

## NECAP Retest Preparation Checklist:

- Identify all students who have not yet met the state assessment requirement via NECAP
- Identify students who have met the state assessment requirement through one of the other approved tests
- Convene the IEP team to revisit testing accommodations for students taking NECAP 3 Retest, as necessary.
- Register students for the NECAP 3 Retest. Information for students who have met the requirement through one of the Other Approved Tests will also need to be noted in the registration process. You will be required to complete a registration file pre-populated with 12<sup>th</sup> grade data results.
- Secure a location for the NECAP 3 Retest [no more than 30 students per room]
- Secure additional locations for students in need of testing accommodations, as necessary.
- Provide designated room information for students during registration to allow correct labeling and delivery of tests to appropriate locations.
- Register a minimum of 2 staff members who will be proctoring the NECAP for the NECAP Proctor Training on either February 3 or February 5. Both days will have morning and afternoon sessions.
- Secure appropriate number of school personnel to proctor the NECAP 3 Retest.
- Confirm start and end time of NECAP 3 Retest. Notify Kate Schulz ([Kate.Schulz@ride.ri.gov](mailto:Kate.Schulz@ride.ri.gov)) of the final start and end time.

If you have any questions regarding NECAP 3 Retest, please contact Kate Schulz ([Kate.Schulz@ride.ri.gov](mailto:Kate.Schulz@ride.ri.gov)).