

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 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.			

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 E(OGY)- -0.041.4 reW2 (r)-4 pa0 0 12 273.24 6
technology personnel.

Step 8: Test Administrator Preparations

Step 9: Recording Testing Exemptions, if Applicable

Task

Yes