



RIDE Rhode Island
Department
of Education

Dynamic Learning Maps (DLM) *Test Coordinator Webinar*

FEBRUARY 4 & 9, 2021

AGENDA

1. Distance Learning
2. Overview of the RI State Assessment Program
3. Overview of DLM
4. Important Tasks for Test Coordinators
5. Training Requirements for Test Administrators
6. Educator Portal
 - Updating Users
 - Running reports

Distance Learners

- All state assessments are required to be administered in person, in the school building.
- Students who do not take the state assessments will be considered non-participants for accountability purposes.
- **Currently:** The U.S. Department of Education has not indicated or announced any changes to the current regulations, requirements, or calculations to accountability or state assessments.
- If any are announced, RIDE will consider them and let you know if there are any changes to our accountability or state assessment systems.

Parent Refusals

- **State assessments provide useful information to districts and schools.**
- We encourage everyone to convey to families the importance of the information you and your teachers receive from the state assessments, the steps you've taken to ensure their children remain safe and healthy, and to encourage and welcome students to school and to participate in the state assessments.
- **RI does not have a state system for collecting or tracking parent refusals.**
 - “Students who do not test due to parent refusal will be considered non-participants for accountability purposes. LEAs may have policies regarding handling parent refusals; however, RIDE expects all students in tested grades to participate in the state assessments for their current grade level...” *Test Coordinator Handbook, page 18.*

Overview of the Rhode Island State Assessment Program (RISAP)

WWW.RIDE.RI.GOV/TC

District Test Coordinator Roles and Responsibilities:

RISAP Test Coordinator Handbook (page 8)

Coordination of test administration across the district

- Develop local policies and procedures to maintain test security
 - Investigate test security breaches and report them to RIDE as necessary.
- Ensure that student data delivered to RIDE is accurate and up-to-date.
- Ensure all staff involved with test administration are trained and receive their certification.
- Ensure all students are tested.

Who can be a test administrator?

RISAP Test Coordinator Handbook (page 9)

- Individuals employed by the LEA as teachers
- LEA and school administrators
- Long-term substitutes
- School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certifications for their positions
- Teachers employed by the district who hold provisional certificates
- Paraprofessionals (**this year only**)

NOTES: Student teachers may not administer state assessments but can assist the test administrator with materials.

Who Can Participate in the State Assessments?

RISAP Test Coordinator Handbook, page 14

Students attending a public, charter, or state-operated school in Rhode Island are expected to participate in the state assessments for their current grade level.

This includes students:

- enrolled in public schools.
- who are English Learners (including First-Year EL students).
- who take the alternate assessments.
- who attend outplacement schools either in RI or another state.
- who are incarcerated or in DCYF custody.

Homeschooled students may participate in state assessments, free of charge, if participation is included in the student's homeschool plan.

Current Grade Level:

RISAP Test Coordinator Handbook, page 14

Current Grade Level is the grade level recorded by the district for this school year.

- RIDE will register the student for all required tests at this grade level.
- Testing the student at any other grade level may result in test scores being invalidated.

Additionally,

- If a student skips a grade level, the student does not make up tests for the skipped grade.
- If a student is retained, the student takes the tests for their current grade level, even if the student took the test(s) the previous year.
- **NOTE on 2019-20 Cancellation of State Assessments:** Students will not “make-up” tests from last year. Students will only take tests for the current grade level.

Student Registration

- Students are registered in Kite Educator Portal.
- Students must be added to rosters before teachers can see them.
- *ALL* students must be added to rosters, even those who may not be returning to school.
 - Additional guidance will be released about students who remain distance learning throughout the school year.

Overview of DLM

Participation in the Alternate Assessments

- All public school students are expected to participate in the state assessments in one of three ways:
 1. Without accommodations
 2. With accommodations
 3. Alternate assessments (DLM and Alternate ACCESS for ELs)
- All students must meet three criteria before they can participate.
 - IEP Teams must determine if the student meets the criteria.
 - www.ride.ri.gov/DLM to learn more about the criteria.

