

Dynamic Learning Maps (DLM) Test Coordinator Training

—
2025

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**RHODE
ISLAND**

DLM/Kite Service Desk
Dlm-support@ku.edu or 855-277-9751
Monday – Friday 9:00am – 7:00pm EST

AGENDA

- Overview of the RI State Assessment Program
- Checking your enrollment data
- Overview of DLM
- Important Tasks for Test Coordinators
 - Reviewing the Test Coordinator Checklist
- Where to Get Help

Overview of the Rhode Island State Assessment Program (RISAP)

RI State Assessment Program Documents

1. Rhode Island Test Coordinator Handbook (www.ride.ri.gov/tc)
2. Accommodations and Accessibility Features Manual (www.ride.ri.gov/accommodations)
3. Register for the Test Coordinator Monthly Webinars (www.ride.ri.gov/tc)
4. Important documents you need for DLM (www.ride.ri.gov/assessment-manuals)
 - Test Coordinator Checklist & Test Coordinator Manual
 - Test Administrator Checklist
 - Guide to Required Training
 - Educator Portal User Guide
 - Data Management Manual
 - Technology Specifications Manual

Who can be a test administrator?

RISAP Test Coordinator Handbook (page 10)

- Individuals employed by the LEA as teachers
- LEA and school administrators
- Long-term substitutes
- School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certifications for their positions
- Teachers employed by the district who hold provisional certificates

NOTE:

- Student teachers may not administer state assessments but can assist the test administrator with materials.
- **TAs may assist teachers in administering the test but not give the test themselves.** Please contact me directly if you are short-staffed or have other issues and need TAs to act as test administrators.

Who Can Participate in the State Assessments?

RISAP Test Coordinator Handbook, page 16

- Students attending a public, charter, or state-operated school in Rhode Island are expected to participate in the state assessments for their current grade level.
- This includes students:
 - enrolled in public schools.
 - who are Multi-lingual Learners (MLL)
 - who attend outplacement schools either in RI or another state.
 - who are incarcerated or in DCYF custody.
- Homeschooled students may participate in state assessments, free of charge, if participation is included in the student's homeschool plan.

Participation in the Alternate Assessments

- All public school students are expected to participate in the state assessments in one of three ways:
 1. General education assessments without accommodations
 2. General education assessments with accommodations
 3. Alternate assessments (DLM and Alternate ACCESS for ELs)
- All students must meet the alternate assessment criteria before they can participate.
 - New criteria for the alternate assessment were introduced last year (www.ride.ri.gov/dlm).
 - Self-paced, online training on the new criteria is being conducted through Canvas. All educators involved in making eligibility decisions must take this training course.

Current Grade Level

RISAP Test Coordinator Handbook, page 16

- **Current Grade Level** is the grade level recorded by the district for this school year in the Enrollment Census.
 - Testing the student at any grade level other than what is listed in the Enrollment Census may result in test scores being invalidated.
- **Students who skip grade levels** do not make up tests from previous grade levels.
- **Students who are retained** take the tests for their current grade level, *even if* the student took the same grade level test(s) the previous year.

Parent Refusals

RISAP Test Coordinator Handbook, page 18

- State assessments provide useful information to districts and schools.
- We encourage everyone to convey to families the importance of the information you and your teachers receive from the state assessments, the steps you've taken to ensure their children remain safe and healthy, and to encourage and welcome students to school and to participate in the state assessments.
- RI does not have a state system for collecting or tracking parent refusals.
 - “Students who do not test due to parent refusal will be considered non-participants for accountability purposes. LEAs may have policies regarding handling parent refusals; however, RIDE expects all students in tested grades to participate in the state assessments for their current grade level...” *Test Coordinator Handbook, page 18.*

Table of Alternate Assessments and Tested Grade Levels

RISAP Test Coordinator Handbook, page 4

Grade Tested	Alternate ACCESS for ELs	Dynamic Learning Maps		
	<i>English language proficiency</i>	<i>ELA</i>	<i>Math</i>	<i>Science</i>
K	K			
1	1			
2	2			
3	3	3	3	
4	4	4	4	
5	5	5	5	5
6	6	6	6	
7	7	7	7	
8	8	8	8	8
9	9			
10	10			
11	11	11	11	11
12	12			

Outplacement Student Enrollment Data

Report 1: Outplaced Enrollment

- For outplacement schools to verify the data RIDE receives from LEAs.

Report 2: Outplaced Student Report

- For LEAs that tuition students to outplacement schools.

Purpose:

- Student information for students in outplacement schools is often out-of-date and inaccurate.
- This application for outplacement schools and the outplaced enrollment report for LEAs will allow LEAs and the schools to see where there are inaccuracies in the enrollment data.

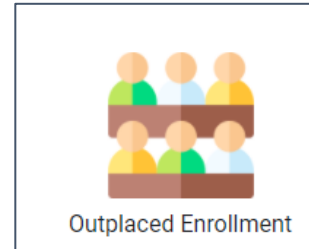
Outplaced Enrollment: Application for Outplacement Schools

For Outplacement Schools only. Outplacement school administrators must have RIDE Portal account.

- Create a RIDE Portal account at <https://portal.ride.ri.gov/Core/Default/CreateUser>

Steps for accessing the Outplaced Enrollment application:


1. Log in to RIDE portal: <https://portal.ride.ri.gov/Account/Login>
2. Click on All Applications on the left-hand side of the screen.
3. Click on the Outplaced Enrollment application:



4. Click on *STUDENTS* in the header. Then *SCHOOL YEAR* will show.
5. Select the School Year: 2024-25

If you are an administrator of an outplacement school either in Rhode Island or in another state and you need access to this application, please create a RIDE portal account and contact Heather Heineke at heather.Heineke@ride.ri.gov.

Outplaced Enrollment Application



Outplaced Students

Rhode Island Department of Education

Welcome, Heather Heineke! [Return to Portal](#)

RIDE State_User

Students

RIDE, School Year: 2024-25

District: Select one...

School: Sargent Rehabilitation Ctr

School	SASID	Student Name	Grade	Alt Assessment	MLL	Start Date	Exit Date
Achievement First Rhode Island							
Sargent Rehabilitation Center(35335)			04	N	N	08/21/2024	
Barrington							
Sargent Rehabilitation Center(35335)			03	N	N	08/28/2024	
Sargent Rehabilitation Center(35335)			12	Y	N	08/28/2024	
Bristol Warren							
Sargent Rehabilitation Center(35335)			03	N	N	09/03/2024	
Sargent Rehabilitation Center(35335)			11	Y	N	09/03/2024	

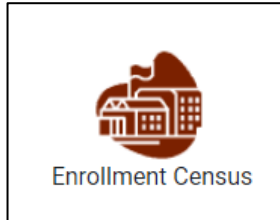
Outplacement schools will be able to see students by sending LEA.

Alternate Assessment Designation

MLL/ELL Status

Outplaced Student Report: For LEAs

- For LEA administrators:
 - data managers
 - test coordinators
 - special ed. directors
- Found in Enrollment Census application in the [RIDE Portal](#):



- The report will provide a list of all students, *not just those in tested grades*, who attend outplacement schools.

eRide Home > Enrollment Census (2024-25) > District Menu RI Dept. of Educ | Log Out

Submit Data | Duplicates | Check Data | Export All | Grade Config | Errors | Sch. Calendar | TCS Data | Advanced Courses | State Report

Instructions

Click on 'Report' to view a list of students. The name of a school or district for a student listing. School and district totals are **colored in red** if they are significantly different from their 5-year averages (greater than 20%).

