

Summative SAGE Checklist for Testing Coordinators

Dates and Deadlines:

- **Dec 18---Readiness Check Due (check the computers, the secure browser, and the audio)**
- **Feb 23 or 24---Training at ASB for Testing Coordinators and Administrators (use testing pool hours if needed)**
- **March 4---SAGE Testing Schedule Due**
- **March 18---Certificate of Readiness Due**
- **March 18---Hold trainings at school level by this date**

Prior to Testing Window

- Become familiar with the SAGE Portal website. Be sure you know your login: www.sageportal.org.
- Become familiar with the Jordan District Assessment website: assessments.jordandistrict.org
- Verify technology is ready for testing, including earphones/earbuds. We'll send new earbuds out close to the testing window as well.
- Remind all teachers to log in to SAGE portal and check their class rosters. Brooke will be emailing teachers directly to ask them to do this. If students do not appear on the rosters, they should reply to Brooke's email to let her know. Note: New students may take up to 4 days to appear on class rosters. New students are uploaded into TIDE from Skyward.
- Find out who at your school marks the accommodations. Mark accommodations as needed. Check on any changes in IEPs or 504s close to the testing window.
- Verify that all personnel are knowledgeable in how to access and monitor the test they will be administering.

One Week Prior to Testing Window

- Check on any changes in IEPs or 504s close to the testing window. Mark accommodations as needed.
- Print student tickets for teachers and classes, or make sure teachers are clear on how to do this themselves.
- Verify that all personnel are knowledgeable in how to access and monitor the test they will be administering.

During Testing Window

- Make sure computers are operational and send in repair requests as quickly as possible.
- Help students and teachers log in as needed. You can look up students' passwords, but not teachers'. If teachers do not know their passwords, they will need to use the Forgot Password option on sageportal.org.

- Stay with the lab, but make sure **teachers** are conducting the tests.
- Track students who have completed/are absent/or partially completed tests.
- Troubleshoot problems. The SAGEchat Google Hangout is a good tool for this.
- Check “System Status” on website if needed:
<http://assessments.jordandistrict.org/sage/sage-system-status/>
- Communicate issues to:
 - *Testing Office: Brooke Anderson at 801-567-8393 (office), 801-709-8103 (mobile), brooke.anderson@jordandistrict.org
 - *SAGE Help Desk 1-855-570-7239. Be prepared with “*Call Sheet to AIR*”

After Testing Window

- **Verify that all students have completed all portions of the tests, and that tests have been submitted.**
- Mark all special codes and non-participation codes that apply.
- Call Brooke Anderson 801-567-8393 to complete check-out process. She will double-check completion rates and codes for your school so we can be sure it’s all taken care of.
- Show teachers how to access results!