Spring 2022 Dynamic Learning Maps® (DLM®)
Alternate Assessment for Maryland

January 3, 2022 & February 1, 2022
Topics

Overview of Maryland’s DLM assessment

Roles and resources

• Required test administrator training
• Data management responsibilities
• Discussion about Special Circumstance Codes
• Discussion of updating data from Early Fall IE Assessment Window
• Data extracts and reports
• Uploading writing samples

Necessary steps for a student to be assessed
ASSESSMENT DESIGN
Maryland Spring 2022 Assessment Window

• March 15, 2022 - June 3, 2022

• data clean-up before and during the window

• testlets will not be delivered before the open date
Subjects and Grades Assessed

- English language arts (reading and writing)
  - grades 3–8, and 11
- Mathematics
  - grades 3–8, and 11
- Science
  - grades 5 and 8 (physical, life, Earth and space)
  - grade 11 or 12 (biology only)
Standards: Essential Elements

Are the learning targets for the DLM assessments

Provide a bridge from grade-level content standards to academic expectations for students with the most significant cognitive disabilities

Align to states’ grade-level standards
Blueprints

• List the Essential Elements assessed
  • for each grade or grade band
  • for each subject

• Are organized into groups of related Essential Elements
  • by claims and conceptual areas for ELA and mathematics
  • by domains for science
# Claims and Conceptual Areas

## Major Claims and Conceptual Areas in Mathematics

<table>
<thead>
<tr>
<th>Major Claim</th>
<th>Conceptual Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Students demonstrate increasingly complex understanding of number sense.</td>
<td>M.C1.1  Understand number structures (counting, place value, fractions)</td>
</tr>
<tr>
<td></td>
<td>M.C1.2  Compare, compose, and decompose numbers and sets</td>
</tr>
<tr>
<td></td>
<td>M.C1.3  Calculate accurately and efficiently using simple arithmetic operations</td>
</tr>
<tr>
<td><strong>2</strong> Students demonstrate increasingly complex spatial reasoning and understanding of geometric principles.</td>
<td>M.C2.1  Understand and use geometric properties of two- and three-dimensional shapes</td>
</tr>
<tr>
<td></td>
<td>M.C2.2  Solve problems involving area, perimeter, and volume</td>
</tr>
<tr>
<td><strong>3</strong> Students demonstrate increasingly complex understanding of measurement, data, and analytic procedures.</td>
<td>M.C3.1  Understand and use measurement principles and units of measure</td>
</tr>
<tr>
<td></td>
<td>M.C3.2  Represent and interpret data displays</td>
</tr>
<tr>
<td><strong>4</strong> Students solve increasingly complex mathematical problems, making productive use of algebra and functions.</td>
<td>M.C4.1  Use operations and models to solve problems</td>
</tr>
<tr>
<td></td>
<td>M.C4.2  Understand patterns and functional thinking</td>
</tr>
</tbody>
</table>
Sample Mathematics Blueprint

Grade 4: Essential Elements Assessed

<table>
<thead>
<tr>
<th>Conceptual Area</th>
<th>Essential Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.C.1.1</td>
<td>M.EE.4.NF.1-2</td>
<td>Identify models of one half (1/2) and one fourth (1/4).</td>
</tr>
<tr>
<td>M.C.1.3</td>
<td>M.EE.4.NBT.4</td>
<td>Add and subtract two-digit whole numbers.</td>
</tr>
<tr>
<td><strong>M.C.2.1</strong></td>
<td>M.EE.4.MD.6</td>
<td>Identify angles as larger and smaller.</td>
</tr>
<tr>
<td>M.C.2.2</td>
<td>M.EE.4.MD.3</td>
<td>Determine the area of a square or rectangle by counting units of measure (unit squares).</td>
</tr>
<tr>
<td>M.C.3.1</td>
<td>M.EE.4.MD.2. a</td>
<td>Tell time using a digital clock. Tell time to the nearest hour using an analog clock.</td>
</tr>
<tr>
<td></td>
<td>M.EE.4.MD.2. b</td>
<td>Measure mass or volume using standard tools.</td>
</tr>
<tr>
<td></td>
<td>M.EE.4.MD.2. d</td>
<td>Identify coins (penny, nickel, dime, quarter) and their values.</td>
</tr>
<tr>
<td>M.C.4.2</td>
<td>M.EE.4.OA.5</td>
<td>Use repeating patterns to make predictions.</td>
</tr>
</tbody>
</table>
Linkage Levels

Provide levels of complexity for each Essential Element

• ELA and mathematics each have five linkage levels.
• Science has three linkage levels.

