2023-2024 Enhanced Checklist
for PASA DLM Test Administrators

Before Testing

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
☐ Within 20 days of receipt of email	Activate your account in the DLM Kite Educator Portal	*New* Assessors will receive an email from KITE-support@ku.edu with a link to activate their account. The link is valid for 20 days of receipt of the email. If an email is not received from KITE- support@ku.edu or your link has expired, contact your Assessment Coordinator and request that the email be resent. Assessors should also check Spam and/or Junk email folders the email may be delivered there depending upon school filters. *Returning* Assessors with email addresses changes must request an update via KITE- support@ku.edu.	Educator Resource Video - Getting Started in Educator Portal Educator Portal User Guide
☐ Completed upon log in to Kite Educator Portal	Complete Test Security Agreement	Login to Kite Educator Portal. *Returning* users must click on "Forgot Password" and change it to meet specifications. New and returning users must create a password that meets the following requirements: • Must be at least 12 characters in length. • Must use three of following four-character sets: upper-case letters, lower-case letters, numbers and symbols. • Cannot be among the last 24 passwords user created. ***Passwords will expire every 60 days, rather than the current 180 days** Read the agreement. Check "Agree". Click Save. This must be completed before advancing within the Kite Educator Portal.	Educator Portal User Guide
☐ Dec. 15, 2023	Complete Required Test Administrator Training (RTAT) that includes PASA DLM Lessons Learned module	After accepting the security agreement, click on the "Training" tab in Educator Portal. It is no longer necessary to log in separately through Training Courses. The appropriate course will display (New or Returning). Click on the course. Download, save, and print your Completion Certificate for your records.	Kite Educator Portal Guide to DLM Required Test Administrator Training (RTAT)

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
☐ Prior to completing the FCS and PNP	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. Are all eligible students included? Ensure roster data are correct. Are students enrolled at their correct grade levels? Contact your AC if you believe there is an error. Only ACs should make changes.	Educator Portal User Guide Educator Resource Video - Verifying Rosters for Teachers Educator Resource Video - Verifying Student Data for Teachers
☐ Jan. 26, 2024	Complete the Personal Learning Profile: First Contact Survey (FCS) AND Personal Needs Preferences (PNP) for each student.	FCS – determines the first level of testlet delivered to the student 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. **New for 2023-2024** - PA test administrators must complete all FCS questions for all students. PNP – identifies accommodations the student needs 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. The PNP must be completed for all new students and reviewed and updated for all returning students annually. First Contact Surveys and Personal Needs and Preferences must be completed by January 26, 2024.	Accessibility Manual Educator Resource Video - Completing the First Contact Survey and PNP Profile Educator Portal User Guide Required FCS Questions are listed Test Administration Manual
☐ Prior to testing window (Opens March 11)	Download/Update Kite Student Portal onto device used for test administration	Ensure technology personnel have installed Kite Student Portal on assessment devices used for test administration. There are no new versions of Kite Suite that require updates for the 2023-2024 school year.	Technology Specifications Manual Kite Suite webpage

Before Testing

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☐ 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.	Visit the Pennsylvania DLM webpage. Select Instructional Resources and click on Instructional Resources for Year End Model States. Select Familiar Texts and click Tar Heel Reader in Accessing DLM Familiar Texts or click the relevant grade level.	ELA Familiar Texts Test Administration Manual
☐ 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 under Instructional Resources for Year End Model States. Practice testlets are accessed using Kite Student Portal *and are available until the spring testing window opens.* Use one or more of the usernames/passwords in the Demo Student Accounts to experience available f supports.	Released Testlets - ELA Released Testlets Mathematics Released Testlets Science Demo Student Account usernames/passwords in Guide to Practice Activities and Released Testlets
☐ Prior to testing window	Test compatibility of students' devices and assistive technology with Kite Student Portal.	Test compatibility by using practice activities and released testlets.	Guide to Practice Activities and Released Testlets
☐ Prior to testing window	Review/download Materials Collections List	The Materials Collections is a list of common materials used for all levels of testlets. It is not necessary to collect all the materials in advance of test administration. The TIP identifies needed materials for the testlet. Visit the Pennsylvania DLM webpage. Click on Instructional Resources and select Instructional Resources for YE Model States. Click the relevant subject area tab. Click Collections.	PA DLM webpage Test Administration Manual

Planning for Testing – Develop a Schedule

Things to consider: o Testing window (March 11 – May 3, 2024) o Number of students to be assessed o 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) o Number of *items* per testlets 　▪ 3 – 9 items per testlet depending on the subject area o 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.* o Total administration time o Number of devices and assistive technologies o Breaks for students – consider building in breaks during wait time between testlets o Breaks between testlets for preparing necessary materials o Physical arrangement/location o Schedule "Make up" days for: 　▪ Absences (student/teacher) 　▪ Longer than expected testing sessions 　▪ School closures 　▪ Technology issues	Test Administration Manual Sample PASA DLM Testing Schedules

Other important points to be aware of:

- o **Student Not Showing Adequate Effort**
  - o If a student attempts the first testlet <u>at the lowest linkage level</u> in a subject area and provides <u>no response to any items</u>, the assessment may be ended. If a student's first testlet assigned is not at the lowest linkage level but the student provides no responses to any questions within the testlet, the next testlet assigned will be at the next lowest linkage level. The assessor should administer each testlet until either a response is provided or the lowest linkage level testlet is assigned. If the student provides no response to any items at the lowest linkage level in a subject area, the assessment may be ended. The student will receive a performance level result commensurate with their responses to the testlets completed. Students are considered to have participated in the assessment and will not have a negative effect on the school's participation rate and performance results will be included in the school's performance level indicator.
  - o If a student does not respond to an item in a testlet and there is not a 'no response' answer choice, the item should be left unanswered (see details in Test Administration Manual), and the student should move on to the next item until the testlet is submitted.
- o **System Time Out**
  - o 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 details in Test Administration Manual).
- o **Exit Does Not Save**
- o 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 11 to May 3, 2023)

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
☐	Retrieve student usernames and passwords from Kite Educator Portal.	Login to Kite Educator Portal. Click Manage Tests. Click Test Management. Click Search. Select a PDF icon under Tickets. The Username and Password fields are the student's login credentials for Student Portal. Usernames and passwords may be printed but must be securely destroyed when all testing is completed for a student.	Educator Portal User Guide
☐	Review/download Testlet Information Page (TIP) for first testlet for each student, gather needed materials, and administer first testlet.	(TIP) Testlet Information Pages assist teachers in how to present items including manipulatives needed. Login to Educator Portal. Click Manage Tests. Click Test Management. Click Search. Select a PDF icon under Test Information. 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.	Educator Resource Video - Test Tickets and TIPS in the Spring Window Test Administration Manual
☐	Download and emboss Braille Ready File testlets as they become available, if applicable.	A student's PNP Profile must be marked for braille for the system to deliver a braille ready form, if available. The student must be proficient in braille. * Prior to testing (first testlet for each subject area) * During testing (all subsequent testlets)	Accessibility Manual Educator Portal User Guide
☐	Complete Survey(s) **After** Administering Assessment(s)	A voluntary annual Spring Teacher Survey is provided in the Student Educator Portal under Other tab. It collects information *about each student's experience* and validity of the assessment. Directions are provided at the start of each student survey. **It is recommended that students complete testlets in each subject prior to the teacher responding.** Participation will take 10-15 minutes.	