Report Types:

Outplaced Student Report: Students Outplaced by District - YTD

Code	District/School Name	Summary	Total	Baseline	Last
01	Barrington	Report	28	30	2/4/25
01103	Primrose Hill (PK-03, TAP)	Report	0	0	
01104	Nayatt School (PK-03)	Report	0	0	
01105	Hampden Meadows (04-05)	Report	0	0	
01106	Barrington High (09-12)	Report	0	0	
01108	Barrington Mid. (06-08)	Report	0	0	
01109	Sowams School (KF-03)	Report	0	0	
01190	Administration (PK-12)	Report	28	30	2/4/2025 7:39:42 PM

1. After logging in to the RIDE Portal, go to the Enrollment Census for 2024-25.

2. Select *Outplaced Student Report*

3. Click *Administration (PK-12)* to view list of students being outplaced from your district.

Outplaced Student Report: For LEAs

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	Dist Res	Sch Out	Ctch	enroll type
01190				M		06		BA	10305		O
01190				M		12		BA	70902		O
01190				F		PK		BA	10305		O
01190				M		03		BA	70902		O
01190				M		09		BA	70902		O
01190				M		07		BA	01999		O
01190				M		08		BA	10312		O
01190				M		10		BA	28353		O
01190				M		12		BA	07316		O
01190				M		03		BA	27302		O
01190				M		11		BA	35335		O
01190				M		09		BA	709B4		O

The school code for accountability.

Shows all grades, not just tested grades.

School of attendance; where the student will be tested.

Overview of DLM



Test Design

- **Testing Window:** April 1 – May 30, 2025
 - 8 weeks to test each student in ELA and Math and science (for grades 5, 8, and 11)
- The DLM tests measure ELA, math, and science knowledge using the Essential Elements (EEs).
 - The EEs are called “alternate achievement standards”
 - The EEs are aligned to the RI Core Standards in ELA and math and the NGSS for science.
- Each Essential Element is further “pulled apart” into smaller sections to create a map of knowledge and skills a student may progress through as they reach mastery of that EE.
 - These are the *learning maps* that make up the Dynamic Learning Maps assessments.
 - Each skill in the learning map is assigned a level of difficulty (called a *linkage level*).

Example Essential Elements Document

EE documents are posted at www.ride.ri.gov/DLM



Mini-Map for ELA.EE.RL.4.1

Subject: ELA
Reading Literature
Grade: 4

Learning Outcome

Essential Element

Core Standard

DLM Essential Element	Grade-Level Standard
ELA.EE.RL.4.1 Use details from the text to recount what the text says.	ELA.RL.4.1 Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences from the text.

Linkage Level Descriptions

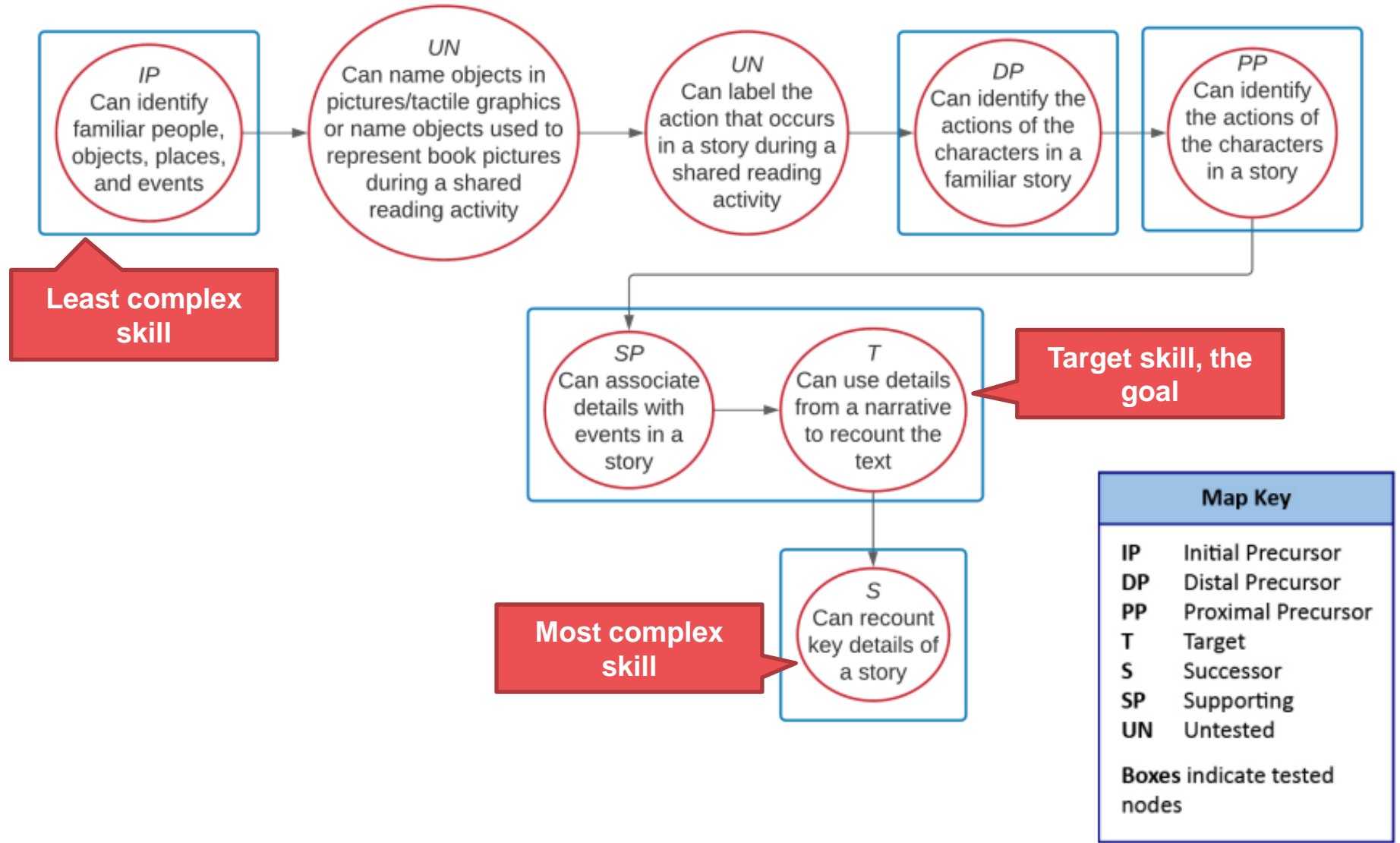


Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
When presented with familiar and unfamiliar representations of people, objects, places, and events, the student can correctly identify the familiar representations.	After reading or hearing a familiar story, the student can correctly identify the behaviors and actions of the characters in the story.	After reading or hearing a story, the student can correctly identify the behaviors and actions of the characters in the story.	The student can use details to recount events in a story, as well as identify connections between the details and events.	The student can recount key details in a story, such as the names of characters, the setting, important events, and the ending of the story.

