



District Assessment Coordinator (DAC) and School Assessment Coordinator (SAC)

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The District Assessment Coordinator or School Assessment Coordinator is an important part of the district/school team. These positions organize, train and administer state testing for all students. Training and support for the DAC/SAC creates the best testing environment and results for all students and staff.

Level 2

Days

Level 2 - DAC/SAC Support

Customized, in-district assistance for new DAC or SAC to include:

- New DAC/SAC mentorship
- On-site assistance to create organization and overview of test portals for state testing
- Phone/email consultation and assistance with assessment portals and test day practices
- Assistance with WISE demographics and WISEid review prior to state downloads
- Assistance with developing proctor training
- Training of SAC about assessment portals and student organization
- Support with accommodation test portals
- Technical support for state testing

Level 3

Days

Level 3 - DAC Services

CESA #4 staff will serve as the DAC. Customized services could include:

- DAC duties for any of the following assessments:
 - Reading Readiness
 - ACCESS
 - ACT
 - Aspire
 - Forward
 - DLM
- On-site assistance to create testing schedule and organization for the school year
- Maintenance of assessment portals and test day practices
- Review of WISE demographics and WISEid prior to state downloads
- Proctor training for test administration
- Support with accommodation test portals
- Technical support for state testing
- Customized support to meet district testing needs

District Contact:

Signature/Date:

School District of:
