

Auto-Populate

Control Forms

About Control Forms

Campus Coordinators use Control Forms to maintain accountability of secure materials. Manual completion of Control Forms is a labor intensive process that is prone to error. iTrackSTAAR saves Campus Coordinators time by auto-populating Control Forms with test booklet security numbers and Test Administrator data. Populated forms are delivered in PDF format.



Assign Booklets to Testing Administrators

Test Administrators

Campus Coordinators can use iTrackSTAAR to assign booklets to Test Administrators. Once booklets are assigned, it is a simple process to auto-populate Control Forms that help ensure accountability on a daily basis.

iTrackSTAAR automatically fills in information about the Test Administrators, booklets, LSGs, and ranges of security numbers on the Control Forms. Campus Coordinators then print the forms and manually complete the Out / In columns for each day of testing.

Call and schedule a free demo today!

Students

iTrackSTAAR even has the capability to help Test Administrators keep track of which booklets have been assigned to students.

Once a Test Administrator is assigned a range of booklets, a list of individual items is available in iTrackSTAAR. Each item has an edit box that the Test Administrator can populate with data about the student that has been assigned the item,

Student information that the Test Administrator enters is stored in iTrackSTAAR for future reference.

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www.itrackstaar.com