

Conditions for Learning Survey Cleveland Metropolitan School District

Online Test Coordinator Manual Grades 2-12

Introduction

On behalf of the Cleveland Metropolitan School District (CMSD), American Institutes for Research (AIR) will administer the Conditions for Learning (CFL) Survey online to students to measure student connection and conditions for learning in CMSD schools. The online administration of the survey will take place two times during the 2018–19 school year (in the fall and spring).

AIR has identified four essential conditions for student learning: a safe and respectful climate, challenge or high expectations, student support, and peer social emotional climate. In addition, the spring survey includes a group of items on self-regulation and extracurricular activities for students in grades 5-12 and a group of social emotional competence items for students in grades 7 and 10. Survey items can be found on the CFL Survey website: <http://cfl.airprojects.org/items.html>. Following each survey administration, AIR distributes reports with survey results to help each school improve these conditions.

AIR staff worked with your school district to establish the survey timelines. The exact survey window dates will be communicated in advance by your school district. Along with this manual, you should have received the following materials:

1. A cover letter summarizing the survey administration procedures and your responsibilities as coordinator
2. Electronic PDFs of administrator manuals (Grades 2–4 and Grades 5–12), which should be disseminated to survey administrators as soon as possible (the content of these manuals is described later)
3. Electronic spreadsheet of a student roster with preassigned log-in IDs and passwords (see [Preassigned Student Log-In Information](#))
4. Bundle of unassigned user ID cards¹ for each school (see [Unassigned User ID Cards](#))

This manual contains specific instructions for test coordinators, noted as (***Coordinators***), and provides an overview of the content found in the administrator manuals, noted as (***Administrators***). It is important that you familiarize yourself with the instructions that administrators receive so you can assist them with questions as they arise.

CMSD is eager to hear from its students. We hope students value this opportunity.

¹ May 2016 was the first administration of the CFL Survey that incorporated the unassigned user ID cards. These user ID cards replaced the second student roster of “unassigned” user ID information that was provided in previous administrations.

Test Coordinator Role

(Coordinators)

You have been chosen by your school or district to serve as **test coordinator** for your school’s CFL survey administration. In this role, you are responsible for the school-level coordination of this survey effort. As test coordinator, it is your responsibility to do the following:

1. Prepare for the survey administration.
2. Lead the scheduling and logistics for the survey administration (i.e., coordinating which students or classrooms will take the survey at what times and at which locations during the survey period), including the [makeup sessions](#) for absent students and students who didn’t complete the survey during the original administration.
3. Identify survey administrators (if they are different from regular classroom teachers) and provide them with the following:
 - a. *Survey Administrator Manual*
 - b. Student Roster with preassigned IDs and passwords
 - c. Adequate number of unassigned user ID cards for all of the students in their classrooms (see [Survey Materials and Administration](#))
4. Serve as the point of contact for survey administrators to answer questions about the survey administration and logistics.
5. Document decisions made throughout the data collection (e.g., methods used for scheduling, determining eligibility of students, engaging students) to have a reference for future data collections.

A test coordinator checklist can be found in [Appendix A](#).

Scheduling

(Coordinators)

As the test coordinator, you are in charge of scheduling the survey administration to ensure that each **eligible student** (i.e., Grades 2–12 and not eligible for alternative assessment) has an opportunity to participate in the CFL survey. As such, consider the following guidelines:

- Do not administer the survey simultaneously with any scheduled drills, such as planned fire drills or other emergency drills. If a drill happens while students are taking the survey, it is unlikely that they will be able to finish in the allotted time.
- Plan for adequate computer lab time for [makeup sessions](#). Ensure that students who are absent on the day of their scheduled administration time have an opportunity to share their experiences by participating in the survey.

Survey Materials and Administration

(Coordinators)

As a test coordinator, you are responsible for seeing that administrators receive a copy of the Administrator’s Manual. **If your school includes both elementary and middle school grades, be sure survey administrators receive the appropriate manual for their grade level (2–4 or 5–12).** Administrators also will need a copy of the student roster and an adequate number of unassigned user ID cards.

Survey administrators will prepare computer access for the students, read the survey script, note absent students, provide absentee information to the test coordinators for school-level tracking, and provide support to students having trouble accessing the survey.

Training the survey administrators is critical to ensuring that the students finish the survey within a single class period. It may be helpful to hold an in-person or virtual meeting before the start of the administration window to review the materials and field any questions the administrators might have.

