

**DYNAMIC<sup>®</sup>**  
LEARNING MAPS

# TEST ADMINISTRATION MANUAL 2022–2023

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INSTRUCTIONALLY EMBEDDED MODEL STATES

**Publication Date: 07/29/2022**

All screenshots, data dictionaries, and templates shown or referred to in this manual are accurate on the publication date noted above.

When this manual is updated, the publication date will also be updated. A summary of changes is included in the Appendix under Document History.

DYNAMIC LEARNING MAPS<sup>®</sup> CONSORTIUM  
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## ABOUT THIS MANUAL

Although this manual contains a large amount of information, it is important to read it in its entirety. To effectively sort information for ease of use, the manual is organized into three categories (Table 1).

Table 1

### *Test Administration Manual Organization*

<b>Category</b>	<b>Information Included</b>
Introduction	Provides an orientation to the Dynamic Learning Maps® (DLM®) project, the assessment system, and the DLM testlets.
Assessment	Provides information on the preassessment process, spring assessments, and preparation for future years.
Systems	Provides an overview of Kite® Student Portal, with step-by step instructions and screenshots. Go to the EDUCATOR PORTAL USER GUIDE for detailed information on all Educator Portal processes.

## FINDING HELP

When the information in this manual and resources from the state Dynamic Learning Maps® (DLM®) webpage do not lead to solutions, these contacts can provide additional support (Table 2).

HINT: Print this page and keep it handy!

Table 2

### *Additional Supports for Users*

Local Technology Representative	Local Assessment Coordinator	Local Assessment Coordinator or Data Manager
Kite® Student Portal installation General computer support Internet availability Display resolution Issues with sound, headphones, speakers, etc.	How to use Student Portal and Educator Portal Training requirements Assessment questions Assessment scheduling Test invalidation requirements Student Individualized Educational Program (IEP) requirements Test window dates, extensions, requirements, etc. Testlet resets (may take up to five business days)	Data issues (rosters, enrollment, etc.)

### *WHEN CONTACTING THE DLM SERVICE DESK*

- **Do not send any Personally Identifiable Information (PII)** for a student via email or Live Chat in Educator Portal. Sending PII is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements. Check with your assessment coordinator to find out what student information can be legally sent by Live Chat or email in your state.
- Do send
  - your contact information (email address and name)
  - your school's name (include the district if contacting state-level personnel)
  - error messages, including the testlet number if applicable to the problem

# TEST ADMINISTRATION MANUAL

## 2022–2023

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## AUDIENCE AND PURPOSE

The TEST ADMINISTRATION MANUAL for the Dynamic Learning Maps® (DLM®) alternate assessment provides test administrators with the key knowledge and tools needed to prepare for and administer the assessment. Test administrators (e.g., educators, examiners, proctors, or teachers) prepare students for and administer the assessments to them.

## WHAT'S NEW IN THIS VERSION

Information about these topics has been added or enhanced in this version (Table 3).

Table 3

*Changes in this Version of the Manual*

Topic	Starting Page
Updated timeframe for a testlet reset from 72 hours to five business days.	3
Important information about a grade change after testing has started.	12
“Fall Performance Report” and the “Spring Performance Report” are new titles for the “Essential Elements Status Report: Fall” and “Essential Elements Status Report: Spring.”	15
Updated information about braille forms; three choices are available for selection for Braille Ready Files (BRFs).	89
Updated language.	Throughout

To learn about updates to test administration resources, such as this manual, subscribe to [Test Updates](#) on the DLM website.

## CHECKLISTS FOR TEST ADMINISTRATORS

HINT: Print the following pages and keep them handy!

The following checklists detail the critical steps for test administrators to follow. Refer to the checklists while reading this manual and while preparing for the Dynamic Learning Maps® (DLM®) alternate assessment. Follow the provided links to go to topics in this guide for more information or to access other resources. The checklists are organized into four sets of tasks for different parts of the school year:

1. Before Beginning Assessments (Table 4)
2. Fall Window (Table 5)
3. Spring Window (Table 6)
4. Preparing for Next Year (Table 7)

This section is a general overview. Specific step-by-step guidance on how to use the system is provided in the EDUCATOR PORTAL USER GUIDE.


## 1. BEFORE BEGINNING ASSESSMENTS

Table 4

### *Before Beginning Assessments Checklist*

<input checked="" type="checkbox"/>	Step	Resources
	1. Confirm student eligibility to participate in the DLM alternate assessment.	Go to Participation Guidelines in the state appendix (if provided by your state) of this TEST ADMINISTRATION MANUAL
	2. Read this TEST ADMINISTRATION MANUAL.	
	3. Use the resources on your state's DLM webpage to become familiar with the DLM Alternate Assessment System, the subjects assessed, and the procedures to prepare for the assessment.	How to Use the DLM Website, page 28 of this manual

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	4. Share information about the DLM alternate assessment with parents or guardians, preparing them for their students' assessment experience.	Go to the DLM website > About DLM dropdown > DLM Assessments > Information for Parents
	5. Review the blueprints for each subject being tested to prepare for instruction and decide which Essential Elements will be appropriate for each student.	<a href="#">Instructional Resources</a>
	6. Activate your Educator Portal account by following the instructions in the Kite® activation email.	Go to the Activate Educator Portal Account section in the EDUCATOR PORTAL USER GUIDE
	<p>7. Agree to the annual security agreement in Educator Portal.</p> <p>Test administrators will not have access to any student data unless they agree to the security agreement.</p>	
	8. Pass the Required Test Administrator Training with a score of 80% or higher. Test administrators will not have access to the Essential Elements in the Instruction and Assessment Planner until they successfully complete training.	Guide to DLM Required Test Administrator Training
	9. Use the ACCESSIBILITY MANUAL and work with IEP teams to determine which accessibility supports are to be provided for each student taking the DLM alternate assessment.	ACCESSIBILITY MANUAL on the state DLM webpage
	10. Confirm with your assessment coordinator your state's requirements for documenting DLM accessibility supports.	Go to the ACCESSIBILITY MANUAL appendix, if provided by your state, on the state DLM webpage

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	<p>11. Ensure student demographic information in Educator Portal is accurate and ask the assessment coordinator to make corrections where needed.</p> <p>Ensure roster data are correct and ask the assessment coordinator to make corrections where needed.</p> <hr/> <p>NOTE: Ensure the student is rostered to the correct grade before testing starts. If the student has been rostered to the incorrect grade, and the student has started testing, the student will need to begin testing all over in the correct grade. Previously completed testlets may no longer be available.</p> <hr/>	<p>Go to the View and Check Student Data section in the EDUCATOR PORTAL USER GUIDE</p>
	<p>12. Record and save the chosen supports for each student in their Personal Needs and Preferences (PNP) Profile in Educator Portal.</p>	<p>Go to the Complete PNP Profile section in the EDUCATOR PORTAL USER GUIDE</p>
	<div data-bbox="360 982 418 1123" data-label="Image"> </div> <p>13. Complete and submit the First Contact survey in Educator Portal.</p> <p>Test administrators will not be able to select Essential Elements in the Instruction and Assessment Planner until the First Contact survey is submitted.</p>	<p>Go to the Complete the First Contact survey section in the EDUCATOR PORTAL USER GUIDE</p>
	<p>14. Ensure technology personnel have installed the most current version of Kite Student Portal on assessment devices. Macs and PCs with earlier versions of Student Portal must be updated. Chromebooks will update automatically. iPads will update automatically if auto-updates are enabled.</p>	<p>Your assessment coordinator or technology personnel</p>
	<p>15. Watch the helplet videos, <a href="#">DLM Instructionally Embedded Assessments</a> (about 16 minutes) and <a href="#">Using the DLM Instruction and Assessment Planner</a> (less than 5 minutes), to learn how to use the instructionally embedded assessments in the fall and spring windows.</p>	<p><a href="#">Educator Resource Videos</a></p>

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	<p>16. Familiarize yourself and your students with DLM testlets:</p> <ol style="list-style-type: none"> <li>Test administrators must consider how students communicate and which supports students use to communicate.</li> <li>Access practice activities and released testlets by using a demo login and the <b>Practice First</b> option in Student Portal.</li> <li>Check to ensure that Student Portal works on the student's assessment device.</li> <li>Check compatibility of a student's assistive technology device by allowing the student to use the device with the practice activities and released testlets in Student Portal. Assistive devices include switches, eye gaze devices, whiteboards, etc.</li> </ol>	Guide to Practice and Released Testlets on the DLM website

## 2. FALL WINDOW

Table 5

### *Fall Window Checklist*

☑	Step	Resources
	<p><b>English Language Arts (ELA) and Mathematics</b></p> <p>Basics concepts during fall window:</p> <ol style="list-style-type: none"> <li>Participation in the fall window is required.</li> <li>Blueprint coverage for ELA and mathematics is required during the window.               <ol style="list-style-type: none"> <li>Follow state guidelines when choosing Essential Elements for instruction and assessment.</li> <li>More than the minimum number of Essential Elements in each requirement may be selected for instruction and assessment.</li> </ol> </li> <li>Test administrators perform their administrative tasks in the Instruction and Assessment Planner in Educator Portal, including field test testlets.</li> <li>The Testlet Information Pages (TIPs) for ELA and mathematics are in the Instruction and Assessment Planner.</li> </ol>	<p>EDUCATOR PORTAL USER GUIDE</p> <p>Blueprints on the state DLM website</p> <p>Go to the TEST ADMINISTRATION MANUAL state appendix, if provided</p>

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	<ol style="list-style-type: none"> <li>5. All instruction is provided outside of Educator Portal.</li> <li>6. The student's credentials (username and password) are in the Instruction and Assessment Planner.</li> <li>7. All testing occurs in the Kite Student Portal, including field test testlets.</li> <li>8. Student may receive 0 or 1 field test testlet in ELA and mathematics after the blueprint requirements are met.</li> <li>9. The TIPs for ELA and mathematics field test testlets in are in the Test Management section of Educator Portal.</li> <li>10. Student performance on the ELA and mathematics testlets contributes to the end-of-year Individual Student Score Reports. Field test testlets do not contribute to Individual Student Score Reports</li> </ol> <p><b>Science</b></p> <p>Basic concepts during fall window:</p> <ol style="list-style-type: none"> <li>1. Participation in the fall window is optional.</li> <li>2. Blueprint coverage is not required during the fall window.</li> <li>3. Test administrators perform their administrative tasks in the Instruction and Assessment Planner in Educator Portal.</li> <li>4. All instruction is provided outside of Educator Portal.</li> <li>5. All testing occurs in the Student Portal.</li> <li>6. Students may receive a field test testlet at any time for any science Essential Element selected.</li> <li>7. The TIPs for science testlets, including field test testlets, are in the Instruction and Assessment Planner.</li> <li>8. Student performance on the science testlets do NOT contribute to the end-of-year Individual Student Score Reports.</li> </ol>	
	<div style="border: 1px dashed black; padding: 10px; text-align: center;"> <p>HINT: Detailed steps for accessing and navigating the Instruction and Assessment Planner for ELA, mathematics, and science are provided in the EDUCATOR PORTAL USER GUIDE.</p> </div>	<p>EDUCATOR PORTAL USER GUIDE</p>

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	Basic steps in the Instruction and Assessment Planner: 1. Access the Instruction and Assessment Planner in Educator Portal.	EDUCATOR PORTAL USER GUIDE
	2. Complete and submit the First Contact survey and save selections in the PNP Profile.	EDUCATOR PORTAL USER GUIDE
	3. Select a subject to go to the Student View Page.	EDUCATOR PORTAL USER GUIDE
	4. Select an Essential Element.	
	5. Use the professional development modules to help design instructional strategies for each Essential Element.	DLM Professional Development Modules
	6. After providing instruction and the student is ready for assessment, assign the testlet for the Essential Element in the Instruction and Assessment Planner.	EDUCATOR PORTAL USER GUIDE
	7. Select the Credentials icon in the Instruction and Assessment Planner to retrieve the student's username and password for Student Portal.	EDUCATOR PORTAL USER GUIDE
	8. Schedule locations and times for assessment sessions.	
	9. Administer the testlet in Student Portal.	EDUCATOR PORTAL USER GUIDE
	10. Review the assessment mastery results in the Instruction and Assessment Planner.	EDUCATOR PORTAL USER GUIDE
	11. Evaluate the student's progress and select the next Essential Element and linkage level to be used for instruction and assessment.	EDUCATOR PORTAL USER GUIDE
	12. Repeat the above general steps for the newly selected Essential Element.	EDUCATOR PORTAL USER GUIDE
	13. Use the Fall or Spring Performance Report to review the mastery status of each Essential Element tested and the status of blueprint coverage per subject, per student, per window at the date and time the report is accessed.	EDUCATOR PORTAL USER GUIDE > Access the Fall Performance Report in the Instruction and Assessment Planner

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	14. In the Instruction and Assessment Planner on the Student View Page, select the leaf icon for fall and the flower icon for spring.	
	<p>15. Alternate resources in Educator Portal for tracking the progress of students are the Monitoring Summary Report, Student Progress Report, Blueprint Coverage Report (ELA and mathematics only), Class Roster Report, Blueprint Coverage Summary extract (ELA and mathematics only), and DLM Instructionally Embedded Blueprint extract.</p> <div data-bbox="362 730 1052 989" style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>HINT: All reports are secure documents containing student Personally Identifiable Information (PII). If downloaded, they must be securely stored, and if printed, they must be securely stored or destroyed after using them.</p> </div>	EDUCATOR PORTAL USER GUIDE



## CHECKLISTS FOR TEST ADMINISTRATORS

### 3. SPRING WINDOW

Table 6

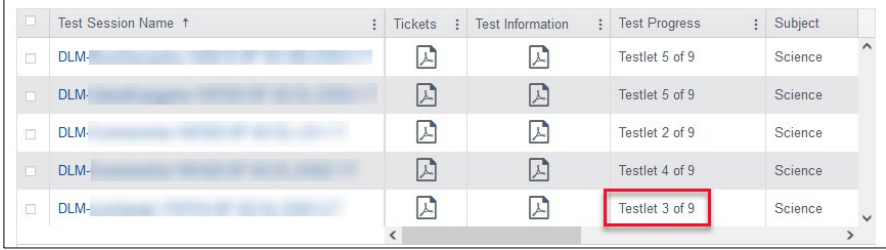
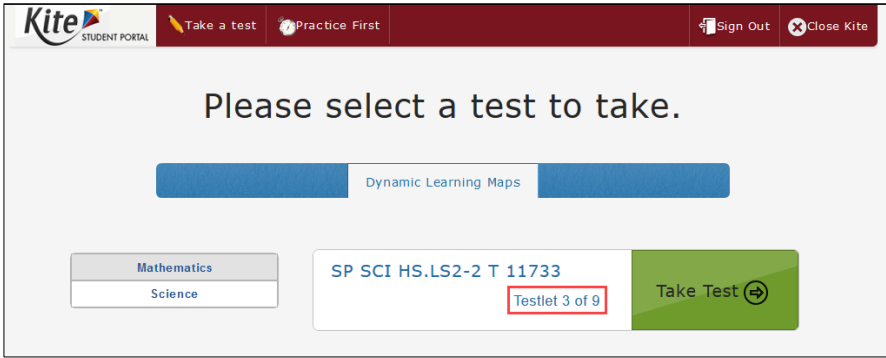
#### *Spring Window Checklist*

☑	Step	Resources
	<p><b>English Language Arts and Mathematics</b></p> <p>Basic concepts and detailed steps during the spring window are the same as the fall window.</p> <hr/> <p>NOTE: The First Contact survey needs to be submitted only one time each school year. The PNP Profile can be updated and saved as necessary to meet the students needs.</p> <hr/> <p><b>Science</b></p> <p>Basic concepts during spring window:</p> <ol style="list-style-type: none"> <li>1. Participation in the spring window is required.</li> <li>2. The system assigns Essential Elements and linkage level and delivers the testlets.</li> <li>3. All test administration occurs in the Test Management tab in Educator Portal (e.g., retrieving TIPs). Use the helplet video: <a href="#">Science Test Tickets and TIPs in the Spring Window</a> (about 2.5 minutes).</li> <li>4. Science testing is adaptive (i.e., the linkage level of a testlet is based on results from the previous testlets).</li> <li>5. All instruction is provided outside Educator Portal.</li> <li>6. All testing occurs in the Student Portal.</li> <li>7. Student performance results from the spring testlets comprises the science end-of-year Individual Student Score Report. Field test information is not factored into the scores.</li> <li>8. Students may receive 0 or 1 field test testlet after all science operational testlets have been submitted.</li> <li>9. The TIPs for science operational testlets and field test testlets are in the Test Management section of Educator Portal.</li> </ol>	
	Detailed steps on accessing and navigating Test Management for science are provided in the EDUCATOR PORTAL USER GUIDE.	EDUCATOR PORTAL USER GUIDE
	<p>Basic steps for spring science:</p> <ol style="list-style-type: none"> <li>1. Access the Test Management tab in Educator Portal.</li> </ol>	EDUCATOR PORTAL USER GUIDE

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	2. Select and open the TIP for the testlet to be administered.	EDUCATOR PORTAL USER GUIDE
	3. If needed, select the testlet's test ticket for the testlet name and the student's username and password.  <div data-bbox="365 491 1208 617" style="border: 1px dashed black; padding: 10px; margin: 10px 0;">             HINT: The student's username and password for all subjects are the same for both windows.           </div>	EDUCATOR PORTAL USER GUIDE
	4. Schedule locations and times for assessment sessions.	EDUCATOR PORTAL USER GUIDE
	5. Administer each testlet in Student Portal.	EDUCATOR PORTAL USER GUIDE
	6. Repeat the above general steps for each testlet.  <div data-bbox="365 995 1208 1163" style="border: 1px dashed black; padding: 10px; margin: 10px 0;">             HINT: After the submission of a completed science testlet, the Kite system will deliver the next science testlet in about 15 minutes.           </div>	

## CHECKLISTS FOR TEST ADMINISTRATORS

☑	Step	Resources
	<p>The completion of science testlets can be tracked in two places:</p> <ol style="list-style-type: none"> <li data-bbox="272 296 1201 369">1. Educator Portal &gt; Manage Tests &gt; Test Management &gt; Test Progress column</li> </ol>  <ol style="list-style-type: none"> <li data-bbox="272 642 1045 674">2. Student Portal on the screen where a testlet is selected.</li> </ol>  <p>A student's progress in science in the spring window can also be monitored using most of the Educator Portal reports and extracts mentioned in the Fall Window section above. However, the Blueprint Coverage Summary report and extract in the fall window will not have data for science.</p> <div data-bbox="365 1289 1206 1503" style="border: 1px dashed gray; padding: 10px; margin-top: 20px;"> <p>HINT: All reports are secure documents, containing a student's PII. If reports are downloaded, they must be securely stored, and if printed, they must be securely stored or destroyed after using them.</p> </div>	<p>EDUCATOR PORTAL USER GUIDE</p>

## CHECKLISTS FOR TEST ADMINISTRATORS

### 4. PREPARING FOR NEXT YEAR

Table 7

#### *Preparing for Next Year Checklist*

<input checked="" type="checkbox"/>	Step	Resources
	1. Evaluate accessibility supports with IEP teams and make decisions about supports and tools for next year.	Go to the ACCESSIBILITY MANUAL on the state DLM webpage
	2. Plan academic IEP goals with IEP teams for the upcoming year. Review the test blueprints for the next grade for the student.	DLM webpage > For States > State DLM webpage > Teacher > Assessment Resources > All > Blueprints for each subject: ELA, mathematics, and science

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## INTRODUCTION

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### ABOUT THE DYNAMIC LEARNING MAPS® ALTERNATE ASSESSMENT SYSTEM

Educators use the Dynamic Learning Maps® (DLM®) Alternate Assessment System to assess what students with the most significant cognitive disabilities know and can do in the DLM assessed subjects in grades 3–8 and high school. The department of education policy in each state determines the subjects and grades that are assessed. The DLM Alternate Assessment System provides accessibility by design and is guided by the core beliefs that all students should have access to challenging, grade-level content, and that based on this challenging content, test administrators must adhere to the highest levels of integrity, both in providing instruction and in administering the assessment.

#### *STUDENTS*

As defined by the U.S. Department of Education, students with the most significant cognitive disabilities have a disability or multiple disabilities that especially affect intellectual functioning and adaptive behaviors. When adaptive behaviors are significantly affected, students are unlikely to develop the skills needed to live independently and to function safely in daily life when they reach adulthood. The DLM alternate assessment is designed for students for whom general education assessments are not appropriate, even with accessibility supports.

Students taking the DLM alternate assessment require extensive direct instruction and substantial supports to achieve measurable gains. They should receive academic instruction aligned to grade-level content standards, but at a reduced depth, breadth, and complexity.

Check with your assessment coordinator or look on your DLM state webpage for the subjects and grades assessed in your state.

## *THE DYNAMIC LEARNING MAPS FOUNDATIONS FOR ENGLISH LANGUAGE ARTS AND MATHEMATICS*

The DLM learning map models are highly connected representations of how academic skills are acquired as reflected in research literature. Both English language arts (ELA) and mathematics have a fully developed learning map model. ELA and mathematics are assessed in grades 3–8 and high school.

Nodes in the maps represent discrete knowledge, skills, and understandings in either ELA or mathematics, as well as important foundational skills. The maps go beyond traditional learning progressions by including multiple and alternate pathways through which students may develop content knowledge. The ELA learning map model includes more than 2,000 nodes. The mathematics learning map model includes more than 2,300 nodes, and both subject maps include more than 150 foundational nodes associated with them. More than 10,000 connections exist between the nodes in the combined maps.

### *ESSENTIAL ELEMENTS*

The DLM content standards for ELA, mathematics, and science are called Essential Elements and are the learning targets used for the assessments. The purpose of the Essential Elements is to build a bridge from grade-level content standards to academic expectations for students with the most significant cognitive disabilities.

### *ELA AND MATHEMATICS ESSENTIAL ELEMENTS*

ELA and mathematics Essential Elements are linked to the common core state standards. ELA and mathematics learning map models each have small sections of critical concepts or skills called nodes that are needed to learn the Essential Element for the subject. These small sections are at different levels of complexity and are called linkage levels.

### *ELA AND MATHEMATICS LINKAGE LEVELS*

The DLM alternate assessment provides testlets for ELA and mathematics at five linkage levels. The Target linkage level is based on nodes that align to the knowledge and skills described by the Essential Element and indicate a student’s performance in relationship to the grade-level target. Then, multiple pathways on the map were carefully inspected to identify nodes that link to the Target linkage level, both preceding and extending beyond it.

The least complex linkage level is called Initial Precursor. Testlets developed at that linkage level reflect foundational nodes in the DLM map, which are skills and understandings necessary for learning subsequent academic content (e.g., “focus attention”). Testlets at this level are typically intended for students who do not yet have symbolic communication. Initial Precursor testlets are administered by the test administrator, who follows the instructions within the testlet, observes the student’s behavior, and then records the student’s responses in the testlet in Student Portal.

Two linkage levels are between the Initial Precursor and the Target linkage levels: Distal Precursor and Proximal Precursor. Testlets at the Distal Precursor and Proximal Precursor linkage levels allow students to develop the knowledge, skills, and understandings needed to reach the Target. Testlets at these linkage levels may be either teacher-administered like those

at the Initial Precursor linkage level, or they may be computer-delivered testlets, depending on the skills being tested.

Testlets at the Successor linkage level give students the opportunity to take the next step beyond the expectations described by the Essential Element at the Target linkage level.

The Precursor, Target, and Successor linkage levels are typically computer-delivered, although sometimes, depending on the skills being assessed, they also may be teacher-administered testlets.

For all ELA and mathematics Essential Elements that are available for assessment, resources describing their linkage levels and nodes are provided on the [Instructional Resources](#) page on the DLM website. An Excel workbook, titled [Professional Development Modules Supporting Essential Elements](#), is also available. This workbook cross-references each Essential Element to the relevant professional development modules (Figure 1). The workbook includes one tab for ELA and one for mathematics.

Figure 1. Professional Development Modules Supporting Essential Elements workbook.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI			
1	Grade	EE	Description	Foundational Modules									Modules Organized by Claims and Conceptual Areas																									
2			<a href="http://dlmpd.com">http://dlmpd.com</a>	Self-Directed Module #																																		
3				DLM Claims and Conceptual Areas	DLM Core Vocabulary and Communication	DLM Essential Elements	IEPs linked to the DLM Essential Elements	Standards of Mathematics Practice	Symbols	Universal Design for Learning	Who are the students with significant disabilities?	Algebraic Thinking	Basic Geometric Shapes and their Attributes	Calculate Accurately with Addition	Calculate Accurately with Division	Calculate Accurately with Multiplication	Calculate Accurately with Subtraction	Composing, Decomposing, and Comparing Numbers	Composing and Decomposing Shapes and Area	Counting and Cardinality	Exponents and Probability	Forms of Number	Fraction Concepts and Models PART 1	Fraction Concepts and Models PART 2	Functions and Rates	Measuring and Comparing Lengths	Organizing and Using Data to Answer Questions	Place Value	Properties of Lines and Angles	Time and Money	Perimeter and Volume and Mass	Patterns and Sequences	The Power of Ten-Frames	Units and Operations	Unitizing			
4	3	3.NBT.2	Demonstrate understanding of place value to tens.	✓	✓	✓		✓	✓	✓							✓					✓						✓					✓	✓				
5	3	3.NBT.3	Count by tens using models such as objects, base ten blocks, or money.	✓	✓	✓		✓	✓	✓				✓							✓		✓					✓						✓	✓			
6	3	3.NF.1-3	Differentiate a fractional part from a whole.	✓	✓	✓		✓	✓	✓													✓	✓	✓									✓				
7	3	3.OA.4	Solve addition and subtraction problems when result is unknown, limited to operands and results within 20.	✓	✓	✓		✓	✓	✓			✓			✓	✓			✓		✓											✓	✓	✓			
8	3	3.G.2	Recognize that shapes can be partitioned into equal areas.	✓	✓	✓		✓	✓	✓		✓											✓	✓														
9	3	M.C.3.1	Tell time to the hour on a digital clock.	✓	✓	✓		✓	✓	✓																			✓									
10	3	3.MD.4	Measure length of objects using standard tools, such as rulers, yardsticks, and meter sticks	✓	✓	✓		✓	✓	✓																✓												
11	3	3.MD.3	Use picture or bar graph data to answer questions about data.	✓	✓	✓		✓	✓	✓		✓															✓											
12	3	3.OA.1-2	Use repeated addition to find the total number of objects and determine the sum.	✓	✓	✓		✓	✓	✓			✓									✓						✓						✓				
Math				ELA	Sheet1	Sheet2																																

## BLUEPRINTS

Testing blueprints are a subset of Essential Elements used to develop assessments. The Essential Elements in the blueprints were selected by DLM Consortium state education leaders along with DLM staff. Testing all ELA and mathematics Essential Elements in the blueprints is required during the fall and again in the spring window. The ELA and mathematics blueprints

contain Essential Elements from specific ELA and mathematics claims and conceptual areas for each grade. Test administrators are guided by the blueprint requirements in making their Essential Element selections for instruction and assessment. The requirements help test administrators address the full breadth of blueprint coverage for students during each window.

#### *THE RELATIONSHIP BETWEEN ENGLISH LANGUAGE ARTS AND MATHEMATICS ESSENTIAL ELEMENTS, NODES, AND MINI-MAPS*

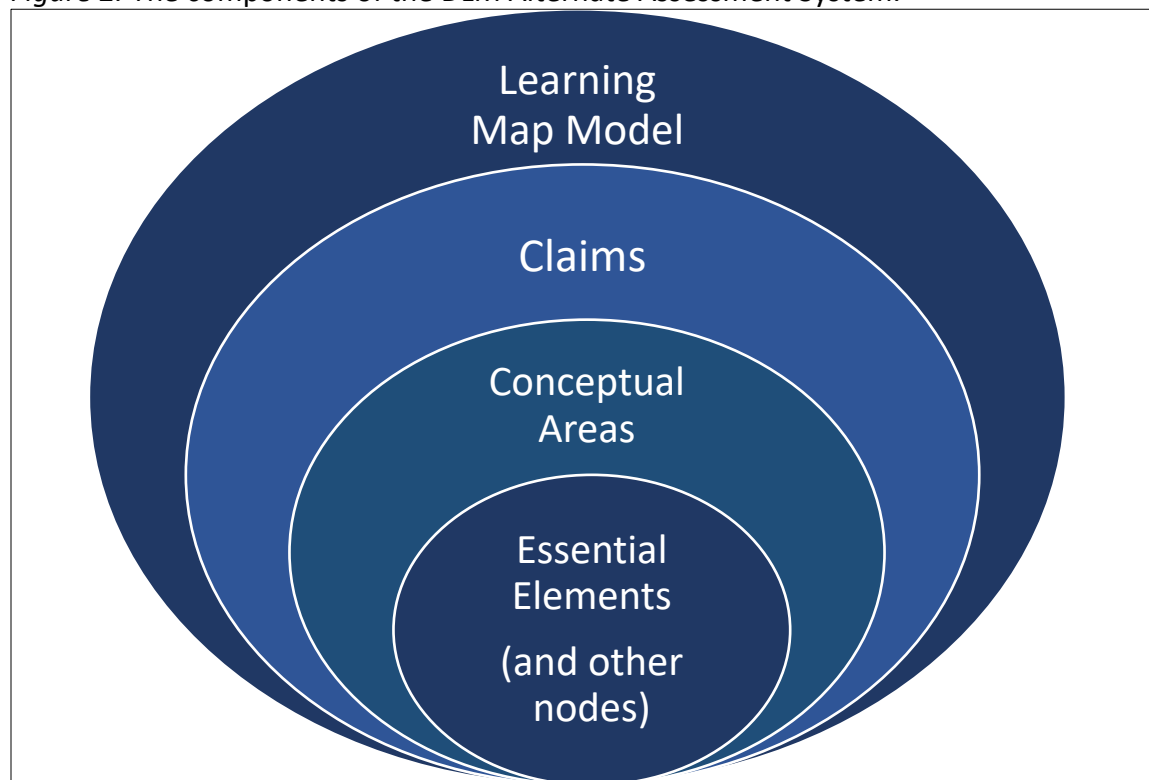
Understanding the DLM alternate assessment involves understanding the components of the system. For ELA and mathematics, these components include the DLM learning map model, claims, conceptual areas, Essential Elements, nodes, linkage levels, and mini-maps.

