DYNAMIC®
LEARNING MAPS

SCIENCE SUPPLEMENT TO TEST ADMINISTRATION MANUAL

Revision Date: 03/09/2016

Version: YE Test

All screen shots, data dictionaries, and templates shown or referred to in this manual are accurate on the Revision Date noted above.

When this manual is updated, the Revision Date will also be updated.

SERVICE DESK

Hint: Print this page and keep it handy!

For questions regarding the online testing system or for additional assistance, please contact the Service Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

- The Service Desk is open Monday through Friday from 8:00 a.m. to 7:00 p.m. Central Time.
- During your state's spring testing window, the Service Desk is open from 7:00 a.m. to 7:00 p.m. Central Time.
- The Service Desk is closed in observance of the following holidays:

Labor Day	Monday, September 7, 2015
Veterans Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015 & Friday, November 27, 2015
Christmas & New Year's break	Thursday, December 24, 2015 through Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016

The Service Desk provides support for a variety of situations, including:

- testing environment issues
- test administration and user account issues
- student information issues

When contacting the Service Desk, provide as much detail as possible about the issues encountered and the system on which they occurred. Please include:

- your contact information (email address and name)
- the state and district in which your school is located
- error messages, including the testlet number if applicable to the problem
- operating system and browser information
- status if using a local caching server
- information about network configuration

Test administrators should contact the local Technical Liaison if they encounter technical issues related to Internet availability, KITE™ installation, display resolution, and/or issues with sound/headphones/speakers, etc.

SCIENCE SUPPLEMENT TO TEST ADMINISTRATION MANUAL

CONTENTS

AUDIENCE AND PURPOSE

This document supports Test Administrators in preparing themselves and their students for the Dynamic Learning Maps™ (DLM®) Alternate Assessment science test. Test administrators are the people who actually administer the assessments to students. In your state, test administrators may also be referred to by other titles, such as educators, examiners, proctors, or teachers.

The TEST ADMINISTRATION MANUAL serves as a comprehensive resource in planning for, preparing for, and administering the DLM assessments. It covers key responsibilities, policies and practices, and procedures for Educator Portal and KITE Client.

This SCIENCE SUPPLEMENT TO TEST ADMINISTRATION MANUAL focuses on the differences related to the science test.

Be sure to check the resources provided on your state's DLM webpage and follow any additional instructions provided at the state level.

WHAT'S NEW IN THIS VERSION?

Information about these topics has been added or enhanced in this version.

Topic	Page
Overall focus on spring 2016 assessments replaces information about field tests conducted in fall 2015.	throughout

CHECKLISTS FOR TEST ADMINISTRATORS

Before beginning the science test, view the resources available on the Science Test Administration webpage, http://www.dynamiclearningmaps.org/content/erp_sci.

Before the testing window opens, confirm that you have the correct students on your roster, that they are assigned to the correct grade and subject, and that their First Contact survey and Personal Needs and Preferences (PNP) Profile information is up to date. Consult your Assessment Coordinator for instructions on editing student information.

STUDENT HAS NOT PARTICIPATED IN OTHER DLM ASSESSMENTS THIS YEAR

If you will be assessing a student who has not participated in any other DLM assessments this year, take these steps before the science spring testing window begins. Step-by-step instructions with screen shots are in the TEST ADMINISTRATION MANUAL.

☑	Action	Related Sections in the TEST ADMINISTRATION MANUAL *and Supplemental Resources*
	Check student demographic information; update if needed.	Review Student Demographic Information View and Check Student Data
	Check the roster. Students should be rostered to Science. Oklahoma students enrolled in Biology should be assigned to the BIO course. Work with Data Steward to update if needed.	View and Check Roster
	Check the student's Access Profile; update if needed. Click **Submit** when finished.	Complete Access (Personal Needs & Preferences) Profile
	Check the student's First Contact Survey; update if needed. *If this survey is not submitted, the student will not receive testlets.*	Complete or Update First Contact Settings
	Use practice activities and released testlets with the student.	Prepare for Assessment with Practice Activities and Released Testlets Access Practice Activities and Released Testlets
	Schedule location and times for assessment sessions.	

STUDENT HAS PARTICIPATED IN OTHER DLM ASSESSMENTS THIS YEAR

☑	Action	Related Sections in the TEST ADMINISTRATION MANUAL
	Check the roster. Students should be rostered to Science. Oklahoma students enrolled in Biology should be assigned to the BIO course. Work with Data Steward to update if needed.	View and Check Roster

STUDENT IS READY TO TEST

When the fall field testing window opens, follow these steps.

