

Preparation for Spring 2020 DLM, Part Two



**Primary Audience:
Assessment Coordinators and Teachers**

Posted November 2019



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Test Dates

- Districts must test between [April 1 and May 29, 2020](#).
 - You may want to use April 1 as a prep day to retrieve all student test information pages (TIPs) and test tickets. This allows you to verify which manipulatives you need for the first testlet, print the necessary documents, and finalize the test folder for each student.
 - If you are on spring break until Monday, April 6, you may want to use your first day back as a prep day.
- Schools should begin DLM testing early in the test window to ensure completion of all tests regardless of circumstances.



DLM Test Administrators

See NJ DLM Presentation Part One on the NJ [DLM website](#) for detailed information on who can serve as a Test Administrator.



Test Setting and Additional Test Administrators

- If the student's primary classroom teacher is not the Test Administrator, it must be determined where the test will be administered.
- The additional staff members authorized to be a test administrator may administer the test in the students' classrooms or in another appropriate setting.
- The setting should be determined by the classroom teacher and test administrator, taking into account technology needs, location, requirement for test security and quiet setting, etc.



Rosters, Test Tickets, and Additional Test Administrators

- Please note students tested by the authorized test administrator will remain on the primary classroom teacher's DLM roster.
- A separate roster will not be produced for additional staff members conducting the DLM administration for the primary teacher.
- Primary teachers of DLM students will obtain the student test tickets and TIPs needed by the authorized additional Test Administrator.
 - This folder of information must be given to the authorized Test Administrator, along with any needed manipulatives or other test materials, immediately prior to the administration.



Test Tickets and Test Information Pages (TIPs)

- In order to retrieve this information, the test administrator must have the student's login ID and password.
- This gives you access, under the Test Management tab, to the code associated with the testlet.
- This code allows one to obtain the Test Information Page (TIP) that lists the manipulatives/objects needed for testing and other important information.
- See the [DLM Educator Portal User Guide](#) for detailed instructions on retrieving student test tickets.



Security of Test Tickets and TIPs

- All student test tickets and all TIPs must be kept secure at all times.
- Student test tickets and TIPs must be kept in the student test folder and only be viewed by the student's teacher/primary Test Administrator, and when necessary, the additional Test Administrator.
- No other district staff may view the test tickets or TIPs.
- The only exception is if the teacher reports an issue with a testlet, at which time the Assessment Coordinator may need to review the materials.
- These test tickets and TIPs must be given to the additional Test Administrator right before the test administration, and all pages must be returned to the teacher immediately after testlet completion.
- This paperwork may not be copied or retained in any way.
- Assessment Coordinators must collect all student tickets and TIPs from the Test Administrators and destroy them.
 - Documents can be destroyed weekly or filed and destroyed at the end of the test window.
 - If you retain this secure material until the test window is closed, you must ensure its security until destroyed.



Selection of Test Sites, Schedules, and Testlet Completion Forms



Test Site Selection

- Testing sites **must** offer a quiet environment that allows the student to hear and respond to directions and test questions without noise at a level that would disturb them.
- Testing may be done in a classroom, computer center, quiet office, or other location as long as:
 - a secure and quiet environment can be maintained;
 - the focus of the test administrator and student is the assessment; and
 - other students cannot view the test questions.
- Staff in and out of the classroom should be made aware that you are testing to prevent interruptions.
- No cell phones, MP3 players, or any other unauthorized electronics may be present during testing.
- During breaks students may use iPads or other devices as long as a testlet is not open.



Scheduling Students

- You must prepare draft schedules for testing your students and give them to your Building Test Coordinator.
- Districts must compile these schedules and share them when requested by the NJDOE Office of Assessments or other NJDOE staff.
- Schedules may be adjusted as needed due to student absence, student behavior, unexpected school closing, etc.
- You may use a calendar or other form to build your draft test schedule.
- Note: it is recommended that you do not test on April 1 (or April 6 if this is your first day back after spring break) so that you may retrieve your TIPs and finalize your test prep.