Each DLM learning map model is a large and complex representation of how students can develop academic knowledge and skills. These maps highlight multiple potential pathways that students may follow to develop the knowledge and skills.

Claims organize the DLM learning map model so that the maps can drive the assessment system and support test administrators in setting instructional priorities for each grade. The DLM claims are broad statements about what students are to learn and what the assessments measure.

Subareas of the claims, called conceptual areas, identify large areas of conceptually-related skills in the DLM learning map model and connect the maps to the overall claims. Conceptual areas are organized around common cognitive processes (Figure 2).

*Figure 2. The components of the DLM Alternate Assessment System.*

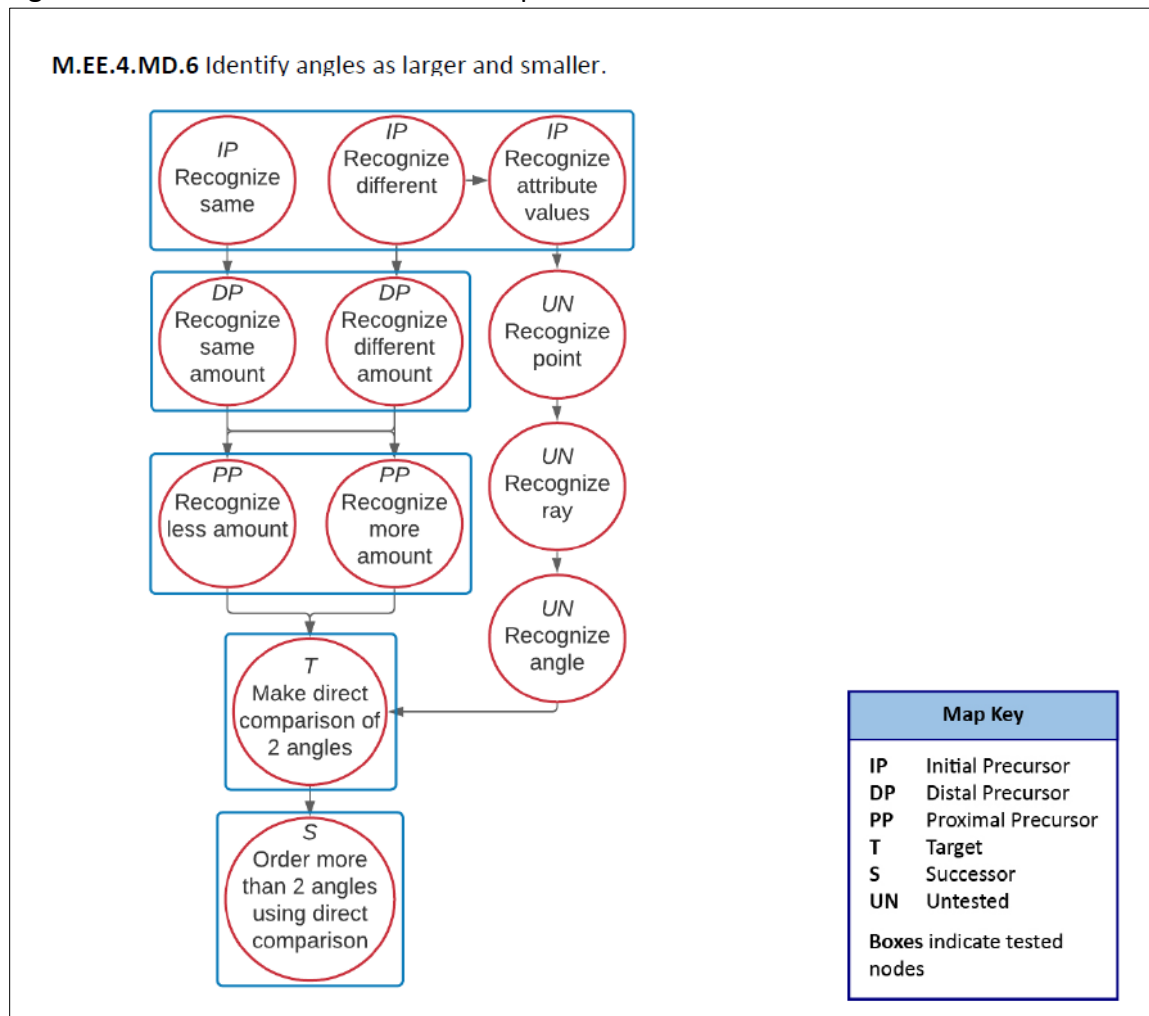




Essential Elements represent grade-level targets for students with the most significant cognitive disabilities. Essential Elements are embedded in the DLM maps and are related to small clusters of nodes within the maps called mini-maps.

Figure 3 is an example of a grade 6 mathematics mini-map with nodes associated with one Essential Element. The nodes are identified by their linkage levels. Linkage levels are a small section of the DLM learning map model containing one or more nodes that represent critical concepts or skills needed to learn the Essential Element.

Figure 3. Grade 6 mathematics mini-map.



Each testlet spans a portion of the DLM learning map model that contains nodes at one linkage level. Each linkage level contains one or more nodes related to an identified Essential Element. Linkage levels precede, correspond to, or go beyond the expectation expressed in the Essential Element. Linkage levels specify a student's performance in relation to the grade-level target.

ELA and mathematics each have five linkage levels:

1. Initial Precursor (IP)
2. Distal Precursor (DP)
3. Proximal Precursor (PP)
4. Target (T)
5. Successor (S)

The mini-maps also include untested nodes, which are designated with a UN. Although not tested for an Essential Element, they are still important as part of the pathway.

HINT: A PDF with each tested Essential Element and its associated mini-map is available for ELA and mathematics on the [Instructional Resources](#) page. These mini-maps show how students gain the knowledge and skills that help them achieve the Target linkage level for the Essential Element. Use the link to the [Instructional Resources](#) page for ELA and mathematics on your state page on the DLM website.

## *SCIENCE*

In 2014, five DLM member states began a two-phase development of a science assessment following the DLM model. Since that time, most of the consortium states have joined the effort.

Phase I of science development included a 2016 spring operational assessment based on alternate science content standards at three levels of complexity for three grade bands. Phase II, which is in progress, includes the development of a learning map model for science. Several professional development modules are available and more are in progress.

### **Essential Elements for Science**

The DLM science Essential Elements are the learning targets for the science assessments. These Essential Elements are specific statements of knowledge, skills, and understandings, including Science and Engineering Practices, and are linked to the grade-level expectations identified in the National Research Council's Framework for K–12 Science Education. The purpose of the Essential Elements is to build a bridge from the general education content standards in science to academic expectations in science for students with the most significant cognitive disabilities.

Science Essential Elements are divided into grade bands: elementary, middle school, and high school. Each grade band's assessment is designed to assess a specific set of Essential Elements called the blueprints and are available on your state's webpage on the DLM website.

### **Science: The Relationship between the Blueprint, Essential Elements, and Linkage Levels**

In the DLM science blueprint, the major science content areas are called domains and are assessed across all grade bands. The domains in the DLM science blueprint are physical science, life science, and Earth and space science. Within each domain, three to four core ideas have

been selected for use in instruction and assessment. Core ideas are the key organizing principles in science and are taught and learned over multiple grades at increasing levels of depth and sophistication. Each core idea is further narrowed into topics. Essential Elements were developed from the content in the domains, core ideas, and topics.

Essential Elements specify academic learning targets. In science, each Essential Element has three linkage levels:

- Initial
- Precursor
- Target

The highest science linkage level is the Target linkage level and is most aligned to the content of the grade-level standard. The Initial and Precursor linkage levels are less complex than the Target linkage level and provide access to the Target linkage level at a reduced depth, breadth, and level of complexity. Testlets at the Initial linkage level are typically intended for students who do not yet have symbolic communication.

For testlets at the Initial linkage level, the test administrator observes the student's behavior as directed by the Educator Directions in the testlet. The test administrator then records responses for the student in Student Portal. Testlets at the Precursor linkage level allow students to develop the knowledge, skills, and understanding needed to reach the target. Testlets at the Precursor linkage level and Target linkage level are most often computer-delivered and typically taken by the student on the computer. More information about teacher-administered and computer-delivered testlet types comes later in this manual, beginning on page 58.

Table 8 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.

Table 8

*Middle School Physical Science Essential Element with Corresponding Linkage Levels*

<b>Essential Element: EE.MS-PS2-2</b>
<b>Target level:</b> Investigate and predict the change in motion of objects based on the forces acting on those objects.
<b>Precursor level:</b> 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).
<b>Initial level:</b> Identify ways to change the movement of an object (e.g., faster, slower, stop).

[Instructional Activities](#) are available for science on the state's DLM website. Filter by Teacher > Assessment Resources > Science.

Professional development modules for science can be accessed by selecting [Professional Development](#) at the top of the DLM website.

## ABOUT KITE® STUDENT PORTAL AND EDUCATOR PORTAL

The Kite® Suite was designed to deliver the next generation of large-scale assessments and was tailored to meet the needs of students with the most significant cognitive disabilities who often have multiple disabilities. Educators and students will use different parts of the Kite Suite.



Students have accounts in **Kite Student Portal**.

Kite Student Portal is the customized, secure interface that test administrators use to deliver the assessment to students. Educators and staff do not have accounts in Student Portal. Either the student will sign in using their own unique username and password, or their test administrator will sign in for them.

**The most current version of Kite Student Portal must be used and can be found on the [Kite Suite](#) page on the DLM website.**

Once Student Portal is launched, other websites or applications cannot be accessed during the assessment. Student Portal on iPads has an auto-lock feature that prevents users from using other apps while Student Portal is in use.

Practice activities and released testlets are also available in Student Portal using demo usernames and passwords.



Staff and educators have accounts in **Kite Educator Portal**.

Kite Educator Portal is the administrative application where educators manage student data and retrieve reports and extracts. Educators will access Educator Portal online using a browser. For information on working within Educator Portal, go to the EDUCATOR PORTAL USER GUIDE on the DLM website.

## HOW TO USE THE DLM WEBSITE

The DLM Consortium provides resources for test administrators on the DLM website. Additionally, state-specific resources may also be available there.

To access resources for your state and role, follow these steps:

1. Go to the [DLM website](#).
2. Select **FOR STATES** in the top menu banner to reveal a list of states.
3. Select your state.

HINT: Bookmark your state page for quick access later.

### *RESOURCES ON THE DLM WEBSITE*

Table 9 lists DLM resources designed for test administrators. These resources are available on most state webpages.

Table 9

#### *DLM Resources for Test Administrators*

<b>Resource</b>	<b>Purpose</b>
ACCESSIBILITY MANUAL (PDF)	Provides guidance to state leaders, districts, educators, and IEP teams on the selection and use of accessibility supports available in Student Portal.
EDUCATOR PORTAL USER GUIDE (PDF)	Supports test administrators in navigating Educator Portal to access assessment information, including student data and reports.
Guide to DLM Required Test Administrator Training (PDF)	Helps test administrators access the DLM Required Test Administrator Training on the DLM <a href="#">Training Courses</a> website.
Guide to Practice Activities and Released Testlets (PDF)	Supports the test administrator in using practice activities and released testlets in Student Portal with student demo accounts.
<a href="#">Instructional Resources</a> (webpage)	Includes additional resources for educators and test administrators, such as test blueprints, tested Essential Elements and their associated mini-maps, a materials collection list for each subject for each window, and sample Testlet Information Pages (TIPs).
TEST ADMINISTRATION MANUAL (PDF)	Supports test administrators in preparing themselves and students for assessment.
<a href="#">Test Updates</a> (webpage)	Provides breaking news on test administration activities. Sign up to receive Test Updates and alerts when new resources become available.

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## HOW THE ASSESSMENT SYSTEM WORKS

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### OVERVIEW

The Dynamic Learning Maps® (DLM®) alternate assessment is designed to help plan and track a student's learning throughout the year. The assessment occurs in two windows, the fall and spring.

English language arts (ELA) and mathematics assessments are required during both the fall and spring windows. Test administrators should embed each ELA and mathematics testlet within instruction. In this way, assessment informs teaching and benefits students. The ELA and mathematics testlets taken by a student during both the fall and spring windows contribute to a student's end-of-year Individual Student Score Report.

Table 10, Table 11, and Table 12 provide an at-a-glance overview of the requirements by subject and by window.

Table 10

*ELA and Mathematics Requirements in the Fall and Spring Windows*

<b>ELA and Mathematics in Fall and Spring Windows</b>
<ul style="list-style-type: none"><li>• Required.</li><li>• Blueprint requirements must be met in each window.</li><li>• Test administrator selects Essential Elements for instruction and assessment.</li><li>• Test administrator may use the system-recommended linkage level or select a different one.</li><li>• At least one testlet is available at each linkage level for each Essential Element.</li><li>• Braille forms of the testlets are available for some Essential Elements at upper linkage levels.</li><li>• Results are used for end-of-year Individual Student Score Reports.</li></ul>

Table 11

*Science Requirements in the Fall Window*

Science in Fall Window
<ul style="list-style-type: none"> <li>• Optional.</li> <li>• Test administrator selects Essential Elements and uses the system-recommended linkage level or selects a different one for instruction and assessment.</li> <li>• At least one testlet is available at each linkage level for each Essential Element.</li> <li>• Braille forms of the testlets are not available in this window.</li> <li>• Results are <b>not</b> used for end-of-year Individual Student Score Reports.</li> </ul>

Table 12

*Science Requirements in the Spring Window*

Science in Spring Window
<ul style="list-style-type: none"> <li>• Required.</li> <li>• Entire blueprint is covered.</li> <li>• The system assigns both the Essential Elements and the linkage levels, and the test administrator cannot change them.</li> <li>• The testlet assessment is adaptive.</li> <li>• Braille forms of the testlets are available for some Essential Elements at the Target linkage level only.</li> <li>• Results are used for end-of-year Individual Student Score Reports.</li> </ul>

**TESTLETS**

Students with the most significant cognitive disabilities who qualify for the DLM alternate assessment require extensive, repeated, and individualized instruction and ongoing supports that are not temporary or transient. These students often have difficulty retaining information in working memory for extended periods of time. Therefore, testlets were created to be brief, containing only a few items. Each testlet begins with an engagement activity designed to activate prior knowledge, motivate the students, and provide a context (Sinharay et al., 2014).

The DLM alternate assessment is delivered in testlets in Kite® Student Portal. Each testlet includes an engagement activity at the beginning of the testlet followed by three to nine items, depending on the subject. Each testlet assesses only one Essential Element, except for the testlet assessing the writing Essential Elements. This testlet assesses all writing Essential Elements for the grade in a single writing testlet.

For more information about the contents of testlets, go to the sections Computer-Delivered Testlets on page 58 and Teacher-Administered Testlets on page 70 in this manual.

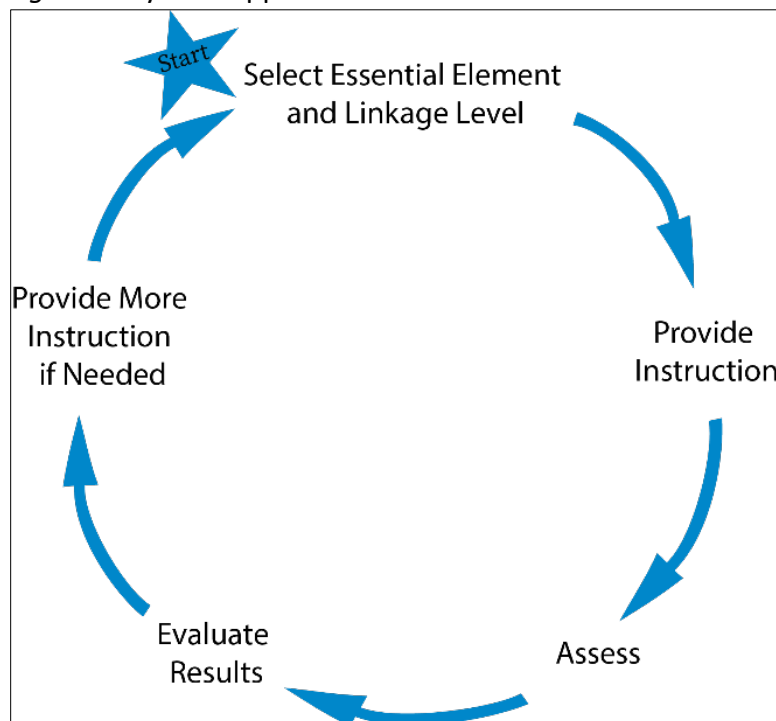
HINT: During the fall window, at least one assessment at each linkage level is available for each ELA, mathematics, and science Essential Element. Once a student has tested an Essential Element at a linkage level, another testlet for the same Essential Element and same linkage level may be available. If another testlet is not available, this message will display: "Testlets are not available for this linkage level at this time."

## THE CYCLE OF INSTRUCTION, ASSESSMENT, AND EVALUATION

The DLM Alternate Assessment System was designed with each student's unique needs in mind. These small testlets were created to be delivered to students over a period of several weeks to avoid placing undue stress upon the students and to best meet their needs. The assessment also allows continued instruction to occur throughout the state's assessment window.

Students with the most significant cognitive disabilities are best able to demonstrate what they know and can do when a cyclical approach to their instruction, assessment, and evaluation is used, as opposed to being assessed at the end of a semester or school year on a mass of instruction they must recall from prior weeks and months. The Instructionally Embedded model of the Dynamic Learning Maps alternate assessment encourages this cyclical approach by giving teachers the opportunity to choose an Essential Element and linkage level, develop and deliver instruction for the chosen Essential Element, and then assess the student when the teacher determines the student is ready (Figure 4).

Figure 4. Cyclical approach to assessments for the instructionally embedded assessment.





Essential Elements that meet the blueprint requirements for ELA and mathematics can be thoughtfully and strategically combined in units at the teacher’s discretion for instruction and then assessed at the appropriate time following instruction throughout the fall window. This cycle of instruction, assessment, and evaluation is repeated during the spring window.

The same set of Essential Elements that were taught and assessed during the fall window can be reassessed during the spring window, or other Essential Elements from the blueprint can be chosen. The choice is based on the teacher’s professional judgment of the student’s academic needs. The student’s Fall or Spring Performance Report may be used at any time within the cycle to evaluate if additional instruction is needed or if the student is ready to move on to another linkage level or Essential Element.

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## GUIDELINES FOR USING THE INSTRUCTION AND ASSESSMENT PLANNER IN THE FALL WINDOW

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### ELA AND MATHEMATICS IN THE FALL WINDOW

During the fall window, students are required to meet the blueprint requirements for English language arts (ELA) and mathematics, using instructionally embedded assessments. Instruction and testing are cyclical during the window. The test administrator selects an Essential Element for instruction, selects the linkage level, and provides instruction to the student outside of Educator Portal. After instruction, the test administrator assigns the testlet and delivers it in Student Portal.

After the student completes the testlet, the results are immediately available, except for the writing testlet. The test administrator can check the Instruction and Assessment Planner to find out if the student mastered the Essential Element at the linkage level tested. The test administrator then makes decisions about the next Essential Element and linkage level based on the student's instructional needs, the IEP, and the need to meet the blueprint requirements during the window. The cycle should be repeated until the blueprint requirements are met.

---

**NOTE:** Bunch testing several Essential Elements at the end of the window is strongly discouraged.

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Essential Elements that are available for assessment are in the current blueprints found in the Instruction and Assessment Planner and the Dynamic Learnings Maps® (DLM®) webpage for each state. Within the blueprint options and the blueprint coverage requirements, the test administrator selects Essential Elements on which to provide instruction to a student, followed by assessment. A test administrator may choose to instruct and assess more Essential Elements than is required for blueprint coverage. However, before the close of the window, the blueprint requirements must be met. Some states have additional requirements. Check with your assessment coordinator about requirements for your state.

Supporting procedures for Educator Portal are in the EDUCATOR PORTAL USER GUIDE in the Use the Instruction and Assessment Planner section.

## SCIENCE ESSENTIAL ELEMENTS IN THE FALL WINDOW

Science Essential Elements are available for instruction and assessment in the fall window. However, testing is optional and meeting the science blueprint is not required. In the fall window, test administrators follow a similar process for science as they do for ELA and mathematics. They choose an Essential Element and linkage level, provide instruction, assess the student, and evaluate the results. Results of science assessments are found in the Fall Performance Report or the Student Progress Report, but the results from the fall window for science are not included in the end-of-year Individual Student Score Reports.

## LINKAGE LEVEL RECOMMENDATIONS FOR THE FALL WINDOW

At the beginning of the fall window, the results of the First Contact survey are used by the Kite® system to recommend a linkage level for each Essential Element in the Instruction and Assessment Planner for ELA, mathematics, and science. The linkage level is intended to provide an appropriate challenge for the student and represent a good instructional target. The test administrator may select the system-recommended linkage level or choose a different one.

HINT: The test administrator will not be able to select an Essential Element or linkage level until the student's First Contact survey is submitted.

## REVIEW AND REVISE CHOICES IN THE FALL WINDOW

In the fall window, test administrators may review and revise their choice(s) of Essential Elements for all subjects for a student on the Student View Page in the Instruction and Assessment Planner. The test administrator may decide to not proceed in testing the student on a selected Essential Element or linkage level after instruction. The selected Essential Element or linkage level can be changed up until the test administrator has assigned the testlet. If an assigned testlet needs to be canceled, the district assessment coordinator can cancel the testlet.

## RETRIEVE INSTRUCTIONAL INFORMATION IN THE FALL WINDOW

Instructional information is available for each Essential Element that a test administrator selects in the Instruction and Assessment Planner using the mini-maps.

### *MINI-MAPS*

The mini-map is a resource that shows the link between the grade-level standard and the Essential Element. The Essential Element is first described and then further broken down into linkage level descriptions. The Essential Element is then broken down further into nodes with the description of each node and how one node is connected to the next node. Using the nodes, a teacher can build skills during instruction with the student before the student is ready to be assessed on the Essential Element.

The mini-map is readily available within the Instruction and Assessment Planner by selecting the mini-map icon for the Essential Element. However, if the testing window has not yet opened, the mini-maps can also be found on the DLM state website for each subject:

- [Currently Tested Essential Elements for ELA](#)
- [Currently Tested Essential Elements for Math](#)
- [Currently Tested Essential Elements for Science](#)

### *PROFESSIONAL DEVELOPMENT MODULES*

Professional Development modules are located on the [DLM Professional Development](#) website. These modules focus on teaching and learning in the areas of ELA, mathematics, and science, while also providing important information regarding components of the DLM Alternate Assessment System. The modules are part of the instructional professional development system.

The modules are available in two formats, self-directed and facilitated. The self-directed modules are short (30–45 minutes on average) and focus on a single topic. The facilitated versions have videos, activities, and handouts and are designed for a group. Each module is followed by a short quiz. After passing the quiz, a certificate of completion is sent by email to the participant, which should be downloaded, printed, and saved for their records.

### *OTHER INSTRUCTIONAL RESOURCES*

Other instructional resources also can be accessed from the [DLM Professional Development](#) website. The teacher will find text resources, communication supports, writing resources, lesson supports, and resources to provide teachers with enhanced descriptions of the Initial and Distal Precursors for the most frequently used Essential Elements.

## ASSIGN A TESTLET IN THE FALL WINDOW

After instruction is complete and the student is ready for assessment, the test administrator returns to the Instruction and Assessment Planner and assigns the testlet for the Essential Element at the selected linkage level. By choosing to assign a testlet to the student, the testlet

becomes available in Student Portal, and its Testlet Information Page (TIP) becomes available in the Instruction and Assessment Planner.

The screenshot shows a window titled "ELA.EE.RL.8.5" with a close button (X) in the top right corner. Below the title bar, the text reads: "Initial Precursor: The student can identify a forward sequence in a routine that they are familiar with (e.g., observed, participated in)." Below this text is a "Mini-Map" label and a PDF icon. At the bottom, there are two buttons: a blue button with a checkmark icon labeled "Instruction Complete Assign Testlet" and a light blue button with a prohibition icon labeled "Instruction Complete Do Not Assign Testlet". The blue button is highlighted with a red border.

Sometimes, a teacher may decide not to assign a testlet for an Essential Element. By choosing, "Instruction Complete, Do Not assign Testlet," the Essential Element at that linkage level will revert to its original unused status.

## SCHEDULE AND ARRANGE ASSESSMENT SESSIONS

The test administrator schedules the testing sessions for all three subjects during both windows. Several sessions during each window will likely be needed, including additional make-up sessions in case students are absent or not engaged in the assessment on the originally scheduled days. Testing should be scheduled throughout the window and not bunched at the end of the window.

Evaluating a student's current behavior is very important in assessment. Not every day is a good day to assess. Therefore, use professional judgment and reschedule the assessment when needed. If the student gets tired or distracted during a testlet, allow the student to complete and submit the testlet and then stop testing. Another option, if allowed in your state, is to stop while testing using the **EXIT DOES NOT SAVE** button and return later to begin testing the Essential Element again. However, if **EXIT DOES NOT SAVE** is chosen, the student's responses up to that point will not be saved.

Testlets may be administered in a classroom, computer lab, multipurpose room, or other school setting. However, the space must be quiet, free from distractions, and located where other students cannot see the testlet.

Recommendations for configuration of the computer, test administrator, student, and other materials are provided in Computer-Delivered Testlets on page 58 and Teacher-Administered Testlets on page 70 of this manual.

For assessment time averages and ranges, go to Duration of the Assessment Administration on page 41 of this manual.

## PREPARE TO ADMINISTER A TESTLET

Test administrators need the following when administering an assessment in each window:

- an assessment device loaded with the most current version of Kite Student Portal
- the student's username and password; these are available in the Instruction and Assessment Planner and are the same for both windows and for all subjects, including field test testlets
- assistive devices appropriate to the student, if needed
- headphones for computer Spoken Audio if other students are in the room, if needed
- TIP for the Essential Element


### TESTLET INFORMATION PAGES (TIPs)

Test administrators can find specific information for each testlet in its TIP. Test administrators access the TIP by selecting the icon when a testlet is assigned to a student. Test Administrators must review the TIP before beginning the student's assessment. After the testlet has been delivered to the student, the TIP is no longer available in the Instruction and Assessment Planner. If a TIP was printed, it must be securely destroyed. Sample TIPs are available for all three subjects in teacher-administered, computer-delivered, and braille. Go to [Instructional Resources](#) > select a subject > Testlets > Sample Testlet Information Pages.

HINT: During the fall and spring window, the TIPs for ELA and mathematics field test testlets are only available in the Test Management section of Educator Portal.

The testlet form name is included in the TIP (outlined in red in Figure 5). The following example is a TIP for an ELA assessment of reading informational text for grade 11 or 12 for a testlet at the Initial Precursor level. The last four numbers are this testlet's ID: 7125.

Figure 5. Example Testlet Information Page header with the testlet form name.

<b><i>This is a secure testing document. Do not reproduce or redistribute. Shred after use.</i></b>	
 <b>DYNAMIC</b> LEARNING MAPS	<b>ELA RI.11-12.8 IP 7125</b>
<b>Testlet Information Page: ELA7125</b>	
<b>Testlet Type:</b> Teacher-administered	<b>Number of Items:</b> 4

The TIP states whether a testlet is computer-delivered or teacher-administered and indicates the number of items on the testlet. The TIP for a teacher-administered testlet typically has more information regarding materials to use during testing than the TIP for a computer-delivered testlet. The materials for a computer-delivered testlet are typically all on the computer screens, except for students who are blind or have visual impairments.

The TIP also provides the following information for each testlet:

- **Materials Needed:** This field contains a list of the materials needed to administer the testlets. A description of any necessary attributes of the materials is provided. For example, the materials may be three different small objects that are familiar to the student, each of which has a single word name (e.g., ball, pencil, and bag).
- **Materials Used:** This field contains a description of how the materials are used in the testlet to assess the skill. For example, the student will be able to indicate a specific object when the object's name is used.
- **Suggested Substitute Materials:** This section indicates whether materials may be substituted. Sometimes in this section, a test administrator also will find the recommended key attributes of substitute materials. Substitute materials are usually allowed.
- **Accessibility Supports Not Allowed:** Although a test administrator may usually use all Personal Needs and Preferences (PNP) Profile supports and take advantage of the flexibility described in the Practices Allowed section of this manual, the TIP will indicate when a support is not allowed (e.g., calculator or if other limits are included like when definitions or translation are not allowed).
- **Other Comments:** If a testlet has other unique instructions, they will appear here. Testlets that require special setup before test administration, such as some mathematics testlets designed for students who are blind or have visual impairments, have additional pages of instructions.
- **Alternate Text:** For test administrators who will be delivering human read aloud that includes descriptions of graphics, alternate text descriptions of images are provided as additional pages after the main TIP.

#### *TIPS FOR ELA TESTLETS*

TIPs for ELA testlets also provide the following information:

- the name of the text
- whether the text is informational or literature based
- whether the text is familiar or unfamiliar (familiar texts may be downloaded from the Instructional Resources page on the DLM website and used in classroom instruction prior to assessment)
- name of the grade-level text associated with the DLM alternate assessment text

Teacher-administered reading testlets use texts that should have been used during instruction and are familiar to students. If the student is accustomed to having the familiar text read from a paper copy, the paper copy may be used during assessment. Links to printable versions of

familiar texts are provided in [Instructional Resources](#). Choose a grade level to see all texts for that grade.

