



Maryland DLM Training 2021 Chat Transcript with Responses

Conducted January 13–14, 2021

Accountability and Participation Requirements

Does a student count as a nonparticipant this testing year if they are not removed from the original file for this year?

Students are considered nonparticipants if they were enrolled during the testing window and did not take the assessment. Nonparticipation status is not determined by the original file.

What will happen if school opens shortly before the testing window closes?

Students are expected to test. If there is enough time to administer the test within the window (March 9 to June 11), then every effort should be made to do so.

If we decide it is not in the student's best interest to complete the test with the limited time students may be in the building, what does that mean for our school?

Currently, the U.S. Department of Education and the Maryland State Department of Education (MSDE) require all students to be assessed for the 2020–2021 school year. Students enrolled during the testing window and not taking the assessment will be considered nonparticipants. The MSDE is currently required to report on participation and nonparticipation from the 2020–2021 school year.

Is the MSDE advocating for students and teachers in determining assessment participation for the current school year given the amount of interaction some of our students have had?

The U.S. Department of Education and the MSDE require all students to participate in State assessment programs for the 2020–2021 school year unless documented as described in the [Maryland Assessment, Accessibility, and Accommodations Policy Manual](#).

If a school decides that it is in the best interest of a student to not have them participate in 2021 state assessments, does this need to be documented in any way for the MSDE? Will the MSDE provide written specifics about where to document if a student is not in the building or is not able to be tested?

Under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA), all students must participate in state assessments. All school teams must follow the guidelines as

indicated in the [Maryland Assessment, Accessibility, and Accommodations Policy Manual](#) when considering if they choose to excuse or exempt a student from a Maryland assessment.

The MSDE suggests that schools and districts add any applicable notes regarding any assessment issues or decisions to the student's official school record.

Will the MSDE email or post specific guidelines for student accountability?

The Maryland Accountability System is a system for school accountability and NOT student accountability. The [Maryland ESSA Consolidated State Plan](#) is available on the MSDE website. Additional information on flexibility granted to Maryland by the U.S. Department of Education is available on the [MSDE ESSA webpage](#). The MSDE publishes the results of the Maryland Accountability System on the [Maryland School Report Card website](#).

The Office of Accountability releases an *Accountability and Reporting Technical Documentation* annually, which provides the procedures and methodology that the MSDE follows to implement the Maryland Accountability System as outlined in the [Maryland ESSA Consolidated State Plan](#), and as required by the federal ESSA. The *Accountability and Reporting Technical Documentation* focuses on the technical procedures and outlines the calculation and procedures for determining summative scores, including percentile rank, total earned points percent, and star ratings.

What makes a student ineligible due to COVID-19?

The U.S. Department of Education and the MSDE require all students to participate in state assessment programs for the 2020–2021 school year unless documented as described in the [Maryland Assessment, Accessibility, and Accommodations Policy Manual](#).

If the buildings open and close for in-person instruction multiple times during the test window, what happens with the testing requirement?

DLM offers a large test administration window (March 9 to June 11), therefore, schools have the ability to flex their testing calendar accordingly.

What are the implications of being a nonparticipating school?

As required by the U.S. Department of Education, state assessment results are publicly reported on the [Maryland School Report Card](#) and included in the Maryland Accountability System. Nonparticipation on state assessment may have repercussions on the reported results for a number of measures in the Maryland Accountability System. In addition, ESSA requires states to identify low performing and consistently underperforming schools based on the accountability system results.

Nonparticipants at high school are only defined when students exit as seniors?

The ESSA requires all students to be assessed at least once in high school. Because the students may assess at different times in their high school career, the Maryland Accountability System aggregates students when they are reported by the local school system in grade 12. Additional information is available in the *Accountability and Reporting Technical Documentation*.

If a student tested last year in grade 11 but did not complete the test, should we assess them this year in grade 12?

Through the [Flexibility for States on the Elementary and Secondary Education Act Assessment and Accountability Requirements](#) waiver, Maryland did not need to administer its statewide assessments to all students in the 2019–2020 school year. Students that were scheduled to take the assessment in the 2019–2020 school year are not required to have an assessment to meet the federal requirement of being assessed once in high school. However, a local school system (LSS) or school may choose to administer the assessment to the student.

At the high school level, for grade 11 students that we are not testing for some reason, but will test the following year to meet the requirement, would we notify Michael to remove them?