Please assist administrators in the following ways:

- Provide a sufficient number of aide(s) to help teachers during online administration.
- Schedule homerooms/classrooms for computer sessions so all students in your school have the opportunity to take the survey during the administration window.

Student Log-In Information

(Coordinators)

AIR has provided you with a student roster file, which includes a list of preassigned student log-in IDs and passwords for each student in your school. Students who may be new to the school or do not have a preassigned log-in ID and password can use unassigned user ID cards with unique student login information to access the survey.

Preassigned Student Log-In Information

The student roster file includes information such as student name, grade, log-in ID, password, and school. The information for each student looks like this:

LAST NAME	FIRST NAME	LOGIN ID	PASSWORD	STUDENT ID	GRADE	SCHOOL NAME	ADMIN PERIOD
Doe	John	DOEJoe001	J12345jj	123456789	5	ABC High School	May 2016

The log-in information matches the CMSD log-in information that students use for various purposes in the district; therefore, students already should know their ID and password. This roster is provided for reference to the administrator, should a student forget his or her ID or password.

Unassigned User ID Cards

Unassigned user ID cards will be provided to new students or students who are not on the roster and do not have preassigned login IDs or passwords. The test coordinator is responsible for disseminating an appropriate number of unassigned user ID cards to each survey administrator. Survey administrators will contact you if they need additional user ID cards.

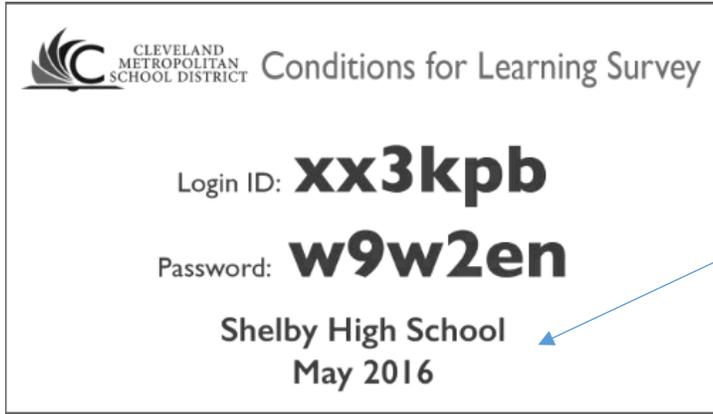
It is important to note the following procedures regarding the unassigned user ID cards:

- Each unassigned user ID and password is unique and can only be used by one student.
- Each card should have the school’s name and the current survey administration period (e.g., May 2016). If your user ID cards have an incorrect school name or administration period, do not distribute the cards and contact the school district liaison immediately.
- If you need more unassigned user ID cards, please contact AIR CFL help desk at 1-866-261-2295 (option 2) or send e-mail to CFL_CMSD@air.org between the hours of 9:00 a.m. and 5:00 p.m. (ET).

- After the survey administration window is closed, any unused unassigned user ID cards can be discarded.

Figure 1 shows an example of an unassigned user ID card.

Figure 1. Example of Unassigned User ID Card



Double check the school name and administration period of your user ID cards.

Students will need their login ID and password to re-enter the survey if they do not finish in one sitting.

Before Day of Survey

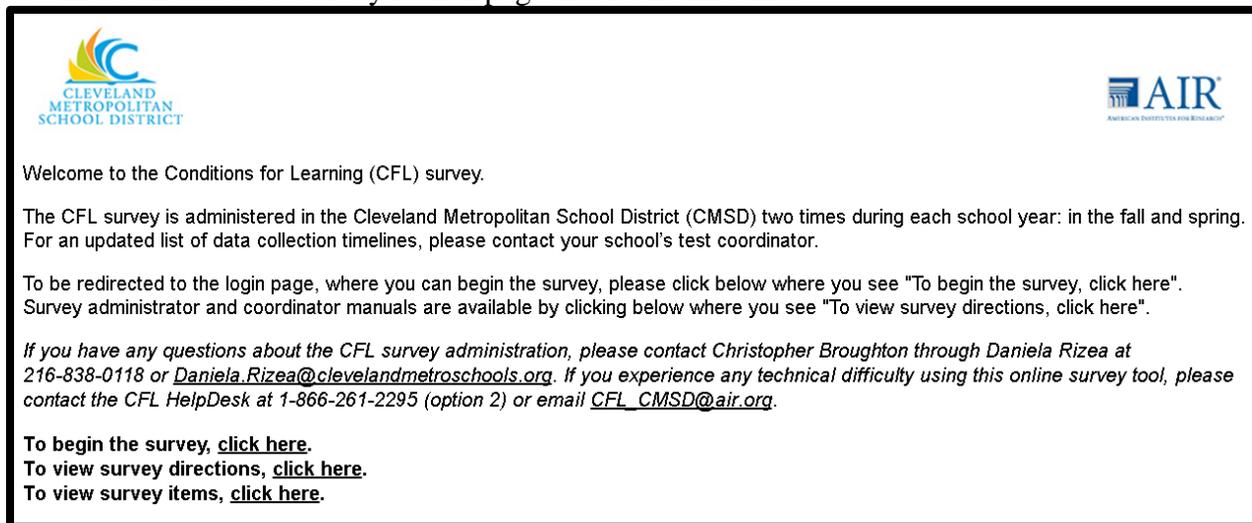
(Coordinators)