Test Administration Scheduling (1 of 2)

- Utilize any day during testing window - Start early in the test window to ensure all students complete the test.
- Determining how many testlets to administer each day is the teacher's decision:
 - Consider student's engagement level, fatigue factor, behavior, etc.
 - A minimum of two testlets will be available in the morning on April 1.
 - It is recommended you use your first day of testing to retrieve and review the testlet information pages (TIPs).
 - New testlets take approximately 15 minutes to appear after submitting a completed testlet.
- If administering multiple testlets at one time, be sure to give student a brief break if needed.
- Multiple students can be scheduled to test in a single day.
- Test administrations must be scheduled as one student testing per test administrator per session.



Test Administration Scheduling (2 of 2)

- A student may complete:
 - all testlets in a content area prior to beginning another subject; or
 - the testlets in order as they are assigned, switching back and forth between content areas.
- After a testlet has been completed and another assigned, a test administrator may have the student complete the new testlet as soon as it is assigned, or wait until another day.
- New testlets should be assigned approximately 15 minutes **after** submission of prior testlet.
- Care must be taken to ensure all students complete all testlets within the test window.
- Testlets may take 5-15 minutes to complete but these times may vary depending on the student's support needs, the number of test items, length of text, etc.



Assessment Coordinator Tasks

- The Assessment Coordinator must review testlet administration progress and ensure all students will be tested within the NJ test window.
- Educator Portal allows for monitoring of completed testlets.
- Unless all students have completed testing, please try to refrain from scheduling fire drills, etc.
- If you must schedule this type of school drill due to the testing time frame, you must ensure teachers are not testing during the drill.



Operational Testing and Optional Testlets



Number of Testlets per Grade and Subject

Grade	Math	ELA	Science
Grade 3	8 Testlets	9 Testlets	Not applicable
Grade 4	8 Testlets	9 Testlets	Not applicable
Grade 5	8 Testlets	9 Testlets	9 Testlets
Grade 6	7 Testlets	9 Testlets	Not applicable
Grade 7	7 Testlets	9 Testlets	Not applicable
Grade 8	8 Testlets	9 Testlets	9 Testlets
Grade 11	6 Testlets	9 Testlets	9 Testlets

- Note the writing testlet is always the last ELA testlet.
- For all content areas: keep track of the number of testlets completed using the NJ Testlet Completion form which will be available in March on the NJ DLM website.
- **Note:** Any student in grade 12 taking NJ DLM will have the same number of testlets as grade 11.



Additional Optional Testlets

- You must keep track of the number of testlets a student has completed in each subject to ensure that all required testlets are administered.
- The chart indicates the number of testlets a student must take in each subject and grade.
- Once all testlets in a subject are submitted for a student, the system may assign an additional (optional) testlet, for the purposes of testing new items. These optional testlets do not factor into a student's scores.





During the Test



Emergency Plan

- Each school must have a plan to ensure a smooth test administration for all students that includes:
 - Not conducting fire or other drills, or practicing school lock downs during the test window.
 - Having a plan in place to adjust test schedules or use authorized alternate test administrators during unexpected absences of the primary teacher/test administrator.
 - Ensure all teachers understand how to handle temporary test disruptions and completion of testlets based on the DLM training materials.



Required Folder for Testing

- A Test Administrator must have a folder for each student testing that contains:
 - The student's test ticket;
 - The TIP applicable to the testlet being administered;
 - The NJ Testlet Completion form (see form on the [NJ DLM](#) website for more detail); and
 - The NJ Teacher Observation form (see form on the [NJ DLM](#) website for more detail)
- The Test Administrator must have also the necessary manipulatives collected prior to administering a testlet.

