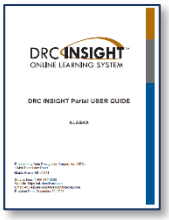
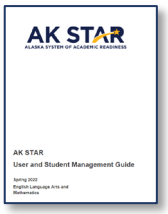
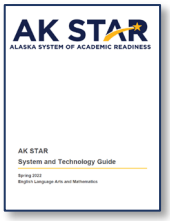
Alaska Summative Assessment Manuals - Spring 2022

Resource	Who Must Read	Purpose	Where to find
AK STAR Test Coordinator Manual (TCM) 	District Test Coordinators Building Test Coordinators	• Participation requirements • Scheduling • Student Supports • Test Security • Preparing for Assessments • Managing Student Groups • Paper Accommodated Materials	DTC Corner AK STAR Test Administration webpage
Alaska Science Test Coordinator Manual (TCM) 	District Test Coordinators Building Test Coordinators	• Participation requirements • Staff testing responsibilities • Scheduling • Test Administration Portal tasks • Test Security	DTC Corner Alaska Science Test Administration webpage
	Test Administrators District Test Coordinators Building Test Coordinators	• Test Administrator responsibilities • Scripts read to students	DTC Corner AK STAR Test Administration webpage
Alaska Science Test Administration Directions (TAD) 	Test Administrators District Test Coordinators Building Test Coordinators	• Test Administrator responsibilities • Scripts read to students	DTC Corner Alaska Science Test Administration webpage
DRC INSIGHT Portal User Guide 	District Test Coordinators Building Test Coordinators	• Step-by-step instructions on completing all Alaska Science test administration tasks within the portal • Student Upload • Assigning students to test sessions • Creating Users • Unlocking assessments • Printing POD	DTC Corner Alaska Science Test Administration webpage

Resource	Who Must Read	Purpose	Where to find
User & Student Management Guide 	District Test Coordinators	• Navigating the AK STAR Administration Portal • Uploading student registration file • Portal user roles and permissions	DTC Corner AK STAR Test Administration webpage
System & Technology Guide 	Technology Directors	• Network requirements • System requirements • NWEA State Solutions Secure Browser installation • Readiness tools and checklists	DTC Corner AK STAR Technology webpage
District and School Test Coordinator Manual ACCESS for ELLs	District Test Coordinators Building/School Test Coordinators	• Roles and responsibilities • Materials management • Scheduling considerations • Test design • Preparing for assessment • Test scoring • Score reports	DTC Corner WIDA Secure Portal
Accessibility and Accommodations Manual	District Test Coordinators Educators Special Education Directors	• Universal tools • Accommodations • Transcription • Scribing • Covers all assessments in the ACCESS suite	DTC Corner WIDA Secure Portal
ACCESS Test Administrator Manual	Test Administrators District Test Coordinators Building Test Coordinators	• Test Administrator responsibilities • Assessment-specific guidelines • Scoring rubrics	DTC Corner WIDA Secure Portal
WIDA AMS User Guide	District Test Coordinators Building Test Coordinators	• Step-by-step instructions on completing all tasks within WIDA AMS	DTC Corner WIDA Secure Portal

Resource	Who Must Read	Purpose	Where to find
		• Ordering materials • Student Upload • Creating Users • Editing test sessions • Screener scoring	WIDA AMS
Dynamic Learning Maps (DLM) Accessibility Manual	District Test Coordinators Educators Special Education Directors	• Universal tools • Accessibility supports • Accommodations	
Dynamic Learning Maps (DLM) Assessment Coordinator Manual	District Test Coordinators Building Test Coordinators	• Checklist • Assessment system design and delivery • Preparation for assessment • Reports	
Dynamic Learning Maps (DLM) Data Management Manual	District Test Coordinators Data Managers	• Managing user data • Managing student data • Student moves and transfers • Roster data	
Educator Portal User Guide	District Test Coordinators Data Managers Technology staff Teachers	• Step-by-step directions on how to complete all procedures in Educator Portal	