Designed so that academic content is accessible to the individual student—not too hard or too easy

Used to assess the skills and knowledge in a testlet

• Each testlet a student takes is aligned to one linkage level (except writing testlets, which combine Essential Elements and linkage levels).
• The DLM system assigns the linkage level for each student based on information about the student in the system.
## Linkage Levels for ELA and Mathematics

<table>
<thead>
<tr>
<th>linkage levels</th>
<th>complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Precursor</td>
<td>least complex; foundational</td>
</tr>
<tr>
<td>Distal Precursor</td>
<td>knowledge and skills needed to reach the target</td>
</tr>
<tr>
<td>Proximal Precursor</td>
<td>provides access to the Target</td>
</tr>
<tr>
<td>Target</td>
<td>aligns to content of the Essential Element</td>
</tr>
<tr>
<td>Successor</td>
<td>progresses beyond the Target</td>
</tr>
</tbody>
</table>
## Linkage Levels for Science

<table>
<thead>
<tr>
<th>linkage levels</th>
<th>complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>least complex</td>
</tr>
<tr>
<td>Precursor</td>
<td>more complex</td>
</tr>
<tr>
<td>Target</td>
<td>most complex and aligns with Essential Element</td>
</tr>
</tbody>
</table>
Testlets are short assessments that comprise the assessment as a whole.

The number of testlets varies by grade and subject.

Each testlet begins with an engagement activity followed by items.

Each testlet includes 3-9 conceptually-related items.

A student typically takes 5-15 minutes to complete a single testlet.
Testlet Types

- **computer-delivered** = delivered directly to the student
- **teacher-administered** = directions presented in a teacher-administered testlet are written to the test administrator

*teacher = test administrator*
Item Types

- multiple choice
- matching
- sorting
- select text

*most common*
ASSESSMENT DELIVERY
Kite® Suite

Educator Portal = where test administrators, assessment coordinators, and data managers enter information, obtain student usernames and passwords, and view reports.

Student Portal = where students take their testlets.
Remote Testing

• Remote testing is not permitted for the 2022 spring DLM assessment.
• DLM assessments can only be administered in a secure school environment.
Personal Learning Profile

Personal Needs and Preferences = support features the student will need during the assessment

First Contact Survey = determines the linkage level of a student’s first testlet in each subject

*both accessed in Kite® Educator Portal*
Kite® Student Portal

Welcome back, Sue 29!

Students use Student Portal to take their testlets.
Writing Samples

• Maryland has opted to allow test administrators to upload writing samples.

• Writing samples are collected in Educator Portal during the length of the state’s testing window.

• Writing samples can only be uploaded using a direct link that is available to the student’s test administrator.
ROLES AND RESOURCES
Required Test Administrator Training Overview

- If the test administrator completed the training for the Early Fall IE assessment, they will not need to do this again.
- Eight modules with post-tests for new test administrators and
- One self-directed module with post test for returning test administrators
- One optional module for both new and returning test administrators
- Offered in online self-directed format or facilitated format
- Must have active Educator Portal account
- Taken in Moodle
- Completion tracked in a data extract in Educator Portal

All test administrators must complete the training.
Roles

- test administrator/teacher
- technology personnel
- assessment coordinators
- data managers

*Each role has its own manual on the DLM website.*
Teacher Responsibilities to Deliver the Assessment

- Activate Educator Portal account
- Complete security agreement in Educator Portal
- Complete Required Test Administrator Training in Moodle
- Complete each student’s First Contact survey and PNP Profile in Educator Portal
- Plan and deliver assessment to student in Student Portal
### Resources for Teachers on the DLM Website

#### Manuals
- Test Administration Manual
- Accessibility Manual
- Educator Portal User Guide

#### Educator Resource Page
- Test blueprints
- Currently Tested Essential Elements

#### Helplet videos

#### Released Testlets and Practice Activities

#### Professional development modules
Assessment Coordinators (1)

Who has responsibilities?

• test administrators
• technology personnel
• data managers

What do they need to know?

• their roles and responsibilities
• DLM assessment policies and procedures
• state-specific policies
What are other responsibilities?

