

Data Management Step 4: Verifying Data and Monitoring Progress

Purpose: Assessment Coordinators (ACs)/District Test Coordinators (DTCs) must ensure that uploads are completed for:

1. Users
2. Students
3. Rosters
- *4 Data verification and ongoing monitoring of progress

This instructional guide offers Pennsylvania-specific directions for generating Data Extracts and manipulating those extracts to ensure data are complete and teachers and students progress appropriately before and during the testing window.

Context:

Each year, data extracts must be used in an ongoing fashion to ensure that:

- data is uploaded properly.
- students are rostered appropriately.
- new students are added/students who moved are exited.
- First Contact Surveys, Personal Needs and Preferences Profiles and Required Test Administrator Training are completed.
- students are completing testlets in a timely fashion to ensure that all testlets are completed within the testing window.

Audience:

- Assessment Coordinators/District Test Coordinators
- Building Test Coordinators
- Data management personnel

Training:

ACs/DTCs should take part in the following recorded trainings prior to engaging in data management tasks:

- PASA Getting Ready
- Data Management: Users Module, Students Module, Rosters Module, Verification of Data Module

Timeline:

ACs/DTCs may begin to correct/upload users into Kite Educator Portal on December 3rd. Enrollment uploads and roster uploads should not occur until January 5th. Other than Users, extracts for 2021-22 would not be accessed until after January 5th. Note: With the exception of Users, the 2020-21 data will be removed on January 3rd to allow for 2021-22 data to be uploaded on January 5th.

Questions: Contact alternateassessment@pattankop.net

Additional Information: Click [PaTTAN PASA webpage](#) for general information and correspondence regarding the PASA DLM Assessment.

List of Extracts

Name	File Contents
Current Enrollment	All demographic data for students that was uploaded using the Enrollment Upload Template from the PIMS 'PASA DLM Enrollment Report'
*DLM Test Administration Monitoring	After the testing window opens, status for each student in each subject (e.g., number of testlets assigned, completed) is reported
First Contact Survey File	Student-level data reported on the First Contact Survey
PNP Settings Counts	Total counts of students with accommodations/modifications selected in the PNP
*PNP Settings	Student-level data for accommodations/modifications selected on the PNP
Roster	Rosters for each student in ELA, Math and Science (if applicable)
*Security Agreement Completion	List of those who have accepted the security agreement
*Student Roster and First Contact Survey Status	Student-level status on First Contact Survey and the roster assigned for each subject area
*Training Status	List of each user and status on Required Test Administrator Training
*Users	List of all users currently in the system. Includes Active, Pending and Inactive users

Extracts with an * are especially useful for validating data and monitoring progress and are described on subsequent pages.



Role: State Assessment Administra...

Organization: Pennsylvania

Assessment Program: DLM

Generating Data Extracts

SETTINGS MANAGE TESTS **REPORTS** DASHBOARD HELP

1) To access the Data Extracts, click on the 'Reports' menu.

Data Extracts

Note: Student data extracts include Personal Information (PII), take appropriate precaution to protect saved files.

2) Click 'Data Extracts'.

- DATA EXTRACTS
- ALTERNATE ASSESSMENT
- STATE SPECIFIC FILES
- STUDENT REPORT ARCHIVE

Extract	Requested	File	Action
Current Enrollment	12/23/2020 10:31 AM	csv	New File
DLM Test Administration Monitoring			New File
First Contact Survey File			New File
PNP Setting Counts	01/04/2021 12:49 PM	csv	New File
PNP Settings	01/04/2021 12:43 PM	csv	New File
Roster	01/04/2021 12:30 PM	csv	New File
Security Agreement Completion	01/04/2021 12:01 PM	csv	New File
Student Roster and First Contact Survey Status	01/06/2021 12:53 PM	csv	New File
Training Status	12/23/2020 09:50 AM	csv	New File
Users	01/06/2021 09:44 AM	csv	New File

3) Locate the specific extract needed.

4) Click 'New File' under the action column.

Live Chat

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Site Map

Create Extract

Filters

Assessment Program: DLM

District: District 1

School: Select

Ok Cancel

5) A 'Create Extract' pop up window will appear. Click 'OK' to create new Extract.

Generating Data Extracts

Create Extract Confirmation ✕

The existing report request and file will be deleted. Do you want to proceed?

Yes **No**

6) If the extract was run previously, a prompt will verify that the older file will be overwritten. Click 'Yes'.

Requested	File	Action
01/06/2021 01:12 PM	In Queue	New File

As the report processes, the status under the file column will say 'In Queue'.

Requested	File	Action
01/06/2021 01:12 PM		New File

7) When completed, the file column will have a CSV icon which contains the report. Click on the CSV icon to download. Save as an Excel file.

Verifying Users

Verification of Users:

- As discussed in Module 1, this extract allows for yearly updates of users to ensure that individuals who have left the organization can no longer access data and those who are new to the organization receive appropriate levels of access.

Verification of PPID:

- Individuals with a role of Teacher must have a PPID entered as the Educator Identifier. Email addresses are not permitted.

Activation of accounts:

- Ensure that users with a status of 'Pending' activate accounts within 20 days of receiving activation email. After 20 days, the activation link will expire and must be re-sent by the DTC.

Refer to 'Generating Data Extracts' on pages 3-4 of this document to see how to access extracts.

User Extract

Create Extract ✕

Filters

Assessment Program:*

District:

School:

Note: For the User Extract, step 5 of 'Accessing Data Extracts', should have the district name only under 'District'. 'School' should remain unselected to see all users. Click 'OK' to create new Extract.

The downloaded extract will show the status for every user currently associated with the district/school.

