

# School Assessment Coordinator (SAC) Checklist

SAC - Activity	Completion Date	Resource
<b>BEFORE TESTING</b>		
<input type="checkbox"/> Confirm that you have received an e-mail with the DRC INSIGHT Portal login information (username and temporary password).	8 weeks prior to testing	<i>DRC INSIGHT Portal Guide</i> <i>Test Administration Manual (TAM)</i>
<input type="checkbox"/> Add School Technology Coordinators (STCs) to the DRC INSIGHT Portal. <input type="checkbox"/> Communicate with STCs to ensure technology readiness for the Forward Exam.	8 weeks prior to testing	<i>DRC INSIGHT Portal 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. <input type="checkbox"/> Schedule training session for Test Administrators (TAs).	4 weeks prior to testing	TAM
<input type="checkbox"/> Notify TAs when the <i>Test Administration Manual (TAM)</i> is available.	January 22, 2024	
<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 <i>Test Security Manual</i>
<input type="checkbox"/> Ensure all students have had an opportunity to access the Student Tutorials. <input type="checkbox"/> Ensure all students have had ample opportunity to practice test functionality (including accessibility features, if applicable) using the Forward Exam Practice Test.	2-4 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	<i>Test Security Manual</i>
<input type="checkbox"/> Review and verify the accuracy of student demographic information in the DRC INSIGHT Portal.	2 weeks prior to testing	<i>DRC INSIGHT Portal Guide</i>

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<input type="checkbox"/> Work with TAs to verify student accessibility features in the DRC INSIGHT Portal are appropriate.	2 weeks prior to testing	<i>DRC INSIGHT Portal Guide</i>
<input type="checkbox"/> Work with the TAs to identify students who will require specialized equipment for accessibility.	2 weeks prior to testing	<i>Accessibility Guide TAM</i>
<input type="checkbox"/> Print test tickets and verify the correct accessibility features have been assigned in the Portal and are printed 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 Guide</i>
<input type="checkbox"/> Ensure headsets are available for all students testing in every subject area (ELA, Mathematics, Science, Social Studies).	1-2 weeks prior to testing	TAM
<input type="checkbox"/> Designate testing space for students with separate setting accessibility option.	2 weeks prior to testing	
<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
<input type="checkbox"/> Work with TAs to plan a quiet activity for each testing session for students who finish early that does not involve electronics.	2 weeks prior to testing	
<input type="checkbox"/> Ensure all students are assigned to test sessions.	1 week prior to testing	<i>DRC INSIGHT Portal Guide</i>
<b>DURING TESTING</b>		
<input type="checkbox"/> Distribute test tickets to TAs.	Day before or day of testing	
<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	<i>Test Security Manual</i>
<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 <i>Test Security Manual</i>

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor testing progress in the DRC INSIGHT Portal during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.</li> <li><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 <b>prior to the end</b> of the testing window.</li> </ul>	Ongoing during administration	<i>DRC INSIGHT Portal Guide</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Raise any technical issues with the STC.</li> </ul>	Ongoing during administration	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Collect and securely store test tickets.</li> <li><input type="checkbox"/> Collect scratch paper and destroy after each testing session.</li> </ul>	Ongoing during administration	
<b>AFTER TESTING</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute Individual Student Reports (ISRs) to parents/guardians.</li> </ul>	After scoring is completed	<i>User's Guide to Interpreting Reports</i>
<ul style="list-style-type: none"> <li><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.</li> </ul>	Once testing is complete in school	TAM