



Dynamic Learning Maps (DLM) Data Management

April 12, 2017

***Managing Student Moves and
Special Circumstance Codes for
Voiding Testlets***



Remaining Key Dates

- **February 18, 2017 through May 10, 2017** - District window for adding new students to enrollment and rosters.
- **April 3, 2017 through May 19, 2017** - DLM assessment administration window.
- **May 19, 2017** - Last date for making changes to data in Educator Portal, which includes applying Special Circumstance Codes to student assessments.



New Jersey Specific Guidance

Some of the guidance in this presentation will differ from the guidance offered in DLM's documentation.

New Jersey specific protocols and guidance take precedence over DLM's documentation.



Managing Student Moves/Transfers (Within Same District)

DLM Assessment Coordinators and Data Managers with the DTC role may transfer students between schools within their own district by following the step-by-step guidance provided in the [DLM Data Management Manual](#) on **pages 82-88**.



Managing Student Moves/Transfers (Outside of District)

Districts that receive transfer students during the DLM administration window must coordinate with the student's prior school district to complete the following steps from **page 88** of the [DLM Data Management Manual](#):

Move a Student from One District to Another

To move a student from one building to another in a different district, follow these steps in order:

1. District A exits the student using a TEC file. The student will automatically be removed from rosters in that district.
2. District B enrolls the student using the Enrollment Upload Template. **Note that returning students cannot be enrolled manually.**
3. District B rosters the student. When completed, District B will have access to the student's data including student username and password.
4. District B educator verifies that the FCS and AP settings are accurate and resubmits as necessary.



Using Special Circumstance Codes

Special Circumstance (SC) Codes are applied to student assessment records in Educator Portal when students are unable to test or in certain situations where testing is stopped prior to completion.

SC Codes should be entered later in the state's testing window in order to account for situations where a student's testing status changes and testing becomes possible.

Some SC Codes (e.g. Homebound, Medical Waiver, etc.) may be entered early in cases where the student's testing status will not change during the DLM administration window.

All SC Codes must be entered before the DLM testing window closes on May 19, 2017.



Using Special Circumstance Codes (continued)

In order to apply a Special Circumstance Code, a testlet must first be generated for the student. The following steps must be completed before a testlet is generated by the Educator Portal System:

1. The student must be enrolled in DLM's Educator Portal
2. The student must be assigned to a roster for a specific teacher
3. The teacher must complete the First Contact Survey/Accessibility Profile in Educator Portal

The system generates the first testlet after **all** of the items listed above are completed.



Using Special Circumstance Codes (continued)

The Special Circumstance fields are located in Educator Portal on the same screen where the TIPs Page is accessed. The codes are listed as descriptive words (e.g. Medical Waiver or Parental Refusal, etc.), which are accessed from a drop-down menu.

Only individuals with the Educator Portal user role of **District Test Coordinator and Building Test Coordinator** have the permissions necessary to assign these codes.



Using Special Circumstance Codes (continued)

In most scenarios, a Special Circumstance (SC) Code is entered once per content area (ELA or Math) associated with the first testlet to be delivered.

In certain cases, an SC Code may need to be entered per individual testlet (e.g., the student was discovered cheating on a specific testlet).

Note: SC Codes can be changed even after a code is saved.



Using Special Circumstance Codes (continued)

The following slides contain tables that outline the Special Circumstance Codes that are available in the DLM Educator Portal.

Each table contains:

- The code that will be found in the Educator Portal Special Circumstance dropdown menu
- The New Jersey specific definition of the code



NJ Special Circumstance Code Definitions

Educator Portal Special Circumstance Code	New Jersey Specific Definition
Medical Waiver	Student did not receive instruction during test window due to illness, therefore could not test.
Chronic Absences	Student did not test, as he/she was not present during testing window.
Catastrophic Illness or Accident	Medical emergency prevented testing of student.
Student took this grade level assessment last year	Student remains in same grade as last year and already participated in the state assessment.
Parent Refusal	Parent will not allow his/her child to test.



NJ Special Circumstance Code Definitions (continued)

Educator Portal Special Circumstance Code	New Jersey Specific Definition
Homebound	Student is homebound and may be receiving some instruction, but cannot be tested due to illness or other reason.
Other Reason for Ineligibility	Student's arrival from another state within one week of the test window closing date prevents district from evaluating student and completing FC/AP surveys in time to test student.
Left Testing	Student moved out of state and is no longer associated with a New Jersey district, etc.
Teacher Cheating or Mis-administration	Student's testing is invalid due to failure to provide manipulatives, inappropriate supports provided during test (including prompting), etc.
Fire Alarm	A major disruption impacted multiple student testlet administrations (contact NJDOE for guidance).
Other	Varies depending on circumstance (contact NJDOE for guidance).