State	Legal First Name	Legal Last Name	Educator Identifier	Email	Organization ID	Organization Level	Organization Name	District Organization ID	User Status	Create date	Dynamic Learning Maps	Building Test Coordinator	Building User	District Superintendent	District Test Coordinator	District User	Global System Administrator	Program Administrator	QC Administrator	Regional Test Coordinator	Regional User	State Assessment Administrator	State System Administrator	Teacher
Pennsylvania	Ann	Jenson	4799953	ajenson@district1.org	1234	SCH	School 1	199999999	Inactive	11/05/20 0	X													X
Pennsylvania	Mabel	Patton	2896999	mpatton@district1.org	1234	SCH	School 1	199999999	Active	11/05/20 0	X													X
Pennsylvania	Casey	Stargel	1025697	cstargel@district1.org	3123	SCH	School 2	199999999	Active	10/05/20 0	X													X
Pennsylvania	Ellen	Druck	5687970	edruck@district1.org	4450	SCH	School 3	199999999	Pending	11/05/20 0	X													X
Pennsylvania	Amanda	Marlow	8844383	amarlow@district1.org	4450	SCH	School 3	199999999	Pending	09/23/20 0	X													X
Pennsylvania	Janice	Crstel	5793125	jcrstel@district1.org	199999999	DT	District 1	199999999	Active	09/23/20 0	X				X									

User Extract

Examine the 'User Status' column. The status 'Active' will appear for those who have activated accounts in Educator Portal. 'Inactive' status indicates that an individual was associated with the school at one time, but their access to Educator Portal has been turned off. The status 'Pending' means that the person was entered as a user and an activation email was sent, but the individual did not activate their account. If the status is 'Pending', notify the individual to click on the link in the email from kite-support@ku.edu to activate the account within 20 days or the link will expire.

State	Legal First Name	Legal Last Name	Educator Identifier	Email	Organization ID	Organization Level	Organization Name	District Organization ID	User Status	Create date	Dynamic Learning Maps	Building Test Coordinator	Building User	District Superintendent	District Test Coordinator	District User	Global System Administrator	Program Administrator	QC Administrator	Regional Test Coordinator	Regional User	State Assessment Administrator	State System Administrator	Teacher
Pennsylvania	Ann	Jenson	4799953	ajenson@district1.org	1234	SCH	School 1	199999999	Inactive	11/05/20 0	X													X
Pennsylvania	Mabel	Patton	2896999	mpatton@district1.org	1234	SCH	School 1	199999999	Active	11/05/20 0	X													X
Pennsylvania	Casey	Stargel	1025697	cstargel@district1.org	3123	SCH	School 2	199999999	Active	10/05/20 0	X													X
Pennsylvania	Ellen	Druck	5687970	edruck@district1.org	4450	SCH	School 3	199999999	Pending	11/05/20 0	X													X
Pennsylvania	Amanda	Marlow	8844383	amarlow@district1.org	4450	SCH	School 3	199999999	Pending	09/23/20 0	X													X
Pennsylvania	Janice	Crystel	5793125	jcrystel@district1.org	199999999	DT	District 1	199999999	Active	09/23/20 0	X				X									

Verify that anyone who is a teacher has a PPID entered as the Educator Identifier. Individuals in other roles (e.g., District Test Coordinator) can use PPID also, but it is not required.

Note: Extracts allow you to evaluate data quality. Any corrections must be made under Settings and Users.



Security Agreement Completion

Security Agreement last year (2020-21)

Choice between Accept and Reject Security Agreement

Required to type in name to agree

Could reject/skip signing agreement and enter Educator Portal

Security Agreement this year (2021-22)*

Only option is to accept

No signature box

Cannot enter Educator Portal unless the Security Agreement is accepted

***Expect fewer errors in 2021-22**

Refer to 'Generating Data Extracts' on pages 3-4 of this document to see how to access extracts.

Security Agreement Completion Extract

Create Extract

Filters

Assessment Program: DLM

District: District 1

School: Select

Ok Cancel

On step 5 of 'Accessing Data Extracts', be sure that only the district name appears under 'District'. 'School' should remain unselected to see all users. Click 'OK' to create new Extract.

The downloaded extract will show the status of security agreements for every user currently associated with the district/school.

State	District	Building	Last Name	First Name	Middle Name	Security Agreement Status	User Email Address	Acceptance Date
Pennsylvania	District 1	School 1	Jenson	Ann		Accepted	ajenson@district1.org	12/05/21 06:00 PM CST
Pennsylvania	District 1	School 1	Patton	Mabel		Accepted	mpatton@district1.org	12/05/21 06:00 PM CST
Pennsylvania	District 1	School 2	Stargel	Casey		Accepted	cstargel@district1.org	12/06/21 07:00 PM CDT
Pennsylvania	District 1	School 2	Druck	Ellen			edruck@district1.org	
Pennsylvania	District 1	School 1	Marlow	Amanda			amarlow@district1.org	
Pennsylvania	District 1		Crystel	Janice		Accepted	jcrystel@district1.org	12/03/21 07:00 PM CDT
Pennsylvania	District 1	School 3	Abbott	Lois		Accepted	labott@district1.org	12/10/21 04:00 PM CDT
Pennsylvania	District 1	School 3	Aguilar	Matt		Accepted	maguilar@district1.org	12/11/21 06:00 PM CDT
Pennsylvania	District 1	School 4	Allison	Ricardo		Accepted	rallison@district1.org	12/10/21 08:00 PM CDT

Security Agreement Completion Extract

NOTE: The Security Agreement Status must be **'Accepted'** in order to access Kite Educator Portal.

Security Agreement Status can be Accepted or blank.

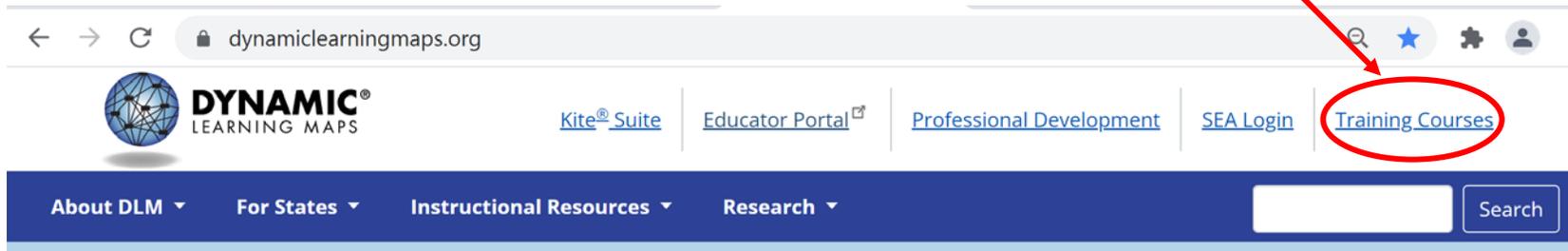
Most recent date when the Security Agreement was accepted.

