

MARYLAND DLM EARLY FALL 2021 INSTRUCTIONALLY EMBEDDED ASSESSMENT TRAINING CHAT TRANSCRIPT WITH RESPONSES

Conducted August 25, 2021 – August 26, 2021

General Questions

1. How do I get added to the email reminders and information that is sent out? ***MSDE will always send correspondence to the LACs and ask them to forward to other critical staff.***
2. When will the PPT be posted on DLM? ***The presentation was posted to the DLM-MD website in both PDF and PPT formats.***
3. Where are the Q&As that you are referencing? ***MSDE produced several Q&A documents from questions we received throughout 2020-21. These documents are located on the DLM-MD website.***

Applicable Waiver and Letters*

Maryland request for waiver of assessment, accountability, and certain reporting requirements due to widespread COVID-19 school closures (March 27, 2020)

<https://oese.ed.gov/files/2020/04/MD-Covid19-WaiverResponse.pdf>

Accountability, school identification, and related reporting requirements for the 2020-2021 school year: <https://oese.ed.gov/files/2021/05/MD-Accountability-Waiver-Response.pdf>

Requirement the State administer its science assessments for school year (SY) 2020-21

<https://oese.ed.gov/files/2021/07/md-2021-science-assessment-waiver-letter-7-22-2021.pdf>

Requirement that a State may not assess using an alternate assessment aligned with alternate academic achievement standards (AA-AAAS) more than 1.0 percent.

<https://oese.ed.gov/files/2021/03/Md-one-percent-cap-decision-letter-and-waiver-3.26.2021-1.pdf>

The Department's letter to Chief State School Officers outlining its plans for the 2020-2021 school year

<https://www2.ed.gov/policy/elsec/guid/stateletters/dcl-assessments-and-acct-022221.pdf>

Accountability* Requirements

1. Do we need to test students if they were not our student last year? ***The window for 2020-2021 assessments is the early fall assessment window. As in a current academic year when the assessment window is in the spring, students that enroll at any point before the testing window should be assessed.***

2. What if students come from out of state? ***Districts/schools should register and roster any Maryland student who was supposed to test in the spring 2020-21.***
Do students that have enrolled after the spring testing window need to test this fall? ***The window for 2020-2021 assessments is the early fall assessment window. As in a current academic year when the assessment window is in the spring, students that enroll at any point before the testing window should be assessed.***
3. Is MCAP also going to be a different type of assessment? Or only for our students taking the DLM alternate assessment? ***MCAP and DLM are very different assessments. Both assessments will have a reduced number of test items.***
4. What code should we use to code rostered students who are ineligible to test? ***If students do not test, the same codes should be used as in a current academic year when the assessment window is in the spring.***
5. What about students that their parents have decided not to send their child back to school face-to-face? Do we still roster these kiddos? ***Yes, districts /schools are required to register and roster all students who were eligible to test in the spring 2020-21. The DLM Instructionally Embedded assessments must be given in a SECURE school environment.***
6. Do students still need Appendix A and Parental Consent for this? ***It is a requirement in Maryland that APPENDIX A is completed for every student each year.***
7. If a student was identified for an Alternate assessment at the end of last year (after the testing window would have closed if we had tested), or over the summer, they would not have to participate in the fall alt testing, correct? ***Districts/schools should register and roster any Maryland student who was supposed to test in the spring 2020-21.***
8. If a student was identified for an Alternate assessment last spring, but then was determined no longer eligible in a subsequent IEP meeting, do they need to take the DLM assessment? ***If it was determined that the student no longer meets the eligibility requirements for an alternate assessment, then they would not have to take the DLM assessment.***
9. Can you clarify if an ALT student was exempt from taking the assessments who was supposed to take the assessment during the 2019-2020 school year? ***Maryland received a waiver for ALL Students (including ALT) from taking required accountability assessments during the 2019-2020 school year. (Math, ELA, and Science for grades 3-8 and once in HS).***
10. Is the 2019/2020 testing fully waived? Or do they need to make this year up as well? ***Maryland received a waiver for ALL Students (including ALT) from taking required accountability assessments during the 2019-2020 school year. (Math, ELA, and Science for grades 3-8 and once in HS).***
11. Would students have to test again if they were assessed prior to closure in 2019/2020? ***For Accountability, students are assessed in grades 3-8 and once in HS. Students taking a test and having a test result prior to school closure would meet the requirement.***

12. Do I document on their transcript that they took the assessments during spring 2020? How do I document they were administered the assessment? ***This question appears to be specific to graduation and not accountability. MSDE does not mandate Local School System transcripts, therefore please confirm within your LSS how best to document information on a student transcript. The documentation may vary depending on grade of student and if the assessment taken was an alternate assessment. Please refer to the graduation waivers for specific cases.***
13. If some of our students that are required to test end up being virtual again, what are the expectations as no testing is to be administered remotely? ***Districts /schools are required to register and roster all students who were eligible to test in the spring 2020-21. The DLM Instructionally Embedded assessments must be given in a SECURE school environment.***
14. Is there any benefit for a student to take the fall assessment rather than the spring assessment? If we have students repeating 11th grade for 1-3 years and they have not yet tested, would it be good for them to test this fall? They would be eligible for this fall assessment, but also to test in the spring? ***Current 11th grade students will take the Instructionally Embedded Assessment in fall 2021 as an 11th grader. Since these students would then have tested at a High School grade level, they would have fulfilled ALL test obligations for MSDE.***

