



# TestHound<sup>®</sup>

## Your All-in-One Solution for K-12 Assessment Coordination & Operations in Florida

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# Table of Contents

- 1** Introduction
- 2** Master Accommodations Report
- 3** Admin Record Security Checklist
- 4** Seating Chart Report
- 5** Room Accommodations Report
- 6** Master Schedule Report
- 7** Test Administrator Schedule Report
- 8** Ready to meet your new “test friend”?

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# Introduction

**Managing student data across various systems is challenging, but TestHound makes it easier!**

TestHound is a comprehensive K-12 assessment operations solution that centralizes student data from disconnected systems into a single platform for efficient test coordination. TestHound accesses the most current information from all of your district systems to provide you with a one-stop-shop for customizable reports and valuable insights for your test administrations.

## With TestHound, you are able to:

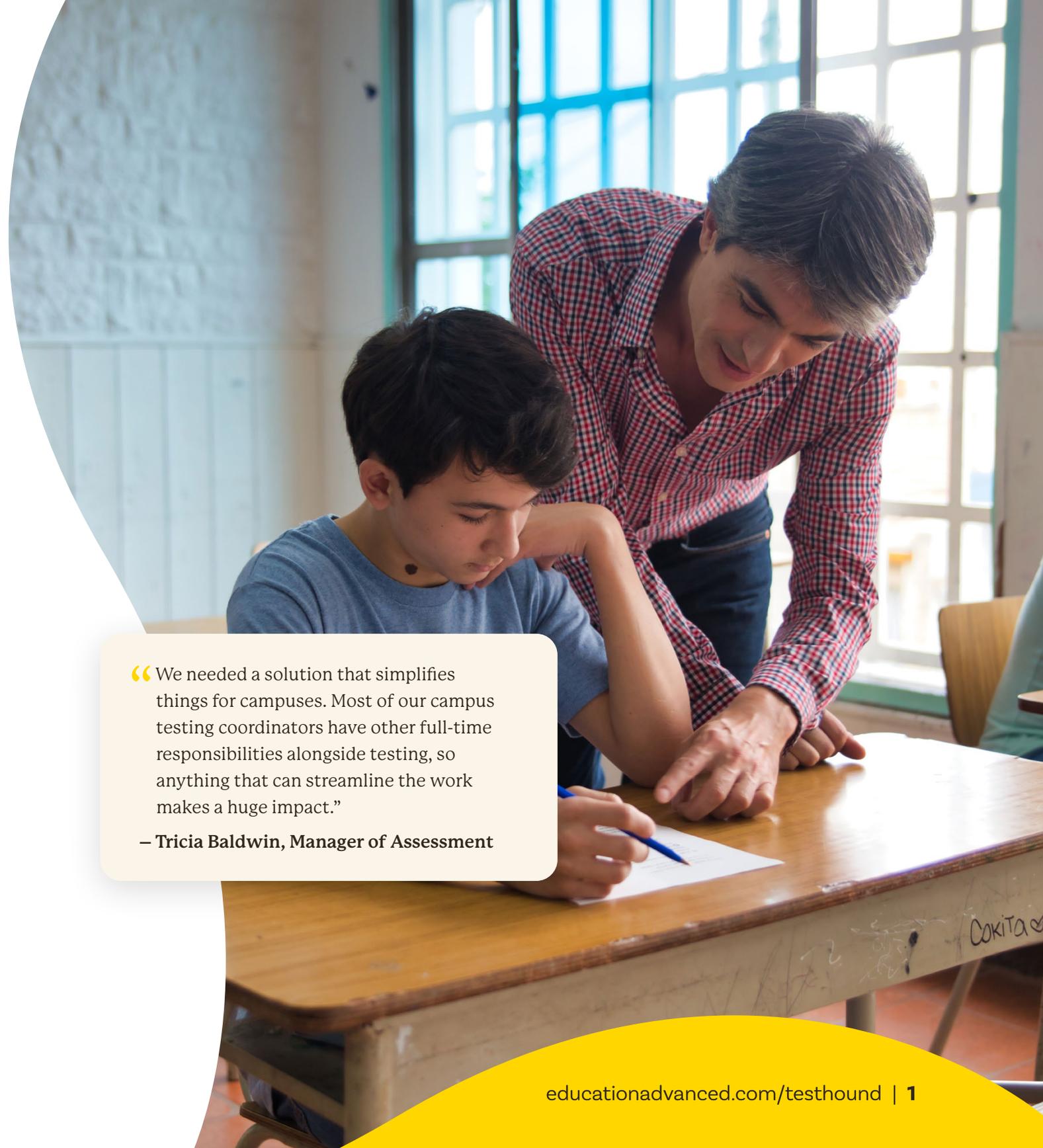
- ✔ Automate the assessment process to increase efficiency and reduce human errors.
- ✔ Ensure all students receive the proper testing accommodations.
- ✔ Reclaim time to spend working directly with students.

