DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST ADMINISTRATORS (2022-23)

The following checklist details the critical steps for test administrators to follow. Refer to this checklist while preparing for the Dynamic Learning Maps alternate assessments.

✓	Step
	1. **Sign up for DLM Test Updates during the year at** https://dynamiclearningmaps.org/test-updates**.**
	2. **Confirm student eligibility to participate in DLM alternate assessments.** • RIDE will upload students and register them for the DLM alternate assessments in the Kite Educator Portal the week of January 23, 2023. • Confirm with your district special education director and/or testing coordinator which students will participate in the alternate assessment, including their grade level and the content areas in which they should be tested. • **Outplacement Schools:** Any student tuitioned to a school either within our outside of Rhode Island is responsible for administering any state assessments required by the Rhode Island Department of Education for the student's current grade level. It is the responsibility of the sending district to ensure that the outplacement school tests the student at the correct grade level and in the correct content areas. If the grade level in the Enrollment Census does not match the grade level of the tests the student took, then any tests administered may be invalidated.
	3. **Download the following documents** from http://www.ride.ri.gov/assessment-manuals from the *Test Administrator* tab or from https://dynamiclearningmaps.org/rhodeisland: • *RI Guide to Required Training (posted at www.ride.ri.gov/assessment-manuals and click on the DLM tab).* • *Test Administration Manual* • *Accommodations and Accessibility Manual* • *Educator Portal User Guide* • *ELA, math, and science materials lists* • *Familiar Texts* • *Guide to Using DLM Practice Activities and Released Testlets*
	4. **Get or activate your account in Educator Portal (EP)*** by following the instructions in the KITE activation email. **NOTE:** *Three (3) hours after activating your account in Educator Portal, your account in the Moodle training site will be available.* • **NEW Test Administrators:** Your district special education director or district test coordinator is responsible for creating your account in Educator Portal. You will not receive an activation email until your district has created an account for you. Once you receive an activation email, follow the steps included in it to activate your account. • **If you did not receive an automatic email** from KITE_support@ku.edu, contact your district special education director or district testing coordinator to verify your email address and have it resent. • **Watch:** *Getting Started in Educator Portal* (video: 4:51) https://dynamiclearningmaps.org/educator-resource-videos-ye • **RETURNING Test Administrators:** Last year's username and password are still active and can be used to access your account. Forgot your username or password? Click *Forgot Password?* on the Educator Portal home page. • If you *did not* administer DLM last year, you are considered a NEW test administrator and must complete the New Teacher Training.
	5. **Complete the Security Agreement in Educator Portal.** You will not be able to administer testlets if you do not agree to and sign the Security Agreement. • **Watch:** *Signing the Security Agreement* (video 0:38) https://dynamiclearningmaps.org/district-staff-video-resources-ye. • **Read:** *Test Administration Manual,* page 32 or *Educator Portal User Guide*, page 16.

✓	Step
	6. **Complete the Required Test Administrator Training and send Completion Certificate to District Test Coordinator.** Districts are required to train all educators who will administer DLM. Districts have two options for providing this training, outlined below. Contact your district special education or testing coordinator about which option will be offered in your district. • **Read:** *RI DLM Guide to Required Training 2022-23* (www.ride.ri.gov/assessment-manuals) and district memos about which option your district chose and when and where training will take place. *Option 1: Self-Directed Training using the Training Courses training site.* The training site is separate from Educator Portal. When a teacher account is created in Educator Portal, another account is automatically created on the training site. *Option 2: Facilitated in-person training led by district administrators.* This is the most popular option since it ensures all teachers are properly trained and all questions are answered. The facilitated training presentations, transcripts, activities, and videos can be accessed from the Training Courses site only by district administrators. **Training Courses Account Information:** • The training site is separate from Educator Portal. Three (3) hours after your account was activated in Educator Portal, another account was automatically created in the training site. • Access the training modules here: https://training.dynamiclearningmaps.org/login/index.php • **No activation email?** Use the *Forgotten your username or password?* link on the Moodle home page to reset your password. • **Print a copy of completion certificate** and give a copy to your special education director or test coordinator. ***Returning Test Administrators:** Last year's username and password must be reset. and can be used to access your account. Forgot your username or password? Click *Forgot Password?* on the Training Courses home page.
	7. **Review student demographic and roster information in Educator Portal for accuracy.** You can only review demographic information if you have a roster of students for each content area. If you do not see your students, make sure you have completed steps 1-6 of this checklist, then contact your special education director/district test coordinator if you do not have a roster. You should have one roster each for English language arts, mathematics, and science. Science is **only** for grades 5, 8, and 11. • **Read:** *Review Student Demographic Information* in the *Test Administration Manual*, page 37. • View rosters in Educator Portal by clicking on SETTINGS, then ROSTERS, then VIEW ROSTER. Select the one you want to view (ELA, math, or science). • **If the roster is not correct:** o Contact your district testing coordinator or special education director to correct the information directly in Kite Educator Portal.
	8. **Read the *Accessibility Manual* to determine accessibility features and accommodations and ensure the IEP is up to date.** • **Read:** Accessibility Manual (www.ride.ri.gov/assessment-manuals) • **Watch:** Accessibility in Dynamic Learning Maps Assessments (https://dynamiclearningmaps.org/educator-resource-videos-ye) • Accommodations must be included in each student's IEP. If the accommodations need to be adjusted or added to the IEP, this must be done before testing can begin. Amending the IEP can be done by convening a full IEP Team meeting *or* by following an amendment process as developed by your district. Contact your district special education director for more information.
	9. **Complete each student's Personal Needs and Preferences Profile (PNP).** • **Read:** o **Step-by-step instructions** can be found in the *Educator Portal User Guide*, page 27, *Complete the PNP Profile.* o *Complete or Update the Personal Needs and Preferences Profile Settings,* page 37, *Test Administration Manual.* • **Watch:** *Completing the First Contact Survey and PNP Profile* (13:12 min) at https://dynamiclearningmaps.org/educator-resource-videos-ye • **March 20, 2023:** All First Contact Surveys and Personal Needs and Preferences must be completed so that testlets can be properly assigned with the right accommodations and other test supports.

