



# Year-End Test Administration during the Instructionally Embedded Assessment Window

If a user from a Year-End state calls the Service Desk asking 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 (EP), assign test administrators the role of TEACHER and the correct organization.
2. Enroll students in EP.
3. Roster students to the correct test administrator in EP.
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 and confirm instructional plans for a student during the instructionally embedded assessment window. The resources listed below provide the directions for creating and confirming instructional plans in EP.
  - a) Review the steps in the TEST ADMINISTRATION MANUAL (TAM) section Optional Instructionally Embedded Assessments.
  - b) Follow the step-by-step guidance, which includes screen shots, in the EDUCATOR PORTAL USER GUIDE section Use the Instructional Tools Interface.
  - c) Review these three short videos on the Educator Resource Page on the DLM website:
    - I. Overview of Instructionally Embedded Assessments (17 minutes 2 seconds)
    - II. How to User the Instructionally Embedded Assessments (16 minutes 50 seconds)
    - III. Using the Instructional Tools Interface (3 minutes 15 seconds)