

# 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"/>
AUGUST	NSCAS Alernate	Download final student data files/reports from previous spring posted in INSIGHT	<input type="checkbox"/>
	ELPA21	Update TIDE district and building users	<input type="checkbox"/>
	MAP Growth	MAP Growth Fall Test Window	<input type="checkbox"/>
	NSCAS Growth	Download final student data files/reports from previous spring posted in CAP	<input type="checkbox"/>
	NSCAS Alernate	Delivery of printed ISRs	<input type="checkbox"/>
	NSCAS ACT	Download final standard student data files/reports from previous spring posted in PA Next	<input type="checkbox"/>
	NDE	Assessment New DAC 101 Webinar	<input type="checkbox"/>
SEPTEMBER	NSCAS Growth	Download final ISRs & school rosters from previous spring posted in CAP	<input type="checkbox"/>
	NDE	NEP released to public	<input type="checkbox"/>
OCTOBER	NDE	Assessment Fall Workshops	<input type="checkbox"/>
		Sign Principal and DAC NSCAS/ELPA21 Security Agreements	<input type="checkbox"/>
	NSCAS Alernate	NSCAS Alternate Assessment Participation Survey	<input type="checkbox"/>
	NSCAS ACT	PreACT: Fall test window begins	<input type="checkbox"/>
NOVEMBER	NSCAS ACT	Select test date & shipping confirmation for spring testing	<input type="checkbox"/>
	NSCAS ACT	Accommodations Training Session	<input type="checkbox"/>
	NSCAS ACT	Submit accommodation requests for spring testing	<input type="checkbox"/>
	MAP Growth	MAP Growth Winter Test Window	<input type="checkbox"/>
	ELPA21	Preliminary window to order paper, large print, Braille versions	<input type="checkbox"/>
DECEMBER		NSCAS Alternate & ACT Pre-Roster Data Verification - review and edit rosters	<input type="checkbox"/>
		Last chance to download previous year NSCAS student files/reports before they are removed from the vendor's testing systems	<input type="checkbox"/>
JANUARY		Review spring roster files for ELPA21 and the three NSCAS roster files	<input type="checkbox"/>
	NSCAS Growth	Confirm shipping address in CAP	<input type="checkbox"/>
	NSCAS ACT	Test Admin Training Sessions	<input type="checkbox"/>
	NSCAS ACT	Review Open Enrollment records in PA Next	<input type="checkbox"/>
	ELPA21	Place order for additional paper, large print, Braille versions	<input type="checkbox"/>
	NSCAS Growth	Place order for additional paper/pencil material in CAP	<input type="checkbox"/>
FEBRUARY	NAEP	NAEP: Testing Window	<input type="checkbox"/>
	NSCAS ACT	Submit late accommodation requests	<input type="checkbox"/>
	NSCAS ACT	Submit late enrollment records in PA Next (no bar codes)	<input type="checkbox"/>
	ELPA21	ELPA21: Testing Window Begins	<input type="checkbox"/>
		NSCAS Test Admin Workshops	<input type="checkbox"/>

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	NSCAS Alternate	Administration opens in INSIGHT - manage your student roster and test session set-up	<input type="checkbox"/>
	NSCAS Growth	Administration opens in CAP - manage your student roster and test session set up	<input type="checkbox"/>
<b>MARCH</b>	NSCAS Growth	Paper/pencil material shipped to districts	<input type="checkbox"/>
	NSCAS Alternate	Print out needed paper/pencil material in INSIGHT	<input type="checkbox"/>
	NSCAS Growth	Order late paper/pencil material through CAP	<input type="checkbox"/>
	MAP Growth	MAP Growth Spring Test Window	<input type="checkbox"/>
		NSCAS Growth & Alternate Test Window	<input type="checkbox"/>
	NSCAS ACT	PreACT: Spring test window begins	<input type="checkbox"/>
	NSCAS ACT	NSCAS ACT Test Window #1	<input type="checkbox"/>
	ELPA21	Enter Reason Not Tested Codes in vendor system	<input type="checkbox"/>
<b>APRIL</b>	NSCAS ACT	NSCAS ACT Test Window #2	<input type="checkbox"/>
	NSCAS ACT	NSCAS ACT Test Window #3 (Make-up)	<input type="checkbox"/>
		NSCAS Growth & NSCAS Alternate Make-Up Test Window	<input type="checkbox"/>
<b>MAY</b>	ELPA21	Access summative scores in reporting section of NE ELPA21 portal	<input type="checkbox"/>
		NSCAS Growth, NSCAS Alternate & NSCAS ACT post-test data verification review	<input type="checkbox"/>
<b>JUNE - JULY</b>		Review & approve preliminary student data files for NSCAS Growth, NSCAS Alternate and NSCAS ACT	<input type="checkbox"/>