



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Maurice "Mo" Green, Superintendent of Public Instruction

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April 15, 2026

TO LEA Superintendents
Charter School Directors

FROM Michael Maher, Chief Accountability Officer *WM*
Division of Accountability and Research

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Office of Accountability

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2026–27 ACCOUNTABILITY AND TESTING TRAINING REQUIREMENTS

North Carolina public school units (PSUs) are served by six regional accountability offices that provide training and guidance on accountability and testing policies and procedures. These regional offices share important and timely information with PSU test coordinators to ensure the integrity of the testing program is maintained, results generated from the program are accurate and reliable, and subsequent reporting and uses are valid. The purpose of this memo is to share requirements for PSU test coordinators' participation in regional training during the 2026–27 school year.

- In **July/August** there will be two days of required training: the first day of training will be held face-to-face and the second day of training will be held virtually.
- In **September, October, January, and February** there will be one day of virtual training.
- In **November, March, and April** there will be one day of required training. Regional accountability offices will provide one face-to-face and one virtual training date for PSU test coordinators to choose from.
- There will be no required regional training during the months of **December, May, and June**.

As needed, regional accountability offices may change the training format, (i.e., virtual, face-to-face). Appropriate timely notification of these changes will be communicated with PSU test coordinators.

The PSU test coordinator listed in the Educational Directory and Demographical Information Exchange (EDDIE) is expected to attend training. If a PSU would like additional staff to attend training the PSU test coordinator should receive permission from the regional accountability office staff for the requested additional participants. If a test coordinator is unable to attend a scheduled training, it is the responsibility of the superintendent or director, or the superintendent or director

OFFICE OF ACCOUNTABILITY AND TESTING

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designee, to assign another staff member to attend training and alert the regional accountability office of the substitution. If this is not possible, the PSU test coordinator must attend a monthly training outside of the assigned region.

If the test coordinator changes during the school year PSUs must contact the regional accountability office and ensure EDDIE is updated immediately to reflect the newly designated test coordinator. Superintendents and directors are encouraged to assign the same person to the PSU test coordinator role throughout the school year to ensure continuity and consistency.

Each regional office will publish the 2026–27 training dates by April 30, 2026. Setting meeting dates for the upcoming year in April allows test coordinators to block these dates on their calendars and plan for participation in training during the upcoming school year.

PSUs are not permitted to administer state mandated tests without attending the appropriate regional accountability office training. State mandated tests include:

- the Beginning-of-Grade 3 Reading Test,
- the Read to Achieve Test,
- End-of Grade tests,
- End-of-Course tests,
- the NCEXTEND1 tests,
- the College and Career Readiness Alternate Assessment at Grades 10 and 11,
- WIDA Screeners,
- the WIDA ACCESS test,
- the PreACT,
- The ACT, and
- the WorkKeys assessment.

As stated in NC Admin Rule 06D .0307, *Test Administrations in Public Schools*, tests administered in PSUs where all appropriate staff members have not been trained may be declared misadministrations.

Thank you for all you do for our schools and for each student in North Carolina. Your support and continued collaboration to ensure each public school unit receives proper testing information and training from the North Carolina Department of Public Instruction is appreciated.

If you have any questions about the information included in this memo please contact Shannon Jordan, Testing Policy and Operations Section Chief, at shannon.jordan@dpi.nc.gov.

MM:CS:KM:AL:sj

c: Maurice “Mo” Green, State Superintendent
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Regional Accountability Coordinators
Public School Unit Test Coordinators