

## 2022-23 New York State Alternate Assessment (NYSAA): Educator Checklist

Step 1: Read and become familiar with the DLM TEST ADMINISTRATION MANUAL (TAM), ACCESSIBILITY MANUAL, and EDUCATOR PORTAL USER GUIDE

Task	Yes	No	Done
Updated manuals can be located at <a href="https://dynamiclearningmaps.org/newyork">https://dynamiclearningmaps.org/newyork</a> or <a href="http://www.nysed.gov/state-assessment/new-york-state-alternate-assessment">http://www.nysed.gov/state-assessment/new-york-state-alternate-assessment</a>			

Step 2: Test administrators must have an account set up in Kite® Educator Portal <https://educator.kiteaai.org/AART/login.htm>

Task	Yes	No	Done
If the educator does not have an account in Educator Portal, contact the District/Building Test Coordinator (DTC/BTC) and Data Manager to set up an account. For additional assistance, contact NYSED at <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a> or <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> .			
District/Building Test Coordinator (DTC/BTC): Data Manager:			
When the DTC/BTC sets up an account the first time for an educator, the educator will receive an email from <a href="mailto:kite-support@ku.edu">kite-support@ku.edu</a> . The link is good for 10 days. If the activation email is not received, check your SPAM files.* Also, inquire to your technology managers regarding firewalls and other software that may block access. *Please note that passwords must be reset.			
Verify your Educator Profile (i.e., user role, district, etc.) (Refer to the <i>Manage User Account</i> section of the <b>EDUCATOR PORTAL USER GUIDE</b> located on the <a href="#">NY DLM NYSAA webpage</a> ).			
Certified Educators <b>must</b> then complete the Security Agreement (Refer to <i>Manage User Account</i> section of the <b>Educator Portal User Guide</b> located on the <a href="#">NY DLM NYSAA webpage</a> .) The Security Agreement must be completed to work in the Educator Portal (EP) system.			

Step 3A: NEW test administrators must complete required turn-key training and the qualifiers in Moodle to be eligible as a test administrator

Task	Yes	No	Done
<p><b>Required training for NEW teachers:</b> Facilitated training (Consortium Model). For those educators who cannot make or missed a facilitated training, they can avail themselves of the self-directed training in Moodle.</p>			
<p>Test administrators must access <a href="#">MOODLE</a> (after first establishing an account in Educator Portal (EP) and waiting for up to 3 hours for the Moodle account to be activated) to take the qualifiers.</p> <p>Moodle Login:  <a href="https://training.dynamiclearningmaps.org/login/index.php">https://training.dynamiclearningmaps.org/login/index.php</a></p> <ul style="list-style-type: none"> <li>○ Username: email address used in Kite Educator Portal (all lower-case letters)</li> <li>○ Password: email address up to @ (all lower-case letters)</li> </ul>			
<p>Test Administrator Qualifications:</p> <ul style="list-style-type: none"> <li>○ Test administrators complete the 4 required training modules, then the 4 required qualifiers (post-quizzes) in <a href="#">MOODLE</a> (approximate time commitment: 2 hours 30 minutes). <ul style="list-style-type: none"> <li>▪ Each qualifier must be passed with 80% or better accuracy.</li> <li>▪ A completion certificate will be available when all requirements have been met. <ul style="list-style-type: none"> <li>✓ <b>This certificate <u>must be printed</u> for your records.</b></li> </ul> </li> </ul> </li> </ul> <p>This self-directed training is available for <b>Continuing Teacher and Leader Education (CTLE)</b> credit. Please email <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> and provide your name as it appears on your NY certification, email, name of training, training hours, date, and copy of training completion certificate.</p>			

NOTE: All training requirements must be completed before the test administrator will have access to a student's Kite Student Portal log-in information. Additional professional development resources are available to all at <https://dynamiclearningmaps.org/professional-development>

Step 3B: RETURNING test administrators must complete 1 module of self-directed training to be eligible as a test administrator

Task	Yes	No	Done
<p><b>Required training for RETURNING teachers:</b></p> <ul style="list-style-type: none"> <li>▪ Test administrators complete the required overview training module, then the required qualifier (post-quiz) in <a href="#">MOODLE</a> (Consortium Model) (approximate time commitment: 1 hour 15 minutes).</li> <li>▪ The quiz must be passed with 80% or better accuracy.</li> <li>▪ Educators who do not pass will then be required to re-take the module(s) that they struggled with and re-take the corresponding qualifiers with 80% accuracy or better.</li> <li>▪ The next training module will only become available after the quiz is successfully completed or a message appears that all requirements have been met.</li> </ul> <p>A completion certificate will be available when all requirements have been met. This certificate <u>must be submitted</u> if you request CTLE credit.</p>			

NOTE: All training requirements must be completed before the test administrator will have access to the Kite Student Portal log-in information.

Returning test administrators who are NOT enrolled in the returning test administrator training should contact their District or Building Test Coordinator, who can then contact NYSED at [EMSCASSESSINFO@nysed.gov](mailto:EMSCASSESSINFO@nysed.gov) and provide the teacher's name, email, school and district. This should be done prior to taking the Moodle training.