### *TIPS FOR MATHEMATICS TESTLETS*

TIPs for mathematics testlets also provide the following information:

- any specific mathematics terminology used in the testlet
- additional pages of instruction to set up mathematics testlets for students who are blind or visually impaired
- whether calculator use is allowed for the testlet
  - o “Yes” means a student can use a calculator if the student is accustomed to using a calculator for instruction. Some items in the testlet may not require a calculator, but the test administrator does not have to remove the calculator once it has been given for the testlet.
  - o “No” means a student cannot use a calculator for any portion of the testlet.
  - o “Not Applicable” means the items do not involve computation and a calculator does not need to be provided.

### *TIPS FOR SCIENCE TESTLETS*

TIPs for science testlets also include

- any materials that should be gathered prior to the assessment
- picture response cards for testlets at the Initial linkage level **must** be printed prior to the assessment since they are used during the assessment. Best practice is to print picture response cards in color.

### *MATERIALS FOR ELA, MATHEMATICS, AND SCIENCE*

Materials used in testlets should be familiar to the student and typically readily available. The TIP includes descriptions of the general material properties that are needed to correctly assess the Essential Elements at a linkage level. Materials that are not listed may be substituted if they meet the general requirements for that assessment. Also, if a testlet assigned to the student contains materials that are not appropriate for that student, substitutions can be made.

Materials for the testlet must be collected prior to the assessment session. However, if the student has begun a testlet, and the materials that were collected are not working as anticipated, test administrators can stop testing and retrieve alternate materials. Student Portal can be inactive for up to 90 minutes before timing out. Go to System Timeout on page 68 of this manual for more information about the 90-minute timeout.

A list of common materials used in testlets, particularly the teacher-administered testlets, is found for each subject in the Materials Collections list. Go to [Instructional Resources](#) > select the subject > Collections list. Separate lists are provided for each window. Review and become familiar with the list. However, not everything on the list will be needed. That is why downloading the TIP ahead of time is so important, since the TIP lists the materials needed for the testlet.



## DURATION OF THE ASSESSMENT ADMINISTRATION FOR ELA, MATHEMATICS, AND SCIENCE

The time to complete a testlet varies depending on each student's unique needs. The average duration of the assessment in minutes per testlet during the fall and spring windows is in Table 13. These times do not include test preparation for the test administrator.

Table 13

*Average Duration of the Assessment in Minutes per Testlet during the Fall and Spring Windows*

Subject	Average duration in minutes per testlet*
ELA Reading	10–15
ELA Writing	10–15
Mathematics	5–10
Science	5–15

\*Average duration does not include the preparation time needed by the test administrator.

Total time varies depending on the number of Essential Elements necessary to meet the blueprint coverage requirements for the grade and the number of Essential Elements a test administrator chooses for assessment.

### FIELD TEST TESTLETS

#### *FALL WINDOW*

After completing the blueprint requirements for ELA and mathematics, the student may receive one field test testlet in ELA and one in mathematics.

- The linkage level may be one above, one below, or the same as the operational Essential Element that was tested.
- The TIP is in the Test Management section of Educator Portal.
- The field test testlets are taken in Student Portal.

#### *SPRING WINDOW*

After completing all blueprint requirements for ELA, mathematics, and science, the student may receive one field test testlet in each subject.

- The linkage level may be one above, one below, or the same as the operational Essential Element that was tested.
- The TIP is in the Test Management section of Educator Portal.
- The field test testlets are taken in Student Portal.

## MONITOR TESTING PROGRESS FOR ELA AND MATHEMATICS DURING EACH WINDOW

Each student is expected to meet blueprint requirements for ELA and mathematics in each window. Progress toward meeting blueprint requirements can be monitored by test administrators in the Instruction and Assessment Planner. See the checkmark at the top right of the screen when the blueprint has been met in the claim and conceptual area (Figure 6).

Figure 6. Screenshot of the Instruction and Assessment Planner. The green checkmark in the upper-right corner indicates completion of blueprint requirements for ELA during assessment, even if the student did not master the Essential Element at the linkage level tested.

Also, the Student Activity Table will display the status of blueprint requirement completion for ELA and mathematics (Figure 7).

Figure 7. Status of blueprint requirement completion for ELA and mathematics in the Student Activity Table. This student did not meet any of the requirements for either subject.\*

<b>Atwood, Polly</b> State ID: 54621347			
	First Contact	PNP Profile	Credentials
	ELA	MATH	SCI
View/Create plans			
Blueprint requirements met	0 of 4	0 of 4	NA
Number of plans with instruction in progress	0	0	0
Testlets assigned and ready to test	0	0	0
Total number of testlets completed	0	0	0

\*Note: The student in this example is not a real student.

## BEFORE BEGINNING ASSESSMENTS

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### KEY STEPS

Test administrators should prepare for the Dynamic Learning Maps® (DLM®) alternate assessments by completing the steps in Table 14. Gray-shaded steps are described in more detail in this section of this manual. Other steps are defined in the other DLM resources listed in the Checklists for Test Administrators on page 9 of this manual.

Table 14

#### *Key Steps in Preparing for the DLM Alternate Assessment*

Steps
1. Confirm student eligibility to participate in the DLM alternate assessment.
2. Share information about the DLM alternate assessment with parents or guardians, preparing them for their student’s assessment experience.

Steps
3. Read this TEST ADMINISTRATION MANUAL.
4. Use the resources on your state’s DLM webpage to become familiar with the DLM Consortium, the assessed subjects, and the procedures to prepare for the assessment.
5. Gain access to Educator Portal.
6. Agree to the security agreement in Educator Portal.
7. Complete the Required Test Administrator Training.
8. Review state-specific guidelines on required and recommended professional development modules. Complete as needed.
9. Use the ACCESSIBILITY MANUAL and work with IEP teams to determine accessibility supports that must be provided for each student taking the DLM alternate assessment. Adjust supports in students’ IEPs, as necessary.
10. Review state-specific requirements for documenting DLM accessibility supports.
11. Make sure your students are rostered to you. Assessment work for the students cannot continue until they are rostered to their test administrator.
12. Access the Instruction and Assessment Planner in the Manage Tests dropdown.
13. Ensure all student data are correct in Educator Portal. Ask the assessment coordinator to make any needed corrections.  Ensure all roster data are correct.
14. Complete each new student’s Personal Needs and Preferences (PNP) Profile. Review the PNP Profile for any student when it was completed in past years. Update it as needed.
15. Submit each student’s First Contact survey once it is complete.
16. Ensure the latest version of Kite® Student Portal is installed on the student’s assessment device. Go to your technology personnel for help.
17. Become familiar with DLM practice activities and released testlets. <ul style="list-style-type: none"> <li>a. Access practice activities and released testlets using student demo accounts.</li> <li>b. Check compatibility of students’ assistive devices with Student Portal by allowing students ample time with practice activities and released testlets.</li> </ul>

## AGREE TO THE SECURITY AGREEMENT

Test administrators are expected to deliver the DLM alternate assessment with integrity and to maintain the security of testlets. The security agreement expires the first week of August every year and must be renewed in Educator Portal. Test administrators must read and agree to the security agreement. Figure 8 is an example of the security agreement text.

Figure 8. Example of the Security Agreement text.

The screenshot shows a web interface titled "My Profile" with a navigation bar containing tabs: Overview, Edit Display Name, Change Password, Change Default Role, Security Awareness, Security Agreement (selected), and Security Renewal/Expiration. The main content area displays the following text:

The Kite Suite provides opportunities for flexible assessment administration; however, all assessments delivered during the school year are secure. Test administrators and other educational staff who support implementation are responsible for following the Kite test security standards:

1. Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

☐ I have read this security agreement and agree to follow the standards.

Save

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NOTE: If DLM staff discover that an account has been accessed by someone other than the account owner, the account will be considered compromised and will be sequestered until the state assessment administrator contacts the DLM Service Desk requesting the account be reopened. Contact your assessment coordinator for additional guidance on test security in your state and district and for procedures for reporting assessment irregularities.

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## COMPLETE TRAINING AND PROFESSIONAL DEVELOPMENT

The DLM Consortium provides required training for test administrators, professional development for instructional support, and supplemental training (Table 15).

Table 15

*Available Training and Professional Development*

<b>Required Test Administrator Training</b>	<b>Professional Development for Instruction</b>	<b>Supplemental Training</b>
<ul style="list-style-type: none"> <li>• All test administrators must pass the Required Test Administrator Training modules with a score of 80% or higher.</li> <li>• Critical content for managing and delivering the DLM alternate assessment is covered.</li> <li>• State administrators decide which format(s) to offer for new test administrator training: self-directed, facilitated, or both.</li> <li>• All returning test administrator training is self-directed only.</li> <li>• Test administrators will not be able to deliver testlets until training is passed with a score of 80% or higher.</li> </ul>	<ul style="list-style-type: none"> <li>• All professional development modules are strongly recommended.</li> <li>• The professional development modules support academic instruction for students who take the DLM alternate assessment.</li> <li>• Most modules are created for students at the Target linkage level. Teachers who have students who take testlets at the lower linkage levels will need to adjust the module information for their student.</li> <li>• Several modules are available for students with foundational presymbolic communication.</li> <li>• Watching the professional development modules is strongly recommended.</li> <li>• State and district administrators may recommend or require specific modules.</li> </ul>	<ul style="list-style-type: none"> <li>• All supplemental training is strongly recommended.</li> <li>• Supplemental training addresses a variety of DLM materials and system navigation topics.</li> <li>• Supplemental training includes short helplet videos—typically one to five minutes long on a single topic. A couple longer presentations are also available.</li> <li>• Supplemental training modules do not include a quiz.</li> </ul>

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NOTE: Your district assessment coordinator may provide a training plan tailored to your state and for training beyond what is provided by the DLM Consortium.

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### *REQUIRED TEST ADMINISTRATOR TRAINING*

Test administrator training is required for any educator administering the DLM alternate assessment. State policy determines

- the roles in Educator Portal that are automatically enrolled for the required training
- the courses that are offered (New Test Administrator Required Training, Returning Test Administrator Required Training, or both)
- the course format that is to be used (self-directed, facilitated, or both)

Test administrators access the Required Test Administrator Training in an online educational platform from the [Training Courses](#) website. Test administrators each have their own unique username and password. The course content is consistent across the consortium states. In all states, educators assigned the Educator Portal role of Teacher are automatically enrolled in required training.

Test administrators who will be administering the DLM alternate assessments for the first time are enrolled in the New Required Test Administrator Training course. Test administrators who administered the assessments in the immediately preceding year are typically enrolled in the Returning Required Test Administrator Training course. A returning test administrator is identified from Educator Portal records. Sometimes a state may require both new and returning test administrators to take the course for new test administrators.

HINT: Go to Guide to DLM Required Test Administrator Training located on your state's DLM website.

The training for new test administrators consists of four modules that must be completed in order. When the test administrator first signs in to [Training Courses](#), only the first module in the course is initially available. Each module ends with a post-test, which must be passed with a score of 80% or higher before the next module becomes available. If a post-test is not passed, test administrators may repeat the module and its post-test as many times as needed until a score of 80% or higher is achieved for the module. When all modules are successfully completed, participants receive a certificate of completion, which they are strongly advised to download, print, and save.

The four required modules in the New Test Administrator Training course are as follows:

1. Overview
2. Testlets
3. The Instructionally Embedded Model
4. Becoming Familiar with DLM Resources

The Returning Test Administrator Training course consists of only one module, which takes approximately one hour. This module is a review of the four modules in the course for new test administrators. The returning course ends with a post-test. The post-test must be passed with a score of 80% or higher on the **first** attempt. If unsuccessful, additional training on the applicable

section(s) will be required. The additional training may take 30 minutes or up to 2.5 hours, depending on the section(s) that must be repeated. When this module is successfully completed, participants receive a certificate of completion, which they are strongly advised to download, save, and print.

The New Test Administrator Required Training is available in a self-directed format, a facilitated format, or both formats, depending on the state administrator's decision. All post-tests must be completed on the [Training Courses](#) website, even if required training is delivered in the facilitated format. Training for returning test administrators is available only in the self-directed format. Along with the required training, states may also include one or two additional short helplet videos to assist test administrators.

More information about the contents of each module, training formats, and procedures for completing required training is provided in the Guide to DLM Required Test Administrator Training located on the DLM website.

#### *PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL SUPPORT*

- Professional development for instruction is strongly encouraged. Modules focus on teaching and learning in the areas of English language arts, mathematics, science, and several foundational topics. Other modules are available, which provide important information regarding components of the DLM Alternate Assessment System. A variety of materials and multiple methods to access the materials are available.
- Each online, self-directed module lasts approximately 30 to 45 minutes and focuses on a single topic related to the instruction of students with the most significant cognitive disabilities. Post-tests accompany the modules.
- Facilitated modules for groups cover the same content as self-directed modules.
- Some recorded webinars on instruction are available for teachers.
- Instructional resources supply lesson supports, writing resources, and enhanced descriptions of the Initial Precursor and Distal Precursor for the most frequently used Essential Elements. The descriptions provide a clear connection between the Initial Precursor, Distal Precursor, and Target linkage levels.
- Educators across the consortium are encouraged to collaborate by using [DLM Instructional Supports Facebook](#).
- Most educators are required to participate in regular, ongoing professional development. Some state agencies give continuing education credits for the DLM professional development modules. If your state gives continuing education credits, then print the certificate that is emailed upon the completion of each professional development module and provide the documentation to your assessment coordinator.

#### *SUPPLEMENTAL TRAINING*

Supplemental training materials include short helplet videos on common Educator Portal procedures and best practices (e.g., Getting Started in Educator Portal and Access Test Tickets and TIPS). Go to your state's DLM website > filter by Teacher role > Assessment Resources > scroll to [Educator Resource Videos](#).



## REVIEW STUDENT DEMOGRAPHIC INFORMATION

Test administrators must have an accurate list of students for whom they are responsible. Before each assessment window, test administrators must review the student names that appear on their rosters in Educator Portal. Check with your assessment coordinator for review deadlines and the procedures for correcting records.

Questions to ask include the following:

- Do all my eligible students appear on my list of students?
- Are there any students on my list who are not assigned to me or who are not eligible for the DLM alternate assessment?
- Is each student assigned to the correct grade level?
- Do any student records have typos or misspellings?

If any errors are discovered, ask the assessment coordinator to make corrections. Some student information can be found on the student's end-of-year Individual Student Score Report (e.g., the student's name and grade). Having the information presented correctly will be important to students and their parents or guardians. Detailed procedures for checking this information are in the Manage Student Data section of the EDUCATOR PORTAL USER GUIDE.

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NOTE: The correct grade and subject must be provided for grade-appropriate testlets to be delivered in Student Portal. If a student has been rostered to the incorrect grade and has started testing, the student will need to begin testing all over in the correct grade.

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## ACCESS THE INSTRUCTION AND ASSESSMENT PLANNER

The Instruction and Assessment Planner is a section in Educator Portal where test administrators create plans for their students' instruction and then assign testlets. In the Instruction and Assessment Planner, the test administrator will do the following:

- Review student data information to ensure students are rostered correctly and their demographic information is accurate.
- Submit the First Contact survey.
- Choose supports in the PNP Profile, if needed, and save them.
- Select Essential Elements from the testing blueprint for instruction and testing.
- Select the appropriate linkage level.
- Access the mini-map for instructional support.
- Assign a testlet.
- Access the TIP for the testlet.
- Access the Braille Ready File (BRF) if available for the Essential Element and if applicable for the student.
- Retrieve the credentials for the student (username and password).
- Review testlet results.
- Print the Fall or Spring Performance Report for each student in each applicable subject, if desired. These reports must be stored securely.

Step-by-step procedures are available in the Use the Instruction and Assessment Planner section in the EDUCATOR PORTAL USER GUIDE.

## COMPLETE OR UPDATE THE PERSONAL NEEDS AND PREFERENCES PROFILE

The DLM alternate assessment offers a variety of accessibility supports, which can be selected in a student's PNP Profile on Educator Portal. The ACCESSIBILITY MANUAL describes a six-step process for evaluating and choosing appropriate supports for each student.

Most states provide guidelines that their IEP teams are required to use when making decisions about accessibility supports for a student during testing. Some states provide their state-specific guidelines as an appendix in the ACCESSIBILITY MANUAL on their DLM state website.

Accessibility supports in the student's PNP Profile in Educator Portal include those required to meet the student's needs in their IEP and other supports for which a student may show a preference but are not required in the IEP. The selected supports then become available during testing. Test administrators are to review accessibility supports with the IEP team at least once per year.

If the original PNP Profile selections do not allow the student to fully access the content of the testlets as expected, the test administrator may adjust accessibility features listed in the PNP Profile between testlets to provide more appropriate supports. Go to the ACCESSIBILITY MANUAL for help in choosing and changing PNP Profile settings. The assessment coordinator can provide further IEP guidance if needed.

Procedures for choosing and saving the PNP Profile settings in Educator Portal are in the EDUCATOR PORTAL USER GUIDE in the section, Complete the Personal Needs and Preferences Profile.

## COMPLETE AND SUBMIT THE FIRST CONTACT SURVEY

### *LINKAGE LEVEL RECOMMENDATIONS FOR ELA, MATHEMATICS, AND SCIENCE*

The First Contact survey is a series of items that go beyond basic demographics and cover a variety of areas, including communication, academic skills, and attention. The test administrator enters the responses for each eligible student on their rosters.

Responses to the survey items are used to provide an optimal system match between the student and linkage level for each Essential Element in the blueprint for each subject being tested. The items are categorized into the following sections:

- Special Education
- Sensory Capabilities
- Motor Capabilities and Health
- Computer Instruction
- Communication (Expressive and Receptive)
- Language
- Academics

### *FALL WINDOW*

When the fall window opens, the test administrator can easily access the First Contact survey, respond to items in the survey, and then submit it. The data is analyzed and used to recommend the linkage level for each ELA, mathematics, and science Essential Element in the Instruction and Assessment Planner. Test administrators can begin the Essential Element selection process immediately after submitting the survey and can accept the system-recommended linkage level or select a different one.

### *SPRING WINDOW FOR ELA AND MATHEMATICS*

The student's performance on most ELA and all mathematics Essential Elements that were tested in the fall window determines the recommended linkage level for those Essential Elements in the spring window. If an Essential Element was not tested during the fall window, the data from the student's First Contact survey is used to recommend the linkage level. The test administrator may accept the system recommendation or select a different one for each ELA and mathematics Essential Elements. The linkage level recommendation in the spring window for the writing Essential Elements is different from the other ELA Essential Elements.

During the spring window, the linkage level recommendation for the writing Essential Elements is **always** based on the test administrator's responses to the writing items in the student's First Contact survey and never on the student's performance on the writing testlet from the fall window.

### *SPRING WINDOW FOR SCIENCE*

Testing all science Essential Elements from the blueprint is required.

Science testing during the spring window is different from science testing in the fall window, and it is also different from ELA and mathematics testing in the spring window. All test administration tasks for science are in the Test Management section of Educator Portal (e.g., downloading the TIP and test ticket, accessing a braille ready file [BRF] file, if applicable). The Kite system assigns the order in which the science Essential Elements are tested and assigns the linkage levels for each Essential Element. The test administrator cannot change either of those.

In addition, science assessments are adaptive in the spring window. The process is as follows:

1. The system assigns the first science Essential Element to be tested and its linkage level.
2. The student is administered the testlet for that Essential Element in Student Portal. The system evaluates the student's performance on the testlet and then adapts, determining the linkage level assignment for the next science Essential Elements to be tested.
3. The system's adaptive assignment continues until all science Essential Elements from the blueprint are tested.

### *RESOURCES FOR COMPLETING THE FIRST CONTACT SURVEY*

Use the following resources for step-by-step instructions and guidance in completing the First Contact survey and the PNP Profile. Test administrators can choose to complete these tasks in one of two places: by selecting the icons on the View Student screen in Educator Portal before

the opening of the fall window or by selecting the icons in the Instruction and Assessment Planner after the opening of the fall window.

- **EDUCATOR PORTAL USER GUIDE:** Complete the First Contact Survey section.
- A complete list of First Contact survey questions: Appendix in this manual.
- **The Personal Learning Profile helplet video:** A 13-minute demonstration on how to complete the First Contact survey and the PNP Profile. It is available on the [Educator Resource Videos](#) page of your state's DLM website.

## PREPARE FOR ASSESSMENT WITH PRACTICE ACTIVITIES AND RELEASED TESTLETS

The DLM Consortium provides two practice activities and many released testlets to support educators and students preparing for the assessment (see the Glossary on page 112 for the definition of released testlets):

- Practice activities are designed to familiarize users with how testlets appear in Student Portal. One practice activity is for test administrators, and the other is for students.
- Released testlets are similar in content and format to operational DLM testlets.

Access practice activities and released testlets using Student Portal in the practice section. Use demo student usernames and passwords provided in this manual to complete both types of activities as many times as desired.

The usernames and passwords for released testlets are available on page 54 of this manual or can be found in the Guide to Practice Activities and Released Testlets on the DLM website.

HINT: Some released testlets are available in PDF format on the DLM website. These may be helpful to provide to parents and guardians. Student Portal does not need to be installed on a computer to access these PDF testlets.

If you have questions or technical problems with the practice activities or released testlets, contact your assessment coordinator or local technology personnel.

### *RELEASED TESTLETS*

Released testlets are like actual operational testlets. They are selected from a variety of Essential Elements and linkage levels from grade 3 through high school. Each testlet contains items that align to Essential Elements at a designated linkage level.

Some released testlets are teacher-administered and some are computer-delivered. Teacher-administered testlets are typically at the lower linkage levels. Computer-delivered testlets are typically at the higher linkage levels.

In Student Portal, released testlets are identified by subject, Essential Element, and linkage level (Figure 9).

Figure 9. Screenshot from Kite Student Portal that demonstrates a released testlet name.



Table 16. describes the labels from the image.

Table 16.

*Definitions Behind a Released Testlet Name*

Subject	Grade	Section and Level Code	Linkage Level
English language arts (ELA) reading informational text (RI)	3	2, identify details in a text.	S, successor

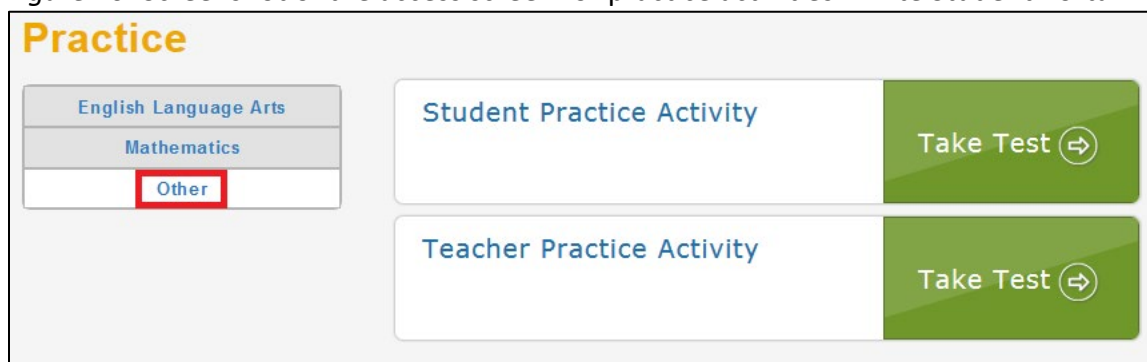
To determine the Essential Element and skills assessed in a particular released testlet, use the label in conjunction with the Currently Assessed Essential Elements resources located on the [Instructional Resource](#) pages for ELA, mathematics, and science.

The following sections describe the step-by-step procedure to access practice activities and released testlets.

*PRACTICE ACTIVITIES*

Sign in to Student Portal with the demo usernames and passwords. Select **Other** (Figure 10).

Figure 10. Screenshot of the access screen for practice activities in Kite Student Portal.



*TEACHER PRACTICE ACTIVITY*

The teacher practice activity is a tutorial on testlets that are administered directly by the teacher. Teacher-administered testlets are used when the student has presymbolic communication and cannot interact directly with the computer or when the content is difficult to assess on the computer (e.g., some higher linkage level mathematics testlets).

In this type of testlet, the teacher reads the instructions aloud on the testlet screens and follows them. The test administrator enters the student's responses to activities or exchanges

that occur outside the system. The test administrator may go forward and backward within a testlet as much as a student needs before submitting the responses.

Most teacher-administered testlets require test administrators to gather materials to be used in the assessment prior to the assessment. TIPs list those materials. Remember that substitutions can be made as necessary unless expressly noted in the TIP. Directions for how to prepare for the testlet are also provided as Educator Directions on the first screen of the testlet.

HINT: Practice activities do not include TIPs.

### *STUDENT PRACTICE ACTIVITY*

The student practice activity is a tutorial designed for students to practice navigating a testlet. Computer-delivered testlets are used when the content can be assessed directly by computer, and when students can directly interact with the system by selecting their own responses and by using assistive devices or other supports as needed.

Students may navigate using a mouse, Tab and Enter keys on a keyboard, or switches. Students may navigate forward and backward within a testlet as needed before submitting responses. If students can engage with the content but cannot advance the screens or input responses independently, a student and teacher may practice with the teacher navigating the screens and recording the responses on the Practices Allowed section in this manual.

Several types of items are available in student practice activities:

- **Multiple-choice items:** The student selects one or more correct responses.
- **Sorting items:** The student selects and moves objects from one place to another. Some items require students to choose the object and the destination. Others require students to drag and drop an image. Students who use switches may need help navigating some of these screens.
- **Matching items:** The student identifies how pairs of items are related to one another.

### *STUDENT ACCOUNTS FOR PRACTICE ACTIVITIES AND RELEASED TESTLETS*

Practice activities and released testlets are available through several practice student accounts.

Each practice account has certain PNP Profile settings, as described in the ACCESSIBILITY MANUAL. The supports are summarized in Table 17.

These accounts are available for all ELA and mathematics practice activities and released testlets.

Table 17

### *Demo Student Accounts for Practice Activities and Released Testlets*

Name	Password	PNP Profile Supports Turned On
demo.sue29	wall3	None*
demo.sue28	sand3	<b>Spoken Audio:</b> voice source = synthetic, read at start = false, spoken preference = text and graphics, audio for directions only = false <b>Contrast Color:</b> green text on white background
demo.sue30	swept	<b>Switch:</b> scan speed = 4 seconds, auto scan = manual override, auto repeat scan frequency = infinity**
demo.sue31	topic	<b>2× magnification</b>
demo.sue33	void7	<b>4× magnification</b> and reverse contrast
demo.sue34	nine7	<b>Color Overlay</b> (green)
demo.sue35	jar71	<b>Switch:</b> scan speed = 5 seconds, initial delay = 5 seconds, auto repeat scan frequency = 2**
demo.sue36	stop3	<b>Spoken Audio:</b> voice source = synthetic, read at start = false, spoken preference = nonvisual, audio for directions only = false
demo.sue37	after	<b>5× magnification</b>

\* Released testlets are available for ELA reading, mathematics, science, and practice activities. Demo.sue29 is also available for ELA writing and science.

\*\* No special settings are required for two-switch users. Use **Tab** to navigate and **Enter** to select. Two-switch users may use any of the above demo logins except demo.sue30 and demo.sue35 because those two logins are designated especially for practice for single-switch scanning users.

For step-by-step directions on accessing practice activities and released testlets in Student Portal, go to Access Practice Activities and Released Testlets on page 100 of this manual.

### TROUBLESHOOT ACCESS IN EDUCATOR PORTAL



#### **Avoid Common Pitfalls**

Save time and avoid errors by completing these steps before assessing students.

#### *NO ACCESS TO THE INSTRUCTION AND ASSESSMENT PLANNER OR TEST MANAGEMENT*

Users with the role of Teacher in Educator Portal will not have access to the Instruction and Assessment Planner or the Test Management screen in Educator Portal until

- rosters have been created that link their students to them.
- they have passed all Required Test Administrator Training modules with a score of 80% or higher on each post-test; they will receive a message that access is restricted until training is passed.

#### *NO ACCESS TO CREATE A PLAN ON THE STUDENT VIEW PAGE IN THE INSTRUCTION AND ASSESSMENT PLANNER*

Test administrators will not have access to create plans or assign testlets to students in the Instruction and Assessment Planner until the students are rostered to the test administrator for each subject being tested, the students' First Contact survey is submitted, and the window is open. Once these requirements have been met, test administrators will have access to the Student View page and can begin creating plans for instruction and assessment for their students.

#### *NO ACCESS TO THE TEST MANAGEMENT SCREEN IN EDUCATOR PORTAL OR NO SCIENCE TESTLETS AVAILABLE*

The Test Management section of Educator Portal is used for spring science testlets and spring science field test testlets. The same requirements for using the Instruction and Assessment Planner described in the previous paragraphs also apply to the Test Management section of Educator Portal.



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## INTRODUCTION TO DYNAMIC LEARNING MAPS TESTLETS

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## COMPUTER-DELIVERED TESTLETS

### OVERVIEW

Testlets delivered directly to students via a computer are designed with the assumption that students can interact independently with the computer. The student can use special devices such as alternate keyboards, touch screens, or switches, as necessary.

---

**NOTE:** Teacher-administered testlets will be described on page 70 of this manual

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Computer-delivered testlets in the Dynamic Learning Maps® (DLM®) alternate assessment are most common at the upper linkage levels, where the content being assessed is appropriate for delivery using the computer. Reading, mathematics, and science assessments include computer-delivered testlets.

Some students may test at upper linkage levels but cannot interact directly with the computer due to physical limitations. For these students, the test administrator may navigate the screen on behalf of the student and enter the student’s responses.

The Testlet Information Page (TIP) that accompanies each computer-delivered testlet may have few, if any, materials to be gathered since everything the student needs for taking the testlet is available on the computer screen. However, the TIP may have other pertinent information for the test administrator to know.

