

# Test Administrator Checklist: English language arts (ELA) & mathematics NYSAA through Dynamic Learning Maps (DLM)

## New Test Administrators

(did not administer ELA/Math NYSAA in 2015-16)

Step 1: Read and become familiar with the DLM Test Administrator's Manual (TAM) and Accessibility Manual	
	<b>Completed</b>
Updated manuals can be located at <a href="http://dynamiclearningmaps.org/newyork">http://dynamiclearningmaps.org/newyork</a>	

Step 2: Activate your Educator Portal Account	
	<b>Completed</b>
Account Activation emails are sent from the following email address: <a href="mailto:kite-support@ku.edu">kite-support@ku.edu</a> . The link inside the email allows you to set a password and will take you to log into the Educator Portal system at <a href="https://educator.cete.us">https://educator.cete.us</a> . Your full email address is the username.	
Contact your District Test Coordinator (DTC) and/or Data Manager for assistance if you don't have the account activation email or can't access your account. You can find a list of DTCs at <a href="http://cbtsupport.nysed.gov">cbtsupport.nysed.gov</a> , under the NYSAA section.	
Once logged in, read the security agreement and click the "I have read this security agreement and agree to follow the standards" radio button. Type your full name and click the blue 'Save' button.	
Print the Security Agreement for your records.	
Review your profile and make any necessary changes (display name or password)	

Step 3: Complete required AATN turn-key training and the qualifiers in Moodle	
	<b>Completed</b>
Attend in-person facilitated training provided by AATNs. Contact your District Test Coordinator (DTC) and/or Data Manager for issues concerning attending in-person training. You can find a list of DTCs at <a href="http://cbtsupport.nysed.gov">cbtsupport.nysed.gov</a> under the NYSAA section.	
Access MOODLE to complete qualifiers and demonstrate knowledge of Educator Portal and the computer-based assessment. Note: an account in Educator Portal is required in order to activate the account in MOODLE. It can take up to 3 hours for the Moodle account to be activated after the EP account is established. <ul style="list-style-type: none"> <li>MOODLE can be accessed at <a href="http://training.dynamiclearningmaps.org/login/index.php">http://training.dynamiclearningmaps.org/login/index.php</a> Your user name is your email address (all lower case). Your password is the first part of your email address, up to the @ sign (all lower case)</li> <li>You are required to complete four training modules, each of which is followed by four qualifiers (post-quizzes).</li> <li>Each qualifier must be passed with 80% or better accuracy.</li> <li>You can continue to review and re-take the modules and associated qualifiers until you are successful.</li> </ul>	
Print the completion report that becomes available once all training requirements have been met.	
<b>NOTE: All training requirements must be completed before you will have access to the student KITE log-in information.</b>	

\*\*\* Please continue with checklist below for All Test Administrators \*\*\*

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## Returning Test Administrators

(Administered the ELA/Math NYSAA in 2015-16)

Step 1: Read and become familiar with the DLM Test Administrator’s Manual (TAM) and Accessibility Manual	
	<b>Completed</b>
Updated manuals can be located at <a href="http://dynamiclearningmaps.org/newyork">http://dynamiclearningmaps.org/newyork</a>	
Step 2: Verify that an account exists in Educator Portal.	
	<b>Completed</b>
Log in to Educator Portal at <a href="https://educator.cete.us/">https://educator.cete.us/</a> . The username and password from the prior year should be used.	
Contact your District Test Coordinator (DTC) and/or Data Manager for assistance if you don’t have an account or can’t access your account. You can find a list of DTCs at <a href="http://cbtsupport.nysed.gov">cbtsupport.nysed.gov</a> , under the NYSAA section.	
Once logged in, read the security agreement and click the “I have read this security agreement and agree to follow the standards” radio button. Type your full name and click the blue ‘Save’ button.	
Print the Security Agreement for your records.	
Review your profile and make any necessary changes (display name or password)	
Step 3: Complete one module of self-directed training	
	<b>Completed</b>
<ul style="list-style-type: none"> <li>▪ Complete the required overview training module, followed by the required qualifier (post-quiz) in MOODLE (approximate time commitment 1 hour).</li> <li>▪ Moodle can be accessed at <a href="http://training.dynamiclearningmaps.org/login/index.php">http://training.dynamiclearningmaps.org/login/index.php</a>. Your user name is your email address (all lower case). Your password is the first part of your email address, up to the @ sign (all lower case)</li> <li>▪ The quiz must be passed with 80% or better accuracy.</li> <li>▪ You will have two opportunities to re-take the qualifier if not successful on first attempt.</li> <li>▪ If you do not pass after two tries, you will be required to review the module(s) that you were not successful on. You will also have to re-take the corresponding qualifiers with 80% accuracy or better. You can continue to review and re-take the modules and associated qualifiers until you are successful.</li> <li>▪ The next training module will only become available when the quiz is successfully completed or a message appears that all requirements have been met.</li> </ul>	
Print the completion report that becomes available once all training requirements have been met.	
<b>NOTE: All training requirements must be completed before you will have access to the student KITE log-in information.</b>	

\*\*\* Please continue with checklist below for All Test Administrators \*\*\*

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## All Test Administrators (both new and returning)

