

School Assessment Coordinator (SAC) Checklist

SAC - Activity	Target Completion Date	Resource
BEFORE TESTING		
<input type="checkbox"/> Confirm that you have received an e-mail with the DRC INSIGHT Portal (eDIRECT) Guide login information (username and temporary password)	8 weeks prior to testing	<i>DRC INSIGHT Portal (eDIRECT) Guide</i> TAM
<input type="checkbox"/> Add STCs to the DRC INSIGHT Portal (eDIRECT) Guide <input type="checkbox"/> Communicate with STCs to ensure technology readiness for the Forward Exam	8 weeks prior to testing	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<input type="checkbox"/> Develop testing schedule based on timing and duration information. Confirm testing schedule with DAC	3 weeks prior to testing	TAM
<input type="checkbox"/> Review trainings and manuals and schedule training session for TAs	4 weeks prior to testing	TAM
<input type="checkbox"/> Notify TAs when the <i>Test Administration Manual (TAM)</i> is available.	January 22	
<input type="checkbox"/> Ensure that TAs and other staff are appropriately trained and aware of policies and procedures, especially related to security	4 weeks prior to testing	TAM Test Security Manual
<input type="checkbox"/> Ensure all students have had an opportunity to access the Student prep resources <input type="checkbox"/> Ensure all students have had ample opportunity to practice test functionality (including accessibility features, if applicable) using the Online Tools Trainings (OTTs)	3-4 weeks prior to testing	TAM
<input type="checkbox"/> Verify that TAs are aware of test security requirements during testing (specifically related to cell phones/smartwatches and other digital devices)	3 weeks prior to testing	Test Security Manual
<input type="checkbox"/> Review and verify the accuracy of student demographic information in the DRC INSIGHT Portal (eDIRECT) Guide	2 weeks prior to testing	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<input type="checkbox"/> Work with TAs to verify student accessibility features in the DRC INSIGHT Portal (eDIRECT) Guide are appropriate	2 weeks prior to testing	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<input type="checkbox"/> Work with the TAs to identify students who will require specialized equipment for accessibility	2 weeks prior to testing	Accessibility Guide TAM

SAC - Activity	Target Completion Date	Resource
<ul style="list-style-type: none"> <input type="checkbox"/> Print test tickets and verify the correct accessibility features have been applied and are document on the student's test ticket. <input type="checkbox"/> Store tickets in a secure location until they are ready to be distributed 	1-2 weeks prior to testing	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with the TAs to identify the number of headsets needed in order to take the ELA Listening portions of the assessment. Secure access to the number of headsets needed plus extra. 	1-2 weeks prior to testing	TAM
<ul style="list-style-type: none"> <input type="checkbox"/> Designate testing space for students with separate setting accessibility option 	2 weeks prior to testing	
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure no instructional materials directly related to the content of the test is visible to students (remove or cover all materials on walls and desks) 	Day prior to testing	TAM
<ul style="list-style-type: none"> <input type="checkbox"/> Work with TA to plan a quiet activity for each testing session for students who finish early that does not involve electronics 	2 weeks prior to testing	
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all students are assigned to test sessions 	1 week prior to testing	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>
DURING TESTING		
<ul style="list-style-type: none"> <input type="checkbox"/> Distribute test tickets to TAs 	Day before or day of testing	
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure adherence to all test security policies, specifically, no cell phones/smartwatches or other camera devices are present during testing 	Ongoing during administration	Test Security Manual
<ul style="list-style-type: none"> <input type="checkbox"/> Review and investigate all potential irregularities reported by the TA <input type="checkbox"/> Report any irregularity to the DAC immediately after learning of the incident 	Ongoing during administration	TAM Test Security Manual
<ul style="list-style-type: none"> <input type="checkbox"/> Monitor testing progress in the DRC INSIGHT Portal (eDIRECT) Guide during the testing window and ensure that all students participate as appropriate, addressing student issues as needed <input type="checkbox"/> Ensure students that are not able to participate (or take DLM) are given a not tested code in the DRC INSIGHT Portal (eDIRECT) Guide prior to the end of the testing window 	Ongoing during administration	<i>DRC INSIGHT Portal (eDIRECT) Guide</i>

SAC - Activity	Target Completion Date	Resource
<input type="checkbox"/> Raise any technical issues with the School Technology Coordinator	Ongoing during administration	
<input type="checkbox"/> Collect and securely store test tickets. <input type="checkbox"/> Collect scratch paper and destroy after each testing session	Ongoing during administration	
AFTER TESTING		
<input type="checkbox"/> Distribute ISRs to parents/guardians.	After scoring is completed	<i>User's Guide to Interpreting Reports</i>
<input type="checkbox"/> Ensure that all secure test materials have been destroyed and printed test materials (such as Braille materials) have been returned to the DAC.	Once testing is complete in school	TAM