Example of an Essential Elements Mini Maps

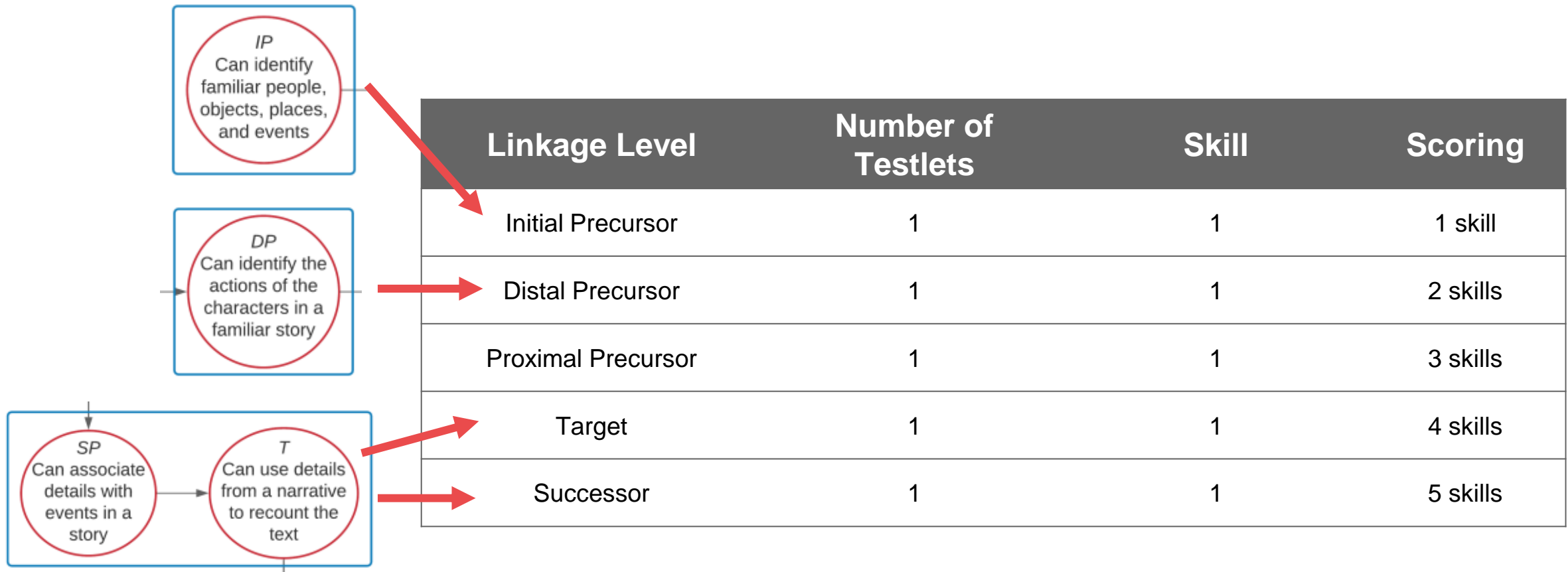
EE documents are posted at www.ride.ri.gov/DLM

ELA.EE.RL.4.1 Use details from the text to recount what the text says.



Scoring the DLM:

ELA.EE.RL.4.1: Use details from the text to recount what the text says.



The linkage level at which the student achieves mastery determines the student's proficiency level.

The number of testlets and total skills in each grade by content area

Tested Grade	Number of Math Testlets	Total Skills Possible
3	5	25
4	7	35
5	6	35
6	6	30
7	6	30
8	6	30
11	6	30

Tested Grade	Number of ELA Testlets	Total Skills Possible
3	7	35
4	7	35
5	7	35
6	6	30
7	6	30
8	6	30
11	5	25

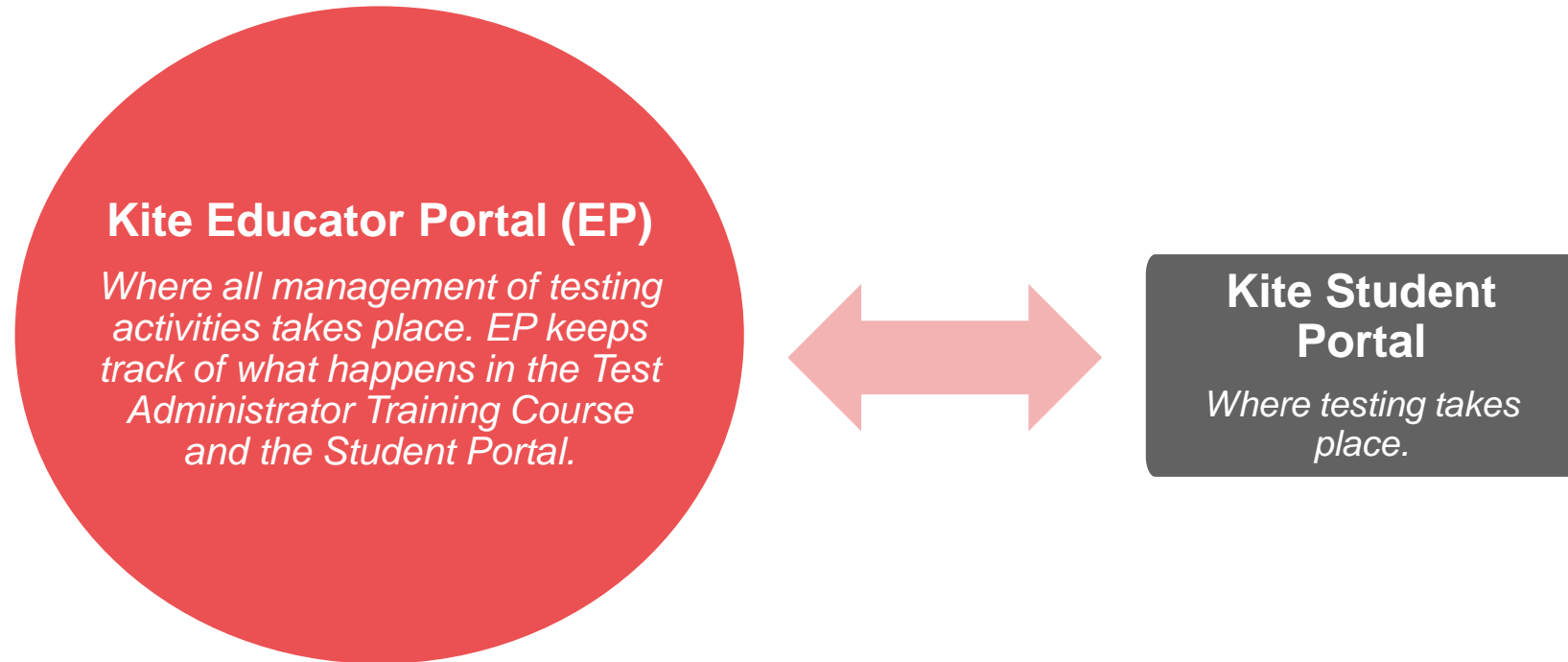
Tested Grade	Number of Science Testlets	Total Skills Possible
3		
4		
5	9	45
6		
7		
8	9	45
11	9	45



Important Tasks for Test Coordinators

Test Coordinator Checklist

The DLM Test Administration System



The DLM Test Administration System

Kite Educator Portal: *Test Coordinator Tasks*

- Sign the Security Agreement
- Manage student data
- Create content area rosters
- Manage TA accounts
- Monitor testing progress
- Monitor training status
- Receive individual student score reports
- Receive district and school assessment results

Kite Educator Portal: *Test Administrator Tasks*

- Sign the Security Agreement
- Complete the First Contact Survey, Personal Needs and Preferences, and Accommodations
- Download TIPS Sheets
- Download Student Portal login information/testing tickets
- Monitor testing progress
- Receive individual student score reports for any student rostered to the teacher

First three steps

NOTE: Students found eligible for DLM who are also MLL will take the *Alternate ACCESS*. A student who is MLL may not take Alternate ACCESS if they are not eligible for DLM.

