

## 2021-22 PASA DLM Instruction and Assessment Calendar Enrollment and Testing Windows, Trainings, and Reporting

This calendar provides details regarding the PASA DLM enrollment and testing window and includes dates for required trainings and professional development opportunities. PASA Assessment Coordinators/District Test Coordinators (DTCs) are responsible for sharing this calendar with PASA Assessors and other relevant school personnel. **It should be noted that the [Kite Educator Portal](#) should NOT be accessed between October 1 and December 3, 2021.** PASA Assessment Coordinators/DTCs may begin updating Users records only beginning on December 3, 2021. PASA Assessment Coordinators/DTCs may begin preparing Student/Roster Templates for the 21-22 school year after December 3, 2021, but must not upload templates into Kite Educator Portal prior to January 5, 2022 when the enrollment window starts. Please see additional details below regarding access to the Kite Educator Portal.

**\*Mandatory training participation**

DATES	INSTRUCTION & ASSESSMENT ACTIVITY	AUDIENCE & PARTICIPATION REQUIREMENTS	DESCRIPTION	ADDITIONAL DETAILS
October 15-December 31, 2021	PASA Getting Ready Annual Training & LEA 1% Monitoring Requirements	<a href="#">Special Education Administrators</a>  <a href="#">PASA Assessment Coordinators/DTCs</a>  <a href="#">Building Administrators</a>	This <i>asynchronous</i> annual training is for Special Education Administrators, Building Administrators and PASA Assessment Coordinators/DTCs who are associated with the PASA. The training includes updates about the test and requirements associated with the 1% threshold for the 2021-22 school year.	<p><b><u>Access Training</u></b> The recording and resources will be available at <a href="#">Bureau of Special Education PASA webpage</a>.</p> <p><b><u>Training Details</u></b> This annual training highlights new, updated and/or important details regarding alternate assessment and regulatory requirements including the 1% threshold justification. Training is intended for special education administrators and PASA Assessment Coordinators.</p> <p><b><u>Time</u></b> - Approximately 1.0 hour.</p> <p><b><u>Act 48 Availability</u></b> - Not available</p>
October 15, 2021 - December 31, 2021	1.0 Percent Threshold Justification Survey	<a href="#">Special Education Administrators</a>  <a href="#">PASA Assessment Coordinators/DTCs</a>	<b>ALL LEAs are required to submit a 1.0 Percent Threshold Justification Survey</b> to the Bureau of Special Education identifying the percentage of students anticipated to be assessed on the 2022 PASA.	<p><b>LEAs must use the PIMS data to complete the justification.</b></p> <p>More information regarding the 1% requirements is available at <a href="#">Bureau of Special Education 1% Threshold Resources webpage</a>.</p>
October 25, 2021 – December 1, 2021	PASA/PIMS Data Review	<a href="#">PASA Assessment Coordinators/DTCs</a>  <a href="#">PIMS Coordinator</a>	PASA Assessment Coordinators must review IEP/Special Education data for PASA Eligible students with PIMS Coordinators to ensure data in PIMS aligns with special education data.	<p>Data elements that must be verified are below. Verify that all students who are PASA eligible are coded correctly so all systems align. Make corrections as needed.</p> <ul style="list-style-type: none"> <li>• Field 212 in PIMS</li> <li>• PA Secure ID</li> <li>• First Name</li> <li>• Last Name</li> <li>• Date of Birth</li> <li>• Grade</li> </ul>