Assessments by Grade Level

Grade Tested	Alternate Assessments for Students with Significant Cognitive Disabilities			General Education Assessments					
	English language proficiency: Alt. ACCESS for ELs	ELA and Mathematics: DLM	Science: DLM	ACCESS 2.0 for ELs	NAEP	Science: RI NGSA	ELA and Mathematics: RICAS	Reading and Mathematics: PSAT™10	Reading (including essay) and Mathematics SAT® School Day
Kindergarten				K					
1	1			1					
2	2			2					
3	3	3		3			3		
4	4	4		4	4		4		
5	5	5	5	5		5	5		
6	6	6		6			6		
7	7	7		7			7		
8	8	8	8	8	8	8	8		
9	9			9					
10	10			10				10	
11	11	11	11	11		11			11
12	12			12	12				

Test Design

- Testing Window: April 5 – **May 28, 2021 (Updated)**

The DLM tests measure ELA, math, and science using the Essential Elements (EEs).

- These are alternate achievement standards and all test items are written using these EEs.
- Test items are grouped into testlets.
- Testlets increase or decrease in difficulty based on student performance.
- The first testlet level of difficulty is based on the First Contact Survey that the teacher completes for each student.
 - If a student does well on all lower/easier testlets, that student **will not achieve proficient on the test.**
 - This isn't about right answers but how close the student gets to the grade level/target EE.

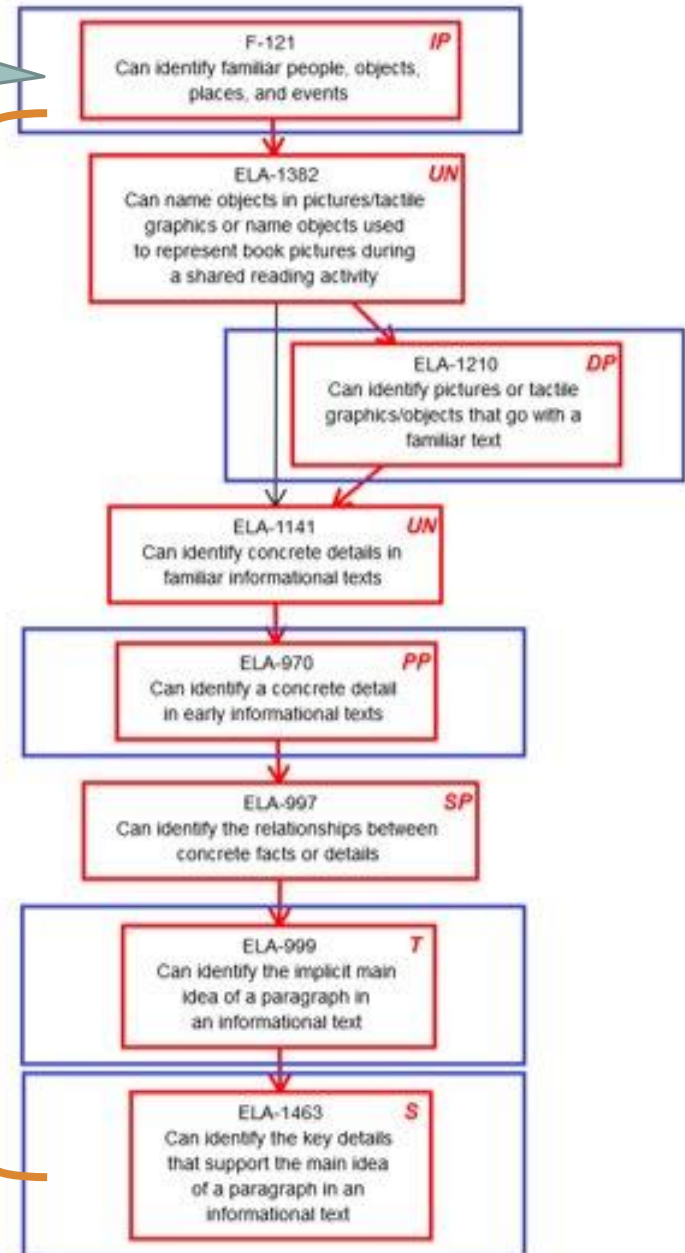
This is the beginning skill.