State	District	Building	Last Name	First Name	Middle Name	Security Agreement Status	User Email Address	Acceptance Date
Pennsylvania	District 1	School 1	Jenson	Ann		Accepted	ajenson@district1.org	12/05/21 06:00 PM CST
Pennsylvania	District 1	School 1	Patton	Mabel		Accepted	mpatton@district1.org	12/05/21 06:00 PM CST
Pennsylvania	District 1	School 2	Stargel	Casey		Accepted	cstargel@district1.org	12/06/21 07:00 PM CDT
Pennsylvania	District 1	School 2	Druck	Ellen			edruck@district1.org	
Pennsylvania	District 1	School 1	Marlow	Amanda			amarlow@district1.org	
Pennsylvania	District 1		Crystel	Janice		Accepted	jcristel@district1.org	12/03/21 07:00 PM CDT
Pennsylvania	District 1	School 3	Abbott	Lois		Accepted	labbot@district1.org	12/10/21 04:00 PM CDT
Pennsylvania	District 1	School 3	Aguilar	Matt		Accepted	maguilar@district1.org	12/11/21 06:00 PM CDT
Pennsylvania	District 1	School 4	Allison	Ricardo		Accepted	rallison@district1.org	12/10/21 08:00 PM CDT

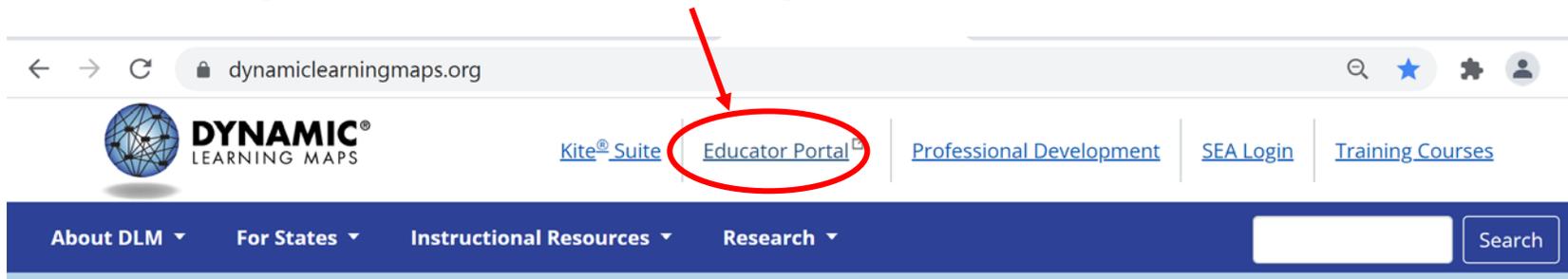
The Security Agreement Status will be blank because the person has not yet activated their account in Educator Portal or closed out of Educator Portal before accepting the agreement.

Required Test Administrator Training

- Any teacher who will administer the test must take part in Required Test Administrator Training.
- The link to the training is at <https://dynamiclearningmaps.org/>
- Other users (e.g., District Test Coordinators) can complete the training, but are not required to do so.
- Teachers who are new who did not complete training previously will take the full 4 module course (approximately 2.25 hours).
- Teachers who completed the training last year will take the Required Training for Returning DLM Test Administrators (approximately 1.5 hours).
 - If the teacher does not pass the post-test, they will need to retake that full module and pass the post-test with 80% correct.
- The login to access the training is not 'Educator Portal'. Instead, teachers should log in under 'Training Courses'.



- Training Courses accounts are activated within 3 hours after Users are uploaded into Educator Portal.
- It is possible for a teacher to complete training but not activate their account in Educator Portal.
- The DTC must log into Educator Portal to access the Training Status extract.



Training Status Extract

Refer to 'Generating Data Extracts' on pages 3-4 of this document to see how to access extracts.
 The downloaded 'Training Status' extract will show the type of training required and whether or not the individual has completed the training.



State	DistrictName	DistrictID	SchoolName	SchoolID	Username	Lastname	Firstname	Email	Role	User Training Type	RT Complete
Pennsylvania	District 1	111222333	School 1	4595	ajenson@district1.org	Jenson	Ann	ajenson@district1.org	Teacher	Returning	Yes
Pennsylvania	District 1	111222333	School 1	4595	mpatton@district1.org	Patton	Mabel	mpatton@district1.org	Teacher	Returning	No
Pennsylvania	District 1	111222333	School 2	8546	cstargel@district1.org	Stargel	Casey	cstargel@district1.org	Teacher	Returning	Yes
Pennsylvania	District 1	111222333	School 3	8546	edruck@district1.org	Druck	Ellen	edruck@district1.org	Teacher	New	No
Pennsylvania	District 1	111222333	School 3	8546	amarlow@district1.org	Marlow	Amanda	amarlow@district1.org	Teacher	New	No
Pennsylvania	District 1	111222333			jcrystel@district1.org	Crystel	Janice	jcrystel@district1.org	Teacher District Test Coordinator;	New	No
Pennsylvania	District 1	111222333	School 3	8546	labbott@district1.org	Abbott	Lois	labbott@district1.org	Teacher	New	Yes
Pennsylvania	District 1	111222333	School 3	8546	maguilar@district1.org	Aguilar	Matt	maguilar@district1.org	Teacher	New	Yes
Pennsylvania	District 1	111222333	School 4	9023	rallison@district1.org	Allison	Ricardo	rallison@district1.org	Teacher	New	Yes
Pennsylvania	District 1	111222333			oparrish@district1.org	Parrish	Olivia	oparrish@district1.org	District Test Coordinator	New	No

NOTE: User Training Type and Required Training (RT) Complete reflect training status. RT Complete will be coded as 'No' for 'New' Training until the user has completed all 4 Required Test Administrator Modules and passed the 4 competency tests at the end of each module. RT Complete will remain 'No' for 'Returning' training until the refresher training is completed and the competency test is passed.

Training Status Extract

The User Training Type will be 'Returning' if the teacher completed RTAT last year or 'New' if the teacher did not complete the training last year.

