

2018-19  
New York  
State  
Alternate  
Assessment  
(NYSAA)

**Assessment Coordinator Checklist:  
Administration of NYSAA in English  
Language Arts (ELA), Mathematics and  
Science through Dynamic Learning  
Maps (DLM)**

Step 1: Read and become familiar with the DLM Assessment Coordinator Manual, Test Administrator's Manual (TAM) and Accessibility Manual:			
	Yes	No	Done
Updated manuals can be located at <a href="http://dynamiclearningmaps.org/newyork">http://dynamiclearningmaps.org/newyork</a>			
Connect with relevant personnel in district Data Manager: Technology Coordinator:			
Step 2: Develop a logistics plan for test administration:			
	Yes	No	Done
Identify technical/data issues that may need to be addressed and response chain within district/school.			
Identify emergency test administration personnel for unplanned staff leaves.			
Step 3: Develop a test security plan:			
	Yes	No	Done
Adhere to State and district policies for testing			
Ensure test access as well as quiet spaces for testing			
Step 4: District/Building Test Coordinator (DTC/BTC) account set up in Educator Portal, <a href="https://educator.cete.us/">https://educator.cete.us/</a> .			
	Yes	No	Done
If the District or Building Test Coordinator does not have an account, contact the Data Manager to set up an account and/or NYSED at <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a> or <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> .			
Verify your Profile (i.e., user role, district, etc....)			
An activation email for the Kite: Educator Portal account will come from <a href="mailto:KITE-support@ku.edu">KITE-support@ku.edu</a> . If the activation email is not received, check your SPAM files. Also, inquire to your technology managers as to firewalls and other software, which may block access.			
Step 5: Assessment Coordinators should then complete the Security Agreement:			
	Yes	No	Done
Note: Security Agreement should be updated & signed each school year			
Step 6: Manage district/school staff roles:			
	Yes	No	Done
Verify users in Kite: Educator Portal (EP) with the User Extract Report in EP. Contact the data manager to have users no longer in the school or district deactivated and new users added.			
Required training: Facilitated by District or Self-directed in Moodle. Ensure Certified Educators have completed the required training modules and the required qualifiers in MOODLE to be eligible as a Test Administrator.			
Staff will receive a completion report when all requirements have been met. <b>This should be printed for staff records.</b> Please contact <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> for more information on Continuing Teacher and Leader Education (CTLE) hours.			
Monitor Educator Portal Accounts to ensure all staff have been trained.			