The Maryland Accountability System aggregates students when they are reported by the local school system in grade 12. Participation and nonparticipation status is determined by assessment results.

The Maryland State Board of Education approved a number of waivers related to the graduation assessment requirements:

- April 14, 2020 [Request for Waivers Related to Graduation, Assessments, and Service Learning due to the COVID-19 Pandemic](#)
- May 27, 2020 [Request for Waivers Related to Assessments due to the COVID-19 Pandemic](#)
- October 27, 2020 [Waiver Request for Juniors in the 2020–2021 School Year](#)
- December 8, 2020 [Waiver Request for Seniors Taking the American Government Assessment in the 2020–2021 School Year](#)
- January 26, 2021 [Graduation Requirements SBOE Presentation](#)

Required Test Administrator Training

Is the log in information for Moodle the same as Kite® Educator Portal? When can we access it?

Required Test Administrator Training for Maryland opened August 5, 2020 and remains open through June 11, 2021. A Moodle account is created for each test administrator with an *active* account in

Educator Portal; however, the login information is different. When logging in for the first time, the username is the same email address used in Educator Portal. The temporary password is the first part of the email address up to the “@” symbol. Refer to the Guide to DLM Required Test Administrator Training on the Maryland DLM webpage.

Is there a specific timeline for educator training?

Required Test Administrator Training must be done prior to assessing the student(s). Test administrators will not be able to administer testlets until the training has been completed.

Does it matter if the test administrator has completed training in the past?

All test administrators must complete the training for new teachers for the 2020–2021 assessment year.

Data Management

When are Kite Educator Portal activation emails sent out?

Activation emails for Educator Portal are sent out when a new account is created within the application. If the educator does not receive the email or the email is lost, authorized personnel can resend the activation email.

What is the wording of the activation email?

An example of the Kite Educator Portal account activation email can be found on page 10 of the [Educator Portal User Guide 2020–2021](#). The user guide is found on the Maryland DLM webpage under the Manuals and Blueprints section.

What is the direct link to Kite Educator Portal?

Educators can access Educator Portal using the <https://educator.kiteaai.org/AART/login.htm> link. A link is also available on the bottom of the [Maryland DLM webpage](#).

Do we need to delete Kite Student Portal from last year and re-download as we had to do previously?

Users do not need to uninstall before updating the Student Portal for the 2020–2021 assessment year.

Do you have the specific dates or window to upload the user, enrollment, and roster files?

The recommendation is for all data management to be completed at least three weeks prior to the spring assessment window opening.

Can more than one student be in a roster session?

Yes, more than one student can be on a roster with a test administrator.

Is there a specific way to name a roster when it is created?

A standard naming convention for rosters is helpful, such as the teacher's last name, teacher's first name, and the subject. For example: Smith, Jane – Math.

When creating the roster what is selected for the course?

Biology should be the chosen course field when rostering high school students for science. For all other rosters the course field should be left blank.

When should a .csv file be used to create a roster rather than creating one manually in Educator Portal?

When adding multiple students to a roster, using the .csv template may be the best method.

Is there a way to find the 2020 student reports?

There are no student reports available for the 2020 assessment year.

How is the Personal Needs Preferences (PNP) profile and First Contact Survey (FCS) completed when there are multiple test administrators testing one student?

When completing the PNP profile and FCS for students rostered to different test administrators by subject, test administrators should collaborate and decide which one of them will complete the PNP profile and FCS.

How do I handle out-of-state or out-of-district enrollments?

Contact the MSDE for guidance.

How do we access enrollment registration from last year?

The Current Enrollment Extract from 2019–2020 must have been downloaded from Educator Portal by July 2020 to have access. If the extract was not downloaded, enrollment information from last year can be found on the MSDE secure server in the Alt-MISA/DLM folder.

How do I exit a student from our platform?

Test coordinators will need to contact the MSDE to have a student exited from Educator Portal.

Test Administration

What is Maryland's DLM spring assessment window?

Maryland's DLM spring assessment window is March 9, 2021 to June 11, 2021.

Must the DLM assessment be administered in person?

Yes, the DLM assessment must be administered in a school building.

Can the test administration window be extended for a building?

Maryland has opted to open the spring assessment window for the entirety of the DLM Consortium's assessment window.

Is there a document of all the linkage levels on the website? Currently, each Essential Element opens a single page.

Currently, there is no document that contains a comprehensive list of all linkage levels.

Can you please provide an accurate website? We have a difficult time obtaining Essential Elements online.

