



## Preparation for Spring 2025 State Assessments February DAC Q&A Session Checklist

Understanding administration guidelines and instructions presented by the Office of Assessment and Accountability (OAA) is one of the best ways to prepare for Spring 2025 assessments.

[February DAC training videos](#), [PowerPoints and handouts](#) have been created to assist with the administration of state tests. District Assessment Coordinators (DACs) should watch each training video and review all handouts. Building Assessment Coordinators (BACs) should watch each training video and review the handouts relevant to their responsibilities.

February DAC Training Question and Answer (Q&A) Sessions will be held on the following dates and locations,

- Feb. 3 – Frankfort – Sower Building
- Feb. 11 – Ashland – Kentucky Education Development Corporation
- Feb. 19 – Eddyville – West Kentucky Educational Cooperative

The Q&A sessions will not include full presentations of content already covered in the video recordings. Therefore, before attending the Q&A Sessions virtually or in-person, DACs and BACs should prepare for the Q&A sessions by completing the following steps in the checklist.

**Watch all (or pertinent) training videos** on the administration of Spring 2025 assessments.

- ☐ Alternate Kentucky Summative Assessment (AKSA)
- ☐ Accommodations
- ☐ SDRR
- ☐ Kentucky Summative Assessment (KSA)
- ☐ High School
- ☐ Test Security
- ☐ PearsonAccess<sup>next</sup>
- ☐ TestNav

**Facilitate a Professional Learning Community** for new and experienced BACs.

- ☐ **Identify** areas of uncertainty after watching the videos.
- ☐ **Collect** questions from test administrators to bring to the Q&A Sessions.

**Schedule time** to attend the in-person or virtual Q&A Sessions.

NOTE: EILA credit will be offered for the viewing of the February DAC recorded trainings by the Kentucky Department of Education. Details on EILA

Credit will be shared via a Monday DAC email. No EILA credit will be provided by KDE for Q&A sessions.

**Register** for one of the Q&A Sessions using the provided forms. During the registration process, each participant will choose either the [in-person form](#) or [the online form](#).

- ☐ Feb. 3 KDE, 300 Sower Blvd. Frankfort (Capacity 90) – *No virtual option for this location*
- ☐ Feb. 11 Kentucky Educational Development Corporation (KDEC) in Ashland (Capacity 100)
- ☐ Feb. 19 West Kentucky Educational Cooperative (WKEC) in Eddyville (Capacity 90)

**Schedule time** to attend the in-person or participate in the virtual Q&A Sessions.

For questions, please email [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov) or call (502) 564-4394.