RTComplete shows the status for the assigned training (Refresher or New). RTComplete will be 'Yes' or 'No'.

State	DistrictName	DistrictID	SchoolName	SchoolID	Username	Lastname	Firstname	Email	Role	User Training Type	RT Complete
Pennsylvania	District 1	111222333	School 1	4595	ajenson@district1.org	Jenson	Ann	ajenson@district1.org	Teacher	Returning	Yes
Pennsylvania	District 1	111222333	School 1	4595	mpatton@district1.org	Patton	Mabel	mpatton@district1.org	Teacher	Returning	No
Pennsylvania	District 1	111222333	School 2	8546	cstargel@district1.org	Stargel	Casey	cstargel@district1.org	Teacher	Returning	Yes
Pennsylvania	District 1	111222333	School 3	8546	edruck@district1.org	Druck	Ellen	edruck@district1.org	Teacher	New	No
Pennsylvania	District 1	111222333	School 3	8546	amarlow@district1.org	Marlow	Amanda	amarlow@district1.org	Teacher	New	No
Pennsylvania	District 1	111222333			jcrystal@district1.org	Crystal	Janice	jcrystal@district1.org	District Test Coordinator; Teacher	New	No
Pennsylvania	District 1	111222333	School 3	8546	labott@district1.org	Abbott	Lois	labott@district1.org	Teacher	New	Yes
Pennsylvania	District 1	111222333	School 3	8546	maguilar@district1.org	Aguilar	Matt	maguilar@district1.org	Teacher	New	Yes
Pennsylvania	District 1	111222333	School 4	9023	rallison@district1.org	Allison	Ricardo	rallison@district1.org	Teacher	New	Yes
Pennsylvania	District 1	111222333			oparrish@district1.org	Parrish	Olivia	oparrish@district1.org	District Test Coordinator	New	No

Anyone with a role of Teacher must complete training. Note that individuals with more than one role have each role listed with a semicolon in between. Since this DTC also has a role of Teacher, they must take the training.

The RTAT is only required for Teachers. The individual who has one role as the DTC does not need to complete training.

Student Roster and First Contact Survey Status

Verification of Tested Grades/Rostering:

- Verification that students are in tested grades. Use of the PIMS report 'PASA DLM Enrollment Report' should ensure that only tested grades are included.
- Ensuring that all students are rostered for ELA and Math (3-8 and 11).
- Ensuring that all students in grade 4, 8 or 11 are rostered in Science.
- Ensuring that students in non-tested grades (3, 5, 6, 7) are not rostered in Science.

Verification of First Contact Survey:

- Ensure that a First Contact Survey was completed for each student.

Importance of Rostering and completing First Contact Survey:

- **In order for testlets to be generated, students must be rostered in each tested subject and teachers must complete the First Contact Survey. Even if it is anticipated that the student will not test (e.g., Religious Opt Out), they must be rostered and have a completed First Contact Survey.**
- **Note: Students who are in an untested grade but are rostered will have testlets generated even though they are not eligible to take the assessment.**

Student Roster and First Contact Survey Status

Refer to 'Generating Data Extracts' on pages 3-4 of this document to see how to access extracts.
 The downloaded extract will show the rostering and completion status of the First Contact Survey for every student associated with the district/school.



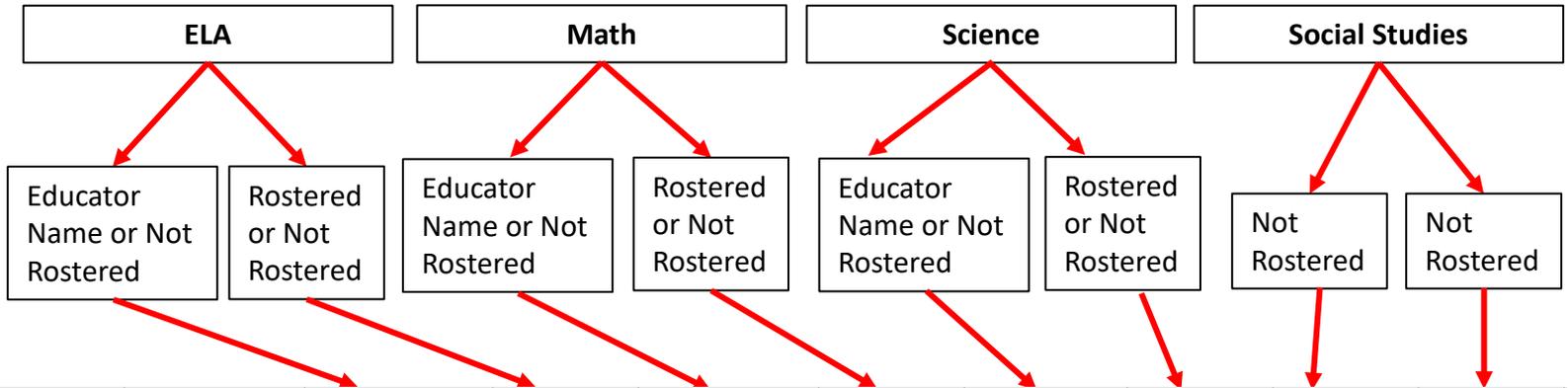
District Name	School Code	School Name	Student Last Name	Student First Name	Date of Birth	Grade	State Student Identifier	FCS Complete Date	ELA Educator	ELA Roster Indicator	Math Educator	Math Roster Indicator	Science Educator	Science Roster Indicator	Social Studies Educator	Social Studies Roster Indicator
District 1	4595	School 1	Staley	Brett	2/6/2012	3	9158987987	Not Started	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Cramer	Dylan	7/27/2010	5	3595658451	1/21/2021	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	James	Kaylea	2/24/2011	5	5319086412	Not Started	Amanda Marlow	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Weber	Sophia	6/7/2011	5	4880554655	2/1/2021	Mabel Patton	Rostered	Mabel Patton	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Brown	Louis	2/18/2009	6	1584654645	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Denardo	James	1/13/2012	6	9821598654	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Johnson	Isaac	4/2/2012	6	8675309778	1/31/2021	Casey Stargel	Rostered	Casey Stargel	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Barnes	Wyatt	1/29/2007	8	2537201433	1/25/200	Lois Abbott	Rostered	Lois Abbott	Rostered	Lois Abbott	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Reynolds	Ariel	12/17/2007	8	7175196566	Ready to Submit	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Savage	Nathan	5/12/2007	8	1384947230	In Progress	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	9023	School 4	Mishnus	Samuel	11/10/2006	11	1903412521	1/10/2021	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Not Rostered	Not Rostered

Evaluating Grades and Rostering

NOTE: Each student should appear on ELA and Math rosters in all tested grades, 3-8 and 11.

