

### Purpose and Duties

The NRS Assessment Contact(s) has/have the direct responsibility for the test security and test administration of the standardized assessments suitable for reporting in the National Reporting System (NRS).

Your duties as the NRS Assessment Contacts are to:

- ✓ be the first point of contact and stay abreast of the updates and changes regarding the NRS approved assessments by attending the webinars and trainings
- ✓ become a Certified Test Administrator Trainer\*\* and facilitate local test administration training for the staff at your agency (ie., there must be at least one designated test trainer for every NRS standardized test administer at the local agency)
- ✓ maintain a local list of staff trained on any NRS assessment used that includes:
  - a) name of assessment trainer(s)
  - b) name of trainee(s)
  - c) name of assessment(s)
  - d) date(s) of assessment training

**This information must be available to the State Office upon request.**

- ✓ be the local expert on the contents in the NC CCR Assessment Manual and assure compliance with the assessment requirements and test security policies.

\*\* A Certified Test Administrator Trainer will have completed:

- a) the respective online assessment training coursework (if available for assessment)
- b) the respective classroom (face-to-face) assessment training (see list of trainings)
- c) will demonstrate expertise and knowledge of test administration training
- d) will demonstrate expertise in the delivery of assessment training of staff