Data and Assessment Coordinator Responsibilities and Resources

The Data and Assessment Coordinator (DAC) is responsible for the successful administration of ANet interims at their school through managing the assessment calendar, student roster information, and assessment materials. Strong execution of assessment administration logistics allows ANet to provide teachers and leaders with timely and accurate data to support student learning. Please reach out to ANet Support at help@achievementnetwork.org or 877-764-9327 with any questions.

Logistical Responsibilities

Support:
- Serve as a point of contact for the school around the online platform and administration process. We recommend attending the Assessment Logistics training.
- Serve as the school point of contact for communication to ANet related to improvements and changes to the Online Assessment Platform

Calendar Management:
- Collaborate with the data leadership team to create an administration schedule for each cycle that allows the school to administer assessments in a given subject to all students within a designated time frame. Here is our guidance for administration windows.
  - Takes into account instructional pacing, technological availability, amount of days needed to administer, makeups, weather delays/unexpected events, and time for leadership to prepare for teacher reflection
    - Ensures the calendar takes into account two business days for data to process and time for the leadership team to prepare for teacher reflection
  - Communicate proactively to ANet Support about scheduling changes and status of testing
  - Communicates and aligns on administration dates with staff to ensure students have access to online assessments on appropriate dates.

Roster Management:
- Has access to and is familiar with the school's Student Information System (e.g., PowerSchool) platform
- Able to capture and update student enrollment changes throughout the year. This includes ELA/Math enrollments for new students, changes to student class periods, and removing students no longer enrolled at the school
  - Roster Resources for Clever Schools
  - Roster Resources for Excel Rostered Schools

Past successful Data and Assessment Coordinators have been: Technology and Systems Manager, Technology Support Specialist, Data and Systems Manager, Director of Operations, Assistant Principal

If taking Online Assessments:

Technological Responsibilities:
- Act as a local expert and owner of school technology ("go-to" person for computer support). Here's a guide.
  - Expert with the school's technological resources including hardware, operating system(s), and network settings
- Able to set up and confirm technology is fully functional before and on the day of administration
  - Reviews the Technical Requirements document for ANet Online Platforms
- Monitor test administration
  - Provides real-time support to students and teachers as issues arise
  - Uses the Admin & Scoring Report to monitor how many students have been assessed in each course.
  - Shares Rostered and Non-Rostered teacher managing assessment materials
  - Leverages school's own tech support for issues with hardware and network
  - Communicate directly with ANet support in the event of issues with the assessment platform

Materials Management
- Share materials with teachers and school leaders: student logins, analysis guides, administration instructions, rubrics for ELA PCR items, scripts, and text complexity summaries for ELA passages. See what materials are available here.

Update Student Accommodations: If a student requires paper accommodation or text-to-speech access, you will need to enable these accommodations prior to assessment administration. Updates to Student Accommodations can be made on the 'Students' tab of myANet.

Data and Assessment Coordinator Responsibilities and Resources

If taking Paper Assessments:

Materials Management

- Prepares the materials for the administration of each ANet interim. This may include:
  - Printing materials for students: assessment booklets, answer sheets, reference sheets, and protractors (if necessary). Need help finding these materials?
  - Sharing materials with teachers and school leaders: analysis guides, administration instructions, rubrics for ELA PCR items, math reference sheets, and text complexity summaries for ELA passages
- Manages the distribution, collection, and return of answer sheets which may include:
  - Distributing assessment materials
  - Collecting and shipping answer sheets to ANet
  - Faxing/scanning makeup answer sheets
- Resources for Paper Assessments:
  - [Assessment Materials Overview](#)
  - [Answer Sheets](#)
  - [Returning Answer Sheets](#)