✓	Step
	<p>1. Sign up for DLM Test Updates during the year at https://dynamiclearningmaps.org/test-updates.</p>
	<p>2. Register for the DLM Test Coordinator Training. The test coordinator training webinar will be held March 12, 2025 (9:00 – 11:30 AM). Register here: https://register.gotowebinar.com/register/2026464140796357722. The webinar recording will be posted at www.ride.ri.gov/assessment-manuals.</p> <ul style="list-style-type: none">• Watch DLM Training for District Roles at https://dynamiclearningmaps.org/sites/default/files/scorm/dlm-training-for-district-roles-2024/content/index.html#/
	<p>3. Confirm student eligibility to participate in DLM alternate assessments.</p> <ul style="list-style-type: none">• RIDE will upload students and register them for the DLM alternate assessments the week of February 3, 2025.• Make sure that any student eligible for the alternate assessments has an active enrollment record in the Enrollment Census and they have a designation of 3=Alternate Assessment in the Special Education Census.<ul style="list-style-type: none">○ For resources on determining eligibility for the alternate assessments, go to www.ride.ri.gov/dlm.○ The <i>RISAP Test Coordinator Handbook</i> contains all policies related to state assessments. Go to www.ride.ri.gov/tc to download.• 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.

Step 4: Download the following documents

www.ride.ri.gov/assessments-manuals

Test Coordinator Preparation Materials:

1. Test Coordinator Checklist
2. Test Administrator Checklist – for distribution to anyone who will administer DLM.
3. Test Coordinator Manual
4. Data Management Manual
5. RI Guide to Required Training
6. Accommodations and Accessibility Manual
7. Educator Portal User Guide

Step 5: Activate Your Account in Educator Portal

- **Test coordinators:** Email Heather Heineke at heather.Heineke@ride.ri.gov if you need a new account.
- **Outplacement Administrators** (including out-of-state schools) have their own Kite Educator Portal accounts. LEAs *cannot* create accounts for outplacement schools. Email Heather Heineke if accounts need to be created.
- **Test Administrators:** Districts are responsible for creating test administrator accounts.

5. Log in to Educator Portal (EP)

New Test Coordinators: New district test coordinators should contact heather.heineke@ride.ri.gov for an account. Once an account has been created for you:

- You will receive an activation email from KITE_support@ku.edu. You must click on the link in that email to activate your Educator Portal account.
- **If you did not receive an automatic email** from KITE_support@ku.edu, check your spam folder. If you still have not received it, contact Heather Heineke to verify your email address and have it resent.
- **Watch:** *Getting Started in Educator Portal* (3:19 min.) at <https://dynamiclearningmaps.org/district-staff-video-resources-ve>.

Returning Test Coordinators: Last year's username will remain the same, but you will need to reset your password by clicking on *Forgot Password?* on the Educator Portal home page.

Step 6: Complete the Security Agreement in Educator Portal

6. **Complete the Security Agreement in Educator Portal.** Instructions for completing the security agreement can be found in each of the manuals listed below.

- **Read:** *Educator Portal User Guide*, page 17 or *Test Administration Manual*, page 38.

- You must complete the Security Agreement each year. *NO* is the default setting so read the security agreement and don't automatically click to accept it.
- Clicking through this step is a common mistake and the first thing to check if a teacher cannot see their students in Educator Portal.

Security Agreement Standards:

1. Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Activity: Log in to Educator Portal and sign the Security Agreement.

Step 7: Review and Update Test Administrator Accounts in Educator Portal

About User Accounts:

- Use the teacher's email address as their *Educator ID*.
- Deactivate users who are no longer working in your school or district.

7. **Review and Update Test Administrator Accounts in Educator Portal.** It is important that access to Educator Portal is given only to educators who need it. Anyone who has an account, even if they have left your district or school, can access Educator Portal and that puts sensitive student information at risk.
- Teachers cannot begin preparing for testing or complete their training requirements until they have a test administrator account in Educator Portal.
 - **Watch:** [Adding and Editing Users](#) (2:13 min)
 - **Read:** *Manage User Account for All States (Educator Portal User Guide)*, page 13.
 - **Read:** in the *Data Management Manual*:
 - *Manage User Data* on page 23
 - **To add many new users:** *Create a User Upload Template File*, page 46
 - *Add a User Manually* on page 56
 - *Activate a User* on page 69
 - *Deactivate a User* on page 70
 - **NOTE:**
 - If you have a teacher who has an Educator Portal account with another district, contact Heather Heineke to transfer accounts to the new district so their training history can be transferred. Don't create a new account.
 - If you created an account for a teacher and they didn't receive the activation email, resend the email by clicking the RESEND ACTIVATION EMAIL at the bottom of the View Users screen. If the teacher's account is in *active* status, that means they were able to log in to Kite and you cannot send an activation email. In this case, have them contact the DLM Service Desk and they can help them log in.

Demonstration: Updating user accounts

Activity: Review and update user accounts (deactivate users and add new users).

Step 8: Develop a Training Plan for Test Administrators

RI Guide to Required Training at www.ride.ri.gov/assessment-manuals

- If LEAs select the facilitated training option, test administrators are still required to complete the online post tests.

8. **Develop a Training Plan for Test Administrators.** Try to have test administrator training completed by March 14, 2025, to ensure that teachers have enough time to complete the First Contact Survey *before the start of the testing window*. Once test administrators complete their training, they must print their certificate of completion and give it to the district test coordinator as proof of their training. Additionally, test coordinators must show the Test Administrator Core Training, explained below.

- Download the *Test Administrator Core Training* from www.ride.ri.gov/assessment-manuals and edit the sections with your district and school policies and dates.
- **Read:** *Guide to Required Training (RI edition)* (www.ride.ri.gov/assessment-manuals and click on the DLM tab).
- All educators must have an account in Educator Portal before they can access the modules to complete their training.
- The training modules are located in Educator Portal and can be accessed **30 minutes after** the Educator Portal account is created. Click on the TRAINING tab after logging in.
- **New Test Administrators** must complete all four modules and pass all post-tests before they will be allowed to administer the DLM tests.
- **Returning Test Administrators** administered DLM last year and are required to complete only one training module. Educator Portal automatically records who administered the DLM last year to determine who is a returning test administrator.

Districts have two options for training test administrators:

