

DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST ADMINISTRATORS (2025-26)

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. • NEW for 2025-26: RIDE will implement an automatic, over-night data feed to Kite Educator Portal. <i>Districts and schools will no longer be able to manually add or transfer students in Kite EP.</i> Districts and schools will only be able to exit students and create rosters for testing. The data feed begins on October 15, 2025. ○ Districts are responsible for verifying and correcting information for students attending outplacement schools. Outplacement schools will not be able to correct any student information. Outplacement schools should use the <i>Outplaced Students Application</i> in the RIDE Portal to make sure the data is accurate and contact the sending district to make any corrections. How to access that application is at the end of this document. • Confirm with your district special education director and/or testing coordinator which students will participate in DLM, 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 <i>DLM Alternate Assessments</i> tab or from https://dynamiclearningmaps.org/rhodeisland: • <i>RI Guide to Required Training</i> • <i>Test Administration Manual</i> • <i>Accommodations and Accessibility Manual</i> • <i>Educator Portal User Guide</i> • <i>ELA, math, and science materials lists</i> • <i>Familiar Texts</i> • <i>Guide to Using DLM Practice Activities and Released Testlets</i>
	4. Log in to Kite Educator Portal (EP) • 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. NOTE: <i>Thirty minutes after activating your account in EP, the training modules will be available.</i> • 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 Kite Educator Portal (3:43) • RETURNING Test Administrators: Last year's username and password are still active. If you forgot your username or password, click <i>Forgot Password?</i> on the Educator Portal home page. • If you <i>did not administer DLM last year</i>, you are considered a NEW test administrator and must complete the New Teacher Training.

✓	Step
	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. • Read: <i>Test Administration Manual</i>, p. 41, or <i>Educator Portal User Guide</i>, page 19.
	6. Complete the Required Test Administrator Training and send Completion Certificate to Special Education Director or District Test Coordinator. Districts are required to train all educators who will administer DLM. Districts have two options for providing this training, outlined below and in the <i>RI DLM Guide to Required Training</i>. Contact your district special education or testing coordinator to find out which option will be offered in your district. All training modules are accessed through Educator Portal. • Read: <i>RI DLM Guide to Required Training 2025-26</i> (www.ride.ri.gov/assessment-manuals) and district memos about which option your district chose and when and where training will take place. The <i>RI DLM Guide to Required Training</i> document is also posted on Educator Portal. • When you complete your training, print your completion certificate and give a copy to your special education director or test coordinator. • 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. Option 1: Self-Directed Training using the modules posted on Educator Portal. • New Test Administrators must complete all four modules and pass all post-tests before they are 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 DLM last year to determine who is a returning test administrator. Option 2: Facilitated in-person training led by district administrators. The facilitated training presentations, transcripts, activities, and videos can be accessed from Educator Portal only by district administrators. Note: if your district holds an in-person training event, you must attend even if you completed the self-paced online modules because they will review district-level practices and policies that you need to be aware of.
	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. There should be one roster each for ELA and mathematics, and one for science if you have students in grade 5, 8, or 11. • Step-by-step instructions: <i>View and Check Student Data for Accuracy</i> in the <i>Educator Portal User Guide</i>, p. 25. • 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 or you see an error in the student information: Contact your district testing coordinator or special education director to correct your roster and/or the student information. District test coordinators/special education directors can correct your roster directly in Educator Portal but can only correct mistakes in student information through your district's Student Information System (SIS). Corrected student information may take from 24-48 hours to show up in Kite EP. Outplacement schools must contact the sending district to correct any student information.

