Step 5: Assessment Coordinators should then complete the Security Agreement.

Task	Yes	No	Done
Note: The Security Agreement must be agreed to in order to access the Kite system.			

Step 6: Manage district/school staff roles.

Task	Yes	No	Done
Verify users in Educator Portal (EP) with the **Users Extract** in EP. Contact the data manager to have users no longer in the school or district deactivated and new users added.			
Required training is facilitated by the district or self-directed in Moodle. Ensure certified educators have completed the required training modules and the required qualifiers in Moodle to be eligible as a test administrator.			

Staff will receive a completion report when all training requirements have been met. **This should be printed for staff records**. Please contact EMSCASSESSINFO@nysed.gov for more information on Continuing Teacher and Leader Education (CTLE) hours2 77. anda (E)i9 (d)-1TJ ET Q B .002 Tw 12 0 0 12

Step 8: Test Administrator Preparations

Task	Yes	No	Done
Accessibility/Accommodations			
Ensure the Personal Needs and Preferences (PNP) Profile and First Contact survey (FCS) have been completed for each student. **Run Reports: PNP Settings** and **First Contact Survey File** extracts.			
The expectation is that accessibility supports are similar to those that have been used during instruction. (Refer to the ACCESSIBILITY MANUAL.)			

Do not have the assessment be the first time a student is

Step 9: Recording Testing Exemptions, if Applicable

Task	Yes	No	Done
Notify the **DTC** to enter the appropriate **Special Circumstance Code** for a student after the FCS has been completed			