MSTAR

School Test Coordinator (STC)

QUICK START GUIDE

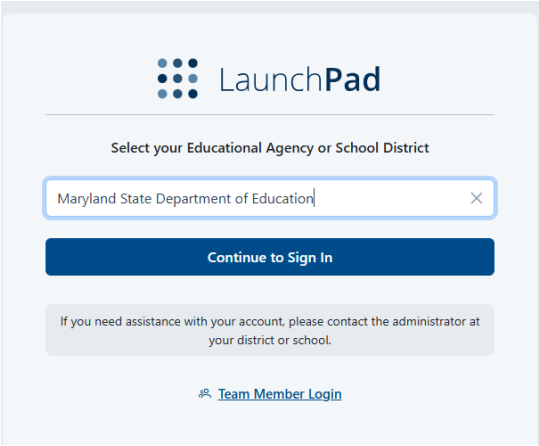
Fall 2026 • Maryland State Department of Education

Purpose: A fast, role-based reference for School Test Coordinators preparing for, supporting, and closing out MSTAR test administration. Use the Test Administration Manual (TAM) and current MSDE guidance for complete administration requirements.

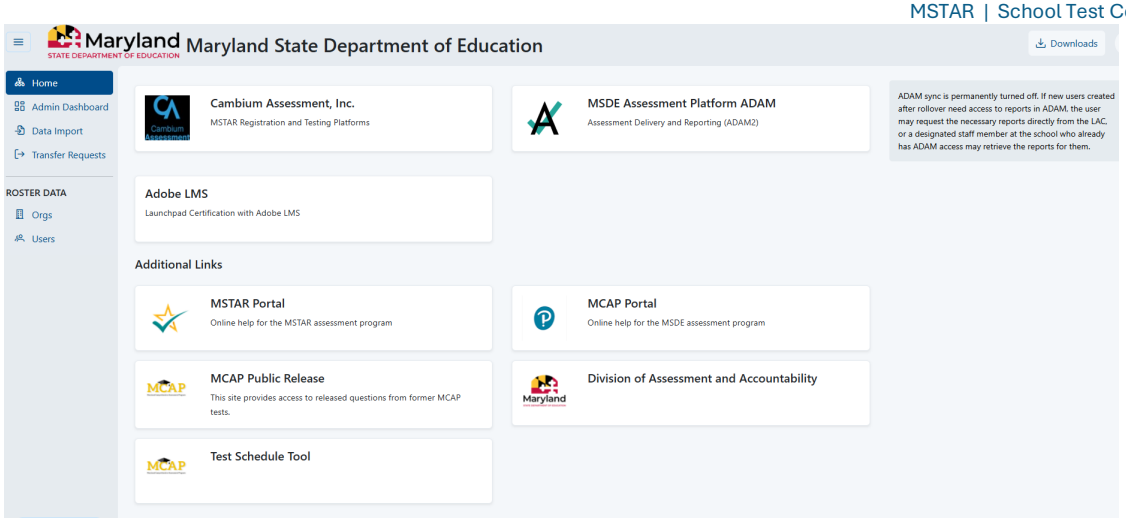
. Before Students Arrive

Your five-minute readiness check

- Login to Launchpad
- Click on the Cambium Assessment Inc. Tile

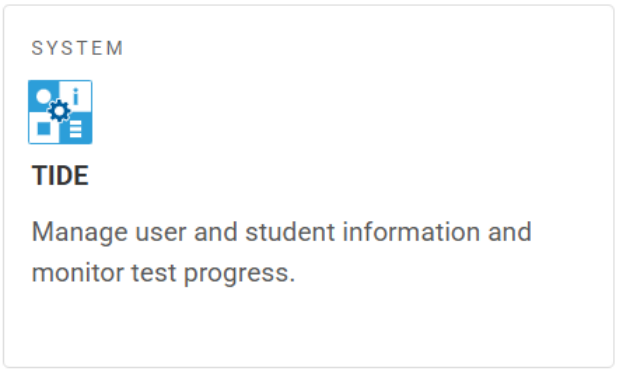


LaunchPad: select Maryland State Department of Education to access the live MSDE testing site.