HINT: Screenshots in the following sections of this manual demonstrate how a testlet should appear on an assessment device. If a testlet is difficult to view on the assessment device, check the device's display settings and the screen resolution. The screen resolution should be 1024 × 768. Also, check the student's PNP Profile settings to ensure the most appropriate settings have been selected. After doing this, if the issues cannot be resolved, contact your technology personnel or your assessment coordinator.

### *GENERAL STRUCTURE OF COMPUTER-DELIVERED TESTLETS*

Testlets in English language arts (ELA), mathematics, and science are each delivered differently based on research about effective instructional practices for students with the most significant cognitive disabilities. Testlets in all subjects begin with an engagement activity to motivate students, activate prior knowledge, and prepare students for the cognitive process required in the items.

#### **Computer-Delivered ELA Reading Testlet Structure**

Students taking DLM ELA testlets are assessed on both writing and reading skills. Although a writing testlet is always teacher-administered, a reading testlet can be either teacher-administered or computer-delivered, depending on the student.

During a reading testlet, students participate in two readings of a text. The first reading serves as the engagement activity and provides students with an opportunity to build a mental representation of the entire text before responding to items. The second reading includes items embedded within the text or placed at the end of the text, as appropriate.

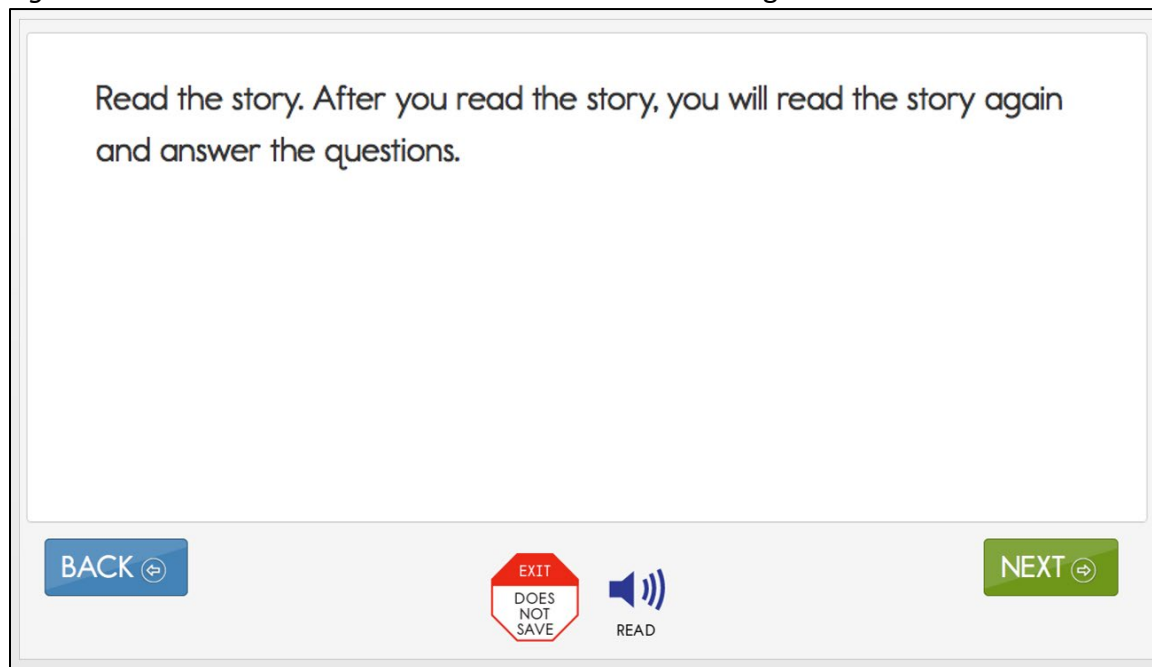
---

NOTE: Occasionally, an item is embedded within a text that does not assess reading comprehension of the text itself. Instead, the item addresses the linkage level skill for the Essential Element being assessed.

---

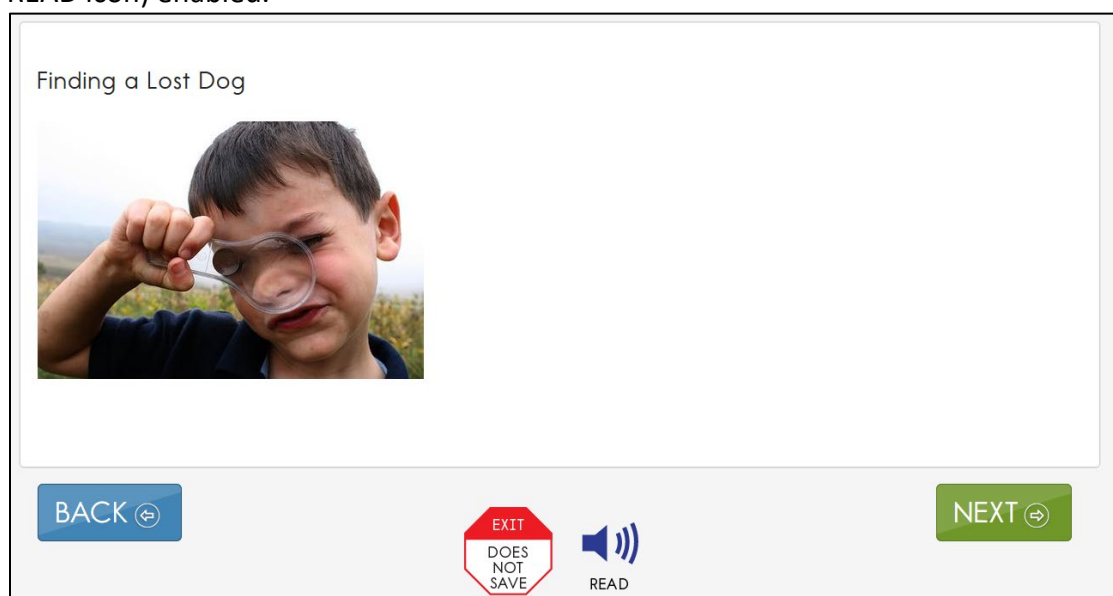
The first screen in ELA reading testlets directs students to read the text (Figure 11).

Figure 11. Screenshot of the instructions for an ELA reading testlet in Kite Student Portal.



Students will read through the text. They may have the text read aloud by the computer if Spoken Audio is selected in the student's Personal Needs and Preferences (PNP) Profile (Figure 12). For all testlets, test administrators are permitted to read aloud to students. The student is then directed to read the text a second time and respond to items. Although some students taking computer-delivered reading testlets may require support to navigate from one screen to the next or to enter their responses, most students at the upper linkage levels will independently read the text and respond to the items.

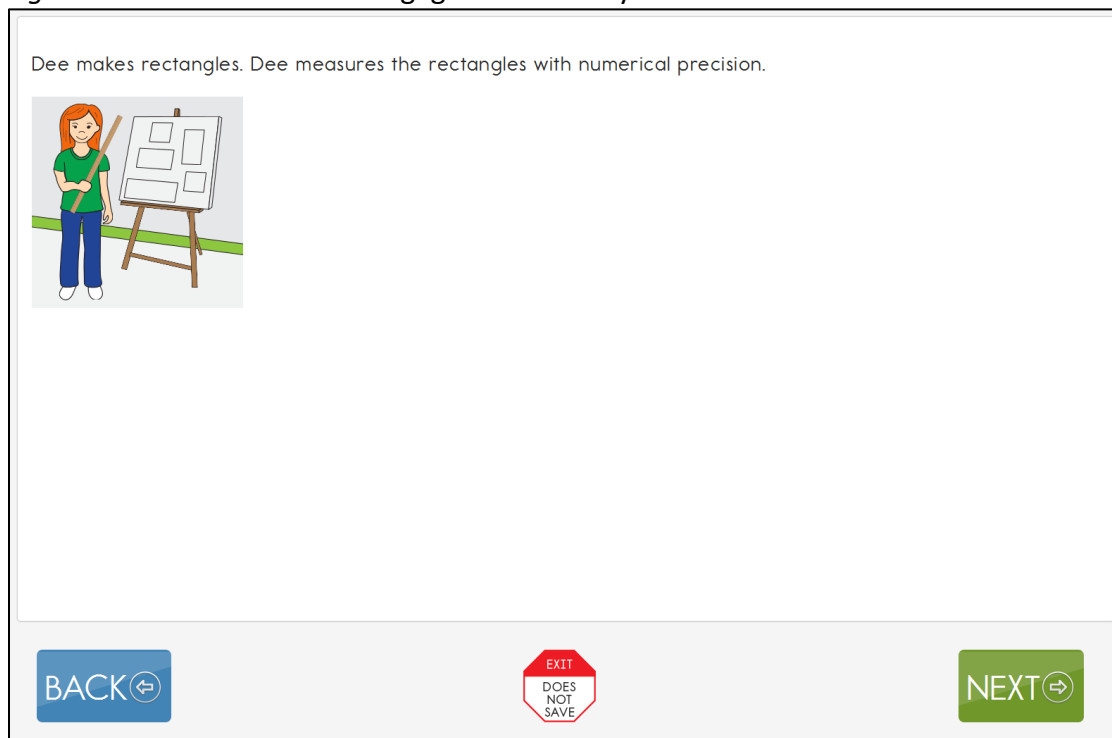
Figure 12. Screenshot of an ELA reading testlet in Kite Student Portal with spoken audio (the READ icon) enabled.



### Computer-Delivered Mathematics Testlet Structure

Mathematics testlets start with an engagement activity that provides a context for the items (Figure 13). The engagement activity does not require a response. Mathematics testlets are built around a common scenario or activity to investigate related facets of a student's understanding of the targeted content as shown.

*Figure 13.* Screenshot of an engagement activity in a mathematics testlet in Kite Student Portal.



### Computer-Delivered Science Testlet Structure

---

**NOTE:** Check your state's DLM webpage to see if your state tests DLM science.

---

Science testlets begin with an engagement activity, just like testlets in ELA and mathematics. Each science testlet bundles together an engagement activity at the beginning of the testlet followed by three to five items. Science engagement activities can be one of four types:

- The first type of engagement activity is simply a single screen with one or two pictures along with a short sentence that introduces the science topic to be assessed. The items assess the Essential Element topic, not the engagement screen itself.
- A second type of engagement activity describes a scenario which taps prior knowledge or experience, introduces the concept to be addressed, and provides context for the items. The items assess information in the engagement activity and the Essential Element topic.
- A third type of engagement activity may be designed around a science story featuring an experiment or classroom activity that is presented twice, with items embedded within

the second presentation of the activity or at the end of the second presentation. The items assess information in the engagement activity and the Essential Element topic.

- The fourth type of engagement activity is a short silent video (up to 30 seconds) and is only found in the upper grade bands and the upper linkage levels. Students will access the short video and then respond to three items that include still-frame photos from the video. The items assess information both from the video and the Essential Element topic.

---

NOTE: The entire video clip is completely soundless.

---

The following is an example of a science story. The instructions at the beginning of the testlet describe to students what they will be doing in this testlet (Figure 14). In this science story, the student is to read the text and answer some questions.

*Figure 14.* Screenshot of the instructions for a science testlet in Kite Student Portal.

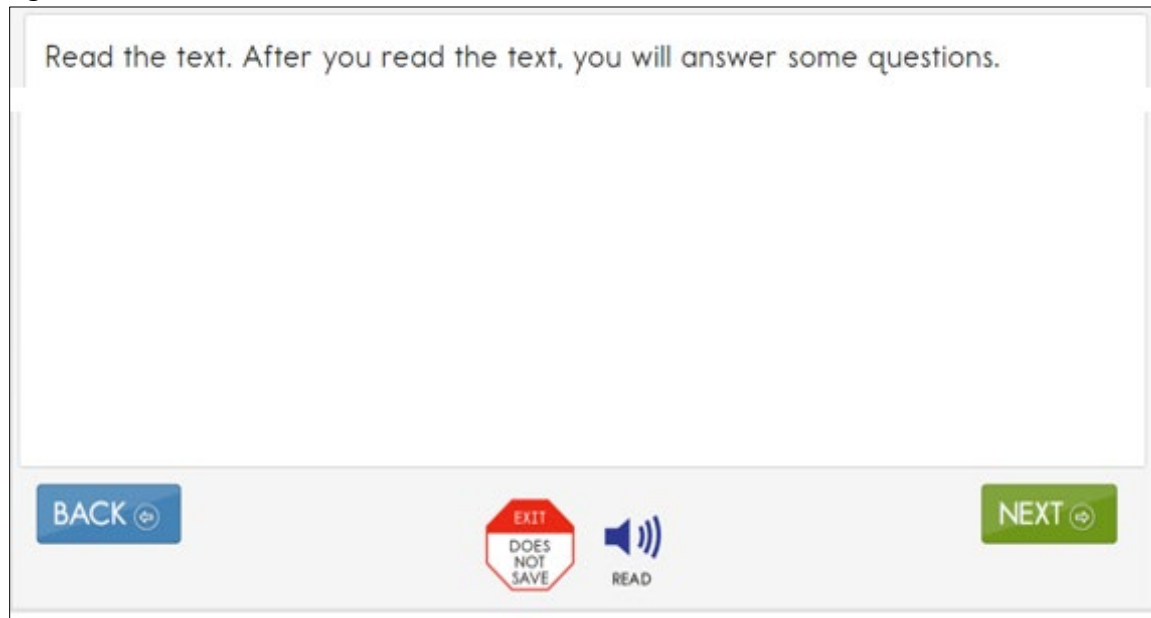


Figure 15 is from a testlet where a short story is presented only once to the student. Although not shown, the testlet items follow the story on the next screen of the testlet.

Figure 15. Screenshot of a short story in a science testlet in Kite Student Portal.



#### *COMPUTER-DELIVERED ITEM TYPES*

Students may encounter a variety of item types when taking computer-delivered testlets. Most testlets are designed for students to interact directly with the computer.

All science testlets are single-select multiple-choice items.

ELA and mathematics testlets may include the following Item types:

- single-select multiple choice
- multiple choice-multi-select
- matching
- sorting
- select text

In general, the DLM alternate assessment uses the most straightforward item type that allows for quality assessment of the Essential Element. For this reason, complex item types are used only occasionally at upper linkage levels. The previously described practice activities and released testlets include one or more examples of the above item types.

The most common type of computer-delivered item is a single-select multiple-choice item with text response choices (Figure 16).

Figure 16. Screenshot of a single-select multiple-choice item in a testlet in Kite Student Portal.

The first cake pan Jenny uses has a length of 9 inches. The pan has a width of 10 inches. The pan has a height of 2 inches.

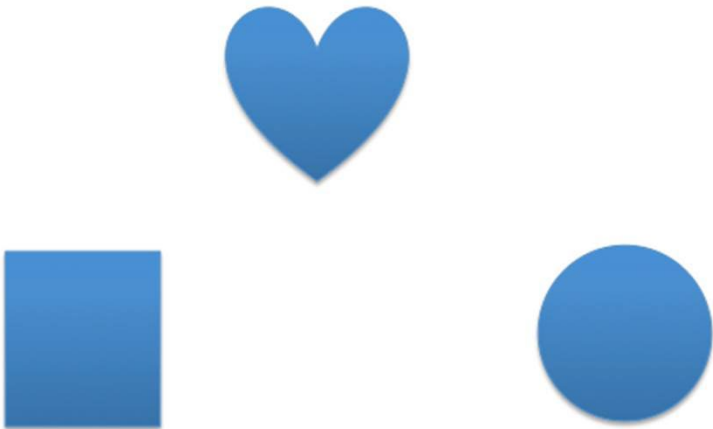
What is the volume of the pan, in cubic inches? [volume = length x width x height]

- 21 cubic inches
- 90 cubic inches
- 180 cubic inches

Students may also experience single-select multiple-choice items with image response choices (Figure 17).

Figure 17. Screenshot of a single-select multiple-choice item in a testlet in Kite Student Portal.

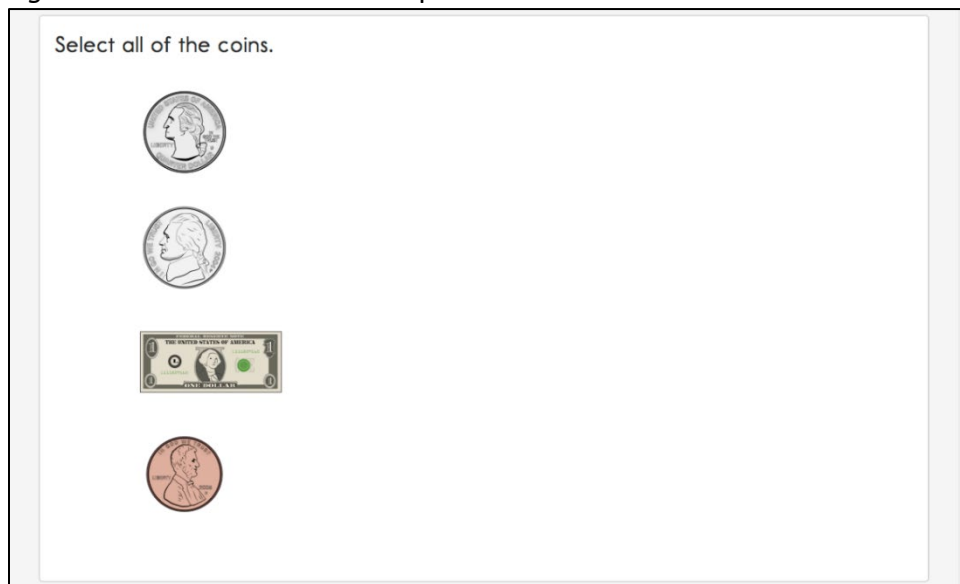
Which is a circle?

The image displays three distinct blue shapes arranged in a triangular pattern. At the top center is a heart shape. In the bottom left corner is a square shape. In the bottom right corner is a circle shape.

Multiple-choice multi-select items provide students with the opportunity to make more than one response choice (Figure 18).

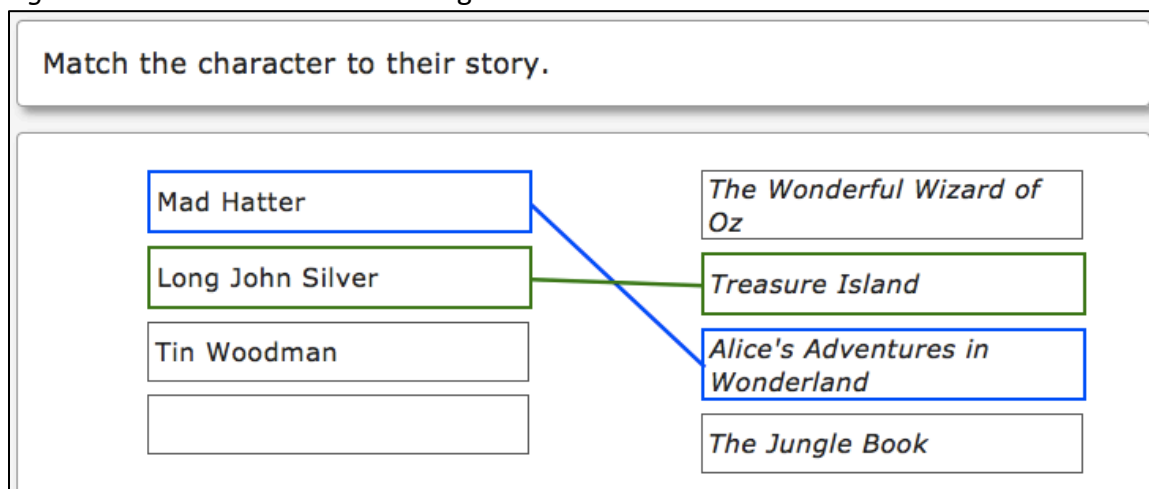


Figure 18. Screenshot of a multiple-choice multi-select item in a testlet in Kite Student Portal.



In some items, students may be asked to match responses from two lists (Figure 19).

Figure 19. Screenshot of a matching item in a testlet in Kite Student Portal.



Students may also encounter items asking them to sort words or images into categories. For students who use a mouse to interact with the computer, the system uses a drag-and-drop format to sort items. In Figure 20, the student selects the circle and then drags it into a box on the right, either by selecting the mouse button and moving the mouse or, if taking the assessment on an iPad or interactive whiteboard, by touching the object and dragging it to the desired location. Students who are unable to use the drag-and-drop format may direct the test administrator to sort the items.

Figure 20. Screenshot of a drag-and-drop item in a testlet in Kite Student Portal.

Put one shape into each box.

The interface shows a task instruction "Put one shape into each box." Below the instruction, on the left, are two red shapes: a circle and a square, each inside a small white box. To the right of these shapes are two larger, empty white rectangular boxes for dropping the shapes.

The final type of computer-delivered item that students might experience is select text. Select-text items are used only in some ELA assessments. Response choices are marked with a box around the word, phrase, or sentence. After the student selects their response choice, the outline around the word, phrase, or sentence becomes bold and highlighted in transparent yellow (Figure 21). To clear a selection, the student selects it again.

Figure 21. Screenshot of a select-text item in a testlet in Kite Student Portal.

Choose the word that is a number.

Sam likes dogs. Sam has two dogs. Sam plays with his dogs.

The interface shows a task instruction "Choose the word that is a number." Below the instruction is a text area containing the sentence "Sam likes dogs. Sam has two dogs. Sam plays with his dogs." Each word is enclosed in a thin black rectangular box. The word "two" is highlighted with a transparent yellow background. At the bottom of the interface are three buttons: a blue "BACK" button with a left arrow, a red octagonal "EXIT DOES NOT SAVE" button, and a green "NEXT" button with a right arrow.

### RESPONSE SELECTION FOR COMPUTER-DELIVERED ITEM TYPES

The procedures for selecting item responses in computer-delivered testlets are the same for all subjects. When the student first accesses an item, the responses will appear as shown in Figure 22.

Figure 22. Screenshot of an item in a testlet in Kite Student Portal.

What does this text tell about?

how to pet a nice dog

how to feed a hungry dog

how to find a lost dog

BACK

EXIT  
DOES  
NOT  
SAVE

READ

NEXT

Once a student selects a response, a box appears around the response choice (Figure 23). The student can select **NEXT** or **BACK** to navigate through the testlet screens. The response choice will stay selected.

Figure 23. Screenshot of a selected response to an item in Kite Student Portal.

What does this text tell about?

how to pet a nice dog

how to feed a hungry dog

how to find a lost dog

BACK

EXIT  
DOES  
NOT  
SAVE

READ

NEXT

If the student wants to change a response at any time during the testlet, they may go back to the screen that displays that item and simply select another response choice (Figure 24).

Figure 24. Screenshot of the selection of a new response to an item in Kite Student Portal.

What does this text tell about?

how to pet a nice dog

how to feed a hungry dog

how to find a lost dog

BACK

EXIT DOES NOT SAVE

READ

NEXT

### No Response Option

All testlets at the lowest linkage level and a few teacher-administered testlets at higher linkage levels include **No response** as a response option. However, not all testlets include **No response** as one of the options. If an item does not offer the **No response** option, and the student does not respond to the item in the testlet, the test administrator should leave the item unanswered.

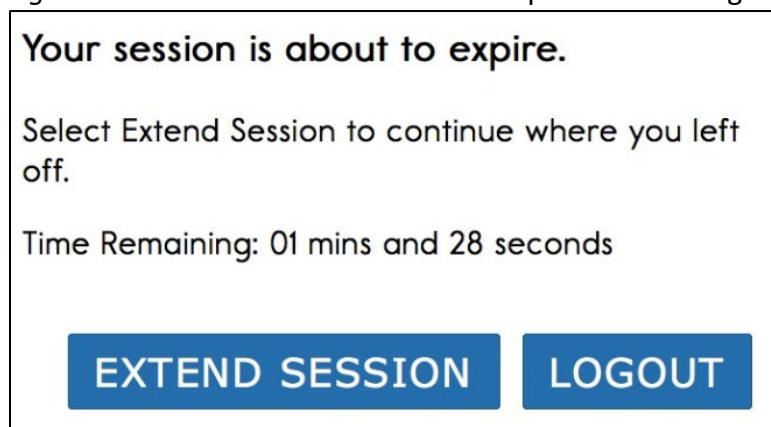
Whether **No response** is available for selection or if the item is left unanswered, the item is scored as incorrect. When a student has not responded to any items in a testlet, the testlet must still be submitted for the student. If the student can produce an intentional response but does not do so (e.g., due to distractions or behavior problems), if state policy allows, the test administrator can use the **EXIT DOES NOT SAVE** button and begin the testlet again when the student is more engaged.

### System Timeout

The DLM alternate assessment is administered individually and is not timed. Students may take as much time as needed and may work in settings that are most appropriate for them. The student may take as many breaks as needed throughout the completion of a testlet. During the administration of a testlet, Student Portal can sit inactive for as long as 90 minutes before timing out.

After 88 minutes and 30 seconds of inactivity in the testlet, the system provides the student with this warning message: “Your session is about to expire. Select **Extend Session** to continue where you left off. Time Remaining: XX mins and XX seconds” (Figure 25).

Figure 25. Kite Student Portal session expiration warning.



- If the student does nothing and no activity occurs before the countdown reaches 0, the system logs the student out of the testlet and returns to the login screen. The testlet status returns to unused, and the system retains no answers.
- If the student selects **Extend Session**, the system disregards the idle time, closes the prompt, and returns to the screen where the student had been working.
- If the student selects **Logout**, the system logs the student out of the testlet and returns to the login screen. The testlet status returns to unused, and the system retains no answers.

While DLM test administration procedures are designed to be flexible and allow students to take breaks during a testlet, most students who experience an extended interruption during test administration have difficulty retaining information in working memory after the interruption. Research has shown that an extended interruption during test administration can adversely affect student performance (Sinharay et al., 2014). Thus, Student Portal was designed to time out after an extended period of inactivity without retaining the responses, allowing the student to begin the assessment afresh when ready.

#### *COMPUTER-DELIVERED ASSESSMENT ARRANGEMENT*

Prior to test administration, evaluate how to arrange the computer or other assessment devices for the student and test administrator. All arrangements for computer-delivered testlets should maximize the student's independence and interaction with the computer.

Assessing students in a familiar environment is helpful, but the test administrator must ensure that the student is able to concentrate without distractions from other students.

Assessing students with the most significant cognitive disabilities is to be individualized and not to be conducted in a group setting.

#### **Maximize Student Interaction with the Computer-Delivered Testlet**

The arrangement should maximize student interaction with the testlet using the computer or other assessment devices based on the student's needs. For instance, if the test administrator sits with a student, the student is to sit directly in front of the computer and the test administrator is to sit off to the side, as shown in Figure 26.

*Figure 26. Seating arrangement of test administrator and student during assessment administration.*



If the test administrator sits next to a student who can use the mouse without assistance, the test administrator should sit on the side of the student opposite from the mouse so the student has space to move the mouse and the test administrator is not tempted to move the mouse for the student. A student who takes the assessment on an iPad may be able to hold the iPad and respond to items independently. If not, the test administrator may hold the iPad in a position that provides maximum visibility for the student.

### Maximize Student Independence

Although test administrators are to continually monitor students, the assessment arrangement should maximize student independence and minimize test administrator involvement. For students who may need assistance during the assessment, the test administrator can sit close to the student to monitor the assessment. On the other hand, if the student can work independently, the test administrator should keep more distance while making sure the student takes enough time and responds to all items.

## TEACHER-ADMINISTERED TESTLETS

### OVERVIEW

All testlets at the lowest linkage level, some mathematics testlets at higher linkage levels, and all writing testlets are designed to be administered directly by the test administrator. In teacher-administered testlets, the test administrator is responsible for setting up the assessment, delivering it to the student, and recording student responses in the testlet in Kite® Student Portal.

### *GENERAL STRUCTURE OF TEACHER-ADMINISTERED TESTLETS*

All teacher-administered testlets have some common features:

- The classroom setup is similar where the teacher needs to be able to view the screen, read the instructions, and enter their observations of the student or the student's responses.
- Directions and scripted statements guide the test administrator through the administration process.
- The TIP includes all assessment materials that the test administrator will need and must gather. The TIP should be reviewed several hours or even days before testing to allow the test administrator to be ready for test administration.
- The testlet includes an engagement activity and items.
- Science testlets at the Initial linkage level usually have picture response cards that must be printed ahead of time and used during testing. Best practice is to print these pictures in color.

### *STANDARDIZED INSTRUCTIONS FOR ALL TEACHER-ADMINISTERED TESTLETS*

Teacher-administered testlets are standardized. Anything in quotes and bold print must be presented verbatim to the student. The two exceptions to this rule are:

- when the student uses sign language interpretation or language translation supports as allowable and described in the DLM ACCESSIBILITY MANUAL and on the TIP
- when a material is substituted; the test administrator must then use the name of the substituted materials when reading the item to avoid confusing the student

### *SHOW AND SAY INSTRUCTIONS IN ALL TEACHER-ADMINISTERED TESTLETS*

Test administrators will encounter two instructions for presenting items or directions to students: **SHOW** and **SAY**. However, because of hearing and vision limitations, some students may not be able to hear what is said and others may not be able to see what is shown. **SHOW** means that an educator is to present the materials to the student using sensory modalities appropriate for that student. **SAY** may require nonverbal communication appropriate for the student's sensory modalities, such as signing.

Figure 27 is an example of an item screen that may be embedded in the second reading of an ELA text. The Educator Directions tell how to interact with the student. The test administrator must read directly to the student the lines presented in bold after **SAY**. The administrator also must perform the actions for the student described after **SHOW**.

*Figure 27.* Screenshot of an item screen that may be embedded in the second reading of an ELA text in Kite Student Portal.

Educator Directions:

SAY: "Tom had an adventurous day."

SAY: "Which word has a similar meaning to adventurous?"

Read each answer option aloud to the student.