Testlets, test items grouped together, are written to the same level of difficulty and measure the same skill.

The First Contact Survey determines where the test begins.

This is the target skill, the goal.

Essential Elements Mini-Maps



Testlets

- Chart of the number of testlets in each grade/subject.

Grade	Mathematics Testlets	ELA Testlets	Science Testlets	Field Test Testlets
3	5	7		0 or 1
4	7	7		0 or 1
5	6	7	9	0 or 1
6	6	6		0 or 1
7	6	6		0 or 1
8	6	6	9	0 or 1
11	6	5	9	0 or 1

DLM: Test Coordinator Tasks

TEST COORDINATOR CHECKLIST

First Two Steps

- Students have been registered to Educator Portal.
- Changes to student information, including adding and removing students, should be made in three places:
 1. Educator Portal
 2. Enrollment Census
 3. Special Education Census

b	Step
	1. Sign up for DLM Test Updates during the year at https://dynamiclearningmaps.org/test-updates.
	2. Confirm student eligibility to participate in DLM alternate assessments. <ul style="list-style-type: none">• RIDE will upload students and register them for the DLM alternate assessments the week of January 25, 2021.• Make sure that any student eligible for the alternate assessments has an active enrollment record in the Enrollment Census and they have a designation of 3=Alternate Assessment in the Special Education Census.<ul style="list-style-type: none">○ For resources on determining eligibility for the alternate assessments, go to www.ride.ri.gov/dlm.○ The <i>RISAP Test Coordinator Handbook</i> contains all policies related to state assessments. Go to www.ride.ri.gov/tc to download.• Outplacement Schools: Any student tuitioned to a school either within our outside of Rhode Island is responsible for administering any state assessments required by the Rhode Island Department of Education for the student's current grade level. It is the responsibility of the sending district to ensure that the outplacement school tests the student at the correct grade level and in the correct content areas. If the grade level in the Enrollment Census do not match the grade level of the tests the student took, then any tests administered may be invalidated.

Step 3: Documents You Will Need

www.ride.ri.gov/assessments-manuals

DLM-Specific:

- Test Coordinator Checklist
- Test Administrator Checklist
- Test Coordinator Manual
- Data Management Manual
- RI Guide to Required Training
- Accommodations and Accessibility Manual
- Educator Portal User Guide

RISAP-Specific:

- Test Coordinator Handbook
- RISAP Accommodations and Accessibility Manual

Step 4: Activate Your Account in Educator Portal

4. **Activate your account in Educator Portal (EP)*** by following the instructions in the KITE activation email *if you are a new test coordinator*.

New Test Coordinators: New test coordinators should contact their special education director for an account or contact heather.heineke@ride.ri.gov for an account. Once an account has been created for you:


- You will receive an activation email from KITE_support@ku.edu. You must click on the link in that email to activate your Educator Portal account.
- **If you did not receive an automatic email** from KITE_support@ku.edu, contact your district special education director or district testing coordinator to verify your email address and have it resent.
- **Watch:** *Getting Started in Educator Portal* (video: 4:25) at <https://dynamiclearningmaps.org/district-staff-training-resources-ye>.

Returning Test Coordinators: Last year's username remains the same but you will need to reset your password by clicking on *Forgot Password?* on the Educator Portal home page.

NOTES:

- If **test coordinators OR test administrators** moved districts, please email Heather Heineke to have the account transferred. This will preserve any training information from past years.
- **Outplacement schools** (including out-of-state schools) will have their own accounts. Email Heather Heineke if accounts need to be created.

