Year-End Test Administration during the Instructionally Embedded Assessment Window

If a user in a Year-End state asks about the instructionally embedded assessment window, share these useful steps.

These four steps must be completed by the state, district, or building administrators:

1. In Educator Portal, assign test administrators the role of Teacher and the correct organization.
2. Enroll students in Educator Portal.
3. Roster students to the correct test administrator in Educator Portal.
4. Verify that the test administrator’s students have Kite® Student Portal installed on their testing devices.

These five steps must be completed by the test administrator:

1. Take and pass the Required Test Administrator Training (either new or returning) in Moodle.
2. Sign the security agreement.
3. Complete and submit the First Contact survey for each student.
4. Review, update, and submit the Personal Needs and Preferences (PNP) Profile for each student.
5. Create plans for a student during the instructionally embedded assessment window. The resources listed below provide the directions for creating and confirming instructional plans in Educator Portal:
   a. Review the steps in the TEST ADMINISTRATION MANUAL section Optional Instructionally Embedded Assessments.
   b. Follow the step-by-step guidance, which includes screenshots, in the EDUCATOR PORTAL USER GUIDE section Use the Instruction and Assessment Planner.
   c. Review these two short videos on the Educator Resource Page on the DLM website:
      i. Overview of Instructionally Embedded Assessments (18 minutes 10 seconds)
      ii. Ill. Using the Instruction and Assessment Planner (4 minutes 47 seconds)