2021-22 New York State Alternate Assessment (NYSAA)
Assessment Coordinator Checklist:
Administration of NYSSA 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 Administration Manual (TAM), and Accessibility Manual.

Task	Yes	No	Done
Manuals are located at https://dynamiclearningmaps.org/newyork			
Connect with relevant personnel in district: Data Manager: Technology Coordinator			

Step 2: Develop a logistics plan for test administration.

Task	Yes	No	Done
Identify technical/data issues that may need to be addressed and the response chain within the district/school.			
Identify emergency test administration personnel for unplanned staff leaves.			

Step 3: Develop a test security plan.

Task	Yes	No	Done
Adhere to State and district policies for testing.			
Ensure test access as well as quiet spaces for testing.			

Step 4: Set up in Kite® Educator Portal account for District/Building Test Coordinator (DTC/BTC) at educator.kiteaai.org.

Task	Yes	No	Done
If the District or Building Test Coordinator does not have an Educator Portal 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 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 coordinators as to firewalls and other software that may block access.			

Step 5: Assessment Coordinators should then complete the Security Agreement.

Task	Yes	No	Done
Note: The Security Agreement must be agreed to in order to access the KITE system.			

Step 6: Manage district/school staff roles.

Task	Yes	No	Done
Verify users in Educator Portal (EP) with the **Users Extract** in EP. Contact the data manager to have users no longer in the school or district deactivated and new users added.			
Required training is facilitated by the 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 the Security Agreement. **Run Report: Security Agreement Completion**.			
Note: The Security Agreement must be agreed to each school year by test administrators.			
Sign up for test updates at https://dynamiclearningmaps.org/test-updates			

Step 7: Preparations Before Spring Assessment Window

Task	Yes	No	Done
Check NYSAA homepage for policy updates.			
Kite Student Portal:			
Verify that devices meet the requirements at https://dynamiclearningmaps.org/kite and verify with technology personnel.			
TECHNOLOGY SPECIFICATIONS MANUAL (e.g., system requirements, internet connections, navigating the system, troubleshooting issues)			
The Data Test Coordinator (DTC) or technology personnel should verify that Kite Student Portal has been installed or updated on all devices used for testing prior to testing.			
ID NYSAA-eligible students.			
Identify NYSAA-eligible students to be assessed.			
Make plans for uploading or activating students with the aid of SED or your Data Manager.			
Make sure all students have NYSSIS IDs.			
Create rosters and ensure all teachers have an educator identifier or use their school email address.			
Data Clean-up:			
DTC should verify roster accuracy: student/educator data. Confirm student eligibility. Refer to the student's IEP and the Birthday Chart.			
If educators/students are entered in error, the DTC and/or Data Manager can make changes, or the DTC can contact NYSED at CBTSupport@nysed.gov, EMSCASSESSINFO@nysed.gov, and/or the DLM Service Desk for assistance.			
If educators cannot "see" students in Educator Portal, some questions to explore: 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 the DLM Service Desk at 1-855-277-9751 or email at DLM-support@ku.edu for assistance.			

Step 8: Test Administrator Preparations

Task	Yes	No	Done
Accessibility/Accommodations			
Ensure the Personal Needs and Preferences (PNP) Profile and First Contact Survey (FCS) have been completed for each student. **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.) Do not have the assessment be the first time a student is using accessibility features.			
Braille Ready Files (BRF) come in UEB (Note: Refer to *Braille Forms* 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 2/15/2022.			
Language translators should be provided by the district. Refer to the Translation memo: http://www.nysed.gov/common/nysed/files/programs/state-assessment/3-translations-19.pdf			
Adaptive and specialized equipment or furniture: Noise buffers/headphones need to be provided by the district.			
Refer to the 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 Test Information Pages (TIPs) for specific test materials (e.g., manipulatives, calculators, etc.). Refer to *Retrieve Testlet Information Page* and *Gather Materials* section of the **TAM**.			
NOTE: Accessibility features must be documented on a student's IEP as testing accommodations. Refer to the Accessibility Memo: http://www.nysed.gov/common/nysed/files/programs/state-assessment/7-accessibility-sscd-19.pdf			

Step 9: Recording Testing Exemptions, if Applicable

Task	Yes	No	Done
Notify the **DTC** to enter the appropriate **Special Circumstance Code** for a student after the FCS 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: 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).

Task	Yes	No	Done
https://dynamiclearningmaps.org/newyork			

Step 11: Testing Window Begins

Task	Yes	No	Done
Monitor and support test administration.			
For DLM testing system questions, please contact the DLM Service Desk at 1-855-277-9751 or email at DLM-support@ku.edu for assistance.			
For NY data-related questions, please contact NYSED at CBTSupport@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 administrators complete the online teacher survey.

Task	Yes	No	Done
Please refer to the NYSAA homepage for more information: http://www.nysed.gov/state-assessment/new-york-state-alternate-assessment			