

# Position Overview: Assessment Coordinator for the Dynamic Learning Maps Alternate Assessment

## About the Dynamic Learning Maps Alternate Assessment System

The Dynamic Learning Maps Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in English language arts (ELA) and mathematics in grades 3–9, and science for grades 4, 8, and 10.

## About the [Kite Suite](#)

The Kite Suite was designed to deliver the Alternate Assessment for students with significant cognitive disabilities via an adaptive computer-based method. There are two components to the Kite Suite:



### **Kite Educator Portal:** Staff and educators accounts

Educator Portal is the administrative application where staff and educators manage student data and retrieve reports. Much of the work in Educator Portal is done by the Data Manager.



### **Kite Student Portal:** Student accounts

Kite Student Portal delivers assessments to students through the use of a customized, secure web browser accessible on multiple devices. *Educators and staff do not have accounts in Kite Student Portal.*

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**You must read the [Assessment Coordinator Manual](#) in order to oversee the assessment process.**

## Overview of Role

The Assessment Coordinator is the Alternate Assessment point of contact for the district. The key duties of the Assessment Coordinator is to oversee the assessment process, including managing staff and educator roles and responsibilities, developing and implementing a comprehensive training plan, developing a schedule for assessment implementation, monitoring and supporting assessment preparations and administration, and developing a plan to facilitate communication with parents/guardians and staff.

**Download the Following Resources from the [Dynamic Learning Maps \(DLM\) Website:](#)**  
[Assessment Coordinator Manual](#), [Educator Portal User Guide](#), [Guides to Required Training](#), and the [Test Administration Manual](#).

## Activate Your Educator Portal Account

Educator Portal is the assessment management system for users and managing student data. You must have an Educator Portal account to complete the required training. You will receive an account activation notice by email (this comes from the Kite Suite). Contact DEED if you do not have an Educator Portal account. For more information, refer to the [Educator Portal User Guide](#), under 'Manager User Account'.

*Note: Be sure both you and the Test Administrators complete the annual DLM Security Agreement in your Educator Portal profile, otherwise students will not receive testlets.*

## **Participate in Training**

View the DLM [Assessment Coordinator Training](#) and the [District Staff Training Videos](#) for Educator Portal.

## **Manage Roles and Responsibilities**

- Assign staff to fill the roles of Technology Representative, Data Manager, and Test Administrators and make sure they understand their responsibilities
- Monitor that Data Managers, Technology Representative, and Test Administrators have completed required tasks (checklist available in the [Assessment Coordinators Manual](#))

## **Prepare for Assessment Implementation**

- Establish a communication plan between Data Managers, Technology Representative, and Test Administrators
- Monitor the creation of Educator Portal user accounts

## **Verify Student Participation**

Identify and enroll students who are eligible to participate in the Alternate Assessment and conduct verification of student demographic data.

*Note: The deadline for completing student enrollment is 1/11/2019.*

Ensure Data Managers have created rosters that assign students to specific Test Administrators in Educator Portal. Students can be rostered to only one Test Administrator per subject area.

## **Monitor Completion of the Access Profile and First Contact Survey**

Verify completion of the Access Profile and the First Contact survey for all students have been completed by the Test Administrator.

The Access Profile contains student-specific information that tells Student Portal about an individual student needs (display enhancements, language and braille, and audio and environment supports). Input to the Access Profile should be done individuals who are familiar with the student. Refer to the [Educator Portal User Guide](#) for details.

The First Contact survey gathers information about learner characteristics that goes beyond basic demographics. The survey covers a variety of areas, including communication, academic skills, and attention. The First Contact survey must be reviewed and submitted at least once before the first assessment each year. Students will NOT receive testlets if the First Contact survey is not submitted. Refer to the [Educator Portal User Guide](#) for details.

## **Monitor and Support Test Administration**

- Ensure Technology Representative has prepared assessment devices for use with Kite Suite
- Monitor and ensure assessment completion within the test window
- Serve as the first point of contact for Test Administrators, answering questions about the assessment

*Note: Alaska has committed to participate in field testing new questions. Please have students complete the field test items that are delivered at the end of each subject area.*