

Name of Sponsor:	Department:
Sponsor Contact Email:	Work Phone:
Assessment Name:	
Intended Grade Level(s)	
Specific Student Population (if applicable):	
Will the assessment be: 🗌 Required 🗌 Optional	
Delivery method:	Other:
Is this a new assessment, or replacement for a current assessment?	
□ New □Replacement for:	
* Online assessments MUST be submitted to the Technology Department for technical review. This technical review is considered part	
of the sponsor packet and must be initiated prior to the materials due date for CMAC submissions. See the CMAC application	
instructions for complete procedures, or contact your school's Instructional Technology Coordinator.	

I. Purpose

- A. What is the purpose for this assessment and how will it be used (*i.e. for enrichment, remediation, to inform instruction, program placement, etc.*):
- B. What data will be collected?

C. How/why was this assessment selected? What data is there to support the reliability/validity of the assessment for its intended purpose?

II. Delivery of Assessment

A. When (during/outside the school day), where (classroom/district office/other location) will the assessment be administered? Please be specific.

- B. Time of year and frequency of assessment:
- C. What is the expected length of time required to deliver the assessment to students?
- D. Who will administer the assessment (teacher, proctor, etc.)?
- E. Who will score the assessment?
- F. Who will be responsible for entering score data into Synergy (*if applicable*)?
- G. If teachers will be involved in any part of this process (*preparing, administering, scoring, entering data*) please estimate the amount of time required for each of these activities, **plus** any training required.

H. Describe the accommodations available for students with special needs (ELL, Special Education, 504 accommodations, etc.):

III. Alignment with Curriculum/Overall Assessment Plan

A. Describe how the assessment connects to the curriculum/content area being assessed.

B. How does the timing of the assessment align with the scope and sequence of the curriculum?

C. Where within the NSD assessment calendar will this assessment fall? (Consideration should be given to the timing of other district and state assessments for the student population affected.)

IV. Funding

- A. What is the cost of the assessment materials?
- B. What is the estimated cost for administering and scoring the assessment (proctors, facility costs, etc.)?
- C. Identify the budget/funding source to be used:
- D. Is this a one-time cost, annual cost, or other?

V. Other Information

Please share any other information you may feel pertinent regarding the proposed assessment and its administration.