NSCAS Readiness Checklists

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Activity overviews

These checklists contain all major testing activities for NSCAS General and Alternate, organized into sections based on whether the activity takes place before, during, or after testing. Use these checklists to coordinate testing and ensure everything is on track.

Before testing

	Activity	Start	Deadline	Who
☐	NSCAS General: Select NSCAS Connected or NSCAS Independent	Feb 2, 2026	Feb 13, 2026	District Assessment Contacts
☐	Ensure computers, devices, and assessment software are prepared and updated as needed prior to testing	8–10 weeks before testing	Beginning of testing	Technology Coordinators
☐	Attend or view virtual training hosted by NDE and NWEA	7–8 weeks before testing		District Assessment Contacts
☐	Develop a testing schedule	4 weeks before testing	2 weeks before testing	School Assessment Coordinators
☐	Download and distribute the *NSCAS General Proctor Guide* to staff as appropriate	4 weeks before testing	2 weeks before testing	District Assessment Contacts School Assessment Coordinators
☐	Review the *NSCAS General Proctor Guide*	4 weeks before testing	2 weeks before testing	Proctors
☐	Ensure students view the Student Tutorial video (General only) and take Practice Tests (General and Alternate)	3–4 weeks before testing	Beginning of testing	School Assessment Coordinators Proctors
☐	**NSCAS General**: Roster students in MAP Growth. **NSCAS Alternate**: NDE imports a roster into Acacia before the test window begins. Verify that students appear correctly and make any necessary changes in Acacia	2–3 weeks before testing	1–2 weeks before testing	District Assessment Contacts School Assessment Coordinators
☐	Verify student registration and assigned accommodations **Alternate only**: Manually update any new students, transfer students, students with IEP changes, and students switching between the General and Alternate assessments in Acacia	2–3 weeks before testing	1–2 weeks before testing	District Assessment Contacts School Assessment Coordinators
☐	Verify that students who need paper/pencil, large print, or braille have their documented need indicated on their student registration profile and IEP, 504, or EL status indicated	2–3 weeks before testing	1 week before testing	District Assessment Contacts School Assessment Coordinators
☐	Print standard and large print paper/pencil forms, receive braille forms from NWEA, and distribute forms to schools	As received	End of testing	District Assessment Contacts

	Activity	Start	Deadline	Who
☐	Assign scribes to transcribe paper/pencil student responses into Acacia	2 weeks before testing	Beginning of testing	School Assessment Coordinators
☐	Conduct (DACs) or attend School Assessment Coordinator orientation using materials provided by NDE and NWEA	2 weeks before testing		District Assessment Contacts School Assessment Coordinators
☐	Conduct (SACs) or attend Proctor orientation	2 weeks before testing		School Assessment Coordinators Proctors
☐	Download and distribute the NSCAS Alternate Test Administration Manual to staff as appropriate	1 week before testing		District Assessment Contacts School Assessment Coordinators
☐	Review the NSCAS Alternate Test Administration Manual	1 week before testing		Proctors
☐	Print test tickets	2–3 weeks before testing	Throughout testing window as needed	School Assessment Coordinators Proctors

During testing

	Activity	When	Who
☐	Assist and supervise Proctors	Throughout testing window	District Assessment Contacts School Assessment Coordinators
☐	Assist with any technical issues	Throughout testing window	Technology Coordinators and IT staff
☐	Print and distribute test tickets to students	As needed	Proctors
☐	Securely store test materials during testing	Throughout testing window	District Assessment Contacts School Assessment Coordinators Proctors
☐	Review operational reports to monitor testing progress	Throughout testing window	District Assessment Contacts School Assessment Coordinators
☐	Transcribe paper/pencil tests into the online testing platform	By end of testing window	Assigned scribes

After testing

Activity	When	Who
☐ Securely store completed paper/pencil test booklets until after the first post-test verification phase	Immediately after testing is complete	District Assessment Contacts School Assessment Coordinators
☐ Securely destroy test materials, such as test tickets and scrap paper	Immediately after testing is complete	District Assessment Contacts School Assessment Coordinators
☐ Review score reports	After testing and throughout testing window as students complete tests	All educators
☐ Assign Not Tested Codes (NTCs)	3 business days after testing window closes	District Assessment Contacts School Assessment Coordinators
☐ Post-test verification phase with NDE	Approximately 2 weeks after the test window	District Assessment Contacts
☐ Securely destroy paper/pencil test materials, electronic copies of NSCAS assessments, and scratch paper	After the first post-test verification phase	District Assessment Contacts School Assessment Coordinators

District Assessment Contact checklist

The following checklist provides a suggested schedule of tasks for District Assessment Contacts.

