

District Assessment Coordinator (DAC) Checklist

DAC - Activity	Completion Date	Reference in Manual
BEFORE TESTING		
<input type="checkbox"/> Confirm that you have received your DRC INSIGHT Portal login information.	no later than 4-6 weeks prior to testing	
<input type="checkbox"/> Order Braille Materials via the DRC INSIGHT Portal.	3 weeks prior to testing	
<input type="checkbox"/> Review all required Forward Exam resources and training modules posted on the DPI website.		Test Administration Manual (TAM)
<input type="checkbox"/> Create the DRC INSIGHT Portal user accounts for DTCs and SACs.		<i>DRC INSIGHT Portal Guide</i>
<input type="checkbox"/> Disseminate appropriate manuals and trainings to school/district staff.	4 -6 weeks prior to testing	
<input type="checkbox"/> Communicate 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 and devices meet the minimum technology requirements.	Beginning February and continuing through March (may need to start earlier depending on district resources)	Technology User Guide
<input type="checkbox"/> Communicate with school and district staff (e.g., Principals, District Administrators, Educators, Student Services, EL and Special Ed.) regularly regarding planning, setup, and administration of the Forward Exam.	Beginning February and continuing through March	
<input type="checkbox"/> Review school test administration schedules, make-up schedules, and resources 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 (may need to start earlier depending on district resources)	Accessibility Guide
<input type="checkbox"/> Plan training for SACs and Test Administrators (TAs) for Forward 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 (TAM)</i> is available.		

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<input type="checkbox"/> Ensure all students have had the opportunity to access the Forward Practice Test and Student Tutorials.	2-4 weeks prior to testing	TAM
<input type="checkbox"/> Work with schools to review the DRC INSIGHT Portal student demographic information and ensure data are accurate.	4 weeks prior to testing	
<input type="checkbox"/> Work with schools on student accessibility needs and enter those into the DRC INSIGHT Portal.	3-4 weeks prior to testing (may need to start earlier depending on school/district resources)	TAM <i>DRC INSIGHT Portal Guide</i>
<input type="checkbox"/> Perform an equipment needs assessment. <input type="checkbox"/> Work with the SAC to identify the needs of students who will require specialized equipment for accessibility, including non-embedded supports and accommodations.	2 weeks prior to testing (may need to start earlier depending on school/district resources)	<i>Accessibility Guide</i> 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.	2 weeks prior to testing	TAM
<input type="checkbox"/> Provide TAs with a list of allowable after-testing activities that do not involve electronic devices.	2 weeks prior to testing	
<input type="checkbox"/> Provide TAs and SACs with testing back-up plan in the event technology issues arise during schedule testing times.	2 weeks prior to testing	
DURING TESTING		
<input type="checkbox"/> Verify that SACs have confirmed student accessibility settings in the DRC INSIGHT Portal and that appropriate online supports and accommodations appear on student test tickets.	2 days prior to testing	<i>DRC INSIGHT Portal 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 <i>Test Security Manual</i>
<input type="checkbox"/> Work with the DTC to monitor any technical issues.	Ongoing during administration	

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<input type="checkbox"/> Work with the SAC to monitor testing and security issues.		
<input type="checkbox"/> Monitor student progress (i.e., district and school completion) via the DRC INSIGHT Portal. Ensure all students participate and complete testing.	Ongoing during administration	<i>DRC INSIGHT Portal Guide</i>
<input type="checkbox"/> Ensure braille responses are transcribed into online system prior to the end of the testing window.	Ongoing during administration	<i>Accessibility Guide</i> 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 Guide</i>
<input type="checkbox"/> Be available for questions and problem solving at ALL times during testing.	Ongoing during administration	
AFTER TESTING		
<input type="checkbox"/> Ensure appropriate school and district staff have access to student and summary testing data.	6-8 weeks after testing window closes	<i>User's Guide to Interpreting Reports</i>
<input type="checkbox"/> Ensure distribution of Individual Student Reports (ISRs) as soon as possible after receipt via mailed hard copy or posted to secure parent portal.	As soon as possible after receipt in district	
<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