## Read on to learn more about these reports from your new “test friend”...

- ✔ Master Accommodations Report
- ✔ Admin Record Security Checklist
- ✔ Seating Chart Report
- ✔ Room Accommodations Report
- ✔ Master Schedule Report
- ✔ Test Administrator Schedule Report

“We needed a solution that simplifies things for campuses. Most of our campus testing coordinators have other full-time responsibilities alongside testing, so anything that can streamline the work makes a huge impact.”

– **Tricia Baldwin, Manager of Assessment**



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# Master Accommodations Report



Master Accommodations Report  
Universal School District

STUDENT	SUBJECT	TDS														NEDS											
		*Text-to-speech	*Text-to-speech - Item and Stimuli	*Text-to-speech Items	*Text-to-speech Passages	*Translation Glossaries	Audio Transcript	Closed captioning	Color contrast	Masking	Mouse pointer	Permissive Mode	Print Size	Speech-to-text	Streamline	Turn off any universal tools	*Color contrast	*Magnification	*Noise buffers	*Read aloud in Spanish	*Read-Aloud Items	*Scribe Item	*Simplified Test Directions	*Translation Glossaries	100s number table	Amplification	Bilingual dictionary
<b>ABEL, BRAYSTON H.</b> ID: 34868 Gn: M Gd: 5 SpEd: F 504: F LEP: F StateStudentID: 999001314	ELA								X												X						
	Math														X												
	Science																										
	Spanish																										
<b>ABEL, DAVIS A.</b> ID: 31747 Gn: M Gd: 5 SpEd: T 504: F LEP: F StateStudentID: 999000032	ELA																					X					
	Math																										
	Science																										
	Spanish																										
<b>ABLES, ETHANE I.</b> ID: 32648 Gn: M Gd: 5 SpEd: F 504: F LEP: F StateStudentID: 999000423	ELA																										
	Math																										
	Science																										
	Spanish																										
<b>ABNER, CHEYANNE R.</b> ID: 32259 Gn: F Gd: 12 SpEd: F 504: F LEP: F StateStudentID: 999000262	ELA																										
	Math																										
	Science																										
	Spanish																										
<b>ABONZA CABRERA, ALLISSA L.</b> ID: 35472 Gn: F Gd: 12 SpEd: F 504: F LEP: F StateStudentID: 999001558	ELA																										
	Math																										
	Science																										
	Spanish																										
<b>AGOR, FRANK W.</b> ID: 35254 Gn: M Gd: 10 SpEd: F 504: F LEP: F StateStudentID: 999001472	ELA																										
	Math																										
	Science																										
	Spanish																										
<b>AGUADO ESPINOSA, PAIGE G.</b> ID: 34685 Gn: F Gd: 10 SpEd: F 504: F LEP: F StateStudentID: 999001233	ELA																										
	Math																										
	Science																										
	Spanish																										
<b>AGUADO HERNANDEZ,</b> ID: 34006 Gn: M Gd: 10 SpEd: F 504: F LEP: F	ELA																										
	Math																										
	Science																										
	Spanish																										

The Master Accommodations Report is a customizable and flexible tool that easily generates comprehensive accommodation reports for all students or specific test administrations. The report offers the option to show notes associated with each student to provide additional clarification for the individual student's needs.

