Dynamic Learning Maps (DLM) Checklist for Test Administrators (2026-27)

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.

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	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 implemented an automatic, over-night data feed to Kite Educator Portal. *Districts and schools are no longer able to manually add or transfer students in Kite EP.* Districts and schools can only to exit students and create rosters for testing. **The data feed began on October 5, 2026.** ○ **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 *Outplaced Students Application* in the RIDE Portal (https://portal.ride.ri.gov/Account/Login) to make sure the data is accurate and contact the sending district to make any corrections. • 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. • To be registered for DLM, a student must be coded 3 = Alternate Assessment in the IEP Census. • **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 *DLM Alternate Assessments* tab or from https://dynamiclearningmaps.org/rhodeisland: • *RI Guide to Required Training* • *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. **Read the Test Administration Manual in full.**

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	5. **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:** *Thirty minutes after activating your account in EP, the training modules will be available.*
	  • **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* (5:07 min.)
	• **RETURNING Test Administrators:** Last year's username and password are still active. If you 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.

	6. **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. The Security Agreement expires during the first week of August each year, so it must be completed again every year. • **Read:** *Test Administration Manual,* p. 42, or *Educator Portal User Guide*, page 22.

	7. **Complete the Required Test Administrator Training and send Completion Certificate to Special Education Director or District Test Coordinator and Principal.** Districts are required to train all educators who will administer DLM. Districts have two options for providing this training, outlined below and in the *RI DLM Guide to Required Training*. 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:** *RI DLM Guide to Required Training 2026-27* (www.ride.ri.gov/assessment-manuals) and district memos about which option your district chose and when and where training will take place. The *RI DLM Guide to Required Training 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 and your principal. The certificate is not at the end of a module or quiz. After you pass all quizzes, scroll to the bottom of the Training Courses page and select the certificate link under the "Congratulations!" heading. You must select the certificate for your training to be registered as complete. Wait 30 minutes after selecting it before trying to access student information.
	  • ***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 quizzes 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. Returning test administrators must score at least 80% on the first attempt of the quiz.
	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.

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	8. **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 1-7 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. Rostering should be completed at least 24 hours before the testing window opens. Confirm that each student is enrolled in the correct grade; if the grade is wrong, contact your district test coordinator so the problem can be fixed. • **Step-by-step instructions:** *View and Check Student Data for Accuracy* in the *Educator Portal User Guide,* p. 27. • **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.
	9. **Read the *Accessibility Manual* to determine accessibility features and accommodations and ensure the IEP includes any accommodations the student needs.** • **Read:** ○ *Accessibility Manual* (www.ride.ri.gov/assessment-manuals) ▪ *Category 1: Settings in the PNP Profile that activate supports within Student Portal,* p. 25. ▪ *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,* p. 26. ▪ *Category 3: Settings in the PNP Profile that require the test administrator to provide all supports outside of Student Portal,* p. 28. ○ *Test Administration Manual:* ▪ *Practices Allowed,* p. 89 ▪ *Practices Not Allowed,* p. 91 ▪ *Other Accessibility Supports,* p. 92 ▪ *Testlets for Students Who Are Blind or Have Visual Impairments,* p. 94 • **Watch:** *Accessibility in Dynamic Learning Maps Assessments* (3:00 min.) • Accommodations must be included in each student's IEP. If 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 your district's amendment process. Contact your district special education director for more information.
	10. **Complete each student's Personal Needs and Preferences Profile (PNP) by March 15, 2027. Allow at least 24 hours after you save or change PNP settings before the student tests.** • Make sure each student's PNP settings match the accessibility supports and accommodations in the IEP. • **Read:** ○ **Step-by-step instructions**: *Complete the PNP Profile (Educator Portal User Guide)* p. 39. ○ **Changing the PNP Profile Settings During Testing** *(Educator Portal User Guide)* p. 49. • **Watch:** *Completing the First Contact Survey and PNP Profile* (10:32 min.) • **March 15, 2027:** 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.

