

Enhanced Checklist for PASA DLM Test Administrators Before Testing

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/> Within 20 days of receipt of email	Activate your account in the DLM Kite Educator Portal	<p><i>New Assessors</i> will receive an email from KITE-support@ku.edu with a link to activate their account. The link is valid for 20 days of receipt of the email.</p> <p>If an email is not received from KITE-support@ku.edu or your link has expired, contact your Assessment Coordinator and request that the email be resent. Assessors should also check Spam and/or Junk email folders the email may be delivered there depending upon school filters.</p>	Educator Resource Video - Getting Started in Educator Portal Educator Portal User Guide page 10
<input type="checkbox"/> Completed upon log in to Kite Educator Portal	Complete Test Security Agreement	<p>Login to Kite Educator Portal.</p> <p>Read the agreement.</p> <p>Check "Agree".</p> <p>Click Save.</p> <p>This must be completed before advancing within the Kite Educator Portal.</p>	Educator Portal User Guide page 16
<input type="checkbox"/> Feb 28, 2022	Complete Required Test Administrator Training (RTAT)	<p>Visit the Pennsylvania DLM webpage.</p> <p>Click Training Courses on the top ribbon or footer of the PA DLM webpage.</p> <p>At first log in, your username is the same email address as in Educator Portal. Your temporary password is your email up to the "@" symbol. (i.e., Username = jess@abc.edu and Password – jess).</p> <p>Print a copy of your Completion Certificates for your records.</p>	PA DLM website Guide to DLM Required Test Administrator Training

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<div data-bbox="131 323 181 373" data-label="Image"> </div> <p data-bbox="131 449 212 512">Feb 28, 2022</p>	<p data-bbox="261 275 521 415">Complete PASA DLM Lessons Learned: What Every Teacher Should Know</p>	<p data-bbox="591 275 1138 344">Visit the PaTTAN Training Calendar and December 3, 2021.</p> <p data-bbox="591 407 954 438">Select title of training and register.</p> <p data-bbox="591 501 1133 571">PaTTAN Courseware will send an email confirming registration.</p> <p data-bbox="591 634 1149 703">Follow the directions to ensure access to the training on Schoology.</p> <p data-bbox="591 766 1154 835">Complete the questions/evaluation as confirmation of participation.</p>	<p data-bbox="1183 275 1451 306">PaTTAN Event Calendar</p>

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/> Prior to completing the FCS and PNP	Verify roster and student information	Login to Educator Portal. Click Settings. Click Students. Click Search. Review data (sort, filter, move columns, etc.). Ensure student data are correct. Ensure roster data are correct. Contact your AC if you believe there is an error. Only ACs should make changes.	Educator Portal User Guide page 24
<input type="checkbox"/> Feb 28, 2022	Complete the Personal Learning Profile (PLP): First Contact Survey (FCS) AND Personal Needs Preferences (PNP) for each student.	FCS – determines the first level of testlet delivered to the student Students do not receive testlets until the FCS is complete. Login to Educator Portal. Click Settings. Click Students. Click Search. Locate First Contact column, if needed. Read the information on Welcome screen. Verify the student's name. Click Start Survey. For the FCS, PA test administrators are only required to complete the questions in the Communication and Academic tabs and only questions with an asterisk (*). You may skip all other questions & tabs. PNP – identifies accommodations the student needs Login to Educator Portal. Click Settings. Click Students. Click Search.	Accessibility Manual Educator Resource Video - Completing the FCS and PNP Profile Educator Portal User Guide page 39 Required FCS Questions are listed in the Communication and Academic sections in the Test Administration Manual page 112

		<p>Go to the PNP Column. Click on the link (No Settings or Custom). Click on Edit Settings. Move page to page.</p> <p>First Contact Surveys and Personal Learning Profiles must be completed for new students or updated for returning students no later than February 28, 2022.</p>	
<p><input type="checkbox"/></p> <p>Prior to testing window (Opens March 14)</p>	<p>Download/Update Kite Student Portal onto device used for test administration</p>	<p>Ensure technology personnel have installed Kite Student Portal on assessment devices used for test administration.</p> <p>If Kite Student Portal was downloaded last year on assessment device, it must be removed and updated prior to practicing the assessment or test administration.</p>	<p>Technology Specifications Manual</p> <p>Kite Suite webpage</p>
<p><input type="checkbox"/></p> <p>Prior to testing window</p>	<p>Access Familiar Texts that may be used during teacher-administered reading testlets and plan for instructional opportunities for your students with the text.</p>	<p>Visit the Pennsylvania DLM webpage. Select Instructional Resources and click on Instructional Resources for Year End Model States. Select Familiar Texts and click Tar Heel Reader in Accessing DLM Familiar Texts or click the relevant grade level.</p>	<p>ELA Familiar Texts</p> <p>Test Administration Manual page 84</p>

