

PASA DLM Data Verification & Data Extract Reports: Guidance for Assessment Coordinators (ACs)

The PA Alternate Assessment Team has developed this resource to assist PASA DLM ACs in understanding how to run data extract reports and verify accuracy and completeness of data through the KITE Educator Portal. *The tasks listed below must be completed routinely to ensure that data is accurate and that users have completed required tasks.* Failing to have accurate data or complete certain tasks in a timely manner may impact the delivery of the assessment and/or affect accuracy in reporting.

KITE Tasks	Completion Date	Details	Complete
Verifying Rostering	December 11 th	<p>Roster templates were due December 11th as part of the enrollment process.</p> <p>Click on the link for directions to verify uploaded rosters are complete and accurate. Directions for Verifying Rosters</p>	<input type="checkbox"/>
Verifying User Account Activation and PPID	December 11 th	<p>User templates were due December 11th as part of the enrollment process. Activation emails are valid only for 20 days. After 20 days, the PASA AC must generate a new activation email. Teachers can only participate in RTAT with an active account.</p> <p>Click on the link for directions to verify all user accounts have activated their accounts. Directions for Verifying User Account Activation and PPID</p>	<input type="checkbox"/>
Verifying Security Agreement Status	Upon Account Activation	<p>Must be activated immediately upon account activation. Tests will not be delivered unless complete.</p> <p>Click on the link for directions to verify that all users have correctly completed Security Agreements. Directions for Verifying Security Agreement Status</p>	<input type="checkbox"/>
Verifying Required Test Administrator Training (RTAT)	February 19 th	<p>May be completed as soon as users are uploaded. Due no later than Feb. 19th.</p> <p>Click on the link for directions to verify completion of RTAT. Directions for Verifying Required Test Administration Training</p>	<input type="checkbox"/>
Verifying First Contact Survey (FCS)	February 22 nd	<p>May be completed as soon as rosters are uploaded and RTAT is completed. Due no later than Feb. 22nd.</p> <p>Click on the link for directions to verify completion of the FCS for every student. Directions for Verifying First Contact Survey</p>	<input type="checkbox"/>
Verifying Personal Needs and Preferences (PNP)	February 22 nd	<p>May be completed as soon as rosters are uploaded and RTAT is completed. Due no later than Feb. 22nd.</p> <p>Click on the link for directions to verify completion of the PNP for every student. Directions for Verifying PNP</p>	<input type="checkbox"/>
Data Corrections	Communication will occur the 1 st week of February	Data corrections are ongoing and consist of ensuring accurate and valid data fields. Members of the PA Alternate Assessment Team will contact PASA DLM ACs individually as appropriate.	<input type="checkbox"/>

Questions regarding the Monitoring Checklist may be emailed to the PA Alternate assessment team via alternateassessment@pattan.net.