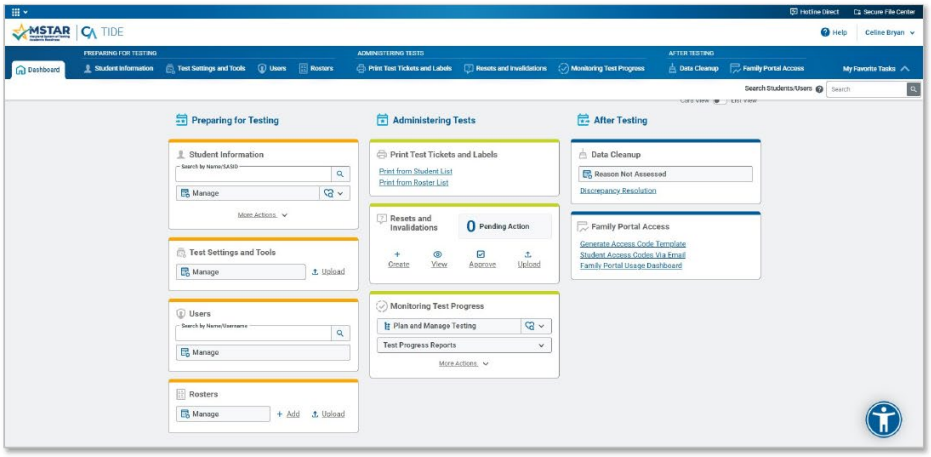
- In the Maryland Client Portal, select the TIDE tile to enter the TIDE Dashboard.





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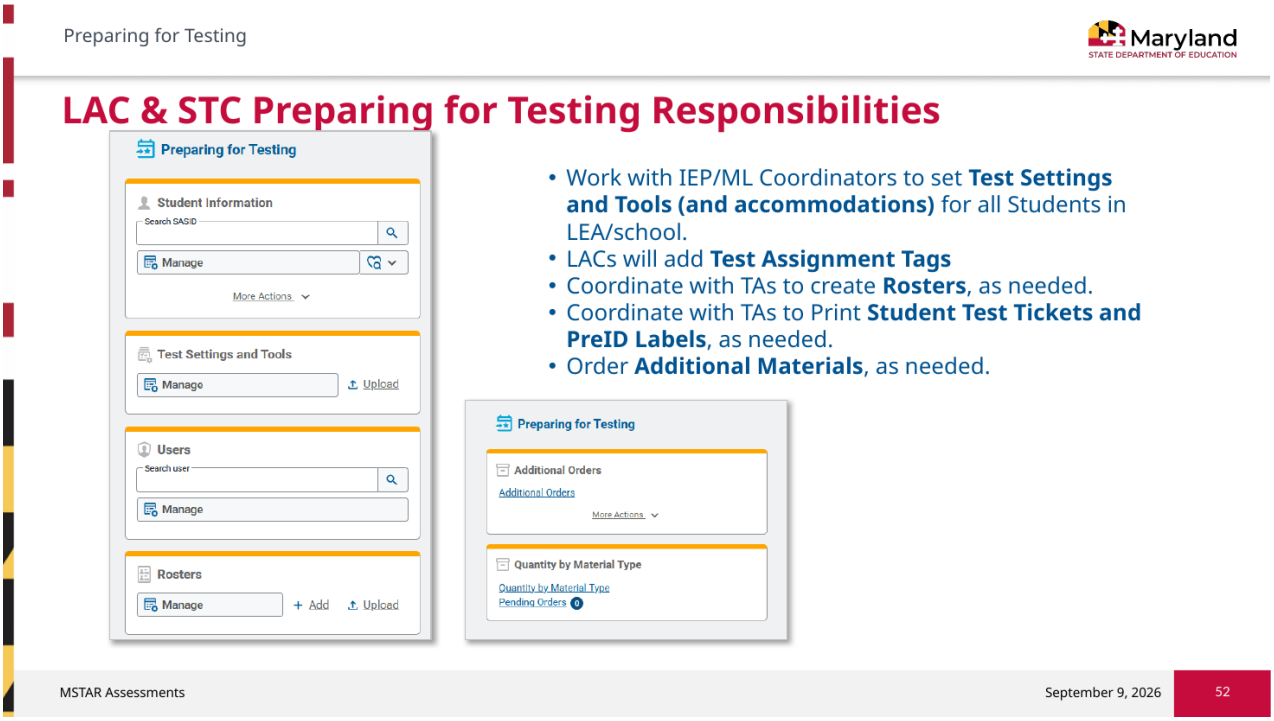
MSTAR: TIDE Dashboard



1. Know Your STC Role

Your STC scope: At the school level, STCs coordinate preparation in TIDE, support test administration, monitor progress, and complete designated post-testing tasks.

