District Test Coordinator Checklist

**Before Testing:**

- Existing user accounts are updated by January 12, 2020.
- Teachers have completed required training by February 12, 2020.
- Users have agreed to the security agreement by February 12, 2020.
- Verify the home district for students enrolled for DLM-AA by February 12, 2020.
- Exit students not currently enrolled in grades 3-8 and 11 by February 12, 2020.
- Create rosters for students by February 12, 2020:
  - ELA/Math-grades 3-11
  - Science- grades 5, 8, and 11 only
- Verify the First Contact survey has been completed for all students by February 12, 2020.
- Verify the Personal Needs and Preferences (PNP) Profile is completed for all students by February 12, 2020.

**During Testing:**

- Contact the State DLM Coordinator for any student who transfers in or out of the testing locations before April 27, 2020.

**After testing:**

- Home districts will complete the steps for the DLM-AA correction window.
  - Correct any errors for students in the Assessment Unassigned.
  - Identify the Reason for No Valid Test Attempt (RNVTA) for students with an error code 1, 2, or 3.
- Testing school will need to print Individual Score Reports (when available in Educator Portal) for students who tested at the testing school and mail a copy to the following:
  - Parents
  - Home school (if different than the testing school)

*This resource developed by the Illinois State Board of Education*