



## 2025 Dynamic Learning Maps (DLM) Readiness Guide

The following are recommended steps to ensure a successful DLM administration in spring 2024.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>January</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Jan. 6</p>	<p><b>Alternate Eligibility Determinations Finalized</b></p> <ul style="list-style-type: none"> <li>The local education agency (LEA) will receive final eligibility determinations from OSSE in the Special Programs database.</li> </ul> <p><b>DLM Student Registration Begins</b></p> <ul style="list-style-type: none"> <li>Registration for eligible students in grades 3-8 will be completed by OSSE and should be verified/adjusted by LEAs. High school registration should be completed in <a href="#">Kite Educator Portal</a> by the LEA. Student registration should align to the <a href="#">2024-25 OSSE Statewide Assessments Participation and Performance Policy</a>.</li> </ul> <p><b>Participate in OSSE-sponsored DLM Training (optional, but highly recommended)</b></p> <ul style="list-style-type: none"> <li>LEA/school Coordinators and Test Administrators should attend the OSSE DLM Test Coordinator training and/or OSSE DLM Test Administrator Training. Training details and registration links can be found on the Statewide Assessment Training Schedule located on the <a href="#">OSSE Test Coordinator page</a>.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>February</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Prior to Testing</p>	<p><b>DLM Student Registration Finalized</b></p> <ul style="list-style-type: none"> <li>High school registration should be completed in <a href="#">Kite Educator Portal</a> by the LEA. Registration for eligible students in grades 3-8 was completed by OSSE and should be verified/adjusted by LEAs. Student registration should align to the <a href="#">2024-25 OSSE Statewide Assessments Participation and Performance Policy</a>.</li> </ul> <p><b>Create Staff User Accounts in the <a href="#">Kite Educator Portal</a>.</b></p> <ul style="list-style-type: none"> <li>Prior to training your staff, ensure they have user accounts enabled in Kite that will allow them to complete required test administrator training and registration tasks necessary to their role. <ul style="list-style-type: none"> <li>Read and agree to the test security agreement that appears in Kite.</li> <li>All test administrators must pass the Required Test Administrator Training modules with a score of 80% or higher before accessing student information.</li> </ul> </li> </ul> <p><b>Roster Students to Staff User Accounts in the <a href="#">Kite Educator Portal</a>.</b></p> <ul style="list-style-type: none"> <li>High school rosters should be completed in <a href="#">Kite Educator Portal</a> by the local education agency (LEA) in February. Rostering for grades 3-8 will be completed by OSSE and should be verified/adjusted by LEAs. <ul style="list-style-type: none"> <li>Students cannot be rostered to Test Administrators until the required training is completed.</li> </ul> </li> </ul> <p><b>Complete the First Contact Survey and Personal Needs and Preferences (PNP) Profile in Kite</b></p> <ul style="list-style-type: none"> <li>Accommodations for each student with an individualized education program (IEP), 504 plan, or English learner plan should be entered in <a href="#">Kite Educator Portal</a>.</li> <li>LEAs should complete the First Contact Survey and PNP Profile <b>at least 24 hours</b> before the planned administration of the assessment to the student. <ul style="list-style-type: none"> <li>Students will not be able to test if there are delays in First Contact Survey and PNP Profile completion.</li> </ul> </li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>March</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Prior to Testing</p>	<p><b>Provide Test Security Training and Test Security Notification Statement to Staff</b></p> <ul style="list-style-type: none"> <li>All staff who will support with DLM testing or enter a testing room during administration must be trained in test security and provided with the Test Security Notification Statement.</li> <li>Track attendance at this training and keep it in your school test security file.</li> </ul> <p><b>Send Family Notification Letter and Meet with Students</b></p> <ul style="list-style-type: none"> <li>Every school is required to send home a notification letter to families letting them know their student will participate in statewide testing. OSSE provides <a href="#">a template</a> that schools may adapt.</li> <li>Review administration plans and protocols with students prior to testing, including how to ask questions or report issues while testing.</li> </ul>

	15 Days Prior to the First Day of Testing	<p><b>Establish a School Test Security File</b></p> <ul style="list-style-type: none"> <li>Each school must create and maintain a physical school test security file or binder that includes the required information outlined during test security training. An electronic file may be maintained in addition to the physical file.</li> </ul> <p><b>School Test Security Plans Due to OSSE</b></p> <ul style="list-style-type: none"> <li>DLM Coordinators must submit school test security plans to OSSE via the <a href="#">OSSE Assessment Portal</a> in Quickbase. OSSE will request revisions or approve each plan in the School Test Security Plan Tool.</li> </ul>
	March 10	<b>DLM Testing Window Opens</b>
	During Testing	<p><b>Administer the DLM Assessment, Monitor Testing, and Support Authorized Personnel and Students</b></p> <ul style="list-style-type: none"> <li>During the DLM administration, LEA and School Test Coordinators should actively monitor and support their authorized personnel and students.</li> </ul> <p><b>Contact DLM and OSSE for assistance</b></p> <ul style="list-style-type: none"> <li><a href="#">Request Support</a> from the DLM team (technical) and OSSE’s Office of Assessments (administration and policy), as needed during testing. Support requests to OSSE must be made using the <a href="#">OSSE Support Tool</a>.</li> </ul> <p><b>Submit Incident Reports to OSSE</b></p> <ul style="list-style-type: none"> <li>When incidents arise during testing, follow your school’s procedures for submitting incident reports. Reports may be submitted to OSSE via the following options: <ul style="list-style-type: none"> <li><a href="#">OSSE Support Tool</a> (LEAs only) or online via the <a href="#">OSSE Assessment Portal</a> incidents tab</li> <li>OSSE Assessment Hotline: (202) 304-3269</li> </ul> </li> </ul> <p><b>Note Minor Deviations in School Test Security Plan</b></p> <ul style="list-style-type: none"> <li>When scheduling, Test Administrator staffing changes, or other changes occur to the school test security plan, Test Coordinators should note these in the minor deviations section of the school test security plan.</li> </ul>
	April 25	<b>DLM Testing Window Closes</b>
April	After Testing	<p><b>DLM Assessment Closeout</b></p> <ul style="list-style-type: none"> <li>The DLM Assessment is administered online, with the ability to provide additional support materials outside of the Kite system. The following support materials exist outside of the Kite portal, are considered secure testing documents, and <b>must be securely destroyed</b> once testing is complete: <ul style="list-style-type: none"> <li>Printed TIPs with picture-response cards</li> <li>Any locally embossed braille forms</li> </ul> </li> </ul>
May	10 Days after the Last Day of Testing	<p><b>Test Security Affidavits Due to OSSE</b></p> <ul style="list-style-type: none"> <li>School DLM Coordinators must submit <a href="#">Test Security Affidavits</a> to OSSE via the <a href="#">OSSE Assessment Portal</a> within 10 business days of the last day of testing at their school.</li> <li>LEA DLM Coordinators must submit <a href="#">Test Security Affidavits</a> to OSSE via the <a href="#">OSSE Assessment Portal</a> within 15 business days of the last day of testing in their LEA.</li> </ul>