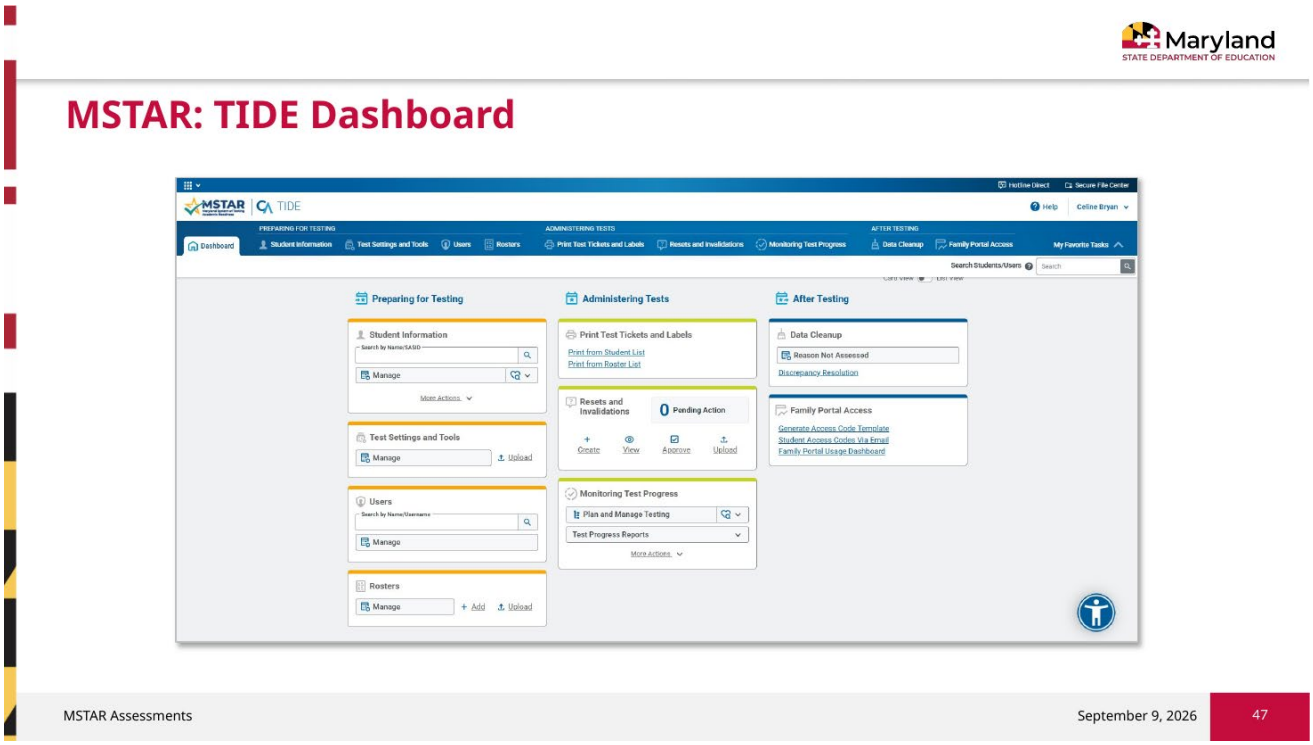
- Work with IEP/ML Coordinators to set Test Settings and Tools (including accommodations) for students in the school.
- Coordinate with Test Administrators (TAs) to create rosters, as needed.
- Coordinate with TAs to print student Test Tickets and Pre-ID Labels, as needed.
- Order additional materials in TIDE, as needed.
- During testing, print access materials as needed, monitor test progress, and create reset/invalidation requests within the STC role.
- After testing, resolve paper-pencil discrepancies and complete data cleanup tasks assigned to the STC role.



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2. Get Oriented in TIDE

- Use LaunchPad to access MSTAR systems and select TIDE for registration and administration preparation.
- TIDE is used for student assignment tags and accommodations, rosters, test tickets/Pre-ID labels, additional orders, monitoring student progress, and reset/invalidation requests.
- Confirm your STC account can access the school(s) you are responsible for before the testing window.

