



DLM Test Administrator Checklist 2018-2019



August-September 18, 2018

✓	Task	Resource
	Verify DLM participation guidelines for each student	DLM participation guidelines
	Sign up for DLM test updates	http://dynamiclearningmaps.org/test-updates
	Sign up for KAA listserv	To sign up, send this information: Subject line: KAA Listserv Body of message: Email address, First Name, Last Name, USD Number, USD Name, Work Phone Number Send to this address: crogers@ksde.org
	Notify district test coordinator of student, grade, and subjects for DLM	
	Login to Educator Portal (role- teacher; assessment program- DLM)	https://educator.kiteaai.org contact district test coordinator if you do not have access
	Sign security agreement in Educator portal	https://educator.kiteaai.org
	Complete required Test Administrator Training (3 hours - new teachers; 1 1/2 hour - returning teachers) Must pass with 80% and print certificate	http://training.dynamiclearningmaps.org/ username: school email; password: everything in front of the @ from school email
	View and check student data and rosters	https://educator.kiteaai.org
	Complete/Update PNP Profile for each student	https://educator.kiteaai.org Accessibility Manual, Educator Portal User Guide
	Complete/update first contact for each student	https://educator.kiteaai.org Educator Portal User Guide
	Have Kite Student Portal loaded on all testing devices	

September 19-December 18, 2018

✓	Task	Resource
	Print Essential Elements Selection Record for each student for ELA and math according to grade level	https://dynamiclearningmaps.org/erp_im
	Print science blueprint for students grade 5,8,11	https://dynamiclearningmaps.org/sci_resources
	Create instructional plans for EE's to meet the blueprint requirements for that grade and subject.	https://educator.kiteaai.org Educator Portal User Guide
	Access practice activities and release testlets to familiarize the students with the format	https://dynamiclearningmaps.org/erp_im https://dynamiclearningmaps.org/sci_resources
	Provide instruction on individual EE's	Refer to DLM Professional Development Modules https://www.dlmpd.com/
	Confirm instructional plans	https://educator.kiteaai.org Educator Portal User Guide
	Read/print TIP (teacher information page)	https://educator.kiteaai.org Educator Portal User Guide
	Administer the required number of testlets per grade and subject to meet the fall test window requirements	https://dynamiclearningmaps.org/sites/default/files/documents/StateBonusItems/KS_DLM_Testing_Schedule_for_Essential_Elements_18-19.docx Kite Student Portal
	Check the blueprint coverage report to ensure you are finished with the fall window.	https://educator.kiteaai.org Educator Portal User Guide



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January 2-February 27, 2019

✓	Task	Resource
	Create instructional plans for EE's to meet the blueprint requirements for that grade and subject.	https://educator.kiteaai.org Educator Portal User Guide
	Provide instruction on individual EE's	Refer to DLM Professional Development Modules https://www.dlmpd.com/
	Confirm instructional plans	https://educator.kiteaai.org Educator Portal User Guide
	Read/print TIP (teacher information page)	https://educator.kiteaai.org Educator Portal User Guide
	Administer the required number of testlets per grade and subject to meet the winter test window requirements	Kite Student Portal
	Check the blueprint coverage report to ensure you are finished testing. There should be a solid green circle with a check mark in it at the top of each conceptual area.	https://educator.kiteaai.org Educator Portal User Guide

March 11-April 26, 2019

✓	Task	Resource
	Administer 5 ELA testlets to each student grades 3-8, and 10th	Kite Student Portal
	Administer 5 math testlets to each student grades 3-8, and 10th	Kite Student Portal
	Administer 9 science testlets to each student grades 5, 8, and 11th	Kite Student Portal
	Complete any field tested items that the student receives	Kite Student Portal
	Complete all teacher questionnaires you receive	Kite Student Portal
	Check the DLM test monitoring report under data extracts to make sure you are finished testing. Column T and U should match	https://educator.kiteaai.org Educator Portal User Guide