NOTE: A student should only appear on a science roster in **grades 4, 8 and 11**.

NOTE: PA does not conduct a statewide test in social studies. All records must say '**Not Rostered**'.



District Name	School Code	School Name	Student Last Name	Student First Name	Date of Birth	Grade	State Student Identifier	FCS Complete Date	ELA Educator	ELA Roster Indicator	Math Educator	Math Roster Indicator	Science Educator	Science Roster Indicator	Social Studies Educator	Social Studies Roster Indicator
District 1	4595	School 1	Staley	Brett	2/6/2012	3	9158987987	Not Started	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Cramer	Dylan	7/27/2010	5	3595658451	1/21/2021	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	James	Kaylea	2/24/2011	5	5319086412	Not Started	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Weber	Sophia	6/7/2011	5	4880554655	2/1/2021	Mabel Patton	Rostered	Mabel Patton	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Brown	Louis	2/18/2009	6	1584654645	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Denardo	James	1/13/2012	6	9821598654	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Johnson	Isaac	4/2/2012	6	8675309778	1/31/2021	Casey Stargel	Rostered	Casey Stargel	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Barnes	Wyatt	1/29/2007	8	2537201433	1/25/200	Lois Abbott	Rostered	Lois Abbott	Rostered	Lois Abbott	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Reynolds	Ariel	12/17/2007	8	7175196566	Ready to Submit	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Savage	Nathan	5/12/2007	8	1384947230	In Progress	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	9023	School 4	Mishnus	Samuel	11/10/2006	11	1903412521	1/10/2021	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Not Rostered	Not Rostered

All students must have a completed First Contact Survey. A status such as 'Not Started', 'In Progress' or 'Ready to Submit' will prevent a testlet from being generated.

Evaluating Grades and Rostering



Use Excel filters to evaluate data.

- Filter any 'Not Rostered' records under 'ELA Roster Indicator' and separately for 'Math Roster Indicator'. Flag students who are not rostered in ELA or Math.
- Filter Grade to select 4, 8 and 11. If the 'Science Roster Indicator' is 'Not Rostered', flag students as not rostered in science but in a tested grade.
- Filter Grade to select 3, 5, 6 and 7. If the 'Science Roster Indicator' is 'Rostered', flag students as rostered in science but not in a tested grade.
- Filter 'FCS Complete Date'. Flag students who have a status of 'Not Started', 'In Progress' or 'Ready to Submit'.

District	School	School	Student Last	Student First	Date of Bir	Grac	State Student Identifier	FCS Complete Date	ELA Educator	ELA Roster Indicator	Math Educato	Math Roster Indicator	Science Educator	Science Roster Indicator	Social Studies Educator	Social Studies Roster Indicator
District 1	4595	School 1	Staley	Brett	2/6/2012	3	9158987987	Not Started	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Cramer	Dylan	7/27/2010	5	3595658451	1/21/2021	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	James	Kaylea	2/24/2011	5	5319086412	Not Started	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Weber	Sophia	6/7/2011	5	4880554655	2/1/2021	Mabel Patton	Rostered	Mabel Patton	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Brown	Louis	2/18/2009	6	1584654645	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Denardo	James	1/13/2012	6	9821598654	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Johnson	Isaac	4/2/2012	6	8675309778	1/31/2021	Casey Stargel	Rostered	Casey Stargel	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Barnes	Wyatt	1/29/2007	8	2537201433	1/31/2021	Lois Abbott	Rostered	Lois Abbott	Rostered	Lois Abbott	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Reynolds	Ariel	12/17/2007	8	7175196566	Ready to Submit	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Savage	Nathan	5/12/2007	8	1384947230	In Progress	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	9023	School 4	Mishnus	Samuel	11/10/2006	11	1903412521	1/10/2021	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Not Rostered	Not Rostered

Note: Extracts allow you to evaluate data quality. Any corrections must be made under 'Settings' and 'Rosters'.

The FCS must be completed in order for testlets to be generated. The FCS should be accessed by teachers under 'Settings' and 'Students'.



PNP Settings

Verification of PNP Settings:

- The Personal Needs and Preference Profile enables certain accessibility features and indicates accommodations during testing.
- Students should receive all allowable testing accommodations as indicated in the IEP.
- Some DLM accessibility features/accommodations take 24 hours or more to take effect.
- Compliance reviews include examining the match between the accommodations listed in the IEP and those used during assessment.

PNP Settings

Refer to 'Generating Data Extracts' on pages 3-4 of this document to see how to access extracts. The downloaded extract will show the status for the PNP settings for each student for whom at least one PNP Setting was selected.



State	District	School	Student Last Name	Student Fir	Student Mi	Grade Level	Student State ID	Student Lo	DLM Student	Last Modif	Last Modified By	Display - Magnification	Display - Magnification Activate by Default	Display - Magnification Setting	Display - Overlay Color	Display - Overlay Color Activate by Default
PA	District 1	School 1	Staley	Brett		3	9158987987		TRUE	03/08/202	Amanda Marlow	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 1	Cramer	Dylan		5	3595658451		TRUE	02/09/202	Amanda Marlow	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 1	James	Kaylea		5	5319086412		TRUE	02/13/202	Amanda Marlow	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 1	Weber	Sophia		5	4880554655		TRUE	02/10/202	Mabel Patton	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 2	Brown	Louis		6	1584654645		TRUE	02/10/202	Ellen Druck	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 2	Denardo	James		6	9821598654		TRUE	02/17/202	Ellen Druck	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 2	Johnson	Isaac		6	8675309778		TRUE	02/23/202	Casey Stargel	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 3	Barnes	Wyatt		8	2537201433		TRUE	02/17/202	Lois Abbott	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 3	Reynolds	Ariel		8	7175196566		TRUE	02/17/202	Matt Aguilar	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 3	Savage	Nathan		8	1384947230		TRUE	02/08/202	Matt Aguilar	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 4	Mishnus	Samuel		11	1903412521		TRUE	02/10/202	Ricardo Allison	Selected	Selected	2x	Not Selected	Not Selected

NOTE: The PNP profile should be reviewed for every student, but it is not mandatory to select features or accommodations. This report will only show students for whom teachers selected **one or more accommodations**.

