

NSCAS Growth Readiness Checklists

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Activity overviews

These checklists contain all major testing activities, organized into sections based on whether the activity takes place before, during, or after testing.

Before testing

	Activity	Start	Deadline	Who
<input type="checkbox"/>	<p>Available twice a year: Attend or view virtual training hosted by NDE and NWEA</p> <p>Sessions include a Q&A and are recorded. Recordings will be provided on the Assessment Portal</p>	Live virtual training sessions occur before fall and spring assessment windows—specific details will be sent by NDE		District Assessment Contacts
<input type="checkbox"/>	Develop a testing schedule	4 weeks before testing	2 weeks before testing	School Assessment Coordinators
<input type="checkbox"/>	Prepare computers and devices for testing	Starting 4 weeks before testing	Beginning of testing	Technology Coordinators
<input type="checkbox"/>	Download and distribute the <i>NSCAS Growth Proctor Guide</i> to staff	Starting 4 weeks before testing	2 weeks before testing	District Assessment Contacts School Assessment Coordinators
<input type="checkbox"/>	Review the <i>NSCAS Growth Proctor Guide</i>	Starting 4 weeks before testing	2 weeks before testing	Proctors
<input type="checkbox"/>	Once a year: Ensure students view the Student Tutorial video and take Item Type Samplers	Starting 3–4 weeks before fall testing	Beginning of testing	School Assessment Coordinators Proctors
<input type="checkbox"/>	Verify student registration and assigned accommodations	Starting 2–3 weeks before testing	1–2 weeks before testing	District Assessment Contacts School Assessment Coordinators
<input type="checkbox"/>	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	Starting 2–3 weeks before testing	1 week before testing	District Assessment Contacts School Assessment Coordinators
<input type="checkbox"/>	Print standard and large print paper/pencil forms and receive braille forms from NWEA and distribute to schools	As received	End of testing	District Assessment Contacts
<input type="checkbox"/>	If conducting paper/pencil testing, assign scribes to transcribe student responses into Acacia	2 weeks before testing	Beginning of testing	School Assessment Coordinators

	Activity	Start	Deadline	Who
<input type="checkbox"/>	Conduct (DACs) or attend School Assessment Coordinator orientation using NDE-provided materials	2 weeks before testing		District Assessment Contacts School Assessment Coordinators
<input type="checkbox"/>	Conduct (SACs) or attend Proctor orientation	2 weeks before testing		School Assessment Coordinators Proctors
<input type="checkbox"/>	Print test tickets	2 weeks before testing	Throughout testing window as needed	School Assessment Coordinators Proctors

During testing

	Activity	When	Who
<input type="checkbox"/>	Assist and supervise Proctors	Throughout testing window	District Assessment Contacts School Assessment Coordinators
<input type="checkbox"/>	Assist with any technical issues	Throughout testing window	Technology Coordinators and IT staff
<input type="checkbox"/>	Print and distribute test tickets to students	As needed	Proctors
<input type="checkbox"/>	Securely store test materials during testing	Throughout testing window	Proctors
<input type="checkbox"/>	Review operational reports to monitor testing progress	Throughout testing window	District Assessment Contacts School Assessment Coordinators
<input type="checkbox"/>	Transcribe paper/pencil tests into the online testing platform	By end of testing window	Assigned scribes
<input type="checkbox"/>	Assign Not Tested Codes (NTCs)	3 business days after testing window closes	District Assessment Contacts School Assessment Coordinators

