

Assessment and Accountability
Nebraska Department of Education
District Assessment Coordinator Assessment Step-by-Step

Questions? Contact us anytime!

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Done	Month	Action
<input type="checkbox"/>	July	You will receive RMS test results -- Review for correctness, notify NDE of any corrections/questions
<input type="checkbox"/>		C4L opens – arrange for student information to be uploaded and use to test viability of your access to testing system
<input type="checkbox"/>	August	Preliminary release of NeSA assessment results-will be available to districts one week prior to public release – review again. Work with administration on message to public
<input type="checkbox"/>		ISR's are delivered to your district - make a plan to distribute one copy to parents, one for school records after the public release of NeSA results
<input type="checkbox"/>	September	All NeSA Practice and Tools for testing available– arrange computer access for classes and make a plan
<input type="checkbox"/>		Contact your SPED & ELL teachers – determine anticipated number of paper tests needed – alternate (SPED), Spanish (ELL), or regular paper tests (SPED- IEP or 504)
<input type="checkbox"/>		Make a plan for scheduling NeSA testing- by building, for district. Include computer availability considerations
<input type="checkbox"/>	October	Order quantity of paper tests online – Enrollments (remember out-of-district placement students)
<input type="checkbox"/>	November	Review/update your student list in NSSRS so that upload for NeSA Writing is up-to-date. Make sure all alternate students are correctly flagged on the SPED student template. Upload to occur by Dec. 1
<input type="checkbox"/>	December	Computer lab/access planning for NeSA-Writing in grades 8 and 11
<input type="checkbox"/>		For students in out-of-school placements, make arrangements with the facility for their testing
<input type="checkbox"/>	January	Paper writing tests delivered to schools, make plan for distribution as appropriate
<input type="checkbox"/>		Print 8 th & 11 th grade writing tickets, make plan for distribution on test day
<input type="checkbox"/>		Train test administrators, make a plan for absences, make a schedule for testing
<input type="checkbox"/>		Check your test sessions student list, add any students in eDirect who have enrolled since Dec. 1, or code reason not tested
<input type="checkbox"/>		BEGIN TESTING as early in the window as possible
<input type="checkbox"/>		Review/update student list in NSSRS once again so that student upload for RMS is correct. Make sure all alternate students are correctly flagged in the SPED student template for an alternate test. Upload to occur by January 30

<input type="checkbox"/>	February	Check that all students have been tested for NeSA-W in eDirect / Reports /--and code those not tested
<input type="checkbox"/>		Box paper/pencil tests and secure material and return to DRC (4 th grade and any 8 th and 11 th paper)
<input type="checkbox"/>		Make a plan for computer lab/access for NeSA-Reading, Math, Science testing and schedule
<input type="checkbox"/>	March	Receive paper materials from DRC – check and distribute as appropriate
<input type="checkbox"/>		First week eDirect is open, arrange for any audio tests, Spanish—and check alternates
<input type="checkbox"/>		Check your test session student list again, make sure every student is included in the test sessions including those who have enrolled since February 1. If students have left district, code them No Longer Enrolled (NLE)
<input type="checkbox"/>		If you have students in out-of-school placements, make arrangements with the facility for their testing.
<input type="checkbox"/>		Train test administrators, make a plan for absences. Check scheduling of testing.
<input type="checkbox"/>		Print tickets, make plan for distribution on test day
<input type="checkbox"/>		BEGIN TESTING as early in the window as possible
<input type="checkbox"/>		Monitor testing in eDirect / Reports. Update information as needed
<input type="checkbox"/>	April	NeSA-Writing score results are shared with districts in eDIRECT, check for accuracy, notify NDE of any discrepancies, visit with teachers regarding any score verifications you may submit. and prepare score verifications
<input type="checkbox"/>		Monitor testing in eDirect / Reports. Update information as needed
<input type="checkbox"/>	May	Before testing ends – check the eDirect / Reports / ... to verify all students have been tested and enter not tested codes
<input type="checkbox"/>		Box any paper/pencil and secure materials and return to DRC
<input type="checkbox"/>		School year ends – relax a little – it’s on the list – do it!
<input type="checkbox"/>	July	NeSA-Reading, Math, Science score results are shared with districts in eDIRECT – check for discrepancies and report any to NDE
<input type="checkbox"/>		NeSA scores posted in portal. Check reports for accuracy and report any corrections to NDE. Corrections must be made during window to be included on State of the Schools Report
<input type="checkbox"/>	August	Repeat

If at any time, you think something should be changed or added to this list in the future, please email suggestions. Thanks.