DLM Alternate Assessment Checklist

for Teachers Grades 3-11

Before Giving the Assessment

	Make sure you can log in to Kite Educator Portal using your associated email and password. 2 Factor Authentication is now required, so you will be emailed a code. - *You will only have 5 attempts to login before the account is locked. You can select "forgot password" or contact the service desk for assistance.*
	Sign the security agreement. Take the required yearly certification training through the training tab on Kite Educator Portal.
	Ensure all students are on your roster (Alternate Assessment Data Steward places them on your roster) by September 15.
	Familiarize yourself with the DLM Iowa webpage, to become familiar with the available resources.
	Familiarize yourself with the assessment windows and deadlines.
	Send home Parent Informational Brochure. Provide this brochure at each annual IEP meeting when you discuss alternate assessment.
	You must update the Kite Student Portal on your computer or the device you will use to test students. Click on Kite Suite, then under downloads select according to your device.
	Print assessment blueprints for each student for each subject for their grade level. ● English/Language Arts Grades 3-12 ● Mathematics Grades 3-12 ● Science Grades 5, 8, and 11 Use blueprints to plan and coordinate instruction and assessment cycles.
	Organize assessment blueprint materials for students into a binder or folder.
	Confirm rosters in the Educator Portal no later than September 15. Locate the student's username and login for Kite: ● Log in to Educator Portal ● Click on Students then search ● Click on the student's state ID number ● The student record including their username and password will show up here ○ You can also find it in the Instruction and Assessment Planner - click the Lock Symbol You can generate a report that provides all student usernames and passwords.
	Complete the PNP profile for each student by the deadline, September 25: ● Log in to Educator Portal

	• Click on Students then search • Click on the student's state ID number • Click on the link next to PNP profile • This is where you can customize test settings for student (human read aloud, magnification, etc.)
	Complete the First Contact Survey for each student by the deadline, September 25: • Log in to Educator Portal • Click on Students then search • Click on the student's state ID number • Click on the link next to first contact survey • This is where you provide information about the student's skills and abilities. • Check the disability category, and make sure it is listed as "EI."
	Log in to the Educator Portal to select essential elements for instruction for each student: • Review Iowa blueprints for each student, noting all the required essential elements as well as the number to be tested during each window. • Determine which EEs will be taught and tested. • Under Test Management, choose Instruction and Assessment Planner and then click the blue arrow under View/Create Plans. • For each EE you have chosen, identify the linkage level description that most closely matches the student's instructional level, noted by a white symbol. • Click on the three dots in the right corner of the box of that linkage level and choose "Begin Instruction." • Remember that assessments are INSTRUCTIONALLY EMBEDDED. This means that you should be teaching the content that will be assessed by the testlets you assign, and that you should spread the assessment out over the course of the window. Note that in the spring, science testlets will be assigned by the system and are treated differently. The science TIPs page can be accessed under the Test Management tab.
	Write down the date and linkage level you entered each testlet into the system on your assessment blueprints under the column that says "Date in ITI."
	Locate the Testlet Information Pages (TIP) for each testlet (after it has been assigned) and preview to become aware of what will be needed. Some students will need familiar text, you can find that information on the TIP. Remember that the TIP will need to be deleted and/or destroyed when you have finished testing.
	Teach the EEs. When the student is ready to test, go back to the Instruction and Assessment Planner. Click on the three dots in the corner to click on "Instruction Complete, Assign Testlet."
	If students are new to DLM, consider allowing them to practice using the Guide to Practice Activities and Released Testlets

During the Assessment

	Have your assessment blueprint ready.
	Have ready any materials needed for the assessment, based on the Testlet Information Page (TIP).
	Open Kite Student Portal (the program on your device, NOT Educator Portal).
	Enter the student's username and password (found in Educator Portal under Credentials).
	Click on "Take a Test." To the left there will be tabs for tests in each subject area.
	Remember that you can select/click on the answer the student indicates if the student is not able to do it themselves.
	You can pause for up to 90 min. before the system times out. After 88 min., you will be prompted to Extend the time or Exit. If you exit the test, none of the student's responses will be saved. **Iowa does not support the use of "Exit Do Not Save."**
	Record the date the test was given on the student's assessment blueprint under "Date Assessed" column.
	After you have given the assessment, it will no longer show up on the student's list of testlets in the Student Portal.
	For spring science testlets, once a testlet is given the next one will be delivered by the system after 15 minutes to 24 hours.
	During the spring window, field testlets may continue to show up in the Student Portal. After the field testlets are completed, the survey will appear in the Student Portal for the teacher to complete.
	During the spring window, writing samples should be uploaded into the KITE system after the writing testlet has been administered.

