

Assessment and Accountability Assessment Task Calendar

July	August	September
<ul style="list-style-type: none"> • Review and register for applicable fall assessment trainings • Review and register for Acadience Reading and Acadience Math trainings • Bookmark the USB E Assessment Website • Subscribe to USB E YouTube channel • Update secure browsers • Renew Braille embossers • Pull all data extracts prior to rollover • Begin updating all user accounts • Verify UTREx accounts • Verify MOVEIt accounts • Verify Data Gateway accounts • Check UTREx offline dates • Prepare assessment assurance plan 	<ul style="list-style-type: none"> • Attend USB E assessment director workshops and meetings • Review and register for applicable assessment trainings • Calendar all testing windows, technical updates, assessment trainings • Identify and/or select district and local school testing coordinators • Schedule dates for testing ethics and test administration trainings • Complete assessment assurance plan (By August 15) • Verify role assignments and update accounts for all statewide assessments: See Assessment Director Resource Guide • Update LEA and school admin accounts for formative tools: Utah Compose and UTIPS • Update CACTUS, if applicable • Identify NAEP LEA technology coordinator, school coordinator and NAEP school technology coordinator (if selected for NAEP) • LEA to complete School Technology Survey (STS) in the assessment management system (If selected for NAEP) • Send WIDA parent notification letters • Begin WIDA Screeners for language services • Disseminate DLM (alternate assessment) student score reports • PEEP BOY testing windows open • Monitor PEEP Entry and data entry • Monitor Acadience BOY testing and data entry • Schedule WIDA Screener TA trainings • Reset Utah Compose UTREx upload if stale • Prepare for School Report Card release <ul style="list-style-type: none"> ○ Review data accuracy ○ Plan stakeholder communication • RISE Benchmark Module/Interim test window opens 	<ul style="list-style-type: none"> • Attend USB E assessment director workshops and meetings • Review and register for applicable fall assessment trainings • School Report Card release <ul style="list-style-type: none"> ○ Publish SRC on LEA website • Set and enter assessment windows if allowed by system • Begin to review and submit required RISE accommodations requests • Complete report reviews • Review assessment data for finalization • Reset Utah Compose UTREx upload if stale • Communicate with special education department for accommodation needs • Attend ACT Accommodations training • Continue WIDA Screeners for language services • Review DLM Alternate Assessment teacher accounts and rosters • Send WIDA parent notification letters • Monitor PEEP Entry and data entry • Monitor Acadience BOY testing and data entry

October	November	December * Assessment systems are offline last two weeks of December
<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Download score files • Finalize graduation data from spring • Validate SIS systems for accuracy • Where applicable, prepare for trimester rollover • Review and verify SIS systems for accuracy <ul style="list-style-type: none"> ○ EL students for WIDA ○ Grade 11 students for ACT • Download ACT schedule of events • Download Utah Aspire Plus schedule of events • Review AAPPL rosters • Order ACCESS Braille and Alternate materials • Update SIS for first WIDA Pre-ID file • Complete all NAEP required school tasks • Begin monitoring Acadience Reading progress monitoring • Monitor and finalize Acadience BOY data entry • AAPPL testing begins 	<ul style="list-style-type: none"> • Access ACT Now • Attend USBE assessment director workshops and meetings <ul style="list-style-type: none"> ○ ACT Pre-Test and Site Readiness Administration Training • Confirm rosters for RISE midyear summative assessments • Continue monitoring Acadience Reading progress monitoring • RISE Midyear Summative window opens AAPPL testing continues 	<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings <ul style="list-style-type: none"> ○ WIDA Access TA trainings • Review and register for applicable winter assessment trainings • Continue monitoring Acadience Reading progress monitoring • Review ACCESS checklist • Review and verify SIS systems for accuracy <ul style="list-style-type: none"> ○ EL students for WIDA • Update SIS for second/final WIDA Pre-ID file • Attend ACT Test Day Activities Training • Confirm ACT accommodations for students—check Schedule of Events—due in January • Confirm AP/IB accommodations for students—due in January • Monitor Acadience MOY testing and data entry • AAPPL window closes December 1

January	February	March
<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Attend ACT Post-Test Administration Training • Review and update semester or trimester rosters • Begin WIDA ACCESS assessments <ul style="list-style-type: none"> ○ Midyear rostering and testing completed by end of window • Confirm ACT accommodations for students—check Schedule of Events • Confirm AP/IB accommodations for students • Complete DLM required teacher training and submit student First Contact survey • Continue monitoring Acadience Reading progress monitoring • Update NAEP student list <ul style="list-style-type: none"> ○ NAEP assessment begins end of January • Monitor Acadience MOY testing and data entry • Second Pre-ID file submission to WIDA 	<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Contact schools to schedule RISE and UA+ observations • Provide RISE, UA+, and DLM assessment observation information to USBE • Attend summative systems trainings <ul style="list-style-type: none"> ○ RISE ○ Utah Aspire Plus ○ DLM • Review and update semester or trimester rosters • Continue monitoring Acadience Reading progress monitoring • Continue monitoring administration of WIDA ACCESS tests • Check Utah Aspire Plus Schedule of Events • Check ACT Schedule of Events • Monitor and finalize Acadience MOY Data entry • NAEP testing 	<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Enter participation codes • WIDA ACCESS closes <ul style="list-style-type: none"> ○ Return secure test materials • RISE Interim & Midyear Summative windows close • Continue monitoring Acadience Reading progress monitoring • NAEP window closes • Spring summative windows open • Utah Aspire Plus • DLM • RISE

April	May	June
<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Attend RISE, UA+, and DLM assessment observations (scheduled by USBE) • Monitor summative test completion • Enter participation codes • Validate WIDA ACCESS data by LEA window • Continue monitoring Acadience Reading progress monitoring • Spring summative testing continues • Monitor Acadience EOY testing and data entry 	<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Attend RISE, UA+, and DLM assessment observations (scheduled by USBE) • Monitor summative test completion • Enter participation codes • Complete assessment reflections • Download ISRs for RISE after all testing is completed • Complete RISE discrepancy report once testing is complete • Monitor PEEP Exit and data entry • Monitor Acadience EOY testing and data entry • Continue monitoring Acadience Reading progress monitoring • Provide WIDA ACCESS reports to all stakeholders • Provide ISRs for Utah Aspire Plus • NAEP notifications for next school year begin 	<ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Manage old and new user accounts • Complete RISE discrepancy report once testing is completed • Finalize all assessment data by June 30 • Download all applicable reports • Update secure browsers • Monitor Acadience EOY testing window by June 15 and data entry by June 30 • Monitor PEEP Exit and data entry