After testing

	Activity	When	Who
<input type="checkbox"/>	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
<input type="checkbox"/>	Securely destroy test materials, such as test tickets and scrap paper	Immediately after testing is complete	District Assessment Contacts School Assessment Coordinators
<input type="checkbox"/>	Review score reports	After testing and throughout testing window as students complete tests	All educators
<input type="checkbox"/>	Post-test verification phase with NDE	Approximately 2 weeks after the test window	District Assessment Contacts
<input type="checkbox"/>	Securely destroy completed paper/pencil test booklets	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
<input type="checkbox"/>	Read the <i>NSCAS Growth Readiness Checklists</i> and review scheduling guidance	Starting 4 weeks before testing	2 weeks before testing
<input type="checkbox"/>	<p>Available twice a year: Attend or view virtual training hosted by NDE and NWEA</p> <p>Sessions include a Q&A and are recorded. Recordings will be provided on the Assessment Portal</p>	Live virtual training sessions occur before fall and spring assessment windows—specific details will be sent by NDE.	
<input type="checkbox"/>	With technology coordinators to verify system and bandwidth readiness and download the latest version of the NWEA State Solutions Secure Browser. Refer to the NSCAS System and Technology Guide	Starting 4 weeks before testing	Beginning of testing
<input type="checkbox"/>	Distribute the NSCAS Growth Proctor Guide to Proctors	Starting 4 weeks before testing	2 weeks before testing
<input type="checkbox"/>	Begin registration activities. Refer to the NSCAS Growth User and Student Management Guide	Approximately 3 weeks before testing	Approximately 2 weeks before testing
<input type="checkbox"/>	Enter applicable accommodations, including paper/pencil forms. Refer to the NSCAS Growth User and Student Management Guide	Approximately 3 weeks before testing	Approximately 2 weeks before testing
<input type="checkbox"/>	Conduct district’s School Assessment Coordinator orientation	Starting 4 weeks before testing	2 weeks before testing
<input type="checkbox"/>	Assist and supervise Proctors during the testing window	During testing	
<input type="checkbox"/>	Enter Not Tested Codes and any additional accommodations in Acacia	During testing as needed	3 business days after testing window ends
<input type="checkbox"/>	Securely destroy online test materials, such as test tickets and scratch paper	After testing is complete	1 week after testing
<input type="checkbox"/>	Securely store completed paper/pencil test booklets until after the first post-test verification phase Refer to Checklists for paper/pencil 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
<input type="checkbox"/>	Read the NSCAS Growth Assessment Coordinator Guide	Starting 4 weeks before testing	2 weeks before testing
<input type="checkbox"/>	Distribute the NSCAS Growth Proctor Guide to Proctors	Starting 4 weeks before testing	2 weeks before testing
<input type="checkbox"/>	Once a year: 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
<input type="checkbox"/>	Allow each student to access the online Item Type Samplers, which act as practice tests	Starting 4 weeks before testing	Beginning of testing
<input type="checkbox"/>	Attend district’s School Assessment Coordinator orientation		2–4 weeks before testing
<input type="checkbox"/>	Conduct orientation session for Proctors		2 weeks before testing
<input type="checkbox"/>	Assist Proctors with printing test tickets	2 weeks before testing	Throughout testing window as needed
<input type="checkbox"/>	Assist and supervise Proctors during the testing window		During testing
<input type="checkbox"/>	Add Not Tested Codes and accommodations in Acacia	During registration activities	Test window end
<input type="checkbox"/>	Securely destroy online test materials, such as test tickets and scratch paper	Test window end	1 week after testing
<input type="checkbox"/>	Securely store completed paper/pencil test booklets until after the first post-test verification phase Refer to Checklists for paper/pencil testing on page 7	As tests are completed	Store until after the first post-test verification phase

Checklists for paper/pencil testing

District Assessment Contact

The following checklist is intended as a suggested schedule of tasks for District Assessment Contacts.

	Activity	Start	Deadline
<input type="checkbox"/>	Assign the correct paper/pencil accommodation in Acacia to the appropriate students	Starting 3 weeks before testing	2 weeks before testing
<input type="checkbox"/>	Receive braille paper/pencil test forms and Item Type Samplers from NWEA	Starting approximately 1–2 weeks before testing	
<input type="checkbox"/>	Download plain paper (including large print) test forms	Approximately 1–2 weeks before testing	
<input type="checkbox"/>	Inventory returned secure test materials from schools	Test window end	1 week after testing
<input type="checkbox"/>	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
<input type="checkbox"/>	Securely destroy paper/pencil test materials, electronic copies of NSCAS assessments, and scratch paper	After the first post-test verification phase	

School Assessment Coordinators

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

	Task	Start	Deadline
<input type="checkbox"/>	Download PDFs of the regular English and Spanish paper/pencil Item Type Samplers from the Nebraska Assessment Portal	Starting 4 weeks before testing	Beginning of testing
<input type="checkbox"/>	Verify that students are assigned the paper form in Acacia	Starting 3 weeks before testing	2 weeks before testing
<input type="checkbox"/>	Receive test materials from the District Assessment Contact	Starting 1–2 weeks before testing	
<input type="checkbox"/>	Conduct orientation session for Proctors, including how to transcribe tests	2 weeks before testing	
<input type="checkbox"/>	Assist and supervise Proctors during the test window	During testing	
<input type="checkbox"/>	Ensure all responses are transcribed in the online platform for each individual student	Test window end	
<input type="checkbox"/>	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
<input type="checkbox"/>	Package and return secure test materials to the District Assessment Contact to be securely destroyed	After the first post-test verification phase	