- Review checklists.
- Monitor creation of Educator Portal user accounts.
- Monitor deadlines for teachers to activate accounts and complete training.
- Monitor First Contact survey completion.
- Monitor completion of the assessment.
Technology Personnel

- Determine which devices will be used for the assessment
- Install the most current version of Student Portal on all devices to be used
- Support educators in checking the compatibility of devices and accessibility supports
- Verify local networks meet bandwidth requirements
- Install a PDF reader (e.g., Adobe) on devices educators will use to access Educator Portal
Resources for Assessment Coordinators on the DLM Website

Manuals
- Assessment Coordinator Manual
- Accessibility Manual
- Guide to DLM Required Test Administrator Training
- Test Administration Manual
- Educator Portal User Guide

District staff training resources
- recorded trainings
- helplets

Test blueprints

Scoring and reporting resources
DATA MANAGERS
Data Manager Responsibilities

To gather, edit, and upload data in Educator Portal for

- users: educators, test administrators, staff
- enrollment: students
- rosters: assigning students to educators
- Typically has a DTC or BTC role in Educator Portal
Data Management Resources on the DLM Website

• Manuals
  – DATA MANAGEMENT MANUAL
  – EDUCATOR PORTAL USER GUIDE

• Templates
  – State Organizational Table
  – Upload Templates
STATE ORGANIZATIONAL TABLE
Locating the State’s Organizational Table

On Maryland’s DLM webpage use the filtering options
– Role = Assessment Coordinator
– Resource Category - District Staff Resources

Files are in alphabetical order, find the State Organizational Table for Maryland
## Organizational Table Structure

### Excerpt of the headings from the Excel spreadsheet

<table>
<thead>
<tr>
<th>School Name:</th>
<th>School Number:</th>
<th>District Name:</th>
<th>District Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not used in data upload. Name of the school. Associated with the number in column B.</td>
<td>Matches Organization in User file. Matches Attendance_School_Program_Identifier in Enrollment, Roster, and TEC files. Matches AYP_School_Identifier in Enrollment file.</td>
<td>Not used in data upload. Name of the district that the school is assigned to. Associated with the number in column D.</td>
<td>matches Attendance_District_Identifier in the Enrollment and Roster files.</td>
</tr>
</tbody>
</table>
MANAGE USER DATA
Educator Portal Info to Know: Users

- Most or all users may have been added for the Early Fall IE assessment window.
- New users need to be added manually or through a file upload.
- Educator Portal sends an activation email to the new user with a link to create a password.
- The user’s email address is the unique account key.
- Users may have more than one role in Educator Portal.
- Users are rolled over from the year before.
- Deactivation of a user must be done manually.
  - Building Test Coordinators may not deactivate a user.
Educator Portal: Add Users

- Only a few users to add—manually
- Several users to add—template
- Most or all new users added for the Early Fall IE assessment window
The most common reasons the Kite activation email would need to be resent

- A user did not receive the email because the address was incorrect, the email went to a spam folder, or firewall issues prevented the email’s delivery.
- The user did not activate the account within 20 days of receiving the email.
- The user deleted the account activation email not knowing what it was.
Common changes for users include

- organization assignment
- name
- email address
- add or remove roles

Manually edit when a few users need changes.

Use the upload template when more than a few users need changes.

- updated info only affects users in the upload
Educator Portal: Deactivate/Activate Users

• When to deactivate a user
  – user leaves district
  – user role no longer requires access to student data

• When to reactivate a user
  – user who was deactivated needs access to student data
MANAGING DATA
Rostering and Subjects

• 2021-2022 Maryland Assessment Requirements by grade and subject area.

<table>
<thead>
<tr>
<th>Grade</th>
<th>ELA</th>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 1)
Students Grades 4 - 8 for Spring 2022 DLM Alternate Assessment

Generate the Enrollment extract in Educator Portal.

Change the students' grade-level to their grade for the 2021-2022 school year (and any other demographic information).

Remove the first 5 columns of the .csv enrollment extract and save to a secure location.

Upload the updated extract into Educator Portal using directions found in the Data Management Manual.

Remove any students from science rosters who now have their current enrollment updated and are not required to test for science for 2021-2022.

Add any students to science rosters who are required to participate for the 2021-2022 school year.

Exit any students enrolled for the Early Fall IE Assessment window that have moved out of the district or school.
Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 2)
Grade 3 and 11 Students or New Students for Spring 2022 DLM Alternate Assessment

Add grades 3, 11 and any new students who will be testing for the first time in spring 2022.

Teacher Completes the First Contact Survey and Personal Needs and Preferences profile.