<b>Step 1: Kansas Interactive Test Engine (KITE)</b>	
	<b>Completed</b>
Confirm that all computers and devices being used to test students have the latest version of the KITE client installed. The KITE Client needs to be re-installed every year as older versions may not be compatible with current years. The DLM website provides information on version availability and system status at <a href="http://dynamiclearningmaps.org/content/kite">http://dynamiclearningmaps.org/content/kite</a> .	
Sign up for test updates at <a href="http://dynamiclearningmaps.org/content/operational-testing">http://dynamiclearningmaps.org/content/operational-testing</a> .	
Ensure your internet connection is working	
Check compatibility of assistive technology devices	

<b>Step 2: Verify Student and Roster Data in Educator Portal</b>	
	<b>Completed</b>
Confirm the students assigned to you on rosters. <ul style="list-style-type: none"> <li>Do all eligible students appear on my list of students?</li> <li>Do any students appear on my list who are not assigned to me or who are not eligible for the NYSAA?</li> <li>Is each student assigned to the correct grade level? Student Eligibility- refer to student's IEP and the 2016-17 NYSAA Age Range Chart <a href="http://www.p12.nysed.gov/assessment/nysaa/2016-17/agerange-nysaa17.pdf">http://www.p12.nysed.gov/assessment/nysaa/2016-17/agerange-nysaa17.pdf</a></li> </ul>	
Confirm that all of your students have a roster record for the correct subjects (ELA or Math or both)  If you are administering both the ELA and Math NYSAA to a student or students, you should see two rosters: one for ELA and one for Math.	
Confirm that all students have a valid NYSSIS ID	
Confirm that student demographic data is correct (name, DOB, grade to be tested at according to the NYSAA Age Range Chart)	
Confirm that high school grade students are assigned to Grade 9. All high school students are tested at the Grade 9 level in the DLM system.	

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## Step 3: Evaluate and Choose Accessibility Supports (formerly known as PNP Settings)

	Completed
Refer to the DLM Accessibility Manual to follow a six-step process for evaluating and choosing appropriate supports for each student.	
Ensure student IEPs are being referenced and utilized.	

### Notes:

- Accessibility Manual is available at <http://dynamiclearningmaps.org/newyork>
- It is expected that supports are similar to those which have been used during instruction. Students should not be using the accessibility features for the first time when taking the ELA and Math NYSAA.
- Do not have the assessment be the first time a student is using accessibility features.
- Best Practices dictate that accessibility features are documented on a student's IEP as testing accommodations. The expectation is that supports are similar to those which have been used during instruction.
- Refer to student's IEP for student specific Testing Accommodations. This test is not-timed, breaks are allowed, and students are expected to be tested in a separate or alternate area or setting.
- The braille ready file (BRF) comes in uncontracted EBAAE. Requests for materials necessary for embossing must be made to the DLM Service Desk in advance. Additional information on braille forms is available in the Test Administrator Manual.
- Language translation services must be provided by the District/BOCES/Charter/Nonpublic school
- Paper copies of testlets are available for specialized circumstances (e.g., religious exceptions). Please send an email to [cbtsupport@nysed.gov](mailto:cbtsupport@nysed.gov) to request information.

## Step 4: Complete or Update First Contact Settings

	Completed
Ensure you complete all required survey questions.	
Complete additional questions as needed to ensure accurate testlet linkage level.	
Ensure student IEPs are being referenced and utilized.	
<b>NOTE: The information from the FC Survey generates the student's first testlet's adaptive linkage level.</b>	

## Step 5: Prepare for Assessment with Practice Activities and Released Testlets

	Completed
Complete educator activities.	
Work with students to complete student activities.	
<b>Note: Practice activities and released testlets are accessed through KITE client in the practice section. Log-in information is provided in the DLM Test Administration Manual available at <a href="http://dynamiclearningmaps.org/newyork">http://dynamiclearningmaps.org/newyork</a></b>	

## Step 6: Retrieve student usernames and passwords from Educator Portal

	Completed
Follow the steps detailed on page 52 of the <b>Educator Portal User Guide</b> found at <a href="http://dynamiclearningmaps.org/newyork">http://dynamiclearningmaps.org/newyork</a>	

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Step 7: Review Teacher Information Pages (TIPS)	
	<b>Completed</b>
TIPS contain specific test materials (e.g., manipulatives, calculators, etc....) needed for individual testlets and should be reviewed prior to administering each testlet.	

Step 8: Special Circumstance Codes	
	<b>Completed</b>
Notify District Test Coordinator or Building Test Coordinator to enter appropriate special circumstance code for applicable students prior to the end of the administration period.	

### If you need assistance:

- Visit DLM and NYSED websites:
  - DLM's Educator Resource Page: [http://dynamiclearningmaps.org/content/erp\\_ye](http://dynamiclearningmaps.org/content/erp_ye)
  - DLM's New York Resource Page: <http://dynamiclearningmaps.org/newyork>
  - NYSED's Help Center: [cbtsupport.nysed.gov](http://cbtsupport.nysed.gov)
- Contact your District or Building Test Coordinator
- Contact NYSED:
  - Data issues: [cbtsupport@nysed.gov](mailto:cbtsupport@nysed.gov)
  - Policy Issues: 518-474-5900 or [EMSCASSESSINFO@nysed.gov](mailto:EMSCASSESSINFO@nysed.gov)
- Contact the DLM Service Desk:
  - 1-855-277-9751
  - [DLM-support@ku.edu](mailto:DLM-support@ku.edu)

Additional professional development resources are available at:

- <http://dlmpd.com/clds/video-links/>
- [http://dynamiclearningmaps.org/content/erp\\_ye](http://dynamiclearningmaps.org/content/erp_ye)