PNP Settings

Each possible accommodation appears in the report as a separate column. Status for each accommodation will be 'Selected', 'Not Selected' or N/A.

State	District	School	Student Last Name	Student First Name	Student Middle Initial	Grade Level	Student State ID	Student Local ID	DLM Student	Last Modif	Last Modified By	Display - Magnification	Display - Magnification Activate by Default	Display - Magnification Setting	Display - Overlay Color	Display - Overlay Color Activate by Default
PA	District 1	School 1	Staley	Brett		3	9158987987		TRUE	03/08/202	Amanda Marlow	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 1	Cramer	Dylan		5	3595658451		TRUE	02/09/202	Amanda Marlow	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 1	James	Kaylea		5	5319086412		TRUE	02/13/202	Amanda Marlow	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 1	Weber	Sophia		5	4880554655		TRUE	02/10/202	Mabel Patton	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 2	Brown	Louis		6	1584654645		TRUE	02/10/202	Ellen Druck	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 2	Denardo	James		6	9821598654		TRUE	02/17/202	Ellen Druck	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 2	Johnson	Isaac		6	8675309778		TRUE	02/23/202	Casey Stargel	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 3	Barnes	Wyatt		8	2537201433		TRUE	02/17/202	Lois Abbott	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 3	Reynolds	Ariel		8	7175196566		TRUE	02/17/202	Matt Aguilar	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 3	Savage	Nathan		8	1384947230		TRUE	02/08/202	Matt Aguilar	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
PA	District 1	School 4	Mishnus	Samuel		11	1903412521		TRUE	02/10/202	Ricardo Allison	Selected	Selected	2x	Not Selected	Not Selected



In this example, only one student has a Display enhancement indicated (magnification). The need for magnification should be in the student's IEP. Other students do not have the accommodation for magnification indicated. Settings can be changed during testing if desired. Some changes take up to 24 hours to be reflected in Student Portal.



Note: Extracts allow you to evaluate data quality. Any corrections to the PNP must be made by the teacher under 'Settings' and 'Students'.

DLM Test Administration Monitoring

Test Administration Monitoring:

- This extract will become available when the testing window opens.
- Shows the status on every testlet that has been generated.
- Will not show students who are missing testlets (e.g., students not rostered).
- Students who are rostered but do not have the First Contact Survey completed will appear, but with no testlets assigned.
- Important to monitor the progress of teachers by reviewing completion of student testlets to ensure that there will be sufficient time to complete all testlets.
- Provides verification that all testlets have been completed.

DLM Test Administration Monitoring

Refer to 'Generating Data Extracts' on pages 3-4 of this document to see how to access extracts. The downloaded extract will show the status on testlets for each student.



Subject	State	District	School ID	School Name	Educator ID	Educator Last Name	Educator First Name	Grade	Student Last Name	Student First Name	Student State ID	Student Local ID	Instructional # Testlets Not Started	Instructional # Testlets In Progress	Instructional # Testlets Completed	Instructional # Testlets Required	End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed
English Language Arts	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 3	Staley	Brett	9158987987		0	0	0	N/A	0	0	0	0	0
Mathematics	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 3	Staley	Brett	9158987987		0	0	0	N/A	0	0	0	0	0
English Language Arts	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451		0	0	0	N/A	1	0	8	9	0
Mathematics	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451		0	0	0	N/A	1	0	6	8	0
English Language Arts	Pennsylvania	District 1	4595	School 1	2896999	Patton	Mabel	Grade 5	Weber	Sophia	4880554655		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	4595	School 1	2896999	Patton	Mabel	Grade 5	Weber	Sophia	4880554655		0	0	0	N/A	1	0	1	8	0
English Language Arts	Pennsylvania	District 1	8546	School 2	5687970	Druck	Ellen	Grade 6	Brown	Louis	1584654645		0	0	0	N/A	0	0	1	9	0
Mathematics	Pennsylvania	District 1	8546	School 2	5687970	Druck	Ellen	Grade 6	Brown	Louis	1584654645		0	0	0	N/A	1	0	6	7	0
English Language Arts	Pennsylvania	District 1	8546	School 2	5687970	Druck	Ellen	Grade 6	Denardo	James	9821598654		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	8546	School 1	5687970	Druck	Ellen	Grade 6	Denardo	James	9821598654		0	0	0	N/A	0	0	7	7	0
English Language Arts	Pennsylvania	District 1	8546	School 2	1025697	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	8546	School 2	1025697	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778		0	0	0	N/A	0	0	7	7	0
English Language Arts	Pennsylvania	District 1	7216	School 3	5319086	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	7216	School 3	5319086	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433		0	0	0	N/A	1	0	4	8	0
Science	Pennsylvania	District 1	7216	School 3	5319086	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433		0	0	0	N/A	0	0	9	9	0
English Language Arts	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566		0	0	0	N/A	0	0	0	0	0
Mathematics	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566		0	0	0	N/A	0	0	0	0	0
Science	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566		0	0	0	N/A	0	0	0	0	0
English Language Arts	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230		0	0	0	N/A	0	0	0	0	0
Mathematics	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230		0	0	0	N/A	0	0	0	0	0
Science	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230		0	0	0	N/A	0	0	0	0	0
English Language Arts	Pennsylvania	District 1	9023	School 4	4880554	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521		0	0	0	N/A	1	0	0	9	0
Mathematics	Pennsylvania	District 1	9023	School 4	4880554	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521		0	0	0	N/A	1	0	0	6	0
Science	Pennsylvania	District 1	9023	School 4	4880554	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521		0	0	0	N/A	1	0	0	9	0

