DAC TASK MANAGEMENT CHECKLIST

This timeline is approximate and for guidance only; 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	❑
	ELPA	Redesignate proficient EL students in district SIS	❑
	NAEP	Districts will be notified of schools selected to participate in testing	❑
AUGUST	ELPA	Update TIDE district and building users	❑
	NAEP	Participating districts must complete the Technology Survey	❑
	Districts	Download final student data files/reports from previous spring posted in the appropriate vendor systems	❑
	MAP Growth	MAP Growth Fall Test Window for grades 3-8 (Testing optional for districts)	❑
SEPTEMBER	NDE/Districts	Sign Principal and DAC Security Agreements	❑
	ACT	ACT Online Prep opens	❑
	ACT	Accommodations and EL Supports Training Session	❑
	ACT	Accommodations and EL Supports window opens in TAA for spring testing	❑
	PreACT	Training Webinar	❑
OCTOBER	NDE	Assessment Fall Roadshows	❑
	NSCAS ALT	1% Threshold Justification Submission	❑
	ELPA	Preliminary window to order paper, large print, Braille versions	❑
	ACT	Pre-Roster Data Verification - review and edit roster through ADVISER	❑
	PreACT	Fall test window begins	❑
NOVEMBER	ACT	Confirm Participation and Select Test Event	❑
	ACT	Review Student Rosters in ACT Now	❑
	NDE	NEP released to public	❑
DECEMBER	NSCAS ALT & ELPA	Pre-Roster Data Verification - review and edit rosters through ADVISER	❑
	ACT	Test Admin Training Sessions Part 1 & 2	❑
	Districts	Districts conduct Test Security training & submit completed District & Staff Security Agreements	❑
	Districts	Last chance to download previous year's student results files/reports before they are removed from the vendor's testing systems	❑
	MAP Growth	MAP Growth Winter Test Window for grades 3-8 (Testing optional for districts)	❑
JANUARY	ELPA	Place order for additional paper, large print, Braille versions	❑
	ELPA	ELPA21 & Alt ELPA: Testing Window begins and runs through March (Mandated testing)	❑
	NAEP	Testing Window Begins and runs through March	❑
FEBRUARY	NSCAS GEN	Pre-Test Verification review	❑
	NSCAS GEN & ALT	Test Administration Q&A	❑
	ACT	Accommodations window closes for initial requests for spring testing Qualified Exceptions to Accommodations deadlines can be requested	❑
	ACT	Submit late enrollment records in ACT Now (no bar codes)	❑
	ACT	Create test sessions in TCM	❑
	PreACT	Training Webinar	❑
MARCH	NSCAS GEN & ALT	Test Management Opens (review roster, add accommodations, order paper/pencil, print tickets)	❑
	NSCAS GEN & ALT	Test Window Opens and runs through May (Mandated testing)	❑
	ELPA	Enter Reason Not Tested Codes in vendor system	❑
	ACT	ACT Test Event #1 (Mandated testing)	❑
	PreACT	Training Webinar	❑
	PreACT	Spring test window begins	❑
	MAP Growth	MAP Growth Spring Test Window for grades 3-8 (Testing optional for districts)	❑
APRIL	ACT	ACT Test Event #2 (Mandated testing)	❑
	ACT	ACT Test Event #3 (Make-up)	❑
MAY	NDE/Districts	Post-test data verification reviews begin and run through August	❑
	ELPA	Access summative scores in reporting section of NE portal	❑
JUNE	MAP Growth	MAP Growth Summer Test Window for grades 3-8 (Testing optional for districts)	❑