

16 NCAC 06D .0308 TEST COORDINATORS, ADMINISTRATORS AND PROCTORS

- (a) The local superintendent in a local education agency (LEA) shall act as or appoint an LEA test coordinator to assist in the local administration, reporting, and interpretation of results of any "secure test," as defined in Rule .0307(b) of this Section, administered in the Annual Testing Program, as defined in Rule .0307(c) of this Section
- (b) LEA test coordinators shall attend required monthly test administration training sessions provided by the North Carolina Department of Public Instruction on subjects including proper test administration, test security, appropriate use of accommodations, scanning and scoring answer sheets, and preparation of test materials for scoring at a central site.
- (c) LEA test coordinators shall in turn conduct training in the Annual Testing Program for any school test coordinators.
- (d) School test coordinators shall conduct training in the Annual Testing Program for any test administrators or proctors.
- (e) The LEA test coordinator shall arrange for the scanning, scoring, and reporting of results for any secure test administered in the Annual Testing Program from tests adopted by the State Board of Education.

*History Note: Authority G.S. 115C-12(9); 115C-174.11; 115-174.12;
Emergency Adoption Eff. August 20, 2019;
Eff. March 1, 2021.*