DLM District Test Coordinator Checklist
2020-21

Step	Completed
1. **Read the Data Management Manual.** This manual provides step-by-step instructions on how to complete all of the DLM uploads as well as how to edit information loaded in the Educator Portal (EP).	
2. **Use the resources on the DLM Website to become familiar with the DLM assessments and the procedures to prepare your district's data.**	

3. **Make sure you have access to Educator Portal. Contact Mike Peacy if you do not have access.**
   a) Log in to your EP account and complete the annual security agreement upon your first login.
   b) See the Educator Portal User Guide for procedures.
   c) Do not give out, loan or share your password with others. All users should have their own accounts. Contact DPI in order to assign the District Test Coordinator role to a different user.	

4. **Collect educator, student, and roster data for the DLM alternate assessment and upload them into Educator Portal.** *Collaboration and communication with Special Education teams is critical to ensure that everyone understands their roles and responsibilities.*
   a) Ensure that every student whose Individualized Education Program (IEP) indicates participation in the alternate assessment is enrolled and rostered in Educator Portal, including homebound and hospitalized students.
   b) Use the Data Management Manual and the provided templates to prepare user, enrollment, and roster files. Comma-Separated Values (CSV) templates are available on the DLM webpage.
   c) Templates must always be saved as a CSV file and follow the format structure outlined in the Data Management Manual.
   d) Use the DLM assessment coordinator training videos if necessary.	

5. **Verify data for accuracy prior to the opening of the assessment window, which opens on March 23, 2020.**
   a) Review and confirm **user** data from the previous year. Deactivate accounts for users who are no longer active in your district. Manually update users or upload user file to EP if necessary. See the section titled Manage User Data in the Data Management Manual.
   b) Review and confirm that **student** data uploaded accurately. Ensure that the student WiseID, grade, date of birth, spelling of name, demographic information, etc., is correct. See section titled Manage Enrollment Data of the Data Management Manual for information on how to edit a record manually.
   c) Confirm students and educators are linked to correct *schools*.
   d) Confirm students are linked to the correct educator *roster* for each content area to be tested. Districts must create rosters for each test administrator and for each content area assessed by that teacher. DLM assesses:
     • ELA and Math in grades 3-11,
     • Science in grades 4 and 8-11, and
     • Social Studies in grades 4, 8 and 10.
   Students can only be on one roster per content area.	

Step	Completed
6. **Manage student moves as needed.** See page 106 of the [Data Management Manual under](#) Manage Student Moves and Transfers.	
7. **Review the [DPI DLM Calendar](#) to ensure important timelines are met.**	
8. **Communicate necessary information to Test Administrators.** Please send out the [DLM Test Administrator Checklist](#) to all test administrators so that they understand required steps and procedures.	
9. **Monitor completion of the Required Test Administration Trainings using the Training Status extract located in Educator Portal > Reports tab > Extracts.** See page 97 of the [Educator Portal User Guide](#) to run a report. All test administrators must complete training annually in order to be able to administer the DLM assessment.	
10. **Monitor completion of the student Personal Needs and Preferences Profile and First Contact Surveys in Educator Portal.** Test tickets will not be produced unless these are completed and submitted by the test administrator. See page 108 of the [Educator Portal User Guide](#).	
11. **Ensure your technology personnel have installed the most current version of Kite® Student Portal on assessment devices.** a) Confirm that all computers and devices being used to test students have the latest version of the Kite® Student Portal installed.	
12. **Make sure test tickets are printed for Test Administrators (or that they know where to find them) once the test window opens.** Test tickets are not available prior to March 22. See page 49 of the [Educator Portal User Guide](#).	
13. **Make sure test administrators know how to access the Testlet Information Pages (TIPs) prior to administering the assessment.** See page 52 of the [Educator Portal User Guide](#).	
14. **Monitor test administration using the Report function in Educator Portal.** See page 106 in the [Educator Portal User Guide](#). The table below shows the required number of testlets per grade and content area.	
15. **Report any irregularities to DPI immediately.** Please complete the [Incident Report Form.](#)	

If you need assistance:

- Visit DLM and Wisconsin Department of Public Instruction websites:
    - [DLM's Wisconsin webpage](#)
    - [Wisconsin DPI DLM webpage](#)

- Contact your District or Building Assessment Coordinator

- Contact Wisconsin DPI:
    - Assessment related questions contact [Michael Peacy](#) (608) 267-1288
    - Special education related questions contact [Iris Jacobson](#) (608) 266-1781

- Contact the DLM Service Desk:
    - [DLM-support@ku.edu](#) (855) 277-9751 - When emailing the Service Desk, do not send Personally Identifiable Information (PII) for a student. If necessary, DLM will arrange a secure file transfer for this information to be shared. DLM will assist districts who need help uploading their data files.

Additional DLM Resources:
- [DLM FAQ](#)
- [DLM District Staff Training Resources](#) - Short guides and tutorials for EP and Data Management
- [DLM Information for Families Brochure](#)
- [Sample Parent Letter/Guide to DLM Score Reports](#) - Under Scoring and Reporting

Number of Testlets for Spring Assessment

This chart shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses ELA and Math in grades 3-11, Science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10. Test Administrators should verify that they have completed all required testlets before the end of the test window.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
3	8	9	-	-
4	8	9	9	1
5	8	9	-	-
6	7	9	-	-
7	7	9	-	-
8	8	9	9	1
9	7	9	9	-
10	8	9	9	1
11	6	9	9	-

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Where Do You Find....?

This Checklist was developed by the Department of Public Instruction (DPI) for test coordinator use.

Teacher, Educator and Test Administrator Resources	
DLM Wisconsin Webpage	Accessibility Manual
	Blueprints
	Educator Portal User Guide
	Educator Resource Pages for ELA, mathematics, and science
	Essential Elements
	Guide to Practice Activities & Released Testlets
	Instructional Activities
	Link to Moodle
	Professional Development Modules
	Test Administration Manual
Educator Portal	DLM Security Agreement
	PNP Profile & First Contact Surveys
	Retrieval of Students' Usernames and Passwords
	Student Rosters
	Testlet Information Pages (TIPs)
Student Resources	
Moodle	Facilitator User Guide for Required Test Administration Training (includes Moodle Login Information)
	Guide to DLM Required Test Administrator Training (includes Moodle Login Information)
	Test Administrator Training Module
	Test Administrator Post Tests
Kite® Student Portal Download	Practice Testlets (using demo-student profiles e.g., demo.lisa)
	Students' Testlets
	Utilize Student Usernames and passwords