Before survey day, be sure the system is functioning correctly. Test it by logging into the survey using your coordinator user name and password issued for this purpose (User name: CFLCoordinator; the password was provided in your printed manual. Please contact AIR CFL Help Desk if you do not know it).² Take the following steps to access the survey.

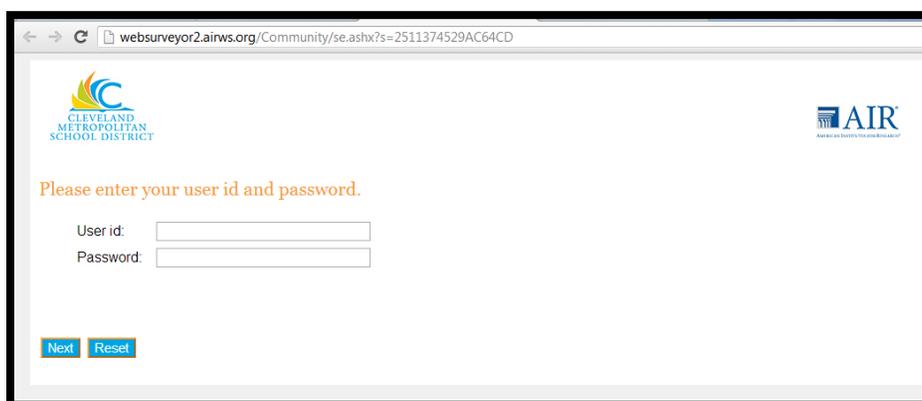
Type the following URL into your browser window: CFL.AIRPROJECTS.ORG.

² Note that user names and passwords are not case sensitive.

You will be directed to a survey launch page that looks like this:



In order to log in to the survey, click on the link that reads, “To begin the survey, click here.” Clicking this link will open a log-in page in a new window that looks like this:



Type the user name (CFLCoordinator) and password (provided in your printed manual; please contact AIR CFL Help Desk if you do not know it) into the boxes as instructed to begin the survey and then click “Next.” If you have trouble using this log-in information, please wait 15 minutes and try again. If you continue to have trouble, please contact the AIR CFL Help Desk at 1-866-261-2295 (option 2) or send e-mail to CFL_CMSD@air.org between the hours of 9:00 a.m. and 5:00 p.m. (ET).

(Administrators)

As soon as possible, verify that the student roster lists all the students in your classroom. If there are students who are not listed **and** are not **alternatively assessed**, make sure you have enough unassigned user ID cards for them. If you do not have enough cards, please contact your school’s test coordinator.

Students should bring quiet work with them on survey day, so they can work on it after completing the survey or if they opt out of the survey.

Accommodations

(Administrators)

Offer appropriate accommodations that students typically use. Accommodations that may be relevant to the survey administration include, but are not limited to, the following:

- Reading aloud to student

(Coordinators)

For Grades 2–4, administrators are instructed to read the survey aloud for all students.

For students in any grade who need to have the survey translated into a **language other than English or Spanish**, translators should translate (read) the survey aloud to these students individually or in small groups.

- Bilingual dictionary
- Extended time
- Small-group administration
- Magnification devices

Note on reading aloud to student: If reading the survey questions and responses aloud to students, be sure to read the text **word for word and with a neutral tone of voice**. This will help ensure a [standardized administration](#).

Alternatively Assessed Students

(Administrators)

The CFL survey and administration procedures are not designed to accommodate students with significant cognitive disabilities. Please do not include alternatively assessed students in the CFL administration. This will not affect your school's completion rate or response rate.

