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**Sent:** Thursday, November 13, 2014 12:28 PM  
**To:** DACs  
**Subject:** DLM Field Test B

District Assessment Coordinator:

This week marks the opening of the DLM Field Test B window. Field Test B will run through December 19, 2014 and will incorporate the content area of writing for the first time. Field Test B is *optional* for students in grades 3-11 who have a significant cognitive disability. For those participating in the field test, please read the attached Field Test B document.

While the field test is optional, the DPI strongly encourages districts to begin uploading student data into the DLM Educator Portal prior to the spring test window. Information about the upload of data (users, student demographics and rosters) into the DLM KITE Educator Portal can be found in the *DLM Data Steward Manual* found on the [DLM Wisconsin Webpage](#). In addition, test administrators are required to complete 7 online modules prior to being able to administer the field tests and/or the operational assessment. These trainings will take up to 4 hours to complete. Information regarding the Test Administration Trainings can be found at [Guide to DLM Required Training and Professional Development 2014-15](#). Information uploaded into the portal now, will remain active for the remainder of the school year.

Please begin planning within your district to ensure that the DLM requirements are met prior to **February 23, 2015**. If you have questions or concerns about the DLM assessment, please contact Kristen Burton at [kristen.burton@dpi.wi.gov](mailto:kristen.burton@dpi.wi.gov) or (608) 267-3164.

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