group testing programs. This employee trains school staff at MCS to administer statewide and local testing programs. Employee reports to the Administrator.

**GENERAL JOB FUNCTIONS**

The school administrator or administrator's designee shall act as or appoint a school testing and accountability coordinator. The school test coordinator is to assist in the local administration, reporting, and interpretation of test results and other accountability measures in the North Carolina Testing Program. The school test coordinator will train school test administrators on test administration procedures. This instruction shall include procedures for test administrations that require accommodations and shall emphasize the need to follow the directions outlined by the test publisher. The school test coordinator is responsible for monitoring test administrations within the building and responding to situations that may arise during test administrations.

The MINA Charter School (MCS) test coordinator must be accessible to test administrators during the administration of secure state tests. Because of this accessibility requirement, the school test coordinator must not be given the responsibility of administering and/or proctoring a test.

Test coordinators shall perform or oversee the following procedures:

Annually sign the North Carolina *Testing Code of Ethics* and a confidentiality and test security agreement that must be kept on file with the Regional Accountability Coordinator (RAC).

Ensure an annual written testing plan for MCS is developed and disseminated to the school administrator and appropriate staff before the beginning of the school year. The annual testing plan must include, but is not limited to, rules for test administrator training, test security, proper testing environment, administering the secure tests, auditing test administrations, and preparing and returning secure test materials. An electronic copy of the school testing plan must be submitted annually to the RAC.

At the beginning of each school year, provide information to teachers, students, and parents or guardians advising them of the state-mandated tests that students will be required to take during that school year (including field tests and special studies), the dates the tests will be administered, and how the results from the tests will be used. Also, information provided to parents must include whether the SBE or the local board requires the test(s).

Establish any needed school policies and procedures to assure maximum test security in accordance with the policies and procedures developed by the test publisher.

Provide information about test security and inform staff of sanctions, penalties, or other possible consequences for test security violations.

Designate the personnel who are authorized to have access to test materials. "Access" to test materials by school personnel means handling the materials but does not include reviewing tests or analyzing test items.

Assist the MCS school administrator in understanding his/her duties and responsibilities relative to the state testing program and the implementation of state tests.

Ensure that the MCS school administrator reads and signs annually the North Carolina *Testing Code of Ethics* and the test security agreement. The original signed copies must be kept on file with the school test coordinator.

Establish procedures to ensure all test administrators comply with the test publisher's guidelines.

Ensure all test administrators attend training for the state-mandated tests and sign the required Test Security Agreement at the end of every training session. The Test Security Agreements must be kept on file with the school test coordinator and should be available during the assessment monitoring process.

Oversee the planning and implementation of training for test administrators and proctors.

It is a local decision to have proctors serve as additional monitors that help the test administrator assure testing occurs fairly.

Ensure all appropriate staff receive training in procedures for providing approved accommodations for state-mandated tests to students with disabilities and students identified as ELLs.

Maintain accurate attendance records for all training sessions and keep these records on file at the school.

Ensure all eligible students are tested.

Maintain accurate records of student membership and assist in identifying students who are eligible to take the test in order to secure the appropriate quantity of materials.

Ensure the MCS has a secure, locked facility in which test materials will be stored and staff clearly understand test material handling and storage procedures. Access to the storage area must be limited to one or two authorized school personnel when secure materials are being stored. Unauthorized personnel (e.g., cleaning staff) must not have access to the storage area where secure materials are stored.

Order enough copies of test materials.

Account to the NCDPI for all test materials received. Count and record the number of secure test materials, including supplemental materials, when the materials are first received. Report immediately to TOPS any discrepancies in the count.

Develop a system of checkout and check-in of test materials to ensure all secure materials are tracked, returned, and accounted for at each level of distribution and collection.

Distribute test materials immediately before the test administration unless otherwise authorized by the NCDPI.

Accurately count and verify with each test administrator before the test administration the number of secure test materials, including supplemental materials, received.

Immediately after each test administration accurately count and verify with each test administrator the number of secure test materials, including supplemental materials that are returned to the secure, locked storage facility.