✓	Step
	8. Read the <i>Accessibility Manual</i> to determine accessibility features and accommodations and ensure the IEP includes any accommodations the student needs. • Read: ○ <i>Accessibility Manual</i> (www.ride.ri.gov/assessment-manuals) ▪ <i>Category 1: Settings in the PNP Profile that activate supports within Student Portal</i>, p. 25. ▪ <i>Category 2: Settings in the PNP Profile that activate supports within Student Portal to be used with supports or tools provided by the test administrator outside of the Student Portal</i>, p. 26. ▪ <i>Category 3: Settings in the PNP Profile that require the test administrator to provide all supports outside of Student Portal</i>, p. 28. ○ <i>Test Administrators Manual</i>: ▪ <i>Practices Allowed</i>, p. 87 ▪ <i>Practices Not Allowed</i>, p. 90 ▪ <i>Other Accessibility Supports</i>, p. 90 ▪ <i>Testlets for Students Who Are Blind or Have Visual Impairments</i>, p. 93 ▪ <i>Testlets for Students Who Are Blind or Have Visual Impairments</i>, p. 93 • Watch: Accessibility in Dynamic Learning Maps Assessments (3:00) • 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.
	9. Complete each student's Personal Needs and Preferences Profile (PNP) by March 20, 2026. • Read: ○ Step-by-step instructions: <i>Complete the PNP Profile (Educator Portal User Guide)</i> p. 35. ○ Changing the PNP Profile Settings During Testing (<i>Educator Portal User Guide</i>) p. 46. • Watch: Completing the First Contact Survey and PNP Profile (10:32 min.) • March 20, 2026: All First Contact Surveys and Personal Needs and Preferences must be completed so testlets are properly assigned and include the accommodations and test supports that the student requires.
	10. Complete or update the First Contact Survey by March 20, 2026: Students will not be assigned testlets if the First Contact Survey is not submitted. • Step-by-step instructions: <i>Complete and Submit the First Contact Survey (Test Administrator Manual)</i>, p. 47. • Watch: Completing the First Contact Survey and PNP Profile (10:32 min.) • March 20, 2026: All First Contact Surveys and Personal Needs and Preferences must be completed so testlets are properly assigned and include the accommodations and test supports that the student requires.
	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: March 30 – May 29, 2026. • All assessments must be completed by the end of the school day on May 29, 2026. • 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. • Read in <i>Test Administrators Manual</i>: ○ <i>Teacher-Administered Testlets</i>, p. 70 ○ <i>Teacher-Administered Reading Testlets</i>, p. 72 ○ <i>Teacher-Administered Writing Testlets</i>, p. 75

✓	Step
	○ <i>Teacher-Administered Mathematics Testlets</i>, p. 83 ○ <i>Teacher-Administered Science Testlets</i>, p. 86
	13. Collect Materials for Testing and Use Familiar Texts. 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 to 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. • ELA Materials Collections for Year-End States • Math Materials Collections for Year-End States • Science Materials Collections for Year-End States • 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 (click on the DLM tab). • <i>Prepare for Assessment with Practice Activities and Released Testlets</i>, p. 49, <i>Test Administrator Manual</i> *This is also a good time to check compatibility of students' AT/AAC devices with Student Portal.
	15. Retrieve student test ticket and Testlet Information Page (TIPs) 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: ○ How to read and use the TIP sheets: <i>Test Administrator Manual:</i> • <i>Retrieve Testlet Information Page and Gather Materials</i>, p. 101. • <i>TIPs for ELA Testlets</i>, p. 103 • <i>TIPs for Mathematics Testlets</i>, p. 104 • <i>TIPs for Science Testlets</i>, p. 104 ○ In <i>Educator Portal User Guide:</i> • Step-by-step instructions for retrieving test tickets: <i>View the Test Tickets in Test Management</i>, p. 77. • Step-by-step instructions for retrieving the TIP sheet: <i>Retrieve the TIP in Test Management</i>, p. 77. • Watch: ○ Using Kite Student Portal (2:34) ○ Test Tickets and TIPs in the Spring Window for Year-End States (2:05)
	16. Assess the student on the first testlet.* After completing 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. • Read the following in the <i>Test Administrator Manual</i>: ○ <i>Computer-Delivered Testlets</i>, p. 55 ○ <i>Teacher-Administered Testlets</i>, p. 70. This section includes how to administer the reading, writing, mathematics, and science testlets. ○ <i>Practices Allowed</i>, p. 87 ○ <i>Practices Not Allowed</i>, p. 90 *REMINDERS: 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

✓	Step
	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 change the PNP settings to switch to teacher-delivered testlets.
	17. Confirm all testlets have been completed. Step-by-step instructions for ensuring you've administered all testlets are in <i>Monitor Student Progress</i>, p. 106, <i>Test Administrator Manual</i>.

2025-26 Alternate Assessment Program Calendar		
<i>DLM Test Administration</i>	<i>Opens/Starts</i>	<i>Closes/Ends</i>
Test Administrator Training Modules	August 4, 2025	June 5, 2026
New for 2025-26: Overnight student data feed from RIDE to Educator Portal begins. Students can be rostered to teachers at any point after this date.	October 15, 2025	
Have all Test Administrator Training completed by:		March 13, 2026
Have all PNP and First Contact Surveys completed by:		March 20, 2026
DLM Testing Window	March 30, 2026	May 29, 2026
Score Report Delivery in Kite Educator Portal (includes district, school and student* reports).	July 17, 2026	
Teachers can download student score reports. Kite EP will reset on July 24, 2026.	July 18, 2026	July 23, 2026
Printed Individual Student Score Report Delivery in LEAs	Week of Sept. 7, 2026	

* Teachers will have access to student score reports in Kite EP from July 18 until Kite Educator Portal is reset on July 24. After July 24, teachers **will not** be able to access any student score reports unless they have student rosters. If a teacher needs the student score report after this date, they must contact their district special education director or test coordinator.