Users have several options to filter the report by:

- ✓ Students
- ✓ Accommodation Types
- ✓ Grades
- ✓ Test Versions
- ✓ Subject

“I was doing all my accommodations by cutting and pasting spreadsheets. I was in a perpetual state of fear that I would lose an accommodation or student in all the cutting and pasting. I could not do testing without TestHound. It has truly revolutionized testing for me and made so many tasks quicker and easier than they ever were before.”

– Laura Osborne, District Testing Coordinator



Admin Record Security Checklist  
 Example District FL, Juniper MS  
 FAST Progress Monitoring 1  
 8/7/2023 1:00 PM - 2:00 PM

Start/Stop Time Log	
Start: _____	Stop: _____
Start: _____	Stop: _____
Start: _____	Stop: _____

Test Group Code(s)/SessionID(s): \_\_\_\_\_

GR06 ELA READING ROOM: 100 Test Administrator(s): TAYLOR BIRD BookletID: \_\_\_\_\_

Seat StateID	Last Name	First Name	MI	Gr.	Booklet	Att.			Acc. Offered:	Acc. Used:
						1	2	3		
1.	AGUIRRE	KENNETH	Z.	6						
2.	AGUIRRE	KENNETH	Z.	6						
3.	ALARCON	CASE	E.	6				1FP; 1FR; 1FSE;		
4.	ALARCON	CASE	E.	6				1FP; 1FR; 1FSE;		
	LICONA									
5.	ALFORD	KAILY	M.	6						
6.	ANDRES	AURORA	A.	6						
7.	ANDRES	AURORA	A.	6						
8.	ARANDA	ROMAN	T.	6						
9.	AULDRIDGE	GUY	F.	6				1FP; 1FSC; 1FSE;		
10.	AVILA	GAGE	A.	6				2-ADI;		
11.	BACKUS	JANESSA	N.	6						
12.	BALL	ROGER	J.	6				2-AHL;		
13.	BANDY	GABRIELLA	L.	6						
14.	BEADLE	EMIE	A.	6				1FP; 1FSC; 1FSE;		
15.	BEATTY	LITZY	N.	6						
16.	BEATTY	PAIGE	L.	6						
17.	BECERRA	BRASEN	B.	6				1FP; 1FSC; 1FSE;		
	CARREON									
18.	BECERRA	ROBERT	B.	6						
	CARREON									
19.	BECKLEY	DARIEN	L.	6						
20.	BECKLEY	LAWSON	V.	6				1FP; 1FSC; 1FSE;		
21.	BELLAH	HUNTER	C.	6						

Materials Out: \_\_\_\_\_  
 TEST ADMINISTRATOR QUANTITY DATE TIME

Materials In: \_\_\_\_\_  
 TEST COORDINATOR QUANTITY DATE TIME

\* Attendance Codes: P = Present; A = Absent; W = Withdrawn; P/I = Present but Invalidated  
 \*\* Accommodation Codes for ESE/504: 1-FP = Flexible Presentation; 1-FR = Flexible Responding; 1-FSC = Flexible Scheduling;  
 1-FSE = Flexible Setting; 1-AD = Assistive Devices;  
 \*\*\* Accommodation Codes for ELL: 2-FSC = Flexible Scheduling; 2-FSE = Flexible Setting;  
 2-AHL = Assistance in Heritage Language; 2-ADI = Approved Dictionary

report generated: 6/4/2024 11:11:23 AM

# The Admin Record Security Checklist

The Admin Record Security Checklist is a secure, state-reviewed tool that meets DOE requirements, designed to keep all student, room, and test-day details in one easy-to-use document. It presents the accommodations each student has access to based on their accommodation plan, allows test administrators to record accommodations used during testing, and includes optional materials tracking to support smooth and secure administration.

## Why it matters:

- ✔ **Security:** Ensures all documentation is complete, accurate, and aligned with state expectations for secure test administration.
- ✔ **Accountability:** Provides an official record of testing room assignments and procedures.
- ✔ **Efficiency:** Streamlines test-day workflows and materials management—especially when paired with TestHound’s barcode scanning and automated reconciliation tools and communication.