Scenarios where you must code both content areas

The following scenarios require that a Special Circumstance Code be entered for each **content area** – once for Math and once for ELA.

- Medical Waiver
- Chronic Absences
- Student took this grade level assessment last year
- Homebound
- Other Reason for Ineligibility
- Parent Refusal
- Left Testing



Scenarios where you may code one or both content areas

Code at the Content Level	
Catastrophic Illness or Accident	Code only the incomplete content area if the student completed all required testlets within another content area before the onset of the illness or accident.
Teacher Cheating or Mis-administration	If cheating occurred in only one content area, code only the content area in question. Code both content areas if cheating occurred throughout testing in both content areas.
Fire Alarm	Coding depends on whether the disruption affected one or both content areas (contact NJDOE).
Other	Contact the NJ State Data Manager for guidance if the circumstance does not fit into the list of codes provided.



Entering Special Circumstance Codes

1. Click **Manage Tests**.



2. Click **Test Management**.



3. Select the following options in these fields:

- **Assessment Program:** Dynamic Learning Maps
- **Testing Program:** Summative
- **District:** Your district
- **School:** your school



Entering Special Circumstance Codes (continued)

4. Click Search.

The screenshot shows the 'Test Management' section of the application. At the top, there are three tabs: 'Test Management' (active), 'Instructional Tools', and 'Projected Testing'. Below the tabs are two buttons: 'View Tickets' and 'Add Test Session'. A search form is highlighted with a red border, containing the following fields: 'ASSESSMENT PROGRAM*' (dropdown menu with 'Dynamic Learning Maps' selected), 'TESTING PROGRAM*' (dropdown menu with 'Select' selected), 'SCHOOL*' (dropdown menu with 'Select' selected), 'SUBJECT:' (dropdown menu with 'Select' selected), and 'GRADE:' (dropdown menu with 'Select' selected). There are also checkboxes for 'Include completed' and 'Include expired', and a 'Search' button. Below the search form is a table with the following columns: 'Actions', 'Test Session Name', 'Tickets', 'Assessment Name', 'Test Progress', and 'Grade'. The table is currently empty, and the footer indicates 'No records to view'.

5. Click the **Test Session Name** you want to update. Please note that this will need to be repeated for each subject.

The screenshot shows the same table as in the previous screenshot, but now it contains one record. The 'Test Session Name' column of this record is highlighted with a red box. The footer indicates 'Page 1 of 1' and 'View 1 - 2 of 2'.

Actions	Test Session Name	Tickets	Assessment Name	Randomization Type	Grade
	Test Session Name				



Entering Special Circumstance Codes (continued)

6. Select the student.

<input type="checkbox"/>	State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input checked="" type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	

Page 1 of 7 View 1 - 5 of 32

7. Select the applicable **Special Circumstance**.

<input type="checkbox"/>	State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input checked="" type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	

Page 1 of 7 View 1 - 5 of 32



Entering Special Circumstance Codes (continued)

8. Click Save.

Hint: Once the **Save** button is clicked, the Special Circumstances column updates to indicate the special circumstance code has saved.

Hint: Code entry in Educator Portal is independent of the testlet delivery system. A new testlet is delivered each time a testlet is submitted.

Note: If a special circumstances code was selected, but is not needed, the user should follow steps 1-8 and choose the default "select" as the special circumstances code for the student.



Contacting DLM

DLM Technical Support

1-855-277-9751

DLM-support@ku.edu

7:00am – 6:00pm CST, M-F

Additional documentation and CSV templates can be accessed via the New Jersey DLM Website: <http://www.dynamiclearningmaps.org/newjersey>

Please be sure to check back frequently for updated information.



Contacting NJDOE

Only the DLM Assessment Coordinator, Data Manager, Technology Representative, or Superintendent may contact the Office of Assessments regarding DLM related matters.

For questions regarding data management responsibilities, Special Circumstance Codes, Educator Portal, KITE Client, etc., contact:

Gilbert Gonzalez, NJ State Data Manager

609-777-2080

Gilbert.Gonzalez@doe.state.nj.us



Contacting NJDOE

Assessment Coordinators with questions regarding test design, training, accessibility features, scheduling, test administration, etc., contact:

Elizabeth Celentano, NJ DLM Assessment Coordinator

609-984-0107

Elizabeth.Celentano@doe.state.nj.us



New Jersey
DEPARTMENT OF
EDUCATION

