



MARYLAND DLM[®] TRAINING 2024 FAQ SHEET

Trainings Conducted 1/17/2024 & 1/18/2024

Question & Answer Session Conducted 2/16/2024

General Questions

What are the dates of Maryland’s 2024 DLM[®] spring assessment window?

Maryland’s spring DLM alternate assessment window opens March 11, 2024, and closes May 17, 2024.

What are the technology requirements for DLM testing?

Technology requirements and installation requirements are found on the DLM website under the Kite[®] Suite link here: <https://dynamiclearningmaps.org/kite>.

Resources/Links

What is the website to access the Kite Suite?

The DLM webpage is the main hub to access Kite Suite applications as well as all manuals, guides, and other helpful documentation. Listed here are helpful links you can use to access the applications as well as the DLM Professional Development website.

- Maryland DLM webpage (<http://dynamiclearningmaps.org/maryland>):
- Kite Educator Portal: <https://educator.kiteaai.org>
- Kite Student Portal (installation requirements & manuals and downloads): <https://dynamiclearningmaps.org/kite>
- Required Test Administrator Training: (in [Kite Educator Portal](#))
- Professional Development: <http://www.dlmpd.com>

IEP Questions

Are all students able to access the reader and scribe or do they need to have those on their IEPs as accommodations?

Any accommodation that a student *requires* should be indicated on their IEP regardless that they are taking an assessment that reads to them. Accommodations are for instruction and assessment. If a student requires text read to them during instruction, then they should have verbatim reading marked on their IEP. If a student cannot complete writing tasks and express their ideas in writing, then they require a scribe, and it should be on their IEP. The IEP is meant to capture the needs of the student regardless of placement

or assessment participation. At any time, a student could move to a district that does not use DLM therefore it is important that the student’s IEP identify what supports are required for instruction and assessment.

Accountability & Waivers

What grade levels are required to take the DLM assessment in Maryland?

Grade	ELA	Mathematics	Science
3	Yes	Yes	No
4	Yes	Yes	No
5	Yes	Yes	Yes
6	Yes	Yes	No
7	Yes	Yes	No
8	Yes	Yes	Yes
9, 10	No	No	No
11	Yes	Yes	Yes (roster students for Biology course)

If a student didn’t test in grade 11, and needs to test in grade 12 how should they be enrolled?

Grade 12 students who need to test must be enrolled into grade 11 to take the assessment.

Can you give me an example of a homebound student?

A homebound student is a student receiving home and hospital services in the home and is not able to access instruction or assessments in the school building.

Scoring & Reporting

What score reports can teachers see?

Teachers can access reports for students who are rostered to them for the 2023-2024 school year only for the subjects that the student is rostered to that teacher for. Teachers cannot access score reports for students previously rostered to them.

Are the ISRs available in any other language?

DLM has provided a link to student score report Spanish translation templates for Year-End model states on the Maryland DLM webpage.

Will MSDE be sending printed ISRs?

Yes, LEAs and LEA24s will receive printed ISRs.

Required Test Administrator Training

How do we get to that page for the Required Test Administrator Login?

Required Test Administrator training is accessed in Kite Educator Portal using the Training tab.

Are new teachers considered teachers who have never administered DLM before?

Any test administrator who has not administered DLM testlets before or did not complete the required test administrator training the previous assessment year will automatically be enrolled into the required test administrator training for new teachers.

How many modules are new and returning test administrators required to complete?

Returning test administrators will have one required module with one opportunity to pass. If that module is not passed, the test administrator is required to complete additional training. New test administrators will have four required modules. Both new and returning test administrators also have two optional modules plus two additional required modules.

Data Management

One of my schools has an incorrect ID number or is missing from the State Organizational Table. How can I correct this?

Contact MSDE for assistance if you find an incorrect school number in the State Organizational Table for Maryland document.

Who are considered data managers? What do they do?

Data managers primarily maintain educator, student, and roster data in Educator Portal. Typically, the person responsible for this data management is assigned the role of district

test coordinator. The Data Management Manual, available on Maryland's DLM webpage, is an excellent resource for data managers to use while managing data.

Who do we contact for student transfers?

Staff with district level permissions in Educator Portal can transfer students between schools within the same district. To transfer a student to a school outside of the district, contact MSDE.

Where do I find the various student templates in Kite Educator Portal?

Templates for uploads can be found on Maryland's DLM webpage, <https://dynamiclearningmaps.org/maryland>, and also on the various Upload tabs in Educator Portal by hovering over the question mark.

For the school entry date, should we be using the date the student entered our specific school?

Yes, the date that student enrolled in the school.

Test Administration

What is Maryland's policy for using the Exit Does Not Save button in Student Portal?

Maryland allows test administrators to use the Exit Does Not Save button, however test administrators need to document each use of the button.

Who is considered a Test Administrator?

Test administrators (e.g., educators, examiners, proctors, or teachers) prepare students for and administer the assessments to them. Any person administering DLM assessments is required to complete the Required Test Administrator Training. The Test Administration Manual for Year-End Model States is available as a resource for testlet administration.

How many testlets are required per grade and subject?

Refer to the appendix section of the [Test Administration Manual](#) for information on required number of testlets per grade and subject.

After completing a testlet, how long does it take for the next testlet to become available?

Only one science testlet at a time is available in Student Portal. After the student submits the first testlet, the Kite system evaluates the student's responses, and then the next testlet becomes available in Student Portal, usually within 15 minutes.

When the testlet is being generated during the 15-minute time span, can we begin assessing another student?

Yes. However, you can also test the student on a different subject during that time.

Will there be field tests for spring 2024 and does Maryland require field tests to be completed?

Field tests will be generated during the spring 2024 DLM assessment. Maryland requires that students complete those testlets. Field tests are named with “FT” at the beginning of the testlet name.

How does a Test Administrator know they are done with each subject's assessment?

On the Test Management screen in Educator Portal, the Test Progress column allows the test administrator to monitor a student’s testing progress for each subject. For each test ticket, the Test Progress column will indicate the number of testlets that are available. Also in Kite Student Portal, testing progress is indicated in the same way (e.g., Testlet 3 of 9). Refer to the Test Administration Manual for Year-End Model States for more information on monitoring student testing progress.

Are writing sample uploads optional or do we have to upload them?

Maryland has selected to allow test administrators to upload writing samples. It is optional and not a requirement. The student’s test administrator can only upload the writing samples.

Are practice tests just for teachers? Or for students as well?

The [Guide to Practice Activities and Released Testlets](#) can be used to familiarize both teachers and students with testlets by using demo logins for practice testlets.

When and where do we enter Special Circumstance codes?

If a Special Circumstance code needs to be entered for a student, you will need to contact Lauren Taylor at MSDE for further instructions.