<https://www.dynamiclearningmaps.org/maryland>

Does the high school DLM science assessment target just Biology?

Yes, the high school DLM science assessment only assesses biology.

Is there a DLM social studies assessment?

No.

For students who use word prediction technology, specifically co:writer, are they able to use it on the written portion of the assessment?

It can be used if the only accommodation feature selected for the assessment is word prediction, that is when the student begins typing in the letters for a word. Other accommodation features such as idea generation, selecting a word from a provided topic word bank, and speech recognition would not be permitted.

Just to clarify, students can complete their written portion (using co:writer) in Google Docs and that can be uploaded?

Yes.

Is the student writing sample upload link different from last year?

The student writing sample can be uploaded in Educator Portal using the Survey tab.

Are test administrators required to upload writing samples?

Writing sample upload is not required.

Is there a recommended number of testlets to complete at one time or one day?

The number of testlets completed at one time or one day varies by student. The purpose of delivering the assessment in testlets is so that the student does not become fatigued and is able to demonstrate what they know and can do on the assessment.

Is there a comprehensive list of materials that will be possibly used during testlet administration?

A list of materials for English language arts and mathematics is found on the Maryland DLM [Educator Resource Page](#) under the Collections Lists header. A list of materials for science can be found on the [Science Resources](#) page under the Collections Lists header.

Can students use an iPad for the DLM assessment?

Yes. iPads running iOS 12 through iPadOS 14.3 can be used. To view a list of compatible devices, operating systems, and installation instructions for the 2020–2021 assessment year, visit the [Kite Suite Requirements](#) webpage.

Can students use Bluetooth or wireless headphones on a Maryland assessment?

Code of Maryland Regulations (COMAR; 13.03.04.03 A) requires that an LSS adopt test administration and data-reporting policies that provide for "the prohibition of electronic devices, including personal devices, (unless required for testing or administrative purposes) in testing rooms during testing." Electronic devices include Bluetooth or wireless headphones, earbuds, and cell phones. In accordance with LSS procedure, schools must have in place plans for ensuring these devices are turned off and inaccessible to students during testing.

Special Circumstance Codes

How do we enter a special circumstance code for a student?

Contact the MSDE for questions regarding how to determine if a special circumstance code is needed.

How do we handle student refusals?

Maryland does not allow opt-outs. Refusals should be managed by each LSS or school during the assessment window.

If a student has started but does not complete the test due to erratic attendance, will that count for participation?

A student will be considered a participant for assessments in which a certain threshold of questions are answered and a score provided.

Graduation Assessment Requirement Waivers

Does the MSDE apply for a waiver on behalf of local education agency (LEA) 24? It is unclear how the waiver process works.

The MSDE submitted and received a waiver from the requirement to assess students for the 2019–2020 school year from the U.S. Department of Education. The [Flexibility for States on the Elementary and](#)

[Secondary Education Act Assessment and Accountability Requirements](#) waiver applies to all publicly-funded students in the state and across all schools in the state.

Does this mean students that were registered last year are waived from taking the assessment this year?

Students scheduled to take the assessment during the 2019–2020 school year are not required to have an assessment to meet the federal requirement of being assessed once in high school. However, an LSS or school may choose to administer the assessment to the student.

If a student was not registered, but was in grade 11 last year, do they have a waiver, too?

Yes. Students scheduled to take the assessment during the 2019–2020 school year are not required to have an assessment to meet the federal requirement of being assessed once in high school. However, an LSS or school may choose to administer the assessment to the student.

Are those students also under the waiver if they don't come into school this year, or will they need to take it next year?

The MSDE submitted and received a waiver from the requirement to assess students for the 2019–2020 school year from the U.S. Department of Education. The U.S. Department of Education and the MSDE require all students to be assessed for the 2020–2021 school year. For high school students that are scheduled to take the assessment in the 2020–2021 school year, an assessment will be required. The Maryland Accountability System aggregates students when they are reported by the local school system in grade 12.

What would need to happen this year with in-person instruction to have another waiver for this year?

Currently, the U.S. Department of Education and the MSDE require all students to be assessed for the 2020–2021 school year.

If students were given a waiver last year in grade 11, do those students get tested in grade 12 this year or does the waiver suffice for testing?

Students scheduled to take the assessment during the 2019–2020 school year are not required to have an assessment to meet the federal requirement of being assessed once in high school. However, an LSS or school may choose to administer the assessment to the student.