District of Columbia Test Administrator Training Transcript: Spring 2026

Slide 1:

Welcome to the Spring 2026 DLM® Alternate Science Assessment Training for District of Columbia test administrators. This session will guide you through key updates, requirements, and resources to support successful test administration.

Slide 2:

We'll begin with the DLM® testing window dates, followed by the latest Kite® Suite updates. Then, we'll review updates for science field testing, Required Test Administrator Training and review guidelines for assessment preparation and administration. Finally, we'll end with a few important reminders to help ensure a smooth testing season.

Slide 3:

The DLM® alternate science assessment is required for eligible students in grades 5, 8, and high school biology. The testing window opens on March 9th and closes on April 24th.

Slide 4:

Let's begin with updates made to Kite Suite applications.

Slide 5:

Multifactor authentication, or MFA, adds an extra layer of security to Educator Portal. After signing in with a username and password, you will receive a 6-digit code by email to complete the login.

Slide 6:

After receiving the code, enter it in the access code field. You can also check 'Remember this device for 30 days' to skip MFA for future logins on that device.

Slide 7:

Be aware that if your browser is set to clear cookies, or if cookies are manually cleared, you will need a new MFA code each time you sign in. To avoid this, add the Educator Portal URL to your browser's exceptions list under Privacy and Security settings. For details, see the September 26, 2025, announcement on the Educator Portal home page.

Slide 8:

The Educator Portal home page was redesigned to use space more efficiently. Important announcements now display more clearly, with less scrolling needed.

Slide 9:

The next slides will cover the science field tests for spring 2026 and the new science Essential Elements for spring 2027.

Slide 10:

The 2025–2026 school year is a transition year for DLM® science. Visit the DLM® webpage and locate the Instructional Resources tab for Year-End Model States to find resources regarding science testing.

Slide 11:

Here you'll find the science Essential Elements for spring 2026 and the revised set for spring 2027. First, we'll look at the Science tab, which includes the original Essential Elements used in the 2026 operational assessment.

Slide 12:

Resources include Currently Tested Essential Elements with Mini-Maps and the Science Blueprint Phase 1 with Biology. On the left side, use 'Collections' to find materials, 'Testlets' for samples, and 'Instructional Activities' for teaching support and grade-span model activities.

Slide 13:

For the revised science Essential Elements, visit the Science - Spring 2027 tab. These will be used in the embedded field test testlets in 2026 and the operational testlets in 2027.

Slide 14:

All students will receive four science field tests for revised Essential Elements. The field tests are delivered in two sets of two testlets. These are available with the first operational testlet, and you can choose when to give them; at the start of the window, throughout the window, or at the end of the window. For details, see the Spring 2026 section of the Test Administration Manual on District of Columbia's DLM® webpage.

Slide 15:

The spring 2026 field test testlets will have four linkage levels instead of three. Those levels are Initial Precursor, Distal Precursor, Proximal Precursor, and Target. Science will not have a Successor linkage level at this time.

Slide 16:

For the 2026 school year, both Chrome and Windows devices will use the same Student Portal app. Please note that Windows 10 is no longer supported. The app may still run on Windows 10 devices, but support will be limited. There are no updates for iPad or Mac in 2026. For full details, review the document titled Kite Student Portal Updates for 2026, available through the Kite Suite link on the DLM® website.

Slide 17:

These next slides highlight changes to Required Test Administrator Training.

Slide 18:

Required Test Administrator Training opened on December 1, 2025, and closes on April 24, 2026. Test administrators must have an Educator Portal account to access and complete the training. The training link is located on the Training tab of the Educator Portal home screen.

Slide 19:

Use the Training tab in Educator Portal to access the DLM® Required Test Administrator Training. Once you complete the training and accept your certificate in the training course, you will then be granted access to the Test Management tab in Educator Portal about 30 minutes thereafter.

Slide 20:

Returning teachers will complete one self-directed module with one opportunity to pass. If the module is not passed, the teacher is directed to additional required training. New teachers will need to complete and pass four modules. Both new and returning teachers will also have the option to view an additional First Contact Survey and PNP Profile training video.

