

Assessment and Accountability Assessment Task Calendar

| July | August | September |
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| <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • 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 | <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Review and register for applicable fall assessment trainings • Calendar all testing windows, technical updates, assessment trainings • Subscribe to USBE YouTube channel • Identify and/or select local school testing coordinators • Schedule dates for testing ethics and test administration trainings • Prepare testing plan submission (due September 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 school coordinator • Send WIDA parent notification letters • Begin WIDA Screeners for language services • Monitor PEEP/KEEP Entry and data entry • Monitor Acadience BOY testing and data entry • Schedule WIDA Screener TA trainings • Review and register for Acadience Reading and Acadience Math trainings • Reset Utah Compose UTREx upload if stale • PEEP/KEEP BOY testing windows open • RISE Benchmark Module/Interim test window opens • HS Benchmarks window opens | <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Review and register for applicable fall assessment trainings • Prepare and submit testing plan by September 15 • Set and enter assessment windows if allowed by system • Review accommodations and submit required forms • Screen potential special education students • Complete report reviews • Review assessment data for finalization • Reset Utah Compose UTREx upload if stale • Begin WIDA Screeners for language services • Send WIDA parent notification letters • Monitor PEEP/KEEP Entry and data entry • Monitor Acadience BOY testing and data entry |

| October | November | December |
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| <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Download score files Prepare for School Report Card release <ul style="list-style-type: none"> ○ Review data accuracy ○ Plan stakeholder communication • Finalize graduation data from spring • Distribute reports to administrators and teachers • Validate SIS systems for accuracy • Where applicable, prepare for trimester rollover • Download ACT schedule of events • Download Utah Aspire Plus schedule of events • Review AAPPL rosters • Order ACCESS Braille and Alternate materials • Update SIS for WIDA Pre-ID file • Complete all NAEP required school tasks • Monitor and finalize Acadience BOY data entry • School Report Card release <ul style="list-style-type: none"> ○ Publish SRC on LEA website • AAPPL testing begins | <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings <ul style="list-style-type: none"> ○ ACT training • Review and verify SIS systems for accuracy <ul style="list-style-type: none"> ○ EL students for WIDA ○ Grade 11 students for ACT • Confirm rosters for RISE midyear summative assessments • RISE Midyear Summative window opens AAPPL testing continues | <p style="text-align: center;">* Assessment systems are offline last two weeks of December</p> <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 • Review ACCESS checklist • Confirm ACT accommodations for students—check Schedule of Events—due in January • Confirm AP/IP accommodations for students—due in January • Monitor Acadience MOY testing and data entry • AAPPL window closes December 2 |

| January | February | March |
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| <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • 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/IP accommodations for students • Update NAEP student list <ul style="list-style-type: none"> ○ NAEP assessment begins end of January • Monitor Acadience MOY testing and data entry | <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Contact schools to schedule RISE and UA+ observations • Provide RISE and UA+ assessment observation information to USBE • Attend summative systems trainings <ul style="list-style-type: none"> ○ RISE ○ Utah Aspire Plus • Review and update semester or trimester rosters • Continue monitoring administration of WIDA ACCESS tests • Check Utah Aspire Plus Schedule of Events • Prepare test sessions for Utah Aspire Plus • Check ACT Schedule of Events • Monitor and finalize Acadience MOY Data entry • NAEP testing begins | <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Enter participation codes • Return secure test materials • WIDA ACCESS closes • RISE Interim & Midyear Summative windows close • NAEP window closes • Spring summative windows open <ul style="list-style-type: none"> ○ Utah Aspire Plus ○ DLM ○ RISE |

| April | May | June |
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| <ul style="list-style-type: none"> • Attend USBE assessment director workshops and meetings • Attend RISE and UA+ assessment observations (scheduled by USBE) • Monitor summative test completion • Enter participation codes • Validate WIDA ACCESS data by LEA window • 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 and UA+ 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/KEEP Exit and data entry • Monitor Acadience EOY testing and data entry • Select Acadience vendor for next year • 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 • Forward NAEP notifications to applicable schools • Destroy NAEP school folders • Signe Acadience ALO and ADM user agreements • Monitor Acadience EOY testing window and data entry by June 15 • Monitor KEEP/PEEP Exit and data entry |