



District Test Coordinator Checklist

Before Testing:

- Existing user accounts are updated by February 2, 2018.
- Added new users to Educator Portal by February 2, 2018.
- Teachers have completed required training by February 9, 2018.
- Users have agreed to the security agreement by February 2, 2018.
- Verify the student enrollments for DLM-AA by February 2, 2018.
- Verify the home district for students enrolled for DLM-AA by February 14, 2018.
- Exit students not currently enrolled in grades 3-8 and 11 by February 14, 2018.
- Create rosters for students by February 14, 2018:
 - ELA/Math-grades 3-8 and 11
 - Science- grades 5, 8, and 11 only
- Verify the first contact survey has been completed for all students by March 2, 2018.
- Verify the Access Profile is completed for all students by March 2, 2018..

During Testing:

- Monitor DLM Test Administration via daily report download in Educator Portal March 14-May 9, 2018.
- Contact the State DLM Coordinator for any student who transfers in or out of the testing locations before April 25, 2018.

After testing:

- Home districts will complete the steps for the DLM-AA correction window.
 - Correct any errors for students in the Assessment Unassigned.
 - Identify the Reason for No Valid Test Attempt (RNVTA) for students with an error code 1, 2, or 3.
- Testing school will need to print Individual Score Reports (when available in Educator Portal) for students who tested at the testing school and mail a copy to the following:
 - Parents
 - Home school (if different than the testing school)