DATES	INSTRUCTION & ASSESSMENT ACTIVITY	AUDIENCE & PARTICIPATION REQUIREMENTS	DESCRIPTION	ADDITIONAL DETAILS
December 14, 2021 – March 18, 2022	Charting the Course: Teaching Math, ELA, and Science to Students with the Most Significant Cognitive Disabilities	<p>Special Education Administrators</p> <p>PASA Assessors</p>	<p>This <i>asynchronous</i> training series is for special education teachers who teach students with the most significant cognitive disabilities. Topics include connecting alternate eligible content to essential elements in daily instruction, identifying online instructional resources, and setting targets, collecting data and monitoring progress for students.</p>	<p><b>Access Training</b> Participants must register for training at the <a href="#">PaTTAN Events webpage</a>. Select December 14 on the calendar to register. Details on how to access the Schoology training will be provided in the PaTTAN registration confirmation.</p> <p><b>Training Details</b> This three-part training series focuses upon alternate eligible content, locating aligned instructional resources, and setting targets, collecting data and monitoring progress.</p> <ol style="list-style-type: none"> <li>1. Anchoring Instruction: Connecting Instruction to Alternate Eligible Content and Essential Elements</li> <li>2. Navigating the Instructional Waters: Touring the DLM Instructional Resources</li> <li>3. Mapping the Course: Setting Targets, Collecting Data, and Measuring IEP Progress</li> </ol> <p><b>Time</b> - Each module is 1.0 hour.</p> <p><b>Act 48 Availability</b> - Available; must register at <a href="#">PaTTAN Events webpage</a>.</p>
December 3, 2021 - December 31, 2021	PASA DLM Data Management 101 for the PASA Assessment Coordinator	*PASA Assessment Coordinators/DTCs	<p>This <i>asynchronous</i> training series is required for all PASA Assessment Coordinators/DTCs. Topics include an emphasis upon enrollment steps and monitoring of data including test administration.</p> <p>REMINDER: <b>It should be noted that the <a href="#">Kite Educator Portal</a> should NOT be accessed between October 1 and December 3, 2021.</b> PASA Assessment Coordinators/DTCs may begin updating <a href="#">Users records only</a> beginning after December 3, 2021.</p>	<p><b>Access Training</b> Participants must register for training at the <a href="#">PaTTAN Events webpage</a>. Select December 3 calendar date to register. Details on how to access the training will be provided in the PaTTAN registration confirmation.</p> <p><b>Training Details</b> Each module should be viewed in sequence.</p> <ul style="list-style-type: none"> <li>• Module 1: All About User Templates</li> <li>• Module 2: All About Student Templates</li> <li>• Module 3: All About Roster Templates</li> <li>• Module 4: All About Monitoring Progress</li> </ul> <p><b>Time</b> - Approximately 30 minutes per module.</p> <p><b>Act 48 Availability</b> - Not available</p>

DATES	INSTRUCTION & ASSESSMENT ACTIVITY	AUDIENCE & PARTICIPATION REQUIREMENTS	DESCRIPTION	ADDITIONAL DETAILS
December 3, 2021 – January 4, 2022	PASA DLM Enrollment Report Review from PIMS	PASA Assessment Coordinators/DTCs	<p>This report is obtained in PIMS. Confirm that all PASA eligible students are included in the report and data is accurate.</p> <p><b>REMINDER: It should be noted that student and roster templates may not be uploaded into Kite Educator Portal until January 5, 2022.</b></p>	This report forms the basis for the student enrollment template for upload.
December 3, 2021 – February 28, 2022	PASA DLM Required Test Administrator Training (RTAT)	PASA Assessment Coordinators/DTCs <b>*PASA Assessors</b>	<p>This annual, <i>asynchronous</i> training is required for PASA Assessors. It is strongly <i>recommended for PASA Assessment Coordinators/DTCs</i>. The following topics are presented: an overview of the alternate assessment, understanding and delivery of testlets, test administration and scoring, and preparing to administer the test.</p>	<p><b>Access Training</b> Go to the <a href="#">PA DLM Homepage</a> and select Training Courses.</p> <p><b>Training Details</b> New Assessors for 2021-22 will complete the full RTAT consisting of four modules. Returning assessors who completed the RTAT last year will complete an abbreviated refresher training this year. <i>Returning assessors who completed RTAT early because of testing students in September are not required to complete again.</i> The RTAT refresher requires assessors to answer five questions per topic with 80% accuracy. Failure to meet 80% will require assessors to review the full module on the training topic. <b>Time</b> - Refresher course = 1.0 – 1.5 hours and Full course = 2.25 hours.</p> <p><b>Act 48 Availability</b> - Not available; printable certificate upon completion</p>
December 3, 2021 – February 28, 2022	Lessons Learned from 2021 PASA DLM Test Administration	PASA Assessment Coordinators/DTCs <b>*PASA Assessors</b>	<p>All PASA Assessors must complete this <i>asynchronous</i> training <u>after</u> RTAT. After year one of implementation of PASA DLM, the PA Alternate Assessment Team identified areas of emphasis that will provide teachers and students with an improved test experience.</p>	<p><b>Access Training</b> Participants must register for training at the <a href="#">PaTTAN Events webpage</a>. Select December 3 calendar date to register. Details on how to access the training will be provided in the PaTTAN registration confirmation.</p> <p><b>Training Details</b> Assessors must complete this training after completing RTAT. The PA Alternate Assessment team will emphasize areas of importance that will lead to an improved testing experience for teachers and students. Topics include: why students must be tested, navigating the Kite Educator and Student Portals, the importance of the First Contact Survey for placement, Personal Needs and Preferences Profile, flexibility in how the assessment is delivered, collecting materials, and creating a testing schedule with an adaptive assessment.</p> <p><b>Time</b> - Approximately 1.5 hours.</p> <p><b>Act 48 Availability</b> - Available; must register at <a href="#">PaTTAN Events webpage</a>.</p>

