

Roles and Permissions Quick Reference Guide

Who should receive this role assignment?

- **Student Role:**

- Students should be assigned this role
- Take a benchmark test and teacher made item bank tests online
- In districts using Clever the student role is assigned during sharing

- **Teacher Role**

- Access to benchmark tests during testing window
- Access to item bank to view items and create item bank assessments
- Access to class reports including raw score benchmark results and item bank test results
- Ability to schedule item bank tests with their classes only
- In districts using Clever the teacher role is assigned during sharing



- **School Test Coordinator** (*cannot be assigned to a teacher*)

- Test Coordinators, Instructional Technology Facilitators, etc., should have this role
- Access to item bank to view items and create item bank assessments
- Access to school reports including raw score benchmark and classroom assessment reports
- School Admins may want to be assigned this role if they want item bank access
- Ability to schedule item bank tests with teachers and classes in their school only

- **School Admin** (*cannot be assigned to a teacher*)

- School Principals & Assistant Principals should be assigned this role
- Non-Clever districts can manage users (teachers, students) at their school
- View raw score benchmark and classroom assessment reports
- School admins do not have access to the item bank



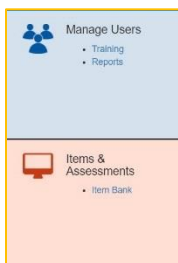
- **District Test Coordinator**

- Non-Clever districts can manage all users (admins, teachers, students)
- Access to the item bank to view items, create assessments, review assessments
- Access to see scheduled item bank assessments for their district
- May preview benchmark tests **prior to the testing window being opened**
- View raw score benchmark and classroom assessment reports for all schools in the district
- Ability to schedule item bank tests with teachers and classes in their district only



- **District Admin**

- Non-Clever districts can manage all users (admins, teachers, students)
- View raw score benchmark and classroom assessment reports for all schools in the district
- Limited item bank search access, cannot create assessments



Note: The CASE detailed reports will be shared with your district within 48-72 hours after the testing data has been received in our office.