Your test coordinator may alert you to other students who should not take the survey (e.g., students who are too new to the school to answer questions about school-level conditions). Please make sure these students do not participate in the survey.

Absent Students

(Administrators)

Set aside enough unused user ID cards for absent students so they can use them at the makeup survey session if they do not already have a preassigned login ID and password. In addition, report absentees to your school's test coordinator so he or she can keep track of all students at the school. See [Makeup Survey Sessions](#) for more information.

Standardization

(Coordinators)

Survey administrators play a critical role in ensuring that the survey administration procedures are standardized. Applying standardized administration procedures is critical to producing reliable data. Accurate measurement of the differences between two populations, or the change over time in a single population, cannot be achieved if the measurement process itself is changed in any significant way. Maintaining uniform procedures for administering the survey to students is important. Test coordinators should ensure their school’s survey administrators know that they are key to ensuring standardization across the survey administrations. **Please remind administrators to familiarize themselves with the survey scripts, procedures, and instructions on responding to students’ questions before the first day of survey administration.**

(Administrators)

Applying standardized survey administration procedures is critical to producing reliable data. Accurate measurement of the differences between two populations, or the change over time in a single population, cannot be achieved if the measurement process is changed in any significant way. Maintaining uniform procedures for administering the survey to students is very important. Survey administrators are key to ensuring that administrations are standardized. **Please familiarize yourself with the survey scripts, procedures, and instructions on responding to students’ questions contained in this manual before the first day of survey administration.**

Refrain from clarifying questions for the students. For example, if a student has a question about what a survey question means, you can tell the student, “Whatever it means to you,” “Do your best,” or “There are no wrong answers.” Do not try to explain the question to the student, do not advise the student to skip the question, and do not help the student answer the survey question. If you have any questions about implementing the survey administration procedures described here, call the AIR CFL help desk at 1-866-261-2295 (option 2) between the hours of 9:00 a.m. and 5:00 p.m. (ET) or send e-mail to CFL_CMSD@air.org.

Documentation

(Coordinators)

It is important to document decisions made throughout the data collection (e.g., methods used for scheduling, eligibility of students, methods used to engage students). Whatever procedural decisions are made, the same procedures may need to be followed in subsequent administrations to establish valid trend data. In addition, it also is important to keep track of questions that survey administrators, parents, students, and others have regarding the survey.

If there are any questions about implementing the survey administration procedures described here, please contact a survey specialist at the AIR CFL help desk at CFL_CMSD@air.org or 866-261-2295 (option 2).

Beginning the Survey Session

(Administrators)

- Once each student is seated in front of a computer terminal, tell them to wait for instructions.
- Establish and maintain a quiet and serious atmosphere at the start of, and during, the survey administration.
- Tell the students that if they do not finish the survey by the end of the session, they will do so at the [makeup survey session](#).
- **Grades 2–4 only:** Instruct students who opt out of taking the survey to take out quiet work until the rest of the class is finished.
- **Grades 5–12 only:** Instruct students who finish the survey early or who opt out of taking the survey to take out quiet work until the rest of the class is finished.
- Read the following survey script to students.

Survey Script

(Administrators)

Script for Grades 2–4 Only

Today we will participate in a survey conducted by American Institutes for Research in Washington, D.C., and the Cleveland Metropolitan School District.

The reason for the survey is to ask you questions about your school. The survey asks questions about how you feel when you are at school, about other students in your school, and about your teachers. It is also being given to other students in the Cleveland school district.

This is not a test. There are no wrong answers. This survey is voluntary. You do not have to answer any questions that you do not want to answer, but we hope you will do your best to answer as many questions as you can. Please be honest when answering each question.

The only people who will see your answers to each question in the survey are researchers from the American Institutes for Research and its research partners. They will tell your teachers and principals what you think about things at your school based on your answers to groups of questions. But no one at your school will know your answer to any single question. The schools will use this information to help you learn.

I will help you log in to the survey. Then, I will read each question out loud. As I read each one, you can click on your answer: No, Sometimes, or Yes.

You can go back to a previous screen to change an answer you already provided. Raise your hand if you would like to do so, and someone will help you.

We are now ready to log in to the survey.

Script for Grades 5–12 Only

Today we will participate in a survey conducted by American Institutes for Research in Washington, D.C., and the Cleveland Metropolitan School District.

The survey is designed to collect information about the conditions for learning in your school. It asks questions about your connection to this school, students, and school staff. It is also being given to other students in the Cleveland school district.

