

DCAS School Readiness Checklist

DISTRICT:		SCHOOL:			
Preparation					
Technology	Yes	No	Not Required	Responsible Party	Comments/Numbers other info
Computer evaluation and availability					
Installed DCAS secure browser on identified computers					
Tested the connectivity of DCAS secure browser for testing for each computer configuration					
Determine appropriate lab configuration for state testing					
Completed set-up and configuration of computer testing lab					
Scheduling					
Scheduling for Training/Practice Tests and Field Test Schedules	Yes	No	Not Required	Responsible Party	Comments/Dates Scheduled
Department provided all required templates for scheduling? (Including school personnel training, practice test schedule and field test schedule)					
Completed schedules for personnel training					
Completed schedules for student practice					
Completed schedules for Student field testing?					
Identify potential make-up windows for students					

Staff and Training

Training for School Personnel	Yes	No	Not Required	Responsible Party	Comments/Dates Scheduled
Completed review of school personnel DCAS application access and roles?					
Identified and provided training timeframes/schedules and certification information?					
Completed training and certification for school personnel					

Student

Student Testing Checklist	Yes	No	Not Required	Responsible Party	Comments/Dates Scheduled
Evaluate student computer readiness					
Provide students with overview of new practice testing/and keyboard tools (ppt/classroom presentation)					
Completed practice test for students					
Received training for accommodations evaluation for field test					
Reviewed and determined students with accommodations taking field test					
Students practice tests administered					
Student completed field test for Reading					
Students completed field test for Mathematics					
Students completed field test for Social Studies					
Students completed field test for Science					
All field tests completed					