



Dynamic Learning Maps (DLM) Data Management

February 16, 2018

***Managing Student Moves and
Special Circumstance Codes for
Voiding Testlets***



Remaining Key Dates

- **February 5, 2018 through March 2, 2018** - District window to complete Access Profile (AP) and First Contact (FC) surveys.
- **April 4, 2018 through June 1, 2018** - DLM assessment administration window.
- **June 1, 2018** - Last date for making changes to data in Educator Portal, which **includes applying Special Circumstance Codes to student assessments.**



Required Training Materials

In addition to this training module, all DLM Assessment Coordinator and Data Managers **must** review the training modules listed under the “Required Training” Section of the NJ DLM homepage at:

<http://dynamiclearningmaps.org/newjersey>

Home » States » Year-End Model » New Jersey

NEW JERSEY

NJ Required Training Materials

NJ DLM Introductory Assessment Coordinator Training (pptx) *10/05*

NJ DLM Assessment Coordinator Training (pdf) *12/14*

NJ DLM Teacher Training Module (pdf) *10/17*

NJ DLM Data Manager Training Module (pdf) *10/23*

Preparation for the 2017-18 DLM Assessment, Part One (pptx) *Check back
February 2018*

Preparation for the 2017-18 DLM Assessment, Part Two (pptx) *Check back
February 2018*

Managing Student Moves and Special Circumstance Codes for Voiding
Testlets (pdf) *Check back Winter 2018*

Contact



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**2018 Spring Window: 4/04 -
6/01**

NJ uses the Year-End Model
Subjects Tested: English language arts,
Mathematics, and Science

New Jersey Department of Education



New Jersey Specific Guidance

Some of the guidance in this presentation will differ from the guidance offered in DLM's documentation.

New Jersey specific protocols and guidance take precedence over DLM's documentation.



Managing Student Moves/Transfers (Outside of District)

Districts that receive transfer students during the DLM administration window must coordinate with the student's prior school district to complete the following steps from **page 91** of the [DLM Data Management Manual](#):

Move a Student from One District to Another

To move a student from one building to another in a different district, follow these steps in order:

1. District A exits the student using a TEC file. The student will automatically be removed from rosters in that district.
2. District B enrolls the student using the Enrollment Upload Template. **Note that returning students cannot be enrolled manually.**
3. District B rosters the student. When completed, District B will have access to the student's data including student username and password.
4. District B educator verifies that the FCS and AP settings are accurate and resubmits as necessary.



Managing Student Moves/Transfers (Within Same District)

DLM Assessment Coordinators and Data Managers with the DTC role may transfer students between schools within their own district by following the step-by-step guidance provided in the [DLM Data Management Manual](#) on **pages 85-91**.



Exit Codes vs. Special Circumstance Codes

Exit codes are used when a student is no longer required to be accounted for in the DLM Educator Portal.

Example: A student that does not meet the eligibility criteria for the alternate assessment is enrolled in the Educator Portal. In this situation, the student enrollment record should be removed from the Educator Portal using an exit code.

Special Circumstance codes are used when a student who is required to be accounted for in the DLM Educator Portal does not complete the assessment. This also includes testing refusals.

Example: A student is chronically absent during the test administration window and does not complete testing. In this situation, the student enrollment and roster records must remain in the Educator Portal and a Special Circumstance Code would be assigned to the assessment record.



Removing Students from Educator Portal

In the event that a student was claimed in error, or otherwise needs to be removed from the DLM Educator Portal, directions for removing a student can be found on page 76 of the [DLM Data Management Manual](#).

When completing the process for removing a student from the DLM Educator Portal, an exit code must be entered in order to process the removal of the student record from the system.