Step 5: Complete the Security Agreement in Educator Portal



5. Complete the Security Agreement in Educator Portal.

- **Watch:** *Signing the Security Agreement* (video 0:38) <https://dynamiclearningmaps.org/district-staff-training-resources-ve>
- **Read:** *Test Administration Manual*, page 33 or *Educator Portal User Guide*, pages 15-16

NOTES:

- Everyone has to complete the Security Agreement. The default to agreeing to the security agreement is “no” so don’t automatically click through it.
- This is a common mistake and the first thing to check if a teacher cannot see their students in Educator Portal

Step 6: Review and Update Test Administrator Accounts in Educator Portal

Educator Portal (EP)

Test Coordinators:

- Create user accounts
- Correct student information
- Create student rosters
- Transfer students within district

6. **Review and Update Test Administrator Accounts in Educator Portal.** It is important that access to Educator Portal is given only educators who need it. Anyone who has an account, even if they have left your district or school, can access Educator Portal and that puts sensitive student information at risk.

- Teachers cannot begin to prepare for testing or complete their training requirements until they have a test administrator account in Educator Portal.
- **Watch: *Adding and Editing Users Manually*** (1.37 minutes) <https://dynamiclearningmaps.org/district-staff-training-resources-ye>
- **Read: *Manage User Account for All States*** (page 10) in *Educator Portal User Guide* for instructions on how to add and update users in Educator Portal.

Sign the Test Security Agreement

- Complete First Contact Survey
- Complete Personal Needs Profile
- Assign accommodations
- download TIPS sheets
- download testing tickets
- Print student score reports for students rostered to the teacher.

