

DTC-Alt Checklist

Spring 2021 Test Window: **March 8 – May 14, 2021**

	Activity	Completion Date	Reference
<input type="checkbox"/>	Ensure that all your STCs and TAs are fully trained in administration and have TIDE accounts. If a TA's account is not "TA Certified" make sure they complete the TA Certification Course on the SC-Alt Portal.	2/10/21	TIDE
<input type="checkbox"/>	Encourage STCs and Technology Coordinators to test all devices and install the Secure Browser before the test window.	2/10/21	SC-Alt Portal
<input type="checkbox"/>	Verify that the address listed for your district in TIDE is correct. Contact the Help Desk if it is not correct.	2/15/21	TIDE
<input type="checkbox"/>	Ensure that high school students are taking the tests for which they received academic instruction during the school year.	2/15/21	TAM
<input type="checkbox"/>	Ensure that all students testing in your district are in TIDE.	2/15/21	TIDE
<input type="checkbox"/>	Sign the Agreement to Maintain Test Security and Confidentiality.	2/15/21	SC-Alt Portal
<input type="checkbox"/>	Collect the Agreement to Maintain Test Security and Confidentiality from STCs, TAs, and Monitors and keep them on file for three years.	2/15/21	SC-Alt Portal
<input type="checkbox"/>	For any student needing a fixed form that is accessible to students with vision impairments, inform the Help Desk to flag the student in TIDE as a 'paper tester'	2/15/21	TIDE User Guides
<input type="checkbox"/>	If the student needs paper accommodations, manually order paper materials in TIDE during the order window. The Additional Order window is February 15-May 7.	2/15-5/7/21	SC-Alt Help Desk: 877.231.7789
<input type="checkbox"/>	Be prepared to submit any test irregularities in TIDE.	3/8/21-5/14/21	TIDE User Guides
<input type="checkbox"/>	If a student is without a mode of communication, ensure that the TA completed the Student Response Check (SRC). If the SRC is complete, check the student's IEP. If communication is addressed, fax the IEP to the SCDE for approval.	3/8/21-5/14/21	SCDE Fax: 803.734.8886 Early Stopping Rule Flowchart
<input type="checkbox"/>	Use the Managing Test Progress system in TIDE to track test completion rates in your district.	3/8/21-5/14/21	TIDE
<input type="checkbox"/>	Distribute and recollect all paper testing materials. Return the materials to CAI using the return labels provided.	5/24/21	TAM