

## **District Test Administrator's (DA) role and their responsibilities.**

DAs are the experts for their Supervisory Union or Supervisory District (SU/SD) on all things Vermont Assessment 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 person for Statewide 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

### **DAs are responsible for:**

- Coordinating the SU/SD training plan using the online training modules across all assessments.
- Providing 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.
- Coordinate updates of the Test Information Distribution Engine (TIDE).
- Communicating assessment updates from the Agency of Education to the SU/SD.
- Coordinating student list uploads for the SU/SD in TIDE and FitnessGram.
- Communicate with assessment vendor's help desks and AOE to problem-solve technical issues.
- Assuring that data is collected for all students during the required test window.

### **Additional tasks for VTPEA:**

- Communicate 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 administering the PE Assessment by maintaining documentation of SU/SD training records and completion of the VTPEA Certification test.
  - Collection and submission of Alternate PE Assessment data to the AOE.
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- Provide technical support to physical educators as needed for data submission and software access.

## **The DA is the SU/SD'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:

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- Gabriel McGann, Statewide Assessment Coordinator, at [gabriel.mcgann@vermont.gov](mailto:gabriel.mcgann@vermont.gov)
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