



## Welcome to your role as the District Assessment Coordinator!

We would like to give you a brief overview of the Assessment and Accountability webpages, our communication processes, and some resources that will aid you in your new position. The Office of Student Assessment (OSA) and the Office of Educational Accountability (OEA) work hard to ensure District Assessment Coordinators (DACs) can easily access the information they need on our web page. *(The DAC should share the following information with the School Assessment Coordinators (SACs) in the district.)*

### [The Assessment and Accountability Home Page:](#)

The home page contains a brief overview of our mission and a table that contain links which will take you to the main pages under [Accountability](#) and [Assessment](#) on our site.

### **To gain access to the Assessment Portals:**

- ACT, WorkKeys, or Aspire Portals – contact Nikki Braconier, ACT Program Manager
- DLM Portal (KITE®) - contact Mike Peacy, Interim DLM Program Manager
- Forward Exam Portal (eDIRECT) – contact the Forward Exam Helpdesk or Alison O’Hara, Forward Exam Program Manager

Contact information available on the [OSA webpage](#).

### [The Assessment pages:](#)

Let’s begin with the [District Assessment Coordinator \(DAC\) Corner](#) which is available in the left navigation bar. This is where all new DACs should begin their journey. Here you will find:

- A **communication flow chart** that lays out how DACs should relay all assessment and accountability information from DPI to district, schools, and the community.
- A **New DAC Orientation** that will walk you through the website in more detail and your role as a DAC.
- A **yearly snapshot** of a DAC’s duties for all assessments in one view
- Information about how to update your DAC contact info and how to update your District Technology Coordinator (DTC).
- Trainings and resources specific to DACs
- Information about student demographic collection and reporting

**Individual Assessment Pages** – Below every individual assessment in the left navigation bar you will find a submenu that will let you navigate the around within that assessment. Within each assessment you will find the same basic information such as a calendar, resources, trainings, sample/practice items, accommodations and supports, security information, FAQs, data and reporting, and technology information.

**[Information for Families Page:](#)** These pages offer brief family-friendly overviews of the different assessments, resources, FAQ, and links to more specific information.

**[Assessment Forms:](#)** Here you will find the forms that have to do with different aspects of assessment such as confidentiality forms, order forms, and accommodations forms.

### [The Accountability Pages:](#)

The Accountability web page is where you will access the [District and School Report Cards](#), [Alternate Accountability](#) information and forms, and accountability resources.

Please take a few moments to browse the webpages and review the resources provided there.

## **Communications from the Office of Student Assessment to District Assessment Coordinators**

DACs are the main stakeholders with whom the OSA team communicates regarding statewide assessments. In addition to providing resources on our webpages, we rely on key communication strategies below in order to keep DACs informed of test administration logistics, program updates, and critical messages from the Department related to assessment and accountability.

### **DAC Digest**

The DAC Digest is the primary vehicle by which we provide ongoing and just-in-time information from the Office of Student Assessment to DACs. It is emailed to each DAC every Wednesday afternoon, and is consistently formatted to provide the following:

- Provides highlights regarding broad or pressing issues related to assessment and accountability, as needed
- WSAS Updates: provides updates and ongoing reminders from OSA's program consultants
- important dates and tasks to remember, as well as updated webpage resources

Please designate time each week to review the DAC Digest's contents, and forward information as needed to relevant team members. Should other colleagues in your district express interest in reviewing the weekly DAC Digest, please encourage them to set a weekly calendar reminder to visit the [OSA Correspondence page](#) where each edition is archived.

### **OSA Newsflash**

On the rare occasion that the OSA team needs to provide DACs with urgent information that cannot wait until the next DAC Digest is published, an email entitled "OSA Newsflash" will be sent. OSA makes every attempt to minimize the frequency with which OSA Newsflashes are sent, so DACs should take special note of the information when it arrives, as it is deemed urgently important.

### **Assessment and Accountability Newsletter**

OSA sends a quarterly newsletter from the Offices of Student Assessment and Accountability. The newsletter is sent to DACs and other interested stakeholders (who may subscribe), and provide general updates, important dates and tasks to remember, highlights from our program consultants, FAQs, and information related to assessment literacy and other relevant topics. The newsletters are archived on the [assessment and accountability newsletter webpage](#).

### **OSA Office Hours Webinars**

OSA will conduct five virtual "Office Hours" webinar sessions during the 2019-20 school year. These will provide an opportunity to engage in real time with members of the OSA team, hear updates, pose questions, and provide insights and feedback. These will be recorded and archived on the DAC Training and Resources web page within a few days of the live broadcast. Please mark your calendars with the Office Hours webinar dates and tentative topics as follows:

- 9:30 - 10:30, September TBD – Welcome Back
- 9:30 - 10:30, November TBD - Data Check-up/Validation
- 9:30 - 10:30, January TBD - Spring Test Administration
- 9:30 - 10:30, March TBD - Spring Test Administration
- 9:30 - 10:30, May TBD - Data Reporting

As always, we are available to assist you at any time with questions or concerns regarding any of these areas, and thank you for your valuable support as a District Assessment Coordinator.

