

Enhanced Checklist for PASA DLM Test Administrators

Before Testing

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/> Within 20 days of receipt of email	Activate your account in the DLM Kite Educator Portal	<p>You will receive an email from KITE-support@ku.edu with a link to activate your account. The link is valid for 20 days of receipt of the email.</p> <p>If you did not receive an email from KITE-support@ku.edu or your link has expired, contact your Assessment Coordinator and request that the email be resent.</p>	Educator Portal User Guide page 10
<input type="checkbox"/> (Dec) 2020	Sign Test Security Agreement	<p>Login to Educator Portal.</p> <p>Click My Profile.</p> <p>Click Security Agreement Tab.</p> <p>Click the first option and enter name.</p> <p>Click Save.</p>	Test Security Agreement Helplet Educator Portal User Guide page 15 RTAT Module 1, 2, & 3
<input type="checkbox"/> (Dec) 2020	Complete Getting to Know DLM for Teachers/Test Administrators	<p>View training modules on Pennsylvania DLM webpage under Supplemental Resources.</p> <p><i>*Training and modules were to be completed and submitted by December 31st to earn Act 48 credit.</i></p>	PA DLM webpage
<input type="checkbox"/> Feb 19, 2021	Complete Required Test Administrator Training (RTAT)	<p>Register on the PaTTAN Events Calendar if you are seeking ACT 48 credit.</p> <p>Visit the Pennsylvania DLM webpage.</p> <p>Click Training Course on the footer of the PA DLM webpage under ACCESS.</p> <p>At first log in, your username is the same email address as in Educator Portal. Your temporary</p>	PaTTAN Events Calendar Registration Link Training Courses Login Link Guide to DLM Required Test Administrator Training

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
		<p>password is your email up to the "@" symbol. (i.e., Username = <u>jess@abc.edu</u> and Password – jess).</p> <p>Print a copy of your Completion Certificates for your records.</p>	

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/> Feb 22, 2021	Verify roster and student information	Login to Educator Portal. Click Settings. Click Students. Click Search. Review data (sort, filter, move columns, etc.). Ensure student data are correct. Ensure roster data are correct. Contact your AC if you believe there is an error. Only ACs should make changes.	Educator Portal User Guide page 20 RTAT Module 3
<input type="checkbox"/> Feb 22, 2021	Complete the Personal Learning Profile: First Contact Survey (FCS) AND Personal Needs Preferences (PNP) for each student.	<u>FCS</u> Students do not receive testlets until the FCS is complete. Login to Educator Portal. Click Settings. Click Students. Click Search. Locate First Contact column, if needed. Read the information on Welcome screen. Verify the student's name. Click Start Survey. <u>PNP</u> Login to Educator Portal. Click Settings. Click Students. Click Search. Go to the PNP Column. Click on the link (No Settings or Custom). Click on Edit Settings. Move page to page. PA test administrators are only required to complete the questions in the Communication	Accessibility Manual Personal Learning Profile Training Helplet Educator Portal User Guide page 39 Required Questions are listed in the Communication and Academic sections in the Test Administration Manual page 112 RTAT Module 3 & 4

		<p>and Academic tabs and only questions with an asterisk (*). You may skip all other questions & tabs.</p> <p>Personal Learning Profiles must be completed no later than February 22, 2021.</p>	
<input type="checkbox"/> Feb 22, 2021	Download Kite Student Portal onto device used for test administration	Ensure technology personnel have installed Kite Student Portal on assessment devices used for test administration.	<p>Technology Specifications Manual</p> <p>Kite Suite webpage</p> <p>RTAT Module 4</p>
<input type="checkbox"/> Prior to testing window	Access Familiar Texts that may be used during teacher-administered reading testlets and plan for instructional opportunities for your students with the text.	<p>Visit the Pennsylvania DLM webpage.</p> <p>Click Resources for Educators and District Staff.</p> <p>Click Educator Resources for English Language Arts and Mathematics.</p> <p>Click the box labeled Familiar Texts under the English Language Arts box.</p>	<p>Familiar Texts for ELA by Grade Level (scroll down and click "Familiar Texts" box)</p> <p>Test Administration Manual page 84</p> <p>RTAT Module 3 & 4</p>

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/> Prior to testing window	Familiarize yourself and your students with DLM testlets by accessing: - Released Testlets - Practice Testlets	Released testlets are accessed on the DLM website. Practice testlets are accessed using Student Portal. Use one or more of the usernames/passwords in the Demo Student Accounts based on the description of the PNP Profile Supports Turned on within that Demo Student Account.	Released Testlets Demo Student Account usernames/passwords in Guide to Practice Testlets and Released Testlets page 2 RTAT Module 4
<input type="checkbox"/> Prior to testing window	Test compatibility of students' devices and assistive technology with Student Portal.	Test compatibility by using practice activities and released testlets.	RTAT Module 2
<input type="checkbox"/> Prior to testing window	Review/download Materials Collections List	The Materials Collections is a list of common materials used in testlets. Visit the Pennsylvania DLM webpage. Click Resources for Educators and District Staff. For ELA and Math - Click Educator Resource Page for English Language Arts and Mathematics. Click the boxes labeled Collections Lists under English Language Arts and Mathematics. For Science – Click Educator Resource Page for Science Click Collections Lists.	PA DLM webpage Test Administration Manual page 83 RTAT Module 3 & 4