Additional professional development resources are available to all at <https://dynamiclearningmaps.org/professional-development>

#### Step 4: Accessibility Supports/Accommodations

Task	Yes	No	Done
The expectation is that accessibility supports are similar to those that 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.			

NOTE: Best Practices would have accessibility features documented on a student's IEP as testing accommodations (refer to Accessibility Memo <http://www.nysed.gov/state-assessment/new-york-state-alternate-assessment>).

Step 5: Complete Personal Needs and Preferences (PNP) Profile and First Contact Survey (FCS) in Educator Portal

Task	Yes	No	Done
For new students, complete the Personal Needs and Preferences (PNP) Profile and First Contact survey (FCS). Make sure to utilize the student's IEP for this information			
For returning students, review and update, as necessary, the information in the PNP and FCS and complete any new information required in the FCS			

NOTE: The information from the FCS generates the student's first testlet's adaptive linkage level.

## Step 6: Kite® Suite

Task	Yes	No	Done
<p>Kite Student Portal is used for assessing students and must be downloaded on student testing devices. Check the DLM website for the current version of Student Portal at <a href="https://dynamiclearningmaps.org/kite">https://dynamiclearningmaps.org/kite</a></p> <p>The new software update covers all platforms. For more information on Kite Student Portal, including status, system requirements, and installation instructions <a href="https://dynamiclearningmaps.org/kite">https://dynamiclearningmaps.org/kite</a></p>			
<p>Sign up for test updates at <a href="https://dynamiclearningmaps.org/test-updates">https://dynamiclearningmaps.org/test-updates</a></p>			
<p>Educator Portal is used by educators for data management.</p> <p>Educators must verify accuracy of the roster (Refer to the <i>Manage Student Data</i> section):</p> <ul style="list-style-type: none"> <li>▪ Confirm Student Eligibility. Refer to student’s IEP and the 2022-23 NYSAA Birthdate Chart</li> <li>▪ If students are entered in error, educators must contact the DTC/BTC and Data Manager, who can make corrections.</li> <li>▪ If educators cannot “see” students in Educator Portal, some questions to explore:               <ul style="list-style-type: none"> <li>✓ Did the educator complete training and pass associated quizzes?</li> <li>✓ Did the educator agree to and sign the Security Agreement?</li> <li>✓ Are the students rostered to the educator?</li> </ul> </li> </ul>			
<p>If you need assistance:</p> <ul style="list-style-type: none"> <li>▪ Contact your DTC/BTC first for assistance</li> <li>▪ Then contact NYSED <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a> or <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a>.</li> <li>▪ Also, contact the DLM Service Desk at 1-855-277-9751 or email at <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a> for assistance</li> </ul>			
<p>Prior to testing, ensure that the following have been checked</p> <ul style="list-style-type: none"> <li>✓ system requirements</li> <li>✓ internet connections</li> <li>✓ navigating the system</li> <li>✓ the compatibility of assistive technology devices</li> <li>✓ troubleshooting issues</li> </ul>			

### Step 7: Test administrator preparations

Task	Yes	No	Done
The Braille Ready File (BRF) comes UEB Nemeth (refer to the Braille Forms section in the TAM). 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 2/13/2023.			
Language translators must be provided by the district and complete any new information required in the FCS			
Adaptive and specialized equipment or furniture and noise buffers/headphones must 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 Page</i> and <i>Gather Materials</i> section of the TAM.			

### Step 8: Develop a plan to facilitate communications with parents (DLM resources)

Task	Yes	No	Done
<a href="https://dynamiclearningmaps.org/newyork">https://dynamiclearningmaps.org/newyork</a>			

### Step 9: Test administration period March 13—June 9, 2023

Task	Yes	No	Done
Prior to the end of testing, contact DTC/BTC and confirm that all eligible students have been tested or that the DTC entered special circumstance codes for students not tested.			
Special circumstance codes can ONLY be entered by the DTC: <ul style="list-style-type: none"> <li>✓ Ensure student is entered into Educator Portal</li> <li>✓ Complete the FCS for the student to generate student testlets once the window opens (but <b>do not</b> open or administer testlet).</li> </ul> Notify DTC/BTC to enter the appropriate Special Circumstance code for the student prior to the end of the administration period.			

Note: For DLM testing system questions, please contact the DLM Service Desk at 1-855-277-9751 or email at [DLM-support@ku.edu](mailto:DLM-support@ku.edu) for assistance.

For a NYS data-related question, please email NYSED-CBT at [CBTSupport@nysed.gov](mailto:CBTSupport@nysed.gov)

For policy-related issues, please call State Assessment at 518-474-5900 or email [EMSCASSESSINFO@nysed.gov](mailto:EMSCASSESSINFO@nysed.gov)

### Step 10: Complete online educator survey

<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Done</b>
Please refer to <a href="https://dynamiclearningmaps.org/newyork">https://dynamiclearningmaps.org/newyork</a> for more information			
Teacher surveys will be delivered in Student Portal this spring. The surveys are accessed under the Other tab. The survey is optional, <u>does not pop up</u> , and includes the Exit Does Not Save button should it be accidentally opened by the test administrator or student during testing. Please complete the survey.			