New Jersey Department of Education

Preparation for the Spring 2023 New Jersey Dynamic Learning Maps (DLM) Assessment, Part One
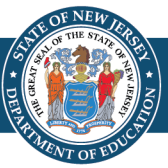
Primary Audience:
District Test Coordinators and Teachers

Division of Teaching and Learning Services

New Jersey Department of Education (NJDOE)

Office of Assessments

December 2022

Required Reading

- NJ DLM training materials found on the [NJ DLM website](#) are required reading as they provide NJ specific policy and information, along with relevant DLM content.

- Information in the NJ DLM materials takes precedent over DLM documents when information is different.

- All DLM manuals and documents must be reviewed to obtain additional information for NJ DLM testing.

- Specialized video and taped webinars on specific topics are also available under the alphabetical Resources listing and scrolling/searching for "Educator Resource Videos for Year-End States," and/or by using the "Instructional Resources" filter under "Resource Category."

Prior Training Required

- Educators must ensure they review **all** NJ training materials as well as all DLM materials hosted on the [DLM website](#) to attain all necessary information.

- Some concepts appearing in the Teacher and Assessment Coordinator training materials will not appear in the current presentations as this is supplemental information.

NJ DLM Documents to Review Prior To Current Training

- District Test Coordinators should have reviewed:

    - NJ DLM Administrator training PowerPoint

    - NJ DLM Teacher training PowerPoint

    - Applicable DLM manuals and modules

- Teachers should have reviewed:

    - NJ DLM Teacher training PowerPoint

    - DLM training module(s) and passed the post-test(s)

    - DLM [Test Administration Manual](#) and [Accessibility Manual](#)

- Data Managers must review:

    - Data Manager Training Module PowerPoint

    - Managing Student Moves and Special Circumstances PowerPoint and applicable DLM resources
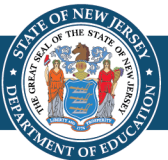
Topics in this Presentation

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General Test Information

Grades and Subjects

- Students in grades 3, 4, 6, and 7 will test only in DLM English language arts and mathematics.

- Students in grades 5, 8 and 11 will test in English language arts, mathematics, and science.

  - This includes retained students in grade 11.

- Current grade 12 students who did not participate in the spring 2022 administration of the DLM when in grade 11 are encouraged, but not required, to participate in the spring 2023 administration.

  - Students who take the DLM in grade 12 may be entered into the DLM data system as grade 12 students.

- See Teacher and Assessment Coordinator training materials for additional details on grades and subject requirements.

Test Dates

- Districts must test between April 3 and May 26, 2023.

  - To help some of the scheduling issues and provide districts with additional time for administration, the NJDOE has provided an extended window.

- This time frame should accommodate testing for all students taking into account student absence, school closings, and schools with high numbers of students to test.

- Schools may not begin testing prior to April 3, 2023.

- Schools may not continue to test after May 26, 2023.

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 is 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.

DLM Test Administrators

Teacher Requirements to be a DLM Test Administrator

Every statement below must be true for an individual to fulfill the role of DLM Test Administrator.

Must be familiar to student. (This role is typically fulfilled by a student's classroom teacher.)	Reviewed all training materials, including NJ-specific training documents, Test Administration Manual, and Accessibility Manual, etc.	Passed the DLM Training Module post-test(s) and received a DLM certificate for passing required module(s).	Must have a NJ teaching certificate and a district contract. Per diem and short-term substitute teachers are not eligible to be Test Administrators.	Signed the NJ Test Security Agreement and gave the agreement to the Building Test Coordinator.

The student's teacher who:

- Is a certified special education, English, math, or science teacher;

- has completed all required training; **and**

- passed the DLM module post-test(s) with 80% or higher (teachers should print the DLM module certificate(s) that indicates they passed the post-test(s)).

When necessary and applicable, the student's long-term substitute teacher who:

- holds a NJ teaching certificate;

- has a district employment contract;

- has completed all required training; **and**

- passed the DLM module post-test(s) with 80% or higher (teachers should print the DLM module certificate(s) that indicates they passed the post-test(s)).

- When necessary, under special circumstances, test administrators can be:

    - The student's Speech Language Specialist who works with the student on a weekly basis.

    - The student's teaching assistant only if they hold a NJ teaching certificate. These teaching assistants are fully certified teachers who are employed as assistants.