Slide 21:

Now, we'll discuss resources that are available for you on the DLM® website.

Slide 22:

Resources are available on District of Columbia's DLM® webpage. Use the filtering options on the left panel to quickly locate relevant documents. The site also includes links to the DLM® Professional Development website.

Slide 23:

Teachers can access a variety of resources on the webpage, including the Test Administration Manual for Science, the Accessibility Manual, the Educator Portal User

Guide, test blueprints, and the list of Currently Tested Essential Elements; all available on the Educator Resource Page.

Slide 24:
Next, we discuss teacher preparation steps for administering the assessment.

Slide 25:
Educator Portal is a web-based system used to manage student data and retrieve various data extracts. The application is compatible with Mozilla Firefox, Google Chrome, Microsoft Edge, and Safari web browsers. You must have an active account to access Educator Portal. If you do not have an active account, contact your test coordinator.

Slide 26:
New teachers must activate their Educator Portal account using the activation email. All teachers must accept the Security Agreement when logging in for the first time each school year. Teachers who do not accept the security standards cannot administer testlets.

Slide 27:
Use the Students tab to verify student information, PNP Profile, First Contact survey information, and Kite® Student Portal login details. Contact your test coordinator for any needed updates.

Slide 28:
Rosters connect an enrolled student to the test administrator. Test administrators must have an active Educator Portal account to be added to a roster. If you are missing students from your roster, contact your test coordinator for assistance.

Slide 29:
Complete a First Contact Survey for each student every school year. This survey gathers information on the student's communication, academic, and attention skills and is used to assign the starting linkage level for their first testlet. Review and resubmit the survey annually.

Slide 30:
If a student requires accessibility supports for testing, the Personal Needs and Preferences Profile, frequently referred to as the PNP Profile, should be completed in Educator Portal. The PNP Profile lists a variety of accessibility supports available to the student and can be adjusted between testlets.

Slide 31:

You should contact your test coordinator for IEP guidance when choosing accessibility options.

Slide 32:

To get ready for testing, complete this quick checklist. Activate or log in to your Educator Portal account, complete the required training, and confirm all your students appear in the system. Complete the First Contact Survey for each student, and, when needed, the Personal Needs and Preferences Profile for accommodations like text-to-speech. Finally, make sure Student Portal is installed on all testing devices.

Slide 33:

Everyone plays a role in keeping student and testing data accurate. As a test administrator, review your data extracts to ensure the correct students are rostered to you and that no students are missing. If you notice anything that needs to be updated, contact your test coordinator for support.

Slide 34:

Next, we cover the administration of DLM® science testlets.

Slide 35:

The time commitment for administering the assessment varies by student. However, there are some general guidelines that are useful for planning. There are 9 to 10 science testlets delivered per student with 3 to 5 multiple-choice items per testlet. Each testlet takes approximately 5 to 15 minutes to complete.

Slide 36:

Each Essential Element for science has three linkage levels: Initial, Precursor, and Target. DLM® science testlets are written by linkage level. Each testlet assesses one Essential Element at one linkage level.

Slide 37:

Every science testlet begins with an engagement activity that may be a simple, short setup, which is read once, a longer story that is read through twice, or a short video showing a science phenomenon.

Slide 38:

Regardless of which type of engagement activity a testlet contains, the purpose is always to establish a context for the testlet items, activate the student's prior knowledge, and engage the student.

Slide 39:

DLM® science testlets are adaptive. The First Contact Survey sets the starting linkage level, and the system adjusts each subsequent testlet based on the student's performance, moving up, down, or staying at the same linkage level. Generating the next testlet may take up to 15 minutes, and you may use this time to take a break with the student.

Slide 40:

The Test Management tab of Educator Portal provides you with the necessary tools to administer DLM® assessments.

Slide 41:

Test Management is found under the Manage Tests tab in Educator Portal. Choose the Test Management option to get started.