This is not a test. There are no wrong answers. This survey is voluntary. You do not have to answer any questions that you do not want to answer, but we hope you will do your best to answer as many questions as you can. Please be honest when answering each question.

If you need to have an individual question read out loud, please raise your hand and someone will come to you. If you would like to go back to a previous screen to change an answer that you already provided, click the “Back” button.

The only people who will see your answers to individual questions are researchers from the American Institutes for Research and its research partners. They will give your teachers and principal information about what you think about your school's environment and conditions for learning based on your answers to groups of questions. No one at your school will know your answer to any single question.

We are now ready to take the survey. After you have logged in, please wait quietly so that we can all go through the introductory screens together.

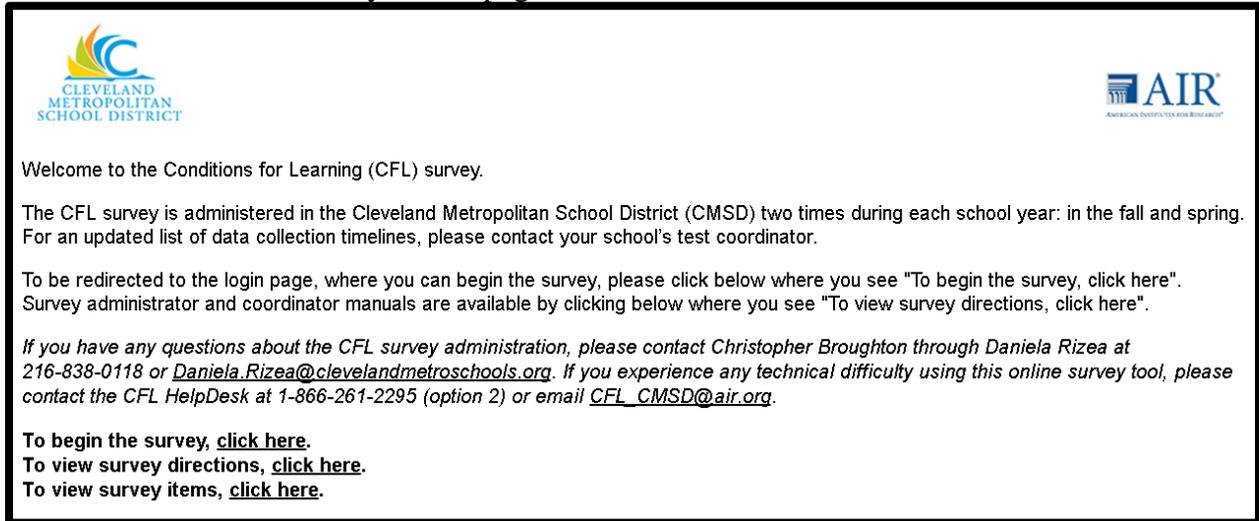
After Reading the Survey Script

(Administrators)

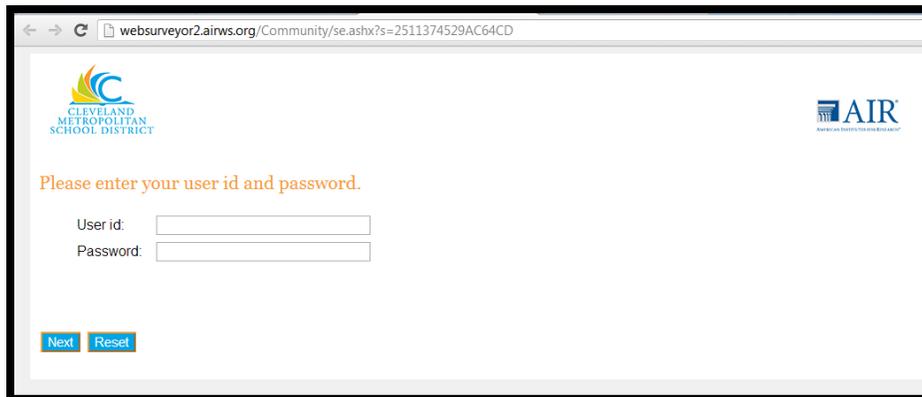
Prior to beginning the survey: Access the survey by following the instructions here. Then go through the introductory screens with students.

Type the following URL into your browser window: CFL.AIRPROJECTS.ORG.