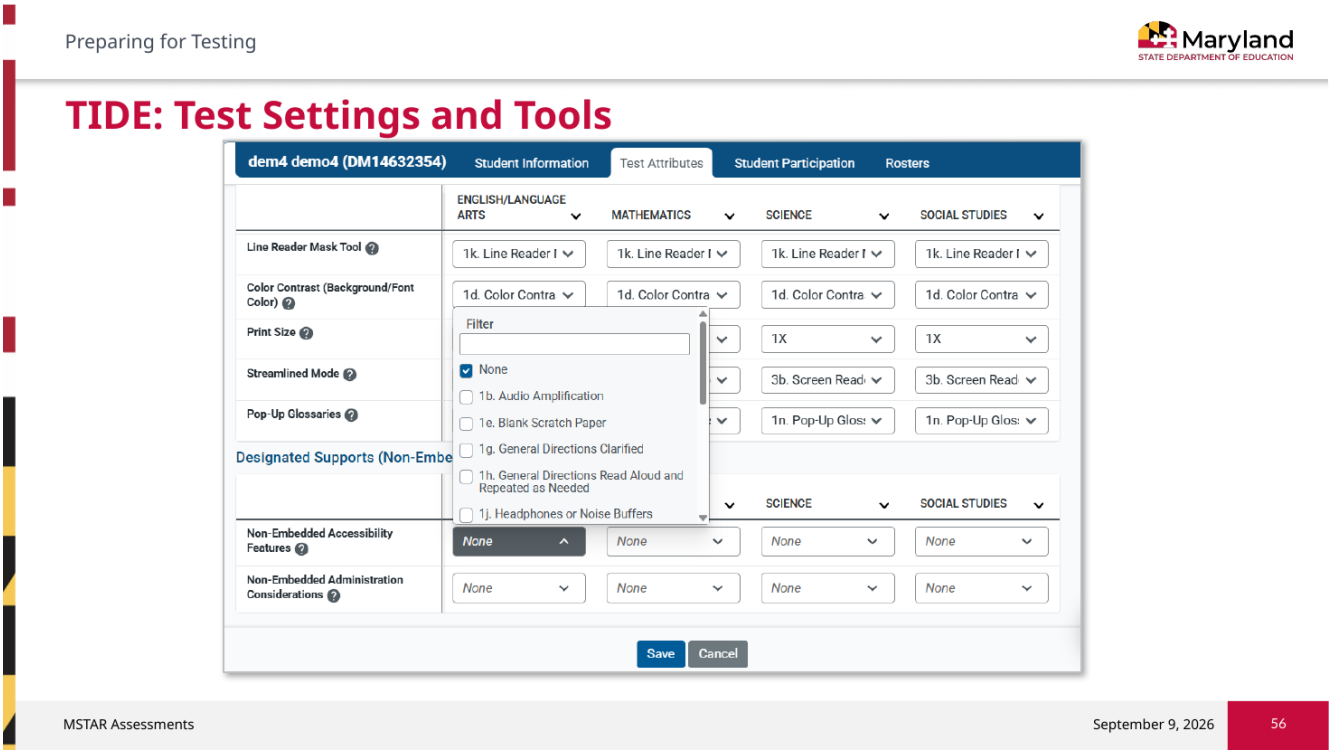


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Tip: Resolve access issues before test day so you can support TAs without delaying a session.

3. Confirm Student Test Settings & Tools

- Coordinate with IEP/ML Coordinators to ensure Test Settings and Tools are correctly entered for students.
- Review accommodations and accessibility settings before students begin testing.
- TIDE contains selectable settings that correspond to Maryland accessibility features, designated supports, presentation/response accommodations, timing and scheduling accommodations, and supports for multilingual learners.

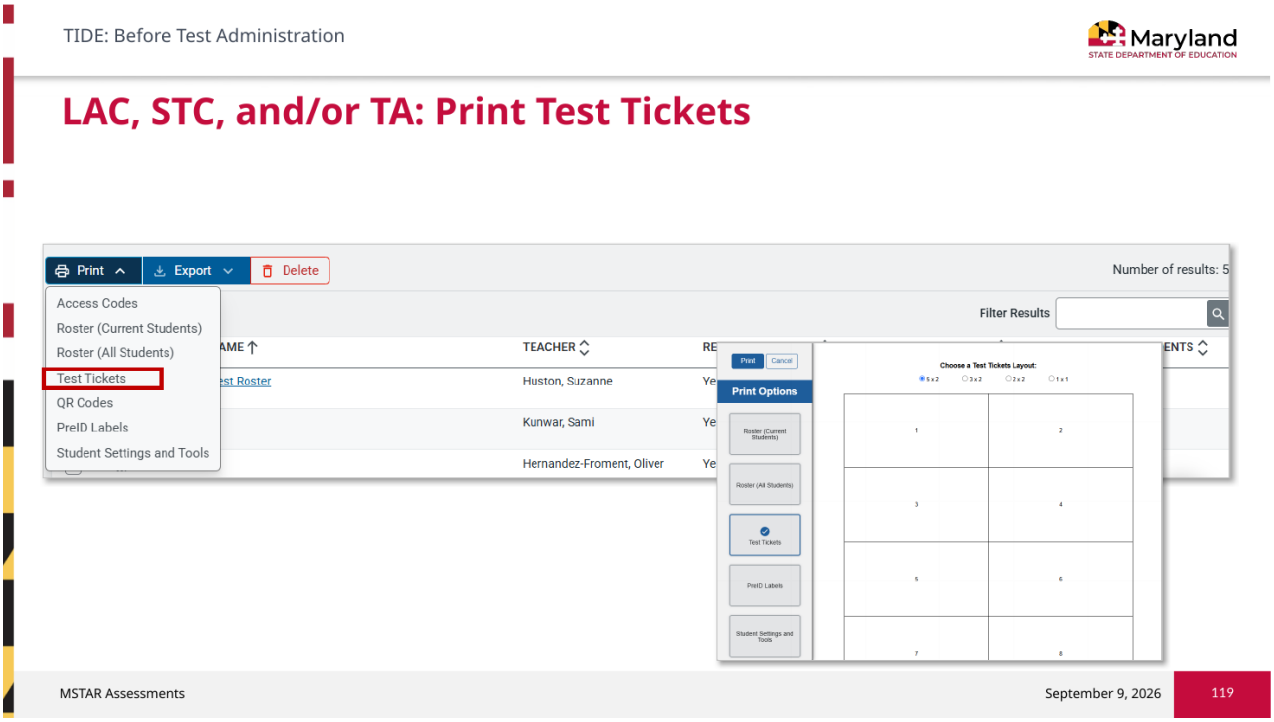


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Critical check: The training materials identify an incorrect accommodation as a situation that may require a test reset. Confirm settings before approval and testing whenever possible.

