Dear PASA DLM Assessment Coordinator (AC):

This email provides several important test administration updates to PASA ACs. Please review carefully and contact alternateassessment@pattan.net with questions.

1. **Extended testing window and virtual students**
   Per prior PASA AC emails, the PASA test administration window has been extended until September 30th. *For schools/students that are currently fully virtual*, the extended PASA testing window provides opportunity for students and staff to safely return to school and for assessment administration to occur. Remember, the PASA DLM must be administered one on one and may not be administered virtually (e.g., over Zoom, Microsoft Teams, etc.). *For schools/students that are currently participating in a hybrid model or are receiving instruction fully in person*, testing may be completed now. If at the end of the testing window in September, students were unable to be assessed, the PASA AC will enter Special Circumstance Codes identifying the reason for non-participation. State assessment for the 2020-2021 school year has not been waived by the US Department of Education.

2. **Non-participating students and special circumstance codes**
   Per prior PASA AC emails, the PASA AC must enter a reason for why a student did not participate in the assessment (e.g., religious opt out, parent refusal, etc.). Enclosed with this email are Special Circumstance Codes. Special Circumstance Codes identify the code, reason, and definition for why a student did not participate in the test. Directions for entering the codes are also included. Special Circumstance Codes will be posted to the PASA PaTTAN webpage and PA DLM homepage.

3. **Monitoring test administration**
   The PASA AC should monitor the status of completed testlets/assessments by running the Data Extract Report – DLM Test Administration Monitoring - in the Kite Educator Portal. To run this report, log into Kite Educator Portal, go to Reports, select Data Extracts, select DLM Test Administration Monitoring, and click "New File". When ready, a csv file will display in the "File" column. Per the Educator Portal User Guide, p.101 compare column "End of Year # Testlets Completed" (by the student column) to "End of Year # Testlets Required" column. The numbers in this column should be equal to the numbers in the "End of Year # Testlets Required" column.

4. **Test administrator survey**
   Like with the former PASA, the PASA DLM provides the test administrator with a survey. Test administrator surveys are located in the Kite *Student* Portal under "Other" tab. Teachers may receive one survey per student. Questions are intended to help with the test's validity

argument and technical evidence that is submitted for federal peer review requirements. This year, Pennsylvania decided that completion of the surveys by test administrators are *voluntary*. If a test administrator completes a survey, it is recommended that they do so after the student has completed their testlets. A test administrator may receive one survey per student.

5. **Frequently asked questions resource update**

    The PA Alternate Assessment Team has updated the [Frequently Asked Questions](#) (FAQ) resource available on the PA DLM homepage and PaTTAN PASA webpage. Updates were made to the test administration section of the FAQ resource.