You will be directed to a survey launch page that looks like this:



In order to have a student log in to the survey, click on the link that reads, “To begin the survey, click here.” Clicking this link will open a log-in page in a new window that looks like this:



- This **first screen** asks students to log in to the survey using their CMSD user name and password.
 - If a student does not know his or her log-in information, refer to your student roster to find his or her information and ask the student to log in.
 - If the student recently was enrolled in the school, he or she may not be listed in the student roster and will need to receive an unassigned user ID card. If you do not have

unassigned user ID cards, please contact your test coordinator. *Each unassigned user ID card may be used for only one student.*

- The **second screen** asks students if they want to take the survey in English or Spanish. Instruct those students who require the Spanish version to raise their hand. You will have to enter the administrator’s approval code on the student’s computer screen in order to access the Spanish version. The administrator’s code was provided in your printed manual. Please contact the test coordinator if you do not know it. *Please do not let students know this number.*
- The **third screen** displays the student’s demographic information (name, grade, school, and CMSD student ID) and asks him or her to confirm the information. Note that students given an unassigned user ID card will be prompted to *enter* their name, grade, CMSD student ID, and school on this screen. If a student does not know his or her nine-digit CMSD student ID, please give it to him or her, if possible. Otherwise, instruct the student to leave that field blank.
 - Students who confirm that the information on the screen is correct (i.e., matches their log-in information) should select “Yes” and click on the “Next” button. Ask these students to sit quietly while you provide assistance to any students in need.
 - Instruct students who need to answer “No” to raise their hands. These students will require administrator assistance to move forward to the next screen. Visit each of these students to confirm whether their demographic information is correct or not.
 - If it is correct, select “Yes.”
 - If it is not correct, select “No” and click “Next” to move to the next screen. Enter the student’s correct name, school, grade, and CMSD student ID in the blank fields provided. If a student does not know his or her nine-digit CMSD student ID, please give it to the student, if possible. Otherwise, instruct the student to leave that field blank.
 - Enter the administrator’s approval code in the blank field on the computer screen and click “Next” in order to move to the next screen. The administrator’s code was provided in your printed manual. Please contact the test coordinator if you do not know it. *Please do not let students know this number.*
- For all students, the **next screen** contains the introductory information and the student assent form. This reminds students of the survey’s purpose, that it is voluntary, encourages students to respond to each question, and provides information on how their data will be used.
 - Students who understand and agree to participate should click the “Yes, I agree to continue” button to begin the survey.
 - Students who do not agree to participate should click the “No, I do not want to continue” button. The next screen will instruct these students to raise their hands and inform the administrator, who should confirm that the student does not want to participate.
 - If confirmed, enter the administrator’s approval code, which was provided in your printed manual. Please contact the test coordinator if you do not know it. The survey will end. The student should be instructed to take out quiet work until the class finishes the survey.
 - If students clicked “No” in error, instruct them to click the “Back” button to change their response to “Yes” and continue with the survey.

Instructions to Move Through the Survey

(Administrators)

Grades 2–4 Only

- **Read each survey item out loud** and have students click their answer onscreen. After students answer each question, ask them to click the “Next” button at the bottom of the screen to go onto the next screen. Responses are saved automatically when students click “Next” on each screen. Note that the survey items are provided in Appendix A. Please refer to this in order to read the items aloud.
- Remind students that they can go back to a previous screen to change an answer they already provided. **Ask them to raise their hands if they would like to do so** and that someone will come to assist them. Have the other students sit quietly until all issues are resolved so that the class can continue the survey again together.
- In case a student selects a response but later decides that he or she does not wish to answer the question, the student can clear the answer by clicking the “Reset” button on that screen.

Grades 5–12 Only

- Instruct students to click the “Next” button at the bottom of the screen after they answer each question. This will take them to the next screen. Responses are saved automatically when students click “Next” on each screen.
- Explain to students that if they would like to go back to a previous screen to change an answer or to delete an answer that they already provided, they should click the “Back” button.
- In case a student selects a response but later decides that he or she does not wish to answer the question, they can clear their answer by clicking the “Reset” button on that screen.

While Students Are Taking the Survey

(Administrators)

- During the survey, tell students to work independently and to do the best they can. Maintain a quiet and serious atmosphere during the survey administration. If students become distracted or restless, encourage them to do their best to complete the survey.
- Students should attempt all questions, but do not need to complete questions they do not understand or are not comfortable answering.
- **Grades 2–4:** Most students should be able to complete the survey in 10–15 minutes.
- **Grades 5–12:** Most students should be able to complete the survey in 10–15 minutes in the fall administration, 15–20 minutes in the spring administration, and 20–25 for students in **Grades 7 and 10 during the spring administration**, as there are 15 extra items for these students.
- **Grades 5–12 only:** Students who finish early should take out quiet work until the rest of the class is finished.