4. Prepare Rosters, Test Tickets & Pre-ID Labels

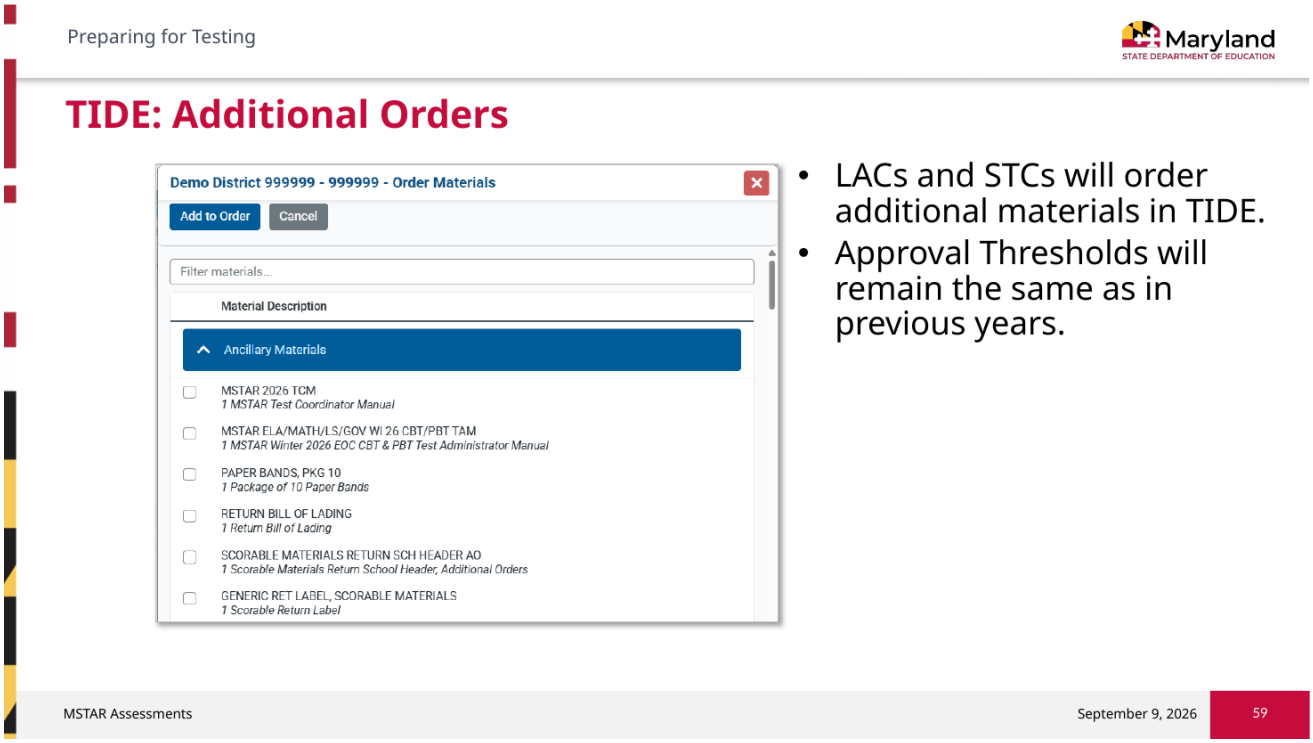
- Coordinate with TAs to create rosters, as needed.
- Print student Test Tickets and Pre-ID Labels as needed. LACs, STCs, and TAs have printing responsibilities in TIDE.
- Before starting a session, ensure required paper test materials are available and confirm that paper materials have the correct student Pre-ID label.



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5. Order Additional Materials

- LACs and STCs order additional materials in TIDE.
- For Winter 2026 EOC, the training identifies Additional Orders for paper materials; Spring 2027 onward uses an Initial Order via Pre-ID plus an Additional Order window.
- Approval thresholds remain the same as in previous years, according to the Fall 2026 training materials.
- For returns, package materials securely and do not combine scorable and nonscorable materials in the same shipment.

