

DAC Resources Checklist

District Assessment Coordinators (DACs) should use this resource checklist to prepare for upcoming tasks and test administrations. Resources that are required for all DACs, are noted and are in **bold**. This checklist may be printed to track resources and trainings completed. New DAC should review all resources. As resources are updated or posted throughout the year, details will be provided in the *Assessment Update*.

Ongoing

- **Required: Review the weekly *Assessment Update* email.**
- **Required: Review the current year's [Procedures Manual for the Minnesota Assessments](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).**
- Attend Minnesota Department of Education (MDE) Question and Answer webinars; complete prerequisite readings if applicable.
- Review the [New DAC Information for Accessing Systems and Resources](#) (MDE website > Districts, Schools and Educators > Statewide Testing).
- Review the [Student Assessment History Report User Guide](#) (MDE website > Districts, Schools and Educators > Data Submissions > Assessment Secure Reports).

Before Your District Begins Testing

- Review mini modules for DACs in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training Management System (TMS)).
- **Required: Review Test Security Training in the TMS.**
- Review required and optional trainings for other roles in the TMS.

In Preparation for ACCESS and Alternate ACCESS

- Complete required tasks on [Minnesota's state checklist](#) (WIDA > Consortium > Members > MN > *ACCESS for ELLs 2.0 Checklist*).
- Review the WIDA Training Courses and take and pass the Online Administration Quiz to become familiar with test administration. Go to the My Account & Secure Portal after logging in to [WIDA](#) (wida.us).
- Attend optional in-person ACCESS trainings for Test Coordinators (DACs), as needed.

In Preparation for MCA and MTAS

- Attend the Pretest Editing webinar.
- Review the [Test WES Pretest Editing User Guide](#) (MDE website > Districts, Schools and Educators > Data Submissions > Test WES).
- Review the [Test WES Precode User Guide](#) for information on checking student eligibility for testing (MDE website > Districts, Schools and Educators > Data Submissions > Test WES).
- **Required: Attend MDE test administration training for spring administration** (in person, via webinar, or as a recording on TMS).
- Review all [PearsonAccess Next user guides](#) and the [Online Testing Situations or Misadministrations](#) document (PearsonAccess Next > Resources & Training).
- Attend Pearson webinars on Pearson systems for testing (via webinar or as a recording in the TMS).
- Review the resources available for students and testing staff including the [Testing Directions, Item Samplers](#), and [Student Tutorial](#) (PearsonAccess Next > Preparing for Testing).

After Testing

- Attend the Posttest Editing webinar.
- Review the [Test WES Posttest Editing User Guide](#) (MDE website > Districts, Schools and Educators > Data Submissions > Test WES).
- Review the [District and School Student Results \(DSR/SSR\) User Guide](#) (MDE website > Districts, Schools and Educators > Data Submissions > Assessment Secure Reports).
- Review reporting resources on the [Individual Student Report \(ISR\) Resources](#) and [Additional Reporting Resources](#) pages (PearsonAccess Next > Reporting Resources).
- Attend the MDE trainings for reporting.
- Attend Pearson webinars on Pearson systems for reporting as needed (via webinar or as a recording in the TMS).
- Review the [Graduation Requirements Records \(GRR\) User Guide](#) (MDE website > Districts, Schools and Educators > Data Submissions > Graduation Requirements (GRR)) for entering reimbursement requests for college entrance exams.

Website Links

- [MDE](http://education.state.mn.us) (education.state.mn.us)
- [PearsonAccess Next](http://minnesota.pearsonaccessnext.com) (minnesota.pearsonaccessnext.com)
- [WIDA](http://wida.us) (wida.us)