Record student response:

exciting

running

BACK

EXIT  
DOES  
NOT  
SAVE

NEXT

All teacher-administered items have response options that reflect possible student responses to the statement or questions in the item. The test administrator evaluates the student's response, chooses the best description of what is observed, and records the choice in the testlet. The test administrator must be familiar with the student's typical modes of expressive communication because any mode for communicating a response is acceptable.

### TEACHER-ADMINISTERED READING TESTLETS

In teacher-administered reading testlets, items focus on the cognitive skills that precede conventional literacy. These items are not traditional reading-comprehension questions, but rather are designed to assess the skills identified in the DLM learning map model as critical precursors to reading for meaning. These types of items are embedded in the context of a shared reading and are intended to mirror early literacy instruction. Items assess skills such as identifying familiar materials or identifying words that describe familiar people.



Shared reading strategies that an educator might use during the first reading of a text include the following:

- encouraging engagement and interaction
- discussing words
- connecting words or pictures to student background knowledge and experience
- labeling and pointing out pictures
- modeling concepts about print (reading left to right, one-to-one correspondence between a spoken and written word, etc.)
- pointing out rhymes, syllables, and sounds in words
- asking questions to further engage students
- modeling how to communicate using students' communication methods
- using a think-aloud process to model how to decide whether to make a comment
- incorporating objects to help make connections

HINT: Text cannot be substituted with pictures or words from a word bank. For more information, go to the section Pictures, Symbols, or Use of a Word Bank on page 78.

The test administrator engages in shared reading strategies with the student during the first reading of the text in a reading testlet. During the second reading of the text, the test administrator must refrain from using shared reading strategies and instead focus on administering the items that are embedded in the second reading or placed at its conclusion.

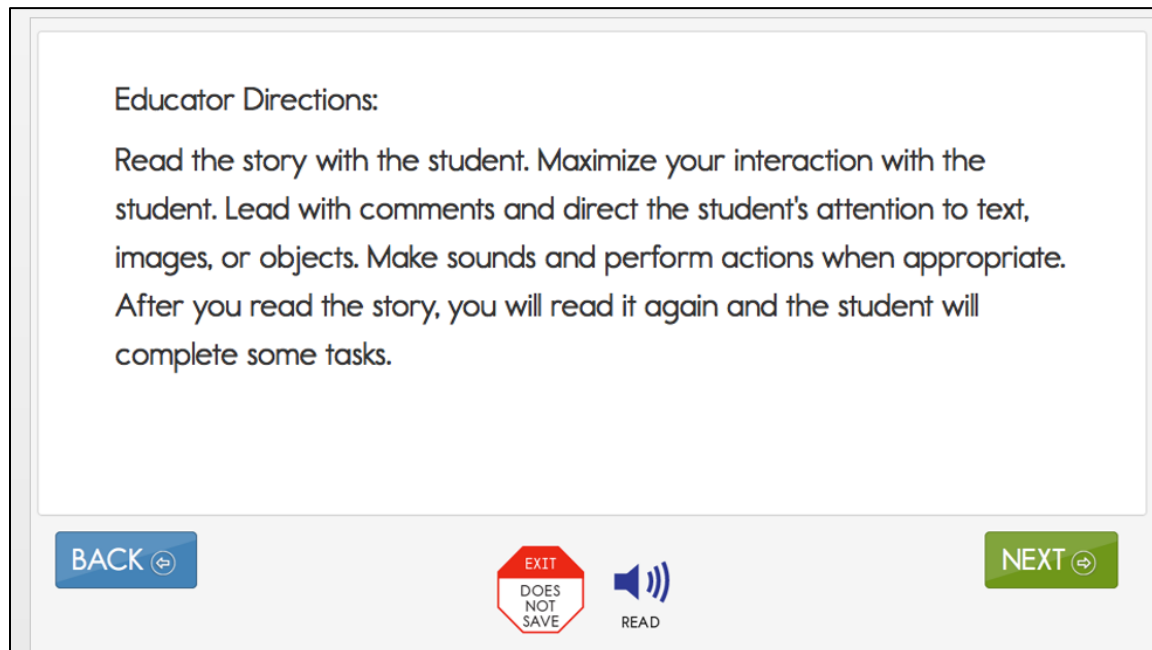
### *STRUCTURE OF TEACHER-ADMINISTERED READING TESTLETS*

First, the text is presented in its entirety. The test administrator reads the text aloud using shared reading strategies to maximize student engagement. Then, the text is presented again with items either embedded within the reading or placed at its conclusion. This type of testlet is often used at the Initial Precursor level, where students do not have the skills to directly interact with the computer. Teacher-administered testlets are also used for some testlets at higher linkage levels in the lower grades when the student is working with a familiar text.

For more information about shared reading strategies, go to the professional development module called Shared Reading that is available on the [Professional Development](#) page of the DLM website.

Figure 28 is an example of the directions provided on the first screen in a teacher-administered reading testlet. This screen provides hints about a shared reading strategy. After this screen, the story screens begin.

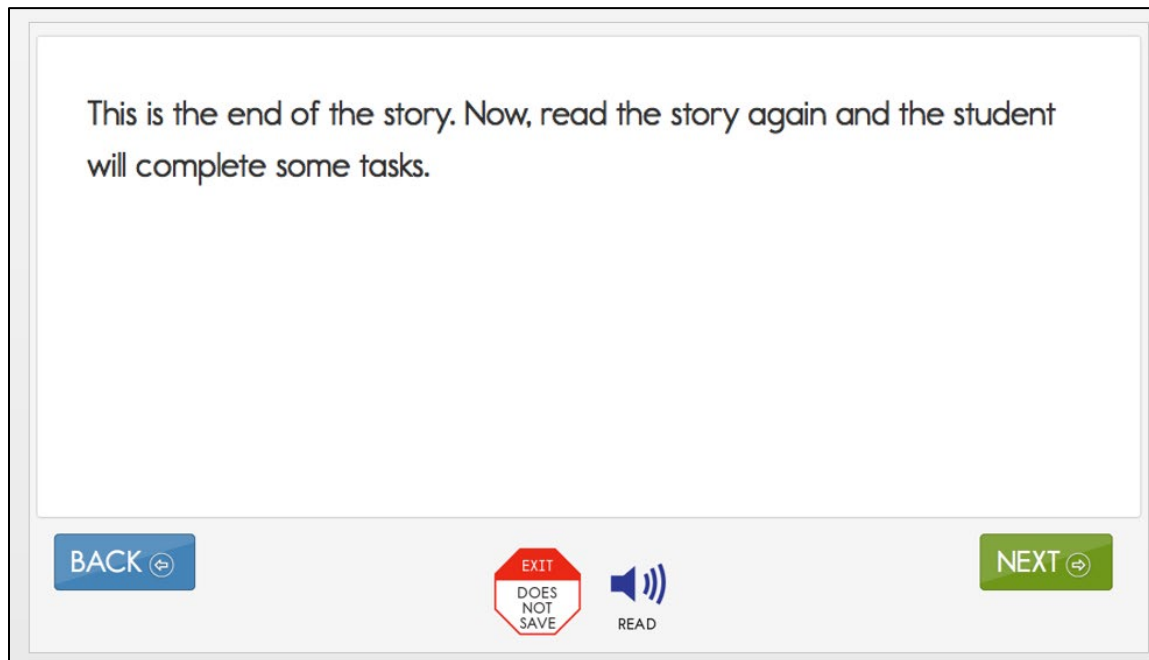
Figure 28. Screenshot of the Educator Directions in a teacher-administered reading testlet in Kite Student Portal.



In teacher-administered reading testlets, Educator Directions also appear between parts of the testlet (Figure 29).

The following is an example of a transition screen displayed after the test administrator has read a text with the student for the first time. The transition screen tells the test administrator that the first reading is over, and the second reading is about to begin. During the second reading, the student will respond to items embedded within the second reading or placed at its conclusion.

Figure 29. Screenshot of the Educator Directions in a teacher-administered reading testlet in Kite Student Portal.



#### *ALTERNATE TEXT FOR TEACHER-ADMINISTERED READING TESTLETS*

When administering a testlet to a student who uses human read-aloud support and requires verbal descriptions of images, the test administrator should use the alternate text available in the supplemental pages of the TIP. Each page of the TIP shows the onscreen text and images for the first and second presentations of the text. Descriptions of the images are printed below the picture and are labeled Alt Text (e.g., a picture of a dog is presented, then below the picture are the words, “Alt Text: a dog”). For students who require verbal descriptions of the images, read the text on the screen, then read the alternate text description exactly as it appears in the TIP.

#### *CLASSROOM SETUP FOR TEACHER-ADMINISTERED READING TESTLETS*

The student, the test administrator, and the computer screen should be arranged in a triangle during a teacher-administered reading testlet. Both the student and test administrator need to have access to the text during the shared reading activity. The test administrator should have the best access of direction pages and item screens. When the item screens appear, the test administrator needs to be able to enter responses easily. The triangle arrangement usually works, but the test administrator may need to shift position slightly so that screens containing the ELA text can easily be displayed to both student and test administrator. Leave space near the student for any manipulatives that will be used.

#### **TEACHER-ADMINISTERED WRITING TESTLETS**

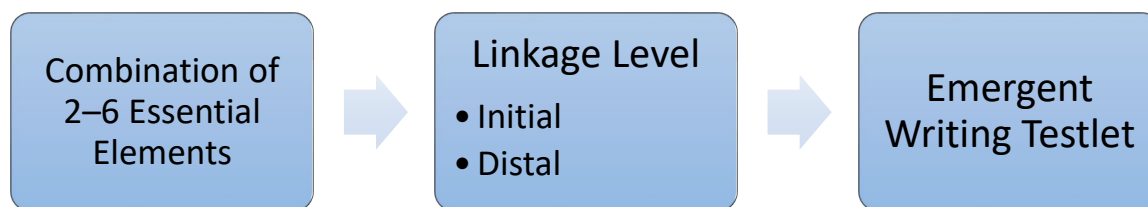
Every day in our classrooms, all students, including those with the most significant cognitive disabilities, are being prepared for life beyond their school years. A student’s ability to communicate about their needs and wants is essential for safety and fulfillment in their adult life. Their ability to communicate includes being able to write in some meaningful way.

Therefore, writing Essential Elements and writing assessments were developed. Information about each writing Essential Element is available on the [Currently Tested Essential Elements in English Language Arts](#) page under [Instructional Resources](#).

The DLM writing testlets assess students' mastery of the precursor skills that lead to writing and their ability to communicate using writing. These skills focus on understanding letters and words and the expression of ideas through words. Testlet response options that refer to "writing" or "the student wrote" can include any method the student uses for writing. The writing testlets all have some common features:

- Writing testlets are always teacher-administered and are required for every student in every grade.
- To meet blueprint requirements, each student receives a writing testlet in the fall and one in the spring window.
- In both the fall and spring window, the system-recommended linkage level for the writing testlet is determined solely using information from the test administrator's responses to the writing items in the student's First Contact survey. Performance from testlets assessing other Essential Elements is not used to recommend the linkage level of the writing testlet.
- The results for writing testlet are only provided in the end-of-year Individual Student Score Report Results.
- The results for writing testlet are only provided in the end-of-year Individual Student Score Report Results.
- Writing testlets assess a combination of two to six writing Essential Elements, depending on the grade.
- The student always works outside of Student Portal and interacts with the test administrator. Only the test administrator interacts with the testlet in Student Portal.
- Writing testlets are at one of two levels: emergent or conventional.
- The level of the writing testlet recommend by the system for the student is determined by the test administrator's responses to items in the writing portion of the First Contact survey only. This is true for both fall and spring window assessments. Performance from testlets assessing other Essential Elements is not used to recommend the linkage level of the writing testlet.
- Emergent Writing testlets are used for students who do not yet have or are working on early symbolic understanding.
- Students in grades 3–8 who are assigned the Emergent Writing testlet are assessed on only the writing process. These students are not expected to produce a written product.
- Students in high school who are assigned the Emergent Level writing testlets are also tested on the writing process, but these students are expected to produce a written product as well.
- Emergent Writing testlets are a combination of the Initial and Distal Precursor linkage levels (Figure 30).

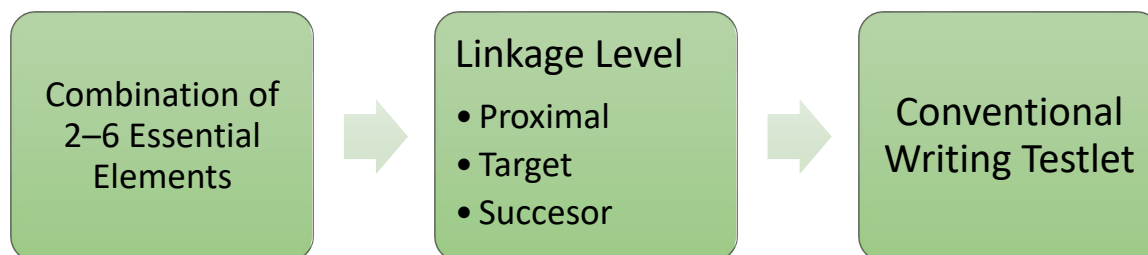
Figure 30. Process for an Emergent Writing testlet.



Students who have symbolic understanding and can use more traditional writing tools to communicate take a writing testlet that combines linkage levels at the Proximal Precursor, the Target, and the Successor linkage levels. Writing testlets at this level are called a Conventional Writing testlets because they are a little more typical of a traditional writing assessment (Figure 31).

Students who take Conventional Writing testlets are assessed on the writing process and they are also expected to produce a written product.

Figure 31. Process for a Conventional Writing testlet.



Many students taking the DLM alternate assessment will need a test administrator to assist them in obtaining a writing tool that offers students access to all 26 letters of the alphabet. For both the Emergent and Conventional Writing testlets, students are to use the orthography-based tools they use for writing during everyday instruction.

The following supports **are allowed** for writing testlets:

- pens, pencils, markers, crayons
- whiteboards
- traditional keyboards using word-processing software
- adapted keyboards that include all 26 letters of the alphabet
- tablet computer keyboards using word-processing software
- alternate keyboard (e.g., onscreen or switch-enabled keyboard)
- alternate pencils, including alphabet flip charts
- eye-gaze displays of letters
- letter-by-letter dictation of any sort
- word-prediction software

Word prediction is an intelligent word-processing feature that can alleviate writing breakdowns for a range of students simply by reducing the number of keystrokes necessary for typing words. It removes motor barriers to typing to reduce the gap between generating ideas and capturing them in writing.

The following supports are **not allowed** for writing testlets:

- whole-word or sentence dictation; to test the full criteria of writing Essential Elements, students are not allowed to dictate whole words or sentences
- speech-to-text software
- selection of pictures or words from a word bank

#### *PICTURES, SYMBOLS, OR USE OF A WORD BANK*

Pictures, symbols, or words from a word bank are not allowed and may not be substituted for words in a sentence. This practice is forbidden because the meaning that an individual assigns to a picture or symbol depends upon the individual's motivation; neurological and developmental status; sensory abilities; cognitive, communication, and language skills; and world experience (Mineo Mollica, 2003). Furthermore, the ability to learn the meaning of pictures or symbols is directly related to an individual's understanding of the word associated with the picture or symbol.

In other words, individuals who understand the meaning of the spoken word learn the associated picture or symbol rather easily while individuals who do not understand the spoken word need more time to learn the meaning of the picture or symbol (Ronski & Sevcik, 1996, 2005). Because students who participate in the DLM alternate assessment have universally impaired cognitive and language skills, it is not possible to ensure that each student's understanding of pictures and symbols introduced in the assessment will match the intended meaning.

#### *WRITING TOPIC*

For both levels of writing testlets, the test administrator and the student participate in an engagement activity related to choosing a topic to write. The testlet does not include preselected topics for writing assessments.

- In Emergent Writing testlets at the Initial Precursor and Distal Precursor linkage levels, the students often choose from a list of topics that they have been exposed to during instruction.
- In Conventional Writing testlets, students also write about familiar topics. If able, they independently select a subject on which to write. The topic is to be an informational one that is relevant to instruction and familiar to the student.
- The student can use the same topic in both the fall and spring windows.

#### *TASKS IN WRITING TESTLETS*

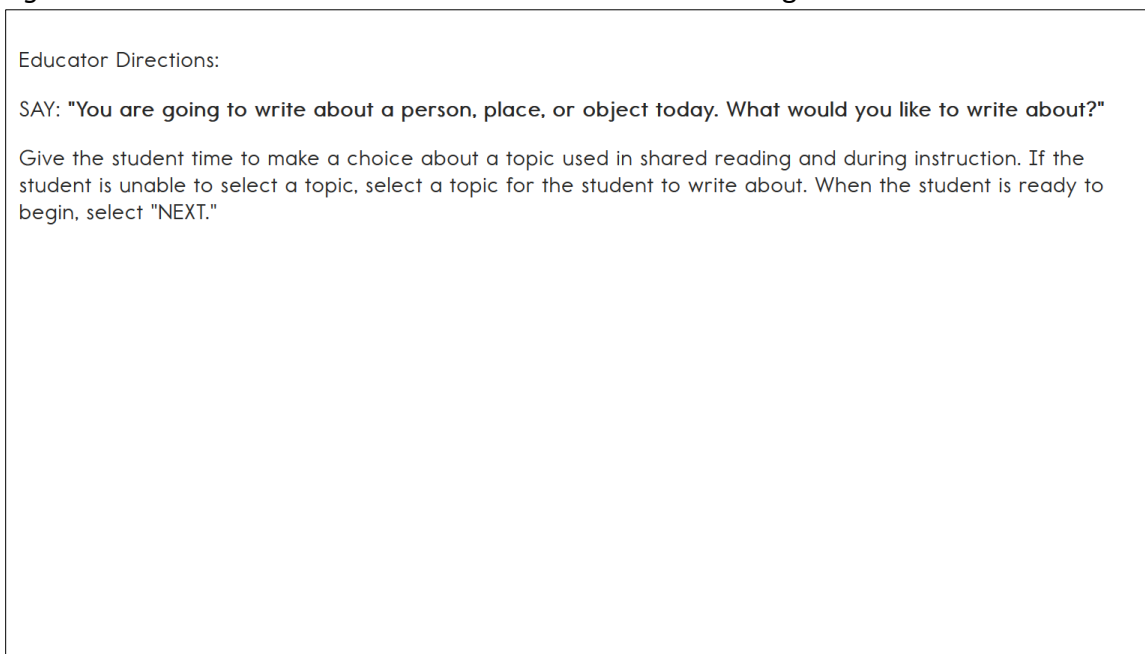
The test administrator has two types of tasks in writing testlets:

1. The test administrator evaluates a process used in writing. Testlet items are presented to the test administrator while the student works through the writing testlet.
2. The test administrator evaluates the student's final writing product.

For the first type of task, test administrators will perform the following steps (Figure 32):

1. Give the student a verbal prompt from the onscreen Educator Directions. As apparent in the following image, the verbal prompt may be “SAY: You are going to write about a person, place, or object today. What would you like to write about?”
2. The test administrator may present the student with a list of familiar topics that have been used during instruction, or the student may think of a topic without any prompting.
3. The testlet screen prompts the test administrator to ask the student to engage in writing tasks.
  - An example of a verbal prompt may be “SAY: Write about [topic] using words that describe [topic].”
  - The test administrator says the prompt aloud to the student, inserting the actual topic selected for the writing testlet.
4. The test administrator is directed to WAIT and OBSERVE the student’s writing process in response to the prompt. It is **very important** for the test administrator to give the student enough time to respond.
5. The test administrator evaluates the student’s behavior according to the description in the response options. The test administrator then chooses the description that best matches the student’s writing process.

*Figure 32.* Screenshot of the Educator Directions for a writing testlet in Kite Student Portal.



EXAMPLE: If the student’s behavior could be described by two response options, the test administrator selects the response option that represents the higher of the two options. In the following image, if the student wrote some words related to the topic and some words that

were not related to the topic, the test administrator has two response options from which to select: “Wrote at least one word related to the topic,” or “Wrote a word or words that were not related to the topic.” In this case, the test administrator would select the higher of the two options: “Wrote at least one word related to the topic.”

The response options in Figure 33 are as follows:

- Wrote facts, details, or other information related to the topic.
- Communicated about facts, details, or other information related to the topic, but did not write.
- Wrote at least one word related to the topic.
- Wrote a word or words that were not related to the topic.
- Wrote letters.
- Wrote marks or selected symbols other than letters.
- Did not communicate or write about the topic.

*Figure 33. Response screen in a Writing testlet in Kite Student Portal.*

After the student has finished writing, choose the highest level that describes your evaluation of the final product. Spelling is not evaluated in this item.

- ☐ Wrote facts, details, or other information related to the topic
- ☐ Communicated about facts, details, or other information related to the topic, but did not write
- ☐ Wrote at least one word related to the topic
- ☐ Wrote a word or words that were not related to the topic
- ☐ Wrote letters
- ☐ Wrote marks or selected symbols other than letters
- ☐ Did not communicate or write about the topic

When a student’s performance does not exactly match any response option, the test administrator selects the option that best matches the student performance (Table 18).



Table 18

*Student Performance and Test Administrator Responses During an Assessment*

<b>Student's Performance</b>	<b>Test Administrator's Response</b>
The student wrote complete sentences about the topic using at least two descriptive words.	The test administrator selects the response, "Wrote facts, details, or other information related to the topic."
The student wrote incomplete sentences but still conveyed ideas and information about the topic using at least two descriptive words.	The test administrator selects the response, "Wrote facts, details, or other information related to the topic."
The student did not write anything about a topic.	The test administrator selects the response, "Did not communicate or write about the topic." If that response is not available, the test administrator would choose "No response" if available, or leave the item blank.

The second type of task found in most Conventional Writing testlets requires the test administrator to evaluate the student's final writing product. The evaluation items may be in single-select or multiple-choice multi-select format. The test administrator completes this task only after the student has finished writing. The test administrator will

- look at the writing the student produced
- evaluate the student's writing product
- choose the description that matches the highest level of the student's writing

HINT: This task can be completed without the student present, but the task must be completed within the same assessment session. The evaluation cannot be completed if a testlet times out, after using EXIT DOES NOT SAVE, or by logging in later.

***RETENTION OF THE WRITING PRODUCT***

Retention of a student's written product is a policy decision made at the state or local level. The assessment coordinator can provide information about the policy requirements (i.e., how long to store and where to store students' writing product).

For research and technical documentation, DLM staff may request test administrators to electronically submit their student's final written product. If this request occurs, the test administrators and their assessment coordinators will be informed in advance about how to submit the student's final written product.

## TEACHER-ADMINISTERED MATHEMATICS TESTLETS

With teacher-administered mathematics testlets, the Initial Precursor level is always a teacher-administered testlet. Some higher linkage level testlets in mathematics are also teacher-administered because the tested content requires assessment outside of Student Portal.

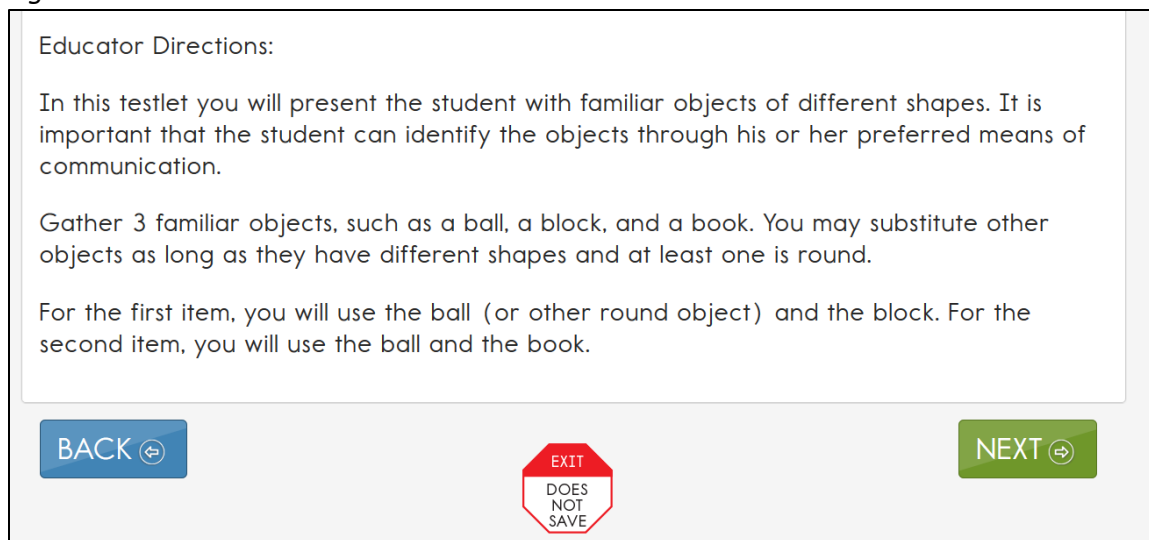
An example is a procedural node that asks the student to measure volume. Recognizing three-dimensional objects and manipulating them onscreen requires keen perceptual and motor skills, neither of which are essential to the student's cognitive understanding of how to measure volume.

For students who are blind, who have visual impairments, or who have physical disabilities that impact the student's ability to take the testlet onscreen, the test administrator will directly administer these types of testlets to make them accessible.

### *STRUCTURE OF TEACHER-ADMINISTERED MATHEMATICS TESTLETS*

All teacher-administered mathematics testlets are similar in their structure. They include instructions to the test administrator called Educator Directions. Figure 34 is an example of Educator Directions for an Initial Precursor mathematics testlet.

*Figure 34.* Screenshot of Educator Directions in a teacher-administered mathematics testlet.



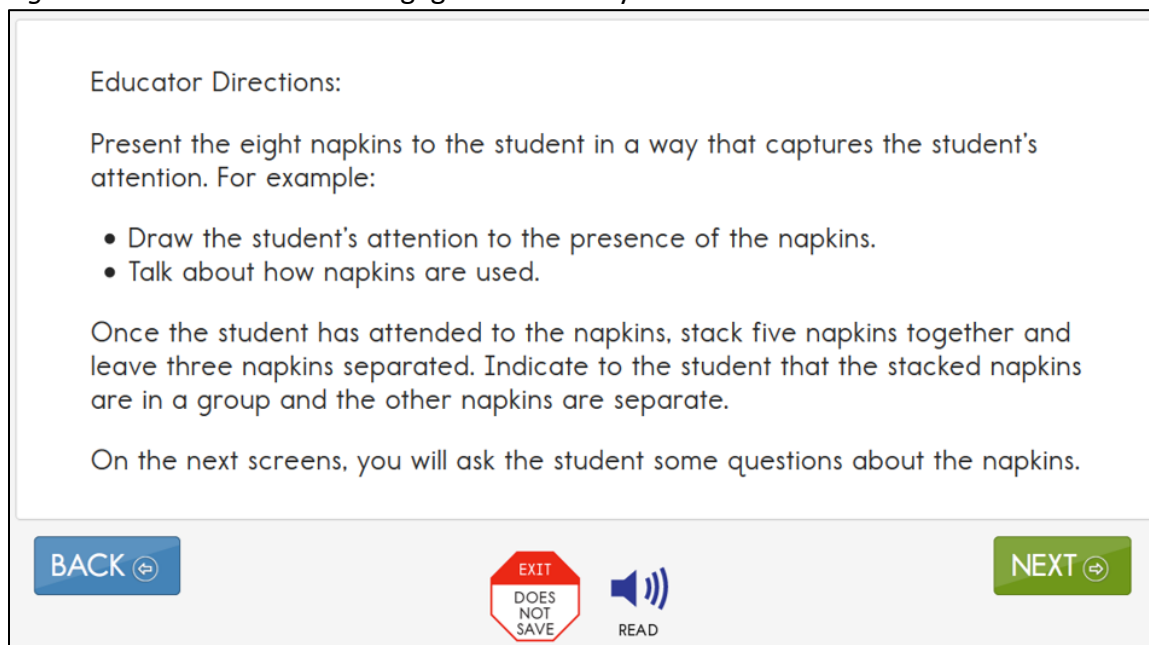
First, the directions tell the test administrator, in a general way, what will happen in the testlet. Second, the directions specify any materials that need to be collected. More information about the materials and recommended substitutions are in the TIP, which the test administrator must access before test administration.

The test administrator may make substitutions if the substitutions do not change what is being measured in the testlet, and the materials are still grouped as indicated in the testlet directions. The last part of the directions page outlines the needed materials, which items need the materials, and in what order the materials are presented in the item.

In addition, both types of teacher-administered mathematics testlets contain an engagement activity, which occurs when the test administrator presents the materials used in the testlet and

engages the student in exploring the materials. Figure 35 is an example of an engagement activity in a teacher-administered mathematics testlet.

*Figure 35. Screenshot of an engagement activity in a teacher-administered mathematics testlet.*



## TEACHER-ADMINISTERED SCIENCE TESTLETS

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NOTE: Check your state's DLM webpage to see if your state tests DLM science.

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Teacher-administered science testlets are administered similarly to that of mathematics testlets. Only the test administrator interacts with Student Portal. The student works outside of Student Portal and interacts with the test administrator. For most teacher-administered science testlets, picture response cards are used.