Seating Chart  
 TestHound Bainbridge, Washington HS  
 zSTAAR DEMO  
 4/18/2023 8:30 AM - 12:00 PM  
 ROOM: 101

Start/Stop Time Log  
 Start: \_\_\_\_\_ Stop: \_\_\_\_\_  
 Start: \_\_\_\_\_ Stop: \_\_\_\_\_  
 Start: \_\_\_\_\_ Stop: \_\_\_\_\_

Test Group Codes(s)/SessionID(s): \_\_\_\_\_

**Algebra I**

RILEY FELTY

Seat	StateID	Student	Computer #
1.	777772491	ALMENDAREZ, EDWIN M.	
2.	777771378	ANZURES, MIRANDA J.	
3.	777771615	ARRIAGA, BRYLEI K.	
4.	777771328	ATKINSON, VICENTE M.	
5.	777771150	AVILA, ESTEBAN L.	
6.	777772513	BACKUS, TANNER S.	
7.	777771828	BARKSDALE, CINECA M.	
8.	777771148	BARROW, ELI G.	
9.	777771701	BARTRAM, KEEGAN G.	
10.	777772004	BEAULEAU, LEA J.	

All seating charts must indicate the front and back of the room and the direction each student is facing.




Personnel assigned to monitor this room for any length of time must complete this log when entering and exiting the room. Please be sure to indicate your assigned area of the testing room.

Date/Session	Print Name	Signature	Area of Room	Time In/Time Out
_____	_____	_____	_____	/
_____	_____	_____	_____	/
_____	_____	_____	_____	/
_____	_____	_____	_____	/
_____	_____	_____	_____	/

# Seating Chart Report

The **Seating Chart Report** makes it easy to generate test room rosters for a specific test within a test administration. The report provides information to assist in managing the test administration. It includes the following:

- ✓ Test Administration
- ✓ Test Subject
- ✓ Date of the Test
- ✓ Room
- ✓ Assigned Test Administrators

The **Seating Chart Report** will also provide student information assigned to the testing room including:

- ✓ Name
- ✓ Student ID
- ✓ Computer Number

“It helps us work so much smarter, automating all of the paper-based tasks and eliminating the countless spreadsheets. It really changed everything. The district testing coordinators in my network all agree that their campus testing coordinators would revolt if they ever discontinued using TestHound.”

– Pam Brown, Director of Counseling & Assessment



Room Accommodations  
Collfax, Washington HS

4/18/2023 9:00 AM - 12:00 PM

**Algebra I ROOM: 102** TRUITT BALLESTEROS

BEYER, CARTER M.	State Student ID:	Student ID: 433817
Grade: 9 Gender: M 504: False SpEd: False LEP: False		
DS: Oral Administration Q&A		

BISHOP, ANGALIYAH A.	State Student ID:	Student ID: 433569
Grade: 9 Gender: F 504: False SpEd: False LEP: False		
Version: STAAR Online		

BRADSHAW, BRYAN F.	State Student ID:	Student ID: 435009
Grade: 9 Gender: M 504: False SpEd: False LEP: False		
DS: Calculation Aids		

BURNS, SYRAH A.	State Student ID:	Student ID: 432131
Grade: 9 Gender: F 504: False SpEd: False LEP: False		
DS: Individualized Structured Reminders		

BUTLER, GUADALUPE A.	State Student ID:	Student ID: 434016
Grade: 9 Gender: F 504: False SpEd: False LEP: False		
DS: Oral Administration Q&A		

COORDINATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ TEST ADMINISTRATOR SIGNATURE \_\_\_\_\_  
report generated: 8/15/2022 8:18:19 AM



# Room Accommodations Report

The **Room Accommodations Report** makes it easy to pull an accommodation report by room for a specific test within a test administration. This report provides detailed information about student accommodations, including test versions and population categories (504, Special Education, English Learners). This report will help you get all the important information in a user-friendly way.

## Users have several options to customize the report by:

- ✔ Room
- ✔ Accommodation Type
- ✔ Individual Student Notes
- ✔ Test Administration and Test

“With TestHound, we can assign students to testing rooms by their accommodations with just a few clicks, which has helped us get organized and saved us a tremendous amount of time and labor dollars.”