DLM Test Administration Monitoring

There are separate rows for each subject

End of Year Testlets are the relevant columns for PA

Subject	State	District	School ID	School Name	Educator ID	Educator Last Name	Educator First Name	Grade	Student Last Name	Student First Name	Student State ID	Student Local ID	Instructional # Testlets Not Started	Instructional # Testlets In Progress	Instructional # Testlets Completed	Instructional # Testlets Required	End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed
English Language Arts	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 3	Staley	Brett	9158987987		0	0	0	N/A	0	0	0	0	0
Mathematics	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 3	Staley	Brett	9158987987		0	0	0	N/A	0	0	0	0	0
English Language Arts	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451		0	0	0	N/A	1	0	8	9	0
Mathematics	Pennsylvania	District 1	4595	School 1	8844383	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451		0	0	0	N/A	1	0	6	8	0
English Language Arts	Pennsylvania	District 1	4595	School 1	2896999	Patton	Mabel	Grade 5	Weber	Sophia	4880554655		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	4595	School 1	2896999	Patton	Mabel	Grade 5	Weber	Sophia	4880554655		0	0	0	N/A	1	0	1	8	0
English Language Arts	Pennsylvania	District 1	8546	School 2	5687970	Druck	Ellen	Grade 6	Brown	Louis	1584654645		0	0	0	N/A	0	0	1	9	0
Mathematics	Pennsylvania	District 1	8546	School 2	5687970	Druck	Ellen	Grade 6	Brown	Louis	1584654645		0	0	0	N/A	1	0	6	7	0
English Language Arts	Pennsylvania	District 1	8546	School 2	5687970	Druck	Ellen	Grade 6	Denardo	James	9821598654		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	8546	School 1	5687970	Druck	Ellen	Grade 6	Denardo	James	9821598654		0	0	0	N/A	0	0	7	7	0
English Language Arts	Pennsylvania	District 1	8546	School 2	1025697	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	8546	School 2	1025697	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778		0	0	0	N/A	0	0	7	7	0
English Language Arts	Pennsylvania	District 1	7216	School 3	5319086	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433		0	0	0	N/A	0	0	9	9	0
Mathematics	Pennsylvania	District 1	7216	School 3	5319086	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433		0	0	0	N/A	1	0	4	8	0
Science	Pennsylvania	District 1	7216	School 3	5319086	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433		0	0	0	N/A	0	0	9	9	0
English Language Arts	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566		0	0	0	N/A	0	0	0	0	0
Mathematics	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566		0	0	0	N/A	0	0	0	0	0
Science	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566		0	0	0	N/A	0	0	0	0	0
English Language Arts	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230		0	0	0	N/A	0	0	0	0	0
Mathematics	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230		0	0	0	N/A	0	0	0	0	0
Science	Pennsylvania	District 1	7216	School 3	4814645	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230		0	0	0	N/A	0	0	0	0	0
English Language Arts	Pennsylvania	District 1	9023	School 4	4880554	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521		0	0	0	N/A	1	0	0	9	0
Mathematics	Pennsylvania	District 1	9023	School 4	4880554	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521		0	0	0	N/A	1	0	0	6	0
Science	Pennsylvania	District 1	9023	School 4	4880554	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521		0	0	0	N/A	1	0	0	9	0

DLM Test Administration Monitoring

Testlets are currently ready to administer (1=yes 0=no).

Testlet is currently being administered (1=yes 0=no).

Number of testlets completed.

Number of testlets that must be completed in total.

A	G	H	I	J	K	L	R	S	T	U
Subject	Educator Last Name	Educator First Name	Grade	Student Last Name	Student First Name	Student State ID	End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required
English Language Arts	Marlow	Amanda	Grade 3	Staley	Brett	9158987987	0	0	0	0
Mathematics	Marlow	Amanda	Grade 3	Staley	Brett	9158987987	0	0	0	0
English Language Arts	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451	1	0	8	9
Mathematics	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451	1	0	6	8
English Language Arts	Patton	Mabel	Grade 5	Weber	Sophia	4880554655	0	0	9	9
Mathematics	Patton	Mabel	Grade 5	Weber	Sophia	4880554655	1	0	1	8
English Language Arts	Druck	Ellen	Grade 6	Brown	Louis	1584654645	0	0	1	9
Mathematics	Druck	Ellen	Grade 6	Brown	Louis	1584654645	1	0	6	7
English Language Arts	Druck	Ellen	Grade 6	Denardo	James	9821598654	0	0	9	9
Mathematics	Druck	Ellen	Grade 6	Denardo	James	9821598654	0	0	7	7
English Language Arts	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778	0	0	9	9
Mathematics	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778	0	0	7	7
English Language Arts	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	0	0	9	9
Mathematics	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	1	0	4	8
Science	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	0	0	9	9
English Language Arts	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0
Mathematics	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0
Science	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0
English Language Arts	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0
Mathematics	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0
Science	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0
English Language Arts	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	9
Mathematics	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	6
Science	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	9

DLM Test Administration Monitoring

Compare the 'End of Year # Testlets Completed' and the 'End of Year # Testlets Required'. The number of required testlets varies by grade, subject and/or linkage level so both variables must be considered.

Subject	Educator Last Name	Educator First Name	Grade	Student Last Name	Student First Name	Student State ID	End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed
English Language Arts	Marlow	Amanda	Grade 3	Staley	Brett	9158987987	0	0	0	0	0
Mathematics	Marlow	Amanda	Grade 3	Staley	Brett	9158987987	0	0	0	0	0
English Language Arts	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451	1	0	8	9	0
Mathematics	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451	1	0	6	8	0
English Language Arts	Patton	Mabel	Grade 5	Weber	Sophia	4880554655	0	0	9	9	0
Mathematics	Patton	Mabel	Grade 5	Weber	Sophia	4880554655	1	0	1	8	0
English Language Arts	Druck	Ellen	Grade 6	Brown	Louis	1584654645	0	0	1	9	0
Mathematics	Druck	Ellen	Grade 6	Brown	Louis	1584654645	1	0	6	7	0
English Language Arts	Druck	Ellen	Grade 6	Denardo	James	9821598654	0	0	9	9	0
Mathematics	Druck	Ellen	Grade 6	Denardo	James	9821598654	0	0	7	7	0
English Language Arts	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778	0	0	9	9	0
Mathematics	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778	0	0	7	7	0
English Language Arts	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	0	0	9	9	0
Mathematics	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	1	0	4	8	0
Science	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	0	0	9	9	0
English Language Arts	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0	0
Mathematics	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0	0
Science	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0	0
English Language Arts	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0	0
Mathematics	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0	0
Science	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0	0
English Language Arts	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	9	0
Mathematics	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	6	0
Science	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	9	0

If the numbers are both 0, no testlets have been assigned. This is because the First Contact Survey was not completed or it was just submitted. (Testlets may take up to 24 hours to appear after the First Contact Survey is completed.)