Required Test Administrator Training

1. The DLM manual for 2021 - 2022 said that there would be 4 modules for the test administration training, but there are 4 extra modules that show up for new test administrators to take which extends the training time significantly. It appears that new test administrators must take those 4 extra modules to get their certificate. Is this correct? ***MSDE is ONLY requiring returning staff to complete the one mandatory training module for the Early Fall Assessments. All NEW staff (and those who did not complete all the required training in 2021) will have to complete ALL training modules.***
2. Can district level people and STCs go into the Test Administrator training this year? We used to be able to, even if we weren't "taking" the TA training. ***Yes. Maryland has opted to enroll users with District Test Coordinator, District User, Building Test Coordinator, and Building User into the Required Test Administrator Training Course for 2021-22.***
3. What are the trainings called once folks log into the training portal? ***Most users will see one of two links when logging into the training website, 'MD 2021-22 Required Training for New DLM Test Administrators' or 'MD 2021-22 Required Training for Returning DLM Test Administrators'. Some users will also have facilitator training resources, 'MO 2021-22 Required Training for DLM Test Administrators – Facilitator Resources'.***
4. Is there a list of the modules - or module names - so we can share with New TAs? I can't see them since I am a returning TA. ***The required training for new DLM test administrators has four main modules and Maryland has selected four additional modules. Returning test administrators have one larger module to complete.***

5. If a test administrator has finished training from last year and finishes the refresher module this fall or takes the full training, what is the expected training for the spring administration? ***If staff have completed ALL, the required training in 2020-21 and the required training module for 2021-22 then they have fulfilled all required training requirements for the spring.***
6. What is the easiest way to determine who completed training last year? Is there an extract available in Educator Portal that shows the required test administration training status? ***District staff should have downloaded the Training Status extract from Educator Portal prior to the data rollover that occurred in July to verify who completed the required training during the 2020-21 school year. The Training Status extract is currently available to verify who has and has not completed the required training for the 2021-22 school year.***

Data Management

1. Will the grade roll over after the fall assessment window for the spring or will we need to enter all the students again for the spring administration? ***Once the student is enrolled for the early fall assessment, only the grade level will need to be changed for the spring assessment window. At that time, the student's enrollment will need to be updated to reflect the grade level for 2021-22. No changes to student data should be made until December 17, 2021.***
2. How do we get an Educator Portal login if we don't have one already? As well as the DLM training log-in? ***District-level staff will need to contact the SEA for an Educator Portal login. District-level staff are then able to add and edit teacher and building-level accounts as needed.***
3. Do we have to upload a teacher roster prior to teachers completing the training? ***Districts/schools can upload in either bulk or individually teacher/student information throughout the test administration window at any time.***
4. Do the students tested this fall had to be enrolled the spring of last year? What about new registered students this fall? ***Districts/schools should register and roster any student who was supposed to test in spring 2020-21.***
5. When activating a student using their SSI number, what date should we use for school entry date? Their enrollment date in our school? ***The Kite Educator Portal applications requires the current date or a date in the past be entered. Check with the SEA if you are unsure of the date to enter in this field.***
6. If a student is repeating grade 3 this school year. Do you still enroll student in grade 3 for the fall assessments? ***Districts/schools will be able to register and roster students at the grade they were in during the 2020-2021 school year to test student's off-grade.***
7. What page in the data management manual has the note about inputting the student's grade level? I'm looking, but I only see references to the student's current grade level. ***DLM added a clarification document to the Data Manual (located on the very last page).***
8. When will the Data Management manual for 2021-2022 be posted? ***The manual was posted to the DLM-MD website as of 8/25/21.***
9. Can the STC also have a teacher role in Educator Portal? ***Yes, it is possible within the Educator Portal application for an STC to also have a teacher role.***

10. In the Kite® system, do we enter the student with their grade level in 2020-2021 or 2021-2022?
For early fall testlet administration, the student should be entered or activated with the grade level they would have been in during the 2020-21 school year.

