

DAC TASK MANAGEMENT CHECKLIST

This is an approximate timing of tasks and should be used only as a guideline.
Detailed dates will be shared throughout the year.

MONTH	ASSESSMENT	TASK	DONE
JULY		Update school contacts (Sup/Prin/DAC/NTAC/TAC) with the Assessment Office	<input type="checkbox"/>
	ELPA21	Redesignate proficient EL students in district SIS	<input type="checkbox"/>
	NSCAS Growth	Fall Testing training webinars	<input type="checkbox"/>
AUGUST	NDE/Districts	Sign Principal and DAC NSCAS/ELPA21 Security Agreements	<input type="checkbox"/>
	ELPA21	Update TIDE district and building users	<input type="checkbox"/>
	PreACT	Fall test window begins	<input type="checkbox"/>
	ACT	ACT Online Prep opens	<input type="checkbox"/>
	MAP Growth	MAP Growth Fall Test Window for grades KG-2 and 09-10 (Testing optional for districts)	<input type="checkbox"/>
	NSCAS Growth	NSCAS Growth Fall student management & test window for grades 3-8 (Testing optional for districts)	<input type="checkbox"/>
	NSCAS Alternate	Download final student data files/reports from previous spring posted in INSIGHT , including delivery of printed ISRs	<input type="checkbox"/>
	ACT	Download final standard student data files/reports from previous spring posted in ACT Success	<input type="checkbox"/>
	NSCAS Growth	Download final student data files/reports from previous spring posted in CAP,	<input type="checkbox"/>
SEPTEMBER	NSCAS Growth	Download final ISRs & school rosters from previous spring posted in Acacia Manage	<input type="checkbox"/>
	ACT	Accommodations and EL Supports window opens in TAA for spring testing	<input type="checkbox"/>
	PreACT	Training Webinar	<input type="checkbox"/>
	NDE	Assessment Fall Roadshows	<input type="checkbox"/>
OCTOBER	NSCAS Alternate	1% Threshold Justification Submission	<input type="checkbox"/>
	NDE	NEP released to public	<input type="checkbox"/>
	ACT	Accommodations and EL Supports Training Session	<input type="checkbox"/>
NOVEMBER	ACT	Select test date & shipping confirmation for spring testing	<input type="checkbox"/>
	MAP Growth	MAP Growth Winter Test Window for grades KG-2 and 09-10 (Testing optional for districts)	<input type="checkbox"/>
	ELPA21	Preliminary window to order paper, large print, Braille versions	<input type="checkbox"/>
DECEMBER	NSCAS Alternate	Pre-Roster Data Verification - review and edit rosters through ADVISER	<input type="checkbox"/>
	ACT	Pre-Roster Data Verification - review and edit rosters through ADVISER	<input type="checkbox"/>
	NSCAS Growth	NSCAS Growth Winter student management & test window for grades 3-8 (Testing optional for districts)	<input type="checkbox"/>
	ACT	Test Admin Training Session Part 1	<input type="checkbox"/>
	All assessments	Last chance to download previous year student results files/reports before they are removed from the vendor's testing systems	<input type="checkbox"/>

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MONTH	ASSESSMENT	TASK	DONE
JANUARY	All assessments	Review spring roster files for ELPA21, ALT ELPA, NSCAS Growth, NSCAS Alternate, and ACT roster files	<input type="checkbox"/>
	ACT	Review Open Enrollment records in PA Next	<input type="checkbox"/>
	ELPA21	Place order for additional paper, large print, Braille versions	<input type="checkbox"/>
	NAEP	NAEP: Testing Window	<input type="checkbox"/>
FEBRUARY	ACT	Accommodations window closes for initial requests for spring testing	<input type="checkbox"/>
	ACT	Qualified Exceptions to Accommodations deadlines can be requested	<input type="checkbox"/>
	ACT	Submit late enrollment records in PA Next (no bar codes)	<input type="checkbox"/>
	ACT	Test Admin Training Session Part 2	<input type="checkbox"/>
	PreACT	Training Webinar	<input type="checkbox"/>
	ELPA21	ELPA21: Testing Window Begins	<input type="checkbox"/>
			NSCAS Test Admin Workshops for ALT and GRW
MARCH	MAP Growth	MAP Growth Spring Test Window for grades KG-02 and 09-10 (Testing optional for districts)	<input type="checkbox"/>
		NSCAS Growth & Alternate Student Management & Test Window (Testing mandated for all districts.)	<input type="checkbox"/>
	NSCAS Growth	Order paper/pencil material through CAP	<input type="checkbox"/>
	NSCAS Alternate	Print out needed paper/pencil material in INSIGHT	<input type="checkbox"/>
	ACT	PreACT: Spring test window begins	<input type="checkbox"/>
	ELPA21	Enter Reason Not Tested Codes in vendor system	<input type="checkbox"/>
	ACT	ACT Test Window #1	<input type="checkbox"/>
APRIL	ACT	ACT Test Window #2	<input type="checkbox"/>
	ACT	ACT Test Window #3 (Make-up)	<input type="checkbox"/>
MAY	ELPA21	Access summative scores in reporting section of NE ELPA21 portal	<input type="checkbox"/>
		NSCAS Growth, NSCAS Alternate & ACT post-test data verification review	<input type="checkbox"/>
JUNE - JULY		Review & approve preliminary student data files for NSCAS Growth, NSCAS Alternate and ACT	<input type="checkbox"/>