Add any grade 3, 11, or newly enrolled students to rosters for required subjects.
Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 3)
Grade 9 and Grade 10 Students for Spring 2022 DLM Alternate Assessment

Grades 9 and 10 are not required to test in any subjects.

Exit grade 9 and grade 10 students manually or use the TEC upload.
Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 4)
Grade 11 or 12 Students for Spring 2022 DLM Alternate Assessment

- Generate the Enrollment extract in Educator Portal
- Filter the extract to find students enrolled in grade 11
- Remove the first 5 columns of the .csv enrollment extract and save to a secure location.

Student was enrolled as grade 11 and rostered to ELA, mathematics and science and the student completed at least one testlet in each of those subject areas. Do not make changes to the enrollment upload, the student should be exited.

Student was enrolled as grade 11 and rostered to ELA, mathematics and science and was not assessed in one or more of the subjects for grade 11, the student should be enrolled as grade 12 and rostered for any subject in which the student was not assessed.

- Upload the updated extract into Educator Portal using directions found in the Data Management Manual
- Update rosters or exit students based on fulfillment of the assessment requirements during the Early Fall IE window.
Spring 2022 Enrollment and Rostering
Key Information (1)

– Current grades 3 and 11 students and new students will need to be added to Educator Portal, rostered, and First Contact Survey and Personal Needs and Preferences (PNP) profile completed.
– Current grades 4 - 8 will need to have their grade changed to their current grade-level and rosters updated.
– Current grade 9 students will need to be exited manually or using a test, exit, clear (TEC) upload.
– 2021 grade 11 students who completed all required testing will need to be exited manually or using a TEC upload.
– 2021 grade 11 students who did not complete all required testing will need to have the grade changed to “12” and rostered for any subject that was not completed.
Spring 2022 Enrollment and Rostering

Key Information (2)

– When updating the enrollment extract, do not remove any student information from the file. Only make grade and other demographic changes before uploading the template.
– Removing a student from the enrollment template does not exit the student from the system.
– Exiting students must be done manually or using the TEC template.
– After you have completed all steps, generate another enrollment extract and check the file for
  • Students enrolled in grades that are not required to test.
  • Students enrolled in incorrect grades.
  • Make any needed corrections and verify data in the enrollment extract is correct for the spring 2022 assessment.
Spring 2022 Enrollment and Rostering
Key Information (3)

– Steps must be completed in the following order:
  • Step 1 Update the grade for all students on the Current Enrollment Extract
  • Step 2 Exit students who will not be assessed in spring 2022
  • Step 3 Enroll students
  • Step 4 Roster students to subjects which are assessed for that grade
  • Step 5 Remove students from rosters from subjects which are not assessed for that grade
Enrollment and Roster Update Example (1)

- Early Fall IE Window 2021
  - Student was enrolled in grade 5.
  - Student was rostered to English language arts, mathematics, and science.

- For Spring 2022 Assessment purposes
  - Student will be enrolled in grade 6.
  - Student will be rostered to English language arts, mathematics, and removed from the science roster.
Enrollment and Roster Update Example (2)

• Early Fall IE Window 2021
  – Student was enrolled in grade 7.
  – Student was rostered to English language arts and mathematics.

• For Spring 2022 Assessment purposes
  – Student will be enrolled in grade 8.
  – Student will be rostered to English language arts, mathematics, and added to science roster.
Enrollment and Roster Update Example (3)

• Early Fall IE Window 2021
  – Student was enrolled in grade 8.
  – Student was rostered to English language arts, mathematics, and science.

• For Spring 2022 Assessment purposes
  – Student is in grade 9.
  – Student will be exited from the system manually or using the test, exit, clear (TEC) upload.
Enrollment and Roster Update Example (4)

• Early Fall IE Window 2021
  – Student was enrolled as grade 11
  – Student was rostered to ELA, mathematics and science.
  – The student completed at least one testlet in ELA and science but not mathematics.

• For Spring 2022 Assessment purposes
  – Student will be enrolled in grade 12.
  – Student will be rostered to mathematics and removed from ELA and science rosters.
Enrollment and Roster Update Example (5)

- Early Fall IE Window 2021
  - Student was enrolled as grade 11
  - Student was rostered to ELA, mathematics and science.
  - The student completed at least one testlet in ELA, mathematics, and science.
- For Spring 2022 Assessment purposes
  - Student will be exited from the system manually or using the test, exit, clear (TEC) upload.
ENROLLMENT DATA
Data Management Tasks: Students
Educator Portal: View Students

See all students in an organization allowed according to role permissions.
Add a Student

Grade 3, grade 11, and any new students who will be testing for the first time in spring 2022 need to be added.