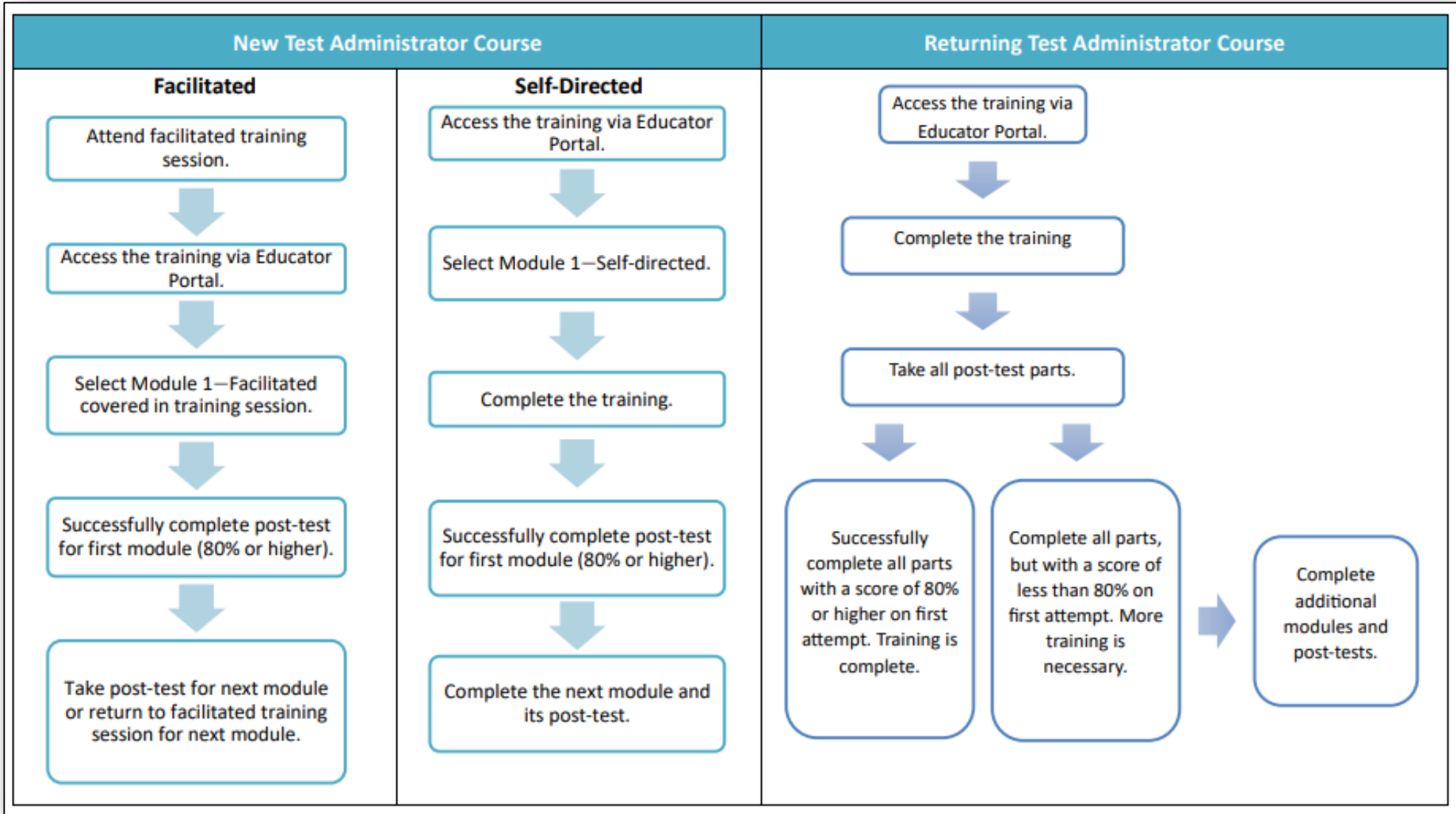
Option 1: Self-Directed Training

- Access the training modules through Educator Portal.

Option 2: Facilitated in-person training led by district administrators.

- In the past, 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 Educator Portal training tab only by district administrators.

Training Test Administrators



Step 9: Distribute the Test Administrator Checklist

9. **Distribute the Test Administrator Checklist** to any educators administering the DLM.

- The *Test Administrator Checklist* is posted at www.ride.ri.gov/assessment-materials (click on the DLM tab).

Step 10: Run the Training Status Extract in Educator Portal

10. **Run the Training Status Extract in Educator Portal** to ensure that all test administrators have completed the necessary training requirements.

- **Step-by-Step instructions for running the Training Status Extract**, page 118 in the *Educator Portal User Guide*.

- **No one** may administer the DLM assessments until they have completed the training requirements.
- Test coordinators must monitor training and keep track of who has completed their training.
- RIDE runs training reports regularly. If there is a test irregularity, whether the test administrator completed their training is something that will be investigated.

Demonstration: Run the training status extract in Educator Portal.

Activity: Run the training extract status for your school or district in Educator Portal.

Step 11: Create Student Rosters in Educator Portal

- Students have been registered into Kite Educator Portal.
- You can begin to create rosters.

11. Create student rosters in Educator Portal. RIDE uses enrollment data provided by each district to register students. If the student demographic information, including grade level, is incorrect, that means the enrollment data RIDE received from your district is incorrect. Contact your district data manager to correct the student's enrollment information.

Outplacement Schools must contact the sending district with any corrections. The sending district will then contact RIDE to make any necessary changes to student information in the Educator Portal.

- **The week of February 3, 2025:** RIDE will register students to the DLM Educator Portal; rosters can be created after this date.
- Rosters must be created for each content area:
 - English Language Arts (grades 3, 4, 5, 6, 7, 8, and 11)
 - Mathematics, (grades 3, 4, 5, 6, 7, 8, and 11)
 - Science (grades 5, 8, and 11).
- **Teachers cannot see students or complete** the First Contact Survey until rosters are created and required training is complete.
- **Watch:** [Adding and Editing Rosters](#) (1:49 min.)
- **Read:** *Customization for Each Student (Assessment Coordinator Manual)*, page 28.
- **Step-by-step instructions** are in *Manage Roster Data (Data Management Manual)*, page 135:
 - **Create a file for multiple teachers and schools**, see *Create a Roster Upload Template*, page 137.
 - **Create a roster manually**, see *Create a Roster Manually* on page 146.

Demonstration: How to create a roster.
Activity: Create one roster for one teacher.

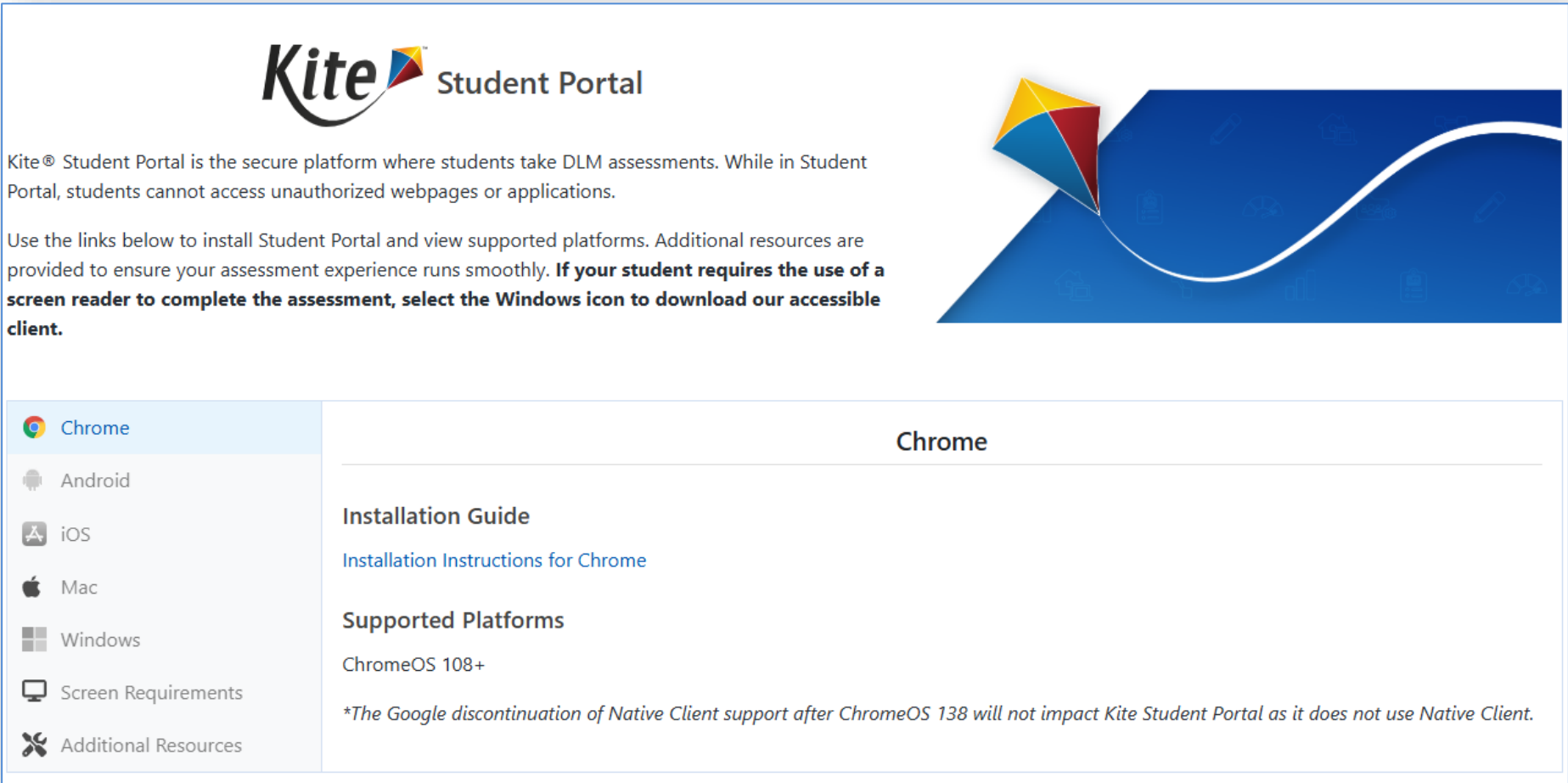
Step 12: Double check your rosters in Kite Educator Portal

