

2020-21 New  
York State  
Alternate  
Assessment  
(NYSAA)

**Assessment Coordinator Checklist:  
Administration of NYSAA in English  
Language Arts (ELA), Mathematics and  
Science through Dynamic Learning Maps  
(DLM)**

<b>Step 1: Read and become familiar with the DLM Assessment Coordinator Manual, Test Administrator's Manual (TAM) and Accessibility Manual</b>			
	Yes	No	Done
Updated manuals can be located at <a href="http://dynamiclearningmaps.org/newyork">http://dynamiclearningmaps.org/newyork</a>			
Connect with relevant personnel in district Data Manager: Technology Coordinator:			
<b>Step 2: Develop a logistics plan for test administration</b>			
	Yes	No	Done
Identify technical/data issues that may need to be addressed and response chain within district/school.			
Identify emergency test administration personnel for unplanned staff leaves.			
<b>Step 3: Develop a test security plan</b>			
	Yes	No	Done
Adhere to State and district policies for testing			
Ensure test access as well as quiet spaces for testing			
<b>Step 4: District/Building Test Coordinator (DTC/BTC) account set up in Educator Portal, <a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a></b>			
	Yes	No	Done
If the District or Building Test Coordinator does not have an account, contact the Data Manager to set up an account and/or NYSED at <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a> or <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> . Be prepared to provide your email, user role, district, school, and contact information			
An activation email for the Kite Educator Portal account will come from <a href="mailto:kite-support@ku.edu">kite-support@ku.edu</a> . If the activation email is not received, check your SPAM files.* Also, inquire to your technology managers as to firewalls and other software that which may block access. *Please note that passwords must be reset.			
<b>Step 5: Assessment Coordinators should then complete the Security Agreement</b>			
	Yes	No	Done
Note: Security Agreement should be updated & signed each school y			

Step 6: Manage district/school staff roles			
	Yes	No	Done
Verify users in Kite Educator Portal (EP) with the User Extract Report in EP. Contact the data manager to have users no longer in the school or district deactivated and new users added.			
Required training: Facilitated by district or self-directed in Moodle. Ensure certified educators have completed the required training modules and the required qualifiers in MOODLE to be eligible as a Test Administrator.			
Staff will receive a completion report when all requirements have been met. <b>This should be printed for staff records.</b> Please contact <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> for more information on Continuing Teacher and Leader Education (CTLE) hours.			
Monitor Educator Portal accounts to ensure all staff have been trained. <b>Run Report:</b> Training Status Extract to monitor required training completion.			
Ensure educators have completed Security Agreement. <b>Run Report:</b> Security Agreement Completion			
<b>Note: Security Agreement should be updated &amp; signed each school year by test administrators.</b>			
Sign up for test updates at <a href="http://dynamiclearningmaps.org/content/operational-testing">http://dynamiclearningmaps.org/content/operational-testing</a> .			
Step 7: Preparations before Spring Assessment Window			
	Yes	No	Done
<b>Check NYSAA homepage for policy updates</b>			
<b>Kite Student Portal:</b>			
Verify that devices meet the requirements at <a href="https://dynamiclearningmaps.org/requirements">https://dynamiclearningmaps.org/requirements</a> and verify with technology personnel.			
Technology Specifications Manual (e.g., system requirements, internet connections, navigating the system, troubleshooting issues)			
Test Coordinator or technology personnel should verify that Kite Student Portal has been installed or updated on all devices used for testing prior to testing.			
<b>ID NYSAA-eligible students</b>			
Identify NYSAA-eligible students to be assessed.			
Make plan for uploading or activating students with the aid of SED or with your Data Manager			
Make sure all students have NYSSIS IDs			
Create rosters and ensure all teachers have an education identifier or use their school email address			
<b>Data Clean-up:</b>			
Coordinators should verify roster accuracy: student/educator data Confirm student eligibility- refer to student's IEP and the Birthdate Chart			
If educators/students are entered in error, Coordinator and/or Data Manager can make changes, or Coordinator can contact NYSED at <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a> , <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> and/or the DLM service desk for assistance.			

<p>If educators cannot “see” students in Educator Portal, some questions to explore:</p> <ul style="list-style-type: none"> <li>✓ Did the educator complete training, including passing the associated quizzes?</li> <li>✓ Did the educator agree to the security agreement?</li> <li>✓ Is the educator rostered to their students?</li> </ul> <p>Contact DLM 1-855-277-9751 or email at <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a> for assistance.</p>			
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<b>Step 8: Test Administrator preparations</b> Accessibility/Accommodations:			
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	Yes	No	Done
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Ensure that the Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey) have been completed. Run Reports PNP Settings and First Contact Survey File extracts.			
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<p>The expectation is that accessibility supports are similar to those which have been used during instruction (refer to the Accessibility Manual).</p> <ul style="list-style-type: none"> <li>✓ Do not have the assessment be the first time a student is using accessibility features</li> </ul>			
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<p>The Braille Ready File (BRF) comes in uncontracted EBAE and UEB (note <i>Refer to Braille Forms</i> section in the <b>TAM</b>).</p> <p>Requests for materials necessary for embossing should be made to NYSED at <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> or 518-474-5900 no later than <b>2/15/2021</b>.</p>			
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