Students enrolled for the Early Fall IE assessment window do not need to be added again.

When only a few students need to be added—manually

When several students need to be added—upload template

LSSs and LEA 24 school should validate student demographics against USIS each year prior to testing.

• SASID
• first, middle, and last names
• date of birth.
Educator Portal: Adding Students

Add Student: Enter State Student Identifier

STATE STUDENT IDENTIFIER:

Add
Edit a Student

For students enrolled in the Early Fall IE window, change the students’ grade-level to their grade for the 2021-2022 school year (and any other demographic information).

Common changes for students include

- school
- grade
- demographic information

Manually edit when a few students need changes.

Use the upload template when more than a few students need changes.

- The upload will only update information for students in the upload.
Students enrolled for the Early Fall IE assessment window will need their grade changed to the current grade level for 2021-2022.

A student’s grade can be changed through an enrollment upload or using the Find Student feature.

- If testing has already started during the spring window, a warning message will appear that test sessions from the previously enrolled grade will be inactivated.
- Old test sessions from the previous grade will be inactivated.

For the spring assessment window, the system will ensure assignment of new testlets at the beginning of the assessment for the new grade at the correct linkage level.
Exit a Student

A student must be exited when the student is

- leaving the state
- leaving the district with an unknown destination
- no longer taking the DLM alternate assessment
- enrolled in grade 8 for the Early Fall IE assessment window and are no longer required to test for grade 9
- enrolled as grade 11 students for the Early Fall IE assessment window and completed testing for all required subjects
- for accountability purposes, exiting is not applicable to students who are remote and cannot test

Exits can be done manually or using the Test, Exit, Clear (TEC) upload.
Transferring a Student

A student may be transferred manually, or several students may be transferred using CSV upload templates.

A DTC can transfer a student between schools in the same district.

A state-level user can transfer a student manually between districts.

Student data is not lost when a student is transferred.
Info to Know: Roster Students

- Students in grade 3, grade 11, or any new students need to be added to rosters for required subjects.
- Edit rosters for any students enrolled for the Early Fall IE assessment window for required subjects.
- Rosters connect a student to a teacher in a subject area.
- Districts / schools will roster students.
- New students can be added to an existing roster.
- The teacher on a roster can be changed.
- When all students are removed from a roster, the roster will be removed from the system.
Data Management Tasks: Rosters

View Rosters: Select Criteria

STATE: DLM QC YE State  DISTRICT: Select  SCHOOL: Select

Search
Roster Students

- Rosters may be created manually or with an upload.
- Students must be rostered once for each subject area.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA</td>
<td>3–8, and 11</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3–8, and 11</td>
</tr>
<tr>
<td>Science</td>
<td>5, 8, and 11</td>
</tr>
</tbody>
</table>

- Consider a standard naming convention.
  - e.g., teacher’s last name, first name, subject
Rostering Students

Students can only be on one roster for a subject.

- A warning message will appear if attempting to add a student to a roster, but the student is already on a roster for the same subject.
- The student will be removed from the old roster and placed on the new roster if the process continues.
Extracts

Available in Educator Portal

• under the Reports tab

Based on user role

• district users = district-level extracts
• building users = building-level extracts
• teachers = student and class extracts

Provided in CSV format for extracts
Educator Portal: Extracts (1)
## Educator Portal: Extracts (2)

<table>
<thead>
<tr>
<th>Extract</th>
<th>Description</th>
<th>Requested</th>
<th>File</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Enrollment</td>
<td>Current enrollment information for active students.</td>
<td>02/26/2020 05:31 PM</td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>DLM Test Administration Monitoring</td>
<td>Testlets assigned, in progress, and completed by subject, and student.</td>
<td>03/30/2020 08:29 AM</td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>First Contact Survey File</td>
<td>Current First Contact survey settings by student.</td>
<td>02/26/2020 05:31 PM</td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>PNP Setting Counts</td>
<td>Student PNP setting counts by organization.</td>
<td>01/29/2020 11:01 AM</td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>PNP Settings</td>
<td>Personal Needs and Preferences (PNP) settings by student.</td>
<td></td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>Roster</td>
<td>Student assignment by educator and subject.</td>
<td>02/26/2020 05:32 PM</td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>Security Agreement Completion</td>
<td>Security Agreement status by organization</td>
<td></td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>Student Roster and First Contact Survey</td>
<td>Roster and First Contact Survey status by student and subject.</td>
<td></td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>Training Status</td>
<td>List of DLM users by organization and their training completion status</td>
<td>02/26/2020 05:32 PM</td>
<td></td>
<td>New File</td>
</tr>
<tr>
<td>Users</td>
<td>Educator Portal users and their associated role(s).</td>
<td>04/16/2020 09:30 AM</td>
<td></td>
<td>New File</td>
</tr>
</tbody>
</table>
Current Enrollment Extract