12. **Run the data and double check your rosters in Educator Portal.** This will ensure that you don't leave students out or assign students to the wrong tests or teachers.

- Step-by-step instructions for running any report extract (*Educator Portal User Guide*), page 94.
- *Roster and First Contact Survey Extract (Educator Portal User Guide Student)*, page 115.

Demonstration: How to run the Student Roster and First Contact Survey Extract.
Activity: Run the Student Roster and First Contact Survey for your district or school.








Step 13: Ensure technology personnel installed Kite Student Portal on Assessment Devices : <https://dynamiclearningmaps.org/kite>



Kite Student Portal

Kite® Student Portal is the secure platform where students take DLM assessments. While in Student Portal, students cannot access unauthorized webpages or applications.

Use the links below to install Student Portal and view supported platforms. Additional resources are provided to ensure your assessment experience runs smoothly. **If your student requires the use of a screen reader to complete the assessment, select the Windows icon to download our accessible client.**

 Chrome	<h3>Chrome</h3> <hr/> <h4>Installation Guide</h4> <p>Installation Instructions for Chrome</p> <h4>Supported Platforms</h4> <p>ChromeOS 108+</p> <p><i>*The Google discontinuation of Native Client support after ChromeOS 138 will not impact Kite Student Portal as it does not use Native Client.</i></p>
 Android	
 iOS	
 Mac	
 Windows	
 Screen Requirements	
 Additional Resources	

Technology managers need the *Technology Specifications Manual*

Step 14: Ensure accommodations and test supports are updated in the student's IEP

14. Ensure accommodations and test supports are updated in the student's IEP. Accommodations must be included in the student's IEP. If accommodations must be added or removed, the IEP must be amended before the student can begin testing by either convening a full IEP Team meeting *or* through the district amendment process.

- Accommodations available on DLM are found in the *DLM Accessibility Manual* at www.ride.ri.gov/assessment-manuals and click on the DLM tab.

State Policy:

- Testing may not begin until all accommodations are updated in the student's IEP.
- Either convene an IEP Team meeting or follow your district amendment process to update the accommodations in the IEP.

Step 15: Run the PNP report.

15. **Ensure that teachers complete the Personal Needs and Preferences Profile (PNP) by running the PNP report in Educator Portal.** Test administrators cannot begin testing until the PNP is completed for each student.

- **Completing the PNP:**

- **Step-by-step instructions:** *Complete the PNP Profile (Educator Portal User Guide), page 33.*

- **Run the data and double-check that all teachers have completed the PNP:**

- *PNP Settings Counts Extract for All State (Educator Portal User Guide), page 107.*

- **Step-by-step instructions** for running any report extract (*Educator Portal User Guide*), page 94.

Step 16: Run the First Contact Survey Report in Educator Portal

16. Run the First Contact Survey report to ensure that it is updated for each student. Students will not be assigned testlets unless the First Contact Survey has been submitted. **March 21, 2025:** All First Contact Surveys and Personal Needs and Preferences must be completed.

- **Completing the First Contact Survey:**

- *Customization for Each Student (Assessment Coordinator Manual), page 28.*
- **Step-by-step instructions** for completing the First Contact Survey can be found at *Complete the First Contact Survey (Educator Portal User Guide), page 41.*

- **Run the data and double-check that all teachers have completed the PNP:**

- **Step-by-step instructions** for running any report extract (*Educator Portal User Guide*), page 94.
- *Student Roster and First Contact Survey Extract (Educator Portal User Guide), page 115.*

Step 17: Schedule locations and times for testing

17. **Schedule locations and times for assessment sessions.** It is important that teachers and students have a consistent, familiar location in which to test and that they have access to the same devices each day. Switching testing locations and devices can be disruptive to the testing process for students with significant disabilities.
- **Testing window: April 1 – May 30, 2025.** All assessments must be completed by the end of the school day on May 30, 2025.

- Testing rooms should be consistent. Changing rooms from one day to the next can be disorienting for students.
- A screened-off section of the students' regular classroom is acceptable if there is adequate privacy and no interruptions from other students.

Step 18: Monitor Testing and Testing Completion Report

18. **Monitor test completion progress.** All information you need to monitor DLM testing in your district or school can be found in the *Educator Portal User Guide* and in the videos posted at the link below.

- **Read:**

- Page 81: *Monitoring Summary Report: step-by-step instructions* for accessing and running the monitoring report.
- Page 101: *DLM Test Administration Monitoring Extract*

- **Watch:** these videos demonstrate the step-by-step process of running and using the monitoring extracts.

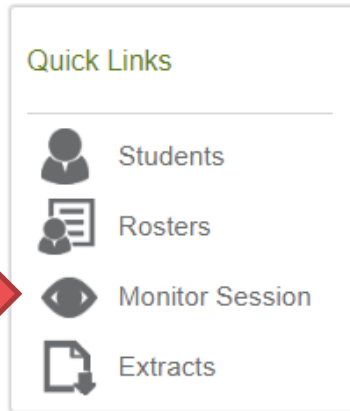
- [Test Administration Monitoring for Year-End States](#) (1:58 min)
- [Monitoring the Assessment Using Extracts](#) (1:56 min)

- It is important that test coordinators monitor DLM test administration like any other state assessment.
- Any violation of the security agreement is considered a test irregularity and should be reported to RIDE.

Demonstration: How to run the DLM Test Administration Monitoring report and Dashboard.

