

Qualified Assessor, Qualified Mentor/Trainer Qualification Sequence	
<i>Qualified Assessor</i>	<p>Qualification Checklist for <i>Qualified Assessors</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete <i>Qualified Assessor</i> training. <input type="checkbox"/> Complete and attain proficiency in all required online training (content and test administration). <input type="checkbox"/> Sign Test Security Agreement. File with District Test Coordinators. <input type="checkbox"/> Administer all content area Practice Tests. <input type="checkbox"/> Submit Scoring Protocols from the practice test administration for evaluation and approval by a <i>Qualified Mentor Trainer</i>. (Mentors-in-training submit scoring protocols to test vendor via EED) <input type="checkbox"/> Receive a <i>Qualified Assessor</i> certificate from a <i>Qualified Trainer</i>. <input type="checkbox"/> Your Mentor changes status to Qualified Assessor in online system.
<i>Annual Requirements: Qualified Assessor</i>	<p>Annual requirements to remain a <i>Qualified Assessor</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold a <i>Qualified Assessor</i> Certificate. <input type="checkbox"/> Attend any district-required trainings. <input type="checkbox"/> Re-register online annually. Review training modules and refresh proficiencies as required to maintain skills. <input type="checkbox"/> Sign Test Security Agreements. File with District Test Coordinators.
<i>Qualified Mentor-Trainer</i>	<p>Qualification Checklist for <i>Qualified Mentor Trainers</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold a <i>Qualified Assessor</i> certificate. <input type="checkbox"/> Attend Annual Mentor training; participate in audios/webinars. <input type="checkbox"/> Sign Test Security Agreement. File with EED & District Test Coordinators. <input type="checkbox"/> Train a protégé to become a <i>Qualified Assessor</i> as follows: <ul style="list-style-type: none"> (a) Provide orientation to alternate assessments, to the online training program, and give ongoing support (b) Evaluate the protégé's scoring protocols from their practice test administration. Have protégé correct errors. (c) Submit protégé's scoring protocols containing trainer's feedback for evaluation to the test vendor via EED. <input type="checkbox"/> When protégé's scoring protocols receive a Pass score, award <i>Qualified Assessor</i> certificate to protégé and change status to QA in online system. <input type="checkbox"/> Receive <i>Qualified Mentor Trainer</i> certificate from EED.
<i>Annual Requirements: Qualified Mentor-Trainers</i>	<p>Annual requirements to remain a <i>Qualified Mentor-Trainer</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend Annual Mentor trainings. <input type="checkbox"/> Review training modules and refresh proficiencies as required to maintain skills. <input type="checkbox"/> Sign Test Security Agreement annually. File with EED and District Test Coordinators