

Helpful Reminders

This document provides tips, clarifications, and reminders about important test administration considerations. The [TEST ADMINISTRATION MANUAL](#), [ACCESSIBILITY MANUAL](#), and [EDUCATOR PORTAL USER GUIDE](#) provide more detailed information about these topics and many others. Use of all these resources helps maximize the assessment's many benefits for both teachers and students.

- **High expectations:** To learn more about how the Dynamic Learning Maps[®] (DLM[®]) consortium promotes high expectations for students with significant cognitive disabilities, refer to the video *High Expectations for Student Success* in the right margin of the [DLM website](#) home page.
- **One-on-one test administration:** The DLM alternate assessment is designed to be administered one-on-one between the test administrator and the student.
 - Even students in the same class and grade receive a variety of testlets.
 - Each student usually needs the test administrator's attention, even when completing computer-administered testlets.
- **Assessment window:** Testlets are expected to be administered across multiple sessions within the state's DLM assessment window dates. This helps prevent overwhelming the student and gives the test administrator a span of time to complete the assessment.
- **Adaptive delivery:** The system may take up to 15 minutes to deliver the student's next testlet in a subject. During this time, the system will
 - Analyze the student's performance
 - Determine the appropriate linkage level for the next testlet
 - Assign the testlet to Kite[®] Student Portal
 - Deliver the testlet-specific Testlet Information Page (TIP) to Kite Educator Portal under the Manage Tests tab
 - The adaptive delivery is why all TIPs cannot be accessed at the start of the assessment. TIPs are testlet-specific and are assigned as each testlet is assigned.
- **Flexible test administration practices:** While computer-delivered testlets are designed for the student to interact with Student Portal independently, if possible, the test administrator may sign in for the student, read aloud the testlet to the student, support the student in navigating through the testlet, and enter the student's chosen response options.
 - Several common accessibility situations and example solutions are provided in the [ACCESSIBILITY MANUAL](#).

- **Materials:** Lists of common classroom materials and personal items used to administer testlets are published for each grade and subject. The lists are located on each state’s page of the DLM website. They are not shopping lists for the teacher. Students are not likely to need all the materials listed. Instead, the lists offer an idea of the types of materials used to administer testlets and that might be practical to use in classroom instruction.
 - Consider gathering the materials from the lists that seem most relevant, and recruit assistance from paraprofessionals as needed.
 - Not every testlet requires additional materials for administration. When needed, materials are listed on the TIP for the specific testlet. The TIP will describe how the materials will be used in the testlet, which can help determine if the actual object is necessary or if a picture will suffice. Substitutions are usually permitted if the materials listed are not readily available or suitable for the student’s needs.
- **Personal Needs and Preferences (PNP) Profile:** Selections made in a student’s PNP Profile should match accessibility supports the student needs and uses in instruction. The assessment should not be the student’s first exposure to accessibility supports. If unsure of which selections a student needs, try out the accessibility features with the student using the Guide to Released Testlets and Practice Activities. Consulting the student’s former teacher and other educators with knowledge of the student (e.g., a speech language pathologist) may be helpful.
- **First Contact Survey:** Only one First Contact Survey is completed per student per year. The First Contact Survey must be submitted before a student can be assessed. If different test administrators assess the student for each subject, they should collaborate and determine how to best complete the student’s First Contact Survey. Consulting the student’s former teacher and other educators with knowledge of the student may also be helpful.
- **Keeping track:** The Manage Tests tab of Educator Portal includes a Test Progress column that indicates how many testlets a student has completed and how many total are required for each subject. Also, as a student completes a testlet in Student Portal, Student Portal will indicate how many more testlets remain before the student’s assessment for the subject will be complete.
 - Teachers who assess multiple students may find data extracts useful. Data extracts are available on demand under the Reports tab of Educator Portal.
 - For further guidance, refer to the video [Monitoring the Assessment Using Extracts](#).
 - While the test tickets located under Manage Tests > Test Management in Educator Portal provide a student’s sign-in credentials for the Student Portal application, an extract is also available that lists the credentials for all students rostered to a teacher. This extract is called Student Login Usernames/Passwords, and it is found in the list of data extracts in Educator Portal under the Student Information tab.

- Consider making a chart for students indicating how many testlets they have completed and how many testlets remain. A chart may serve as motivation for students and lessen test anxiety.