– **Theresa Ricker, District Testing Coordinator**



 Master Schedule Colfax Washington HS ySTAAR Demo				04/18/23 Algebra I
Last Name	First Name	MI	Gr	
ALMENDAREZ	TAYLOR	O.	9	9:00 AM 101
ALVAREZ	BECCA	B.	9	9:00 AM 101
ANCHONDO	MATEO	D.	9	9:00 AM 101
ARANDA ROBLEDO	KIEFER	D.	9	9:00 AM 101
ARISTA	TONYA	J.	9	9:00 AM 101
ARLOW	NOLAN	G.	9	9:00 AM 101
ARMSTRONG	DRAVEN	D.	9	9:00 AM weight room
ASHER	CARLIE	A.	9	9:00 AM 101
AULDRIDGE	JETT	O.	9	9:00 AM 101
BACKUS	DARLA	M.	9	9:00 AM 101
BACKUS	MIRIAM	K.	9	9:00 AM 101
BAILEY	TARYN	J.	9	9:00 AM 101
BALLARD	ALEXANDRIA	C.	9	9:00 AM 101
BALLESTEROS	BRAIDEN	C.	9	9:00 AM weight room
BALLINGER-	LUIS	W.	9	9:00 AM



# Master Schedule Report

The **Master Schedule Report** is an essential resource for test administrators, providing a clear and organized overview of students’ test assignments and room locations. The customizable features allow for flexibility in generating the report, making it a valuable asset for successful test administration and communication with students.

## The Master Schedule Report allows users to:

- ✓ Build custom reports for specific test administrations with an option for homeroom assignments and student ID
- ✓ Easily communicate students’ assigned testing rooms
- ✓ Facilitate efficient organization and communication for both students and staff

“With TestHound, we now have consistency across the district. TestHound helps new testing coordinators know exactly how to set up testing in a user friendly environment even if they are not technologically savvy.”

– **Courtney Clearfield, District Testing Coordinator**



 Test Administrator Schedule Colfax Washington HS ySTAAR Demo		04/16/24
<b>Test Administrator</b>		
BALLESTEROS, TRUITT S.	Algebra I 9:00 AM 101	
BARBER, KAITLYNN M.	Algebra I 9:00 AM 104	
BARILE, ROGER A.	Algebra I 9:00 AM 102	
BARKS, TARYN R.	Algebra I 9:00 AM 110	
BARTRAM, BURGEN H.	Algebra I 9:00 AM 106	
BAUER, CRISTINA S.	Algebra I 9:00 AM 107	
BAXTER, REBA A.	Algebra I 9:00 AM 108	
BEESON, JEWEL B.	Algebra I 9:00 AM 110	
BLACKSTOCK, KOLLIN C.	Algebra I 9:00 AM 109	
BLANKENSHIP, IZABEL L.	Algebra I 9:00 AM 105	
BOOTH, MELISSA A.	Algebra I 9:00 AM 104	

# Test Administrator Schedule Report

The **Test Administrator Schedule Report**, similar to the Master Schedule Report, allows users to retrieve a comprehensive list of test administrators and their assigned rooms during a test administration. It simplifies the coordination and organization of test administrators, ensuring a smooth testing process.

## The Test Administrator Schedule Report allows users to:

- ✓ Select the desired test administration
- ✓ Generate the report with teachers and their assigned test rooms
- ✓ Conveniently export the data to Excel, PDF, or Word for easy sharing and communication

“During testing season, it was a constant struggle to get to all my schools, monitor testing, and maintain consistent communication. I saw that TestHound would help me streamline my processes and ensure every school had the information and support they needed.”

