

## Dynamic Learning Maps Alternate Assessment Teacher Checklist

	Suggested Deadline for Completion	Completed
Confirm student eligibility to participate in Dynamic Learning Maps Alternate Assessment (DLM-AA) using student's Individualized Education Program (IEP). Refer to the <a href="#">DLM Participation Guidelines</a> as needed.	2/8/2023	
Read/review the <a href="#">Test Administration Manual</a> .	2/8/2023	
Activate your Educator Portal account by following the instructions in the activation email sent from <a href="mailto:kite-support@dml.org">kite-support@dml.org</a> or by using your username from the prior year. If you are a new user and have not received an email from DLM, verify with your building or district test coordinator that your account has been created in Kite Educator Portal	As soon as activation email is received	
Complete the annual Security Agreement in your Educator Portal profile. You will not be able to administer testlets if you have not agreed to the Security Agreement this year.	2/1/2023	
Complete the required test administrator training in Moodle. <b>IMPORTANT:</b> Be sure to print your certificate of completion once you have passed the training. <ul style="list-style-type: none"> <li>• Username is your email address.</li> <li>• Password is the first part of your email address up to the @ sign.</li> <li>• Training quizzes must be passed with an accuracy of 80% or better.</li> <li>• New teachers have an unlimited number of attempts to take a course and pass the quiz. An accuracy of 80% or better is required.</li> </ul> Returning teachers only have one opportunity to pass the quiz. If a returning teacher does not pass the quiz with a score of 80% or better, they will be prompted to review the corresponding section of the module and take the quiz again.  The <a href="#">Guide to DLM Required Test Administrator Training Manual</a> provides further details related to the training.	2/1/2023	
Ensure all testing devices you will use have the most recent version of <a href="#">Kite Client</a> installed. Version 9.0.0 is needed for the 2022-23 school year. Previous versions are not compatible with the 2022-23 assessment and must be removed. Speak with your building or district test coordinator for guidance if you do not have the latest version.	2/8/2023	
Verify the students on your roster. <ul style="list-style-type: none"> <li>• Ensure data, including grade, date of birth, spelling of name, demographic information, are correct. Notify your district test coordinator if changes are needed.</li> <li>• Students in grades 3-11 are assessed in ELA and Math. (Certain 12th-graders are also assessed. Please confer with your district test coordinator as needed.)</li> <li>• Students in grades 5, 8 and 11 are also assessed in Science</li> <li>• Students should NOT be rostered for Social Studies or Other. If you have students rostered for Social Studies or Other, you will need to notify your district test coordinator of the error.</li> </ul> Page 24 of the <a href="#">Educator Portal User Guide</a> provides steps for viewing rosters.	2/15/2023	

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Share information about DLM-AA with parents or guardians, preparing them for their students' assessment experience. The <a href="#">DLM website</a> has a Parent Notification Letter for Year-End Model States and a Parent Notification Letter for Year-End Model States (en Espanol) for distribution.	2/15/2023	
Use the <a href="#">Accessibility Manual</a> and work with IEP teams to determine what accessibility supports should be provide for each student taking the DLM-AA. These supports should be reflected in each student's Personal Needs and Preferences Profile (PNPP) in Educator Portal. See page 28 of the <a href="#">Educator Portal User Guide</a> for more information on the PNPP.	2/15/2023	
Complete the First Contact Survey (FCS) for each student on your roster prior to testing. See page 39 of the <a href="#">Educator Portal User Guide</a> for further information.  <b>PLEASE BE AWARE</b> that delays in completing the FCSs will postpone availability of testlets by 24 hours.	2/15/2023	
Become familiar with DLM testlets. <ul style="list-style-type: none"> <li>Use this opportunity to consider your students' communication needs and the tools needed to facilitate communication.</li> <li>Access practice activities and released testlets</li> </ul> Page 39 of the <a href="#">Test Administration Manual</a> begins the explanation on how to access practice activities and released testlets.	2/15/2023	
Consider the school year calendar to ensure students complete all DLM testlets during the spring assessment window (March 15 – May 10, 2023).	2/15/2023	
Obtain student usernames and passwords from the Educator Portal. See page 48 of the <a href="#">Educator Portal User Guide</a> for the steps to view student usernames and passwords.	Prior to administering testlets	
Retrieve the Testlet Information Page (TIP) for the first testlet (See page 50 of the <a href="#">Educator Portal User Guide</a> for details). TIPs identify specific test materials needed for individual testlets and should be reviewed prior to administering each testlet. You will need to gather materials needed before beginning assessment. A collection list of materials for <a href="#">ELA</a> , <a href="#">Math</a> and <a href="#">Science</a> are posted on the <a href="#">Illinois page</a> of the DLM website.	Prior to administering the first testlet	
Assess students on the first testlet. <ul style="list-style-type: none"> <li>As each remaining testlet becomes available, retrieve the TIP, gather materials, and assess the student.</li> <li>Field Test Testlets may be assigned to students after operational testing has been completed. Field test testlets must be administered.</li> <li>Securely destroy the TIP and the test ticket after testing is complete.</li> </ul>	3/15/2023-5/10/2023	
Use the DLM Test Administration Monitoring Extract to confirm your students have completed all required testlets. See page 100 of the <a href="#">Educator Portal User Guide</a> .	Immediately after completing testing	