

Resource Overview for District Assessment Coordinators

District Assessment Coordinators (DACs) use this overview of resources to prepare for testing in their district. **Resources required for all DACs are noted and are in bold.** New DACs should review all resources. Key websites for reference: [Minnesota Department of Education \(MDE\)](http://education.mn.gov) (education.mn.gov); [PearsonAccess Next](http://minnesota.pearsonaccessnext.com) (minnesota.pearsonaccessnext.com); [WIDA](http://wida.wisc.edu) (wida.wisc.edu).

Ongoing Resources

- **Required: Review the weekly *Assessment Update* email for relevant information about testing requirements, important dates, available resources, and upcoming trainings. Previous updates are posted on the [Assessment Update page](#) (PearsonAccess Next > MDE Updates > Assessment Update).**
- **Required: Review the current year's *Procedures Manual* on the [Policies and Procedures page](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).**
- The following infographics are designed to present information at a high level and be a quick reference for various components of the DAC role or tasks. Detailed information on these topics is available in other DAC resources. The infographics are located on MDE's [District Resources page](#) (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources).
 - *Getting Started in Your District Assessment Coordinator Role*
 - *Statewide Testing Tasks: A Year At-A-Glance*
 - *Statewide Testing Systems Overview*
 - *Statewide Testing: 6 Reasons Why*
- Participate in Minnesota Department of Education (MDE) New DAC Question and Answer (Q&A) Webinars; complete prerequisite tasks if applicable.
- Review *MDE District Assessment Coordinator Webinars and Trainings* on MDE's [District Resources page](#).
- Use the search feature in Avocet, on the [Policies and Procedures page](#) in PearsonAccess Next, to look up information on specific topics or questions as needed in the *Procedures Manual* or other resources posted to PearsonAccess Next.

General Preparation for Statewide Testing

- Attend the New DAC Orientation in the fall.
- Review *New District Assessment Coordinators: Getting Access* on MDE's [District Resources page](#).
- Review *Resource Overview for District Assessment Coordinators* on MDE's [District Resources page](#).
- Review the trainings in the New DAC Modules category, on the District Assessment Coordinator tab in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training).
- **Required: Attend MDE Test Administration Training** (in person, via webinar, or as a recording in [TMS](#)).
- **Required: Review *Test Security Training* in [TMS](#).**

In Preparation for ACCESS and Alternate ACCESS

- Review and complete required tasks on the *ACCESS for ELLs Checklist* on [WIDA's Minnesota page](#) (WIDA > Minnesota [under Members/States dropdown]).
- Review the Key Resources, including the *What's New with ACCESS?*, *Test Administrator Manual*, *District and School Test Coordinator Manual*, *Accessibility and Accommodations Supplement*, and WIDA AMS resources, which are available in each ACCESS for ELLs Training Course in the [WIDA Secure Portal](#).
- Review the *2020–21 ACCESS and Screener Webinar Calendar* and attend applicable webinars. Recordings of the ACCESS webinars are under the Key Resources in each training course in the [WIDA Secure Portal](#).
- Review the training courses in the [WIDA Secure Portal](#) for all assessments administered in your district. This includes the trainings required for Test Administrators, as well as the following tutorials in the grades 1–12 ACCESS Training Courses for online and paper that are more specific to DACs:
 - Preparing tab:
 - Training Overview
 - Ordering Materials
 - Accessibility Overview
 - Assigning Accommodations
 - Test Scheduling
 - Managing Test Materials
 - Test Practice and Test Items (online only)
 - Additional Materials Orders
 - Testing tab: Monitoring Test Progress (online only)
 - Afterward tab:
 - After Testing
 - Accessing Score Reports
- Review the resources on the WIDA website to help students and Test Administrators prepare for ACCESS and Alternate ACCESS test administration, including QuickStart guides to [prepare students for ACCESS](#) (WIDA website > Assess > Preparing Students for ACCESS for ELLs) and to [prepare to administer the Alternate ACCESS](#) (WIDA website > Assess > Preparing to Administer Alternate ACCESS).

In Preparation for MCA and MTAS

- Attend the New DAC Pretest Editing Webinar or view the recording that will be posted in [TMS](#).
- Review the current year's *Test WES Pretest Editing User Guide* on MDE's [Test WES webpage](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).
- Review the current year's *Test WES Precode User Guide* on MDE's [Test WES webpage](#).

- Attend Pearson’s webinars that will overview their systems. See a schedule on the [Training page](#) (PearsonAccess Next > Resources & Training > Training). Attend webinars live or view the recordings that will be posted in [TMS](#).
- Review the MCA/MTAS user guides and other resources on the [User Guide page](#) (PearsonAccess Next > Resources & Training > User Guides).
- Review the District and School Resources on the [Policies and Procedures page](#) on PearsonAccess Next.
- Review training courses in [TMS](#) that are required for Test Monitors and Test Administrators, and review any optional modules for staff in the District-Assigned Trainings category, on the Other Trainings tab.
- Review the resources available for students and Test Monitors including the [Testing Directions](#), [student tutorial](#), and the [item samplers](#) (PearsonAccess Next > Preparing for Testing).

After Testing

- View the MDE New DAC Posttest Editing Training in [TMS](#), in the MDE Recorded Webinars category.
- Review the current year’s *Test WES Posttest Editing User Guide* on MDE’s [Test WES page](#).
- Review the current year’s user guides on MDE’s [Assessment Secure Reports page](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Assessment Secure Reports).
- Review [ACCESS reporting resources](#) (WIDA > Assess > ACCESS for ELLs Scores and Reports) and [Alternate ACCESS reporting resources](#) (WIDA > Assess > Alternate ACCESS Scores and Reports).
- For MCA/MTAS, review [Individual Student Report \(ISR\) resources](#) and [additional reporting resources](#) (PearsonAccess Next > Reporting Resources).
- Attend reporting webinars or view the recordings that will be posted; in [TMS](#) for MCA/MTAS and on the [ACCESS Webinar page](#) for ACCESS/Alternate ACCESS (WIDA Secure Portal > [any Training Course]).
- Participate in the DAC surveys and feedback sessions in the spring, as available.
- If requesting reimbursement for college entrance exams, view the Graduation Requirements Records (GRR) Training in [TMS](#), in the MDE Recorded Webinars category, and review the current year’s *Graduation Requirements Records (GRR) User Guide* on MDE’s [GRR page](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)).