MARYLAND DLM® TRAINING 2022 FAQ SHEET

Training Conducted 1/31/2022 – 2/01/2022

Question & Answer Session Conducted 2/15/2022

General Questions

When will we get the PowerPoint for this presentation?
The PowerPoint, transcript, and a closed-captioned recording for the spring 2022 assessment training is available on Maryland's DLM® website.

What are the dates of Maryland's 2022 DLM spring assessment window?
The spring assessment window dates are March 15, 2022 – June 3, 2022.

Resources/Links

What is the website to access the Kite® Suite?
The DLM webpage is the main hub to access Kite Suite applications. However, here are some helpful links you can use to access the applications as well as the DLM Professional Development website.

- Maryland DLM® webpage (http://dynamiclearningmaps.org/maryland):
- Kite® Educator Portal: https://educator.kiteaai.org
- Kite® Student Portal (installation requirements & manuals and downloads): https://dynamiclearningmaps.org/kite
- Required Test Administrator Training: https://training.dynamiclearningmaps.org/login/index.php
- Professional Development: http://www.dlmpd.com

Where are the spring 2022 training video and associated documents located on the DLM page?
The spring training video with closed-captioning and documents are located on Maryland's DLM website (dynamiclearningmaps.org/Maryland). Use the filtering options Assessment Coordinator = Role and Assessment Resources = Resource Category.

IEP Questions

Who should I contact for questions about student IEP's?
All questions regarding IEP's should be directed to Karla Marty, karla.marty@maryland.gov.

Accountability & Waivers

Have the folders for medical exemptions on the server been created?
Send Ann Herrmann an email, ann.herrmann@maryland.gov, to let her know that you have a medical exemption.

We were told to wait on the paperwork for those medical exemptions. Does MSDE still want us to wait until they are updated?
The manuals for medical exemptions will be coming out. Look for an email with more information later.

Can you remind us how to know if a student completed early fall testing in each content area?
The DLM Test Administration Extract can be downloaded from the Reports tab in Kite Educator Portal. For information on how to interpret the downloaded report, refer to the section titled *Understanding the DLM Test Administration Monitoring Extract for Year-End Model States* at the bottom of page 102 in the Educator Portal User Guide.

If a student who is currently in 8th grade did not take any testlets for 7th grade due to required quarantine, does the student need to do 7th grade and 8th grade tests or just 8th grade this spring?
They only need to take the grade 8 assessments in the spring.

Depending on the county, if a student is on the certificate track does that mean they are an alternate student?
Yes, a student on a certificate track will be a DLM student.

For the year a high school student was covered by the covid waiver they do not need to test, is that correct?
Students in high school, grade 11, that should have taken the assessment in 2019-2020 are covered by the waiver.

If a student was in high school and was assessed in the early fall, I was told they do not need to test again. If students are younger (3-8 grade), do they need to test again?
Students in high school who tested in early fall do not need to test in the spring if they have been tested once in ELA, mathematics, and science. Students in 3-8 who tested in the early fall must be tested in the spring in the grade they are currently assigned.

If a student was in 11th grade during the 2019-2020 school year and did not test due to COVID-19 pandemic, and the waiver that was put out, do they need to test in 12th?
No, they do not need to test. Those students will be covered by the waiver.

I have a 12th grader on the certificate track who is currently taking English 11 and has missed a lot of testing in the past. Are there any tests that student should be taking this spring?
Students must be tested once in high school in the areas of ELA, mathematics, and science. If the student did not test during high school, they do need to test in grade 12. Keep in mind the waiver if that may apply.

We have a student who just had an IEP meeting, and it was determined they would switch to certificate track. Should they take the assessment this year or next?
If the student has not been tested once in the areas of ELA, mathematics, and science then they do need to be tested. If the student took the general education assessment prior to being certificate tracked, they would not need to take the DLM assessment if the 3 content assessments have been taken.

If a certificate track student is coded 12+, do they still test?
A student must be tested in ELA, mathematics, and science once in high school. If this has not occurred, then the student should be tested as 12+.

Scoring & Reporting

Where do we find the student score files from early fall assessment window?
Individual student reports from the early fall assessment window can be found on the MSDE secure server in the SF-MSAA-LEA XX – From MSDE – DLM EF 2021 folder.

Required Test Administrator Training

When will the required test administrator training be available?
The required test administrator training opened on August 3, 2021 and will remain open until Maryland's spring assessment window closes.

What if I have completed training modules in the past but not in the fall 2021, do I still need to complete these training modules?
If you completed the required training during the 2020-2021 school year, the test administrator will be required to complete the returning teacher training for the 2021-2022 school year.

Do teachers who completed the early fall required test administrator trainings need to complete a refresher training module?
Test administrators who completed the required test administrator training for the early fall assessment window do not need to complete the training for the spring 2022 assessment window.

How much time is needed to complete the required training?
Total training time for new test administrators is estimated at approximately two and a half hours. The timeframe includes videos and time to independently complete post-tests. Specific time estimates for each module of the required training are provided in the Guide to DLM Required Test Administrator Training 2021-2022.

Where can we see who has completed the required training?
In Kite Educator Portal, click on Reports and then choose Data Extracts from the dropdown list. The Training Status report will provide information on who is enrolled in the training and if they have completed it.

Who is the returning module for, someone who was trained in the previous school year?
Test administrators who completed the required test administrator training for the 2020-2021 school year will be enrolled into the returning module for the required test administrator training.

Data Management

One of my schools has an incorrectly formatted ID number. How can I correct this?
Contact MSDE for assistance if you find an incorrect school number in the State Organizational Table for Maryland document.