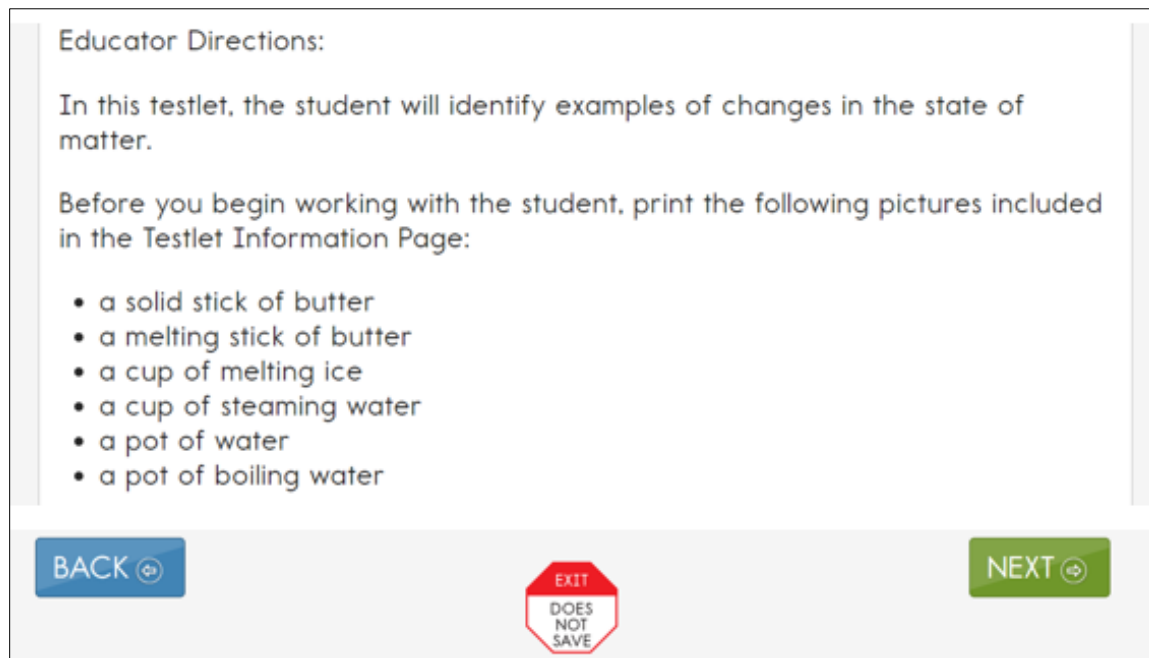
### *PICTURE RESPONSE CARDS FOR TEACHER-ADMINISTERED SCIENCE TESTLETS*

Initial linkage level science testlets are structured as a series of statements that the teacher reads to the student, and the TIP often includes picture response cards that must be printed prior to test administration. Best practice is to print picture response cards in color. Administration of the testlet will not be possible without the picture response cards.

### *STRUCTURE OF TEACHER-ADMINISTERED SCIENCE TESTLETS*

All teacher-administered science testlets are similar in structure. They include instructions to the test administrator called Educator Directions. Figure 36 is an example of Educator Directions for an Initial linkage level science testlet.

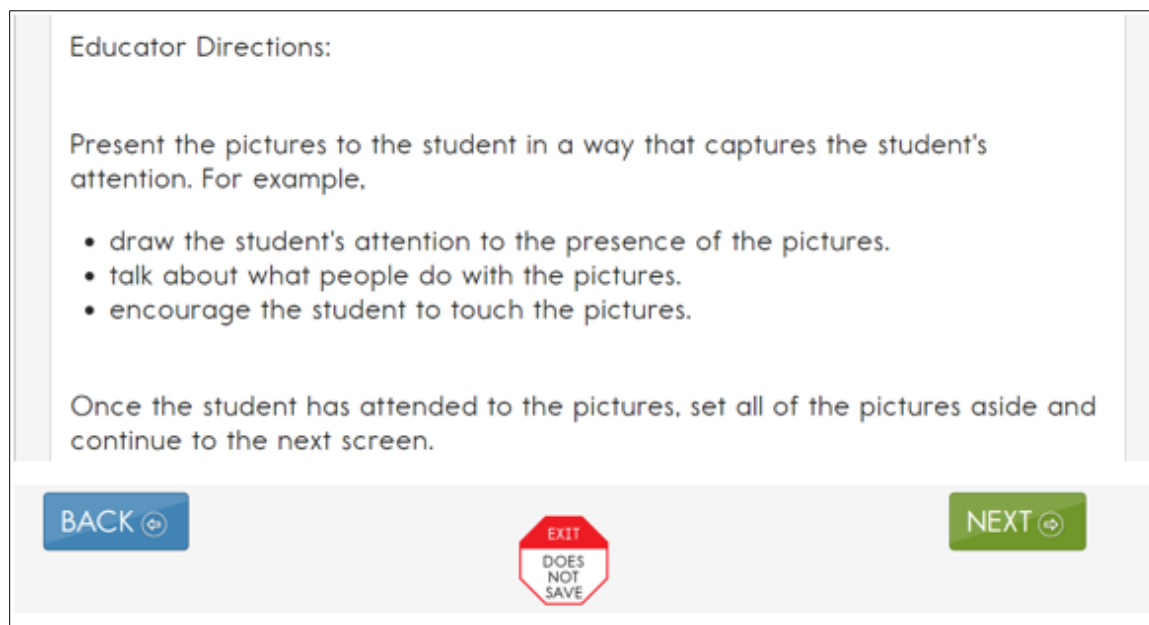
Figure 36. Screenshot of Educator Directions for an Initial linkage level science testlet in Kite Student Portal.



The directions tell the test administrator, in a general way, what will happen in the testlet and will specify any materials that must be collected. The TIP lists these materials along with recommended substitutions. The test administrator may substitute materials if the substitutions do not change what the testlet measures. The last part of the directions page outlines the needed materials, which items need the materials, and in what order the item presents the materials.

Additionally, teacher-administered science testlets contain an engagement activity, in which the test administrator presents picture response cards or materials and engages the student in exploring the materials. Figure 37 is an example of an engagement activity in a teacher-administered science testlet.

Figure 37. Screenshot of an engagement activity in a teacher-administered science testlet in Kite Student Portal.



## PRACTICES ALLOWED

Items in the DLM testlets are designed to assess student knowledge, skills, and understanding related to the Essential Elements. To meet this goal, test administrators will need to use their best judgment and be flexible while administering the assessment, including providing supports beyond PNP Profile options. The following supports are allowed in computer-delivered and teacher-administered testlets unless exceptions are noted on the TIP.

### *BREAKS*

Students may take breaks during or between testlets. Test administrators need to use their best judgment about the use of breaks. Although the goal is to complete a testlet in a single session, breaks may be needed when the student is fatigued, disengaged, or having behavioral problems that may interfere with the student being able to demonstrate what they know and can do.

### *INDIVIDUALIZED STUDENT RESPONSE MODE*

The items in the teacher-administered testlets do not limit response modes to certain types of expressive communication; all response modes are allowed. Test administrators may need to represent response options outside of the system to maximize the student's ability to respond. For example, for students who use eye-gaze technology to communicate, test administrators may represent the response options in an alternate format or layout to ensure the student can indicate a clear response.

### *SPECIAL EQUIPMENT DURING TESTING*

Some students may need special equipment to access the assessment material, such as a slant board for positioning or hook-and-loop objects on a communication board. Test administrators should use the equipment to maximize the student's ability to provide a clear response.

### *NAVIGATION ACROSS SCREENS*

For any student who has difficulty interacting directly with the computer because of a lack of experience, limited fine motor skills, or use of interactive devices, the test administrator may help the student navigate across screens.

### *ENTERING RESPONSES FOR A STUDENT*

If a student is unable to enter a response into the computer but can indicate a response in some other fashion, such as through eye gaze, materials, or verbalization, the test administrator may enter the response into the testlet on behalf of the student. Again, the student's method for responding to items should be consistent with the student's usual means of expressing choices.

### *INTERACTIVE WHITEBOARDS*

If a student has a severe visual impairment and needs larger presentation of content than provided by the 5× magnification setting, the test administrator may use an interactive whiteboard or projector or a magnification device that works with the computer screen to enlarge the assessment to the needed size.

Some students do not have the fine motor skills they need to be able to select a response option on the screen of a typical average-sized computer device. When this occurs, the test administrator may project the testlet on a large whiteboard screen or a similar device. Using the large display on the whiteboard screen allows students to use their gross motor skills to indicate their response options.

### *ALTERNATE REPRESENTATIONS OF RESPONSE OPTIONS*

Pictures or objects may **not** be used to represent text-based response options. For example, if response options are words (i.e., text), then the responses may not be represented by pictures or objects. However, if the onscreen response option is a picture of a circle, a square, and a triangle, the educator may represent the response options using shapes on a communication board or objects that are shapes.

Additionally, representing the response options in an alternate format is allowed if the representation does not favor one response over another. For instance, the correct response cannot always be closest to the student or in the same position each time.

### *GRAPHIC ORGANIZERS*

If the student is accustomed to using specific graphic organizers, manipulatives, or other supports during instruction, the use of those supports is allowable during the DLM alternate assessment.

### *BLANK PAPER*

If the student requires blank lined or unlined paper, it may be provided to the student. However, once the student has written anything on it, the paper then becomes a secure assessment document. At the conclusion of the assessment session, the paper must be securely destroyed along with the TIP.

### *USE OF REINFORCEMENT*

Natural or direct reinforcement may be used to promote appropriate participation in the administration of the assessment. Tangible reinforcement (e.g., stickers, tokens) or social reinforcement (e.g., praise, high fives) may be used to promote appropriate on-task behavior. These types of reinforcement should be used only for appropriate and continued participation, but they must not be used to sway or lead the student to the correct response.

### *GENERIC DEFINITIONS*

If the student does not understand the meaning of a word used in the assessment, the test administrator may define the term generically and allow the student to apply that definition to the item in which the term was used. Exceptions to this general rule are noted on the TIP for specific testlets.

### **PRACTICES NOT ALLOWED**

Although many supports and practices are allowable for computer-delivered and teacher-administered testlets, some practices are not allowed. These practices include the following:

- repeating the item activity after a student has responded or in any other way prompting the student to choose a different response
- using physical prompts or hand-over-hand guidance to direct the student to the correct response
- removing response options or giving hints to the student
- rearranging objects to prompt the correct response (e.g., putting the correct response closer to the student)

For questions regarding whether a support is allowable, test administrators must contact their assessment coordinator. If supports outside of those listed are provided for a student, some states require that a description of those supports be provided using a state reporting system. To avoid invalidating the student's assessment, follow state-specific guidelines and get approval from the assessment coordinator before using other supports.

### **ACCESSIBILITY SUPPORTS**

Accessibility supports that are appropriate for use during teacher-administered and computer-delivered testlets are fully described in the ACCESSIBILITY MANUAL. The following describes some supports in more detail.

## *LANGUAGE TRANSLATION*

As disability-related cognitive and communication challenges for students with the most significant cognitive disabilities are unique, and because English learners speak a wide variety of languages, the DLM alternate assessment does not provide translated forms of testlets. Instead, the DLM alternate assessment supplies test administrators with instructions regarding allowable supports based on each student's unique combination of language-related and disability-related needs and on the specific construct measured by a particular testlet.

The test administrator will receive a TIP for each testlet. The TIP includes information about exceptions to the general rule of allowable translations. For example, when an item assesses knowledge of vocabulary, the TIP will include a note that the test administrator may not define terms for the student on that testlet.

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NOTE: Some states do not allow language translation. Check with your district assessment coordinator about language translation.

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Unless exceptions are noted, test administrators may do the following:

- translate the text
- simplify testlet instructions
- translate words on demand
- provide synonyms or definitions
- accept responses in either English or the student's native language

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NOTE: Student Portal does not offer a digital dictionary. Students may use their version of a dictionary if needed, such as word lists and communication symbols. This dictionary should be familiar to the student and have been used during instruction.

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## *SIGN INTERPRETATION*

Students who are deaf or hard of hearing and who participate in the DLM alternate assessment may require additional supports beyond those available via the PNP Profile. Support needs may be different for computer-delivered testlets than for teacher-administered testlets.

Teacher-administered testlets direct the test administrator on how to organize and present the content to the student. Scripted directions tell the test administrator what to say or sign. The test administrator will need to determine if the student can understand a direct translation of the script or if the student will need an interpretation of the directions. If interpretation is needed, advance planning may be necessary.

Test administrators may log in to Student Portal before beginning the assessment to plan and prepare for appropriate procedures to use with students who are deaf or hard of hearing. If the need for interpretation is likely, the test administrator may sign in to Student Portal, launch the test, and review the screens to evaluate the need for interpretation. If administration will take place later, the test administrator uses the **EXIT DOES NOT SAVE** button (if allowed in your state) to leave the testlet.



For teacher-administered testlets, test administrators may do any of the following:

- translate the text (American Sign Language, Signed Exact English, or individualized)
- translate words on demand (e.g., English to American Sign Language)
- provide synonyms and definitions except when specifically forbidden on the TIP (e.g., when the item assesses knowledge of vocabulary)
- accept responses in the student's sign language system (American Sign Language, Signed Exact English, or individualized) or through the student's communication device
- reread the text if the student indicates a need

#### *OTHER PRACTICES ALLOWED*

Students who participate in the DLM alternate assessment have access to many accessibility supports. Test administrators may also be flexible with some aspects of testlet delivery. However, testlet delivery must be standardized in certain ways. This section describes general principles for additional allowable practices when the accessibility supports included in the PNP Profile do not meet the student's needs. When possible, the additional supports must be consistent with the student's current needs as documented in the IEP.

When making decisions about additional supports for computer-delivered testlets, test administrators must follow IEP team decisions and these two general principles:

- **Provide flexibility in student access and response mode.** For example, standard administration procedures define typical arrangements for the test administrator, student, and computer across different types of testlets. However, the test administrator may need to adapt the physical arrangement based on a student's physical needs and use of special equipment. Another example of this flexibility is the substitution of materials as needed for the testlet.
- **Maintain consistency in the student's interaction with the concept being measured.** All students do not have to interact with identical materials or respond using the same response mode, but all students do complete the same cognitive or linguistic task. Therefore, test administrators cannot rephrase questions or rearrange items. Simplified instructions, definitions, and flexible response modes are allowable supports for all students except when specifically excluded by the TIP. TIPs for testlets at the lower linkage levels provide specific instructions for material substitutions to help the test administrator maintain this consistency. For a computer-delivered testlet, most of what the student needs is displayed on the screen in the testlet.

### TESTLETS FOR STUDENTS WHO ARE BLIND OR HAVE VISUAL IMPAIRMENTS

#### *BRILLE FORM TYPES*

Uncontracted braille forms are available for some ELA, mathematics, and science Essential Elements at the upper linkage levels. Each state assessment administrator selects whether one, two, or all three braille forms are offered in the state. In the student's PNP Profile, the test administrator selects the appropriate braille form for the student.

- EBAE
- UEB with Nemeth
- UEB Math/Science

For more information about braille codes, go to the [Braille Authority of North America \(BANA\)](#) website. The BANA position statement, [Terminology: UEB Math/Science and UEB with Nemeth](#), was adopted in September 2020 and is available in a PDF on their website.

The DLM alternate assessment is designed to assess students' knowledge, skills, and understanding of the Essential Elements, not their ability to use braille. Therefore, braille should be selected only if the student is proficient in reading braille and not for emerging braille readers. The Alternate Form-Visual Impairment option may be more suitable for a student with a visual impairment who is not proficient in reading braille.

#### *FORM AVAILABILITY*

Braille forms and the Alternate Form-Visual Impairment option are not available for all Essential Elements and linkage levels (Table 19). Based on availability, a student will receive one of three forms of a testlet as shown in the following list:

- A limited number of braille forms are available. Go to Table 19 for the subjects, grades, linkage levels, and window availability.
- A limited number of the Alternate Form-Visual Impairment option are also available during the fall and the spring windows.
- Standard forms are always available for the assessment.

HINT: When braille or the Alternate Form-Visual Impairment option are selected in the PNP Profile, other supports may also be used, such as Spoken Audio, magnification, and human read aloud.

Table 19

*Availability of Braille Forms for Each Subject, Grade, Linkage Level, and Window*

Subject	Grades	Linkage levels	Window
ELA and mathematics	3–5	Target and Successor	fall and spring
ELA and mathematics	6–8 and high school	Proximal Precursor, Target, and Successor	fall and spring
Science	3–8 and high school	Target	spring

#### *BRILLE FORM DELIVERY*

The test administrator marks options in the PNP Profile to have the system deliver a braille or alternate form when available. In the PNP Profile, braille is selected under the Language and Braille tab, while Alternate Form-Visual Impairment is selected under the Other Supports tab.

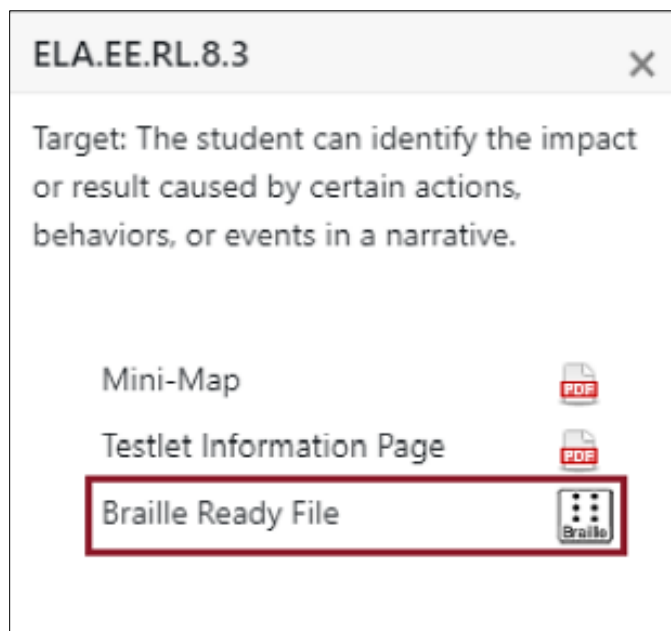
The forms are delivered as follows:

- If a braille form is available, the system will deliver it.
- If a braille form is not available, the system will check for an Alternate Form-Visual Impairment option to deliver.
- If neither a braille form nor an Alternate Form-Visual Impairment option is available, the system will deliver a standard form.

HINT: When appropriate, TIPs contain information about adaptations for delivering the testlet, including alternate text descriptions of pictures and graphics for the test administrator to read to the student.

When the system delivers the form with a braille ready file (BRF), it displays in Educator Portal with a braille ready file icon (*Figure 38*).

*Figure 38.* Option for Braille Ready File in Educator Portal.



The test administrator downloads the braille ready file (BRF) and embosses it. For the steps to retrieve, download, and emboss the BRF, go to the Retrieve Braille Ready File section of the EDUCATOR PORTAL USER GUIDE.

Braille forms are transcribed to be as similar as possible to online standard testlets, but embossed testlets may contain minor changes to help students more easily access or understand the information:

- Page numbers are included on all testlets to help with organization.
- Response options are lettered to help students communicate their responses so that test administrators can input the responses in Student Portal.
- Science texts are double-spaced to help students whose braille-tracking skills are not yet strong.

### *TACTILE GRAPHICS*

Tactile graphics are a means of conveying non-textual information to students who are blind or have visual impairments. Tactile graphics may include tactile representations of pictures, maps, graphs, diagrams, and other images.

Tactile graphics are not included with the braille forms for the DLM alternate assessments. Instead, the instructions typically direct test administrators to use objects (especially objects that are familiar to the student) for concrete representations of content. The test administrator may use familiar objects or create tactile graphics to represent graphics that appear onscreen. Go to the TIP for each testlet to learn about allowable objects.

### *RESPONSE SCORING FOR BRAILLE*

Every BRF has an equivalent computer-based version of the testlet in Kite Student Portal. As the student responds to each item on their embossed paper version of the testlet, the test administrator inputs the student's responses into the testlet in Student Portal, then submits the testlet. The system scores the responses in the same way as non-braille forms are scored.

When the assessment is complete, the embossed paper form must be securely destroyed. Consult the assessment coordinator about the process used in your district for securely handling and destroying embossed braille testlets.

For ELA and mathematics, the test administrator can select the next Essential Element for instruction and assessment in both the fall and spring window. For science, braille forms are not available in the fall window.

In the spring window, braille forms are available for some science Essential Elements at the Target linkage level. The BRF icon will be in the Test Management section of Educator Portal. Science testlets are adaptive, and after the first testlet is submitted, the next one will take up to 15 minutes to arrive. If the next delivered testlet is a BRF file, the testlet will need to be embossed. The time for this process will need to be considered in the test administration time.

### **ALTERNATE FORM-VISUAL IMPAIRMENT OPTION FOR STUDENTS WHO ARE BLIND OR HAVE VISUAL IMPAIRMENTS**

Most standard testlets designed for students taking the DLM alternate assessment are accessible for students who are blind or have visual impairments. However, certain Essential Elements are difficult to assess online for students who have visual impairments, even with supports such as Spoken Audio. For these specific Essential Elements and linkage levels, the

system will assign the Alternate Form-Visual Impairment option, which is often called a Blind Visual Impairment (BVI) testlet. That option is only available for certain Essential Elements and linkage levels and only when the test administrator selects the Alternate Form-Visual Impairment option in the PNP Profile.

When the Alternate Form-Visual Impairment option is delivered, the testlet will contain the letters **BVI** in both the test ticket and Student Portal testlet name (e.g., SP **BVI** SCI MS.PS1-2 P 10455).

#### *TIPS FOR A TEACHER-ADMINISTERED ALTERNATE FORM TIP*

The TIP will list materials that may require some advanced preparation by the test administrator. Special materials are recommended, but other familiar materials may be substituted as described in the TIP.

#### *TIPS FOR A COMPUTER-DELIVERED ALTERNATE FORM TIP*

If a standard form testlet includes images on the screen, the TIP will have alternate text pages with prewritten language that mirrors the description that the computer would read aloud if the student was using Spoken Audio. Alternate text is only included for images because the onscreen text of the stem and answer options can be read aloud to the student by the test administrator.

The TIP may include instructions for the test administrator on how to use materials to replicate the images on the screen into tactile options for the student. Instructions inform the test administrator when to present certain materials (e.g., prior to or after asking the question).

#### *ADMINISTRATION OF ALTERNATE FORM-VISUAL IMPAIRMENT OPTION TESTLETS*

The general procedures for administering alternate form testlets are the same as those described in previous sections. In addition, test administrators may find the following options particularly helpful when administering alternate form testlets:

- If the student also has a physical disability that makes manipulating objects difficult, take direction from the student or act on the student's behalf by manipulating materials and selecting the responses indicated by the student.
- Computer Spoken Audio can be selected in the PNP Profile.
- Human read aloud can always be provided by the test administrator using the alternate text for images onscreen and describing any materials presented to the student that represent images shown on the screen. The alternate text is found on the TIP.
- If any materials are being substituted, change the language in the testlet to match the substituted object. For example, if the testlet uses cakes in fractional pieces and the student has been learning fractions using pizzas, pizzas may be substituted, then also change cake to pizza when reading the text aloud.

To make a change regarding braille or alternate forms during the assessment, consult the ACCESSIBILITY MANUAL in the Customization for Each Student section.

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## GUIDELINES FOR USING THE INSTRUCTION AND ASSESSMENT PLANNER IN THE SPRING WINDOW

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### KEY STEPS

The key steps for the spring window for ELA and mathematics are the same as the fall window (Table 20). Key steps for science in the spring window are found on page 96.

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NOTE: If needed, updates can be made to the First Contact survey and the Personal Needs and Preferences (PNP) Profile before the spring window. However, neither need be completed again.

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Table 20

*Key Steps for ELA and Mathematics during the Spring Window*

ELA and Mathematics in Spring Window
<ul style="list-style-type: none"><li>• Testing is required to meet blueprint requirements.</li><li>• The test administrator selects Essential Elements for instruction and assessment.</li><li>• The test administrator can choose the same or different Essential Elements as the fall window.</li><li>• The test administrator can use the system-recommended linkage level or select a different one.</li><li>• A linkage level recommendation for an Essential Element in the spring window is based on student performance on that Essential Element in the fall window <b>if it was tested</b>. Otherwise, the recommendation in the spring window is based on First Contact survey data.</li><li>• At least one testlet at each linkage level for each Essential Element is available.</li><li>• All writing Essential Elements for each grade are assessed in one writing testlet per grade per window. The First Contact survey is used to recommend the linkage level.</li><li>• Results from writing testlets are only provided in the end-of-year Individual Student Score Report.</li><li>• Results from testlets taken in both windows are used for end-of-year Individual Student Score Reports.</li></ul>

Specific step-by-step procedures with screenshots for using the Instruction and Assessment Planner are provided in the EDUCATOR PORTAL USER GUIDE. They will not be provided in this manual.

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## SPRING WINDOW—ELA AND MATHEMATICS

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For ELA and mathematics, the process in the spring window is the same as described in the fall window earlier in this manual. One difference is in how linkage levels are recommended in the spring.

### SELECT A LINKAGE LEVEL

In the spring window, for ELA and mathematics Essential Elements, the system-recommended linkage level is based on student performance during the fall window **if the Essential Element was assessed during the fall window**. However, if the Essential Element was not assessed during the fall window, the linkage level recommendation is based on the test administrator's responses in the student's First Contact survey. Again, the test administrator may use the system-recommended linkage level or select another.

The writing Essential Elements are unique. Even though a writing testlet is required in the fall window, the linkage level recommendation for the writing Essential Elements in the spring window is based only on the test administrator's responses in the writing section of the student's First Contact survey.

### INDIVIDUAL STUDENT SCORE REPORTS FOR ELA AND MATHEMATICS

The scoring system for the Dynamic Learning Maps® (DLM®) alternate assessment is different from that of traditional alternate assessments. Students are not given raw scores, percentage-correct scores, or scale scores. Instead, the system combines a student's responses on required operational testlets in the fall and spring windows, using a complex algorithm to determine which linkage levels the student has likely mastered. Summative results are determined from this linkage level mastery data. ELA and mathematics summative outcomes are based on the Essential Elements assessed during both the fall and spring windows.

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**NOTE:** Summative outcomes for science are based only on the science Essential Elements assessed during the spring assessment window.

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Individual Student Score Reports are uploaded in Educator Portal. States decide which roles have access to the reports. Some states have the district or building test coordinator provide the reports to test administrators rather than make the reports available in Educator Portal.

## SPRING WINDOW—SCIENCE

<b>Key Steps .....</b>	<b>96</b>
<b>Retrieve Testlet Information Page.....</b>	<b>97</b>
<b>Gather Materials.....</b>	<b>97</b>
<b>Other Requirements .....</b>	<b>97</b>
<b>Monitor Testing Progress During Spring Science Assessments.....</b>	<b>97</b>
<b>Individual Student Score Reports for Science .....</b>	<b>98</b>

### KEY STEPS

Table 21 has the key steps for science during the spring window.

Table 21

#### *Key Steps for Science during the Spring Window*

Steps
1. Recheck student demographic information.
2. Consider district and school assessment schedules to ensure students complete all DLM testlets during the spring assessment.
3. Schedule locations and times for assessment sessions.
4. Administration tasks for science are in the Test Management tab in Educator Portal.
5. Retrieve the Testlet Information Page (TIP) for the first testlet in Test Management. Gather needed materials before beginning the assessment, including printing the picture response cards for testlets at the Initial linkage level.
6. Assess the student on the first testlet in Student Portal.
7. As other science testlets become available, retrieve the TIP, gather materials, and assess the student in Student Portal.

Science in the spring window is required and is administered from the Test Management section of Educator Portal (Table 22). During the spring window, the system determines the order in which the Essential Elements are assessed and the linkage level assignment for each. The test administrator cannot change either one. Step-by-step guidance for using the Test Management section of Educator Portal is found in the EDUCATOR PORTAL USER GUIDE.

Table 22



### *Important Information about Science during the Spring Window*

Science in Spring Window
<ul style="list-style-type: none"><li>• Testing is required to meet science blueprint requirements.</li><li>• Essential Elements are assigned by the Kite<sup>®</sup> system.</li><li>• Linkage levels are system assigned and based only on the First Contact survey responses entered by the test administrator.</li><li>• Administration tasks are in the Test Management section of Educator Portal.</li><li>• TIPs are accessed in Test Management.</li><li>• Results are used for end-of-year Individual Student Score Reports.</li></ul>

### RETRIEVE TESTLET INFORMATION PAGE

The test administrator will retrieve the TIP in the Test Management section in Educator Portal. The student takes each science testlet in Student Portal. Once the student finishes the testlet and submits it, the next science testlet becomes available in approximately 15 minutes. Go to Testlet Information Pages (TIPs) on page 38 of this manual for more information.

HINT: The TIPs for science testlets during the spring window are available through the Test Management section of Educator Portal. After the testlet has been administered, the TIP is no longer available.

### GATHER MATERIALS

Gather needed materials before beginning the assessment, including printing the picture response cards for testlets at the Initial linkage level. Go to Materials for ELA, Mathematics, and Science on page 40 of this manual for more information.

### OTHER REQUIREMENTS

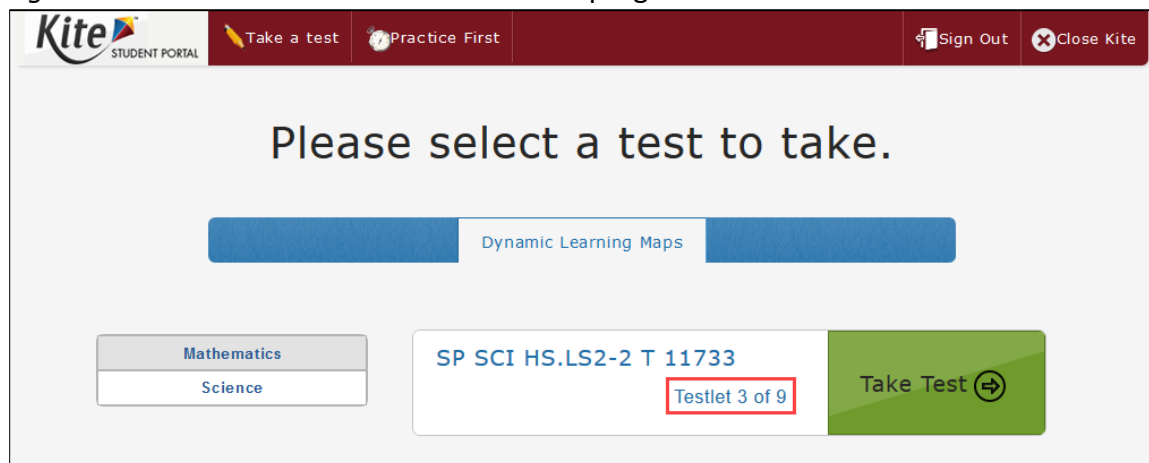
Regardless of the type of the DLM alternate assessment, educators need the following when administering an assessment:

- assessment device with the most current version of Kite Student Portal
- student's username and password
- assistive devices appropriate to the student (if applicable)
- headphones for use with computer Spoken Audio if other students are in the room (if applicable)

### MONITOR TESTING PROGRESS DURING SPRING SCIENCE ASSESSMENTS

Testing progress of spring science testlets can be monitored in two places. The first place is in Student Portal on the screen where the testlet is opened. A message will indicate the specific science testlet (e.g., Testlet 3 of 9; Figure 39).

