

## E-MESSAGE # 9

**DATE: JANUARY 14, 2021**

Dear PASA DLM Assessment Coordinator (AC):

Happy belated New Year! The PA Alternate Assessment Team hopes that you enjoyed a restful holiday season. We continue to appreciate the efforts implementing the new alternate assessment system. At this time, ACs should have completed full enrollment – that is, uploaded users/teachers, students and roster templates into the Kite Educator Portal. The due date for full enrollment was December 11<sup>th</sup>.

Below is an important next step in your role as the PASA DLM AC that must be addressed.

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### DATA VERIFICATION

The AC will now transition from a phase of preparing the Kite Educator Portal system and uploading data to monitoring the Kite Educator Portal by running various reports or data extracts. Reviewing data reports ensures tasks are complete and data are accurate. It also ensures teachers are completing their test preparation activities. By monitoring your data, test administration will proceed more efficiently and effectively.

The PA Alternate Assessment Team has developed guidance to assist you. The guidance identifies critical data verification tasks, due dates for completion, and directions on ‘how to’ complete data verification. The guidance is attached to this email and will be available on the [PaTTAN PASA Webpage](#). ACs are also encouraged to use the [Assessment Coordinator Manual](#). This manual also includes a high-level overview of tasks.

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### TEST ADMINISTRATOR CHECKLIST

The PA Alternate Assessment Team has developed an *enhanced* Checklist for DLM Test Administrators. This checklist differs from the checklist available in the Test Administration Manual, pp. 9-16 in that the PA Alternate Assessment Team has identified the most critical steps, excluded irrelevant steps (e.g., instructionally embedded assessments), and provided additional resources or tips specific to PA. Please provide this to your teachers/assessors. It will also be made available on the PaTTAN PASA webpage.

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## REMINDERS

- Getting to Know Training for Assessors and ACs should have been completed by December 31<sup>st</sup>. Registration on the PaTTAN Calendar has closed. Act 48 credit is no longer available and the surveys at the end of each module are closed. However, PA continues to make the training modules available on the PA DLM home page under Supplemental Resources. No log in credentials are necessary to access these modules.
- Required Test Administration Training should also be completed by teachers/assessors and is accessible by clicking on 'Training Courses' under 'ACCESS' and logging into Moodle.
- A Test Security Affidavit has been posted to the PA DLM homepage under Supplemental Resources and added to the PASA DLM Assessment Coordinator Manual Appendix. This is intended for staff without a role/account in the Kite Educator Portal but who will be assisting with test administration and/or accessing test materials. Staff must sign the Test Security Affidavit, and PASA ACs must retain copies in accordance with their local assessment policies and procedures.

As always, please contact us should you have questions.

Kindly,

The PA Alternate Assessment Team

### **DLM SERVICE DESK**

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

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### **PA Team**

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