- And who has completed all required training and passed the DLM module post-test(s) with 80% or higher.

- Contact assessment@doe.nj.gov for more information.

Who Cannot Administer the DLM?

- Any individual without a NJ teaching certificate including:

  - nurse or nursing aide;

  - teaching assistant that does not have a NJ teaching license;

  - administrative assistant;

  - teaching intern; or

  - other similar school personnel.

- Any individual who does not have direct interaction with the student on a regular basis **may not** administer the DLM, regardless of holding a NJ teaching certificate.

- **Note**: Test Administrators must be a NJ certified teacher with whom the student is familiar.

Additional Test Administrators?

If a district with high numbers of students testing needs to enlist non-teaching professional staff to administer the DLM (for example: Child Study Team members), please contact assessment@doe.nj.gov and the Office of Special Education Policy and Dispute Resolution at oseinfo@doe.nj.gov.

Can Anyone Assist the Test Administrator During Testing?

- Only under the specific circumstances described in the following slides can another staff member give assistance during the DLM administration.

- All staff members involved with DLM to any degree must sign a NJ Test Security Agreement and give it to the Assessment Coordinator.

Can Translators Assist the Test Administrator During Testing?

- Translators are **allowable assistants for Test Administrators and can view the testlets**.

- A staff member who must translate all directions and test information for a student, into American Sign Language, other signed language, or foreign language, may assist the test administrator.

- Translators are the only assistants to Test Administrators who may view the DLM testlets.

- The translator must be under the direction and in the presence of the Test Administrator at all times.

Can Safety, Behavioral or Medical Supports Assist the Test Administrator During Testing? (1 of 2)

- These persons are considered allowable assistants without purposely viewing the testlets.

  - These persons must be under the direction and in the presence of the Test Administrator at all times.

  - Staff acting as assistants may include a nurse or nursing assistant, teacher's aide, student's one-to-one personal aide, etc.

- If a student needs an adult present for safety, behavioral, or medical needs, the adult may only assist the student with non-testing needs as necessary. They may be present but may not:

  - deliberately view the screen;

  - read the testlets; or

  - document or reveal in any way the information overheard during the administration.

- Sometimes it is necessary for the assistant to sit directly in view of the computer screen. If unavoidable, it is the assistant's responsibility to not actively read the contents on the screen.

- The assistant may not interfere or assist with the administration. This includes but is not limited to:

    - assisting the student as they answer test questions;

    - prompting the student; or

    - reminding the student that they have learned this skill.

Test Security Agreements

- Teachers administering the DLM must sign the NJ DLM test security agreement. This is different than the DLM test security form electronically signed.

- All other staff involved in DLM will sign a NJ Test Security Agreement based on their DLM role.

- All signed agreements must be submitted to the Assessment Coordinator before **March 1, 2023**.

- Failure to submit a signed Test Security Agreement form prevents one from administering and/or assisting in the DLM administration.

- The various Test Security Agreement forms are available on the NJ DLM webpage.

DLM Rosters and Student Surveys

- Student subject rosters associate a group of students with a primary teacher. The primary teacher is the Test Administrator.

- A student's primary Test Administrator will be a:

  - Certified special education teacher;

  - Certified English language arts, math, or science teacher; or

  - Long-term district-contracted substitute teacher.

- The Data Manager must produce a roster by subject for every primary teacher.

  - This task should be completed by February 10, 2023

- The roster is a list of students associated with the teacher who delivers the ELA, math, and science instruction applicable by grade.

- Teachers cannot complete the required student survey responses until the student is associated with a teacher via a roster.

- The teacher will use their Educator Portal account to retrieve each students' login ID and password, after the rosters are produced. The subject roster will be used to generate score report data at the classroom-level.

Rosters and Student Surveys

- Teachers/test administrators must complete the First Contact (FC) and Personal Needs and Preferences (PNP) Profiles for each student.

- Teachers will not have access to the student surveys until the rosters are completed.

- All FC surveys and PNP profiles must be completed by March 17, 2023.

- See [Educator Portal User Guide](#) for directions on completing the two student surveys.

First Contact (FC) Survey

- Online survey completed by classroom teachers. A copy of the student's IEP is needed as a reference when answering the questions.

- This survey helps identify the student's academic levels in order to establish a baseline as the system selects test items.

- Last years' survey responses are available for review if the name and SID matches.