After the Assessment

	Accessing Results During Instructionally Embedded Assessment Window To access student results during the assessment window: ● Log in to Kite Educator Portal ● Click on "Reports" then "Alternate Assessment Reports" under that tab ● Click on the "Instructionally Embedded Tab" ● Click on "Student Progress" ● Select a subject

	• Select a student under the select bar • Click “view report” • This will show each Essential Element broken into five skill levels (that correspond to the Linkage Levels (IP, DP, PP, T, S) and whether the student has mastered or attempted the testlet they took at the level you assigned them to on the date that you took it. It will show up as “planned” if they have not yet taken the testlet. Each Essential Element also shows the grade level target for each skill. • If a skill shows up as “mastered” this means the student responded correctly on 80% or more of the items. • If a skill shows up as “attempted” this means the student responded correctly on 80% or less of the items. • Plan to use the instructionally embedded report to plan future instruction, and use the end of the year report for sharing with parents. **Note: The report will not display any testlet delivered during the spring assessment window.*
	Accessing Year-End Student Score Reports **Note: Individual student reports for the year do not become accessible until mid summer to early fall per the Educator Portal User Guide.* **Previous year reports can be accessed using the instructions below.* • Log in to Kite Educator Portal. • Click on “Reports.” • Click on “Student Report Archive.” • Type the student’s last name or state ID number. • Click on the student’s name. • You will only be able to view reports for students on your current DLM roster. • This will tell how many Essential Elements the student was assessed on, how many skills they were assessed on, and how many skills the student mastered. • The report will tell whether the student is emerging, approaching the target, at target or advanced in each subject area. • The report also describes what a student at that performance level can typically do. • This information should be included in the CAAFP of the student’s IEP. Example: “Student participated in Iowa’s Alternate Assessment in the area of math during the 2022-23 school year. On this assessment Student’s performance fell into the category of emerging. This means that Student typically attends to and seeks objects and people and looks for and makes use of mathematical structures (for example, patterns and attributes of shapes). Students in Grade 7 mathematics are expected to be administered assessments covering 35 skills for 7 Essential Elements. “Student” mastered two skills during the year.”
	If a student is scoring advanced in an area, consider whether alternate assessment continues to be appropriate for them. Refer to the state of Iowa’s participation guidelines.
	Sometime in the fall (conferences or sooner), print two copies of their most recent End-of-Year score

	report that is available in Aug. One copy will be given to parents and the other copy will be placed in the student's cumulative file along with the student's IEP.
	Print a copy of the Parent Interpretive Guide to give to parents with the score report. DLM provides an Interpretive Guide for Parents in Spanish. Other languages are not supported.
	When they are available the next fall, place DLM End-of Year reports in the student's cumulative file. Keep blueprints and any student evidence until the following year.

Additional Resources/Links

Iowa Department of Education Alternate Assessment Information Page: Contains eligibility guidelines, exemption policy, AEA/UEN contacts and information about testing windows for both alternate assessments.

Dynamic Learning Maps Test Administration Manual: Provides an orientation to the Dynamic Learning Maps project, the assessment system and DLM testlets. Contains information on the pre-assessment process, the Spring testing window and preparing for future years, as well as an overview of the Student Portal.

Iowa Academic Standards: This link provides access to all state standards, including the Essential Elements and the ELP Standards for English Learners with Significant Cognitive Disabilities.

Iowa's Alternate Assessment Google Site: Houses essential documents and communications for teachers, district and AEA staff in Iowa who support implementation of Iowa's Alternate Assessments - Dynamic Learning Maps (grades 3-11) and Iowa's Early Literacy Alternate Assessment (grades K-6).

Dynamic Learning Maps Website: Houses information about the Dynamic Learning Maps project, States in the Consortium, KITE Suite, Professional Development modules and Research.

Dynamic Learning Maps Instructional Modules: Contains exemplar text supports, instructional resources on unpacking essential elements, text, communication, writing, initial and distal precursors, and self reflection and observation forms for teachers to reflect on practice. Approximately 60 professional development modules developed for DLM by the Center for Literacy and Disability Studies on specific content in Mathematics, English/Language Arts, and Science. For example, algebraic thinking, shared reading, core vocabulary and writing arguments.