



DLM Administration Calendar 2016-17

Tentative Dates	Resources	Software	Assessment Deadlines and Windows
Summer 2016			
7/13			Submission of state-level organization changes begins
7/28			Last day to pull extracts or enrollments based on the 2015-16 data set
8/01			Recommended date for submission of state-level organization change file.
8/01			Last day for a state to switch to a different assessment model for 2016-2017.
8/01			Last day for a state to join science for 2016-2017.
8/01	Consortium level Manuals, Required Test Administrator Training, and Resources ready. Published based on SEA direction		
8/01			Automated EP – Moodle data transfer begins based on each state’s Moodle launch date
8/01 – 8/19	District Training recordings available on DLM website (Assessment Coordinator, Data Management, Technology Specifications)		
8/04		Software Release	
8/30 – 9/29	Q&A sessions conducted in support of District Training recordings (Assessment Coordinator, Data Management, Technology Specifications)		

***All Science deadlines/windows align with dates for ELA and Mathematics**

Key: new/changed items are highlighted in yellow

Last Updated: August 25, 2016



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Tentative Dates	Resources	Software	Assessment Deadlines and Windows
Fall 2016			
9/07			Recommended deadline to complete initial enrollment/user/roster uploads for states starting instructionally embedded assessment when ITI first opens (2 weeks ahead of the window launch with ongoing adjustments as needed).
9/07			Recommended deadline to complete/review First Contact and Access Profile for states starting instructionally embedded assessment when ITI first opens (2 weeks ahead of the window launch with ongoing adjustments as needed).
9/15		Software release (tentative) KITE Client release (tentative)	
9/21		Instructional Tools Interface (ITI) in Educator Portal opens	
10/27		Software Release (tentative)	
Winter 2016-17			
12/08		Software Release (tentative)	
12/14			Recommended date for submission of state-level organization change file for Year-End states
12/19 – 1/03		Instructional Tools Interface (ITI) in Educator Portal temporarily closed	
12/27			Recommend deadline to complete enrollment/user/roster uploads for participation in spring assessment

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Tentative Dates	Resources	Software	Assessment Deadlines and Windows
1/02 – 3/01			Data verification/revision window (preparation for spring testing window) no later than 3 weeks before state’s spring window opens
1/13			Recommended deadline to complete First Contact and Access Profile for participation in spring assessment
Spring 2017			
2/21 – 3/14			Data verification/revision window
2/28		Instructional Tools Interface in Educator Portal closed for the year	Instructionally embedded assessments unavailable
3/15 – 6/09			CONSORTIUM OPERATIONAL SPRING WINDOW FOR ELA, MATH, AND SCIENCE (State windows individualized within)
Summer 2017			
6/09	2016-2017 required test administration training modules closes		
7/28	Access to 2015-16 data in Educator Portal ends		Last day to run extracts and enrollments based on 2016-2017 data
TBD	General Research File delivered to states		
TBD	SEA General Research File review – two weeks		Two week review window based on GRF delivery date
TBD	Aggregated reports for 2016-2017 delivered to states.		
TBD	Individual Student Reports delivered		

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