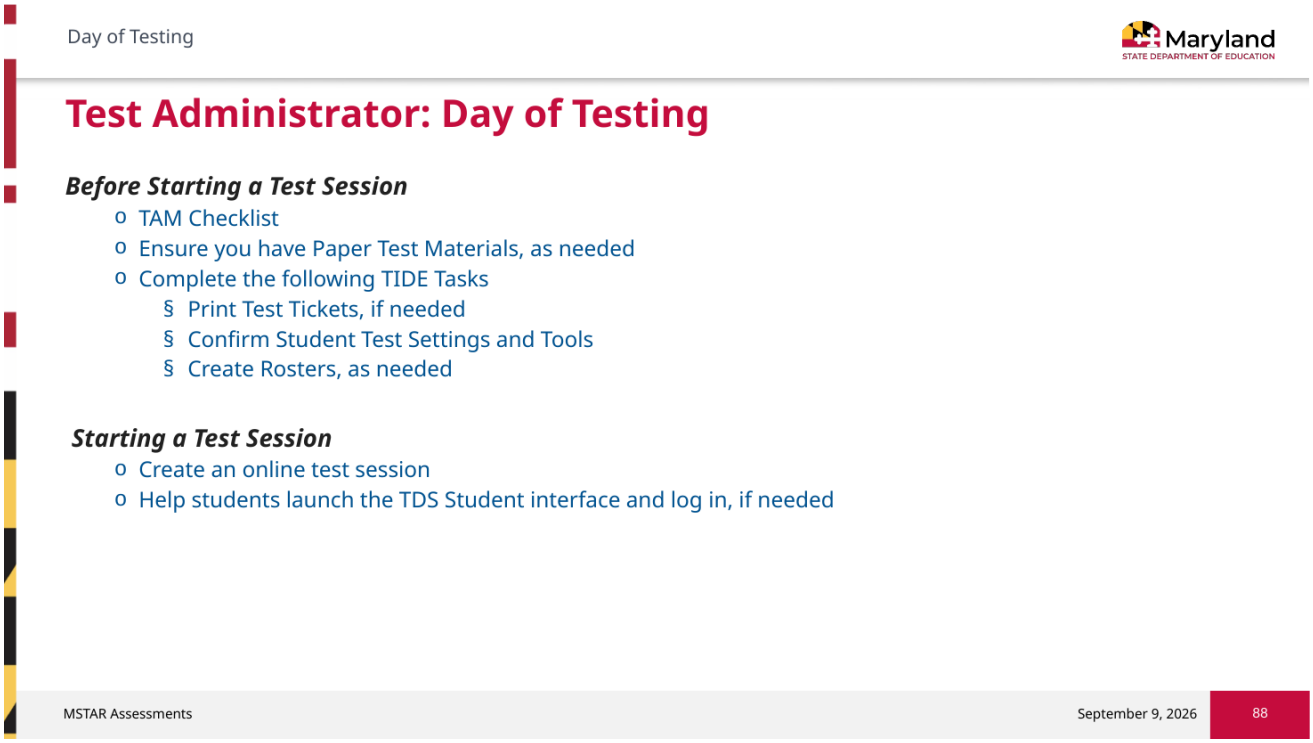


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Shipping reminder: The training directs schools to schedule UPS pickups at least 48 hours in advance whenever possible and retain confirmation/tracking information.

6. Day-of-Testing Readiness

- Use the TAM checklist before testing begins.
- Ensure paper test materials are available, as needed.
- Print Test Tickets, if needed.
- Confirm Student Test Settings and Tools.
- Create rosters, as needed.
- Coordinate with TAs so each session has the materials and student information needed to begin.

