

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)**

| Step 1: Read and become familiar with the DLM Assessment Coordinator Manual, Test Administrator's Manual (TAM) and Accessibility Manual | | | |
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| | 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 that which may block access. *Please note that passwords must be reset. | | | |
| Step 5: Assessment Coordinators should then complete the Security Agreement | | | |
| | Yes | No | Done |
| Note: Security Agreement should be updated & signed each school y | | | |

| Step 6: Manage district/school staff roles | | | |
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| | 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 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 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 | | | |
| 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 the DLM service desk for assistance. | | | |

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| <p>If educators cannot “see” students in Educator Portal, some questions to explore:</p> <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? <p>Contact DLM 1-855-277-9751 or email at DLM-support@ku.edu for assistance.</p> | | | |
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| Step 8: Test Administrator preparations 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"> ✓ Do not have the assessment be the first time a student is using accessibility features | | | |
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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 TAM).</p> <p>Requests for materials necessary for embossing should be made to NYSED at EMSCASSESSINFO@nysed.gov or 518-474-5900 no later than 2/15/2021.</p> | | | |
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