



DYNAMIC[®]
LEARNING MAPS

District Test Coordinator Checklist

Before Testing:

- Existing user accounts are updated by January 28, 2019.
- Added new users to Educator Portal by January 28, 2019.
- Teachers have completed required training by February 13, 2019.
- Users have agreed to the security agreement by February 13, 2019.
- Verify the student enrollments for DLM-AA by February 4, 2019.
- Verify the home district for students enrolled for DLM-AA by February 13, 2019.
- Exit students not currently enrolled in grades 3-8 and 11 by February 13, 2019.
- Create rosters for students by February 13, 2019:
 - ELA/Math-grades 3-11
 - Science- grades 5, 8, and 11 only
- Verify the first contact survey has been completed for all students by February 13, 2019.
- Verify the Access Profile is completed for all students by February 13, 2019.

During Testing:

- Monitor DLM Test Administration via daily report download in Educator Portal March 13-May 8, 2019.
- Contact the State DLM Coordinator for any student who transfers in or out of the testing locations before April 26, 2019.

After Testing:

- Home districts will complete the steps for the DLM-AA correction window.
 - Correct any errors for students in the Assessment Unassigned.
 - Identify the Reason for No Valid Test Attempt (RNVTA) for students with an error code 1, 2, or 3.
- Testing school will need to print Individual Score Reports (when available in Educator Portal) for students who tested at the testing school and mail a copy to the following:
 - Parents
 - Home school (if different than the testing school)

