Audience and Purpose

Assessment Coordinators

Data Managers

Technology Personnel

Purpose: explain the responsibilities of these roles.

Overview

Assessment Design and Terminology

Roles/Responsibilities

Feel Free to Pause!

Subjects

- English language arts
  - Grades 3-8 and high school
  - Reading, writing
  - States choose the grade(s) in high school
- Mathematics
  - Grades 3-8 and high school
  - States choose the grade(s) in high school
- Science
  - Grade bands 3-5, 6-8, and high school
  - States choose the grade(s) within each grade band
Standards: Essential Elements

• Essential Elements
  – are the learning targets for the DLM assessments
  – provide a bridge from grade-level content standards to academic expectations for students with the most significant cognitive disabilities
  – align to states’ grade-level standards

Blueprints

• Blueprints
  – list the Essential Elements assessed
    • for each grade
    • for each subject
  – are organized into groups of related Essential Elements
    • by claims and conceptual areas for ELA and mathematics
    • by domains for science

Testlets

• Testlets are short assessments that comprise the assessment as a whole.
• The number of testlets varies by grade and subject.
• Each testlet includes 3-9 conceptually-related items.
• A student typically takes 5-15 minutes complete a single testlet.

Testlet Structure

• Each testlet begins with an engagement activity to
  – spark student interest
  – activate prior knowledge
  – provide a context for the items that follow
• Items follow the engagement activity.

Item Types

- Multiple Choice
- Sorting
- Matching
- Select Text

Testlet Types

- Computer-Delivered
- Teacher-Administered

*teacher = test administrator*
Linkage Levels

- Linkage levels help make the academic content of the Essential Elements accessible to the widest range of participating students as possible.
- Provide multiple levels of complexity for each Essential Element.
- Each testlet a student takes is designed to assess one particular linkage level.
- Writing testlets are an exception.

Linkage Levels for ELA and Math

<table>
<thead>
<tr>
<th>Linkage Levels</th>
<th>Complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Precursor</td>
<td>Least complex; foundational</td>
</tr>
<tr>
<td>Distal Precursor</td>
<td>Knowledge and skills needed to reach the target</td>
</tr>
<tr>
<td>Proximal Precursor</td>
<td>Provides access to the target</td>
</tr>
<tr>
<td>Target</td>
<td>Aligns to content of the Essential Element</td>
</tr>
<tr>
<td>Successor</td>
<td>Progresses beyond the target</td>
</tr>
</tbody>
</table>

Linkage Levels for Science

<table>
<thead>
<tr>
<th>Linkage Levels</th>
<th>Complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Least complex</td>
</tr>
<tr>
<td>Precursor</td>
<td>More complex</td>
</tr>
<tr>
<td>Target</td>
<td>Most complex; aligns with Essential Element</td>
</tr>
</tbody>
</table>

Assessment Window

Spring
Early March to Early June

Each state chooses dates within this timespan. Check the state’s page of the DLM website for specific dates.

Kite® Suite

Educator Portal
Student Portal
Personal Learning Profile

First Contact
Personal Needs and Preferences

both accessed in Educator Portal

Test Administration Practices

• Allowed
  – Taking breaks
  – Logging into Student Portal for the student, navigating across screens, and entering the student’s chosen responses
  – Using special equipment for positioning
  – Using an interactive whiteboard to project the student’s testlets
  – Human read aloud

• Not Allowed
  – Influencing a student’s responses
  – Hints or hand-over-hand guidance
  – Previewing a student’s testlet ahead of time then teaching the student the answers
  – Removing/reducing the number of response options
  – Adding pictures or communication symbols to response options that are text only

More information is provided in the Test Administration Manual and the Accessibility Manual.

Required Training for Test Administrators

• For new test administrators, the training consists of
  – four modules
  – an activity for each module
  – a post-test for each module
• The training is offered in two formats
  – Online, self-directed
  – In-person, facilitated for groups

• For returning test administrators, the training consists of
  – one module
  – one post-test divided into four parts that correspond to the post-tests for new test administrators
• Only an online, self-directed format is offered.

Approximate training time: 2.5 hours
Approximate training time: one hour

Checkpoint Review

Year-End Model of the DLM Alternate Assessment

Blueprints of Essential Elements
Testlets and Linkage Levels
Spring Window
First Contact Survey
PNP Profile
Educator Portal and Student Portal

ROLES AND RESPONSIBILITIES
District Staff Roles

Assessment Coordinators  Data Managers

Technology Personnel

Each role has its own manual on the DLM website.

Each manual includes a checklist of tasks to perform.

Assessment Coordinators

- Who will serve?
  - technology personnel
  - data managers
  - test administrators
- What do they need to know?
  - their roles and responsibilities
  - DLM assessment policies and procedures
  - state-specific policies
Assessment Coordinators

• How will district staff and test administrators be trained?
  – Review checklists.
  – Promote DLM- and state-sponsored trainings.
  – Deliver required test administrator training (if assigned to facilitate).
  – Monitor educator completion of all parts of the required training and the test security agreement.
  – Identify training and resource needs.
  – Encourage and monitor participation in PD opportunities.

Instructions provided in the
• Guide to DLM Required Test Administrator Training
• Facilitator Guide to DLM Required Test Administrator Training

Assessment Coordinators

• How will lines of communication be established?
  – Initiate communication with data managers and technology personnel.
  – Serve as the point of contact to the DLM Service Desk.
  – Determine how to communicate with state or district representatives for information specific to the state or district.
  – Monitor creation of Educator Portal user accounts.
  – Monitor deadlines for teachers to activate accounts and complete training.
  – Establish an assessment security plan and monitor adherence to DLM- and state-specific policies.

