FAST Assessment Implementation:

Checklist for Teachers

**Prior to Fall Testing:**

* Attend pre-service training provided by principal/coach.
* Register for your own A&A account. Use the “Setting Up an A&A Account” handout provided in the Iowa TIER/FAST Resource packet (also available in the training PowerPoint and on the elementary.dmschools.org website under PD> Iowa TIER/FAST).
* Log into TIER to complete certification for required assessments (see “Required FAST certifications”).

**On Testing Day:**

* Check your building’s testing schedule to determine the time and location where you will complete the assessment with students.
* Bring a “student materials” binder with all testing materials.
* Bring your Iowa TIER/FAST Resource packet. You will need the “Quick TIER Login for Universal Screening,” as well as the “Quick Sheets” for each subtest you administer.
* Be sure you have a quiet space in which to test.
* Review standardized instructions using the TIER training or the Quick Sheets in your binder.

**During Testing:**

* Log into TIER. Use “Quick TIER Login for Universal Screening” to guide you.
* Punch out student by clicking the pencil ONLY when student is with you and ready to assess.
* Read standardized directions as provided on computer screen or on Quick Sheets and follow directions explicitly to ensure testing standardization and reliability.
* Use the timer to start the assessment. Follow the discontinue instruction and scoring/administration instructions explicitly.
* Contact your building administrator or coach for assistance during the assessment.