

Dynamic Learning Maps Alternate Assessment

District Test Coordinator Checklist

DTCs MAY ADD NEW USERS TO KITE AT ANY TIME. DTCs SHOULD **NEVER** ADD STUDENTS TO KITE EDUCATOR PORTAL (KITE).

Description of task	Suggested Deadline for Completion	Completed
Use the resources on the DLM (Dynamic Learning Maps) website to ensure familiarity with the assessment and the procedures to be prepared. The Data Management Manual and the Educator Portal User Guide will be essential to your role. Use the DLM assessment coordinator training videos as needed.	12/30/2022	
Verify you have access to Kite. Please contact Pam Hartwig if you need access.	12/30/2022	
Contact Pam Hartwig if the District Test Coordinator role needs to be assigned to someone else.	12/30/2022	
Log in to Kite and complete the annual security agreement. Do not give out, loan, or share your password with others. All users should have their own accounts.	12/30/2022	
Collect educator, student, and roster data for the DLM-AA (Dynamic Learning Maps Alternate Assessment).	1/31/2023	
Verify all user accounts in Kite. Add new users to Kite if necessary. Steps for adding users are found in the Data Management Manual , page 15. To determine who can administer the DLM-AA, refer to this document .	1/31/2023	
Obtain a pre-ID report from SIS (Student Information System) and ensure all students taking the assessment during the Spring 2023 administration are correctly identified: the IDEA Services Indicator and the Alternate Assessment Indicator should be "YES." Please reference this document for further details on the pre-ID process. If pre-ID updates need to be made after this date, contact Pam Hartwig	2/08/2023	
Confirm that all computers and devices being used to test students have the latest version of the Kite® student portal installed. The latest version is available here .	2/08/2023	
Ensure that every student whose Individualized Education Program (IEP) indicates participation in the alternate assessment is enrolled and rostered in Kite, including homebound and hospitalized students. DO NOT add students directly to Kite. If students need to be added, please contact Pam Hartwig .	2/15/2023	
Create rosters in Kite. See page 129 of the Data Management Manual for steps to create a roster. Confirm students are linked to the correct educator roster for each content area to be tested. Districts must create rosters for each test administrator and for each content area assessed by that teacher. Subject areas assessed include: <ul style="list-style-type: none"> • ELA and Math in grades 3-11 • Science in grades 5, 8 and 11 NO ROSTERS SHOULD BE CREATED FOR "SOCIAL STUDIES" AND "OTHER."	2/15/2023	

Review students for moves/transfers. Place a request with Pam Hartwig for any students that need to be moved or transferred.	2/15/2023	
Monitor completion of the required test administration training using the "REPORT" function in Educator Portal. See page 100 of the Educator Portal User Guide to run a report. All test administrators must complete training annually in order to be able to administer the DLM assessment.	2/15/2023	
Monitor completion of the student Personal Needs and Preferences Profile and First Contact Surveys in Educator Portal. Test tickets will not be produced unless these are completed and submitted by the test administrator. See page 27 of the Educator Portal User Guide for guidance on completing the profile and page 20 for the surveys.	2/15/2023	
Communicate necessary information to Test Administrators. Please send out the DLM Test Administrator Checklist to all test administrators so that they understand required steps and procedures.	2/22/2023	
Make sure test administrators know how to access the Testlet Information Pages (TIPs) prior to administering the assessment. See page 50 of the Educator Portal User Guide .	3/10/2023	
Make sure test tickets are printed for Test Administrators (or that they know where to find them) once the test window opens. Test tickets are not available prior to March 15, 2023. See page 48 of the Educator Portal User Guide .	3/15/2023	
Monitor test administration using the Report function in Kite. See page 102 in the Educator Portal User Guide .	3/15/2023- 5/10/2023	
Once score reports are available in Kite, print score reports. Serving schools need to send score reports to home schools.		