DATES	INSTRUCTION & ASSESSMENT ACTIVITY	AUDIENCE & PARTICIPATION REQUIREMENTS	DESCRIPTION	ADDITIONAL DETAILS
<p>December 7, 2021-<i>Electronic</i> score reports available</p> <p>January 28, 2022-<i>Printed</i> score reports available</p>	<p>2021 Score Reports Available</p>	<p>PASA Assessment Coordinators/DTCs</p> <p>PASA Assessors</p>	<p>Electronic individual student score reports will be available in the Kite Educator Portal to the service provider/tested site. Printed score reports will be mailed to service provider/tested sites.</p>	<p>It is the responsibility of the service provider to ensure that score reports are provided to the local education agencies and families of students.</p>
<p>January 3 – March 14, 2022</p>	<p>Supporting Students with Blindness and Visual Impairments (BVI) during the PASA DLM</p>	<p>PASA Assessment Coordinators/DTCs</p> <p>PASA Assessors</p> <p>School personnel supporting students with BVI</p>	<p>This <i>asynchronous</i> training is for PASA Assessors and other school personnel who support students with BVI</p>	<p><b>Access Training</b> Participants must register for training at the <a href="#">PaTTAN Events webpage</a>. Select January 3 calendar date to register. Details on how to access the training will be provided in the PaTTAN registration confirmation.</p> <p><b>Training Details</b> This training is offered by the PA Alternate Assessment Team and will address the unique challenges of students with BVI in the alternate assessment, provide an overview of the Personal Needs and Preferences Profile, distinguish between accommodations available through the online system and accommodations provided by the assessor, and review resources to support IEP Teams in accommodation planning.</p> <p><b>Time</b> - Approximately 1.0 hour.</p> <p><b>Act 48 Availability</b> - Available; must register at <a href="#">PaTTAN Events webpage</a>.</p>
<p>January 5 – March 7, 2022</p>	<p>PASA DLM Enrollment Window</p>	<p>PASA Assessment Coordinators/DTCs</p> <p>PASA Assessors</p>	<ul style="list-style-type: none"> <li>PASA Assessment Coordinators/DTCs may begin preparing Student/Roster Templates for the 21-22 school year on December 3, 2021 but must <u>not</u> upload templates into Kite Educator Portal prior to January 5, 2022.</li> <li><u>Kite Educator Portal should not be accessed between October 1 and December 3, 2021.</u></li> <li>PASA Assessment Coordinators/DTCs may begin updating <u>Users records only</u> beginning on December 3, 2021.</li> </ul>	<p>PASA Assessment Coordinators/DTCs upload and manage users, students and rosters in Kite Educator Portal and monitor progress of First Contact Survey (FCS) status and Personal Needs and Preferences Profile (PNP).</p> <p>REMINDER: Full enrollment consists of accepted security agreements by PASA Assessment Coordinators/DTCs and Assessors, updated Users, Student Template Uploads, Roster Template Uploads, completion of FCS and PNP, and completion of RTAT. Failure to complete any step will prevent the release of testlets.</p>

DATES	INSTRUCTION & ASSESSMENT ACTIVITY	AUDIENCE & PARTICIPATION REQUIREMENTS	DESCRIPTION	ADDITIONAL DETAILS
March 14 – May 20, 2022	PASA Test Administration Window	PASA Assessment Coordinators/DTCs  PASA Assessors	Test materials are available in the Kite Educator and Student Portals.	Testlets are provided when: <ul style="list-style-type: none"> <li>• The Kite Student Portal has been updated to the current version prior to testing. See <a href="#">DLM Kite Portal</a> for directions regarding required updates to the Kite Student Portal prior to the testing window.</li> <li>• PASA Assessment Coordinators/DTCs and Assessors have accepted the security agreement.</li> <li>• Students are uploaded and rostered in each subject area and appropriate grade levels: ELA and Math (grades 3-8 and 11) and Science (grades 4, 8 and 11).</li> <li>• First Contact Surveys are completed/updated.</li> <li>• Personal Needs and Preferences (PNP) profiles have been completed/updated by Assessors. <i>Certain changes to the PNP during testing may delay delivery of testlets 24 hours.</i></li> <li>• Assessors have completed the RTAT and Lessons Learned from 2021 PASA DLM Test Administration.</li> </ul>
August 2022 - <i>Electronic</i> score reports available  September 2022- <i>Printed</i> score reports available	Score Reports Available	PASA Assessment Coordinators/DTCs  PASA Assessors	Electronic individual student score reports will be available in the Kite Educator Portal to the service provider/tested site. Printed score reports will be mailed to service provider/tested sites.	It is the responsibility of the service provider to ensure that score reports are provided to the local education agencies and families of students.

To access this calendar and additional PA specific resources, go to [PaTTAN PASA webpage](#).

To see DLM instruction and assessment resources, go to [DLM website](#) and select “Pennsylvania”.