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**Sent:** Tuesday, October 07, 2014 1:06 PM  
**To:** DACs  
**Subject:** Dynamic Learning Maps - Action Required

District Assessment Coordinator:

District upload of 9 grade student data into the Dynamic Learning Maps (DLM) portal was due October 1. Districts are responsible for uploading users, enrollment, and rosters prior to administration of the assessment. In addition, test administrators must complete the required training, PNPs and First Contact Survey's prior to Oct. 10 to ensure that there are not any delays in the production of test tickets for Field Test A. As a reminder, students in 9 grade are required to participate in Field Test A scheduled for Oct. 13-31. Students in grades 3-8 and 10-11 may also participate in Field Test A; however, this is optional. Information on the upload process can be found in the Data Steward Manual available at <http://dynamiclearningmaps.org/wisconsin>.

Districts with students placed outside of their districts, must work with the school or district of placement to ensure that test requirements are met. Please see the attached DPI Guidance related to district responsibility in unique situations.

Please forward the important information below to your Test Administrators in Field Test A.

### **Preparing for the Tests**

The DLM website has links to resources for district staff and test administrators. These may be used for operational testing and for field tests. Test administrators (also called teachers or examiners in some states) should use the TEST ADMINISTRATION MANUAL and must complete the following activities before they can administer a test:

1. Complete the security agreement and all required training modules in Educator Portal
2. Review students and rosters in Educator Portal for accuracy
3. Complete the First Contact survey for each student in Educator Portal

For students who require accessibility supports, the test administrator should also complete the Access (Personal Needs and Preferences (PNP)) Profile in Educator Portal.

The KITE Client must be installed on the computer or device that students use to take the test.

If time allows, we also recommend test administrators follow instructions in the GUIDE TO PRACTICE ACTIVITIES AND RELEASED TESTLETS to give their students opportunities to become familiar with testlets before the window opens.

### **Test Delivery and Administration of Field Test A**

- Each student will be assigned up to 4 testlets in English language arts and up to 4 testlets in mathematics. Some students may receive only 3 testlets in a subject.
- Test delivery in grades 3-8:
  - All testlets are assigned at the same time. (The system does not adapt between testlets during this field test.) Testlets are assigned automatically after the teacher submits the

First Contact survey. The linkage level for testlets assigned to the student is based on the First Contact survey responses.

- If the survey is completed before the window opens, testlets should be available on October 13.
  - If the survey is completed after the window opens, test assignment may be delayed 24-48 hours.
- Test delivery in grades 9-11:
    - Testlets are assigned manually after the teacher submits the First Contact survey. The linkage level for testlets assigned to the student is based on the First Contact survey responses.
    - If the survey is completed before the window opens, testlets should be available on October 13.
    - If the survey is completed after the window opens, test assignment may be delayed 24-48 hours.
    - Once testlet assignment begins, all testlets will be delivered within 24 hours. The system does not adapt between testlets during this field test.
    - Test Administrators will also be asked to complete a rater form for students enrolled in the 9<sup>th</sup> grade.
  - This fall, Testlet Information Pages (TIPs) become available for the first time. These PDF documents provide the test administrator with important information about each testlet. During Phase A, follow this process to retrieve TIPs:
    - Use your student's KITE login information to view a list of the tests assigned.
    - Write down the names of each test on the list. All tests will begin with "FT" and the subject (ELA or Math) and will end with a number.
    - Log out of KITE.
    - Go to the TIPs link on your Educator Resource Page:  
[http://dynamiclearningmaps.org/content/erp\\_ye](http://dynamiclearningmaps.org/content/erp_ye). Choose the right subject (ELA or math) and grade.
    - TIPs have the same name as the test names as they appear in KITE. Locate the TIPs for each testlet your student was assigned. Download or print each TIP.
  - Test administrators should follow the procedures for teacher-administered and computer-delivered testlets as described in the DLM TEST ADMINISTRATION MANUAL.
  - Testlets may be administered one at a time, or more than one may be completed in a single session. See the DLM TEST ADMINISTRATION MANUAL for additional guidance.
  - For students who use the Text to Speech support (called synthetic spoken audio in Educator Portal PNP section), many phase A testlets will not be delivered with text to speech enabled. Educators may use the human read aloud option to read testlets aloud to students when the synthetic read aloud is not available.
  - After Phase A test administration concludes, delete or shred each TIP.
  - There is no teacher survey for Phase A.

If you have questions about DLM, please contact Kristen Burton at [kristen.burton@dpi.wi.gov](mailto:kristen.burton@dpi.wi.gov).