

# District of Columbia Test Coordinator Training Transcript: Spring 2026

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## **Slide 1**

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

## **Slide 2**

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 3**

Let's begin with updates to the Kite Suite applications used during testing.

## **Slide 4**

For the 2026 school year, Chrome and Windows will use the same Student Portal application. Windows 10 is no longer supported, although the app may still run on those devices with limited support. There are no updates for iPad or Mac. For full details, review the Kite Student Portal Updates document available using the Kite Suite link on the DLM website.

## **Slide 5**

Educator Portal now uses multifactor authentication, referred to as MFA, for added security. After entering your username and password, you'll receive a six-digit code by email to complete the login.

## **Slide 6**

Enter the code, and if you'd like, check the box to remember your device for 30 days. Then click "Submit" to finish logging in.

## **Slide 7**

If your browser is set to clear cookies, or if you manually clear them, you'll need to enter a new access code each time you log in—even if you selected the option to remember your device. For more details, refer to the Educator Portal announcement from September 26, 2025.

## **Slide 8**

A new phone number field is now available in the Add/Edit User screen. This allows mobile numbers to be added manually or via upload. In the future, users will have the option to receive MFA codes via text message. For now, email remains the default method.

## **Slide 9**

The Educator Portal home page has been redesigned to improve usability. Key announcements are now easier to find, with less scrolling required.

## **Slide 10**

A new race category has been added to student enrollment. Value 10 now represents “Middle Eastern or North African” under Comprehensive Race options.

## **Slide 11**

Previously, when uploading student records, the system would alert you if a student matched another record by name, gender, and birthdate but had a different SSID. However, it still allowed the duplicate enrollment to proceed.

## **Slide 12**

Now, the system will stop the enrollment and display an error message if a student record matches an existing one but has a different SSID. This gives data managers time to review and correct the information. For assistance, contact your State Assessment Administrator.

## **Slide 13**

The new error message provides the SSID of the existing student record and states: “A student record for the current or a previous school year already exists in your state with a matching first name, last name, gender, and date of birth, but a different State Student Identifier. Contact your State Assessment Administrator for help in correcting the data.”

## **Slide 14**

To ensure consistency, column headers and order have been updated for all upload templates and data extracts. Be sure to use only the 2025–2026 templates. Older versions will not work.

## **Slide 15**

The State Student ID has been added as the first column in the Testing Outside Hours Dashboard, making it easier to identify students quickly.

## **Slide 16**

Similarly, the State Student ID has been added as the first column in the Short Duration Testing Dashboard for improved tracking and reporting.

## **Slide 17**

In this section, we'll review the spring 2026 science field tests and introduce the new science Essential Elements that will be used starting in spring 2027.

## **Slide 18**

The 2025–2026 school year is a transition year for DLM science. To access relevant materials, go to the Instructional Resources tab and select Instructional Resources for Year-End Model States.

## **Slide 19**

Two science tabs are available to support this transition. The first tab includes the Essential Elements used in the spring 2026 operational assessment. The second tab contains the revised Essential Elements for spring 2027.

## **Slide 20**

Resources available include the Currently Tested Essential Elements with Mini-Maps and the Science Blueprint Phase 1 with Biology. Use the left-hand menu to access Collections, Testlets, and Instructional Activities for teaching support and grade-span model activities.

## **Slide 21**

To view the revised Essential Elements, go to the Science –Spring 2027 tab. These elements will be used in the embedded field test testlets in spring 2026 and in the operational testlets in spring 2027.

## **Slide 22**

All students will receive four embedded science field test testlets aligned to the revised Essential Elements for spring 2027. These testlets are delivered in two sets of two and are available at the start of the testing window. Test administrators may choose when to administer them—any time during the window. For full details, refer to the Spring 2026 section of the Test Administration Manual on District of Columbia's DLM webpage.

## **Slide 23**

The spring 2026 science field test testlets will include four linkage levels: Initial Precursor, Distal Precursor, Proximal Precursor, and Target. Please note that the Successor linkage level will not be used at this time.

