

# ANet Paper Assessments Preparation Checklist: A1

Your role as the [Data and Assessment Coordinator \(DAC\)](#) has a direct impact on the success of your school's administration process and we are here to help! This checklist is designed to set you up for success in A1 administration for our diagnostic assessments and/or A1 interim assessments by providing a step-by-step guide based on the best practices from past years. Need help with any step in this process? Contact ANet Support at [help@achievementnetwork.org](mailto:help@achievementnetwork.org) or via phone at 877-764-9327.

## 4-5 Weeks Before Diagnostic or A1 Interim Administration

- ☐ **Support:** Ensure all teachers, proctors, and leaders have activated [myANet accounts](#). Please use this resource to also block any staff members who have left your school and should no longer have myANet access. **Taking this step is critical to ensuring that your students' data remains private.**
- ☐ **Calendar Management:** Work with your leadership team to ensure administration dates have been selected and sent to ANet Support. For guidance on selecting administration dates and different options for administering assessments, please refer to this [resource](#). When creating assessment schedules, we advise you to meet with your leadership team to determine preferences for administering assessments.
- ☐ **Rostering:** Share student enrollment information through your initial roster.
- ☐ **Accommodations:** Confirm which assessment accommodations are necessary to provide for students on ANet assessments and advise teachers/proctors accordingly.

## 1-2 weeks Before Diagnostic or A1 Interim Administration

- ☐ **Materials:** Print and organize assessment booklets, answer sheets, and extra materials (reference sheets, etc.) for distribution. Materials will be available 2 weeks before the assessment window is scheduled to open.
  - To print materials, sign in to [myANet.org](#) and navigate to the 'Assessments' tab. Go to the 'Materials for Assessment 1/2/3/4' sub-tab. Assessment booklets will be listed by grade and answer sheets posted just below the sub-tabs on the far left. Go through the answer sheets to **make sure all classes are accounted for**. This should be done for both ELA and Math.
    - If you are missing a few students, they can use a generic answer sheet for their grade.
    - If you are missing many students or a whole class, make sure you have updated your rosters
  - View this [Assessment Materials](#) resource for additional information regarding the available materials.
  - **Materials for beginning-of-year diagnostic assessments are listed under "Assessment 5"**
- ☐ **Support:** Share logistics information with teachers and proctors for administration day - including distributing and collecting materials. Share plan for communication of administration questions with staff and distribute ANet Support contact information. If you would like, staff are able to contact ANet directly if questions come up, they can reach out to [help@achievementnetwork.org](mailto:help@achievementnetwork.org), or for a more immediate response call 877-764-9327.
- ☐ **Calendar Management:** Share your administration dates with ANet Support. Create an administration schedule for testing.
- ☐ **Rostering:** Verify enrollment information is accurately displayed in myANet by making sure that your answer sheets reflect your school's current roster.
  - **Non-Clever:** Please follow the steps in this [resource](#) to make any necessary enrollment updates. If you have a significant number of roster updates to make, reach out to ANet Support and we can determine next steps!

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**Clever:** Please review your school's Student Information System (SIS) and make any needed updates directly there. If you need additional support please reach out to ANet Support!

## 2-4 days Before Diagnostic or A1 Interim Administration

- ❑ **Rostering:** Make any updates to student roster information for new students, changes to student class periods, and students who have left the school.
- ❑ **Materials:** Arrange for each teacher to receive or pick up necessary assessment materials.
  - Remind teachers to make copies of generic answer sheets if they do not have enough.
  - Share this [Proctor Directions and Script](#) with staff.
- ❑ **Support:** Share plan for communication of administration questions with staff and distribute ANet Support contact information. If you would like, staff are able to contact ANet directly if questions come up, they can reach out to [help@achievementnetwork.org](mailto:help@achievementnetwork.org), or for a more immediate response call 877-764-9327.

## Administration Day

- ❑ **Returning Answer Sheets:** See this [Returning Answer Sheets](#) document to ensure you use best practices for returning your answer sheet.

## Post Administration

- ❑ **Makeups:** Submit makeup answer sheets to ANet via the “upload answer sheets” link on the dashboard of myAnet.
- ❑ **Follow-up Communication:** Watch for emails from ANet with questions regarding processing certain answer sheets.