NSCAS Growth Readiness Checklists

Table of contents

Activity overviews **2**
- Before testing 2
- During testing 3
- After testing 4

District Assessment Contact checklist **5**

School Assessment Coordinator checklist **6**

Checklists for paper/pencil testing **7**
- District Assessment Contact 7
- School Assessment Coordinators 8

© July 2024 Nebraska Department of Education

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
☐	**Available twice a year**: 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 fall and spring assessment windows—specific details will be sent by NDE		District Assessment Contacts
☐	Develop a testing schedule	4 weeks before testing	2 weeks before testing	School Assessment Coordinators
☐	Prepare computers and devices for testing	Starting 4 weeks before testing	Beginning of testing	Technology Coordinators
☐	Download and distribute the *NSCAS Growth Proctor Guide* to staff	Starting 4 weeks before testing	2 weeks before testing	District Assessment Contacts School Assessment Coordinators
☐	Review the *NSCAS Growth Proctor Guide*	Starting 4 weeks before testing	2 weeks before testing	Proctors
☐	**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
☐	Upload student rosters to MAP Growth	Starting 2–3 weeks before testing	1–2 weeks before testing	District Assessment Contacts School Assessment Coordinators
☐	Verify student registration and assigned accommodations	Starting 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	Starting 2–3 weeks before testing	1 week before testing	District Assessment Contacts School Assessment Coordinators
☐	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
☐	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
☐	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
☐	Print test tickets	2 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
☐	Assign Not Tested Codes (NTCs)	3 business days after testing window closes	District Assessment Contacts School Assessment Coordinators

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
☐	Post-test verification phase with NDE	Approximately 2 weeks after the test window	District Assessment Contacts
☐	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
☐	Read the *NSCAS Growth Readiness Checklists* and review scheduling guidance	Starting 4 weeks before testing	2 weeks before testing
☐	**Available twice a year**: 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 fall and spring assessment windows—specific details will be sent by NDE.	
☐	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
☐	Distribute the *NSCAS Growth Proctor Guide* to Proctors	Starting 4 weeks before testing	2 weeks before testing
☐	Begin registration activities. Refer to the *NSCAS Growth User and Student Management Guide*	Approximately 3 weeks before testing	Approximately 2 weeks before testing
☐	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
☐	Conduct district's School Assessment Coordinator orientation	Starting 4 weeks before testing	2 weeks 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 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
☐	Read the NSCAS Growth Assessment Coordinator Guide	Starting 4 weeks before testing	2 weeks before testing
☐	Distribute the *NSCAS Growth Proctor Guide* to Proctors	Starting 4 weeks before testing	2 weeks before testing
☐	**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
☐	Allow each student to access the online Item Type Samplers, which act as 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
☐	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	1 week after testing
☐	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
☐	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 Item Type Samplers 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 Coordinators

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

	Task	Start	Deadline
☐	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
☐	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 Contact	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 Contact to be securely destroyed	After the first post-test verification phase	