## **Slide 24**

Next, we'll review the specifications for this year's Required Test Administrator Training.

## **Slide 25**

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 26**

New test administrators must complete and pass four training modules. Returning test administrators complete one self-directed module with a single opportunity to pass. If the module is not passed, additional training will be required. All test administrators also have the option to view a training video covering the First Contact Survey and the Personal Needs and Preferences Profile.

### **Slide 27**

This section provides an overview of available resources for teachers, technology personnel, assessment coordinators, and data managers.

### **Slide 28**

Resources are available on the District of ColumbiaDLM 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 and scoring and reporting resources.

### **Slide 29**

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 30**

The webpage also includes manuals and guides for technology personnel. These resources include the Kite Suite technology requirements, technology specifications, system status updates, installation instructions, and troubleshooting tips. These resources support device setup, accessibility configurations, and bandwidth planning.

### **Slide 31**

Assessment coordinators should also access key resources on the webpage. Available resources include manuals for science assessments, accessibility, test administration, and required training. The Educator Portal User Guide is also available to support monitoring and data tasks.

### **Slide 32**

Helpful guides for data managers are also found here. The Data Management Manual includes step-by-step instructions with screenshots. The Educator Portal User Guide explains how to use data extracts for monitoring. Templates for the State Organizational Table and required school and district codes are also available.

### **Slide 33**

Additional training is available for district roles. The DLM Training for District Roles includes short, interactive lessons for assessment coordinators, data managers, technology managers, and district and building administrators.

### **Slide 34**

Next, we'll review how to manage student data in Educator Portal.

### **Slide 35**

Test coordinators are responsible for verifying the accuracy of student data and making necessary changes. Data can be updated at any time before or during the assessment window.

### **Slide 36**

To manage user accounts and student data, go to the Settings menu in Educator Portal.

Use

the Users tab to add or edit accounts, Students for enrollment and updates, and Rosters to create or edit rosters. Data can be entered manually or uploaded using templates.

### **Slide 37**

New users must be added manually or by using a file upload. Educator Portal sends an activation email with a link to create a password. The user's email address serves as the unique account identifier.

### **Slide 38**

Users may have multiple roles in Educator Portal. Accounts are rolled over from the previous year. District-level users can deactivate accounts manually or by using the user upload template.

### **Slide 39**

To add users in Educator Portal, select Users from the Settings menu. Choose Add User to enter information manually or Upload Users to use a template.

### **Slide 40**

Common user account edits include updating organization assignments, email addresses, or user roles. Use manual edits for a few users or upload a template for larger updates. Only users included in the upload will be affected.

### **Slide 41**

You may need to resend the Kite activation email if a user didn't receive it, deleted it, or didn't activate their account within 20 days. Use Educator Portal to resend the email as needed.

## **Slide 42**

All students required to take the DLM assessment must be added to Educator Portal. Add students manually or by using the upload template. Refer to the Data Management Manual for assistance with this process. OSSE will enroll grades 5 & 8; LEAs are responsible for enrolling high school biology students. New eligibility cases should be added as needed.

## **Slide 43**

Student edits—such as changes to school, grade, or demographic data—can be made manually or through an upload template. Only students included in the upload will be updated.

## **Slide 44**

Students must be exited from Educator Portal if they leave the District of Columbia, leave the LEA with an unknown destination, or are no longer participating in the DLM alternate assessment. Exiting does not apply to students who are remote and unable to test.

## **Slide 45**

Rosters connect students to teachers in Educator Portal. Students must be enrolled and teachers must have active accounts before rostering. New students can be added to existing rosters, and teachers can be reassigned.

## **Slide 46**

To manage rosters, go to the Settings tab in Educator Portal and select Rosters. You can view, create, or upload rosters using the provided template.

## **Slide 47**

For high school biology, be sure to select Biology as the course when rostering. These students must be rostered separately from elementary and middle school students.

## **Slide 48**

Next, we'll cover how to administer DLM science testlets.