Slide 42:

After you verify student information and complete all requirements, you can begin administering testlets. Use the Test Management tab to access assigned testlets, test tickets, Testlet Information Pages, and assessment completion status. If a student has no testlets assigned, contact your test coordinator.

Slide 43:

When a student is correctly rostered and has a submitted First Contact Survey, a test ticket is generated. In the Test Management tab, select the PDF icon in the Tickets column to download it. For multiple students, select them and download all test tickets in a single PDF. Use the login details on the ticket to access Kite Student Portal. If a student is missing a test ticket, confirm they are rostered to you and have a completed First Contact Survey, then contact your test coordinator if updates are needed.

Slide 44:

Testlet Information Pages are required to be downloaded prior to administering each testlet. These documents provide you with specific information about each testlet, such as if the testlet is computer-delivered or teacher-administered and any materials needed for the testlet and how they can be used.

Slide 45:

You can monitor assessment completion in a few ways. In Educator Portal view a quick snapshot on the Test Management screen in the Test Progress column. If you need more detail, open the Data Extracts tab and download the DLM® Test Administration Monitoring extract. Student Portal also helps you track progress. After each testlet is

submitted, it shows how many testlets the student has completed and how many are still left.

Slide 46:

Several data extracts are available to quickly generate real-time reporting of student demographic and testing status information for students rostered to you. Extracts are found on the Data Extracts tab in Educator Portal.

Slide 47:

To keep track of the assessment progress, use the Student Roster and First Contact Survey extract to verify rosters look correct and that you have completed the First Contact Survey for all of your students. Use the DLM® Test Administration Monitoring extract to see how many testlets are done for each of your students.

Slide 48:

Next, we will discuss some important reminders and milestone dates for the DLM® science alternate assessment.

Slide 49:

When sending emails and using the live chat feature in Educator Portal, do not include student Personally Identifiable Information. If you need to communicate student PII, contact the DLM® Service Desk by phone or use secure communication protocols set up by OSSE.

Slide 50:

For technical support, contact the DLM® Service Desk by phone, email, or by using the live chat feature in Educator Portal. The DLM® Service Desk is open Monday through Friday, 7:00 a.m. to 5:00 p.m. Central Time. For student enrollment or rostering issues always contact your LEA's test coordinator for help.

Slide 51:

Our last topic for this discussion is a look at key dates for District of Columbia's DLM® alternate science assessment.

Slide 52:

Starting December 1st, OSSE will notify LAMs about current staff accounts in KITE. Since KITE doesn't sync automatically with AllStaff IDS, LAMs will remove accounts for staff no longer active, add new coordinators and teachers, and update names or roles.

Slide 53:

Jan 5–30, OSSE enrolls grades 5 & 8 DLM®-eligible students and LEAs enroll eligible high school biology students. In addition, new eligibility cases will be added on a rolling basis throughout this window. Starting Feb 2 and onward, OSSE will conduct weekly audits to remove ineligible students; these students take DC CAPE general assessments. LEAs wishing to test non-approved students must submit an OST ticket with details and acknowledge they will count as non-participants for reporting.

Slide 54:

By January 30th, all teacher accounts should be updated in the Kite Educator Portal. Starting February 2nd, OSSE will conduct bi-weekly audits to ensure each school has at least one active teacher with passing DLM® training scores. LEAs not meeting these requirements will receive regular notifications. On February 16th, the First Contact survey and PNP Profile window opens. These must be completed at least 24 hours before testing to avoid delays. The DLM® testing window runs from March 9 through April 24.

Slide 55:

Before and during the testing window, DLM® Required Test Administrator Training must be completed to access student data, complete the First Contact Survey, set PNP profiles, and administer testlets. The School Test Security Plan must be completed and submitted through OST at least 15 business days prior to testing. Finally, continue monitoring student data and add and remove students or update student data as needed.

Slide 56:

Thank you for viewing this presentation. If you have questions, please reach out to your test coordinator for assistance.