Question and Answer Document

This document contains a compiled list of frequently asked questions regarding DLM® test administration. Additionally, questions asked during the Test Administrator and Test Coordinator training sessions conducted by DLM and OSSE for the 2025 spring testing window are also included.

General Information

What are some key dates that I need to know about to prepare for the DLM assessment?

Dates	Task
January 6th – January 31st	OSSE enrolls grade 5 and grade 8 DLM-eligible students; LEAs enroll DLM eligible high school students
January 15th – January 31st	Teacher accounts added or updated in Kite® Educator Portal by test coordinators
February 3rd – February 14th	OSSE rosters students eligible for DLM assessment to available teacher accounts
February 17th	Start window for First Contact survey and PNP Profile completion by teachers. • *Must be completed prior to testing; LEAs verify DLM student rosters*
March 10th	DLM testing window opens
April 25th	DLM testing window closes
Ongoing	Required Test Administrator Training

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	• *Required to access student data and complete the First Contact survey, PNP Profile settings, and to administer testlets*
Ongoing	School Test Security Plan submission to LEA/OSSE • *Must be sent to OSSE at least 15 business days prior to testing*
Ongoing	Continuous monitoring of student data; communicating with your test coordinator for assistance as needed

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.

What materials are shipped to schools to administer DLM?

There aren't any materials shipped to schools for DLM administration. Test administrators and test coordinators should refer to District of Columbia's DLM webpage for more information about DLM test administration.

Are testing dates pre-set for schools?

Testing dates for DLM test administration for the District of Columbia are March 10, 2025 – April 25, 2025. Schools set their own dates within that window.

Required Test Administrator Training

Where can I find information for Test Integrity training?

More information regarding OSSE Test Security requirements, including the required training and quiz, can be found here: https://osse.dc.gov/service/test-security-and-test-integrity-information-and-documents.

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How do we get to that page for the DLM Required Test Administrator Login?

Required Test Administrator training is accessed in Kite® Educator Portal using the Training tab.

Is there any required training for returning test administrators?

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 have the option to view an additional First Contact survey and Personal Needs and Preferences (PNP) Profile training video. Please note that a returning teacher is identified as someone who completed and passed DLM Required Test Administrator Training for the previous school year.

When do we take the test? Before or after the modules?

The post-tests are taken after each module is completed.

Do I have to be designated a "Teacher" in order to get access to the training modules?

Yes. Test administrators must be assigned the teacher role in Educator Portal to gain access to DLM Required Test Administrator Training.

Accountability

What grades are eligible for the DLM assessment?

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?

Log in to Kite Educator Portal at https://educator.kiteaai.org. There is also a link on District of Columbia's DLM webpage.

How does a test administrator get a Kite Educator Portal account?

LEAs and nonpublics 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.

I am a new test coordinator this year, I have no access to Kite Educator Portal. Who can I contact to get access?

Test coordinators should contact Debbie.Menard@dc.gov to get a login to Educator Portal.

I am the new test coordinator at my school; however, the old test coordinator is still listed. Who should I contact to remove this user?

New test coordinators should contact Debbie.Menard@dc.gov to get a login to Educator Portal.

Who is responsible for enrolling and rostering students?

OSSE will enroll students in grades 5 & 8. LEAs and nonpublics are responsible for enrolling high school students. OSSE will roster students to available teacher accounts. LEAs and nonpublics should verify student rosters and make any needed edits. LEAs and nonpublics should check with their special populations teams to verify their alternate eligible students that are required to take the DLM assessment.

I am trying to assign a roster, but the teacher account I want is not an option. How do I fix this?

Make sure the teacher has passed the required training and agreed to the security agreement. Test coordinators can check the status of both by using the Training Status and the Security Agreement completion extracts in Educator Portal.

What steps do I take if my rosters are incorrect or there are no students listed on my roster?

If you are a test administrator, you should reach out to your LEA's test coordinator to make the updates for you. If you are a test coordinator, you should refer to the Data Management Manual for step-by-step instructions on how to edit student and roster information. Rosters can be updated at any time during the assessment window.

Can a test administrator edit student rosters or is that a task only for test coordinators?

Only test coordinators can edit student and roster information in Educator Portal. If you are a test administrator, you should reach out to your LEA for assistance with making changes to any student enrollment or roster information.

Test Administration

Who is responsible for completing the students' First Contact Survey and Personal Needs and Preferences (PNP) Profile?

Typically, these are completed at the school level since test administrators would have the knowledge of the student's skills level what accommodations and accessibility features are used by the student during normal classroom instruction.

What is the timeline for completing the First Contact Survey and PNP Profile?

These should be completed as soon as possible during the assessment window. After submitting the First Contact Survey, it takes 24 hours for the first testlet to be generated.

DLM assessments are administered on a one-to-one basis, correct?

Yes. DLM alternate assessments are administered individually and are not limited to specific timeframes like most general education assessments. Any flexibility a student requires regarding the assessment time and location is permissible. A student may take as much time as needed and may work in settings that are most appropriate for them.

Where do we get the information to download testlets for our students? Do we do this before the testing window opens?

Access testlets in the Test Management section of Kite® Educator Portal. Testlets 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 do not see the

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next testlet within the 15-minute window, try refreshing the Educator Portal browser window.

Who do test coordinators reach out to if support is needed while administering the DLM assessment?

Test coordinators 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 ensure 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 Debbie.Menard@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.

Does it still take 15 minutes for the next testlets to be generated?

Yes, it can take up to 15 minutes for each testlet to be generated. Test administrators are encouraged to take a break with the student while the testlet is generating. If you do not see the next testlet within the 15-minute window, try refreshing the Educator Portal browser window.

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When the testlet is being generated during the 15-minute time span, can we begin assessing another student?

Yes. However, if you are planning to assess another student while the testlet is generated you should follow the school test security schedule.

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