Exit Codes

The following exit codes are the only codes approved for use in New Jersey
No other exit codes are permitted to be used in Educator Portal

Code 2 – *Transferred to a different public school district in the same state*

Code 6 – *Home schooled (teacher is not paid using public school funds)*

Code 11 – *A student with a **chronic, significant, persistent medical issue/condition** that prevents the student from receiving instruction and prevents the student from being able to participate in assessments (This code may be used for homebound students, students in long-term care facilities, and students who are hospitalized. The medical condition(s) is/are long term and chronic, therefore the district will know in advance of the test window the inability to test the student. Questions about the use of this code should be directed to Elizabeth.Celentano@doe.state.nj.us)*



Exit Codes

The following exit codes are the only codes approved for use in New Jersey
No other exit codes are permitted to be used in Educator Portal

Code 14 – *Student discontinued schooling*

Code 16 – *Student moved out of state*

Code 17 – *Unknown (Contact the NJDOE Office of Assessments)*

Code 18 – *Student claimed in error / student never attended the district*

Code 30 – *Student does not meet eligibility criteria for DLM (including grade level ineligibility)*

For all other exit scenarios, contact the NJDOE Office of Assessments for guidance



Using Special Circumstance Codes

Special Circumstance (SC) Codes are applied to student assessment records in Educator Portal when students are unable to complete testing.

SC Codes should be entered later in the state's testing window in order to account for situations where a student's testing status changes and the completion of testing becomes possible.

Some SC Codes (e.g. Catastrophic Illness or Accident) may be entered early in cases where the student's testing status will not change during the DLM administration window.

All SC Codes must be entered before the DLM testing window closes on June 1, 2018.



Using Special Circumstance Codes (continued)

In order to apply a Special Circumstance Code, a testlet must first be generated for the student. The following steps must be completed before a testlet is generated by the Educator Portal system:

1. The student must be enrolled in DLM's Educator Portal
2. The student must be assigned to a roster for a specific teacher
3. The teacher must complete the First Contact Survey/Access Profile in Educator Portal

The system generates the first testlet after **all** of the items listed above are completed.



Using Special Circumstance Codes (continued)

The Special Circumstance fields are located in Educator Portal under the test management menu. The codes are listed as descriptive words (e.g. Chronic Absences or Parental Refusal, etc.), which are accessed from a drop-down menu.

Although other Special Circumstance Codes may be listed in the drop-down menu, only the New Jersey approved codes provided in this training module may be used.

Only individuals with the Educator Portal user role of **District Test Coordinator and Building Test Coordinator** have the permissions necessary to assign these codes.



Using Special Circumstance Codes (continued)

In most scenarios, a Special Circumstance (SC) Code is entered once per content area (ELA, Math or Science) associated with the first testlet to be delivered.

In certain cases, an SC Code may need to be entered per individual testlet (e.g., the student was discovered cheating on a specific testlet).

Note: SC Codes can be changed even after a code is saved.



Using Special Circumstance Codes (continued)

The following slides contain tables that outline the New Jersey approved Special Circumstance Codes that are available in the DLM Educator Portal.

Each table contains:

- The New Jersey approved code that will be found in the Educator Portal Special Circumstance drop-down menu
- The New Jersey specific definition of the code

Note: Although other Special Circumstance Codes may be listed in Educator Portal, only the following New Jersey approved codes may be used.



NJ Approved Special Circumstance Code Definitions

| Educator Portal Special Circumstance Code | New Jersey Specific Definition |
|---|---|
| Chronic Absences | Student did not test, as he/she was not present during testing window. |
| Catastrophic Illness or Accident | Medical emergency prevented testing of student. |
| Parent Refusal | Parent will not allow his/her child to test. |
| Teacher Cheating or Mis-administration | Student's testing is invalid due to failure to provide manipulatives, inappropriate supports provided during test (including prompting), etc. |
| Other | Varies depending on circumstance (contact NJDOE for guidance). |



Scenarios Where You Must Code Both Content Areas

The following scenarios require that a Special Circumstance Code be entered for each **content area** – once for Math, ELA, and Science when applicable.

- Chronic Absences
- Parent Refusal
- Other



Scenarios Where You May Code One or Both Content Areas

The following codes may be coded at the content area level:

Catastrophic Illness or Accident - Code only the incomplete content area if the student completed all required testlets within another content area before the onset of the illness or accident.

Teacher Cheating or Mis-administration - If cheating occurred in only one content area, code only the content area in question. Code both content areas if cheating occurred throughout testing in both content areas.

Other - Contact the NJDOE Office of Assessments for guidance if the circumstance does not fit into the list of codes provided.