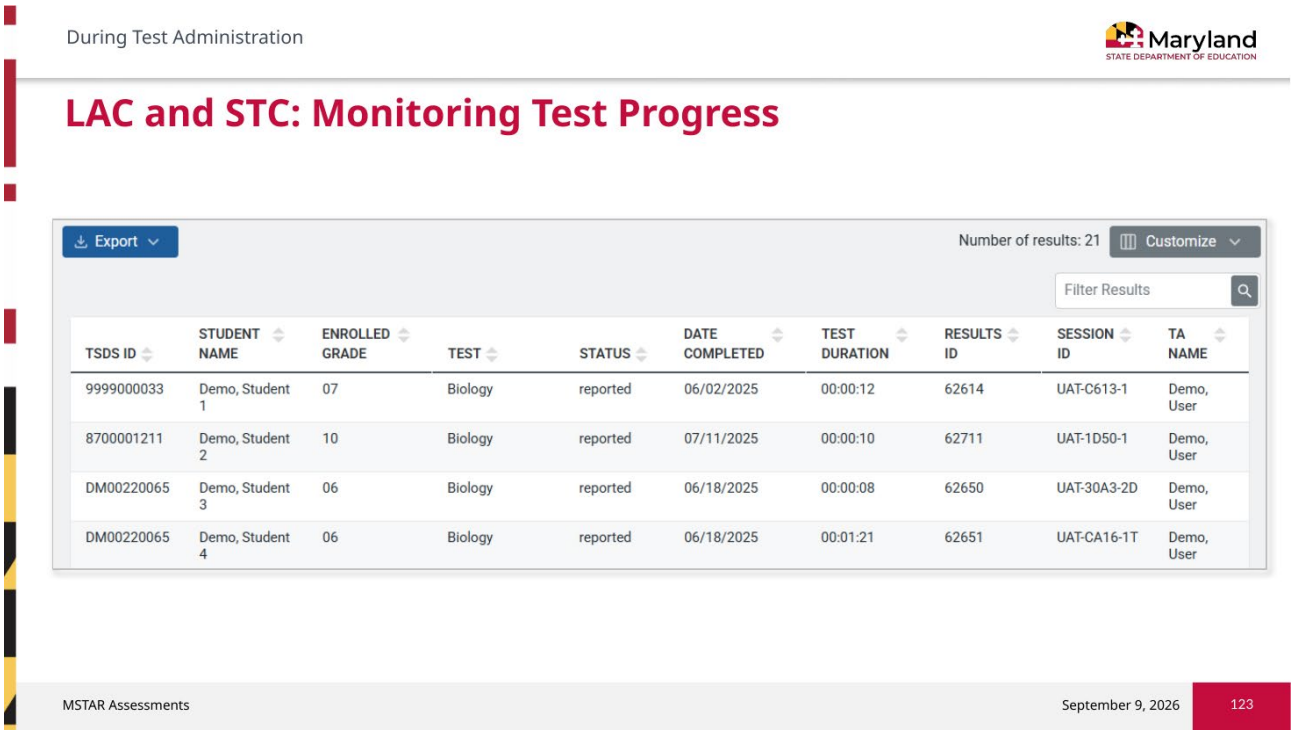


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Before students start: Confirm the right student, right test, and right settings. This is the STC's best opportunity to prevent avoidable test administration corrections.

7. Monitor Testing Progress

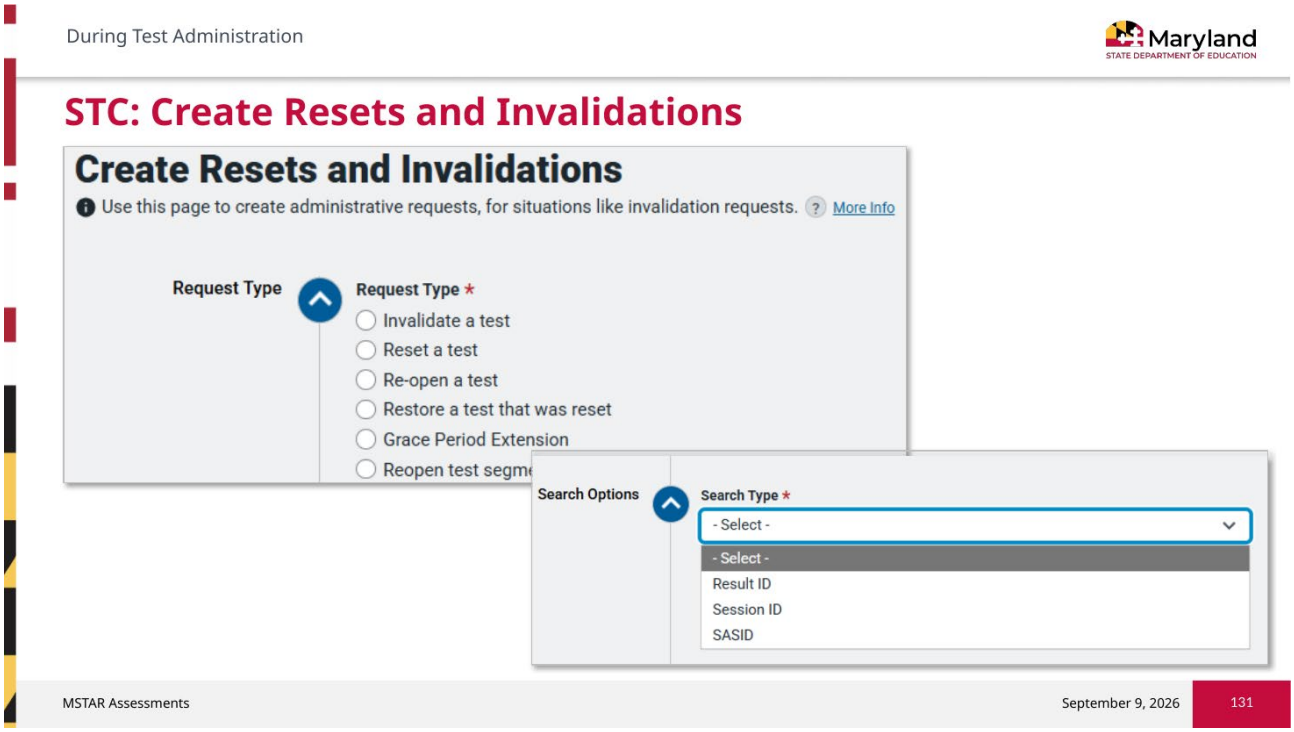
- Use Plan and Manage Testing to search for students and monitor test progress within your school.
- Use monitoring tools to identify students who have not yet tested, students with paused tests, and whether students in a session submitted their tests.
- The Fall 2026 training identifies monitoring test progress as an LAC/STC responsibility.



