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

Done	Month	Action
❑	July	You will receive RMS test results. Review for correctness, notify NDE of any corrections/questions
❑		C4L opens – arrange for student information to be uploaded and use to test viability of your access to testing system
❑	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
❑	September	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
❑		NeSA Practice and Tools for testing available– arrange computer access for classes and make a plan
❑		Contact your SPED & ELL teachers – determine anticipated number of paper tests needed – alternate (SPED), Spanish (ELL), or regular paper tests (SPED IEP-504)
❑		Make a plan for scheduling NeSA testing – by building, for district. Include computer availability considerations
❑	October	Order quantity of paper tests online – Enrollments (remember out-of-district placement students)
❑		Assure that DAC and principal security agreements have been submitted through EchoSign
❑	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
❑	December	Computer lab/access planning for NeSA-Writing in grades 8 and 11
❑		If having students in out-of-school placements, make arrangements with the facility for their testing
❑	January	Paper writing tests delivered to schools – make plan for distribution to teachers
❑		Print 8th & 11th grade writing tickets – make plan for distribution on test day
❑		Train test administrators, make a plan for absences; make a schedule for testing
❑		Check your test sessions student list, add any students in eDIRECT who have enrolled since Dec. 1, or code reason not tested
❑		BEGIN TESTING as early in the window as possible. Note that week 3 is for make-up tests
❑		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 20
❑	February	Check that all students have been tested for NeSA-W in eDIRECT by viewing reports and code those not tested

❑		**Box paper/pencil tests and secure material and return to DRC (4th grade and any 8th and 11th grade papers)**
❑	**February - March**	**Make a plan for computer lab/access for NeSA-Reading, Math, Science testing and schedule**
❑	**March**	**Receive paper materials from DRC – check and distribute as appropriate for security of materials**
❑		**First week eDIRECT is open, arrange for any audio and/or Spanish tests – check alternates**
❑		**Check your test session student list again; make sure every student is included in the test sessions including those who have enrolled since January 20. If students have left district, code them No Longer Enrolled (NLE).**
❑		**If you have students in out-of-school placements, make arrangements with the facility for their testing.**
❑		**Train test administrators – make a plan for absences – check scheduling of testing**
❑	**March**	**BEGIN TESTING as early in the window as possible. The last week is for make-up tests.**
❑		**Monitor NeSA testing**
❑	**April**	**NeSA-Writing score results are shared with districts. Check for accuracy, notify NDE of any discrepancies, visit with teachers regarding any score verifications you may submit, and prepare score verifications.**
❑		**Before testing ends, check the eDIRECT reports to verify all students have been tested and enter not tested codes.**
❑	**May**	**Box any paper/pencil and secure materials and return to DRC**
❑		**School year ends – relax a little – it's on the list – do it!**
❑	**July**	**School districts receive access to their RMS scores – check for discrepancies and report any to NDE**
❑		**NeSA scores posted in the 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**
❑	**August**	**Repeat**

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

Questions? Contact us anytime!

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