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.*