

## Assessment and Accountability Assessment Task Calendar

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

October	November	December <b>* Assessment systems are offline last two weeks of December</b>
<ul style="list-style-type: none"> <li>• Attend USBE assessment director workshops and meetings</li> <li>• Download score files</li> <li>• Finalize graduation data from spring</li> <li>• Distribute reports to administrators and teachers</li> <li>• Validate SIS systems for accuracy</li> <li>• Where applicable, prepare for trimester rollover</li> <li>• Download ACT schedule of events</li> <li>• Download Utah Aspire Plus schedule of events</li> <li>• Review AAPPL rosters</li> <li>• Order ACCESS Braille and Alternate materials</li> <li>• Update SIS for WIDA Pre-ID file</li> <li>• Complete all NAEP required school tasks</li> <li>• <b>Monitor and finalize Acadience BOY data entry</b></li> <li>• School Report Card release <ul style="list-style-type: none"> <li>○ Publish SRC on LEA website</li> </ul> </li> <li>• <b>AAPPL testing begins</b></li> </ul>	<ul style="list-style-type: none"> <li>• Attend USBE assessment director workshops and meetings <ul style="list-style-type: none"> <li>○ ACT training</li> </ul> </li> <li>• Review and verify SIS systems for accuracy <ul style="list-style-type: none"> <li>○ EL students for WIDA</li> <li>○ Grade 11 students for ACT</li> </ul> </li> <li>• Confirm rosters for RISE midyear summative assessments</li> <li>• <b>RISE Midyear Summative window opens</b></li> <li>• <b>AAPPL testing continues</b></li> </ul>	<ul style="list-style-type: none"> <li>• Attend USBE assessment director workshops and meetings <ul style="list-style-type: none"> <li>○ WIDA Access TA trainings</li> </ul> </li> <li>• Review and register for applicable winter assessment trainings</li> <li>• Review ACCESS checklist</li> <li>• Confirm ACT accommodations for students—check Schedule of Events—due in January</li> <li>• Confirm AP/IB accommodations for students—due in January</li> <li>• <b>Monitor Acadience MOY testing and data entry</b></li> <li>• <b>AAPPL window closes December 1</b></li> </ul>

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

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