

District Assessment Coordinator (DAC) Checklist

DAC - Activity	Target Completion Date	Reference in Manual
BEFORE TESTING		
<input type="checkbox"/> Confirm that you have received your DRC INSIGHT Portal (eDIRECT) login information	no later than 4-6 weeks prior to testing	
<input type="checkbox"/> Order Braille Materials via the DRC INSIGHT Portal (eDIRECT)	3 weeks prior to testing	
<input type="checkbox"/> Review all Forward Exam resources and training modules posted on the DPI website		TAM
<input type="checkbox"/> Create the DRC INSIGHT Portal (eDIRECT) user accounts for DTCs and SACs		<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<input type="checkbox"/> Disseminate appropriate manuals and trainings to school/district staff	4 -6 weeks prior to testing	
<input type="checkbox"/> Communication with DTC to ensure timely system setup <input type="checkbox"/> Conduct network diagnostics <input type="checkbox"/> Install INSIGHT on all devices <input type="checkbox"/> Verify that schools meet the minimum technology requirements	Beginning February and continuing through March	Technology User Guide
<input type="checkbox"/> Review school test administration schedules for adequate time and resource planning with SAC		TAM
<input type="checkbox"/> Ensure all staff have access to accessibility information including: <input type="checkbox"/> Accessibility Guide <input type="checkbox"/> Accessibility resources <input type="checkbox"/> Submit Accommodation Request forms to DPI	Beginning February and continuing through March	Accessibility Guide
<input type="checkbox"/> Plan training for SACs and TAs on test administration, accessibility, and test security policies and procedures	4-6 weeks prior to testing	TAM
<input type="checkbox"/> Notify schools when the <i>Test Administration Manual</i> (TAM) is available		
<input type="checkbox"/> Ensure all students have had the opportunity to access the student prep materials	3-4 weeks prior to testing	TAM
<input type="checkbox"/> Work with schools to review the DRC INSIGHT Portal (eDIRECT) student demographic information and ensure data are accurate	4 weeks prior to testing	

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<input type="checkbox"/> Work with schools on student accessibility needs and enter those into the DRC INSIGHT Portal (eDIRECT)	3-4 weeks prior to testing	TAM <i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<input type="checkbox"/> Perform an equipment needs assessment <input type="checkbox"/> Work with the SAC to identify needs of students who will require specialized equipment for accessibility, including non-embedded supports and accommodations	2 weeks prior to testing	Accessibility Guide TAM
<input type="checkbox"/> Ensure all students have required resources such as headphones, scratch paper, non-embedded supports and accommodations (as needed), keyboards, and pointing devices <input type="checkbox"/> Communicate with the SAC/TA to identify the number of headsets needed in order to take the ELA Listening portion of the assessment. Place order for the number of headsets needed plus extra	2 weeks prior to testing	TAM
DURING TESTING		
<input type="checkbox"/> Verify that SACs have confirmed student accessibility settings in the DRC INSIGHT Portal (eDIRECT) and that appropriate online accommodations appear on student test tickets	2 days prior to testing	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<input type="checkbox"/> Investigate all potential testing irregularities and follow reporting procedures <input type="checkbox"/> Report all test security incidents to DPI <input type="checkbox"/> Ensure personal electronic device security policies (cellphones/smartwatches) are adhered to.	Ongoing during administration	TAM Test Security Manual
<input type="checkbox"/> Work with the DTC to monitor any technical problems	Ongoing during administration	
<input type="checkbox"/> Monitor student progress (i.e. district and school completion) via the DRC INSIGHT Portal (eDIRECT). Ensure all students participate and complete testing.	Ongoing during administration	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<input type="checkbox"/> Ensure braille responses are transcribed into online system prior to the end of the testing window.	Ongoing during administration	Accessibility Guide TAM
<input type="checkbox"/> Ensure any student that cannot participate in the Forward Exam (or is taking the DLM) has a not tested code prior to the end of the testing window.		TAM <i>DRC INSIGHT Portal (eDIRECT) Guide</i>

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<input type="checkbox"/> Be available for questions and problem solving at ALL times during testing.	Ongoing during administration	
AFTER TESTING		
<input type="checkbox"/> Ensure access, download, printing, and distribution of ISR	6 – 8 weeks after testing window closes	<i>User's Guide to Interpreting Reports</i>
<input type="checkbox"/> Ensure that all secure test materials have been destroyed or returned (Braille and other special forms).	Once testing is complete in district	TAM