Optional Test Administrator Checklist

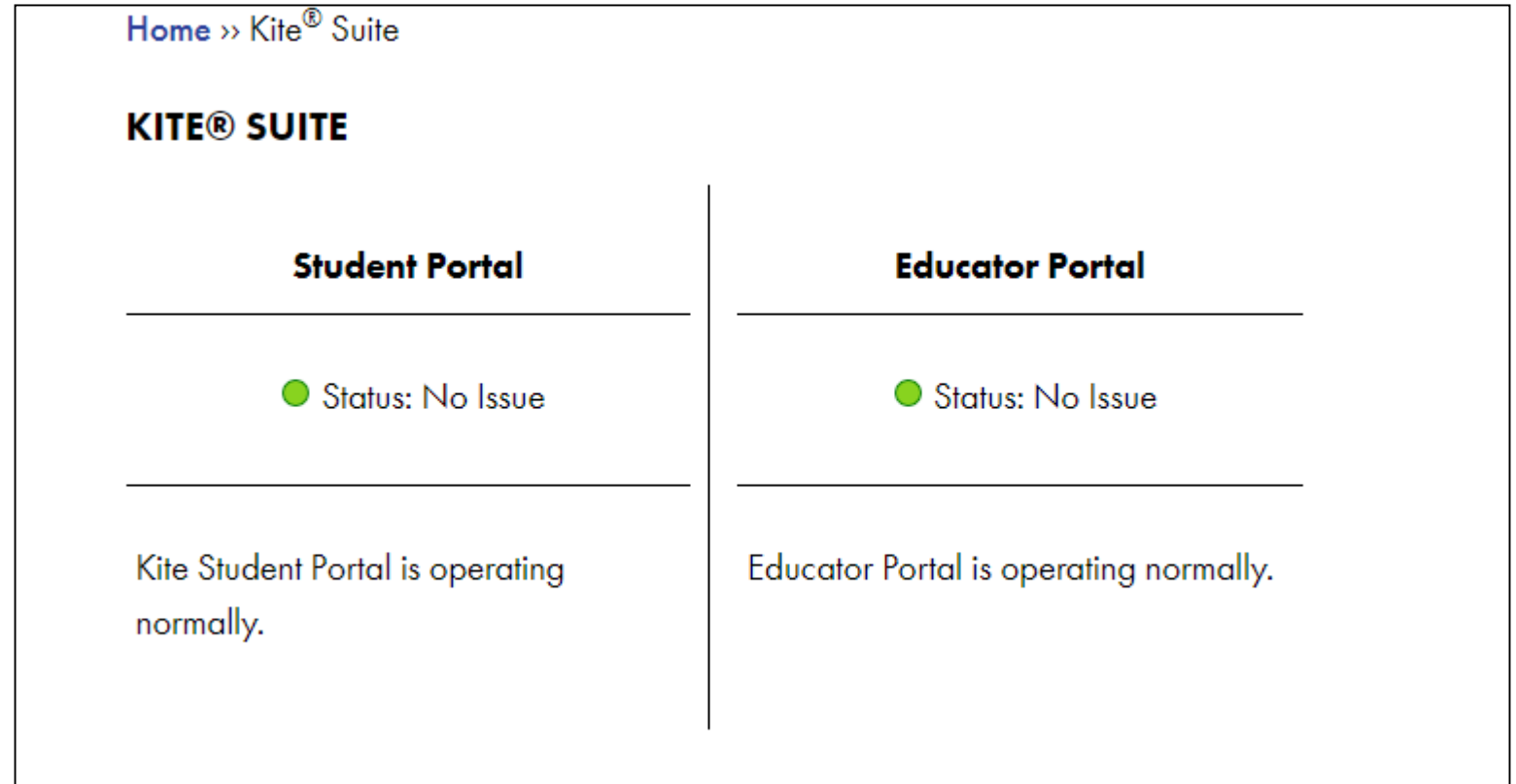
This is a sample checklist found on the [NJ DLM](#) webpage that can be used in preparation for the DLM and can be modified by districts as necessary.

Check Off	NJ DLM Test Administrator Checklist
	Read Test Administration Manual, Accessibility Manual, and other applicable documents and training materials.
	Create NJ DLM testing schedule for students
	Create Student Test Folder which holds NJ Test Completion form, NJ Test Observation form, Student Accessibility Profile information, Student Test Ticket, Testlet Information Pages, etc.
	Retrieve Student user names & passwords (test tickets) and add to Student Test folder.
	Access and print Testlet Information Page (TIPS) and review document. Place in Student Test folder.
	Gather manipulatives / familiar texts / other supplies as noted on TIPS to prepare for testlet administration.
	Check DLM webpage to ensure that KITE Suite status is green before testing. Do not test if status is not green.
	Post "Testing in Progress – DO NOT Disturb" sign on classroom door or other testing site prior to administering testlets.
	Bring student to private/screened area of testing site along with any devices or supports needed.
	Request authorized necessary support staff to join you when applicable.
	Ensure test site is quiet.
	Log in and access the testlet that is assigned in KITE and have the student complete it. Follow all administration procedures and security

Prior to testing, check the status of Kite System on the DLM Webpage

Note: This page indicates the system status and any current issues.

