

# DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST ADMINISTRATORS (2023-24)

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.	<b>Sign up for DLM Test Updates during the year at <a href="https://dynamiclearningmaps.org/test-updates">https://dynamiclearningmaps.org/test-updates</a>.</b>
2.	<b>Confirm student eligibility to participate in DLM alternate assessments.</b> <ul style="list-style-type: none"> <li>RIDE will upload students and register them for the DLM alternate assessments in the Kite Educator Portal the week of January 24, 2024.</li> <li>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.</li> <li><b>Outplacement Schools:</b> Any student tutored to a school either within or 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.</li> </ul>
3.	<b>Download the following documents from <a href="http://www.ride.ri.gov/assessment-manuals">http://www.ride.ri.gov/assessment-manuals</a> from the <i>Test Administrator</i> tab or from <a href="https://dynamiclearningmaps.org/rhodeisland">https://dynamiclearningmaps.org/rhodeisland</a>:</b> <ul style="list-style-type: none"> <li><i>RI Guide to Required Training</i> (posted at <a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a> and click on the DLM tab).</li> <li><i>Test Administration Manual</i></li> <li><i>Accommodations and Accessibility Manual</i></li> <li><i>Educator Portal User Guide</i></li> <li><i>ELA, math, and science materials lists</i></li> <li><i>Familiar Texts</i></li> <li><i>Guide to Using DLM Practice Activities and Released Testlets</i></li> </ul>
4.	<b>Get or activate your account in Educator Portal (EP) by following the instructions in the KITE activation email. NOTE: Thirty minutes after activating your account in Educator Portal, the training modules will be available.</b> <ul style="list-style-type: none"> <li><b>NEW Test Administrators:</b> 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. <ul style="list-style-type: none"> <li><b>If you did not receive an automatic email</b> from <a href="mailto:KITE_support@ku.edu">KITE_support@ku.edu</a>, contact your district special education director or district testing coordinator to verify your email address and have it resent.</li> <li><b>Watch:</b> <i>Getting Started in Educator Portal</i> (video: 4:51) <a href="https://dynamiclearningmaps.org/educator-resource-videos-ye">https://dynamiclearningmaps.org/educator-resource-videos-ye</a></li> </ul> </li> <li><b>RETURNING Test Administrators:</b> Last year's username and password are still active and can be used to access your account. If you forgot your username or password, click <i>Forgot Password?</i> on the Educator Portal home page. <ul style="list-style-type: none"> <li>If you <i>did not</i> administer DLM last year, you are considered a NEW test administrator and must complete the New Teacher Training.</li> </ul> </li> </ul>
5.	<b>Complete the Security Agreement in Educator Portal.</b> You will not be able to administer testlets if you do not agree to and sign the Security Agreement. <ul style="list-style-type: none"> <li><b>Watch:</b> <i>Signing the Security Agreement</i> (video 0:38) <a href="https://dynamiclearningmaps.org/district-staff-video-resources-ye">https://dynamiclearningmaps.org/district-staff-video-resources-ye</a>.</li> <li><b>Read:</b> <i>Test Administration Manual</i>, page 38, or <i>Educator Portal User Guide</i>, page 17.</li> </ul>