Figure 39. Screenshot of science assessment progress in Kite Student Portal.



The second place is on the Test Management screen in Educator Portal where the Test Progress column has a progress indicator for science testing. Those numbers will match the indicator in Kite Student Portal. In Figure 40, the student is on the third of nine required science testlets for their grade (e.g., Testlet 3 of 9).

Figure 40. Screenshot of Test Management screen in Educator Portal.

<input type="checkbox"/>	Test Session Name ↑	Tickets	Test Information	Test Progress	Subject
<input type="checkbox"/>	DLM-SP SCI EL ESS1-2 P			Testlet 3 of 9	Science

Page 1 of 1 10 per page 1-1 of 1 items

## INDIVIDUAL STUDENT SCORE REPORTS FOR SCIENCE

The scoring system for the DLM alternate assessment is different from that of traditional alternate assessments. Students are not given raw scores, percentage-correct scores, or scale scores. Instead, the system combines a student's responses on operational testlets taken during the spring window using a complex algorithm to determine the linkage levels the student has likely mastered. Summative results are determined from this linkage level mastery data.

The EDUCATOR PORTAL USER GUIDE contains information on how to access Individual Student Score Reports in Educator Portal. Go to the Access Reports and Data Extracts section.

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## PREPARE FOR NEXT YEAR

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Test administrators and IEP teams should make certain decisions when preparing for the following school year. Two recommended steps are described in Table 23.

Table 23

*Preparation for the Following School Year*

Steps
1. Evaluate accessibility supports in the Personal Needs and Preferences (PNP) Profile settings with IEP teams and make decisions about supports for next year.
2. Plan academic IEP goals with IEP teams. Use sources of information and resources when planning a student's IEP goals, such as the blueprints for the next grade in which the student will be enrolled.

### REVIEW BLUEPRINTS

IEP teams should review the provided blueprints for the next grade as one source of information to plan the academic goals and prioritize the Essential Elements that will be taught the following year. Blueprints are available through your state's Dynamic Learning Maps® (DLM®) webpage.

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## KITE STUDENT PORTAL USER GUIDE

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HINT: When using Student Portal, all other screens are locked and cannot be accessed.

<b>Kite Student Portal Assessment Devices.....</b>	<b>100</b>
<b>Internet Connectivity .....</b>	<b>100</b>
<b>Kite Student Portal Procedures .....</b>	<b>100</b>
Access Practice Activities and Released Testlets .....	101
<b>Begin Operational Assessment.....</b>	<b>103</b>
Start a Testlet.....	104
Navigate in Kite Student Portal.....	106
Spoken Audio .....	107
Take a Break During Assessment .....	108
Complete a Testlet.....	109
Troubleshoot in Kite Student Portal .....	110

HINT: Students access Kite® Student Portal with their own username and password. Staff and educators do not have accounts in Student Portal.

### KITE STUDENT PORTAL ASSESSMENT DEVICES

The most current version of Kite Student Portal must be downloaded each year on a student's testing device to take the Dynamic Learning Maps® (DLM®) alternate assessment. Student Portal can be downloaded on a variety of devices. Go to the [Kite® Suite](#) page on the DLM website for the 2022–2023 Kite Installation Guides.

### INTERNET CONNECTIVITY

An internet connection is required to deliver assessments. Your assessment coordinator or technology personnel can help with internet connectivity questions or issues.

### KITE STUDENT PORTAL PROCEDURES

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NOTE: A testlet must begin and end on the same testing device. Do not attempt to launch a single testlet on multiple devices. This means a student should not start a testlet on one device and then attempt to launch the same testlet on another device. If the testlet cannot be finished on one device, use **EXIT DOES NOT SAVE** to discontinue the testlet (no answers will be saved). Begin the testlet again on a different device.

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## ACCESS PRACTICE ACTIVITIES AND RELEASED TESTLETS

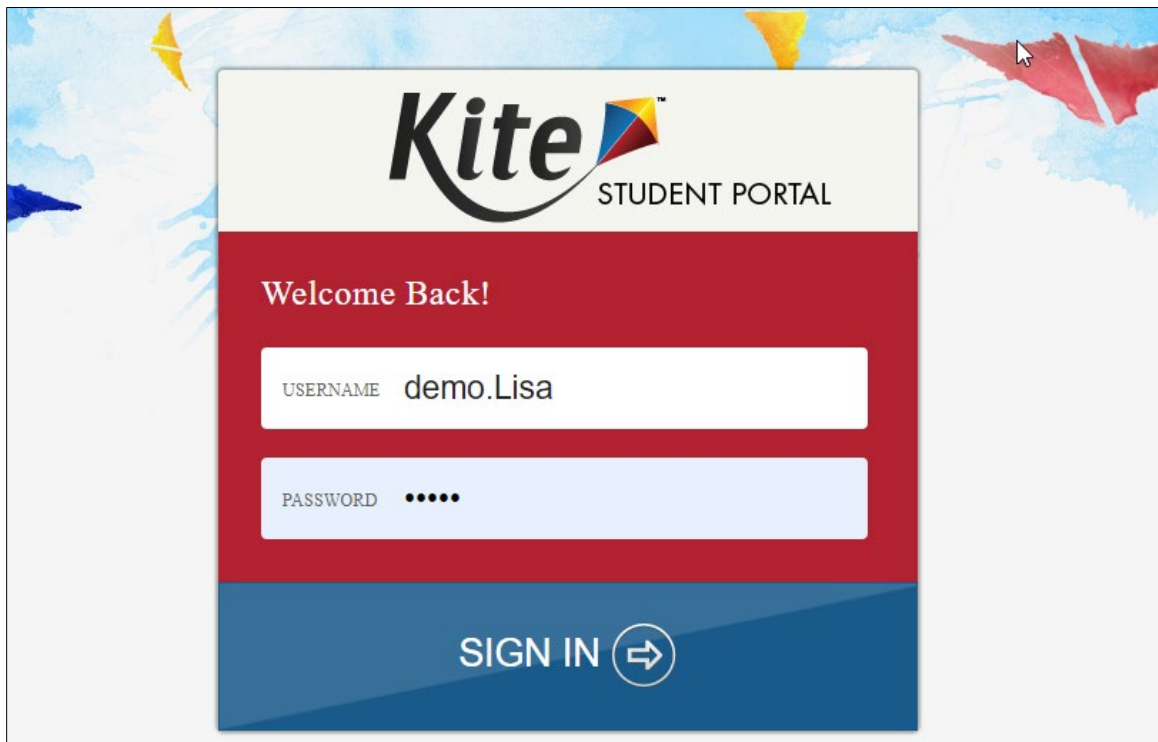
HINT: The most current version of Student Portal must be installed before accessing practice activities or released testlets. Download instructions for each type of device are available on the [Kite® Suite](#) webpage on the DLM website.

To access DLM practice activities and released testlets, follow these steps.

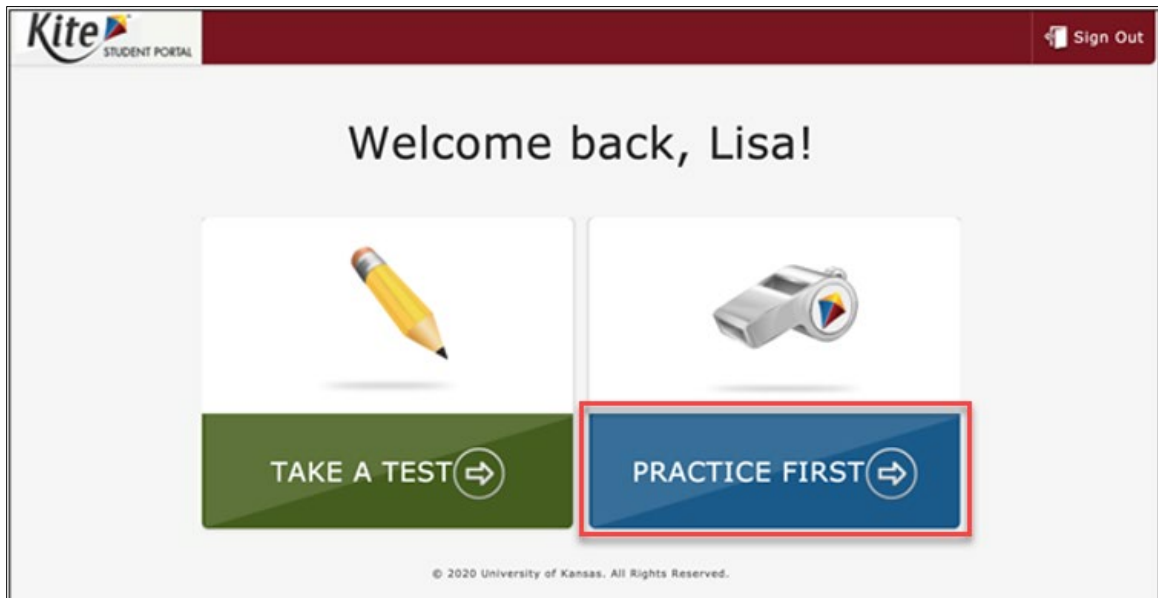
1. Select the **Kite Student Portal** icon on the testing device.



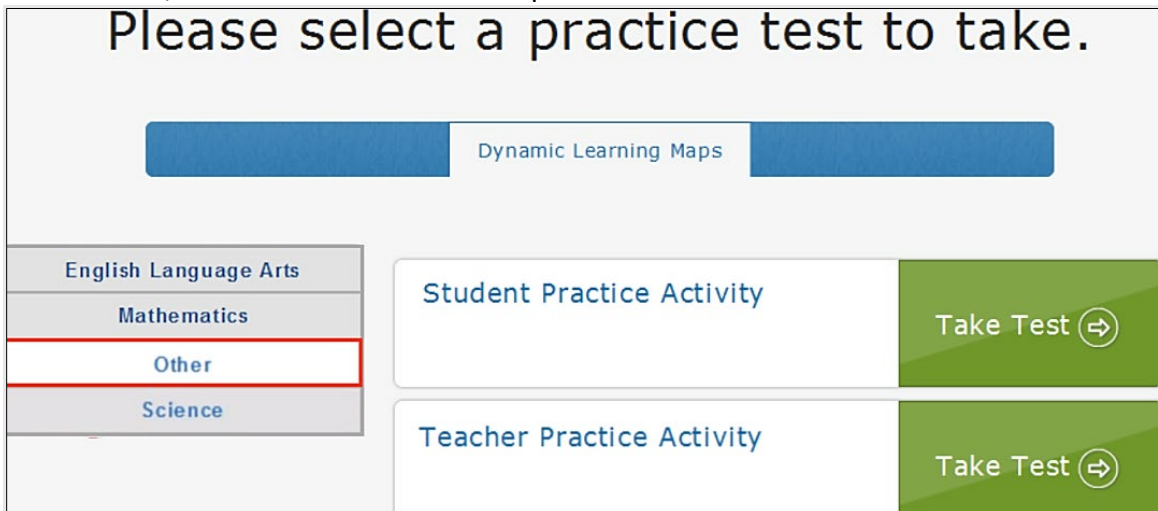
2. Enter the demo student username and password. Select **SIGN IN**.

A screenshot of the Kite Student Portal login interface. The background is a light blue sky with stylized clouds and a large red kite. The login form is a white rectangle with a red header and a blue footer. The header contains the 'Kite' logo and 'STUDENT PORTAL'. The main area is red and contains the text 'Welcome Back!'. Below this are two input fields: 'USERNAME' with the text 'demo.Lisa' and 'PASSWORD' with five dots. At the bottom is a blue bar with the text 'SIGN IN' and a right-pointing arrow icon.

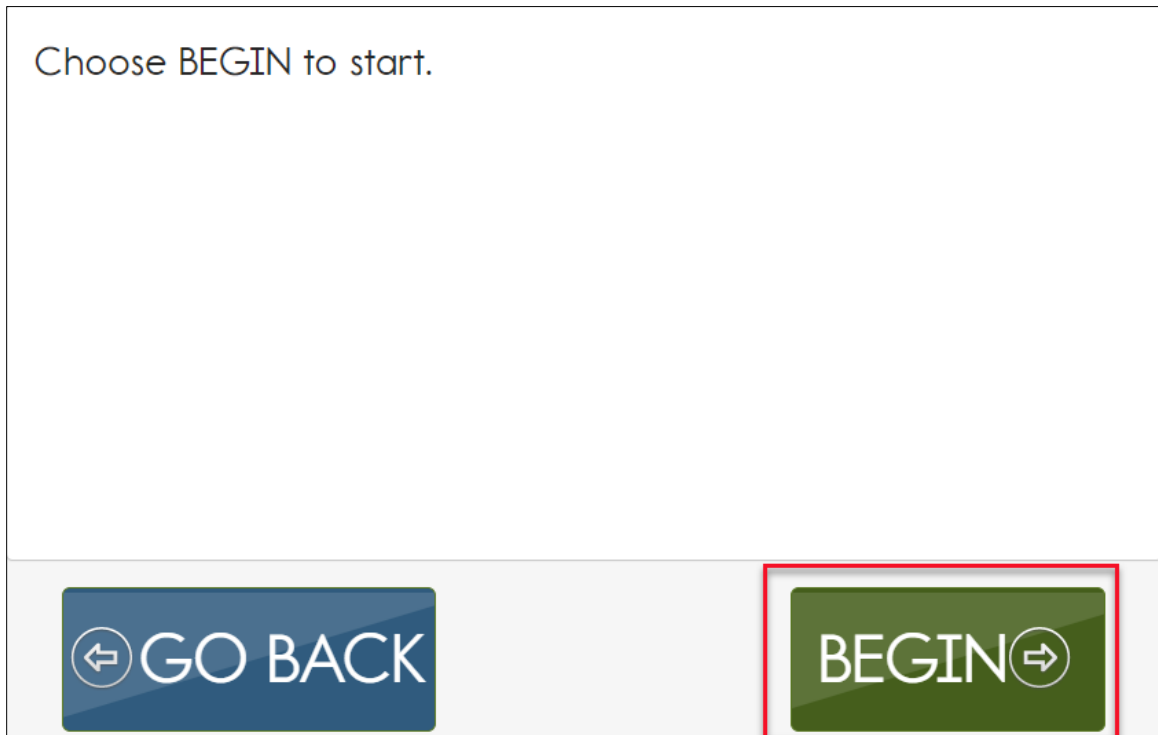
3. Select **PRACTICE FIRST**.



4. Select **Other**, then select one of the two practice activities. Select **Take Test**.



5. Select **BEGIN**.



6. Continue with the testlet using the **BACK** and **NEXT** buttons to navigate. To discontinue testing in the middle of a testlet, select **EXIT DOES NOT SAVE**.



7. Released testlets work in a similar way as the practice testlets. Choose a username and password associated with the student profile you want to use for practice with the student. Instead of **Other**, select the appropriate subject (**English Language Arts**, **Mathematics**, or **Science**). Several pages of released testlets will be available. Scroll through the pages to select a test. To try a different student profile or a different released testlet or practice activity, complete a testlet or select **EXIT DOES NOT SAVE** to return to the welcome screen. Then sign out and sign back in with a different username and password.

## BEGIN OPERATIONAL ASSESSMENT

To sign in to Student Portal and begin an operational assessment, the assessment window must be open, and the student's credentials (username and password) must be used. The student's credentials will be the same for all subjects administered during the fall and spring windows, including all field test testlets.

The student's credentials are available in Educator Portal and can be accessed in the Instruction and Assessment Planner after the fall window opens. Select the Credential icon to access and print the student's username and password.

Hint: Step-by-step directions on how to access a student's username and password before the opening of the fall window are described in detail in the View Student Username and Password section in the EDUCATOR PORTAL USER GUIDE.

Before the test administrator can access the student's username and password, two requirements must be met:

- The test administrator must successfully pass the Required Test Administrator Training.
- The student must be rostered to the test administrator.

#### *START A TESTLET*

To administer a DLM alternate operational assessment, follow these steps.

1. Select the **Kite Student Portal** icon on the testing device.

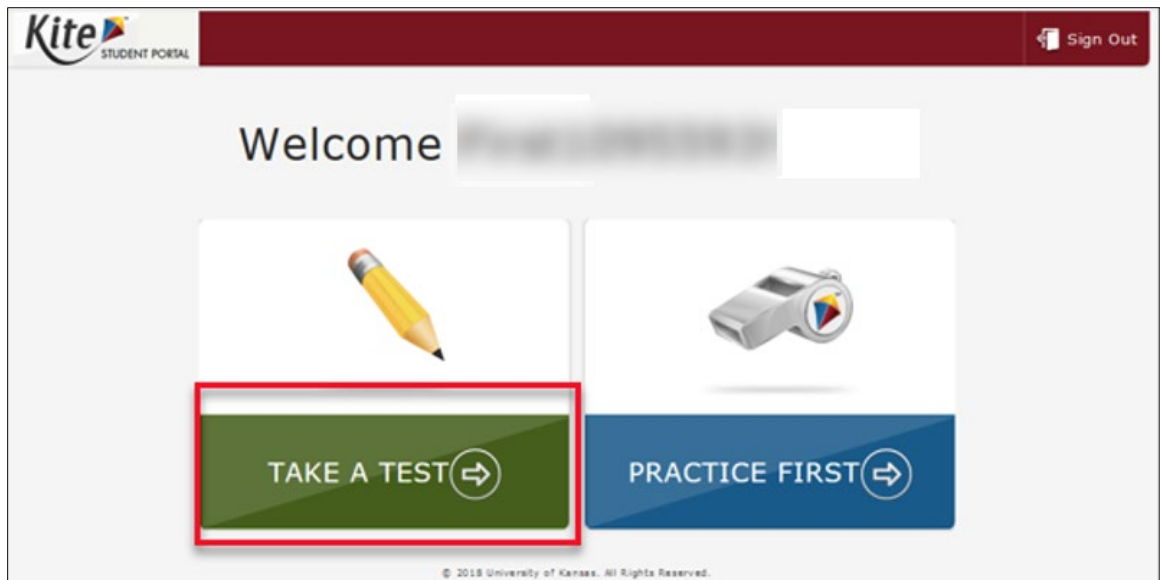


2. Enter the student's username and password. Select **SIGN IN**.

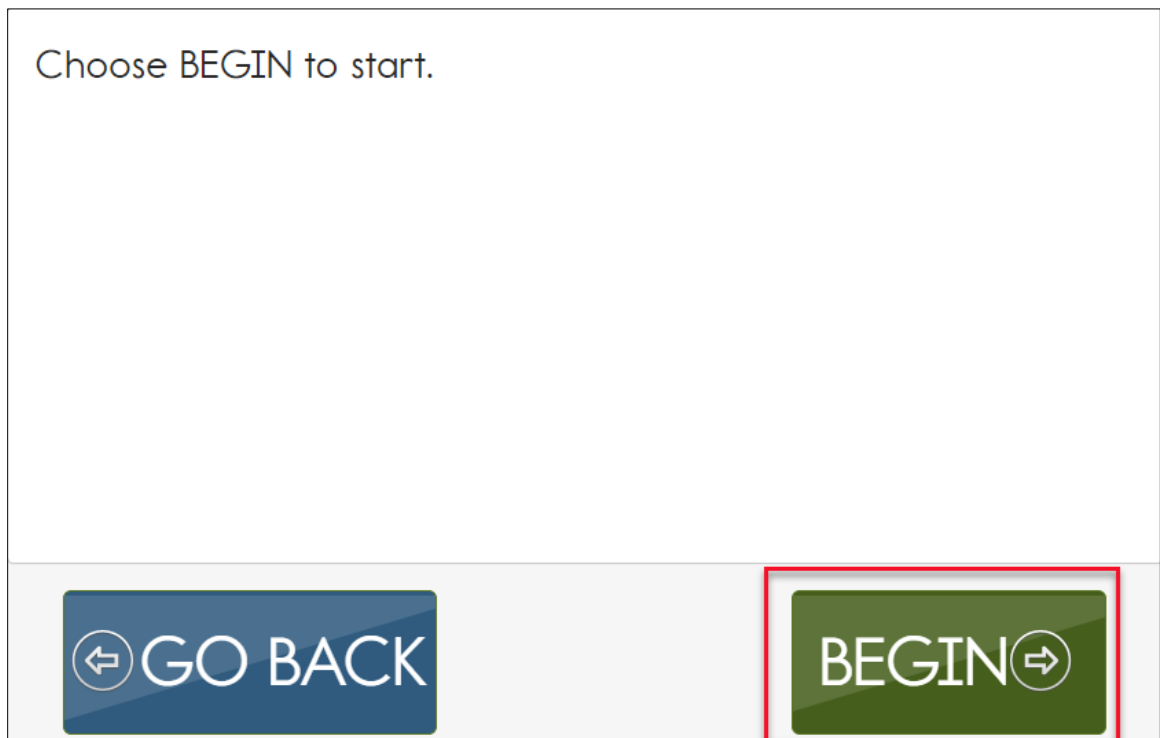
The login screen for the Kite Student Portal. It features a white header with the 'Kite' logo and 'STUDENT PORTAL' text. Below this is a red section with 'Welcome Back!' in white. There are two input fields: 'USERNAME' and 'PASSWORD' (masked with dots). At the bottom is a blue section with a 'SIGN IN' button and a right-pointing arrow icon. The background of the entire screen shows a colorful kite flying in a blue sky.



3. Select **TAKE A TEST**.



4. All testlets in all subjects that the test administrator assigned will be available. Select a testlet.
5. Select **BEGIN**.









### NAVIGATE IN KITE STUDENT PORTAL

Navigate in Student Portal with the buttons introduced in Table 24.

Table 24

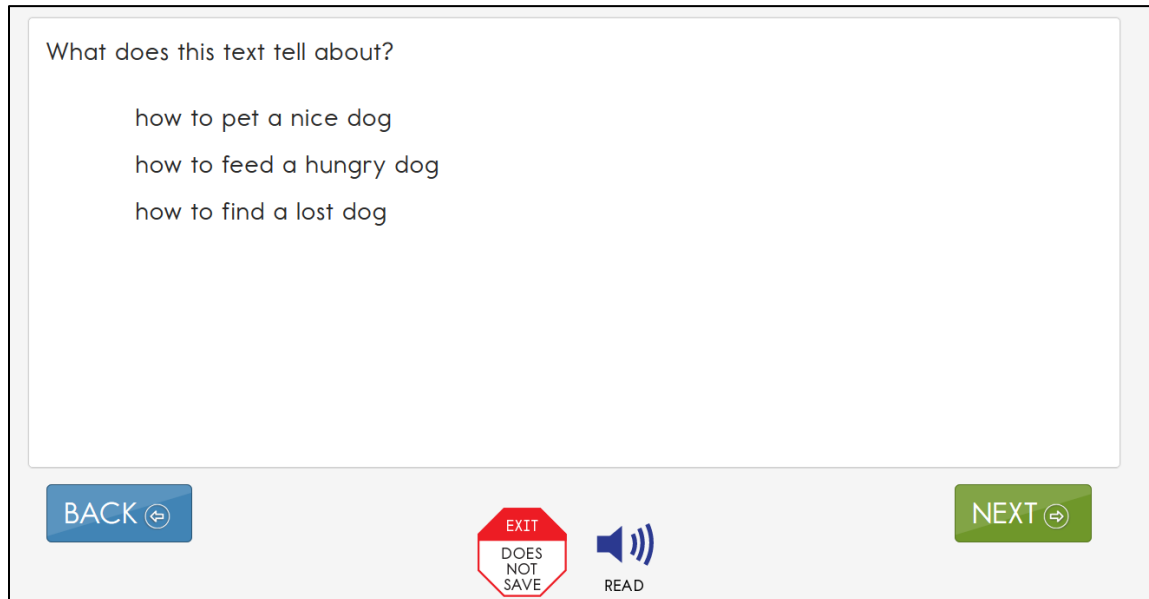
*Kite Student Portal Navigation Buttons*

Button	Action
	Return to the previous screen.
	Go to the next screen.
	<p>This button appears if the test administrator selected the Spoken Audio option in the student's Personal Needs and Preferences (PNP) Profile. This is a synthetic voice.</p> <p>Select the icon or the word <b>READ</b> to begin the read aloud option. Select again to stop the option.</p>
	Exit the testlet without saving responses. Upon returning, the student will start at the beginning of this testlet.
	Go back to review or change responses for this testlet.*
	Save responses and end this testlet.*

\* Available on the review screen at the end of the testlet.

Figure 41 shows the buttons available on each testlet screen.

*Figure 41.* Screenshot of the available buttons on each testlet screen in Kite Student Portal.



#### *SPOKEN AUDIO*

When Spoken Audio is enabled in a student's PNP Profile, a **READ** button will appear at the bottom of the screen. Students may select the **READ** button to start the Spoken Audio (Figure 42).

*Figure 42.* Screenshot of the **READ** button in a testlet in Kite Student Portal.



As soon as Spoken Audio is enabled, a diagonal red line appears across the button and the word **READ** changes to **PAUSE** (Figure 43).

*Figure 43.* Screenshot of the **PAUSE** button in a testlet in Kite Student Portal.



The synthetic voice continues reading until all sentences or response options on the screen have been read or the student selects **PAUSE**.

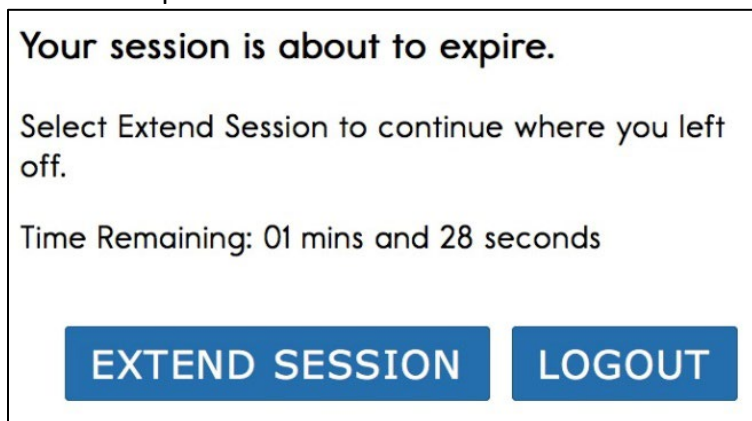
If the student selects **PAUSE**, the Spoken Audio stops. The button changes back to **READ** and the icon becomes uncrossed again. To resume the synthetic voice reading, the student selects **READ** and the Spoken Audio resumes.

Additionally, while the synthetic voice is reading, the sentence or response option on the screen is highlighted in yellow. The screen highlights one sentence or response option at a time. If the student wants to hear the sentence or response option again, or have the highlighting displayed, the students may select **READ** repeatedly to reactivate Spoken Audio as many times as needed. Once the student is ready to move on, the student selects the **NEXT** button to move to the next screen.

### *TAKE A BREAK DURING ASSESSMENT*

DLM testlets are not timed and breaks are not limited during assessment. A student may take a break during an assessment in the following ways:

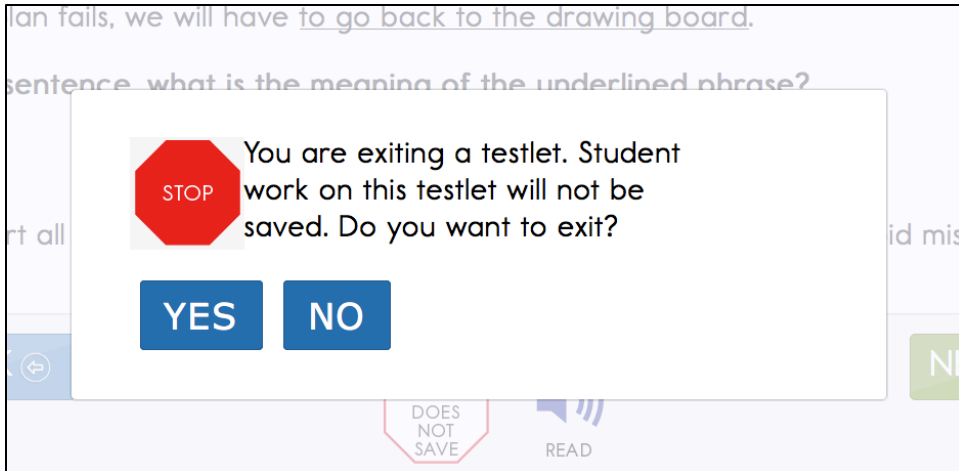
1. **Take a short break (up to 90 minutes).** After 88 minutes and 30 seconds of inactivity in the testlet, the system provides this warning message: **EXTEND SESSION** or **LOGOUT**. After the 90 seconds expire, Student Portal closes the session automatically and does not save responses.



2. **Take a break between testlets.** After selecting **END** at the conclusion of a testlet, log out of Student Portal. Log back in when the student is ready to take the next testlet.
3. **Stop in the middle of a testlet** using the **EXIT DOES NOT SAVE** button. Student responses will not be saved and the testlet reverts to unused. The button appears on every testlet screen.



The user receives a confirmation message when choosing **EXIT DOES NOT SAVE**.



If **YES** is selected, the testlet will close without saving the student’s work. The testlet will be reset, and when the student returns to the testlet, the testlet will start at the beginning.