When the Survey Period Ends

(Administrators)

- If students have completed the survey, instruct them to click “Submit survey” on the last screen. The next screen will thank them for participating in the survey and automatically will redirect to the log-in screen for the next survey session.
- If students did not have time to complete the survey, instruct them to close the survey by clicking on the “X” button at the top right of their computer screen. Explain that they will have an opportunity to complete the survey during the [makeup survey session](#).
- Before leaving the room, make sure each student has submitted the survey or closed the survey if he or she did not finish.
- Discard unassigned user ID cards used by students who **completed** the survey.
- If a student used an unassigned ID card but **did not finish** the survey, instruct them to keep the card so he or she can re-enter their survey during a makeup session.
- Keep the unused unassigned user ID cards and be sure to keep track of unassigned user ID cards that have and have not been used.

Makeup Survey Sessions

(Coordinators and Administrators)

Makeup surveys must be administered during the regular data collection window. Students should use their CMSD user name and password. The following provisions apply to students who **do not have a preassigned login ID and password** (i.e., who are not included on the student roster):

- If the student did not yet begin the survey (e.g., was absent during the regular administration), provide them with a new user ID card.
- For students who used an unassigned user ID card to begin the survey but **did not finish the survey** during the regular administration, instruct them to use the same login ID and password that they used previously to take the survey (from the card they were given during the prior session).

After log-in, the survey will pick up where the student left off. The procedure for administering the survey is the same as the initial administration described previously. As with all assessments, please provide accommodations to ensure students can concentrate and complete the survey.

Questions

(Coordinators)

Administrators are instructed to contact you if they have any questions or concerns. If they or you need help, please contact Christopher Broughton through Daniela Rizea at 216-838-0118 or Daniela.Rizea@clevelandmetroschools.org. If you have technical issues with the online survey tool, please call the AIR CFL help desk at 1-866-261-2295 (option 2) or send e-mail CFL_CMSD@air.org between the hours of 9:00 a.m. and 5:00 p.m. (ET).

Thank you very much for your assistance in coordinating the CMSD Conditions for Learning Survey! You have an important role in a successful survey administration.

Frequently Asked Questions

I want to log in to the CFL survey as a test coordinator to familiarize myself with the survey platform. Where do I find the test coordinator user name and password information?

To access the CFL survey as a test coordinator, type **CFLCoordinator** into the user name box, and type the password (provided in your printed manual; please contact AIR CFL Help Desk if you do not know it) into the password box (see [Before Day of Survey](#)). Note that the user name and password fields are not case sensitive, so you can use uppercase or lowercase letters.

What materials should survey administrators have before administering the CFL survey?

Before administering the survey, make sure the survey administrators in your school have the following materials in hand:

- (1) An administrator’s manual for the appropriate grade level of their classes (i.e., Grades 2–4 or Grades 5–12)
- (2) A student roster file listing the user names and passwords of all of the students in their school
- (3) A bundle of unassigned user ID cards that can be given to students without a preassigned user name and password

As the school’s test coordinator, you should provide these materials to the survey administrators in your school. Please note that student roster files are specific to each administration as are the unassigned user ID cards. Therefore, unassigned user ID cards only will work for the administration that is listed on the front of the card. If you do not have these materials prior to the administration, please contact your district liaison (Christopher Broughton through Daniela Rizea at 216-838-0118 or Daniela.Rizea@clevelandmetroschools.org).

What can I do to make the log-in process faster?

To save time during the log-in process, we recommend that survey administrators turn on the computers to be used for administration before the class period, so students will not have to wait for computers to load. If possible, having an aide present during the log-in process is a great way to make this process faster.

There is a classroom with students of mixed languages. How should survey administrators handle this situation with younger students who need the items read aloud?

If some students are fluent only in Spanish, and others are fluent only in English, we recommend the survey administrator read each item aloud in both languages; for example, first read the item aloud in English, then repeat the item in Spanish. Survey administrators also may find it beneficial to administer the survey to students separately based on language preference, either at different times, or at the same time with the help of an aide.

A student accidentally closed the browser window without completing the survey. How does the student log back into the survey?