✓	Step
	<p>6. <b>Complete the Required Test Administrator Training and send Completion Certificate to District Test Coordinator.</b> 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 to find out which option will be offered in your district. <b>New for 2024: All training modules can be accessed through Educator Portal.</b></p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <i>RI DLM Guide to Required Training 2023-24</i> (<a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>) and district memos about which option your district chose and when and where training will take place. <b>New for 2024:</b> The <i>RI DLM Guide to Required Training</i> document is also posted on Educator Portal.</li> <li>• When you complete your training, <b>print your completion certificate</b> and give a copy to your special education director or test coordinator.</li> <li>• The training modules are available now. If you complete the training modules early, you will not have to re-do them as we get closer to the testing window.</li> </ul> <p><b>Option 1: Self-Directed Training using the modules posted on Educator Portal.</b></p> <ul style="list-style-type: none"> <li>• <b>New Test Administrators</b> must complete all four modules and pass all post-tests before they will be allowed to administer the DLM tests.</li> <li>• <b>Returning Test Administrators</b> administered DLM last year and are required to complete only one training module. Educator Portal automatically records who administered DLM last year in order to determine who is a returning test administrator.</li> </ul> <p><b>Option 2: Facilitated in-person training led by district administrators.</b> 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 Educator Portal only by district administrators.</p>
	<p>7. <b>Review student demographic and roster information in Educator Portal for accuracy.</b> 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. There should be one roster each for ELA and mathematics, and one for science if you have students in grade 5, 8, or 11.</p> <ul style="list-style-type: none"> <li>• <b>Step-by-step instructions:</b> <i>View and Check Student Data for Accuracy</i> in the <i>Educator Portal User Guide</i>, page 22.</li> <li>• <b>View rosters in Educator Portal</b> by clicking on SETTINGS, then ROSTERS, then VIEW ROSTER. Select the one you want to view (ELA, math, or science).</li> <li>• <b>If the roster is not correct:</b> Contact your district testing coordinator or special education director to correct your roster. District test coordinators/special education directors can correct your roster directly in Educator Portal.</li> </ul>
	<p>8. <b>Read the Accessibility Manual to determine accessibility features and accommodations and ensure the IEP is up to date.</b></p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <ul style="list-style-type: none"> <li>○ <i>Accessibility Manual</i> (<a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>)</li> <li>○ <i>Test Administrators Manual:</i> <ul style="list-style-type: none"> <li>▪ <i>Practices Allowed</i>, page 81</li> <li>▪ <i>Practices Not Allowed</i>, page 83</li> <li>▪ <i>Other Accessibility Supports</i>, page 83</li> <li>▪ <i>Testlets for Students Who Are Blind or Have Visual Impairments</i>, page 85</li> <li>▪ <i>Alternate Form-Visual Impairment Option for Students Who Are Blind or Have Visual Impairments</i>, page 90</li> </ul> </li> </ul> </li> <li>• <b>Watch:</b> <i>Accessibility in Dynamic Learning Maps Assessments</i> (<a href="https://dynamiclearningmaps.org/educator-resource-videos-ye">https://dynamiclearningmaps.org/educator-resource-videos-ye</a>)</li> <li>• Accommodations must be included in each student's IEP. If accommodations need to be adjusted or added to the IEP, this must be done <i>before</i> testing can begin. Amending the IEP can be done by convening a full IEP Team meeting or by following your district's amendment process. Contact your district special education director for more information.</li> </ul>

✓	Step
	<p>9. <b>Complete each student's Personal Needs and Preferences Profile (PNP).</b></p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <ul style="list-style-type: none"> <li>○ <b>Step-by-step instructions</b> can be found in the <i>Educator Portal User Guide</i>, page 31, <i>Complete the PNP Profile</i>.</li> <li>○ <i>Complete or Update the Personal Needs and Preferences Profile Settings</i>, page 42, <i>Test Administration Manual</i>.</li> </ul> </li> <li>• <b>Watch:</b> <i>Completing the First Contact Survey and PNP Profile</i> (13:12 min) at <a href="https://dynamiclearningmaps.org/educator-resource-videos-ye">https://dynamiclearningmaps.org/educator-resource-videos-ye</a></li> <li>• <b>March 22, 2024:</b> All First Contact Surveys and Personal Needs and Preferences must be completed so that testlets can be properly assigned and include the accommodations and test supports that the student requires.</li> </ul>
	<p>10. <b>Complete or update the First Contact Survey:</b> Students will not receive testlets if the First Contact Survey is not submitted.</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <ul style="list-style-type: none"> <li>○ <i>Complete and Submit the First Contact Survey Settings</i> in the <i>Test Administrator Manual</i>, page 43.</li> <li>○ <b>Step-by-step instructions</b> can be found in <i>Complete and Submit the First Contact Survey</i> in the <i>Educator Portal User Guide</i>, page 41.</li> </ul> </li> <li>• <b>Watch:</b> <i>Completing the First Contact Survey and PNP Profile</i> (13:14) <a href="https://dynamiclearningmaps.org/educator-resource-videos-ye">https://dynamiclearningmaps.org/educator-resource-videos-ye</a>.</li> <li>• <b>March 22, 2024:</b> All First Contact Surveys and Personal Needs and Preferences must be completed so testlets can be properly assigned and include the right accommodations and other test supports.</li> </ul>
	<p>11. <b>Ensure KITE Student Portal is installed on assessment devices.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<p>12. <b>Schedule locations and times for assessment sessions. Test window: April 1 – May 31, 2024.</b></p> <ul style="list-style-type: none"> <li>• All assessments must be completed by the end of the school day on May 31, 2024.</li> <li>• 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.</li> <li>• <b>Read in <i>Test Administrators Manual</i>:</b> <ul style="list-style-type: none"> <li>○ <i>Classroom setup for Teacher-Administered Reading Testlets</i>, page 69</li> <li>○ <i>Teacher-Administered Writing Testlets</i>, page 70</li> <li>○ <i>Teacher-Administered Mathematics Testlets</i>, page 77</li> <li>○ <i>Teacher-Administered Science Testlets</i>, page 79</li> </ul> </li> </ul>
	<p>13. <b>Collect Materials for Testing and Use Familiar Texts.</b> 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 and how you can provide appropriate substitutions, if necessary. Familiar Texts are used on the DLM ELA tests. You can use these familiar texts in your classroom with your students throughout the school year and prior to testing.</p> <ul style="list-style-type: none"> <li>• ELA Materials Collections for Year-End States: <a href="https://dynamiclearningmaps.org/ela-materials-collections-ye">https://dynamiclearningmaps.org/ela-materials-collections-ye</a></li> <li>• Math Materials Collections for Year-End States: <a href="https://dynamiclearningmaps.org/mathematics-materials-collections-ye">https://dynamiclearningmaps.org/mathematics-materials-collections-ye</a></li> <li>• Science Materials Collections for Year-End States: <a href="https://dynamiclearningmaps.org/science-materials-collections">https://dynamiclearningmaps.org/science-materials-collections</a></li> <li>• <b>Familiar Texts:</b> <a href="https://dynamiclearningmaps.org/instructional-resources-ye/english_language_arts/familiar-texts">https://dynamiclearningmaps.org/instructional-resources-ye/english_language_arts/familiar-texts</a>. Click on the grade level to access the familiar texts used on the DLM tests.</li> </ul>
	<p>14. <b>Familiarize yourself and your students with DLM Practice Activities and Released Testlets*.</b> Practice Activities and Released Testlets can be accessed in two ways: 1) through Kite Student Portal and 2) downloading a PDF.</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <ul style="list-style-type: none"> <li>• <i>Guide to Using the DLM Practice Activities and Released Testlets</i> (<a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>) - click on the DLM tab).</li> <li>• <i>Prepare for Assessment with Practice Activities and Released Testlets</i>, page 44, <i>Test Administrator Manual</i></li> </ul> </li> </ul> <p>*This is also a good time to check compatibility of students' devices with Student Portal.</p>