– **Britani Stanley, Coordinator of Accountability and Assessment**



# Ready to meet your new “test friend”?

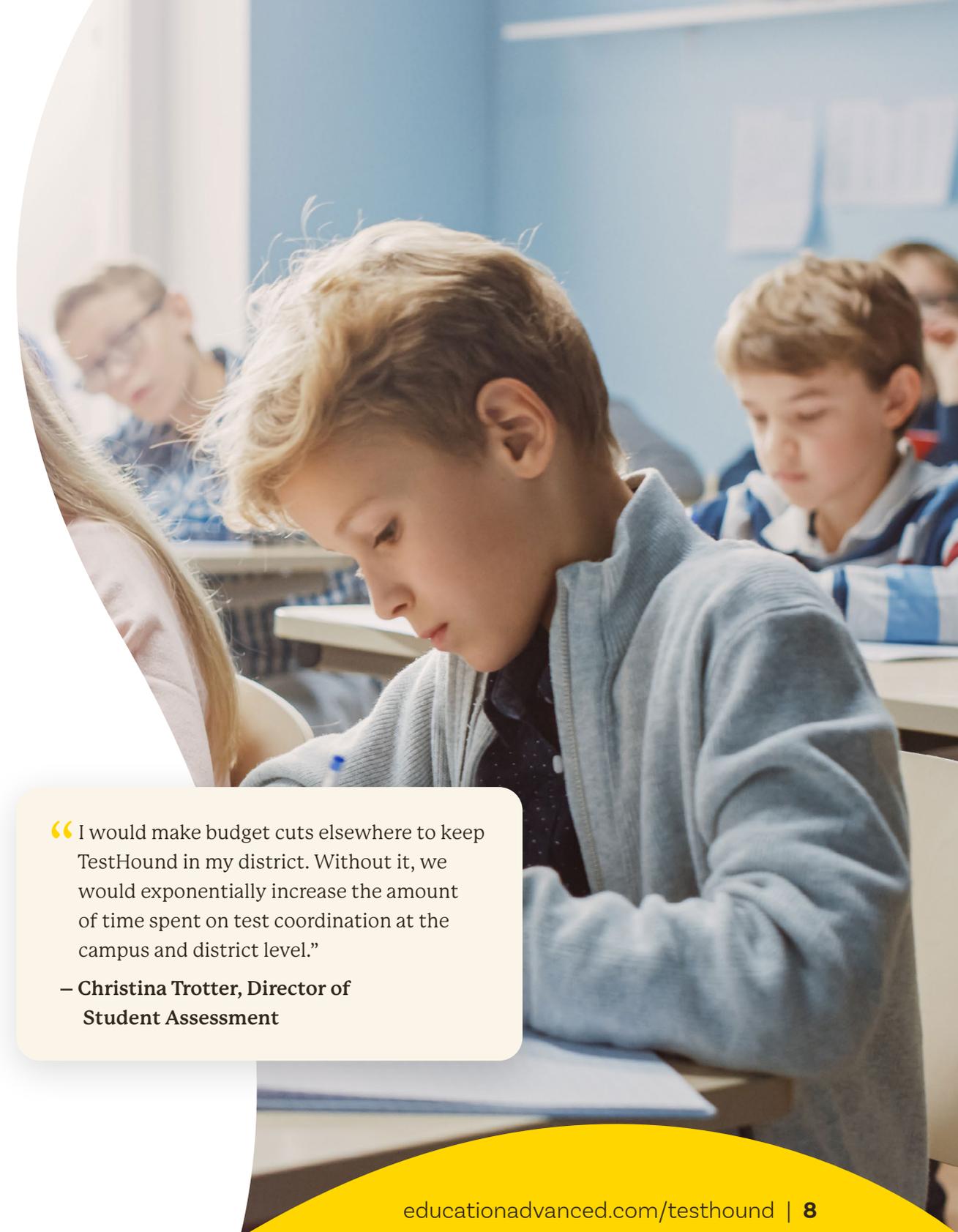
Your tail-wagging assistant, TestHound, is here to help you ace test administrations and communicate with students and staff in the easiest, most positive way possible.

[Learn More](#)

## Other Solutions to Make Your School Operations Easier

- ✓ Facilitate staff growth and support data-informed conversations with **Evaluation**, the most powerful way to support educator professional growth and efficiently document every step of the staff evaluation process.
- ✓ Say goodbye to binders and spreadsheets and say hello to **Pathways**, a better way to create, track and analyze graduation pathways to ensure secondary students are on track to graduate.

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“I would make budget cuts elsewhere to keep TestHound in my district. Without it, we would exponentially increase the amount of time spent on test coordination at the campus and district level.”

– **Christina Trotter, Director of Student Assessment**