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8. Handle Resets & Invalidations Through the Correct Workflow

- STCs can create reset and invalidation requests in TIDE; LACs approve reset and invalidation requests.
- Possible actions identified in the training include Reset a Test, Invalidate a Test, Re-open a Test, Restore a Test that was Reset, Grade Period Extension, and Reopen Test Section.
- Use the appropriate request type for the specific testing circumstance and follow current MSDE testing irregularity procedures.

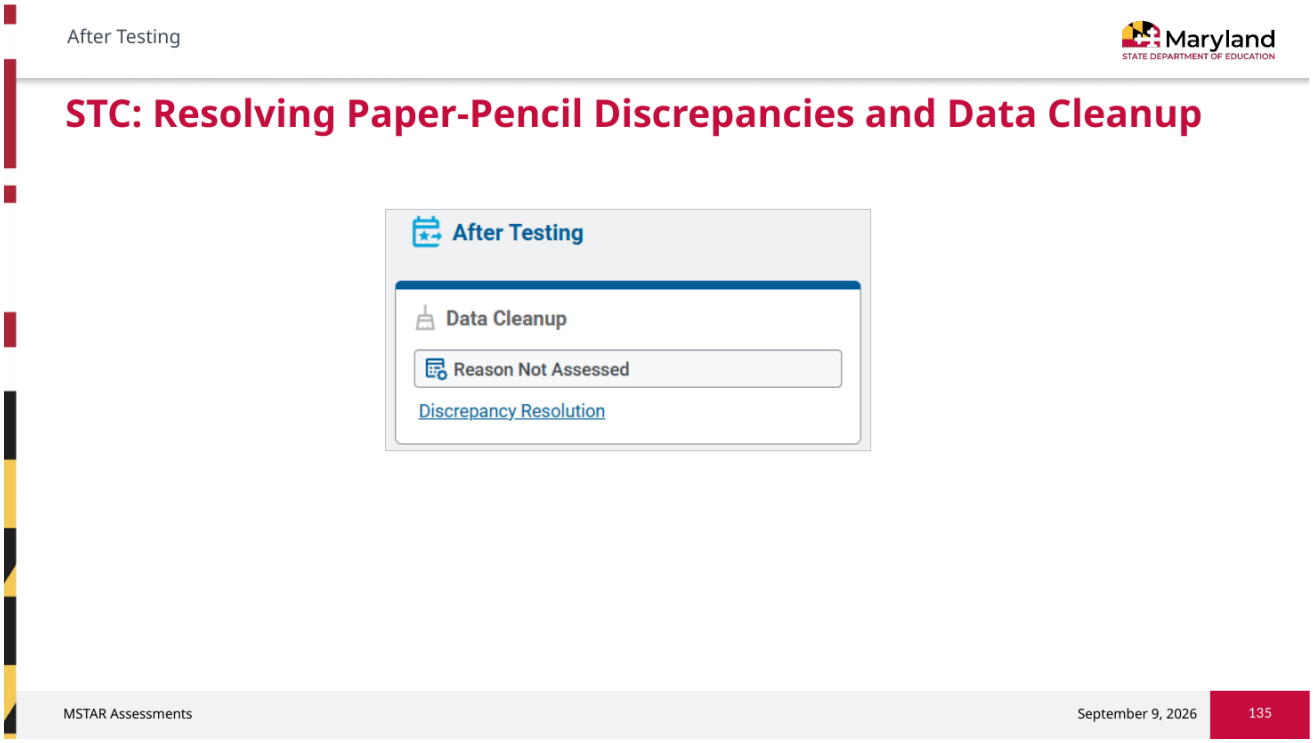


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Escalation: Invalidation is described in the training as a serious action in which the student loses the opportunity to test and receive a score. Route irregularities through the required school/LEA process.

9. Complete After-Testing Cleanup

- Resolve paper-pencil discrepancies and data cleanup items assigned to the STC role.
- The training identifies discrepancy types including Student Not Found, Not Eligible Test, Duplicate, Untested Students, and Non-Matching School.
- Check that all paper materials and student records are accounted for and follow current return-material procedures.
- Use available participation and completion information to confirm that testing is complete for the school.



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10. STC Quick Checklist

BEFORE TESTING	Confirm STC access to LaunchPad/TIDE; coordinate accommodations; create/verify rosters; print Test Tickets/Pre-ID labels; order additional materials; confirm paper materials.
DAY OF TESTING	Use the TAM checklist; verify student settings/tools; ensure TAs have tickets/materials; create rosters as needed; be available for escalation.
DURING TESTING	Monitor progress; identify students not tested/paused/not submitted; print additional access materials as needed; create reset/invalidation requests when required.
AFTER TESTING	Resolve paper-pencil discrepancies/data cleanup; confirm completion; account for materials; support return/shipping procedures.

Keep at hand: Current MSTAR Test Administration Manual (TAM), current MSDE accessibility/accommodations guidance, your LAC escalation process, and current testing-window/key-date materials.

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