Find it on the [Kite Suite](#) webpage of the DLM website



Home >> Kite[®] Suite

KITE[®] SUITE

Student Portal	Educator Portal
<p>● Status: No Issue</p> <hr/> <p>Kite Student Portal is operating normally.</p>	<p>● Status: No Issue</p> <hr/> <p>Educator Portal is operating normally.</p>

Test Administration Details

- After a testlet has been completed, it may take up to fifteen minutes for the next testlet to be assigned.
- It may occasionally take the system longer to assign a testlet. This is due to the volume of students testing and the computer adaptive system, which must select new test items based on several statistical measures (e.g. performance on linkage level, new EE to be tested, etc.).



Prompting Not Allowed

- Verbal, gestural, model, and physical prompting is not allowed during the administration of any DLM testlet.
- Students may not be given any help to answer the questions.
- If a student does not answer a question, the test administrator may repeat the test question and then pause an appropriate amount of time for a student to process the question and select an answer.
- If the student still does not answer the question:
 - the teacher must mark “no response” when it is listed as one of the response options; or
 - if “no response” is not one of the options, then do not mark any option. Continue to the next test question after leaving the prior answer blank.

Clarification Allowed If Needed

- Some test item directions ask the teacher to say “Show me the”
- This may not be the language you typically use when asking a student a question.
- When necessary, after stating the phrase “Show me the ...,” you may restate the phrase for clarification by saying either of the following:
 - “Look at the ...”
 - “Point to the ...”
 - “Touch the ...”
- For example, the teacher may say “Show me the red marker.” Then for clarification the teacher says “Point to the red marker.”



Submission of Testlets

- Only the test administrator may use the **Submit** button when each testlet is completed.
- A testlet cannot be retrieved and reopened once it is submitted.
- If a student could not answer a test question and it was left blank, the DLM system will still allow the testlet to be submitted once all questions are viewed and the student answered as many questions as they could.





Required and Optional Forms



NJ DLM Forms

All forms are posted on the [NJ DLM website](#).

Required Forms

- Testlet Completion form
- Class Schedules
- Security Agreements
- Irregularity Report (only when needed)

Recommended Optional Forms

- New Jersey Test Observation form



Required Testlet Completion Form

- The Assessment Coordinator must document in writing which staff member administered each testlet to each student as well as the date and time.
- A Testlet Completion form helps document which authorized staff administered each testlet and to see at a glance the status of student testing.
- This form must be kept in the Student Test folder.
- This required form is posted on the [NJ DLM website](#). You must download and print these forms for use.



Required Testlet Completion Form, continued

- This form is now designed to use one per student.
 - It is no longer designed to accommodate multiple students on one form, as it needs to be included in the students test folder.
- This form must be completed each time a testlet is administered.
- This form is on the NJ DLM webpage.
- The bottom of the form reminds test administrators how many testlets there are for each grade level and content area.



NJ DLM Teacher Observation Form

- This form is used to make notes about the student's test circumstances in order to consider future testing needs.
- Information such as where the student was tested, and if the location was conducive to testing, is one example of observation notes.
- Another example is to indicate any Personal Needs and Preferences (PNP) Profile change you think would be appropriate for the future, based on the current test features.



Irregularity Reporting, Part 1

- Some issues may occur during testing that a district will want to document, but does not require informing the Office of Assessments. These issues may or may not impact a student's score.
- Issues such as the following may be documented in district using the NJ DLM teacher observation form:
 - changing testing locations due to noise or other factors, changing test administrators, pausing testing to assist student with medical, personal care, or behavioral needs, cancelling and rescheduling a test administration, etc.
- More information on documenting these types of issues will be provided with the NJ DLM teacher observation form.



Irregularity Reporting, Part 2

- The Assessment Coordinator completes an irregularity report when
 - a test accessibility feature is not delivered based on the student's Personal Needs and Preferences (PNP) Profile and DLM Accessibility manual;
 - the technology fails or significantly delays a test even though the Kite testing status is green; and
 - the testlet has errors such as missing response options, missing graphics, etc.
- The report must be completed and a copy sent to the Office of Assessments.
- This form, along with directions for completion, are on the NJ DLM website.