Entering Special Circumstance Codes

1. Click **Manage Tests**.



2. Click **Test Management**.



3. Select the following options in these fields:

- **Assessment Program:** Dynamic Learning Maps
- **Testing Program:** Summative
- **District:** Your district
- **School:** your school



Entering Special Circumstance Codes (continued)

4. Click Search.

The screenshot shows the 'Test Management' section of the application. At the top, there are three tabs: 'Test Management' (selected), 'Instructional Tools', and 'Projected Testing'. Below the tabs are two buttons: 'View Tickets' and 'Add Test Session'. A search form is highlighted with a red border, containing the following fields: 'ASSESSMENT PROGRAM*' (dropdown menu with 'Dynamic Learning Maps' selected), 'TESTING PROGRAM*' (dropdown menu with 'Select' selected), 'SCHOOL*' (dropdown menu with 'Select' selected), 'SUBJECT:' (dropdown menu with 'Select' selected), and 'GRADE:' (dropdown menu with 'Select' selected). There are also checkboxes for 'Include completed' and 'Include expired', and a 'Search' button. Below the search form is a table with the following columns: 'Actions', 'Test Session Name', 'Tickets', 'Assessment Name', 'Test Progress', and 'Grade'. The table is currently empty, and the footer indicates 'No records to view'.

5. Click the **Test Session Name** you want to update. Please note that this will need to be repeated for each subject.

The screenshot shows the same table as in the previous screenshot, but now it contains one record. The 'Test Session Name' column of this record is highlighted with a red box. The footer indicates 'Page 1 of 1' and 'View 1 - 2 of 2'.

| Actions | Test Session Name | Tickets | Assessment Name | Randomization Type | Grade |
|---------|-------------------|---------|-----------------|--------------------|-------|
| | Test Session Name | | | | |



Entering Special Circumstance Codes (continued)

6. Select the student.

| <input type="checkbox"/> | State Student Identifier | First Name | Last Name | Tickets | Special Circumstance | Save |
|-------------------------------------|--------------------------|------------|-----------|---------|----------------------|------|
| <input type="checkbox"/> | | | | | Select | |
| <input type="checkbox"/> | | | | | Select | |
| <input checked="" type="checkbox"/> | | | | | Select | |
| <input type="checkbox"/> | | | | | Select | |
| <input type="checkbox"/> | | | | | Select | |

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7. Select the applicable **Special Circumstance**.

| <input type="checkbox"/> | State Student Identifier | First Name | Last Name | Tickets | Special Circumstance | Save |
|-------------------------------------|--------------------------|------------|-----------|---------|----------------------|------|
| <input type="checkbox"/> | | | | | Select | |
| <input type="checkbox"/> | | | | | Select | |
| <input checked="" type="checkbox"/> | | | | | Select | |
| <input type="checkbox"/> | | | | | Select | |
| <input type="checkbox"/> | | | | | Select | |

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Entering Special Circumstance Codes (continued)

8. Click Save.

Hint: Once the **Save** button is clicked, the Special Circumstances column updates to indicate the special circumstance code has saved.

Hint: Code entry in Educator Portal is independent of the testlet delivery system. A new testlet is delivered each time a testlet is submitted.

Note: If a special circumstances code was selected, but is not needed, the user should follow steps 1-8 and choose the default "select" as the special circumstances code for the student.



Contacting DLM

DLM Technical Support

1-855-277-9751

DLM-support@ku.edu

7:00am – 6:00pm CST, M-F

Additional documentation and CSV templates can be accessed via the New Jersey DLM Website: <http://www.dynamiclearningmaps.org/newjersey>.

Please be sure to check back frequently for updated information.



Contacting NJDOE

Only the DLM Assessment Coordinator, Data Manager, Technology Representative, or Superintendent may contact the Office of Assessments regarding DLM related matters.

Clerical staff (Secretaries, Administrative Assistants, etc.) may not contact NJDOE on behalf of the individuals listed above.

For questions regarding data management responsibilities, Special Circumstance Codes, Educator Portal, KITE Client, etc., contact:

Gilbert Gonzalez, NJ State Data Manager

609-376-3464

Gilbert.Gonzalez@doe.state.nj.us



Contacting NJDOE

Assessment Coordinators with questions regarding test design, training, accessibility features, scheduling, test administration, etc., contact:

Elizabeth Celentano, NJ DLM Assessment Coordinator

609-376-3461

Elizabeth.Celentano@doe.state.nj.us



New Jersey
DEPARTMENT OF
EDUCATION

