



## South Carolina Alternate Assessments User Role Summary and Matrix

A summary of the user account roles is below, and a complete list of which systems and tasks each user account can access follows.

Users may have more than one user role across schools and districts. For example, a teacher may be given the “Test Administrator” role in one school and assigned the “Second Rater” role in another school or district. Each test coordinator should assign the role that is appropriate for their district or school. Test coordinators should carefully consider the level of access given to each user. Each user’s username will be his/her school email address.

**District Test Coordinator for Alternate Assessment or DTC-Alt (DTC)** – This person has primary responsibility for creating and editing student records, ordering paper test materials and Test Administrator Manuals (TAMs), and overseeing the administration of state assessments. The DTC-Alt is the primary point of contact between the district and SCDE and much of the communication concerning the South Carolina alternate assessments will be directed to the DTC-Alt. The DTC-Alt has the authority to create user accounts for all roles listed below.

**District Technology Coordinator (TECH)** – This user role is reserved for those who are responsible for preparing and maintaining technology for the Alternate Assessments. They have the ability to download the Julie Voice Pack from TIDE.

**School Test Coordinator (STC)** – This user role is available to all school test coordinators. Depending on the preference of the DTC-Alt, the STC may also be responsible for creating and maintaining user accounts in his/her school building (TMs, TAs and SRs). The STC will also have the ability to view paper test material orders. The STC role also has access to interactive score data in the Online Reporting System (ORS).

**Test Administrator (TA)** – This user role is available to certified personnel who will administer the South Carolina alternate assessments to students with significant cognitive disabilities, enter the students’ scores in the Data Entry Interface (DEI), and administer the alternate assessment through the TA Interface. The TA role also has access to interactive score data in the Online Reporting System (ORS). At the end of each assessment, the TA will be required to electronically verify the TA Security Affidavit for each subject the student was tested in.

**Test Monitor (TM)** – This user role is available to certified personnel who will act as a monitor throughout the South Carolina alternate assessments. At the end of each assessment, the monitor will be required to electronically sign the TA Security Affidavit for each subject the student was tested in.

**Second Rater (SR)** – This user role is for personnel who will observe the SC-Alt administration in Social Studies and independently score the student’s responses and enter them in the Data Entry Interface (DEI).

## District and School Administrator Users

<input checked="" type="checkbox"/> access provided at the district level <input type="checkbox"/> access restricted at the school level	District Test Coordinator for Alternate Assessment or DTC-Alt (DTC)	District Technology Coordinator (TECH)	School Test Coordinator (STC)
<b>Test Information Distribution Engine (TIDE)</b>			
<i>Students</i>			
Add Students	<input checked="" type="checkbox"/>		
View/Edit/Export Students			
Edit Demographics	<input checked="" type="checkbox"/>		
View Demographics	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Edit Test Eligibility	<input checked="" type="checkbox"/>		
View Test Eligibility	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Test Settings and Tools			
Edit Visual Assistance Tools	<input checked="" type="checkbox"/>		
View Visual Assistance Tools	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Edit Literacy Assistance Tools	<input checked="" type="checkbox"/>		
View Literacy Assistance Tools	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Edit Integration with Assistance Technology	<input checked="" type="checkbox"/>		
View Integration with Assistance Technology	<input checked="" type="checkbox"/>		<input type="checkbox"/>
View TA Security Affidavit	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Validate TA Security Affidavit			
Upload Students	<input checked="" type="checkbox"/>		
Frequency Distribution Report	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<i>Test Settings and Tools</i>			
View/Edit/Export Test Settings and Tools	<input checked="" type="checkbox"/>		
Upload Test Settings and Tools	<input checked="" type="checkbox"/>		
<i>Verify Shipping Contact Information</i>			
View Shipping Contact Information	<input checked="" type="checkbox"/>		
Edit Shipping Contact Information			

<i>Orders</i>			
On-Time Orders	■		
Additional Orders	■		
Order History	■		<input type="checkbox"/>
Order Summary	■		<input type="checkbox"/>
Track Shipments	■		<input type="checkbox"/>
<i>Users</i>			
Upload Users	■		<input type="checkbox"/>
Add Users	■		<input type="checkbox"/>
View/Edit Users	■		<input type="checkbox"/>
<i>Rosters</i>			
Add Roster	■		<input type="checkbox"/>
View/Edit Export Rosters			
Upload Rosters	■		<input type="checkbox"/>
<i>Test Irregularities</i>			
Create Test Irregularities	■		
Upload Test Irregularities	■		
View Test Irregularities	■		<input type="checkbox"/>
<i>Monitoring Test Progress</i>			
Plan and Manage Testing	■		<input type="checkbox"/>
Test Completion Rates	■		<input type="checkbox"/>
Test Status Code Report	■		<input type="checkbox"/>
<i>Data Cleanup</i>			
View Non-Participation Codes	■		
Student Enrollment History	■		
<i>General Resources</i>			
Download Voice Pack	■		<input type="checkbox"/>
Download Secure Forms	■	■	<input type="checkbox"/>
<b>Test Delivery System (TDS)</b>			
Data Entry Interface (DEI)	■		<input type="checkbox"/>
Test Administrator Sites	■		<input type="checkbox"/>
<b>Online Reporting System (ORS)</b>			
Test Management Center			
Summary Statistics	■		<input type="checkbox"/>
Retrieve Student Results (downloadable data)	■		<input type="checkbox"/>
Score Reports			
Score Reports	■		<input type="checkbox"/>

## Teacher Level Users

access restricted at the school level

Test Administrator  
(TA)

Monitor  
(TM)

Second Rater  
(SR)

### Test Information Distribution Engine (TIDE)

#### *Students*

Add Students			
View/Edit/Export Students			
Edit Demographics			
View Demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Test Eligibility			
View Test Eligibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Settings and Tools			
Edit Visual Assistance Tools	<input type="checkbox"/>		
View Visual Assistance Tools	<input type="checkbox"/>		<input type="checkbox"/>
Edit Literacy Assistance Tools	<input type="checkbox"/>		
View Literacy Assistance Tools	<input type="checkbox"/>		
Edit Integration with Assistance Technology	<input type="checkbox"/>		
View Integration with Assistance Technology	<input type="checkbox"/>		
View TA Security Affidavit			
Validate TA Security Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	
Upload Students			
Frequency Distribution Report	<input type="checkbox"/>		

#### *Test Settings and Tools*

View/Edit/Export Test Settings and Tools	<input type="checkbox"/>		
Upload Test Settings and Tools	<input type="checkbox"/>		

#### *Rosters*

Add Roster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Export Rosters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upload Rosters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Test Irregularities</i>			
Create Test Irregularities			
Upload Test Irregularities			
View Test Irregularities	<input type="checkbox"/>		
<i>Monitoring Test Progress</i>			
Plan and Manage Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Completion Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Status Code Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General Resources</i>			
Download Voice Pack	<input type="checkbox"/>		<input type="checkbox"/>
Download Secure Forms	<input type="checkbox"/>		<input type="checkbox"/>
<b>Test Delivery System (TDS)</b>			
Data Entry Interface (DEI)	<input type="checkbox"/>		<input type="checkbox"/>
Test Administrator Sites	<input type="checkbox"/>		<input type="checkbox"/>
<b>Online Reporting System (ORS)</b>			
Test Management Center			
Summary Statistics	<input type="checkbox"/>		
Retrieve Student Results (downloadable data)	<input type="checkbox"/>		
Score Reports			
Score Reports	<input type="checkbox"/>		