Assessment Coordinators



Assessment Coordinator Responsibilities

Prepare for DLM testing by:

- Training staff
- Reviewing rosters and testing schedules
- Obtaining signed test security agreements
- Confirming availability of manipulatives
- Responding to test administrators questions
- Conducting observations of test administrations to ensure proper procedures are followed
- Access online testing reports to monitor progress of student testing
- Engage Data Manager or Technology Representative when needed
- Collect and destroy test information pages
- Collect and store required documents



Review Slides and Turn-key

- Before March 23, 2020, review all PowerPoint slides and procedures applicable to Test Administrators.
- You may choose to share all slides from Teacher Preparation Trainings Part One and Part Two, or extract applicable slides for your use.



Special Note: Science Assessment Question

- Please note that a small number of science high school testlets require the student to interact with a warm liquid and a cold or room temperature liquid.
 - Please inform your grade 11 teachers of this information, and contact assessment@doe.nj.gov if there are any special concerns.



NJDOE Site Visits

- NJDOE staff will be conducting security visits during testing.
- Please ensure your School Assessment Coordinator has all required documents available and accessible for review for monitor requests.
- NJDOE staff may also schedule visits to schools to observe science testing.
- You will be contacted in advance for most of these visits.
- Please ensure you receive draft test schedules from all teachers no later than March 29, 2020 so that you may share these when requested.

Test Security



Test Security and Staff

- Any educator not authorized to be a test administrator may not observe, view, access, etc., DLM secure materials for any students at any time.
 - Secure materials include the testlets both before and after completion, student tickets, and TIPs.
- Any educator authorized to be a test administrator may not observe, view, access, etc., DLM test materials for students not on their roster.
- Assessment Coordinators may only view the computer screen if and when a technical issue arises that must be addressed.
- Assessment Coordinators may observe testing if necessary to ensure schedule adherence but may not view the computer screen nor have access to any secure materials/information other than the secure test tickets and TIPs when collecting.
 - Assessment Coordinators may assist with issues in order to gather information and obtain technical assistance.
- Technology Representatives may only view the computer screen if and when a technical issue arises that must be addressed.



Test Security and Staff

- Anyone that does not have an authorized role in the DLM administration may not have access to any secure test materials, may not observe testing, and may not substitute for any test administrator.
- Even those who have authorized roles have restrictions on secure material access, including primary and additional test administrators, Assessment Coordinator, Data Manager, Technology Representative, and support staff needed for safety, behavioral, or medical needs of students.
 - See prior slides for restrictions for authorized staff.



Test Security

- Test security including submitting accurate and authentic student responses, maintaining confidentiality of the test materials, following DLM procedures, and properly implementing all NJDOE Office of Assessments policies are the responsibility of all school and district staff.
- All staff must fulfill their roles and responsibilities, including participating in training and reviewing all applicable test materials, in order to correctly and accurately conduct DLM testing.
 - Failure to review and or implement the training requirements does not alleviate one the responsibility of maintaining all requirements.
- Improper test administrations can result in professional and financial consequences for school and district staff.



Test Security

- Security is a district-wide responsibility.
- Absolutely no reproduction or transmittal by any means of test items, passages, prompts, or other secure items or materials is permitted.
- Security breaches may have financial consequences for the district.
- Inform all district & school personnel of security procedures prior to test administration.



Required Signatures on Test Security Agreements

- All staff members involved with DLM to any degree must sign a Test Security Agreement and give it to the Assessment Coordinator.
 - Failure to sign an agreement does not prevent the implementation of professional and/or financial consequences in the event of a test breach.
- This includes primary and additional test administrators, test administration assistants for student support, Assessment Coordinators, Technology Representatives, Data Managers, etc.
- Test Administrators will have to sign both an online DLM form and a paper NJ DLM agreement.
- Separate signed test security agreements are required for student support assistants, Assessment Coordinators, Technology Representatives, Data Managers, and other Administrators.
- All test security agreements are posted on the DLM NJ webpage. Everyone must sign their applicable agreement as soon as it is distributed in district, but no later than **March 31, 2020.**





Security Breaches



Prevention of Security Breaches

- All security breaches are preventable when all staff are trained and implement all required procedures.
- Assessment Coordinators and other school administrators should ensure that all staff understand the need and requirement for proper test procedures.
- The following slides indicate some but not all issues resulting in a security breach.