If the numbers are equal (and not 0), testing is complete in that subject area.

If there is at least 1 testlet completed, but the numbers do not match, there are more testlets that must be completed.

If there are remaining testlets, check the 'End of Year # of Testlets Not Started'. If it is '1', testlets are available for the student. If 'End of Year # of Testlets Not Started' is '0', the testlet is not yet available. This happens if a testlet was just submitted or if a PNP change creates a delay.

If 'End of Year # Testlets Completed' is 0, and 'End of Year # Testlets Required' is a number other than 0, the test administrator has not begun assessing the student.

Student Roster and First Contact Extract

District Name	School Code	School Name	Student Last Name	Student First Name	Date of Birth	Grade	State Student Identifier	FCS Complete Date	ELA Educator	ELA Roster Indicator	Math Educator	Math Roster Indicator	Science Educator	Science Roster Indicator	Social Studies Educator	Social Studies Roster Indicator
District 1	4595	School 1	Staley	Brett	2/6/2012	3	9158987987	Not Started	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Cramer	Dylan	7/27/2010	5	3595658451	1/21/2021	Amanda Marlow	Rostered	Amanda Marlow	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	James	Kaylea	2/24/2011	5	5319086412	Not Started	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	4595	School 1	Weber	Sophia	6/7/2011	5	4880554655	2/1/2021	Mabel Patton	Rostered	Mabel Patton	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Brown	Louis	2/18/2009	6	1584654645	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Denardo	James	1/13/2012	6	9821598654	1/15/2021	Ellen Druck	Rostered	Ellen Druck	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	8546	School 2	Johnson	Isaac	4/2/2012	6	8675309778	1/31/2021	Casey Stargel	Rostered	Casey Stargel	Rostered	Not Rostered	Not Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Barnes	Wyatt	1/29/2007	8	2537201433	1/25/200	Lois Abbott	Rostered	Lois Abbott	Rostered	Lois Abbott	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Reynolds	Ariel	12/17/2007	8	7175196566	Ready to Submit	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Not Rostered	Not Rostered
District 1	7216	School 3	Savage	Nathan	5/12/2007	8	1384947230	In Progress	Matt Aguilar	Rostered	Matt Aguilar	Rostered	Matt Aguilar	Not Rostered	Not Rostered	Not Rostered
District 1	9023	School 4	Mishnus	Samuel	11/10/2006	11	1903412521	1/10/2021	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Ricardo Allison	Rostered	Not Rostered	Not Rostered

DLM Test Administration Monitoring

Subject	Educator Last Name	Educator First Name	Grade	Student Last Name	Student First Name	Student State ID	End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed
English Language Arts	Marlow	Amanda	Grade 3	Staley	Brett	9158987987	0	0	0	0	0
Mathematics	Marlow	Amanda	Grade 3	Staley	Brett	9158987987	0	0	0	0	0
English Language Arts	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451	1	0	8	9	0
Mathematics	Marlow	Amanda	Grade 5	Cramer	Dylan	3595658451	1	0	6	8	0
English Language Arts	Patton	Mabel	Grade 5	Weber	Sophia	4880554655	0	0	9	9	0
Mathematics	Patton	Mabel	Grade 5	Weber	Sophia	4880554655	1	0	1	8	0
English Language Arts	Druck	Ellen	Grade 6	Brown	Louis	1584654645	0	0	1	9	0
Mathematics	Druck	Ellen	Grade 6	Brown	Louis	1584654645	1	0	6	7	0
English Language Arts	Druck	Ellen	Grade 6	Denardo	James	9821598654	0	0	9	9	0
Mathematics	Druck	Ellen	Grade 6	Denardo	James	9821598654	0	0	7	7	0
English Language Arts	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778	0	0	9	9	0
Mathematics	Stargel	Casey	Grade 6	Johnson	Isaac	8675309778	0	0	7	7	0
English Language Arts	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	0	0	9	9	0
Mathematics	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	1	0	4	8	0
Science	Abbott	Lois	Grade 8	Barnes	Wyatt	2537201433	0	0	9	9	0
English Language Arts	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0	0
Mathematics	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0	0
Science	Aguilar	Matt	Grade 8	Reynolds	Ariel	7175196566	0	0	0	0	0
English Language Arts	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0	0
Mathematics	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0	0
Science	Aguilar	Matt	Grade 8	Savage	Nathan	1384947230	0	0	0	0	0
English Language Arts	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	9	0
Mathematics	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	6	0
Science	Allison	Ricardo	Grade 11	Mishnus	Samuel	1903412521	1	0	0	9	0

If a student is not rostered in one or more subject areas, they will not appear on the DLM Test Administration Monitoring Extract.

More Information on Data Extracts

The DLM Data Management Manual for Pennsylvania provides additional details and rationale for managing data verification and revisions, beginning on page 141

[Data Management Manual 2021-2022 Pennsylvania \(dynamiclearningmaps.org\)](https://dynamiclearningmaps.org/Data-Management-Manual-2021-2022-Pennsylvania)

Extracts should be monitored regularly at different points in the year to ensure that data are clean and no new errors have been introduced.

Note: Some Data Extracts will reflect the 2020-21 data until January 3rd, when the DLM system ‘rolls over’ to the 2021-22 school year. At that time, 2020-21 data will be removed for students and rosters. Extracts such as those for enrollment, rosters and first contact surveys, etc. for the 2021-22 will be available beginning January 5th. Extracts like the User Extracts and Security Agreement Extracts are updating continuously and will not be deleted on January 3rd.

Extracts from 2020-21 should be downloaded and saved prior to the roll over date of January 3rd.