QUESTION AND ANSWER WEBINAR FAQ

Conducted 2/9/2023

General

What is the link to District of Columbia's DLM® webpage?
District of Columbia's DLM webpage address is https://dynamiclearningmaps.org/district-of-columbia.

Required Test Administrator Training

How do we get to that page for the Required Test Administrator Login?
Required Test Administrator training can be accessed on District of Columbia's DLM webpage and click on the *Training Courses* link at the top of the webpage, clicking the *DLM training site* link in the blue box at the bottom of the webpage, or by going directly to the webpage https://training.dynamiclearningmaps.org/login/index.php. For information on how to log in to the training site, view The Guide to DLM Required Test Administrator Training pdf document.

Is there any required training for returning test administrators?
Returning teachers will complete on 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 complete four modules, plus an additional First Contact survey and Personal Needs and Preferences (PNP) Profile training video.

Accountability

Is DLM administered to all students who take MSAA or only those in grades 5, 8, and Biology like DC Science?
The DLM assessment is administered in District of Columbia for only the science alternate assessment for grades 5, 8, and high school Biology.

Data Management

How or where do I access Kite® Educator Portal?
Kite Educator Portal can be accessed using a supported web browser at https://educator.kiteaai.org. There are also link on District of Columbia's DLM webpage

How does a test administrator get a Kite Educator Portal account?
LEAs who have been assigned the role of district test coordinator or building test coordinator in Kite Educator Portal can add a test administrator (teacher) account. The test administrator will

receive an account activation email to set their password. Approximately three hours after account *activation*, the test administrator will be given access to Required Test Administrator Training in Moodle.

Who is responsible for enrolling and rostering students?
OSSE will enroll students in grades 5 & 8. LEAs are responsible for enrolling high school students. OSSE will roster all students including rostering any new students that come to the school. LEAs can update students on rosters after OSSE creates the initial rosters.

Test Administration

Where do we get the information to download testlets for our students? Do we do this before the testing window opens?
Testlets are accessed in the Test Management section of Kite® Educator Portal and are available *on* the date the District of Columbia's assessment window opens until the window closes.

After completing a testlet, how long does it take for the next testlet to become available?
Only one science testlet at a time is available in Student Portal. After the student submits the first testlet, the Kite system evaluates the student's responses, and then the next testlet becomes available in Student Portal, usually within 15 minutes.

If you are a test coordinator and need some direct support, who do we reach out to?
Test coordinator can contact the DLM Service Desk for assistance with Kite Suite questions or with questions about how to add test administrator (teacher) accounts into Kite Educator Portal or for general questions about how to enroll and roster students. For questions about state accountability or getting a test coordinator account into Kite Educator Portal, the test coordinator will need to contact OSSE.

How do I assure a new teacher or test coordinator has access to everything they need?
[Test Administration Manual for Science](#) contains a helpful checklist for test administrators that can be printed and used by the test administrator before and during test administration. Similarly, the [Assessment Coordinator Manual for Science](#) also contains a helpful checklist for test (assessment) coordinators.

I have access to KITE but only see Maryland listed. What should I do to get District of Columbia added to my account?
Test administrators who need access to both District of Columbia and Maryland for DLM test administration should contact chelsea.charland@dc.gov for more information.

How many science testlets are students required to take?
There are 9 testlets for science and 10 testlets for high school Biology.