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 2026 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?

Date	Description	Responsible
Ongoing	Required Test Administrator Training; School Test Security Plan; continuous monitoring.	Teachers; Schools; Test Coordinators
Dec 1	OSSE notifies LAMs of staff accounts; LAMs remove/add/update accounts. Reminder: only one Building Test Coordinator per site.	OSSE; LEA Assessment Managers (LAMs)
Jan 5	OSSE enrolls grade 5 & 8; LEAs enroll HS biology; new eligibility added on a rolling basis; by Jan 30 OSSE completes enrollment of expected testers.	OSSE; LEAs
Jan 30	Teacher accounts added/updated; OSSE completes enrollment.	Test Coordinators; OSSE
Feb 2	Mid-week enrollment audits; OST tickets required for non-eligible testers; bi-weekly teacher readiness audits.	OSSE; LEAs
Feb 16	Start First Contact Survey and PNP Profile window.	Teachers
Mar 9	DLM testing window opens.	LEAs; Schools; Test Coordinators; Teachers
Apr 24	DLM testing window closes.	LEAs; Schools; Test Coordinators; Teachers

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](https://dynamiclearningmaps.org/district-of-columbia) 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 9, 2026 – April 24, 2026**. Schools set their own dates within that window.

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.

Can you tell me more about Parent Portal access?

Caregivers can view student DLM score reports through the Parent Portal. LAMs and LTCs with the role of District Test Coordinator (DTC) in Educator Portal can find additional guidance, next steps, and support materials on the DC DLM page: https://osse.dc.gov/multimedia/dynamic-learning-maps-kite-parent-portal-user-guide-lea-assessment-managers-lams-and-lea

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 (DTC) or Building Test Coordinator (BTC) in Kite Educator Portal can add a test administrator (teacher) account. The test administrator will receive an account activation email to set their password.

District of Columbia DLM Science Assessment: Question and Answer Document

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 LEA/school assessment managers to get a login to Educator Portal.

Who is responsible for enrolling and rostering students?

OSSE will enroll eligible students in grades 5 & 8. LEAs and nonpublics are responsible for enrolling eligible high school students. LEAs and nonpublics will need to roster students 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 activated their account, passed the required training, and agreed to the security agreement. Test coordinators can check the status by checking the Users, 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.

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.

How do I login to the DLM Required Test Administrator Training?

Required Test Administrator Training is accessed in Kite® Educator Portal using the Training tab on the home screen.

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" 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.

District of Columbia DLM Science Assessment: Question and Answer Document

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. Students will not be able to test if there are delays in First Contact Survey and PNP Profile completion.

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

District of Columbia DLM Science Assessment: Question and Answer Document

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

Test coordinators should contact the DLM Service Desk for help with Kite Suite questions, adding test administrator (teacher) accounts to Kite Educator Portal, or general questions about enrolling and rostering students.

For state accountability questions or assistance with creating another test coordinator account in Kite Educator Portal, they must contact OSSE instead.

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 at Maryland-based school 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 nine testlets for grades 5 and 8, and ten 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.

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.

District of Columbia DLM Science Assessment: Question and Answer Document

Are students required to complete science field testlets?

- Yes, students are required to complete field testlets. All educators need to know about the revised and expanded science Essential Elements. Go to the Instructional Resources: [Instructional Resources for YE Model States | Dynamic Learning Maps](). Then, go to the tab **Science - Spring 2027** for the revised and expanded set of science Essential Elements, which will be the basis for the testlets in the science field tests in spring 2026 and the operational science testlets in the spring 2027 DLM science alternate assessment. Operational science testlets in spring 2026 will test over the original Essential Elements that were previously used.

- The science operational assessments are only administered in Grades 5, 8, and 11 to students rostered to science in those grades.

- The science field test testlets are only administered to students rostered to science in Grades 5, 8, and 11.

- **All** students in Grades 5, 8, and 11 who are rostered to science will be delivered two sets of field tests. Each set contains two back-to-back testlets with a submit button at the end of the set.

- One Testlet Information Page (TIP) is provided for each set of field test testlets, which will cover both testlets in the set.

- Field tests can be delivered at the beginning of the window, at the end of the window, or any time during the window at the test administrator's discretion.

- Science field test testlets will be in Student Portal exactly like field tests for ELA and mathematics have been in all previous years.

- The naming conventions for field tests begin with "FT." Also, the TIP will display the testlet name with "FT" at the beginning of the field test testlet name.