Step 7: Develop a Training Plan for Test Administrators

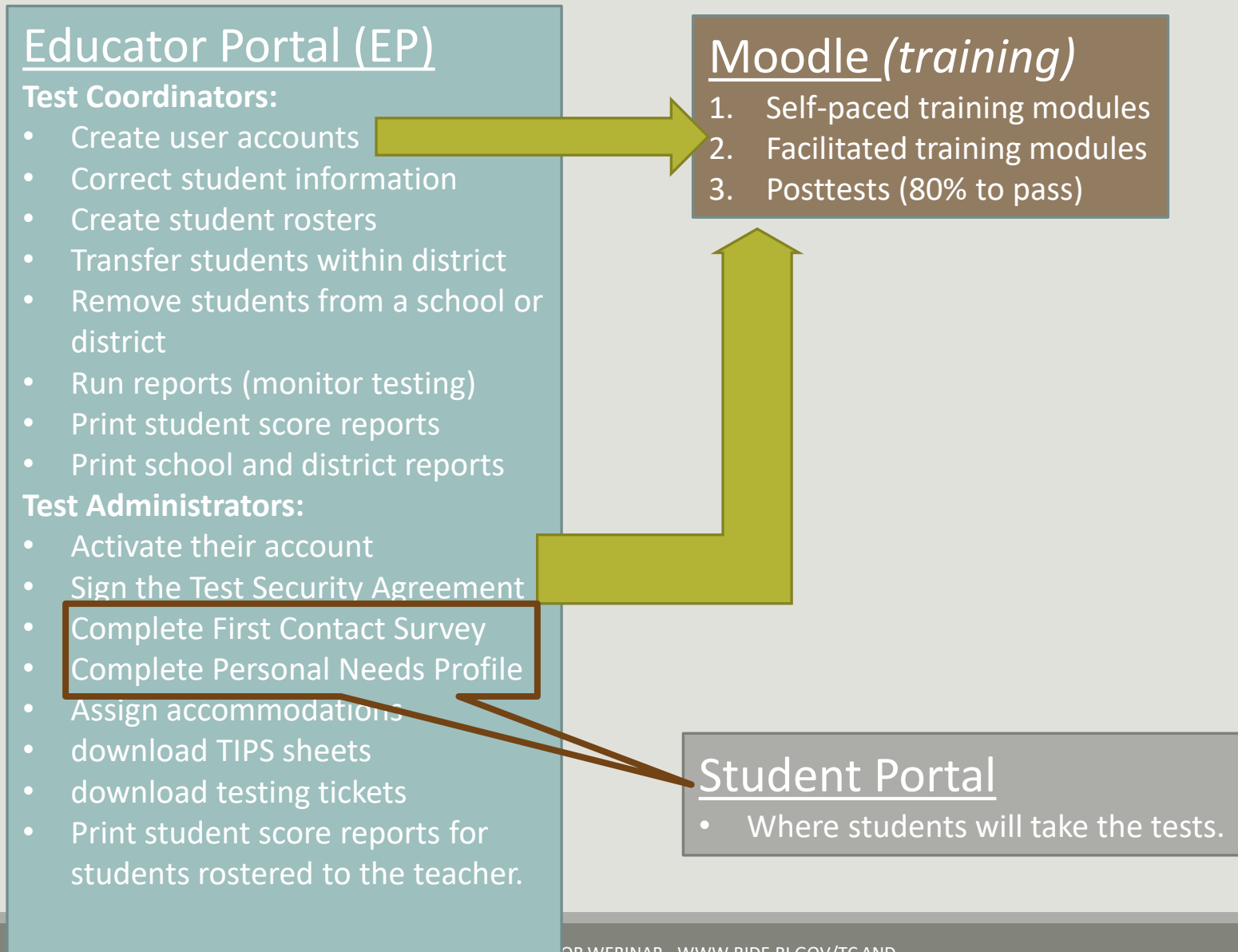
RI Guide to Required Training

7. **Develop a Training Plan for Test Administrators.** Test administrator training must be completed at least two weeks prior to the test window opening. Once test administrators have completed their training, they must print a certificate of completion.
- **Read:** *Guide to Required Training (RI edition)* (www.ride.ri.gov/assessment-manuals)
 - All educators must have an account in Educator Portal before they can access the Moodle site to complete their training. Accounts are created in Moodle after an Educator Portal account is created and activated. Moodle accounts can be accessed **three hours after** the Educator Portal account is created.
 - **Last year's username and password** are still active and can be used to access Educator Portal and Moodle accounts. Forgot your username or password? Click *Forgot Password?* on the Moodle home page.
 - **New Test Administrators** must complete all four modules and take the post tests before they will be allowed to administer the DLM tests.
 - **Returning Test Administrators** do not have to complete all four training modules. Only one module is required for any teacher who administered the DLM tests last year and they must complete all four posttests (even though they don't have to view all four modules) before they will be allowed to administer the DLM tests. Educator Portal records determine who is a returning test administrator.

