

## Position Overview:

### Test Administrators to Administer the DLM Alternate Assessment

#### About the Dynamic Learning Maps (DLM) Alternate Assessment System

The DLM 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.*

---

**You must read the [Test Administration Manual](#) prior to giving this assessment.**

#### Overview of Role

Test administrators are the people who administer the assessments to students. In Alaska, Test Administrators may also be referred to by other titles, such as educators, examiners, proctors, or teachers.

#### Download the following materials on the [Dynamic Learning Maps \(DLM\) Website](#):

[Test Administration Manual](#), [Accessibility Manual](#), [Guide to DLM Required Test Administrator Training](#), and the [Educator Portal User Guide](#).

#### Activate Your Educator Portal Account

Educator Portal is the assessment management system for users. You must have an Educator Portal account to complete the required training. Your Data Manager should upload your user information by mid-January. After an account has been created for you, you will receive an activation email. Follow the instructions in the activation email (this comes from the Kite Suite). Contact your Data Manager 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 to complete the annual DLM Security Agreement in your Educator Portal profile. You will not be able to administer the test without this agreement.*

## **Complete the Required Test Administrator Training**

Training is required annually for all Test Administrators. Two types of training are available: Facilitated and Self-Directed training. Facilitated training is a group training hosted by a facilitator and the Self-Directed training is done independently. For more information on training, refer to the DLM Guide to Required Test Administrator Training. The link to training is located on DLM’s Site “Moodle”, which is a training website separate from Educator Portal. DLM “Moodle” training site is located [here](#). Contact your Data Manager if you do not have a DLM “Moodle” Site account.

*Note: The deadline to complete training is four weeks prior to testing start date.*

## **Review Student Demographic Data in Educator Portal for Accuracy**

In order to have access to your students’ demographic data, the district or school Data Manager must enroll students in Educator Portal by January 10, 2020. After students are enrolled, the Data Manager will roster — or create lists — to assign students to specific Test Administrators.

Test Administrators must ensure that student demographic data is accurate. Contact your Data Manager if student information is incorrect. Do not begin testing until data has been corrected. If you do not see your students on your roster in Educator Portal, contact your Data Manager for assistance. Refer to the [Educator Portal User Guide](#) for details on the procedures to view and check rosters and student data.

## **Complete the Student Access Profile in Educator Portal**

The Access Profile contains student-specific information that tells Kite Student about individual student needs (display enhancements, language and braille, and audio and environment supports). This should be done by Test Administrators who know each student. Refer to the [Educator Portal User Guide](#) for details on procedures for completing the Access Profile.

## **Complete the First Contact Survey in Educator Portal**

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 assessment each year. Students will **NOT** be able to start the assessment until the First Contact Survey is submitted. Refer to the [Educator Portal User Guide](#) for details on procedures for completing the First Contact Survey.

*Note: The deadline to complete the Access Profile and First Contact Survey is three weeks prior to the assessment window start date.*

## **Practice Tests and Released Testlets for Teachers and Students**

Familiarize yourself and your students with DLM testlets. Access practice activities and released testlets by using DLM’s demo login (you must use demo accounts provided in the DLM’s [Guide to Practice Activities & Released Testlets](#)). Select the “Practice First” option in the Kite Student Portal.

## **Retrieve the Testlet Information Page (TIP) For the First Testlet**

It is important to retrieve the Testlet Information Page (TIP) prior to giving the assessment. This page provides essential information about materials needed for the testlet and allowable accommodations. See: [TIPs](#)

### **Retrieve Student's Username and Password from Educator Portal for Student Portal Access**

Students will need a username and password to access testlets in Kite Student Portal. Confirm that you have the student username and password to log in. If the student username and password do not appear in the Educator Portal, then testlets have not been assigned to that student. Check with your Data Manager if no testlets appear. View procedures for student usernames and passwords in the [Educator Portal User Guide](#).

*Note: Each individual student's username and password is the same for all DLM Alternate Assessments during this academic year.*

### **Assess Student on the First Testlet**

As each remaining testlet becomes available, retrieve the Testlet Information Page, gather materials, and assess the student.

### **Use the DLM Test Administration Monitoring Extract**

Use this extract to confirm that all testlets have been completed. Instructions are provided in the [Educator Portal User Guide](#).

**DEADLINE TO COMPLETE TESTING IS MAY 1, 2020. NO EXCEPTIONS.**

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