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✓	Step
	10. **Complete or update the First Contact Survey** • Students will not receive testlets if the First Contact Survey is not submitted. • **Read:** ○ *Complete and Submit the First Contact Survey Settings* in the *Test Administrator Manual,* page 36. ○ Step-by-step instructions for can be found in *Complete and Submit the First Contact Survey* in the *Educator Portal User Guide*, page 39. • **Watch:** *Completing the First Contact Survey and PNP Profile* (13:14) https://dynamiclearningmaps.org/educator-resource-videos-ye. • **March 20, 2023:** All First Contact Surveys and Personal Needs and Preferences must be completed so that testlets can be properly assigned with the right accommodations and other test supports.
	11. **Ensure KITE Student Portal is installed on assessment devices.** • If you do not have KITE Student Portal installed on the testing devices you will be using, contact your district assessment coordinator or technology director.
	12. **Schedule locations and times for assessment sessions. Test window: April 3 – May 26, 2023.** • All assessments must be completed by the end of the school day on May 26, 2023. • It is important that teachers and students have a consistent, familiar location in which to test students and that they have access to the same devices on which to test students.
	13. **Collect Materials for Testing.** The Materials Collections List is a list of common materials used during testing, mainly with the teacher-administered testlets. There is a materials list for each content area. The Testlet Information Pages (TIPs) sheets will tell you which materials you will need for each testlet. Familiar Texts are texts used on the DLM ELA tests. You can use these familiar texts in your classroom with your students prior to testing. • ELA Materials Collections for Year-End States: https://dynamiclearningmaps.org/ela-materials-collections-ye • Math Materials Collections for Year-End States: https://dynamiclearningmaps.org/mathematics-materials-collections-ye • Science Materials Collections for Year-End States: https://dynamiclearningmaps.org/science-materials-collections • Familiar Texts: https://dynamiclearningmaps.org/instructional-resources-ye/english_language_arts/familiar-texts. Click on the grade level to access the familiar texts used on the DLM tests.
	14. **Familiarize yourself and your students with DLM Practice Activities and Released Testlets*.** Practice Activities and Released Testlets can be accessed in two ways: 1) through Kite Student Portal and 2) downloading a PDF. • **Read:** • *Guide to Using the DLM Practice Activities and Released Testlets* (www.ride.ri.gov/assessment-manuals and click on the DLM tab). • *Prepare for Assessment with Practice Activities and Released Testlets,* page 39, *Test Administrator Manual* *This is also a good time to check compatibility of students' devices with Student Portal.
	15. **Retrieve student test ticket (login and password) and TIPs Sheet for the first testlet.** Remember that you will get the student's login and password and TIP sheet from Educator Portal but will administer the test in Student Portal. • **Read:** ○ *Testlet Information Pages*, page 82, *Test Administrator Manual* ○ **Step-by-step instructions for retrieving the student login and password:** *View Student Username and Password,* page 48, *Educator Portal User Guide*. ○ **Step-by-step instructions for retrieving the TIP sheet:** *Retrieve Testlet Information Page (TIP) in Test Management*, page 50, *Educator Portal User Guide.* • **Watch:** ○ *Using Kite Student Portal* (02:47): https://dynamiclearningmaps.org/educator-resource-videos-ye ○ *Test Tickets and TIPs in the Spring Window for Year-End States* (00:57) at *https://dynamiclearningmaps.org/educator-resource-videos-ye*

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✓	Step

	16. **Assess student on the first testlet.*** After testing the student, there will be a 15-minute waiting period between testlets. You may wait the 15 minutes between testlets if you would like to continue in the same content area or you may switch to a different content area.
	
	• **Read:**
	    o *Computer-Delivered Testlets, page 45, Test Administrator Manual*
	    o *Teacher-Administered Testelets, page 57, Test Administrator Manual.* This section includes how to administer the reading, writing, mathematics, and science testlets.
	    o *Practices Allowed*, page 78, *Test Administrator Manual*
	    o *Practices Not Allowed*, page 80, *Test Administrator Manual*
	
	*REMINDERS: You must administer each testlet according to the instructions outlined in your training modules and in the Test Administrator Manual (see *Read* section above). TIPs sheets are *not* substitutes for the computer-delivered testlet. Administering the DLM test using only the TIPs sheet and then entering the student's responses into the computer is a test irregularity. Tests administered in this way may be invalidated. Also, if a student is using the computer and they begin to go quickly through the testlet screens, you must slow them down or administer the testlet yourself.

	17. **Confirm all testlets have been completed.** • **Step-by-step instructions** for ensuring you've administered all testlets are in *Monitor Student Progress,* page 85, *Test Administrator Manual.*

Important Dates	
Test Administrator Training Online Modules Open	*Now*
Students Registered to Kite Educator Portal	January 30, 2023
Have all Test Administrator Training completed by	March 13, 2023
PNP and First Contact Surveys Must be Completed	March 20, 2023
Testing Window Opens	April 3, 2023
Testing Window Closes	May 26, 2023