Step 18: Monitor Testing and Testing Completion Report

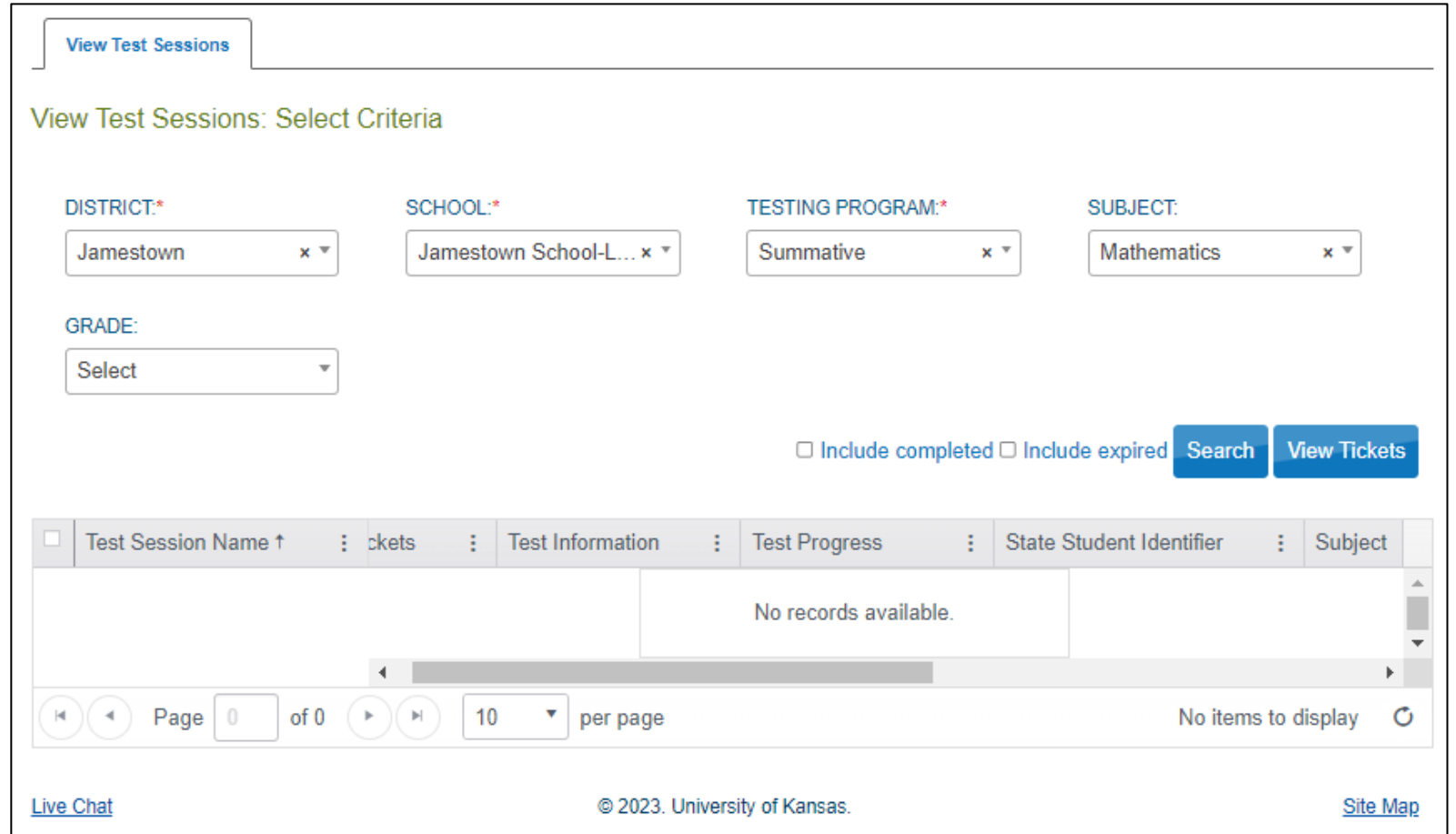
- Another way to monitor testing is through the MONITOR SESSION icon on the home page.



Quick Links

- Students
- Rosters
- Monitor Session
- Extracts

- Use the scroll bar to see TEST PROGRESS. This will show the number of testlets the student has left to complete in the selected content area.



View Test Sessions

View Test Sessions: Select Criteria

DISTRICT*: Jamestown x

SCHOOL*: Jamestown School-L... x

TESTING PROGRAM*: Summative x

SUBJECT: Mathematics x

GRADE: Select

Include completed Include expired Search View Tickets

<input type="checkbox"/>	Test Session Name ↑	ickets	Test Information	Test Progress	State Student Identifier	Subject
No records available.						

Page 0 of 0 10 per page No items to display

[Live Chat](#) © 2023. University of Kansas. [Site Map](#)

Test Irregularities in DLM

Not Reading all Materials:

- Not reading all directions for administering a testlet is a test irregularity. Each testlet comes with a TIPs sheet (Test Information Protocol) that tells test administrators what to do, additional adjustments that are allowable, materials, etc.

Short Testing Time:

- Student Portal keeps track of how long it takes to administer a testlet.
- RIDE can view the amount of time it takes to administer a testlet by school, teacher, and student.
- This report specifically identifies when testlets are administered in less than one minute (60 seconds).
 - Test administrators should not allow students to “click through” the testlet and should stop students from doing so.
 - Testlets administered in under 60 seconds may be invalidated and reset so that test administrators are required re-administer the testlet.

Reporting Test Irregularities

- All test irregularities must be reported to the district testing coordinator/special education director.
- The district testing coordinator/special education director will file the irregularity using the Test Irregularity application in the RIDE portal.
- If you need access to this application, please contact Jackie Branco at Jacqueline.branco@ride.ri.gov.


Assessment Irregularities & Test Security

Implementing thoughtful and thorough test security protocols is critical to a smooth test administration and to ensuring test irregularities don't occur. In addition to test coordinators and teachers, paraprofessionals, custodial staff, and others in the school who may be in classrooms during testing or may be in the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

Any time a policy or procedure for a state assessment is not followed or not implemented correctly, that is considered a test irregularity. Examples of test irregularities are below. In addition to the examples below, each state assessment has its own test coordinator and test administrator manuals that outline specific protocols that preserve the integrity of the test and what constitutes a test irregularity for that test. Follow the instructions below to report an irregularity.