Where do I locate the security agreement form to sign?
The security agreement will pop-up in Kite Educator Portal the first time a user logs in for the current school year.

Is the security agreement from the fall still good now?
Yes. The security agreement needs to only be signed once per school year.

If my current role was Teacher within our school and I am now the Testing Coordinator, who do I contact to change my role within Kite?
You will need to contact Ann Herrmann at MSDE for district-level access in Kite Educator Portal.

I tried adding a user to Kite Educator Portal and the user wasn't getting the activation email. What could be the reason for this?
The most common reasons a user may not have received the activation email are that the email went to the SPAM/junk mail folder, the email was blocked by the email server, the user accidentally deleted the email, or the email address was entered incorrectly in Kite Educator Portal. It is recommended to contact the DLM Service Desk for assistance with issues with account activation.

Do we have to do anything with old users that are currently labelled as inactive?
If the user account is listed as inactive and there is no need to reactivate the account, no other actions need to be taken.

Just to confirm, we need to go into the Kite Suite platform and change the grade assignments for our students for the spring assessment.
Correct. If you have a student that participated in the early fall assessment window, you will need to change their grade to their grade level for the 2021-2022 school year.

We have a student that recently transferred to our school. When trying to add them to our kite account it says they are already registered, just not with our organization. Who can I contact about fixing this?
Contact MSDE to assist with completing a district-to-district transfer for the student.

If a student is not showing up in the KITE system when using the Find Student feature how can we add the student?
The student must be enrolled using either the Add Student feature or uploaded using an Enrollment Upload Template file.

If we do an upload of new students, do the students currently enrolled remain in the system?
Uploading new student enrollments does not impact students who are already enrolled in Kite Educator Portal.

When speaking about student enrollment data, do *removed* and *exited* mean the same thing?
Removing a student from an enrollment template does not exit the student from Kite Educator Portal. If a student needs to be exited, the process needs to be done manually or by using the Test, Exit, Clear (TEC) upload template in Kite Educator Portal.

What exit reason will we use for our grade 8 and grade 9 students?
Use exit code 98.

NOTE: Grade 8 students will need to be tested during the spring 2022 administration. Students in grades 9, 10, and 12 who have been tested in high school in ELA, mathematics, and science can be exited from the system.

Can we clean out student enrollment and put a fresh file for the students that should be tested in the Spring?
It is not recommended to exit students that participated in the early fall assessment window if they need to test during the spring window. Uploading a new enrollment template will not remove any students, but it will update any demographic information (excluding the SSID) related to the student(s) on the enrollment upload.

Does the grade change between the fall and spring testing sessions even though their actual grade in school has not changed?
If the student was enrolled correctly for the early fall assessment window, at the student's grade-level for the 2020-2021 school year, the student grade level will need to be updated to reflect their grade-level for the 2021-2022 school year in Kite Educator Portal.

Who is responsible for updating student information for the spring assessment window?
Users with district-level access in Kite Educator Portal are responsible for updating student information for the spring assessment window. Those responsibilities can also be given to users with building-level access. Users assigned the Teacher role do not have the ability to update any student data other than the First Contact Survey and Personal Needs and Preferences (PNP) profile.

Don't we create rosters after all students are in the system and we assign them to specific teachers? They don't automatically go into a roster, right?
Once a student is enrolled into Kite Educator Portal, the next step is to roster them to the teacher(s) for each required subject.

Can the same rosters be used (if updated) from the early fall assessment window?
Yes. If the student remains with the same teacher, the same rosters can be used. The data manager should review the rosters to determine if students are rostered for the correct subjects and adjust the rosters accordingly.

Can rosters be deleted?
To delete a roster, manually remove all students from the roster and save.

Can past rosters from a school student enrollment be downloaded from the system?
The roster extract can be downloaded within Kite Educator Portal to view current rosters.

If a student is enrolled in grade 9 this school year, do they have to be removed from the roster?
It is recommended that any students not required to test during the spring DLM assessment window be exited from the system manually or by using the Test, Exit, Clear (TEC) upload in Kite Educator Portal. Properly exiting a student from Kite Educator Portal will remove the student from any rosters. Refer to the Data Management Manual for instructions on exiting students.

How many testlets are required per grade and subject?
Refer to the appendix section of the Test Administration Manual for information on required number of testlets per grade and subject.

Will there be field tests for spring 2022 and does Maryland require those to be completed?
Field tests will be generated during the spring 2022 DLM assessment. Maryland requires that students complete those testlets. Field tests can be identified as having "FT" at the beginning of the testlet name.

If a student took the fall test, does the teacher need to do another Personal Needs and Preferences (PNP) Profile or First Contact Survey (FCS) for the spring assessment?
No. The PNP and FCS only needs to be completed once per school year and does not need to be completed again if the student tested during the Early Fall IE Assessment window.

Will the practice test tab on the Kite Student Portal be active for the Spring 2022 administration?
The practice tab in the Kite is available by using the demo student login information found on Maryland's DLM website (www.dynamiclearningmaps.org/maryland) in the Guide to Practice Activities and Released Testlets.

In one testlet, how many questions/items are there for ELA and Math?
Each testlet includes three to nine conceptually related items. A student typically takes five to fifteen minutes to complete a single testlet.

Personal Needs and Preferences (PNP) Profile and First Contact Survey (FCS) should be reviewed for third graders who did not test in the fall, correct?
The PNP and FCS will need to be completed for grade 3, grade 11, and any student who has not been enrolled for DLM assessments prior to the current assessment year.

Are writing sample uploads optional or do we have to upload them?
Maryland has opened the option to upload writing samples. It is optional and not a requirement. The writing samples would need to be uploaded by the students' test administrator.