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	11. **Complete or update the First Contact Survey by March 15, 2027:** Students will not be assigned testlets if the First Contact Survey is not submitted. Allow at least 24 hours after submitting the First Contact Survey before the student tests. • **Step-by-step instructions:** *Complete and Submit the First Contact Survey* (*Test Administration Manual),* p. 49. • **Watch:** *Completing the First Contact Survey and PNP Profile* (10:32 min.) • **March 15, 2027:** 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.
	12. **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.
	13. **Schedule locations and times for assessment sessions. Test window: March 29 – May 28, 2027.** • All assessments must be completed by the end of the school day on May 28, 2027. • 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 *Test Administration Manual:* ○ *Teacher-Administered Testlets,* p. 72 ○ *Teacher-Administered Reading Testlets,* p. 74 ○ *Teacher-Administered Writing Testlets,* p. 77 ○ *Teacher-Administered Mathematics Testlets,* p. 85 ○ *Teacher-Administered Science Testlets,* p. 87
	14. **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.
	15. **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). • *Prepare for Assessment with Practice Activities and Released Testlets,* p. 50, *Test Administration Manual* *This is also a good time to check compatibility of students' AT/AAC devices with Student Portal.
	16. **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. • TIP sheets are secure test documents. Keep them in a secure place and do not share or copy them. Report any security breach to your district special education director or district test coordinator. • **Read:** ○ **How to read and use the TIP sheets:** *Test Administration Manual*: • *Retrieve Testlet Information Page and Gather Materials*, p. 103. • *TIPs for ELA Testlets,* p. 105

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	• *TIPs for Mathematics Testlets,* p. 106 • *TIPs for Science Testlets,* p. 106 ○ In *Educator Portal User Guide:* • **Step-by-step instructions** for retrieving test tickets: *View the Test Tickets in Test Management,* p. 77. • **Step-by-step instructions** for retrieving the TIP sheet: *Retrieve the TIP in Test Management*, p. 78. • **Watch:** ○ *Using Kite Student Portal* (2:34) ○ *Test Tickets and TIPs in the Spring Window for Year-End States* (2:05)
	17. **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 *Test Administration Manual:*** ○ *Computer-Delivered Testlets,* p. 56 ○ *Teacher-Administered Testlets,* p. 72. This section includes how to administer the reading, writing, mathematics, and science testlets. ○ *Practices Allowed*, p. 89 ○ *Practices Not Allowed*, p. 91 • Field test testlets are required. Each student is assigned 1 field test testlet in ELA and in mathematics and up to 4 in science. Administer them the same way as all other testlets. • Rhode Island policies: Exit Does Not Save and language translation are allowed. Student writing products must be kept for one year. • Irregularities: A testlet completed in under 60 seconds is flagged as a possible irregularity. If a student's grade or information does not match the IEP Census, the test may be invalidated. • Contacting the DLM Service Desk: Do not email or chat student names. You may send the student's SASID, school name, and grade. For any other student-specific information, call (855) 277-9751. ***REMINDERS:** You must administer each testlet according to the instructions outlined in your training modules and in the *Test Administration 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 change the PNP settings to switch to teacher-delivered testlets.
	18. **Confirm all testlets have been completed.** • **Step-by-step instructions** for ensuring you've administered all testlets are in *Monitor Student Progress,* p. 108, *Test Administration Manual.*
	19. **After testing, secure and dispose of test materials and plan for next year.** • Securely shred Testlet Information Pages (TIPs), test tickets, blank paper with student writing, and embossed braille forms. • Store any reports that include student personally identifiable information (PII) in a secure location. • Keep student writing products for one year. • Evaluate the supports the student used and use the results to plan IEP goals for next year. • Teachers can access student score reports in Educator Portal beginning July 27, 2027.

2026-27 Alternate Assessment Program Calendar

DLM Test Administration	*Opens/Starts*	*Closes/Ends*
Test Administrator Training Modules	August 4, 2026	May 28, 2027
Overnight student data feed from RIDE to Educator Portal began. Students can be rostered to teachers at any point after this date.	October 5, 2026	
Have all Test Administrator Training completed by:		March 15, 2027
Have all PNP and First Contact Surveys completed by:		March 15, 2027
DLM Testing Window	March 29, 2027	May 28, 2027
Score Report Delivery in Kite Educator Portal (includes district, school and student* reports).	July 27, 2027	
DLM Science score reports available in Kite Educator Portal (includes district, school and student reports).	August 6, 2027	
Teachers can download student score reports. Kite EP will reset on July 28, 2027.	July 27, 2027	July 28, 2027
Printed Individual Student Score Report Delivery in LEAs	Week of Sept. 20, 2027 (estimate)	

* Teachers will have access to student score reports in Kite EP from July 27, 2027 until Kite Educator Portal is reset on July 28, 2027. After July 28, 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.