☑	Action	Related Sections in the TEST ADMINISTRATION MANUAL *and Supplemental Resources*
	Retrieve student's username and password from Educator Portal.	View Student Username and Password.
	Retrieve and review the Testlet Information Page.	Retrieve Testlet Information Page and Gather Materials Retrieve Testlet Information
	Gather materials and/or print images.	Retrieve Testlet Information Page and Gather Materials
	Assess the student.	KITE User Guide and Start a Test

INTRODUCTION

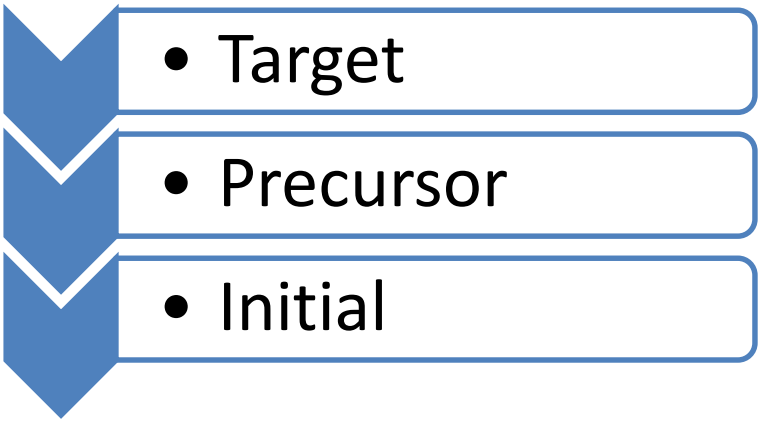
Content Areas Assessed

DLM assessments are already available for mathematics and English language arts (reading and writing) in grades 3-8 and high school. The spring 2016 administration is the first fully operational science test.

Preliminary Essential Elements for Science and Linkage Levels

The Preliminary Essential Elements (EEs) for science are specific statements of knowledge and skills linked to the grade-level expectations identified in A Framework for K-12 Science Education (National Research Council, 2012) and represent the standards most frequently assessed across DLM science states. The purpose of the EEs is to build a bridge from those content standards to academic expectations for students with the most significant cognitive disabilities. Preliminary Essential Elements for science are available for grade spans 3-5, 6-8, and 9-12 as well as end-of-course high school biology. These EEs are located on the DLM website.

The EEs specify academic learning targets. For each EE, three linkage levels are identified. The highest linkage level is the target level and is aligned to the content of the Essential Element. The precursor and initial levels are less complex the target and provide access to the target level at a reduced depth, breadth, and complexity level. All EEs include embedded science and engineering practices.



INTRODUCTION TO SCIENCE TESTLETS

DLM science assessments are delivered in testlets. Each testlet contains an engagement activity and 3 to 4 items. Each science testlet contains items for one linkage level of one Essential Element. Linkage levels provide three levels of complexity for the Essential Element.

Here is an example of a middle school physical science Essential Element with the corresponding linkage levels. Notice the reduced breadth, depth, and complexity of the expectation from level to level as well as the embedded practice which focuses on carrying out investigations.

Essential Element: EE.MS-PS2-2 **Target Level:** Investigate and predict the change in motion of objects based on the forces acting on those objects.
Precursor Level: Investigate and identify ways to change the motion of an object (e.g., change an incline's slope to make an object go slower, faster, farther).
Initial Level: Identify ways to change the movement of an object (e.g., faster, slower, stop).

COMPUTER-DELIVERED TESTLETS

OVERVIEW

Testlets delivered directly to students via computer are designed with the assumption that students can interact independently with the computer, using accessibility supports and special devices, such as alternate keyboards, touch screens, or switches as necessary. Computer-delivered science testlets are available at the **target** and **precursor** linkage levels.

SCIENCE TESTLET STRUCTURE

While the general purposes of the engagement activity in science are the same as English language arts and mathematics, science testlets are designed to incorporate testlet features from both of the other content areas. There are two main types of testlet structures for the science test.

Testlet Structure A	Testlet Structure B
• Engagement activity	• Short engagement activity or context
• Presented twice	• Presented once
• Questions embedded within and/or at end of activity	• Questions at end of activity

VIDEO-BASED TESTLETS

The science test includes one new type of testlet that includes a video in the engagement activity. This testlet type is included at the middle school grade band at the precursor linkage level. Students will view a short (less than 30 seconds) video. Three items will be presented after the video that include still-frame photos from the video.

TEACHER-ADMINISTERED TESTLETS

OVERVIEW

Some testlets are designed to be administered directly by the Test Administrator outside of the KITE system. Teacher-administered science testlets are only available at the **initial** linkage level. The KITE system still delivers the test, but the Test Administrator plays a more direct role than in computer-delivered testlets. In teacher-administered testlets, the Test Administrator is responsible for setting up the assessment, delivering it to the student, and recording responses in the KITE system.