Due Date	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/> Prior to testing window	Familiarize yourself and your students with DLM testlets by accessing: - Released Testlets - Practice Testlets	Released testlets are accessed on the DLM website under Instructional Resources for Year End Model States. Practice testlets are accessed using Kite Student Portal. Use one or more of the usernames/passwords in the Demo Student Accounts based on the description of the PNP Profile Supports Turned on within that Demo Student Account.	Released Testlets Demo Student Account usernames/passwords in Guide to Practice Testlets and Released Testlets page 2
<input type="checkbox"/> Prior to testing window	Test compatibility of students' devices and assistive technology with Student Portal.	Test compatibility by using practice activities and released testlets.	Guide to Practice Testlets and Released Testlets
<input type="checkbox"/> Prior to testing window	Review/download Materials Collections List	The Materials Collections is a list of common materials used for all levels of testlets. It is not necessary to collect all the materials in advance of test administration. The TIP identifies needed materials for the testlet. Visit the Pennsylvania DLM webpage. Click on Instructional Resources and select Instructional Resources for YE Model States. Click the relevant subject area tab. Click Collections.	PA DLM webpage Test Administration Manual page 81

Planning for Testing – Develop a Schedule

Things to consider:

- Testing window (March 14 – May 20, 2022)
- Number of students to be assessed
- Number of testlets per subject area
 - ELA – 9 testlets (all grades)
 - Math – 8 testlets (grades 3, 4, 5, and 8); 7 testlets (grades 6 and 7); 6 testlets (grade 11)
 - Science – 9 testlets (all grades)
- Number of items per testlets
 - 3 – 9 items per testlet depending on the subject area
- Administration time is approximately 5-15 min per testlet
 - ELA ~ 90-135 min
 - Writing ~ 10-20 min
 - Math ~ 60-120 min
 - Science ~ 90-120 min

**Note: Time above reflects direct administration time. The system may require up to 15 minutes between delivery of each testlet for determination of appropriate next level. Consider delivery of testlets and additional time when developing the schedule.*

- Total administration time
- Number of devices and assistive technologies
- Breaks for students – consider building in breaks during wait time between testlets
- Breaks between testlets for preparing necessary materials
- Physical arrangement/location
- Schedule “Make up” days for:
 - Absences (student/teacher)
 - Longer than expected testing sessions
 - School closures
 - Technology issues

[Test Administration Manual](#)

[Sample PASA DLM Testing Schedules](#)

Other important points to be aware of:

- **Student Not Showing Adequate Effort**
 - In the PASA DLM there is no longer the option to end the assessment after 3 items with no response from the student.
 - However, if a student attempts the first testlet at the lowest linkage level in a subject area and provides no response to any items, the assessment may be ended. Students are considered to have participated in the assessment and will not have a negative effect on the school's participation rate. The student will receive the lowest performance level and will have a negative impact on the school's performance level indicator.
 - If a student does not respond to an item in a testlet and there is not a 'no response' answer choice, the item should be left unanswered (see page 54 in Test Administration Manual) and the student should move on to the next item until the testlet is submitted.
- **System Time Out**
 - After 88 minutes and 30 seconds of inactivity in a testlet, a session expiration warning will appear with a countdown timer. You may select "Extend Session" or "Logout" (see page 55 in Test Administration Manual).
- **Exit Does Not Save**
 - Use the "Exit Does Not Save" option only as a last resort. Example situations may include a fire drill/alarm, medical emergency, etc. Please ensure the student is ready to engage in the assessment prior to beginning a testlet.

During Testing

(Testing Window – March 14 to May 20, 2022)

	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/>	Retrieve student usernames and passwords from Kite Educator Portal.	<p>Login to Kite Educator Portal.</p> <p>Click Manage Tests.</p> <p>Click Test Management.</p> <p>Click Search.</p> <p>Select a PDF icon under Tickets.</p> <p>The Username and Password fields are the student's login credentials for Student Portal.</p> <p>Usernames and passwords may be printed but must be securely destroyed when all testing is completed for a student.</p>	Educator Portal User Guide page 48
<input type="checkbox"/>	<p>Review/download Testlet Information Page (TIP) for first testlet for each student, gather needed materials, and administer first testlet.</p> <p>As each subsequent testlet becomes available (approximately 15 minutes after previous testlet is completed), review/download the TIP, gather materials, and continue test administration according to schedule.</p>	<p>(TIP) Testlet Information Pages assist teachers in how to present items including manipulatives needed.</p> <p>Login to Educator Portal.</p> <p>Click Manage Tests.</p> <p>Click Test Management.</p> <p>Click Search.</p> <p>Select a PDF icon under Test Information.</p>	Educator Resource Video - Test Tickets and TIPS in the Spring Window Test Administration Manual page 81
<input type="checkbox"/>	Download and emboss Braille Ready testlets as they become available, if applicable.	<p>A student's PNP Profile must be marked for braille for the system to deliver a braille form, if available.</p> <p>The student must be proficient in braille.</p> <p>* Prior to testing (first testlet for each subject area)</p> <p>* During testing (all subsequent testlets)</p>	Accessibility Manual page 21 Educator Portal User Guide page 54

*See Tips and Steps

	Task	Tips and Steps to Complete Task	Resources and Links
<input type="checkbox"/>	Complete Survey(s) After Administering Assessment(s)	<p>A voluntary annual Spring Teacher Survey is provided in the Student Educator Portal under Other tab. It documents the quality and validity of the assessment.</p> <p>Directions are provided at the start of each student survey.</p> <p>It is recommended that students complete testlets in each subject prior to the teacher responding.</p> <p>A survey is provided for you to complete on behalf of each student.</p> <p>Participation will take 10-15 minutes.</p>	