

DLM Test Administrator Checklist

2024-25

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

- Confirm student eligibility to participate in DLM alternate assessments using [Sample IEP Form I7-A](#).
- Read the [Test Administration Manual](#).
- Use the resources on the [DLM Wisconsin webpage](#) to become familiar with the DLM system, the content being assessed, and the procedures to prepare for the assessment.
- Share information about DLM alternate assessments with [parents or guardians](#), preparing them for their students' new assessment experience.
 - Activate your [Educator Portal \(EP\)](#) account by following the instructions in the Kite® activation email or by using your username from the prior year.
 - You will not receive an activation email until your data manager uploads your information into EP.
 - If you already have an EP account, skip this step.
- Complete the annual Security Agreement in your EP profile. Test administrators will not be able to administer testlets if they do not agree to and sign the Security Agreement each year.
- Complete the required Test Administrator Training through the [DLM Training Site](#). Be sure to print your certificate of completion once you have finished.
 - Test administrators will log into the DLM Training Site through Educator Portal and select training. Select the training tab, once you select your training you will be redirected to the DLM Training Site.
 - The quiz must be passed with 80% or better accuracy.
 - New teachers have an unlimited number of times to take a course and pass the quiz. The quiz must be passed with 80% accuracy or better before moving to the next module.
 - The next training module will only become available when the quiz is successfully completed, or a message appears that all requirements have been met.
 - Returning teachers will have only one opportunity to pass the quiz. If returning teachers do not successfully pass the quiz at 80% accuracy or better the first time, they will be required to review the corresponding section of the module and re-take the quiz. Whether a new or returning teacher, the modules and quizzes can be taken until they are successful passed.
- Use the [Accessibility Manual](#) and work with Individualized Education Program (IEP) teams to determine what accessibility supports should be provided for each student taking DLM alternate assessments. Record the chosen supports in each student's Personal Needs and Preferences Profile in Educator Portal.
- Review student demographic information in EP for accuracy and correct if needed.
 - Ensure student data are correct. Ensure that the student WiselD, grade, date of birth, spelling of name, demographic information, etc., is correct. Notify your Assessment Coordinator if changes are necessary.

- Ensure roster data are correct. Do all eligible students appear on your list of students? If you are administering both the ELA and Math to a student(s), you should have two rosters: one for ELA and one for Math. If you are also administering Science or Social Studies, you should also have rosters for these content areas. For guidance and support please use the [Educator Portal User Guide](#).
- Submit completed and updated First Contact (FC) survey in EP.** Students do NOT receive testlets if the FC survey is not submitted. For guidance and support please use the [Educator Portal User Guide](#).
- Kite Student Portal version 11.0 must be installed on all devices used for assessment for the 2024–2025 school year.** Previous versions will not be compatible with the 2024–2025 assessment and must be removed before Kite Student Portal 11.0 is installed. An error message will appear when attempting to access an older version. If older versions of the Kite® Student Portal are on the student’s testing device, follow the directions found on the DLM website to ensure students install the correct version of [KITE suite](#).
- Familiarize yourself and your students with DLM testlets.**
 - Educators should consider how the student communicates and what tools the student uses or needs to communicate.
 - Access [practice activities and released testlets](#) by using a demo login and the “Practice First” option in the Kite® Student Portal.
- Consider the district and school assessment schedules to ensure students complete all DLM testlets during the spring assessment window.** Wisconsin’s test window is March 17-April 25. *DPI encourages test administrators to start as early in the test window as possible to accommodate student absences and testlet delivery wait time.*
- Download the [Social Studies rater form](#) for students in grades 4, 8 and 10.** Complete the rater form as instructed prior to opening the Social Studies testlet. When completing the Social Studies testlet, you will be asked to enter the performance score derived from the rater form. The form itself should be maintained within your district.
- Schedule locations and times for assessment sessions.**
- Retrieve student’s username and password from EP.** See the [Educator Portal User Guide](#) for detailed instructions.
- Retrieve the Testlet Information Page (TIPS) for the first testlet.** TIPS contain specific test materials (e.g., manipulatives, calculators, etc.) needed for individual testlets and should be reviewed prior to administering each testlet. Gather materials needed before beginning assessment. A collection list of materials for [ELA, Math](#) and [Science](#) is posted on the Educator Resource page. The lists are specific to the subject and the window (either the instructionally embedded assessment window or the spring assessment window). For guidance and support please use the [Educator Portal User Guide](#).
- Assess student on the first testlet.**
 - As each remaining testlet becomes available, retrieve the Testlet Information Page (TIP), gather materials, and assess the student.
 - Field Test Testlets may be assigned to students after operational testing has been completed.
 - Securely destroy the TIP and the test ticket after testing is complete
- Use the DLM Test Administration Monitoring Extract to confirm that all testlets have been completed.** For guidance and support use the [Educator Portal User Guide](#).

For 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](#)
- [Professional Development Videos for Instruction](#)
- [Educator Resources Page for ELA and Math](#)
- [Educator Resource Page for Science](#)
- [DLM Information for Families Brochure](#)
- [Sample Parent Letter/Guide to DLM Score Reports](#)

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	-

Where Do You Find....?

Teacher, Educator, and Test Administrator Resources

[DLM Wisconsin Webpage](#)

- Accessibility Manual
- Blueprints
- Educator Portal User Guide
- Educator resource webpages for ELA, mathematics, and science
- Essential Elements
- Guide to Practice Activities & Released Testlets
- Instructional Activities
- Link to Moodle

[Educator Portal](#)

- DLM Security Agreement
- PNP Profile & First Contact Surveys
- Retrieval of Students' Usernames and Passwords
- Student Rosters
- Testlet Information Pages (TIPs)

Student Resources

[DLM Training Site](#)

- 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

