

Readiness Considerations

Staff Readiness

- Defining staff roles
- Preparing staff to serve in their assigned role
- Plan for notifying staff of results
- Escalation plans for when staff are outmatched

How will different staff be informed of and trained in their roles in preparation for NECAP score release?

Is staff ready to handle the influx of calls and queries from students and families?

System Readiness

- Planning meeting space and times
- Student confidentiality and support considerations
- Communication systems Readiness
- Board-approved wavier policy

What strategies do you envision using to communicate scores and related information to key stakeholders?

How will students be supported when they receive their scores, especially those who may not meet the required test scores?

Sequence of Activities

- Identifying your readiness priorities
- Sequencing key elements of score release plan
- Planning flow of information from central office to buildings to classrooms to other key stakeholders

Who has responsibility for organizing preparations for NECAP score release?

How will information flow from central office to schools and classrooms and then out to families and other key stakeholders?