	Activity	Start	Deadline
☐	**General only**: Select NSCAS Connected or NSCAS Independent	Feb 2, 2026	Feb 13, 2026
☐	Verify system and bandwidth readiness and download the NWEA State Solutions Secure Browser. Refer to the *NSCAS System and Technology Guide*	Starting 8–10 weeks before testing	Beginning of testing
☐	Read the *NSCAS Readiness Checklists* and review scheduling guidance	Starting 4 weeks before testing	2 weeks before testing
☐	Attend or view virtual training hosted by NDE and NWEA Sessions include a Q&A and are recorded. Recordings will be provided on the Assessment Portal	Live virtual training sessions occur before the spring assessment window—specific details will be sent by NDE.	
☐	Distribute the *NSCAS General Proctor Guide* to Proctors	Starting 4 weeks before testing	2 weeks before testing
☐	Begin rostering students.	Approximately 3 weeks before testing	Approximately 2 weeks before testing
☐	Enter applicable accommodations, including paper/pencil forms.	Approximately 3 weeks before testing	Approximately 2 weeks before testing
☐	**Alternate only**: Manually update any new students, transfer students, students with IEP changes, and students switching between the General and Alternate assessments in Acacia	2–3 weeks before testing	Beginning of testing
☐	Conduct district's School Assessment Coordinator orientation	Starting 4 weeks before testing	2 weeks before testing
☐	Download and distribute the NSCAS Alternate Test Administration Manual (available in the Acacia Help link) to Proctors administering NSCAS Alternate	1 week before testing	
☐	Assist and supervise Proctors during the testing window	During testing	
☐	Enter Not Tested Codes and any additional accommodations in Acacia	During testing as needed	3 business days after testing window ends
☐	Securely destroy online test materials, such as test tickets and scratch paper	After testing is complete	1 week after testing
☐	Securely store completed paper/pencil test booklets until after the first post-test verification phase Refer to Checklists for NSCAS General paper/pencil and braille testing on page 7	As tests are completed	Store until after the first post-test verification phase

School Assessment Coordinator checklist

The following checklist provides a suggested schedule of tasks for School Assessment Coordinators.

	Activity	Start	Deadline
☐	Read the *NSCAS Assessment Coordinator Guide*	Starting 4 weeks before testing	2 weeks before testing
☐	Distribute the *NSCAS General Proctor Guide* to Proctors	Starting 4 weeks before testing	2 weeks before testing
☐	**General only**: Ensure each student views the Online Student Tutorial once a year, preferably prior to fall testing	Starting 3–4 weeks before testing	Beginning of testing
☐	Allow each student to access the online Practice Tests	Starting 4 weeks before testing	Beginning of testing
☐	Attend district's School Assessment Coordinator orientation	2–4 weeks before testing	
☐	Conduct orientation session for Proctors	2 weeks before testing	
☐	Assist Proctors with printing test tickets	2 weeks before testing	Throughout testing window as needed
☐	Download and distribute the NSCAS Alternate Test Administration Manual (available in the Acacia Help link) to Proctors administering NSCAS Alternate	1 week before testing	
☐	Assist and supervise Proctors during the testing window	During testing	
☐	Add Not Tested Codes and accommodations in Acacia	During registration activities	Test window end
☐	Securely destroy online test materials, such as test tickets and scratch paper	Test window end	Immediately after testing is complete
☐	Securely store completed paper/pencil test booklets until after the first post-test verification phase Refer to Checklists for NSCAS General paper/pencil and braille testing on page 7	As tests are completed	Store until after the first post-test verification phase

Checklists for NSCAS General paper/pencil and braille testing

District Assessment Contacts

The following checklist is intended as a suggested schedule of tasks for District Assessment Contacts managing NSCAS General paper/pencil and braille assessments.

	Activity	Start	Deadline
☐	Assign the correct paper/pencil accommodation in Acacia to the appropriate students	Starting 3 weeks before testing	2 weeks before testing
☐	Receive braille paper/pencil test forms and Practice Tests from NWEA	Starting approximately 1–2 weeks before testing	
☐	Download plain paper (including large print) test forms	Approximately 1–2 weeks before testing	
☐	Inventory returned secure test materials from schools	Test window end	1 week after testing
☐	Securely store completed paper/pencil test booklets until after the first post-test verification phase	As tests are completed	Store until after the first post-test verification phase
☐	Securely destroy paper/pencil test materials, electronic copies of NSCAS assessments, and scratch paper	After the first post-test verification phase	

School Assessment Coordinator

The following checklist is intended as a suggested schedule of tasks for School Assessment Coordinators managing General paper/pencil and braille assessments.

	Task	Start	Deadline
☐	Download PDFs of the regular English and Spanish paper/pencil Practice Tests from the Nebraska Assessment Portal	Starting 4 weeks before testing	Beginning of testing
☐	Verify that students are assigned the paper form in Acacia	Starting 3 weeks before testing	2 weeks before testing
☐	Receive test materials from the District Assessment Coordinator	Starting 1–2 weeks before testing	
☐	Conduct orientation session for Proctors, including how to transcribe tests	2 weeks before testing	
☐	Assist and supervise Proctors during the test window	During testing	
☐	Ensure all responses are transcribed in the online platform for each individual student	Test window end	
☐	Securely store completed paper/pencil test booklets until after the first post-test verification phase	As tests are completed	Store until after the first post-test verification phase
☐	Package and return secure test materials to the District Assessment Coordinator to be securely destroyed	After the first post-test verification phase	