<b>Run Report:</b> Training Status Extract to monitor required training completion.			
Ensure educators have completed Security Agreement <b>Run Report:</b> Security Agreement Completion			
<b>Note: Security Agreement should be updated &amp; signed each school year by test administrators.</b>			
Sign up for test updates at <a href="http://dynamiclearningmaps.org/content/operational-testing">http://dynamiclearningmaps.org/content/operational-testing</a> .			
<b>Step 7: Preparations before Spring Assessment Window:</b>			
	<b>Yes</b>	<b>No</b>	<b>Done</b>
<b>Check NYSAA homepage for policy updates</b>			
<b>Kite Student Portal:</b>			
<ul style="list-style-type: none"> <li>▪ Verify that devices meet the requirements at <a href="http://dynamiclearningmaps.org/requirements">http://dynamiclearningmaps.org/requirements</a> and verify with technology personnel.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Technology Specifications Manual (e.g., system requirements, internet connections, navigating the system, troubleshooting issues)</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Test Coordinator or technology personnel should verify that KITE Client has been removed for all previously used testing devices and Kite Student Portal has been installed on all devices to be used for testing prior to testing.</li> </ul>			
<b>ID NYSAA-eligible students</b>			
<ul style="list-style-type: none"> <li>▪ Identify NYSAA-eligible students to be assessed.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Make plan for uploading or activating students with the aid of SED or with your IT</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Make sure all students have NYSSIS IDs</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Create rosters and ensure all teachers have an education identifier</li> </ul>			
<b>Data Clean-up:</b>			
<ul style="list-style-type: none"> <li>▪ Coordinators should verify accuracy of Roster: student/educator data</li> <li>▪ Confirm Student Eligibility- refer to student's IEP and the Birthdate Chart</li> </ul>			
<ul style="list-style-type: none"> <li>▪ If educators/students are entered in error, Coordinator and/or Data Manager can make changes, or Coordinator can contact NYSED at <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a>, <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> and/or DLM service desk for assistance.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ If Educators cannot "see" students in KITE, some questions to explore: <ul style="list-style-type: none"> <li>✓ Did the educator complete training, including passing the associated quizzes?</li> <li>✓ Did the educator agree to the security agreement?</li> <li>✓ Is the educator rostered to their students?</li> <li>✓ Contact DLM 1-855-277-9751 or email at <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a> for assistance</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>▪ Ensure that all Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey) - are completed; <b>Run Reports:</b> Accessibility Profile and First Contact Survey File extracts.</li> </ul>			
<b>Step 8: Test Administrator preparations:</b>			
Accessibility/Accommodations:			
	<b>Yes</b>	<b>No</b>	<b>Done</b>
Ensure that the Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey) have been completed.			
The expectation is that Accessibility supports are similar to those which have been used during instruction (refer to the Accessibility Manual). <ul style="list-style-type: none"> <li>✓ Do not have the assessment be the first time a student is using accessibility features</li> </ul>			
The braille ready file (BRF) comes in uncontracted EBAE and UEB (note <i>Refer to Braille Forms</i> section in the <b>TAM</b> ). Requests for materials necessary for embossing should be made to NYSED at <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> or 518-474-5900 in advance.			
Language translators should be provided by district. Refer to Translation memo <a href="http://www.p12.nysed.gov/assessment/nysaa/2016-17/dlm-translations.pdf">http://www.p12.nysed.gov/assessment/nysaa/2016-17/dlm-translations.pdf</a> .			
Adaptive and specialized equipment or furniture; Noise buffers/headphones need to be provided by district.			

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).			
Refer to Teacher Information Pages (TIPS) for specific test materials (e.g., manipulatives, calculators, etc....) (refer to <i>Retrieve Testlet Information</i> page and <i>Gather Materials</i> section of the <b>TAM</b> ).			
NOTE: Accessibility features must be documented on a student's IEP as testing accommodations (refer to Accessibility Memo <a href="http://www.p12.nysed.gov/assessment/nysaa/2016-17/accessibility-sscd.pdf">http://www.p12.nysed.gov/assessment/nysaa/2016-17/accessibility-sscd.pdf</a> ).			
<b>Step 9: Recording testing exemptions if applicable:</b>			
	<b>Yes</b>	<b>No</b>	<b>Done</b>
Notify DTC/BTC to enter appropriate <b>special circumstance code</b> for student after the FC Survey has been completed, but prior to the end of the test administration period.			
For Test resets, the DTC/BTC should contact State Assessment at 518-474-5900 or email <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> .			
<b>Step 10: Develop a plan to facilitate communications with parents (DLM resources):</b>			
	<b>Yes</b>	<b>No</b>	<b>Done</b>
<a href="http://dynamiclearningmaps.org/content/information-parents">http://dynamiclearningmaps.org/content/information-parents</a> .			
<b>Step 11: Testing Window begins...</b>			
	<b>Yes</b>	<b>No</b>	<b>Done</b>
Monitor and support test administration			
For DLM testing system questions, please contact DLM at 1-855-277-9751 or email at <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a> for assistance.			
For NY data related question, please contact NYSED at <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a> .			
For administration and policy related issues, please call State Assessment at 518-474-5900 or email <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> .			
Confirm all eligible students have been tested prior to the end of testing. Run the DLM Test Administration Monitoring Extract to ensure all eligible students have completed testing. Keep your report for your records.			
<b>Step 12: Ensure that the test administrator completes the online teacher survey:</b>			
	<b>Yes</b>	<b>No</b>	<b>Done</b>
Please refer to the NYSAA homepage for more information			
<a href="http://www.p12.nysed.gov/assessment/nysaa/">http://www.p12.nysed.gov/assessment/nysaa/</a>			