| **Check off** | DLM **- Testing checklist** |
| --- | --- |
|  | Access and read Test Administration Manual |
|  | Create DLM testing calendar/schedule for students |
|  | Create Test Folder for students (testing forms, test tickets and TIPS) |
|  | Retrieve Student user names & passwords – (test tickets) |
|  | Retrieve TIPs |
|  | Gather manipulatives / familiar texts |
|  | Check [Kite Suite](https://dynamiclearningmaps.org/kite) and ensure ‘green’ status before testing  |
|  | Post “Testing in Progress – Do Not Disturb.” sign on classroom door prior to testing |
|  | Retrieve individual DLM test folder, familiar text and manipulatives called for on the TIPS page and keep private when testing |
|  | Get your student and go to private/screened off testing area in classroom |
|  | Support staff and motivation systems (as needed by student) |
|  | Log in and access the testlet that is assigned in KITE and have the student complete it |
|  | Complete Testlet Completion Form and Testlet Observation Form after each DLM Testlet (note all Error messages) |
|  | Call Assessment Coordinator if you have any questions |
|  | Keep all DLM testing folders locked in secure location at all times when not testing (testing forms, test tickets and TIPs) |
|  | Reschedule all students as necessary and update your testing calendars/schedules |
|  | Adjust Personal Needs Profile (if needed) |
|  | Turn in TIPs every Friday afternoon to Assessment Coordinator |