Planning for Testing – Develop a Schedule

Things to consider:

- Testing window (March 8 – May 7, 2021)
- Number of students to be assessed
- Number of testlets per subject area
 - ELA – 9 testlets (all grades)
 - Math – 8 testlets (grades 3, 4, 5, and 8); 7 testlets (grades 6 and 7); 6 testlets (grade 11)
 - Science – 9 testlets (all grades)
- Number of items per testlets
 - 3 – 9 items per testlet depending on the subject area
- Administration time is approximately 5-15 min per testlet
 - ELA ~ 90-135 min
 - Writing ~ 10-20 min
 - Math ~ 60-120 min
 - Science ~ 90-120 min

**Note: Time above reflects direct administration time. The system may require up to 15 minutes between delivery of each testlet for determination of appropriate next level. Consider delivery of testlets and additional time when developing the schedule.*

- Total administration time
- Number of devices and assistive technologies
- Breaks for students – consider building in breaks during wait time between testlets
- Physical arrangement/location
- Schedule “Make up” days for:
 - Absences (student/teacher)
 - Longer than expected testing sessions
 - School closures
 - Technology issues

[Test Administration Manual](#)

RTAT Module 4

[Sample PASA DLM Testing Schedules](#)

Other important points to be aware of:

- **No Response Option**
 - All testlets and items must be administered. There is no longer the option to end the assessment after 3 items with no response from the student.
 - A “No Response” option is available for all testlets at the lowest linkage level as well as some of the teacher-administered testlets at the higher linkage levels. If this option is not available and the student does not respond to an item in a testlet, the item should be left unanswered (see page 54 in Test Administration Manual) and the student should move on to the next time until the testlet is submitted.
- **System Time Out**
 - After 88 minutes and 30 seconds of inactivity in a testlet, a session expiration warning will appear with a countdown timer. You may select “Extend Session” or “Logout” (see page 55 in Test Administration Manual).
- **Exit Does Not Save**
 - Use the “Exit Does Not Save” option only as a last resort. Example situations may include a fire drill/alarm, medical emergency, etc. Please ensure the student is ready to engage in the assessment prior to beginning a testlet.

During Testing

(Testing Window – March 8 to May 7, 2021)

	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/>	Retrieve student usernames and passwords from Educator Portal.	<p>Login to Educator Portal.</p> <p>Click Manage Tests.</p> <p>Click Test Management.</p> <p>Click Search.</p> <p>Select a PDF icon under Tickets.</p> <p>The Username and Password fields are the student's login credentials for Student Portal.</p> <p>Usernames and passwords may be printed but must be securely destroyed when all testing is completed for a student.</p>	<p>Educator Portal User Guide page 49</p> <p>RTAT Module 3 & 4</p>
<input type="checkbox"/>	<p>Review/download Testlet Information Page (TIP) for first testlet for each student, gather needed materials, and administer first testlet.</p> <p>As each subsequent testlet becomes available (approximately 15 minutes after previous testlet is completed), review/download the TIP, gather materials, and continue test administration according to schedule.</p>	<p>(TIP) Testlet Information Pages assist teachers in how to present items including manipulatives needed.</p> <p>Login to Educator Portal.</p> <p>Click Manage Tests.</p> <p>Click Test Management.</p> <p>Click Search.</p> <p>Select a PDF icon under Test Information.</p>	<p>(TIP) Testlet Information Pages Helplet</p> <p>Test Administration Manual page 81</p> <p>RTAT Module 3</p>
<input type="checkbox"/>	Download and emboss Braille Ready testlets as they become available, if applicable.	<p>A student's PNP Profile must be marked for braille for the system to deliver a braille form, if available. The student must be proficient in braille.</p> <p>* Prior to testing (first testlet for each subject area)</p> <p>* During testing (all subsequent testlets)</p>	<p>Educator Portal User Guide page 53</p> <p>RTAT Module 2</p>
<input type="checkbox"/>	*See Tips and Steps		

	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/>	Complete Survey(s) After Administering Assessment(s)	<p>A voluntary annual Spring Teacher Survey is provided in the Student Educator Portal under Other tab. It documents the quality and validity of the assessment.</p> <p>Directions are provided at the start of each student survey.</p> <p>It is recommended that students complete testlets in each subject prior to the teacher responding.</p> <p>Participation will take 10-15 minutes.</p>	