  - If 2021-2022 data is available, it must be reviewed and updated based on the current survey questions and the current appropriate responses.

Personal Needs and Preferences (PNP) Profile

- This online profile must be completed for each student being tested for DLM.

- This profile collects information on the student's support needs and engages computer accessibility features.

- You must review the available accessibility features in the [DLM Accessibility Manual](#) before completing the survey.

- Once the PNP profile is completed, a summary will be generated.

- Any student who is newly enrolled in school during the test window must participate in the DLM.

  - This includes students who moved into New Jersey from another state, or students who transfer after the test window opens.

- Districts must update the enrollment and roster files with the new student's information as soon as possible.

- Once the student is added to these data files, ask the teacher to complete the First Contact survey and PNP profiles.

  - After the student is added to the roster and the two surveys have been completed, DLM will assign the first testlet so that testing can begin.

- If a student moves from one New Jersey school district to another, the original district must "Exit" the student using instructions in the NJ Data Manager presentation titled, "Managing Student Moves and Special Circumstances."

- Once "Exited," the new district will "Enroll" the student per the instructions.

- Upon enrolling the student, the student's First Contact survey and PNP profile, completed by the original school, will be available.

NJ DLM District Data Management

Please make sure Data Managers know to review the NJ-specific "Data Manager Training Module" and the "Managing Student Moves and Special Circumstances Training Module" on the [NJ DLM webpage.](#)

Accessibility Features

- DLM offers a variety of accessibility tools and supports during assessment.

- Some of these supports are delivered through the Kite system.

- Other supports, such as having the teacher read the test aloud, are provided by the Test Administrator.

- The DLM's accessibility features also include information and guidance on switch use and other student needs.

Accessibility Manual

- You must review the [DLM Accessibility Manual](#) for important information regarding completing the PNP profile and administering the DLM.

- Included in the manual are the following steps:

  - Step 1: Include Eligible Students in the DLM Alternate Assessment

  - Step 2: Learn About the Accessibility Supports and what the DLM Alternate Assessment Provides

  - Step 3: Discuss and Select Appropriate Supports: Considerations for IEP Teams

  - Step 4: Selecting and Viewing Supports in the Kite System

  - Step 5: Prepare for the Assessment: Using the Chosen Accessibility Supports

  - Step 6: Evaluate the Accessibility Supports Used After the Assessment

Step 2: Learn about the Accessibility Supports, Part 1

Supports provided in Kite via the PNP profile include:

- Magnification

- Invert Color Choice

- Color Contrast

- Overlay Color

- Spoken Audio

Step 2: Learn about the Accessibility Supports, Part 2

Supports Requiring Additional Tools/Materials:

- Uncontracted Braille

- Single-switch

- System/PNP Enabled

- Two Switch System

- Individualized Manipulatives

- Calculator

Step 2: Learn about the Accessibility Supports, Part 3

Supports Provided Outside the System:

- Human Read Aloud

- Braille Read Aloud

- Sign Interpretation of Text

- Test Administrator Enters Responses for Student

- Partner-Assisted Scanning (PAS)

Accessibility and Eye Gaze

- If your district has a student whose current means of communication is eye gaze, please send an email to assessment@doe.nj.gov.

- Assessment Coordinators should indicate the grade level and number of students using eye gaze.

- Do not include student names or SID.

Student Folders and Preparation for Testing

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.

Practice Testlet Information (1 of 2)

- Practice testlets are available on the DLM Kite system and should be administered to the students prior to testing.

- Refer to the [Test Administration Manual](#) for information on accessing practice testlets.

- Practice testlets login ID always start with "demo" for the login info.

- Personalized practice testlets are not available in the DLM system.

- The "practice test" button seen on screen after logging in to a student's account does not function.

The purposes of using the practice testlets are to:

- Confirm that the accessibility features engaged are appropriate for the student;

  - If they are not you may revise the PNP before administering the Spring assessments.

- Give the student experience with the online test prior to answering live test questions;

- Allow the student and teacher to be aware of the computer features; and

- Help to determine whether the student or teacher would use the computer mouse during testing.