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	<p>15. <b>Retrieve student test ticket and Testlet Information Page (TIPs) for the first testlet.</b> 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.</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <ul style="list-style-type: none"> <li>○ <i>Retrieve Testlet Information Page and Gather Materials</i>, page 93, <i>Test Administrator Manual</i></li> <li>○ In <i>Educator Portal User Guide</i>: <ul style="list-style-type: none"> <li>• <b>Step-by-step instructions</b> for retrieving test tickets: <i>View the Test Tickets in Test Management</i>, page 49</li> <li>• <b>Step-by-step instructions</b> for retrieving the TIP sheet: <i>Retrieve the TIP in Test Management</i>, page 50</li> </ul> </li> </ul> </li> <li>• <b>Watch:</b> <ul style="list-style-type: none"> <li>○ <i>Using Kite Student Portal</i> (02:47): <a href="https://dynamiclearningmaps.org/educator-resource-videos-ye">https://dynamiclearningmaps.org/educator-resource-videos-ye</a></li> <li>○ <i>Test Tickets and TIPs in the Spring Window for Year-End States</i> (00:57) at <a href="https://dynamiclearningmaps.org/educator-resource-videos-ye">https://dynamiclearningmaps.org/educator-resource-videos-ye</a></li> </ul> </li> </ul>
	<p>16. <b>Assess student on the first testlet.*</b> After testing the student on the first testlet, there will be a 15-minute waiting period while the system records the student's answers and determines the linkage level of the next testlet. You may wait 15 minutes between testlets if you would like to continue testing the same content area or you may switch to a different content area.</p> <ul style="list-style-type: none"> <li>• <b>Read the following in the <i>Test Administrator Manual</i>:</b> <ul style="list-style-type: none"> <li>○ <i>Computer-Delivered Testlets</i>, page 51</li> <li>○ <i>Teacher-Administered Testlets</i>, page 65. This section includes how to administer the reading, writing, mathematics, and science testlets.</li> <li>○ <i>Practices Allowed</i>, page 81</li> <li>○ <i>Practices Not Allowed</i>, page 83</li> </ul> </li> </ul> <p><b>*REMINDERS:</b> You must administer each testlet according to the instructions outlined in your training modules and in the <i>Test Administrator Manual</i> (see <i>Read</i> section above). <u>TIPs sheets are <i>not</i> substitutes for the computer-delivered testlet.</u> 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.</p>
	<p>17. <b>Confirm all testlets have been completed.</b></p> <ul style="list-style-type: none"> <li>• <b>Step-by-step instructions</b> for ensuring you've administered all testlets are in <i>Monitor Student Progress</i>, page 96, <i>Test Administrator Manual</i>.</li> </ul>

Important Dates	
Test Administrator Training Online Modules Open	Now
Students Registered to Kite Educator Portal	Week of January 22, 2024
Have all Test Administrator Training completed by	March 15, 2024
PNP and First Contact Surveys Must be Completed	March 22, 2023
Testing Window Opens	April 1, 2024
Testing Window Closes	May 31, 2024