

E-MESSAGE # 1

DATE: AUGUST 12, 2021

Dear PASA DLM Assessment Coordinator (AC):

The PA Alternate Assessment Team hopes you are enjoying the summer! This communication provides reminders regarding the end of the 2020-21 assessment window and new information for the beginning of the 2021-22 school year. Please review the details and prepare accordingly.

2020-2021 REMINDERS

1. 2020-21 PASA Test Window

As a reminder, the 2020-21 PASA testing window was extended through September 30, 2021. If your school is testing students during this time period, the steps below must be reviewed and followed accordingly:

- **Students:** Students must be enrolled and rostered with a First Contact Survey completed by the assessor before a testlet will be delivered. If the teacher administering the test has changed, the PASA AC must update the roster assignment.
- **Training:** *Returning* assessors testing students during this time period must complete the 2021-22 Required Test Administrator Training (RTAT) which is a refresher course. Completion of the training also serves as the required training for the Spring 2021-22 assessment. *New* assessors testing students during this time period must be added as a user to the Kite Educator Portal, sign the security agreement and complete the full RTAT.
- **Security Agreement:** The test security agreement must be accepted by the PASA AC, assessors and other users.
- **Student Portal Update:** Assessors may need to update Kite Student Portal to version 8.0 if updates do not occur automatically. Instructions for updating Kite Student Portal for different platforms (e.g., iPad, Windows) are provided at <https://dynamiclearningmaps.org/kite>.
- **NOTE: The Kite Educator Portal remains open through September to assess students, enter special circumstances codes or exit students for the 2020-21 school year ONLY. The final day to make edits to the 2020-21 data is September 30, 2021.**
Assessment Coordinators MUST NOT edit users in any way (e.g., do not deactivate users) or upload data for the 2021-22 between October 1 – December 3, 2021. Failure to follow these instructions will result in corruption of the 2020-21 assessment data.

2. Non-Assessed Students

Students who were enrolled for the PASA and did not test or who need removed from the system must be marked accordingly in the DLM Portal by September 30, 2021. There is no extension to this due date and failure to do so will result in the student being excluded from reporting.

- **Special Circumstance Codes-** students who were enrolled and eligible to take the test but did not participate must be coded in the DLM portal with a special circumstance code to note the reason for non-assessment (e.g., parent refusal, medical emergency) Please refer to the [Special Circumstance Codes](#) guidance on how to properly enter special circumstance codes. Students should not be removed from teacher rosters. If students are removed from rosters, special circumstances codes will not be saved, and students will be completely removed from the assessment data.

- **Exiting Students-** the exit student feature is used for removing students completely from Kite Educator Portal (e.g., student moved, student is not in a tested grade, IEP team changed the decision for the student to take the general assessment). Directions on exiting a student can be accessed starting on page 94 of the [Data Management Manual](#), with PA specific exit codes in the appendix of the manual. Exited students should not be manually removed from teacher rosters. If an AC mistakenly exited a student that should have been coded with a special circumstance code, please notify alternateassessment@pattan.net immediately for assistance with re-activating the student in the Kite Educator Portal. It is not necessary to exit students who moved over the summer or after the start of the school year.

3. **Issues with Data Accuracy**

The PA Alternate Assessment Team completed data analysis of enrollment data in the PASA DLM. Many errors were noted where enrollment records did not match PIMS data as a result of data being entered manually into the Kite Educator Portal. The team will be notifying testing locations that have been identified with these errors and how or if corrections can be made. Your prompt response and attention to this is appreciated.

2021-2022 PASA PLANNING

4. **2021-22 PASA Dates and Preparations**

The PASA DLM assessment window is March 14 – May 20, 2022. The PA Alternate Assessment Team will be releasing a detailed *2021-22 PASA DLM Instruction and Assessment Calendar* to include all relevant training and requirements associated with the alternate assessment for PASA ACs, Special Education Administrators, and assessors for this year. Currently, an abbreviated version is available on the [PaTTAN PASA](#) homepage.

- While the enrollment and testing window will occur later than usual this year, it is important for PASA ACs to follow the timelines and guidance provided in the detailed calendar. There will be required training and activities that must be completed before enrollment can occur.
- **It is critical that Assessment Coordinators NOT access the Kite Educator Portal between October 1 and December 3, 2021. PASA Assessment Coordinators/DTCs may begin updating Users records only beginning on December 3, 2021. PASA Assessment Coordinators/DTCs may begin preparing Student/Roster Templates for the 2021-22 school year on December 3, 2021, but must not upload templates into Kite Educator Portal prior to January 5, 2022 when the enrollment window starts. Failure to follow these instructions will result in corruption of the 2020-21 assessment data.**
- If there has been a change in AC assignment for your entity, please notify alternateassessment@pattan.net immediately to ensure the appropriate person receives future emails and communications regarding PASA-related requirements this year. In addition, be sure to indicate if the previous AC should have access the Kite Educator Portal removed.
- PASA ACs and assessors will receive an email this year to update their password for the Kite Educator Portal. Follow the guidance provided in the email to update your password within 20 days of receiving the email. Contact the DLM Service Desk if you need assistance updating passwords for the Kite Educator Portal.
- The PA Alternate Assessment team will be using a different distribution platform when sending PASA AC emails. This change will occur this Fall. More details regarding the platform will be shared soon.

Please reach out to the PA Alternate Assessment Team if you have questions or need further assistance.

Kindly,

The PA Alternate Assessment Team

DLM SERVICE DESK

1-855-277-9751

DLM-support@ku.edu

Current hours: 7:00 a.m.–5:00 p.m. CDT, M–F

<https://dynamiclearningmaps.org/pennsylvania>

PA Team

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