Practice and Released Testlets

In addition to the practice testlet information contained in the [Test Administration Manual](#), click to the links below for more information on practice activities and released testlets by content area:

[Educator Resource Page from the DLM](#)

Additional Information

Educator Resource Documents

- Please review the materials found on the NJ DLM webpage by using the following filters:

  - Role: Teacher

  - Resource Category: Instructional Resources

- Materials include:

  - Complete lists and designations of tested Essential Elements (EEs) for ELA, math, and science

  - Math glossary and ELA familiar texts

  - Writing test FAQ and video

  - Science Instructional Activities

  - Link to DLM Educator instructional and informational videos

  - List of manipulatives for the spring YE test will be available early February on the Educator Resource page
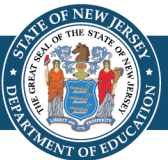
Grade Level Manipulatives List

- The grade level list of manipulatives that may be needed for the YE assessment will be available in February.

- The lists will be found on the NJ DLM webpage by using the following filters:

  - Role: Teacher

  - Resource Category: Instructional Resources

- Please note that in science, some testlets will have picture response cards included in the TIPs page for use in place of manipulatives. These should be printed on a color printer.

- The testlet specific list of manipulatives needed are only on the individual student's Testlet Information Page (TIPs).

  - The TIPs are available once the first testlet is assigned for a student, and are only provided one at a time, for each new testlet is generated.

Writing Testlets

- DLM assess both emergent writing and conventional writing.

- Each student is assessed on one of the two types.

- Writing testlets are similar to DLM teacher administered testlets. The test administrator engages the student in a scripted activity outside of the Kite system. The test administrator then enters observations and ratings into the system.

- Writing testlets take 10 to 20 minutes.

- The student's writing response must be retained unless the student is using a whiteboard or other system that does not produce a hard copy response.

- See the NJ DLM Educator Resource Page for further information and FAQs.

Engagement Activities

- Engagement activities are present in the testlets.

- The engagement activities do not require a student response to a DLM test question.

- The test administrator will engage the student in the activity and may ask factual questions.

- The activities are meant to give the student a context for the questions, taps and activates prior knowledge and experience, and/or introduces the concept(s) to be addressed.

Engagement in Math and Science

- Each math and science testlet will have an engagement activity prior to the first test question.

- The test administrator may choose to ask the student factual questions about the text and graphics to facilitate interaction with the material.

- The engagement activity does not require a DLM test question response; it is meant to give the student a context for the questions and activate prior knowledge.

Engagement in ELA - Reading

- The first reading of the text is the engagement activity.

- This first read-through is considered a shared reading activity.

- The test administrator may ask factual questions about the text and graphics. This is to facilitate student interaction and engagement with the information, with the hope of promoting student comprehension.

- Sample questions could be: "what is the boy holding in the picture?" or "how many turtles are on the rock?"

District Communication

- Districts must share information among staff and ensure that all DLM teachers are prepared for instruction and testing.

- Districts should provide parents/guardians with information about the DLM assessment and how the results are used to guide student instruction.

- The Assessment Coordinator must provide turnkey training to all administrators and teachers involved in testing, as well as provide copies or web links to the required training materials.

- Only the Assessment Coordinator, Data Manager, and Technology Representative should contact the DLM help desk or NJDOE with questions.

  - Other staff should communicate their questions to these individuals with specific error references and/or training material page references so the necessary information is communicated to the DLM help desk or NJDOE.

Personally Identifiable Information (PII) and Communication

- When emailing questions about a student, *only* include the **last four (4) digits of the SID** number (aka the NJSMART ID number assigned to the student).

- This protects the student's personally identifiable information (PII).

- NJDOE will contact you if additional information to identify the student is needed.

Contact DLM

- 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.

- 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 and manual page numbers when applicable.

Customer Service Help Desk

1-855-277-9751 (toll free)

DLM-support@ku.edu

Contact the NJDOE

Office of Assessments

(609) 376-3960

assessment@doe.nj.gov

List of Topics in Part II Presentation

- Student Test Folders

- Obtaining student test tickets

- Scheduling testing

- Testlet Completion forms

- Proper test administration

- Prompting not allowed

- Clarification of test direction "Show Me"

- "Entering" no response to items

- Submitting versus Exiting testlet

- Test security requirements

- Assessment Coordinator Oversight of Process

- Use of Teacher Observation form

- Storage of student writing responses

- Storage of security agreements and Testlet Completion documents

- Destruction of test tickets and TIPs

- Irregularity reports, observation notes, and other issues

Thank You!

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