Test Administration & Using the Planner for Instruction and Assessment

1. Is the expectation for teachers to go back and provide instruction on last year's curriculum and then administer the testlet? ***District's/schools can independently pick a minimum of five EEs per content and can schedule the instruction and assessment in the way that best meets the needs of the student.***
2. Please expand on the reassessing students as needed and provide an example as to when the teacher will reassess. ***During the early fall test administration window, each student must begin testing at the Target linkage level for each Essential Element chosen. If the student shows mastery for the Target linkage level, the student must then assess at the Successor level for that Essential Element. If the student does not show mastery at the Target linkage level, the student does not need to be assessed again for that Essential Element.***
3. Is there a required number of days that need to pass between begin instruction and assign testlet? ***Teachers can and should schedule the instruction and assessment in the way that best meets the needs of the student.***
4. Where on the DLM site can we find the videos? Is a transcript of the Planner video posted also? ***Short informational videos, also known as helplets, are available on the [Educator Resource Videos for Year-End State](#) webpage. Most videos have transcripts available for download using the 'Transcript' link underneath the video.***
5. What's the approximate time to complete instructional piece prior to starting testlet? ***District's/schools can independently pick a minimum of five EEs per content and can schedule the instruction and assessment in the way that best meets the needs of the student.***
6. Are testlets still approx. 5-15 minutes each? ***Yes.***
7. What is the requirement for testlet completion? Does the student need to demonstrate mastery or complete all parts of the EE? ***Teachers will have the ability to independently pick a minimum of five EEs per content to work on, therefore they can spend as much time on each as they like. A student would not have to demonstrate mastery.***
8. Is the status by student for instructionally embedded available through a report (tracking testlets completed)? ***The Essential Element Status Report can be printed for each student for each content area assessed.***
9. How do you select an Essential Element (EE)? Do teachers have to select the EE before providing instruction? ***Teachers can and should schedule the instruction and assessment in the way that best meets the needs of the student. Once the teacher decides on the best Essential Elements for the student, the teacher should select Begin Instruction in the Planner. When the teacher***

feels the student is ready to begin testing, they can choose Instruction Complete Assign Testlet.

10. Is there a sandbox / practice page where you can show us through this process for a sample? ***There is a DLM sandbox for Educator Portal. MSDE sent out sandbox logins to each LAC for their district/schools.***
11. Does the TA have to enter date for starting instruction...are these required? ***The date displayed in the Planner is automatically updated each time the test administrator changes the status of that linkage level for the chosen Essential Element. For example, when the test administrator, selects Begin Instruction, the date will populate on that tile within the Planner. Additionally, when the test administrator selects Instruction Complete Assign Testlet, the date will update to show the date that option was selected.***
12. Will student portal only show the assigned testlets that teachers identified? ***Kite Student Portal will only show testlets that have been assigned to the student in the Planner using the option Instruction Complete Assign Testlet.***
13. Do testlets need to be completed all in one instance? ***Teachers can and should schedule the instruction and assessment in the way that best meets the needs of the student.***
14. After selecting "Begin Instruction", is the instruction in Kite or are we creating instructions ourselves? ***Teachers will begin instruction in the classroom. The Kite applications will be used to assign testlets using the Planner in Educator Portal and administer testlets using the Student Portal.***
15. For the fall assessments students have a fixed number of testlets of 5 each for math, reading, and science, correct? In the spring, it goes back to being variable based on grade? ***Correct.***

Graduation and HS Assessment Requirements

1. Can you clarify the "graduation" group with testing waived? If they were in 11th grade in spring 2020, 12th grade in 2020/2021, are they exempt from coming back to test? ***For the graduation waivers*, the graduation group refers to students graduating the spring or summer of the academic year. Please confirm with the Office of Students with Disabilities for testing of the students that are continuing as 12th grade students past the 2020-2021 school year.***
2. High school students that didn't test in spring 2020 due to the COVID school closures are waived from participating, correct? ***See MSDE waiver documents*.***
3. If students took the test in spring 2020 before schools closed, it should count for their HS assessment, but I think you said no scores were provided, so does it still count? ***Correct. MSDE did not ask DLM to produce score reports. MSDE suggests that districts/schools document a student's participation in their IEP and or permanent record.***
4. Is there a way to tell if a student tested in high school already? I have a student that has been assigned to grade 11 for 4 years and has been in our school for the last 2. ***Test data is available on the MSDE SECURE SERVER for all past test administrations***

5. What if a student is in grade 11 now that was not testing last year? ***Depending on how your district/school labels students in a High School grade (i.e., grade, 9, 10, 11, 12) would depend on if they take part in the spring early fall assessment as a high school student. A student could take the Instructionally Embedded Assessment in fall 2021 as an 11th grader. Since these students would then have tested at a High School grade level, they would have fulfilled ALL test obligations for MSDE.***
6. I had a few high school students that tested during the 2019-2020 school year, but I have not received any score reports or documentation confirming this. What happens with those assessments since they took the assessment before schools shut down from Covid? ***MSDE did not ask DLM to produce score reports. MSDE suggests that districts/schools document a student's participation in their IEP and or permanent record.***
7. High school students who would have tested last spring will fulfill their testing requirements this fall, correct? ***Correct.*** Any high school student who would normally test in the spring will just test then - is that correct? ***Correct.*** And any younger grades will test in the fall and then in the spring as well? ***Correct.***

QUESTIONS:

Please contact:

Michael A. Plummer, Ed. M.

Program Manager for Assessment of Students with Disabilities
Division of Assessment, Accountability and Information Technology

Maryland State Department of Education

200 W. Baltimore Street

Baltimore, MD 21201-2595

410 767-2498 (office)

410-333-0052 (fax)

michael.plummer@maryland.gov