 **Maintaining Test Security**

 **Test Irregularity Process**

 **Process for a Student or Family to Report a Test Security Incident**

Test Irregularity Application User Guide

 **Test Irregularity User-Guide**
PDF file, less than 1mb

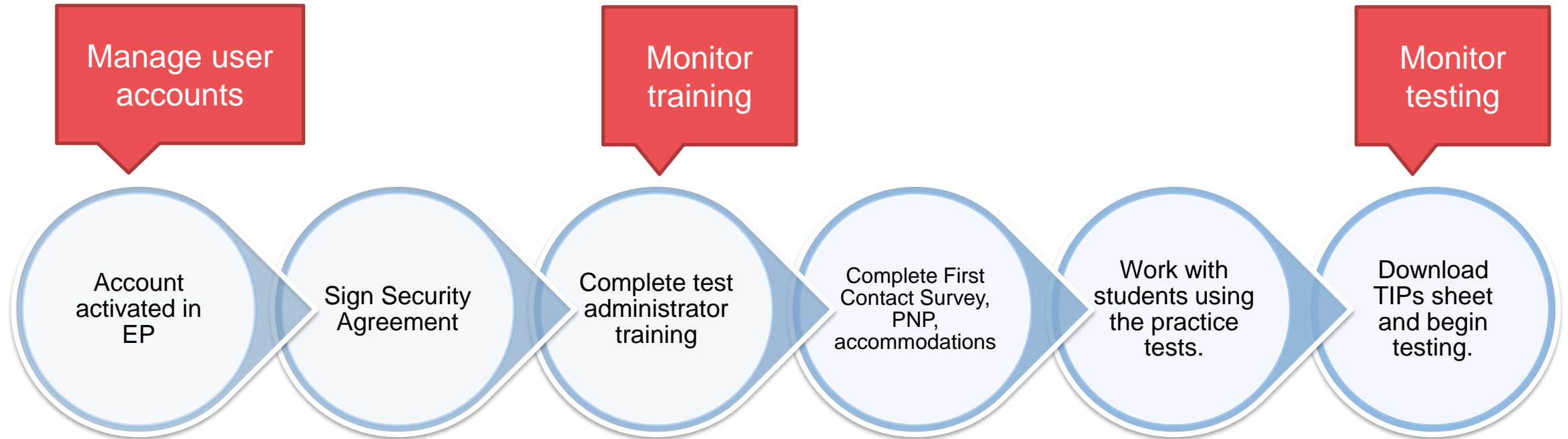


Access the Test Irregularity application through the RIDE Portal

Practice Testlets

- **Practice Testlets are available for ELA, math, and science**
 - Not all grade levels are available but testlets are available for elementary, middle, and high school.
- **Paper/PDF Testlets**
 - https://dynamiclearningmaps.org/instructional-resources-ye/english_language_arts/testlets
- **Computer-delivered practice testlets** available through the Student Portal
 - www.ride.ri.gov/assessment-manuals: *Guide to using the DLM Practice Activities and Released Test Items* includes instructions for logging in to the Student Portal.

Recap of testing process



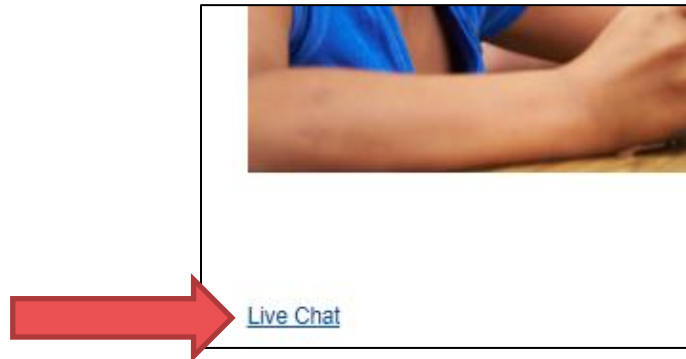
Where to Get Help

Technical Issues:

Logins, Kite Student Portal functionality, Training Courses, downloading Kite Student Portal, etc.

DLM Help Desk:

- 855-277-9751
- Dlm-support@ku.edu
- Live chat feature in Educator Portal



Policy Issues:

Participation in DLM, student transfers between districts, test irregularities, etc.

Heather Heineke

- 401-222-8493
- Heather.Heineke@ride.ri.gov

Student Registration and Demographics:

Participation in DLM, grade levels, misspellings, registration for DLM, etc.

- Student information can be updated directly in Kite Educator Portal by the test coordinator.
- Correct the student information in the Enrollment Census and Special Education Census.

Accessing Individual Student Reports

Test Coordinators: Accessing DLM Score Reports

Test Coordinators have access to:

- Student (Individual)
- Students (Bundled)
- State Aggregate
- District Aggregate
- **NEW: Accountability District Aggregate**
- School Aggregate
- School Aggregate (Bundled)
- Class Aggregate



The screenshot shows the Kite Educator Portal interface. At the top, the logo 'Kite Educator Portal' is visible. Below it is a navigation bar with 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', 'TRAINING', and 'HELP'. The 'REPORTS' menu is expanded, showing 'General Reports', 'Instructionally Embedded', and 'End-of-Year'. Under 'General Reports', the 'District Aggregate' section is highlighted. It includes a 'REPORT YEAR:' dropdown set to '2024' and a 'DISTRICT:' dropdown set to 'Central Falls'. Below these, the text 'District Aggregate Report' is displayed. At the bottom, a link for 'DLM_04_District_Aggregate_2024' is shown with PDF and CSV file icons.

Test Coordinators: Accessing Student Score Reports

Kite Educator Portal

SETTINGS ▾ MANAGE TESTS ▾ **REPORTS ▾** DASHBOARD TRAINING HELP

General Reports ▾ Instructionally Embedded ▾ End-of-Year ▾

Student (Individual)

REPORT YEAR: 2024 × DISTRICT: Central Falls × SCHOOL: Dr. Earl F. Calcutt Mi... × SUBJECT: Mathematics × GRADE: Grade 7 ×

73) - Spring
054) - Spring
103) - Spring

**Test Administrators have access to individual student score reports for any student rostered to them.*

Test Coordinators: Accessing Student Score Reports

Kite Educator Portal

SETTINGS ▾ MANAGE TESTS ▾ **REPORTS ▾** DASHBOARD TRAINING HELP

General Reports ▾ Instructionally Embedded ▾ End-of-Year ▾

Students (Bundled)

REPORT YEAR: 2024 x ▾ DISTRICT: Central Falls x ▾ SCHOOL: Select

Students (Bundled) Report File

[DLM_04_CentralFalls.pdf](#) 4.5 MB

Created 07/17/2024 02:34:26 PM by System

Student reports include:
Schools: All
Subjects: All
Grades: All

Student reports sorted by: School, Student Last Name, Subject

Students (Bundled)

REPORT YEAR: 2024 x ▾ DISTRICT: Central Falls x ▾ SCHOOL: Central Falls Senior High School x ▾

Student Report Files by School

[DLM_04108_CentralFallsSeniorHighSc_11_Kite_2024_Bundled Students_20240717.pdf](#) 1.5 MB

Reference Information

DLM and Alternate Assessment Resources

Webpage Name	Contents	Link
One Percent Rule:	Information on the one percent threshold, statewide, on the number of students taking alternate assessments	www.ride.ri.gov/One-Percent-Rule-Assessment
Alternate ACCESS for ELLs	Information on students who are English learners and who qualify for the alternate assessment.	https://wida.wisc.edu/assess/alt-access
DLM-Specific:	DLM Alternate Assessment	www.ride.ri.gov/DLM
	Essential Elements	www.ride.ri.gov/DLM
	Eligibility for Alternate Assessments	www.ride.ri.gov/DLM
	Dynamic Learning Maps	www.dynamiclearningmaps.org

Assessment Office Resources

- Assessment Mailbox: assessment@ride.ri.gov
- Assessment Resources: www.ride.ri.gov/TC
 - Manuals: www.ride.ri.gov/assessment-manuals
 - Training: www.ride.ri.gov/assessment-training
 - Accommodations: www.ride.ri.gov/accommodations
- Assessment Data Portal:
 - Public Site: <https://www3.ride.ri.gov/ADP>
 - Confidential Site: <https://portal.ride.ri.gov/Account/Login>
- Ana Karantonis (ACCESS for ELLs, psychometrics)
 - 401-222-8940
 - Ana.Karantonis@ride.ri.gov
- Heather Heineke (DLM, NGSA)
 - 401-222-8493
 - Heather.Heineke@ride.ri.gov
- Jackie Branco (NAEP, accommodations)
 - 401-222-4685
 - Jacqueline.Branco@ride.ri.gov
- Tricia Bowler (RICAS, PSAT 10 and SAT)
 - 401-222-8478
 - Tricia.Bowler@ride.ri.gov
- Phyllis Lynch (Director of Office of Assessment)
 - 401-222-4693
 - Phyllis.Lynch@ride.ri.gov