Students can log back in to the survey by typing the survey URL (cfl.airprojects.org) into the internet browser, and entering the same user name and password combination that they used to access the survey before. They will be returned to where they left off in the survey.

Where are my unassigned user ID cards?

The school district mails user ID cards directly to the test coordinator. For questions regarding the status of your school's unassigned user ID cards, please contact your district liaison (Christopher Broughton through Daniela Rizea at 216-838-0118 or Daniela.Rizea@clevelandmetroschools.org).

What do I do if I need more unassigned user ID cards?

If you need more unassigned user ID cards, please contact the AIR CFL help desk at 1-866-261-2295 (option 2) or send e-mail to CFL_CMSD@air.org between the hours of 9:00 a.m. and 5:00 p.m. (ET).

What should students do with their unassigned user ID cards if they didn't complete the survey?

Students should keep their unassigned user ID cards so they can complete the survey at the [makeup survey session](#).

What should students do with their unassigned user ID cards after they complete the survey?

Unassigned user ID cards can be discarded once the student has completed their survey.

What should I do with the unused unassigned user ID cards when the survey administration is over?

Once the survey administration window is closed, you can discard any unused unassigned user ID cards. These unassigned user names will not work in future survey administrations.

There aren't enough computers in the lab to accommodate all of the students in a classroom, or there is no computer lab available. What do you recommend?

If survey administrators are not able to access a computer lab, but have computers in the classroom, they can have students take the survey one at a time (or a few at a time, depending on the number of computers). To avoid classroom disruption, make sure a system is in place in which students know what they need to do and are signaled quietly when it is their turn.

If the survey is being administered in a computer lab, but there are not enough computers for all students, it is recommended that students without a computer are instructed to sit quietly and wait for another student to finish so that they can switch places with their classmates.

Some students in my school are alternatively assessed. Do they take the CFL survey?

No. Alternatively assessed students should not take the CFL survey. These students should sit out of the survey. Your school’s response rate will not be affected.

I can’t access the survey. The error message says that the survey is closed. What do I do?

If you can’t access the survey, you may either refresh your browser and/or clear your browser cache and cookies. Below are some instructions on how to clear your browser cache and cookies.

Clearing browser cache in Google Chrome

- At the top right, click the Chrome menu, which is found at the end of the address bar, to the right of the star.
- Click More tools, select Clear browsing data.
- At the top, choose a time range. To delete everything, select All time **(recommended)**.
- Next to "Cookies and other site data" and "Cached images and files," check the boxes.
- Click Clear data.

Clearing browser cache in Internet Explorer

- In the top right corner of the browser window, select “Tools” (the icon that looks like a gear).
- Select “Internet Options” from the dropdown menu.
- Under the “General” tab, find “Browsing History” and click the button marked “Delete...”
- In the dialog box that appears, select “Temporary Internet files and website files” and “Cookies and website data”.
- Click “Delete.”

Clearing browser cache in Firefox

- In the top right corner, click the menu, which is found at the end of the address bar, to the right.
- Choose options
- Select the Privacy & Security panel on the left side
- In the Cookies and Site Data section, click Clear Data
- Remove the check mark in front of *Cookies and Site Data*
- With *Cached Web Content* check marked, click the clear button.

Appendix A: Test Coordinator Checklist

The following is a checklist to help you keep track of your responsibilities as a test coordinator.

Before Survey Day

- Read through this *Test Coordinator Manual*.
- Identify your survey administrators.
- Disseminate the *Survey Administrator Manual*.
- Disseminate copies of the student roster and unassigned user ID cards. Before dissemination, double check the school name and administration period on the unassigned user ID cards.
- Check with administrators to ensure they have enough user ID cards for students who may need them (i.e., students who are not on the roster).
- Develop a schedule of classroom computer lab time so that all eligible students in your school have the opportunity to take the survey during the administration window.
- Provide a sufficient number of aide(s) to help teachers during both regular and makeup survey sessions.
- Create a strategy to keep track of the following: [students who are ineligible](#) to take the survey, students who have and who have not been invited to take the survey, students who are absent, and students who did not complete the survey who need a makeup session.
- Schedule computer labs for [makeup survey sessions](#) so that all students who need to make up or finish the survey in your school have the opportunity. Makeup sessions must be scheduled within the administration window for the district.

Throughout the Administration Window

- Check in with your administrators to make sure they have everything they need to administer the survey appropriately.
- Be available for questions from your administrators.
- Document important decisions made during the administration.