



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

BUREAU CHIEF, TEST DEVELOPMENT
Office of State Assessment

March 23, 2018

TO: NYSAA District Test Coordinators
NYSAA Building Test Coordinators
Directors of Special Education
Directors of Pupil Personnel Services
NYSAA Test Administrators

FROM: Nancy Viall *Nancy A. Viall*

SUBJECT: New York State Alternate Assessment (NYSAA) DLM Teacher Survey

The purpose of this memorandum is to provide guidance concerning the teacher survey, which is a component of the 2018 NYSAA DLM computer-based testing system. Teachers administering the NYSAA may receive a teacher survey for a student on their roster during the spring assessment window. While the DLM system will prompt teachers to complete a teacher survey for each student being assessed, NYSED understands that this could be burdensome. Therefore, each participating teacher is asked to submit a survey, if available, for at least one of their students, but not necessarily for all of them.

The teacher survey is an essential part of data collection in support of the assessment. The results of the survey will be used to document the quality of the assessment system and to inform future improvements. The survey includes three parts asking about teachers' experiences administering the NYSAA using the DLM computer-based testing system. The total survey includes 10 to 13 items and takes approximately 5-10 minutes to complete. Participation in the survey is voluntary and individual responses are confidential. NYSED recommends that each teacher completes the survey after a student has completed all required testlets (ELA, math and science, if applicable).

The survey will be delivered at the same time as the first student testlet and will be located under the OTHER tab in KITE Client. To access the teacher survey, teachers must log into KITE Client using a selected student's user name and password, then select the OTHER tab. If a teacher inadvertently opens the survey, the teacher may click the "Exit Does Not Save" option, which will allow the teacher to leave the survey without paging through. A guide titled *Completing the Teacher Survey* is included on Page 2 and 3 of this memorandum.

For more information regarding the NYSAA, please visit the NYSED Office of State Assessment web page at: <http://www.p12.nysed.gov/assessment/nysaa/>.

Questions regarding this memorandum may be directed to the Office of State Assessment at 518-474-5902 or emscassessinfo@nysed.gov.

Completing the Teacher Survey

Teacher Survey Test Ticket in Educator Portal:

The teacher survey test ticket will appear in the Test Management tab where test tickets for student testlets appear, as shown below:

The screenshot shows the 'Test Management' section of the Educator Portal. At the top, there are navigation buttons: HOME, SETTINGS, MANAGE TESTS (highlighted), REPORTS, and HELP. Below these is a 'Test Management' header with a green background. To the right are two buttons: 'View Tickets' and 'Add Test Session'. Below the buttons is a search area with a checkbox labeled 'Include completed' and a 'Search' button. The main content is a table with the following columns: Actions, Test Session Name, Tickets, Test Information, Assessment Name, and Test Progress. The table contains one row with the following data:

Actions	Test Session Name	Tickets	Test Information	Assessment Name	Test Progress
<input type="checkbox"/>	DLM-SmithJohn-31518-Teacher Survey B			Students with Significant Cognitive Disabilities	NA

Below the table is a pagination bar with a 'View Test Session Detail' link, navigation arrows, and the text 'Page 1 of 0' with a dropdown menu set to '10'.

When the student completes the first testlet in a subject area in KITE Client, the teacher typically returns to Educator Portal to retrieve another test ticket. In this case, the teacher survey test ticket will appear with the student's testlet test tickets, as shown below:

The screenshot shows the 'Test Management' section of the Educator Portal with a table containing four rows. The columns are the same as in the previous screenshot. The data rows are:

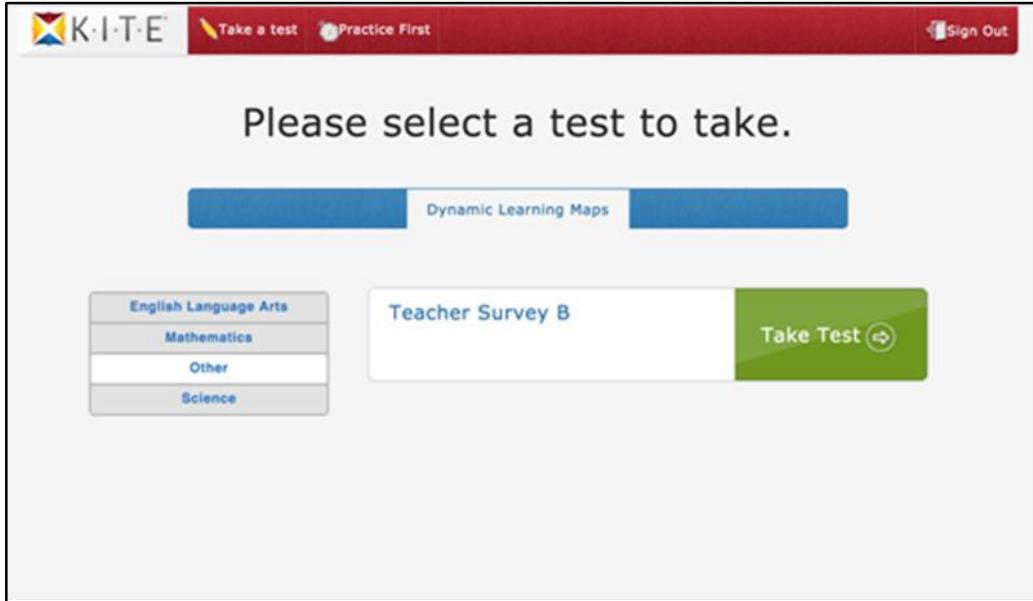
Actions	Test Session Name	Tickets	Test Information	Assessment Name	Test Progress
<input type="checkbox"/>	DLM-SmithJohn-31518-YE ELA 6.1 IP			Students with Significant Cognitive Disabilities	Testi
<input type="checkbox"/>	DLM-SmithJohn-31518-YE M 6.1 IP			Students with Significant Cognitive Disabilities	Testi
<input type="checkbox"/>	DLM-SmithJohn-31518-SP SCI ELESS1-2 I			Students with Significant Cognitive Disabilities	Testi
<input type="checkbox"/>	DLM-SmithJohn-31518-Teacher Survey B			Students with Significant Cognitive Disabilities	Testi

Below the table is a pagination bar with a 'View Test Session Detail' link, navigation arrows, and the text 'Page 1 of 0' with a dropdown menu set to '10'.

Completing the Teacher Survey

Teacher Survey in KITE Client:

A teacher survey is assigned for every student in KITE Client. Teachers are asked to submit a survey for only one of their students. The teacher survey is located under the **OTHER** tab.



Exiting the Teacher Survey:

If a teacher inadvertently opens the survey, the teacher may click the “Exit Does Not Save” option, which will allow the teacher to leave the survey without paging through.

This teacher survey includes three parts.

- The first part includes items about this student's experience.
- The second part is a randomly assigned section to obtain more detailed information about a specific topic.
- The third part is about your experience. Feel free to skip the final section if you have previously completed it.

Thank you for your participation!

BACK 

EXIT
DOES NOT SAVE

NEXT 