

2019-20
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)**

Step 1: Read and become familiar with the DLM Assessment Coordinator Manual, Test Administrator's Manual (TAM) and Accessibility Manual:			
	Yes	No	Done
Updated manuals can be located at http://dynamiclearningmaps.org/newyork			
Connect with relevant personnel in district Data Manager: Technology Coordinator:			
Step 2: Develop a logistics plan for test administration:			
	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.			
Step 3: Develop a test security plan:			
	Yes	No	Done
Adhere to State and district policies for testing			
Ensure test access as well as quiet spaces for testing			
Step 4: District/Building Test Coordinator (DTC/BTC) account set up in Educator Portal, https://educator.kiteaai.org .			
	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 CBTSupport@nysed.gov or EMSCASSESSINFO@nysed.gov . 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 kite-support@ku.edu . If the activation email is not received, check your SPAM files. Also, inquire to your technology managers as to firewalls and other software, which may block access.			
Step 5: Assessment Coordinators should then complete the Security Agreement:			
	Yes	No	Done
Note: Security Agreement should be updated & signed each school year			
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. This should be printed for staff records. Please contact EMSCASSESSINFO@nysed.gov for more information on Continuing Teacher and Leader Education (CTLE) hours.			
Monitor Educator Portal Accounts to ensure all staff have been trained.			

Run Report: Training Status Extract to monitor required training completion.			
Ensure educators have completed Security Agreement Run Report: Security Agreement Completion			
Note: Security Agreement should be updated & signed each school year by test administrators.			
Sign up for test updates at http://dynamiclearningmaps.org/content/operational-testing .			
Step 7: Preparations before Spring Assessment Window:			
	Yes	No	Done
Check NYSAA homepage for policy updates			
Kite Student Portal:			
Verify that devices meet the requirements at https://dynamiclearningmaps.org/requirements 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 to be used for testing prior to testing.			
ID NYSAA-eligible students			
Identify NYSAA-eligible students to be assessed.			
Make plan for uploading or activating students with the aid of SED or with your IT			
Make sure all students have NYSSIS IDs			
Create rosters and ensure all teachers have an education identifier or use their school email address			
Data Clean-up:			
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 CBTSupport@nysed.gov , EMSCASSESSINFO@nysed.gov and/or DLM service desk for assistance.			
If Educators cannot "see" students in Educator Portal, some questions to explore: <ul style="list-style-type: none"> ✓ Did the educator complete training, including passing the associated quizzes? ✓ Did the educator agree to the security agreement? ✓ Is the educator rostered to their students? Contact DLM 1-855-277-9751 or email at DLM-support@ku.edu for assistance.			
Step 8: Test Administrator preparations:			
Accessibility/Accommodations:			
	Yes	No	Done
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.			
The expectation is that Accessibility supports are similar to those which have been used during instruction (refer to the Accessibility Manual). <ul style="list-style-type: none"> ✓ Do not have the assessment be the first time a student is using accessibility features 			
The braille ready file (BRF) comes in uncontracted EBAE and UEB (note <i>Refer to Braille Forms</i> section in the TAM). Requests for materials necessary for embossing should be made to NYSED at EMSCASSESSINFO@nysed.gov or 518-474-5900 no later than 2/7/2020 .			
Language translators should be provided by district. Refer to Translation memo http://www.p12.nysed.gov/assessment/nysaa/2018-19/translations19.pdf .			
Adaptive and specialized equipment or furniture; Noise buffers/headphones need to be provided by district.			
Refer to student's IEP for student specific Testing Accommodations (this test is not-timed, breaks are allowed, and students are expected to be tested in a separate or alternate area or setting).			
Refer to Testlet Information Pages (TIPS) for specific test materials (e.g., manipulatives, calculators, etc....) (refer to <i>Retrieve Testlet Information</i> page and <i>Gather Materials</i> section of the TAM).			

NOTE: Accessibility features must be documented on a student's IEP as testing accommodations (refer to Accessibility Memo http://www.p12.nysed.gov/assessment/nysaa/2016-17/accessibility-sscd.pdf).			
Step 9: Recording testing exemptions if applicable:			
	Yes	No	Done
Notify DTC to enter appropriate special circumstance code for student after the FC Survey has been completed, but prior to the end of the test administration period.			
For Test resets, the DTC/BTC should contact State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov with the following information: <ul style="list-style-type: none"> • NYSSIS ID • Testlet Subject • Testlet Grade • Testlet # to be reset • Contact information of requestor 			
Step 10: Develop a plan to facilitate communications with parents (DLM resources):			
	Yes	No	Done
http://dynamiclearningmaps.org/content/information-parents .			
Step 11: Testing Window begins...			
	Yes	No	Done
Monitor and support test administration			
For DLM testing system questions, please contact DLM at 1-855-277-9751 or email at DLM-support@ku.edu for assistance.			
For NY data related question, please contact NYSED at CBTSupport@nysed.gov .			
For administration and policy related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov .			
Confirm all eligible students have been tested prior to the end of testing. Run the DLM Test Administration Monitoring Extract to ensure all eligible students have completed testing. Keep your report for your records.			
Step 12: Ensure that the test administrator completes the online teacher survey:			
	Yes	No	Done
Please refer to the NYSAA homepage for more information			
http://www.p12.nysed.gov/assessment/nysaa/			