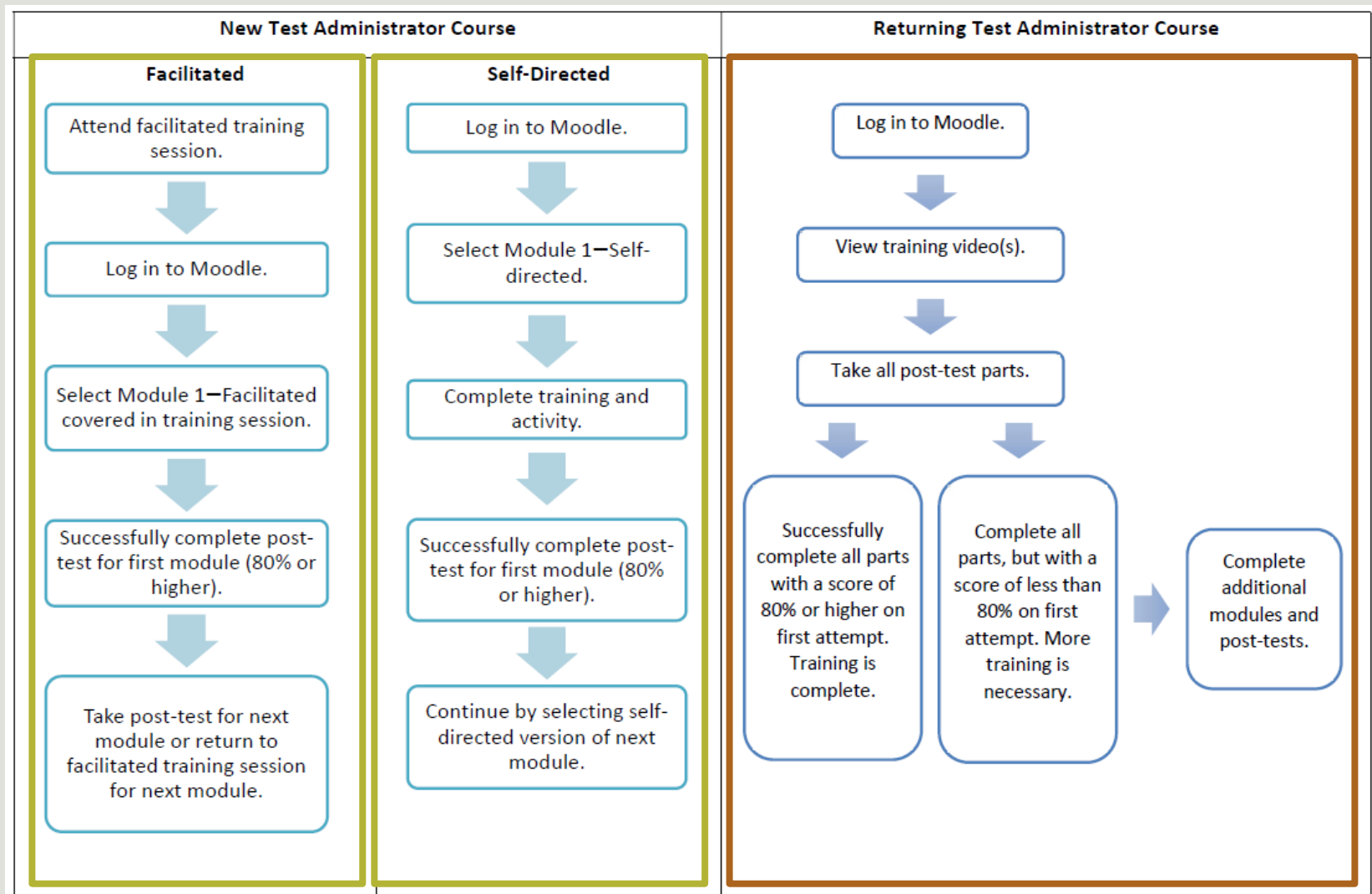
NOTES:

- Training module information is tied to the user accounts. The Moodle system will assign either the New Test Administrator or Returning Test Administrator training based on the previous years' data.
- Posttests must be passed (80%) before teachers are able to access student rosters.

Step 7: Develop a Training Plan for Test Administrators



Training Test Administrators



Step 8: Run the Training Status Extract in Educator Portal

8. Run the Training Status Extract in Educator Portal to ensure that all test administrators have completed the necessary training requirements.

- **Read:** *Understanding the Training Status Extract* in the *Educator Portal User Guide*, page 105.

Step 9: Create Student Rosters in Educator Portal

9. Create student rosters in Educator Portal.

- **January 25, 2021:** RIDE will register students to the DLM Educator Portal; rosters can be created after this date.
- Rosters must be created for each content area:
 - English Language Arts (grades 3, 4, 5, 6, 7, 8, and 11)
 - Mathematics, (grades 3, 4, 5, 6, 7, 8, and 11)
 - Science (**ONLY** for grades 5, 8, and 11).
- **Teachers cannot see students or complete** the First Contact Survey until rosters are created.
- **Step-by-step instructions** for creating rosters can be found here:
 - Create a file for multiple teachers and schools, see *Data Management Manual* (page 107).
 - Create a roster manually, see *Data Management Manual* (page 121).



Step 10: Ensure technology personnel installed Kite Student Portal on Assessment Devices.

10. Ensure technology personnel installed KITE Student Portal on assessment devices. The Student Portal is what teachers will use to administer DLM. It's where the actual test will be available for teachers to administer.

- Instructions for installing the KITE Student Portal can be found on www.ride.ri.gov/assessment-manuals and click on either the *Test Coordinator* or *Technology Coordinator* tab.
- If Kite Student Portal is not installed on the computer or laptops used for testing, contact your district assessment coordinator or technology coordinator.

