



# NEW DTC Checklist

This is a resource guide to introduce newly designated District Test Coordinators with the position requirements and to provide access to [secured assessment program portals](#).

Completed	Description
	<p>Ensure your superintendent or director has completed and submitted the <a href="#">2022-23 Superintendent's Designation</a> form. Online copies of the form can be submitted via the <a href="#">DTC portal</a> or completed paper forms can be sent via email to <a href="mailto:ped.assessment@ped.nm.gov">ped.assessment@ped.nm.gov</a>.</p> <p>For new DTCs, submission of this form is a critical first step in being granted access to all assessment portals and training resources. PED Assessment staff will ensure access to the following:</p> <ul style="list-style-type: none"><li>• <a href="#">Canvas for DTC Workspace</a></li><li>• <a href="#">SOAP</a></li><li>• <a href="#">Cognia Data Interaction Portal</a></li><li>• <a href="#">Cognia Secure File Transfer Portal</a></li><li>• <a href="#">Kite Educator Portal</a></li><li>• <a href="#">DRC Insight</a></li><li>• <a href="#">DRC WIDA Secure Transfer Site</a></li><li>• <a href="#">WIDA Secure Portal</a></li><li>• <a href="#">Istation</a></li></ul> <p>If you fail to receive an email regarding all of these portals directly from the vendor within three business days of form submission, please reach out to <a href="mailto:ped.assessment@ped.nm.gov">ped.assessment@ped.nm.gov</a>. A DTC may find that bookmarking all of these portals will be helpful.</p>
	<p>Establish a log-in for the <a href="#">PED Test Coordinators Portal</a>. Instructions and link found on the DTC Resource Page under "Test Coordinator Forms."</p>
	<p>Create a <a href="#">College Board Professional Account</a> for access to SAT setup and administration tools.</p>
	<p>Refer to the 2022-23 <a href="#">Assessment Program availability memo</a> and the <a href="#">2022-23 Assessment Schedule</a> to familiarize yourself with specific information regarding assessment requirements and timelines.</p>
	<p>Ensure access to the <a href="#">Canvas DTC Workspace</a>. The Workspace is a resource library and calendar for all DTCs. Within the Workspace, you will have access to:</p> <ul style="list-style-type: none"><li>• a calendar with all important assessment administration dates and assessment bureau trainings/office hours</li><li>• "how-to videos" for all major assessment administrative tasks</li><li>• contact information for other DTCs, vendor help lines, assessment bureau staff</li><li>• a library of assessment resources including all required forms</li><li>• information about the other Assessment Bureau online courses</li></ul> <p>Email <a href="mailto:ped.assessment@ped.nm.gov">ped.assessment@ped.nm.gov</a> if you do not have access within three business days.</p>

Completed	Description
	End-of-Year, federally required ESSA, Title 1 assessments: Which students take which assessments? Review the Test Assignment Guidance linked to the 2022-23 Assessment Schedule
	Review the <a href="#">District Test Coordinators Manual</a> . Found on the DTC Resource Page under “Frequently Used Reference Documents.”
	Review and bookmark the <a href="#">Assessment Activities Calendar For DTCs</a> . Found on the DTC Resource Page under “Important Resources.”
	Attend any upcoming DTC Open Office Hours hosted by the Assessment Team. These events can be found at the top of the <a href="#">DTC Resource Page</a> under “Assessment Update.”
	Know the law. Reference <a href="#">New Mexico’s Required Statewide Student Assessment Program</a> and <a href="#">NMAC 6.10.7</a> .
	Review the <a href="#">Assessment Costs</a> and Material Ordering document.
	Email <a href="mailto:ped.assessment@ped.nm.gov">ped.assessment@ped.nm.gov</a> or the appropriate <a href="#">Assessment Program Coordinator</a> with any questions.