Provides the current enrollment information for active students in the selected organization.

Use this extract to update student grade level for spring 2022 testing.

- accountability district and school
- attendance district and school
- student name
- student grade
- student demographic information
DLM On-Demand Special Circumstance File

Used to monitor special circumstance codes applied to students in the organization

- estimated to be available by mid March 2022
- contact MSDE to have a special circumstance code applied to a student
DLM Test Monitoring Extract

Tracks completion of assessments in the spring by student and subject area

- End Of Year # Testlets Not Started
- End Of Year # Testlets Completed
- End of Year #Testlets Required
First Contact Survey File Extract

Lists information for each student in the selected organization.

- All the responses selected on the First Contact survey
- If the First Contact survey is not started, in progress, ready to submit, or submitted
- Date and name of last person who modified the First Contact survey for the student
PNP Settings Count Extract

Displays the number of students in the organization (school or district) for which a particular PNP feature has been selected.
PNP Settings Extract

Provides information for each active student in the selected organization.

- Student name, school, district, and grade
- Personal Needs Preferences Profile selections
- Date and name of last person who modified the settings

Note: If a student does not appear on the extract, no PNP Profile settings have been selected.
Roster Extract

Shows students rostered by teacher and subject.

• roster name
• teacher name
• student name and grade
• subject
Security Agreement Completion Extract

This extract lists each user and if the user has accepted or rejected the security agreement.

- A teacher who has not accepted the terms of the security agreement will not have access to testlets in the spring window.
Training Status Extract

Determines if users enrolled in Required Test Administration Training completed the training.

• username and roles
• school and district
• if the user has completed the training

A teacher cannot access testlets in the spring assessment window if the Required Test Administrator Training is not complete.
User Extract

This extract provides Educator Portal users and their role(s) in a selected organization and the user status.

• Active: user has an activated account
• Pending: user is in the system but has not activated the account
• Inactive: user rights have been removed
Extract will provide testing readiness information in one extract

- grade
- rostered subjects
- First Contact survey status and completion date
Data cleanup is the responsibility of all users.

Teachers should verify if student data is correct and contact their data manager if they find any incorrect data.
Data cleanup means asking the following questions:

- Is every student in the right district?
- Is every student in the right building?
- Is every student rostered to the right teacher?
- Do any students appear who will not be taking the DLM alternate assessment?
- Does the student have a valid SSID?
- Is every student enrolled in the correct grade?
- Is every student rostered to the correct subject?
SPECIAL CIRCUMSTANCE CODES
Special Circumstance Codes (1)

Special Circumstance Codes provide reasons for not assessing a student.

A Special Circumstance Code need only be added to one test session in each subject, even if more test sessions were administered in the subject.

Applying a Special Circumstance Code does not prevent further testing.

Only MSDE can enter Special Circumstance Codes. Contact Ann Herrmann for assistance.
Special Circumstance Codes (2)

Codes MD uses

- 3454 (medical waiver)
- 13813 (chronic absences)
- 13821 (cheating)
- 13836 (teacher cheating or mis-administration)
- 09999 (other)
- 0203 (student wasn’t eligible for testing due to CoVID-19)

Contact the SAA when a code needs to be applied for a student.
Protect Student Data Privacy

Please do not violate the Family Education Rights and Privacy Act (FERPA).

In emails and live chat, do not include the student’s

• name
• date of birth
• social security number

Email or live chat only the student’s state identification number.
DLM Service Desk Contact Information

Phone: 855-277-9751 (toll-free)
Email: DLM-support@ku.edu

Live Chat in Educator Portal
- testing environment issues
- test administration issues
- user account issues
- student information issues
Thank You!

• MSDE Contact Information
  – contact Ann Herrmann with DLM assessment questions
  – email: ann.herrmann@maryland.gov