Types of DLM Security Breaches (1 of 3)

- Testing outside the NJDOE scheduled window
- Prompting the student
- Helping the student answer the questions
- Removing/reducing answer choices
- Submitting answers that the student did not provide
- Changing a student's answer
- Signaling the student through words, inflection of voice, through use of manipulatives, etc.
- Asking the test question again after the student already responded



Types of DLM Security Breaches (2 of 3)

- Completing testlets for the student, with or without his/her presence (not the same as scribing a student's answers)
- Viewing the testlet, teaching to the contents, then testing the students
- Leaving computer/tablet unattended with testlet open
- Allowing staff members who are not the test administrator to see the test questions, directions, TIPS, etc.
- Allowing a staff member to be a test administrator when they do not meet the NJDOE requirements
- Retaining in any form secure test materials including test items, TIPS pages, DLM testlet code numbers, etc.



Types of DLM Security Breaches (3 of 3)

- Knowingly providing inaccurate information on the First Contact survey
- Providing too much information during the engagement activities for ELA
 - Example: during the second read of the ELA passage, providing assistance on the comprehension of the text and graphics
- Any other action that provides inauthentic student work/test responses
- Any other action that violates the test security agreements regardless of whether it was signed



Security Breach Reporting

- Contact assessment@doe.nj.gov immediately if a security breach is suspected or has occurred.
- Provide your CDS code, district, school, and contact name, and include the suspected/known nature of the test breach.
- Include the words Test Security Breach in your email subject line.





Document Retention



Document Storage

Retain the following documents for three years:

- Test Security Agreements
- Testlet Completion forms
- NJ DLM Participation Guideline forms
- Copies of Irregularity reports
- Teacher observation forms
- In a secure file, all documentation related to non-participation of students for DLM
 - This includes records of student absenteeism for the entire test window, students not receiving instruction due to illness, parent refusal, etc.

Retain all student writing products until final DLM scores are received

- Districts may be contacted by DLM to request copies of student writing products for research and technical documentation.
- If this request occurs, assessment coordinators will be notified in advance and provided with instructions.
- Writing products should be destroyed after final DLM scores are received.





Contacts and Other Information



Check NJ DLM Webpage Often for Updates

- View the DLM NJ webpage often to obtain test material updates.
- This is also where you will obtain the test security agreements, irregularity report form, and test administrator observation form.
- DLM continues to update their information and it is a district's responsibility to use all of the newest documents.
- Go to the [NJ DLM webpage](#) for all materials and updates often.



District Communication

- Districts must share information among staff and ensure that all DLM teachers are prepared for instruction and testing.
- The Assessment Coordinator must provide turn key training to all administrators involved in testing, and provide copies or web links to the required training materials.
- Only the Assessment Coordinator, Data Manager, and Technology Representative may contact the DLM help desk or DOE with questions.
 - Please ask others to communicate their questions to you clearly with specific error references and/or training material page references so that you might obtain the information.



DLM Support

- Questions regarding DLM please contact the Customer Service Help Desk via PHONE: 1-855-277-9751 (toll free) or Email DLM-support@ku.edu.
- Prior to requesting assistance, DLM information must be reviewed.
- Specific questions related to the training manuals, Kite System, Educator Portal, and other DLM topics should be addressed to the DLM helpline with specific details about the issue. Use manual page references when applicable, and cite the exact system error or issue you are experiencing.
- Provide in your email your CDS code (known to DLM as your “Organization”), your name and which of the three positions above you hold, as well as detail the specific issue/error you encountered.
- DLM and Office of Assessment staff cannot summarize or provide topic information in place of educator review of the training materials. Review all DLM materials prior to contacting the help desk.



For more information

- Staff with questions about test design, training, accessibility features, scheduling, test administration, data issues including file uploads, rosters, exiting students, data updates, record changes, score interpretation, etc. contact:

Office of Assessments

assessments@doe.nj.gov



Thank You!

[New Jersey Department of Education Website](https://www.state.nj.us/education/)

<https://www.state.nj.us/education/>

Questions or comments?

assessment@doe.nj.gov



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