If **NO** is selected, the student can continue with the testlet.

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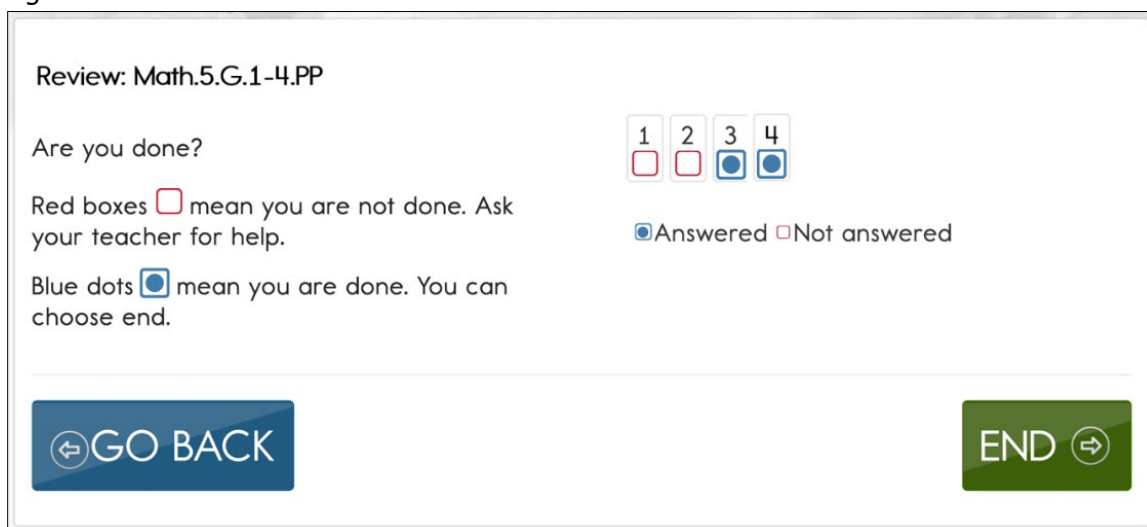
NOTE: Not all states allow the use of **EXIT DOES NOT SAVE**. Check with the assessment coordinator about using this option before beginning a testing session with a student.

---

### COMPLETE A TESTLET

A review screen appears at the end of a testlet. Figure 44 is an example of a mathematics testlet for grade 5 at the Proximal Precursor linkage level. The student did not respond to two of the items. The screen provides an opportunity for the student to go back to those items again unless they were purposefully left unanswered.

*Figure 44.* Screenshot of the review screen at the end of a testlet in Kite Student Portal.

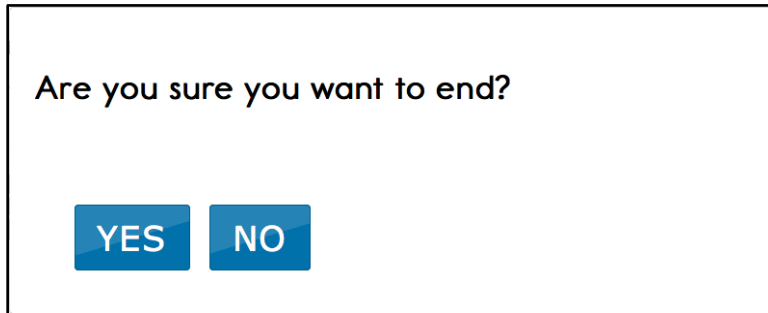


To complete the testlet, follow these steps:

1. Select **END**.



2. A confirmation message displays with the question, “Are you sure you want to end?”



If **YES** is selected, all answers will be saved, the testlet will be submitted and closed.

If **NO** is selected, the student can return to any page and continue working in the testlet.

#### *TROUBLESHOOT IN KITE STUDENT PORTAL*

If you encounter scroll bars even when magnification was not selected in the PNP Profile, the student’s display has technology issues. Contact your district technology staff for help.

For more help with common Student Portal problems, go to the [Troubleshooting Kite Errors](#) page on the DLM website.

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## GLOSSARY

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This glossary compiles definitions and acronyms relevant to the Dynamic Learning Maps® (DLM®) alternate assessment.

Term	Description
<b>card</b>	A cell on the Student View Page in the Instruction and Assessment Planner for each Essential Element and linkage level. Information about the specific Essential Element and the specific linkage level can be accessed when the user selects the card.
<b>claim</b>	ELA and mathematics: A broad statement about what the DLM Consortium expects students to learn and to be able to demonstrate within English language arts and mathematics. Each claim is subdivided into two or more conceptual areas.
<b>conceptual area</b>	ELA and mathematics: A region within the DLM learning map containing nodes associated with related Essential Elements, representing concepts and skills that support the learning of the Essential Elements in English language arts and mathematics. Conceptual areas are composed of clusters of connected concepts and skills and serve as models of how students may acquire and organize their content knowledge. Conceptual areas are considered subparts of the overall claims.
<b>connection</b>	ELA and mathematics: The relationship between two nodes in the DLM maps. Connections are illustrated with arrows in the maps.
<b>core idea</b>	Science: The key organizing principles in science and are taught and learned over multiple grades at increasing levels of depth and sophistication.  For science, within each domain, three or four core ideas have been selected to use for instruction and assessment. Each of the core ideas is narrowed further into topics.
<b>display enhancements</b>	Options that change the testlet appearance on the student's device screen, including magnification, overlay color, invert color choice, and contrast color.
<b>domain</b>	Science: The major science content areas assessed are domains. The domains assessed across all grade bands are physical science, life science, and Earth and space science.



Term	Description
<b>Educator Portal</b>	Educator Portal is a secure, web-based application designed to aid teachers and administrative users in the administration of assessments, including student enrollment and monitoring or tracking results. Users can access Educator Portal using any supported browser via <a href="https://educator.kiteaai.org/">https://educator.kiteaai.org/</a> . For information on working within Educator Portal, access the DATA MANAGEMENT MANUAL and the EDUCATOR PORTAL USER GUIDE on the DLM website.
<b>engagement activity</b>	An activity at the beginning of a testlet that describes a scenario, taps prior knowledge or experience, or introduces the concept to be addressed. In English language arts reading testlets, the first reading of the text often serves as the engagement activity. In mathematics and science, the engagement activity provides context for the items. The engagement activity for some science testlets at the upper linkage levels include a short video without audio.
<b>Essential Elements</b>	Essential Elements are the content standards used for assessment for students with the most significant cognitive disabilities. Essential Elements are reduced in depth, breadth, and the level of complexity, and they build a bridge from the content in the grade-level standards to academic expectations. They are specific statements of knowledge and skills linked to the grade-level expectations identified in K–12 grade-level standards for English language arts and mathematics. Essential Elements in science are linked to the National Research Council’s Framework for K–12.

Term	Description
<b>First Contact survey</b>	<p>A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance.</p> <p>In the fall window, data gathered from the core questions from the survey are used to <b>recommend</b> the linkage level for each Essential Element for all subjects. In addition to the core questions, data gathered from the science questions are used to <b>recommend</b> the linkage level for each science Essential Element.</p> <p>In the spring assessment window, data gathered from the core questions are also used to <b>recommend</b> the linkage level for any ELA and mathematics Essential Elements that were not tested during the fall window.</p> <p>In the spring assessment window for science, data gathered from the core questions plus the science questions are used to <b>assign</b> the linkage level of the student’s first science testlet.</p> <p>In both windows, data gathered from the core questions plus data from the writing questions are used to <b>recommend</b> the linkage level for the writing testlet.</p>
<b>initialization</b>	<p>The process by which a student’s existing information is used to determine the point in the DLM learning map model where the student enters the assessment for the first time.</p>
<b>Instruction and Assessment Planner</b>	<p>A part in Educator Portal where test administrators perform assessment functions for a student during both the required fall and spring windows for ELA and mathematics. Functions include selecting an Essential Element and linkage level for instruction and subsequent testing. Most data about the student can be accessed from the Instruction and Assessment Planner, including indication of mastery of an Essential Element at the tested linkage level and indication of when the blueprint requirements are met for each subject tested.</p> <hr/> <p>NOTE: Testing science is optional in the fall window, and score results do not impact end-of-year Individual Student Score Reports.</p> <hr/>

Term	Description
<b>instructionally embedded assessment</b>	<p data-bbox="527 254 1341 590">Instruction and assessment are closely integrated with assessment functions being performed throughout instruction in both the required fall and spring windows for ELA and mathematics. Functions include educator-selected Essential Elements and linkage levels for instruction and subsequent testing. Most assessment data about the student is provided in the Instruction and Assessment Planner during each window, including a mastery indication for a tested Essential Element at a linkage level.</p> <hr/> <p data-bbox="625 632 1299 930">NOTE: Testing science is optional in the fall window. Although a mastery indication is provided in the fall window, score results do not impact end-of-year Individual Student Score Reports. Testing science is required in the spring window, but a mastery indication is not provided until end-of-year Individual Student Score Reports are published.</p> <hr/>
<b>Kite Student Portal</b>	<p data-bbox="527 978 1341 1125">Student Portal is a secure testing platform used by students to take testlets. Once launched, Student Portal prevents students from accessing unauthorized webpages or applications during testing.</p> <p data-bbox="527 1150 1341 1255">All students taking the DLM alternate assessment will have unique accounts in Kite Student Portal. Test administrators do not have accounts in Student Portal.</p> <p data-bbox="527 1281 1341 1501">In addition to operational testing in the Student Portal, practice activities and released testlets can be administered using Student Portal. The login credentials for the practice activities and released testlets are unique to each one. Access the <a href="#">TEST ADMINISTRATION MANUAL</a> for more information about Student Portal.</p>

<b>Term</b>	<b>Description</b>
<b>linkage level</b>	<p>ELA and mathematics: A small section of the DLM learning map model containing one or more nodes that represent critical concepts or skills needed to learn the Essential Element. ELA and mathematics each have five linkage levels: Initial Precursor, Distal Precursor, Proximal Precursor, Target, and Successor.</p> <p>Science: An incremental level of complexity toward the learning target where an assessment was developed for the science Essential Elements. Science has three linkage levels: Initial, Precursor, and Target.</p> <p>Linkage levels for an Essential Element are always related directly to grade-level content standards but at different levels of cognitive complexity. The Target level is most closely related to the grade-level expectation.</p>
<b>materials</b>	Any objects, manipulatives, and tools used during an assessment. Materials Collection lists are specific to a window for each subject. The lists are found on each state’s DLM website under Educator Resources.
<b>node</b>	ELA and mathematics: A representation in the DLM learning map model of an individual skill or conceptual understanding identified in the research in ELA and mathematics.
<b>Personal Learning Profile</b>	A collective term used to describe a student’s personal needs and preferences settings entered in the PNP Profile in addition to information about the student entered in the First Contact survey in Educator Portal.
<b>Personal Needs and Preferences (PNP) Profile</b>	Student-specific information that informs Kite Student Portal about an individual student’s personal needs and preferences for each testlet. The PNP Profile includes information the system needs to make the student’s user interface in Student Portal compatible with their accessibility needs. The PNP Profile includes information about display enhancements, language and braille, and audio and environmental supports. Educators who know the student provide the information in the profile found in Educator Portal.

Term	Description
<b>plan</b>	<p>The test administrator creates a plan in the Instruction and Assessment Planner in Educator Portal during the fall and spring windows. A plan includes an Essential Element, a linkage level, and a testlet for ELA, mathematics, and science.</p> <p>During the spring window, a plan is not created for science. Instead, it is administered from the Test Management section of Educator Portal, and the system assigns the Essential Element, the linkage level, and the testlet.</p>
<b>released testlets</b>	<p>A released testlet is a publicly available sample DLM assessment. Released testlets may be used by students and teachers as examples or opportunities for practice. Released testlets are developed using the same standards and methods used to develop testlets that are used in DLM operational assessments. New released testlets are added periodically.</p>
<b>stem</b>	<p>The beginning part of the item that presents a problem to solve or an item to which a student responds. The stem may also include other relevant information in the item. A multiple-choice item is a common example in the DLM alternate assessment, consisting of a stem and a set of response options from which a student chooses.</p>
<b>Student Activity Table</b>	<p>A page in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview for all students rostered to the test administrator in the subjects in which the students are being tested during either the fall or spring window. The data in the Student Activity Table populates based on test administrator's actions taken on the Student View Page for each student (i.e., how many testlets were administered and whether the students have met blueprint requirements).</p> <p>The table also includes three icons providing easy access to the First Contact survey, PNP Profile, and the student's credentials.</p>

Term	Description
<b>Student View Page</b>	A page in the Instruction and Assessment Planner in Educator Portal that displays details about one student at a time for each Essential Element and linkage level. During both the required fall and spring windows, test administrators use the Student View Page for several actions for each student (i.e., creating a plan and assigning a testlet). The system will display information about the student’s testing progress, including whether the student achieved mastery of an Essential Element at the linkage level tested. The system will also indicate on the Student View Page when the student meets blueprint requirements.
<b>tactile graphic</b>	Tactile graphics are a means of conveying non-textual information to students who are blind or have visual impairments. Tactile graphics may include tactile representation of pictures, maps, graphs, diagrams, and other images. The DLM alternate assessment does not provide tactile graphics with the testlets.
<b>technology-enhanced Items</b>	Computer-delivered test items that require a specialized interaction, such as select and drag. A technology-enhanced item is any item that is not answered using direct selection. This item type is only used at upper linkage levels.
<b>testlet</b>	A short assessment that begins with an engagement activity and includes three to nine items, depending on the subject. Together the items increase the instructional relevance of the assessment and provide a better estimate of a student’s knowledge, skills, and understandings than can be achieved by a single assessment item. Each testlet assesses only one Essential Element except for the writing testlet, which assesses all writing Essential Elements together in one testlet. Testlets are either teacher-administered or computer-delivered. More specific information is found in the TEST ADMINISTRATION MANUAL.

Term	Description
<b>Testlet Information Page (TIP)</b>	<p data-bbox="527 247 1304 352">A PDF that is unique to each testlet and provides specific information to guide the test administrator in delivering the assessment.</p> <p data-bbox="527 380 1317 485">The Testlet Information Page (TIP) for each testlet lists the materials needed or describes the attributes of the materials needed specific to a testlet.</p> <p data-bbox="527 512 1343 659">The materials listed in the TIP are especially needed for the teacher-administered testlets at the Initial and Distal Precursor linkage levels in ELA and mathematics, and the Initial linkage level for science.</p> <p data-bbox="527 686 1300 791">The TIP for testlets at the Initial level for science has picture response cards that must be printed before testing. Best practice is to print them in color.</p> <p data-bbox="527 819 1321 888">Computer-delivered testlets require fewer materials than the teacher administered testlets.</p>

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## DYNAMIC LEARNING MAPS® APPENDIX

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### APPENDIX A. FIRST CONTACT SURVEY (ALL QUESTIONS)

Current. No changes since 3/10/16.

The questions asked in the First Contact survey are included here. The test administrator completes the First Contact survey in Educator Portal. Only users with an Educator Portal role of District Test Coordinator, Building Test Coordinator, or Teacher have permission to enter student information in the First Contact survey. Other roles have permission only to access.

Asterisks indicate items that are required for all states. Other questions may be required based on state-specific directions.

HINT: The status Not Applicable is possible in the First Contact survey column, but it is not common. However, because this option is so rare, check that you are logged in as a DLM user and that the student's information has been loaded properly into the system.

### *SPECIAL EDUCATION*

#### **Special Education Services**

Select the student's Primary Disability

- autism
- deaf-blindness
- deafness
- developmental delay
- emotional disturbance
- hearing impairment
- intellectual disability
- multiple disabilities
- orthopedic impairment
- other health impairment
- specific learning disability
- speech or language impairment
- traumatic brain injury
- visual impairment, including blindness
- non-categorical
- eligible individual



Educational Placement: Choose the option that best describes the student's educational placement. "Regular Class" means a typical classroom, not a resource room or separate class.

- 80% or more of the day in Regular Class
- 40% to 79% of the day in Regular Class
- Less than 40% of the day in Regular Class
- Separate School: includes public or private separate day school for students with disabilities, at public school expense
- Residential Facility: includes public or private separate residential school for students with disabilities, at public school expense
- Homebound/Hospital Environment: includes students placed in and receiving special education in a hospital or homebound program

### *SENSORY CAPABILITIES*

#### **Hearing**

Hearing

- No hearing loss suspected/documented
- Questionable hearing but testing inconclusive
- Deaf or hard of hearing

Classification of Hearing Impairment

- Mild (26–40 dB loss)
- Moderate (41–55 dB loss)
- Moderately Severe (56–70 dB loss)
- Severe (71–90 dB loss)
- Profound (91+ dB loss)
- Unknown

Hearing: Mark all that apply

- Uses personal or classroom amplification (e.g., personal FM device)
- Uses unilateral hearing aid
- Uses bilateral hearing aid
- Has cochlear implant
- Uses oral language
- Uses sign language

#### **Vision**

Vision

- No vision loss suspected or documented
- Normal vision with glasses or contact lenses
- Blind or low vision, including vision that is not completely corrected with glasses or contact lenses

- Questionable vision but testing inconclusive

Classification of Visual Impairment: Mark all that apply

- Low vision (acuity of 20/70 to 20/200 in the better eye with correction)
- Legally blind (acuity of 20/200 or less or field loss to 20 degrees or less in the better eye with correction)
- Light perception only
- Totally blind
- Cortical visual impairment

Vision: Mark all that apply

- Requires enlarged print
- Requires tactile media (objects, tactile graphics, and tactile symbols)
- Requires or uses Braille
  - Uncontracted Braille
  - Contracted Braille
  - UEB

Technological Visual Aids: Mark all that apply

- Screen magnification device (fits over standard monitor) or software (e.g., Close view for Mac, ZoomText)
- CCTV
- Screen reader and/or talking word processor
- Manual (e.g., Perkins Brailier) or Electronic (e.g., Mountbatten Brailier) Braille writing device
- Device with refreshable Braille display

## *MOTOR CAPABILITIES AND HEALTH*

### **Arm/Hand Control and Health**

Arm and hand control: Mark all that apply

- Uses two hands together to perform tasks
- Uses only one hand to perform tasks
- Requires physical assistance to perform tasks with hands
- Cannot use hands to complete tasks even with assistance

Does the student have any health issues (e.g., fragile medical condition, seizures, therapy or treatment that prevents the student from accessing instruction, medications, etc.) that interfere with instruction or assessment?

- No
- Yes

## *COMPUTER INSTRUCTION*

### **Computer Use and Instruction**

Computer Use: Select the student's primary use of a computer during instruction

- Accesses a computer independently
- Accesses a computer independently given assistive technology
- Uses a computer with human support (with or without assistive technology)
- This student has not had the opportunity to access a computer
- This student cannot access a computer with human or assistive technology support

Why has this student not had the opportunity to access a computer during instruction?

- Student's disability prevents the student from accessing a computer
- The equipment is unavailable
- Student refuses to try to use a computer
- I (or other educators) at this school have not had the opportunity to instruct the student on computer usage

Computer access during instruction: Mark all that apply

- Standard computer keyboard
- Keyboard with large keys or alternative keyboard (e.g., Intellikeys)
- Touch screen (e.g., touch screen computer, tablet, iPad, iPod touch)
- Standard mouse or head mouse
- Eye gaze technology (e.g., Tobii, EyeGaze Edge)
- Scanning with switches (one or two-switch scanning)

Level of attention to computer-directed instruction

- Generally sustains attention to computer-directed instruction
- Demonstrates fleeting attention to computer-directed instructional activities and requires repeated bids or prompts for attention
- Demonstrates little or no attention to computer-directed instructional activities

Level of attention to teacher-directed instruction

- Generally sustains attention to teacher-directed instruction
- Demonstrates fleeting attention to teacher-directed instructional activities and requires repeated bids or prompts for attention
- Demonstrates little or no attention to teacher-directed instructional activities

## *COMMUNICATION*

### **Expressive Communication**

\*Does the student use speech to meet expressive communication needs?

- Yes
- No

\*Choose the highest statement that describes the student's expressive communication with speech

- Regularly combines 3 or more spoken words according to grammatical rules to accomplish a variety of communicative purposes (e.g., sharing complex information, asking/answering longer questions, giving directions to another person)
- Usually uses 2 spoken words at a time to meet a variety of more complex communicative purposes (e.g., obtaining things including absent objects, social expressions beyond greetings, sharing information, directing another person's attention, asking/answering questions, and commenting)
- Usually uses only 1 spoken word at a time to meet a limited number of simple communicative purposes (e.g., refusing/rejecting things, making choices, requesting attention, greeting, and labeling)

\*Does the student use sign language in addition to or in place of speech to meet expressive communication needs?

- Yes
- No

\*Choose the highest statement that describes the student's expressive communication with sign language

- Regularly combines 3 or more signed words according to grammatical rules to accomplish a variety of communicative purposes (e.g., sharing complex information, asking/answering longer questions, giving directions to another person)
- Usually uses 2 signed words at a time to meet a variety of more complex communicative purposes (e.g., obtaining things including absent objects, social expressions beyond greetings, sharing information, directing another person's attention, asking/answering brief questions, and commenting)
- Usually uses only 1 signed word at a time to meet a limited number of simple communicative purposes (e.g., refusing/rejecting things, making choices, requesting attention, greeting, and labeling)

Select the student's primary sign system

- American Sign Language (ASL)
- Signed Exact English (SEE)
- Hybrid or idiosyncratic/personalized signing system

### **Alternate Communication**

\*Does the student use augmentative or alternative communication in addition to or in place of speech or sign language to meet expressive communication needs?

- Yes
- No

\*Choose the highest statement that describes the student's expressive communication with augmentative or alternative communication

- Regularly combines 3 or more symbols according to grammatical rules to accomplish the 4 major communicative purposes (e.g., expressing needs and wants, developing social closeness, exchanging information, and fulfilling social etiquette routines)
- Usually uses 2 symbols at a time to meet a variety of more complex communicative purposes (e.g., obtaining things including absent objects, social expressions beyond greetings, sharing information, directing another person's attention, asking/answering brief questions, commenting)
- Usually uses only 1 symbol to meet a limited number of simple communicative purposes (e.g., refusing/rejecting things, making choices, requesting attention, greeting)

### **Augmentative or alternative communication**

How many symbols does the student choose from when communicating? (choose the highest that applies)

- 1 or 2 at a time
- 3 or 4 at a time
- 5 to 9 at a time
- 10 or more at a time

What types of symbols does the student use? (choose all that apply)

- Real objects
- Tactual symbols
- Photos
- Line drawing symbol sets (Boardmaker, PCS, Symbol Stix, other)
- Text Only

What voice output technology does the student use? (choose all that apply)

- Single message devices (e.g., BIGmac)
- Simple devices (e.g., GoTalk, QuickTalker, SuperTalker)
- Speech generating device (e.g., Tobii-DynaVox, PRC/PrentkeRomich)
- None

If the student does not use speech, sign language, or augmentative or alternative communication, which of the following statements best describes the student's expressive communication? Choose the highest statement that applies.

- Uses conventional gestures (e.g., waving, nodding and shaking head, thumbs up/down), looking, pointing, and/or vocalizations to communicate intentionally but does not yet use symbols or sign language
- Uses only unconventional vocalizations (e.g., grunts), unconventional gestures (e.g., opening mouth wide to indicate hunger), and/or body movement to communicate intentionally
- Exhibits behaviors that may be reflexive and are not intentionally communicative but can be interpreted by others as communication (e.g., crying, laughing, reaching for an object, pushing an object away)

### **Receptive Communication**

Receptive communication: MARK EACH ONE to show how consistently the student uses each skill. (1) 0% to 20% of the time = Almost never, (2) 21% to 50% of the time = Occasionally, (3) 51% to 80% of the time = Frequently, (4) More than 80% of the time = Consistently.

If the student previously demonstrated and no longer receives instruction, mark “More than 80%.”

- A. Can point to, look at, or touch things in the immediate vicinity when asked (e.g., pictures, objects, body parts)
- B. Can perform simple actions, movements or activities when asked (e.g., comes to teacher’s location, gives an object to teacher or peer, locates or retrieves an object)
- C. Responds appropriately in any modality (sign, gestures, facial expressions) when offered a favored item that is not present or visible (e.g., “Do you want some ice cream?”)
- D. Responds appropriately in any modality (sign, gestures, facial expressions) to single words that are spoken or signed
- E. Responds appropriately in any modality (sign, gestures, facial expressions) to phrases and sentences that are spoken or signed
- F. Follows two-step directions presented verbally or through sign (e.g., gets a worksheet or journal and begins to work, distributes items needed by peers for a lesson or activity, looks at requested or desired item and then looks at location where it should go)

#### *LANGUAGE*

##### **Primary Language**

Is English the student’s primary language?

- Yes
- No

Is English the primary language spoken in the student’s home?

- Yes
- No
- Unknown

Is English the primary language used for the student’s instruction?

- Yes
- No

#### *ACADEMIC*

##### **\*Reading Skills – Entire Section is Required**

Reading skills: MARK EACH ONE to show how consistently the student uses each skill. (1) 0% to 20% of the time = Almost never, (2) 21% to 50% of the time = Occasionally, (3) 51% to 80% of the time = Frequently, (4) More than 80% of the time = Consistently.

If the student previously demonstrated and no longer receives instruction, mark “More than 80%.”

- A. Recognizes single symbols presented visually or tactually (e.g., letters, numerals, environmental signs such as restroom symbols, logos, trademarks, or business signs such as fast-food restaurants)
- B. Understands purpose of print or Braille but not necessarily by manipulating a book (e.g., knows correct orientation, can find beginning of text, understands purpose of text in print or Braille, enjoys being read to)
- C. Matches sounds to symbols or signs to symbols (e.g., matches sounds to letters presented visually or tactually, matches spoken or signed words to written words)
- D. Reads words, phrases, or sentences in print or Braille when symbols are provided with the words
- E. Identifies individual words without symbol support (e.g., recognizes words in print or Braille; can choose correct word using eye gaze)
- F. Reads text presented in print or Braille without symbol support but WITHOUT comprehension
- G. Reads text presented in print or Braille without symbol support and WITH comprehension (e.g., locates answers in text, reads and answers questions, retells after reading, completes maze task)
- H. Explains or elaborates on text read in print or Braille

### **Reading Skills**

Student's approximate instructional level of reading text with comprehension (print or braille):  
Mark the highest one that applies

- Above third grade level
- Above second grade level to third grade level
- Above first grade level to second grade level
- Primer to first grade level
- Reads only a few words or up to pre-primer level
- Does not read any words when presented in print or Braille (not including environmental signs or logos)

### **\*Math Skills Entire Section is required**

Math skills: MARK EACH ONE to show how consistently the student uses each skill. (1) 0% to 20% of the time = Almost never, (2) 21% to 50% of the time = Occasionally, (3) 51% to 80% of the time = Frequently, (4) More than 80% of the time = Consistently.

If the student previously demonstrated and no longer receives instruction, mark "More than 80%."

- A. Creates or matches patterns of objects or images
- B. Identifies simple shapes in 2 or 3 dimensions (e.g., square, circle, triangle, cube, sphere)
- C. Sorts objects by common properties (e.g., color, size, shape)
- D. Counts more than two objects
- E. Adds or subtracts by joining or separating groups of objects
- F. Adds and/or subtracts using numerals
- G. Forms groups of objects for multiplication or division

- H. Multiplies and/or divides using numerals
- I. Uses an abacus
- J. Uses a calculator
- K. Tells time using an analog or digital clock
- L. Uses common measuring tools (e.g., ruler or measuring cup)
- M. Uses a schedule, agenda, or calendar to identify or anticipate sequence of activities

**\*Writing Skills Entire Section is Required**

Indicate the highest level that describes the student’s writing skills. Choose the highest level that the student has demonstrated even once during instruction, not the highest skill demonstrated consistently.

Writing includes any method the student uses to write using any writing tool that includes access to all 26 letters of the alphabet. Examples of these tools include paper and pencil, traditional keyboards, alternate keyboards and eye-gaze displays of letters.

- A. Writes paragraph length text without copying using spelling (with or without word prediction)
- B. Writes sentences or complete ideas without copying using spelling (with or without word prediction)
- C. Writes words or simple phrases without copying using spelling (with or without word prediction)
- D. Writes words using letters to accurately reflect some of the sounds
- E. Writes using word banks or picture symbols
- F. Writes by copying words or letters
- G. Scribbles or randomly writes/selects letters or symbols

**\*Science Skills Entire Section is required (This section is only visible for states administering the DLM science assessment.)**

Science skills: MARK EACH ONE to show how consistently the student uses each skill. (1) 0% to 20% of the time = Almost never, (2) 21% to 50% of the time = Occasionally, (3) 51% to 80% of the time = Frequently, (4) More than 80% of the time = Consistently.

If the student previously demonstrated and no longer receives instruction, mark “More than 80%.”

- A. Sorts objects or materials by common properties (e.g., color, size, shape)
- B. Identifies similarities and differences
- C. Recognizes patterns
- D. Compares initial and final conditions to determine if something changed.
- E. Uses data to answer questions.
- F. Identifies evidence that supports a claim.
- G. Identifies cause and effect relationships.
- H. Uses diagrams to explain phenomena.

**End of Survey**



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## STATE APPENDICES

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### DOCUMENT HISTORY

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NOTE: Page numbers are valid ONLY for the date and version noted (Table 25). They may change in future versions.

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Table 25

*Document History*

Date	Section Name/Summary of Changes	Starting Page
7/29/2022	Updated timeframe for a testlet reset from 72 hours to five business days.	3
7/29/2022	Important information about a grade change after testing has started.	12
7/29/2022	“Fall Performance Report” and the “Spring Performance Report” are new titles for the “Essential Elements Status Report: Fall” and “Essential Elements Status Report: Spring.”	15
7/29/2022	Updated information about braille forms; three choices are available for selection for Braille Ready Files (BRFs).	89
7/29/2022	Updated language.	Throughout