## **Slide 49**

Each student will complete 9 to 10 science testlets. Each testlet includes 3 to 5 multiple-choice items and begins with an engagement activity. Testlets typically take 5 to 15 minutes each, totaling approximately 45 to 135 minutes per student.

## **Slide 50**

Science Essential Elements are assessed at three linkage levels: Initial, Precursor, and Target. Each testlet focuses on one Essential Element at a single linkage level.

## **Slide 51**

Each science testlet begins with an engagement activity. Engagement activities help establish context, activate prior knowledge, and engage the student before answering testlet items. This may be a short setup read once, a longer story read twice, or a brief video—usually around 30 seconds.

## **Slide 52**

DLM science testlets are adaptive. The first testlet is based on the teacher's First Contact Survey responses. Subsequent testlets adjust based on student performance, moving up, down, or staying at the same linkage level. Allow up to 15 minutes for the next testlet to generate. Teachers can use this time to take a break with the student before resuming testing.

## **Slide 53**

The Test Management tab in Educator Portal provides tools for administering DLM assessments.

## **Slide 54**

To access test management tools, go to the Manage Tests tab in Educator Portal and select Test Management.

## **Slide 55**

During the assessment window, the Test Management tab displays assigned science testlets, test ticket information, TIPs, and testlet completion status. If a student does not have testlets, verify that they are rostered and that the First Contact Survey has been submitted.

## **Slide 56**

Test tickets are required for testlet administration in Student Portal. In Educator Portal, go to the Test Management tab and select the PDF icon in the Tickets column to view or download test tickets.

## **Slide 57**

Testlet Information Pages, or TIPs, provide details about each testlet, including whether it is computer-delivered or teacher-administered, any materials needed, and alternate text for images, if applicable. Test administrators must download TIPs before testing.

## **Slide 58**

Testlet completion can be tracked in three ways. In Educator Portal, the DLM Test Administration Monitoring extract or the Test Progress column on the Test Management screen. In Student Portal, progress appears after each testlet submission.

## **Slide 59**

Data extracts provide real-time reporting of student demographics and testing status. These are available under the Data Extracts tab in Educator Portal.

## **Slide 60**

To keep track of progress, there are a few handy extracts available.

- Check rosters and survey completion with the Student Roster and First Contact Survey extract.
- Use the DLM Monitoring extract to see how many testlets are done.
- Access the TIP Access extract to confirm that test administrators are reviewing the TIPs.

## **Slide 61**

The Short Duration Testing report flags sessions that finish quicker than expected—less than 30 seconds for science. It updates twice a day and can help identify when a test administrator might need support with test administration practices.

## **Slide 62**

Let's review key reminders and milestone dates for the spring 2026 DLM science alternate assessment.

## **Slide 63**

Each school year, the Test Security Agreement must be completed. Required Test Administrator Training is mandatory for both new and returning teachers. Student enrollment is handled by OSSE or the LEA, depending on grade level.

## **Slide 64**

Students will be rostered by OSSE to available teacher accounts. Teachers must complete the First Contact Survey and, if needed, the Personal Needs and Preferences Profile for each student.

## **Slide 65**

Do not include student Personally Identifiable Information in emails or live chat, as this violates the Family Education Rights and Privacy Act. For secure communication, contact the DLM Service Desk by phone or use OSSE-approved protocols.

## **Slide 66**

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 roster or demographic issues, contact your LEA's data manager or the state assessment administrator.

## **Slide 67**

We'll now review the key dates for the DLM alternate science assessment.

## **Slide 68**

Starting December 1st, OSSE will notify LAMs about current staff accounts in KITE. Since KITE doesn't sync automatically with AllStaff IDS, LAMs should remove accounts for staff no longer active, add new coordinators and teachers, and update names or roles — remember, only one Building Test Coordinator per school.

## **Slide 69**

Jan 5–30, OSSE enrolls grades 5 & 8 DLM-eligible students and LEAs enroll eligible high school biology students. In addition, new eligibility cases (new LEA or updated disability status) 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 70**

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 71**

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 72**

Thank you for viewing this presentation. If you have questions, please reach out to your state assessment administrator or the DLM Service Desk.