Step 11: Ensure accommodations and test supports are updated in the student's IEP

11. Ensure accommodations and test supports are updated in the student's IEP

- Accommodations must be included in each student's IEP. If the accommodations need to be adjusted or added, they must be amended in the IEP before the student can begin testing by either convening a full IEP Team meeting *or* by following an amendment process set by the district.

- Testing may not begin until all accommodations are updated in the student's IEP.
- Either convene an IEP Team meeting or follow your district amendment process to update the accommodations in the IEP.

Step 12: Run the PNP report.

12. Run the PNP report in Educator Portal to ensure that each student's Personal Needs and Preferences Profile (PNP) is updated (*Educator Portal User Guide*, pages 102 and 103).

- Test administrators cannot begin testing until the PNP is completed for each student.
- Step-by-step instructions for completing the PNP can be found in the *Educator Portal User Guide*, page 28, *Complete the PNP Profile*.

Step 13: Run the First Contact Survey Report in Educator Portal

13. **Run the First Contact Survey report to ensure that it is updated for each student.** Students will not be assigned testlets unless the First Contact Survey has been submitted.

- **March 22, 2021: All First Contact Surveys and Personal Needs and Preferences must be completed.**
- **Read:** Information on how to run and understand the **First Contact Survey data extract** can be found in the *Educator Portal User Guide* (page 101).
- **Read:** Step-by-step instructions for **completing** the First Contact Survey can be found in the *Educator Portal User Guide* (page 39).

Step 14: Schedule locations and times for testing

14. Schedule locations and times for assessment sessions.

- **Test window: April 5 – May 21, 2021.** All assessments must be completed by the end of the school day on May 21, 2021.
- DLM cannot be administered remotely; all tests must be administered in person. It is important that teachers and students have a consistent, familiar location in which to test students and that they have access to the same devices on which to test students.

NOTES:

- **UPDATE: Test window extended. April 5 – May 28, 2021**
- ALL state assessments are to be administered in person, in school.
- Remote testing is not available for DLM.

Step 15: Communicate with families

15. Communicate the importance of taking the state assessments and assessment information to families.

- **Ensure that families understand** how important the state assessments are to helping educators understand what their child knows and can do according to the Essential Elements and that the data is used to develop IEP goals and instructional plans. Ensure that families know the dates, times, and location of the DLM assessments their child will be taking, including COVID health and safety precautions. RIDE is currently developing resources

Step 16: Monitor test completion process

16. Monitor test completion progress.

- Click on the Test Progress column on the Test Management tab in Educator Portal to confirm that all testlets have been completed.
- **Watch:** *Test Administration Monitoring* (dynamiclearningmaps.org/district-staff-training-resources-ye)
- **Read:** *Understanding the DLM Test Administration Monitoring Extract for Year-End Model States, Educator Portal User Guide* (page 99).

Practice Testlets

Practice Testlets are available for ELA, math, and science

- Not all grade levels are available but testlets are available for elementary, middle, and high school.

Paper/PDF Testlets

- <https://dynamiclearningmaps.org/about/tests/releasedtestlets>

Computer-delivered practice testlets available through the Student Portal

- <https://www.ride.ri.gov/released-items>: includes instructions for logging in to the Student Portal.

Where to find information on state assessments

Topic	Web Address
Test coordinator monthly webinars	www.ride.ri.gov/tc
Test manuals and materials	www.ride.ri.gov/assessment-manuals
Practice Test Information	www.ride.ri.gov/released-items
Training information, including descriptions, dates, times, registration links, recordings, and presentation slides	www.ride.ri.gov/assessment-training
Eligibility for Alternate Assessment	www.ride.ri.gov/dlm
One Percent Rule	www.ride.ri.gov/dlm
Medical Exemptions	www.ride.ri.gov/exemptions
Help Desk Contact Information	www.ride.ri.gov/tc
State policies, district test coordinator accounts, transferring students between districts, etc.	Heather Heineke (222-8493; heather.heineke@ride.ri.gov)