

## **NDAA2 CHECKLIST FOR TEACHERS (Student: \_\_\_\_\_)**

*Use this checklist, for each student taking the NDAA2, to keep track of the steps.*

### **IEP Related Steps:**

- Review the *Parent Brochure* with parents and educators at student's IEP
- Use the *IEP Decision Making Flowchart* to assist team in making assessment option decisions
- Understand who students with Persistent Learning Difficulties are
- Determine appropriate accommodations (if applicable)
- Document accommodations in IEP
- Fill out the *NDAA2 Accommodations Worksheet* for student
- Give a copy of the *NDAA2 Accommodations Worksheet* to the building Test Coordinator, prior to the NDSA (general state assessment) testing window (so that they know who needs a test cover filled out, and to record in the Online Assessment Report in the STARS system.
- File a copy of the *NDAA2 Accommodations Worksheet* in the student's school file
- Write IEP goals based on current-grade-level state content standards for all subjects tested using the NDAA2

### **TEST Related Steps:**

- Read the Current *NDAA2 Test Directions Manual*
- Know the dates of the NDAA2 testing window
- Determine the best location for testing
- Determine the optimal schedule for testing
- Locate the numbers and email addresses for technical support
- Receive a secure login name and password from your local Sp. Ed. Director
- Online: Verify students on your caseload taking the NDAA2
- Understand your role as a teacher in supervising the NDAA2
- Understand the Security and Confidentiality Rules for ND State Assessments
- Understand the implications of using modifications with the NDAA2
- Understand the implications of helping a student answer test questions
- Remember to verify that subtests were submitted by observing the student click on "submit test" for each subtest (or assisted student in doing so)  
    \_\_\_ Math      \_\_\_ Language Arts      \_\_\_ Reading      \_\_\_ Science
- Complete the online *Teacher Feedback Survey...and you are done!!*