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Sent: Monday, March 28, 2016 2:41 PM
To: DAC
Subject: OSA News Flash: March 28, 2016 – Forward & DLM Updates

Greetings, District Assessment Coordinators -

With our main test window opening today, we wanted to touch base with you about a couple of items regarding Forward and DLM.

Forward Exam

First, we will be conducting daily and afternoon calls with DRC to closely monitor Forward testing across the state. On day 1, we are aware that there are a handful of districts testing with no known significant issues. We will continue to provide occasional updates regarding progress of the Forward Exam. Those updates will come primarily via the DAC Digest, and also News Flash emails if needed.

DLM

Second, today is also the first day of the DLM test window. If you are not able to view student test tickets, please check to make sure the following four steps have been completed:

Four steps that must be completed before testlets will be released for students.

1. Test administration training must be completed. Test administrators must open the certificate in order to register completion of training.
2. The teacher must have activated their Educator Portal account and they must **accept** the Security Agreement. Open 'My Profile' in educator portal to access your security agreement if uncertain.
3. The student *must* be rostered to a teacher for each content area in the applicable grade (ELA, Math, Science and/or Social Studies).
4. The First Contact Survey must be completed and submitted for each student taking the DLM.

If you need help with rostering students and teachers, please contact the DLM Helpdesk at 1-855-277-9751, wait for the automated response then press '8' for the data lockdown line. DLM will send the required roster template and a secure file transfer link to send the information. Please do not email student data.

Thank you for your continued hard work during our spring testing season.

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