Verify with [Technical Outreach for Public Schools \(TOPS\)](#) that the number of secure materials returned by the school matches the count taken when the materials were first received by the school.

Prohibit the reproduction of any or all parts of the tests. No person may copy, reproduce, or paraphrase in any manner or for any reason the test materials without the express written consent of the test publisher.

Monitor to ensure plans for administering tests under secure conditions are implemented appropriately.

Ensure the security of test materials and the integrity of the North Carolina Testing Program are maintained at all times.

Prohibit school employees from disclosing the general content of the tests or specific items contained in the tests to persons other than authorized employees of the school.

In conjunction with program administrators, ensure the need for test accommodations is documented and the accommodations are limited to specific needs.

In conjunction with program administrators, monitor to ensure all documented accommodations are provided to students and to what extent the accommodations are used by the students during the test administrations.

Select test administrators who are school personnel who have professional training in education (preferably a North Carolina educator's license) and the state testing program. To avoid the appearance of a conflict of interest and to protect test administrators from allegations of impropriety, a test administrator should not be assigned to administer a test in a room where his or her relative or ward is tested. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, and persons under the test administrator's guardianship.

Train all MCS school personnel on the appropriate use of test materials; test security; the North Carolina [Testing Code of Ethics](#); Testing [Students with Disabilities](#) publication and published supplements (as appropriate); and the [Guidelines for Testing Students Identified as English Learners](#) document and published supplements (as appropriate).

Emphasize to all MCS school personnel that no person may copy, reproduce, or paraphrase the test materials in any manner or for any reason without the written permission of the NCDPI.

Inform MCS personnel that any person who learns of any breach of security, loss of test materials, failure to account for test materials, or any other deviation from required security procedures must immediately report that information to the school administrator and/or school test coordinator, who in turn will inform the RAC.

Encourage a positive atmosphere for the test administrations.

Maintain the confidentiality of individual student scores when reporting test results to the public and the media.

Prohibit the reclassification of students or the assignment of a grade of “F” or “I” for the sole purpose of not having students participate in any state assessment.

Ensure that student placement decisions are not solely based on test scores.

Use and follow all procedures in the [Online Testing Irregularity Submission System](#) (OTISS) to document and report all testing irregularities, within five (5) days of the occurrence.

Follow the *Irregularity Investigation Checklists* on OTISS for all serious security or procedural irregularities. Immediately report these irregularities to the school administrator and RAC. Submit completed/signed *Irregularity Investigation Checklists*, investigation summaries, and all pertinent investigation documentation to the NCDPI by receipted mail within five (5) business days of the occurrence (or date incident identified).

Notify the MCS school administrator and RAC for consensus before deciding whether to declare a misadministration.

Coordinates and supervises implementation and administration of North Carolina statewide group testing programs, state field testing and sample testing, and local group testing programs; determines validity of requests for exemptions from testing and/or for modifications in testing procedures; monitors the administration of tests and investigates discrepancies in test administration; and determines need to suspend or proceed with altered test administration.

Provides technical assistance and consultation on test interpretation and legal and ethical considerations in testing to the school; works with various support staff at the school to assist the school in preparing for state-wide assessment programs; and consults with data processing staff on computer hardware and software issues and concerns.

Assigns, trains, directs and supervises support staff assigned to testing programs, ensuring adherence to established policies, procedures and standards as outlined in the NC Testing Code of Ethics; and assists and advises school staff, as necessary, resolving problems as non-routine situations arise during a testing situation.

Attends training sessions and conducts local training sessions for school staff on proper conditions, practices and procedures for testing, as well as supervising school-wide coordination of test implementation; monitors proper use and further dissemination and maintenance of score reports; and ensures security of test forms and related materials and stores all testing material in a locked room at the school.

Oversees ordering of test materials for the school and verifies shipments; in addition, this person coordinates the repacking and shipment of materials to the North Carolina Department of Public Instruction.

**Adopted & Approved by MCS: 11/26/2019**