

Step 5: Assessment Coordinators should then complete the Security Agreement.

Task	Yes	No	Done
Note: The Security Agreement must be agreed to in order to access the Kite system.			

Step 6: Manage district/school staff roles.

Task	Yes	No	Done
Verify users in Educator Portal (EP) with the Users Extract in EP. Contact the data manager to have users no longer in the school or district deactivated and new users added.			
Required training is facilitated by the district or self-directed in Moodle . Ensure certified educators have completed the required training modules and the required qualifiers in Moodle to be eligible as a test administrator.			

Staff will receive a completion report when all training requirements have been met. **This should be printed for staff records.** Please contact EMSCASSESSINFO@nysed.gov for more information on Continuing Teacher and Leader Education (CTLE) hours 27.7 and (E)9 (d)-1TJ ET Q B .002 Tw 12 0 0 12

Step 8: Test Administrator Preparations

Task	Yes	No	Done
Accessibility/Accommodations			
Ensure the Personal Needs and Preferences (PNP) Profile and First Contact survey (FCS) have been completed for each student. Run Reports: PNP Settings and First Contact Survey File extracts. The expectation is that accessibility supports are similar to those that have been used during instruction. (Refer to the ACCESSIBILITY MANUAL.)			

Do not have the assessment be the first time a student is

Step 9: Recording Testing Exemptions, if Applicable

Task	Yes	No	Done
Notify the DTC to enter the appropriate Special Circumstance Code for a student after the FCS has been completed			