DLM Service Desk

1-855-277-9751
dlmsupport@ku.edu

Assessment Coordinators

• Follow guidelines in the manuals and resources on the state’s specific page of the DLM website.
• Contact state education agency staff for matters of state-specific decisions.
Assessment Coordinators

• Who will be assessed?
  – Make sure educators have identified who is eligible to take the DLM Alternate Assessment
  – Collaborate with data managers to ensure students are identified and that student data is correct.
  – Assist test administrators and technology personnel in making sure testing devices and assistive technologies are configured correctly.
  – Support test administrators in creating a secure testing environment where distractions are minimized.

• What about parents?
  – Develop a plan to facilitate communication with parents/guardians.
  – Schedule meetings as necessary.
  – Consider what parents will want to know about the assessment.
  – Use parent resources from the DLM website as needed.
    • Example: Parent Interpretive Guide (Spanish version available)

Assessment Coordinators

• What should be done during the assessment window?
  – Monitor and support test administration.
    • Facilitate communication between DLM and district staff
    • Monitor assessment activity (e.g., test administrators trained, First Contact surveys completed, testlets completed, etc.)
    • Help troubleshoot as necessary.

Monitor? Where?

Educator Portal

• Extracts are available to monitor
  – Completion of the Required Test Administrator Training and the test security agreement
  – Student enrollment and rosters
  – Users and their roles
  – Completion of the First Contact survey
  – PNP settings selections

Assessment Coordinators

After the spring window is complete...

PLAN FOR NEXT YEAR!
**Educator Portal**

- All data management is conducted in Educator Portal.
- State-level staff coordinate with DLM staff to create Educator Portal accounts for the district test coordinator role.
- New users must activate their account and complete the test security agreement.
- Existing users must recomplete the test security agreement each August.

**Roles in Educator Portal**

- Building Test Coordinator
- Building User
- District Superintendent
- District Test Coordinator
- District User
- Proctor
- Teacher

*Users are not to have multiple email addresses in Educator Portal.*

**Data Managers**

- Collect educator, student, and roster data.
- Prepare user, enrollment, and roster files.
  - Templates are provided under the Templates tab of a state’s page on the DLM website.
- Note: Check with the assessment coordinator before completing any uploads because in some states, state agency staff upload all files.
- Verify data for accuracy.

**Data Managers**

- Review and confirm user data from the previous year.
  - Deactivate accounts for users who are no longer active in the district for the DLM alternate assessment.
  - Contact the DLM Service Desk to consolidate any multiple accounts belonging to the same person.
  - Send a test email message to users to verify the accuracy of email addresses.
- Update existing users as needed.
- Upload new users and assign a role to each.
**Data Managers**

- Confirm
  - students and educators are linked to correct schools in the User Upload and Enrollment Upload Templates
  - students are linked to the correct test administrator in the Roster Upload Template
- Notify the assessment coordinator and educators when uploads are complete.
  - Test administrators are trained to verify their rosters and student data and contact the assessment coordinator or data manager if corrections are needed.

**Assessment Coordinators and Data Managers**

**TECHNOLOGY PERSONNEL**

**Technology Personnel**

- may or may not need an Educator Portal account
- may be needed to provide technical support for test administrators and other district staff using Educator Portal and Student Portal
  - Troubleshooting information is provided on the DLM website.

**Technology Personnel**

- Determine which devices will be used for the assessment.
- Install the most current version of Student Portal on all devices to be used.
- Support educators in checking the compatibility of devices and accessibility supports.
- Verify local networks meet bandwidth requirements.
- Install a PDF reader (e.g., Adobe) on devices educators will use to access Educator Portal.
- Modify spam and junk email settings (whitelisting) to accept messages from DLM accounts (@ku.edu).
Technology Personnel

Technology Personnel

- Technology Specifications Manual
- Educator Portal User Guide

Technology Personnel, Assessment Coordinators, Data Managers

Personally Identifiable Information

- Everyone involved with the DLM alternate assessment is obligated to protect students’ personally identifiable information (PII).
- Be particularly careful about sharing PII electronically.
- If contacting the DLM Service Desk electronically, providing the student’s state ID is typically sufficient.

Checkpoint Review

Collaboration is key!
Data Extracts

• Data Extracts
  – are available in Educator Portal
  – are located under the Reports tab
  – are based on user role
    • District users = district-level reports
    • Building users = building-level reports
    • Teachers = student and class reports
• Reports are in PDF format.
• Extracts are in CSV format.

Extracts

• Current Enrollment
  – current enrollment information for active students
• DLM Test Administration Monitoring
  – number of testlets completed vs. number total

Extracts

• First Contact Survey File
  – First Contact survey settings by student
• PNP Settings Count
  – student PNP setting counts by organization
• PNP Settings
  – personal needs and preferences selections by student

Extracts

• Roster
  – student assignment by educator and subject
• Security Agreement Completion
  – status by organization
• Training Status
  – users by organization and their completion status
• Users
  – users and their roles

Extracts

• are useful in monitoring the assessment throughout the spring window
• should be downloaded and saved in a secure location

Individual Student Score Reports

• End-of-year score reports are delivered in Educator Portal in mid summer.
• In most states, Building or District Test Coordinators provide test administrators end-of-year individual student score reports.
• Test administrators may have access to archived student score reports in Educator Portal for students rostered to them in the new school year.
Helplets

- Getting Started in Educator Portal
- Signing the Security Agreement
- Adding and Editing Roster Manually
- Exiting Students Manually
- Adding and Editing Users Manually
- Finding Previously Enrolled Students
- Adding and Editing Students Manually
- Uploading Templates
- Transferring Students Within District

Checkpoin Review

- Extracts are available in Educator Portal help monitor various aspects of the assessment.
- Individual Student Score Reports (end-of-year) are delivered in Educator Portal.

Q & A SESSION

THANK YOU