SCIENCE TESTLET STRUCTURE

The structure of teacher-administered science testlets is the same as described above for computer-delivered testlets. The main difference is that teacher-administered science testlets may involve presenting the student with printed images that are used in item answer options. These images are accessed through the Testlet Information Pages (TIPs), which are discussed in the section titled Testlet Information Page on page 12 of this manual.

SPECIAL FORMS FOR STUDENTS WHO ARE BLIND OR HAVE VISUAL IMPAIRMENTS

The science test offers braille forms at the Target linkage level. Some BVI forms will also be available. When assigned, a BVI form includes instructions for the Test Administrator about how to adapt testlets to students who are blind or have visual impairments.

See the section titled Special Forms for Students Who Are Blind or Have Visual Impairments in the TEST ADMINISTRATION MANUAL for more information. For information on how to access the braille ready files for embossing, see the section titled Retrieve Braille Ready File in the TEST ADMINISTRATION MANUAL.

ALLOWABLE PRACTICES

Items in science testlets are designed to assess student knowledge and skills. In order to do so, Test Administrators may need to use their best judgment and be flexible while administering the assessment. Test Administrators may provide additional supports beyond PNP options.

Supports described in the Allowable Practices section of the Test Administration Manual are allowed in the science testlets unless exceptions are noted in the Testlet Information Page (TIP).

Teacher-administered science testlets may include picture response cards. Teachers may substitute objects for the images on the picture response cards. Specifications for these objects are described on the Testlet Information Page (TIP).

HOW THE SCIENCE TEST WORKS

OVERVIEW

The consortium-wide science testing window runs from March 16 through June 10. Your state has chosen its own window within the consortium-wide window. All students will be assigned one group of three (seven for end-of-course biology) testlets.

TESTLET NUMBERS AND FORMATS

Students who take the elementary, middle, and high school grade span tests will receive nine testlets, one for each EE in the blueprint. Students who take the end-of-course Biology test will receive 10 testlets, one for each EE in the blueprint. Each testlet includes three or four items related to one Essential Element in the blueprint. The linkage level is chosen for the student based on information from the student's First Contact Survey.

The testing experience is similar to the experience for math and ELA, with adaptive testlet delivery. The first testlet is assigned based on the student's First Contact information. Subsequent testlets may be at higher or lower linkage levels, based on student performance on the prior testlet.

TEST ADMINISTRATION TIME

During the test, estimated total testing time is between 45-135 minutes per student (60-180 minutes for end-of-course biology), with each testlet taking approximately 5 to 15 minutes. Because this is a field test, this is just an estimate. Information regarding average length of time to complete science testlets on this field test will be used to better approximate testing time on future science assessments. The testlets may be taken separately across multiple testing sessions as long as all testlets are completed within the testing window.

SCORING AND REPORTING

Score reports are expected to be presented in a similar format as for math and ELA reports. Delivery times and methods will be provided later.

BEFORE BEGINNING ASSESSMENTS

See the Checklists for Test Administrator beginning on page 5 of this manual which describes the steps a Test Administrator takes before beginning assessments. When appropriate, the checklist includes a reference to the matching procedure in the TEST ADMINISTRATION MANUAL which fully describes how to complete the step. The content below outlines only the differences in those steps for the fall field test.

FIRST CONTACT SETTINGS

The First Contact Survey is a survey of learner characteristics that goes beyond basic demographics. This survey covers a variety of areas, including communication, academic skills, and attention. All questions must be completed because the system assigns each student to a specific testlet linkage level based on your responses. The supporting procedure for Educator Portal is titled Complete The First Contact Survey in the TEST ADMINISTRATION MANUAL. A complete list of First Contact questions is included in the appendix of the TEST ADMINISTRATION MANUAL.

Expressive communication questions from the First Contact survey are used for testlet linkage level assignment. The science test is adaptive just like the math and ELA tests. The first testlet is assigned based on the student's First Contact information. Subsequent testlets may be at higher or lower linkage levels, based on student performance on the prior testlet.

TESTLET INFORMATION PAGE

The Test Administrator will be provided with one Testlet Information Page (TIP) for the test. TIPs are described fully in the Test Administration Manual.

The TIPs may contain additional pages of images that correspond to item answer choices. All images available in the TIPs need to be printed prior to test administration. There may be 2 to 4 images per sheet and each sheet of images should be printed on one standard 8 x 11 piece of paper. When multiple images are on the same sheet of paper, separate the images by cutting on the dotted lines.