



DLM Checklist for Assessment Coordinators District Checklist Spring 2024 CoAlt DLM: ELA/Math

The following checklists detail the critical steps for assessment coordinators to use. Refer to them when preparing the school or district for the DLM alternate assessment. Follow the links provided for more information to quickly navigate to topics in this guide or access other resources.

The checklists are organized into four sets of tasks for different parts of the school year. Information about each task is developed in more detail in the [ASSESSMENT COORDINATOR MANUAL 2023-2024 YE.](#)

Table 1 Before Beginning Assessments

Table 2 Instructionally Embedded Assessments (Optional)

Table 3 Spring Assessment Window (Required)

Table 4 Prepare for Next Year

NOTE: The Proctor role is no longer available in Educator Portal for DLM alternate assessments.

Table 1

Before Beginning Assessments

<input checked="" type="checkbox"/>	Tasks	Resources
<input type="checkbox"/>	1. Use the resources on the state’s DLM webpage to become familiar with the DLM Alternate Assessment System, user roles and responsibilities, and the procedures and materials needed to prepare for the assessment, including the DLM support resources.	DLM Colorado State Page . Filter for Assessment Coordinator.
<input type="checkbox"/>	2. Review the resources and materials available on the CDE CoAlt ELA/Math webpage to become familiar with the materials needed to prepare for the assessment.	CoAlt English Language Arts and Mathematics Assessments Webpage
<input type="checkbox"/>	3. Activate your Educator Portal Account by following the instructions in the Kite® activation email. See the section about User Roles in the DATA MANAGEMENT MANUAL to understand the permissions for each role in Educator Portal. (If you already have an active Educator Portal account, skip this step.)	See the section Activate Educator Portal Account in the EDUCATOR PORTAL USER GUIDE. Educator Portal
<input type="checkbox"/>	4. Work with the CDE State Assessment Administrator to activate accounts equal to the District Test Coordinator level.	Arti Sachdeva at Sachdeva_a@cde.state.co.us
<input type="checkbox"/>	5. Agree to the annual security agreement in Educator Portal. Users will have no access in Educator Portal until they agree to the security agreement each year. Review the Security Agreement extract in Educator Portal to monitor the test administrator’s agreement.	See the section Complete Security Agreement in THE EDUCATOR PORTAL USER GUIDE Educator Portal
<input type="checkbox"/>	6. Register for the DLM Test Updates that are emailed during the year.	Test Updates



**DLM Checklist for Assessment Coordinators
District Checklist
Spring 2024 CoAlt DLM: ELA/Math**

<input type="checkbox"/>	<p>7. Participate in DLM’s self-directed district-level trainings.</p>	<p>DLM Training for District Roles</p> <p>District Staff Video Resources for YE States</p>
<input type="checkbox"/>	<p>8. Register for and participate in the CDE Assessment Accessibilities and Accommodations Virtual Training.</p>	<p>Virtual Training is held in September. Link will be sent by CDE.</p>
<input type="checkbox"/>	<p>9. Participate in all CDE’s required CoAlt assessment administration trainings</p> <ul style="list-style-type: none"> a. Participate in CDE’s CoAlt Assessment Administration Training for Assessment Coordinators b. Participate in the CoAlt DLM ELA/Math Assessment Administration Training for Test Administrators through Educator Portal c. Participate in the CoAlt Science Assessment Administration Training for Test Administrators through Educator Portal 	<p>Virtual Training for DACs will be held in November. Link will be sent by CDE.</p> <p>DLM Training for Test Administrators will be available in Educator Portal starting in September. Science Training will be released through Educator Portal in the fall</p>
<input type="checkbox"/>	<p>10. Manage district and school staff roles and responsibilities.</p> <ul style="list-style-type: none"> a. Identify staff to fill the roles of technology personnel and data manager as needed. Designate backup personnel for each role. b. Identify educators who will serve as test administrators for the CoAlt assessments. c. Make sure each person is aware of their roles and responsibilities and the timeline of events, including firm deadlines for required steps. d. Make sure the technology personnel, data manager, and test administrators understand the DLM assessment policies, and procedures, as well as Colorado specific policies and procedures. 	<p>Checklists for data managers, technology personnel, and test administrators are available in role-specific manuals.</p>
<input type="checkbox"/>	<p>11. Develop and implement a comprehensive training plan for district staff and test administrators.</p> <ul style="list-style-type: none"> a. Review the checklists for data managers, technology personnel, and test administrators. b. Encourage data managers and technology personnel to attend the district training. 	<p>Checklists for data managers, technology personnel, and test administrators from role-specific manuals.</p>



DLM Checklist for Assessment Coordinators
District Checklist
 Spring 2024 CoAlt DLM: ELA/Math

	<ul style="list-style-type: none"> c. Facilitate Required Test Administrator Training for CoAlt DLM ELA/Math and CoAlt Science d. Monitor educator completion of all parts of Required Test Administrator Training and the security agreement by using the Training Status extract and the Security Agreement extract in Educator Portal. e. Monitor educator completion of CoAlt Science Training for Test Administrators using the weekly emailed spreadsheet updates from CDE. f. Identify additional training or resource needs specific to your educators needs and develop resources to address needs. g. Encourage and monitor participation in the DLM professional development for instruction. 	<p>The DLM training for data managers and technology personnel.</p> <p>GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2023-2024</p>
<input type="checkbox"/>	<p>12. Prepare for assessment implementation.</p> <ul style="list-style-type: none"> a. Gather technology personnel and data manager contact information and initiate communication among district staff. b. Serve as the point of contact to the DLM Service Desk. c. Determine how you will receive communications from CDE that is specific to your district. d. Monitor creation of Educator Portal user accounts and deactivate accounts that are no longer needed. e. Follow up as needed to ensure deadlines are met for test administrators to activate accounts and complete training. f. Establish an assessment security plan and monitor adherence to the DLM and Colorado specific test security policies. g. Troubleshoot issues as they arise 	<p>TEST UPDATES</p> <p>KITE EDUCATOR PORTAL</p> <p>EDUCATOR PORTAL USER GUIDE</p> <p>See the section Prepare for Assessment Implementation, page 36 of ASSESSMENT COORDINATOR MANUAL 2023-2024 YE.</p>
<input type="checkbox"/>	<p>13. Monitor and support assessment preparations and administration.</p> <ul style="list-style-type: none"> a. Remind technology personnel, data managers, and test administrators about important deadlines. b. Ensure every student who is supposed to participate in the DLM alternate assessment is enrolled in the correct grade in Educator Portal and rostered to the correct test administrator for the appropriate subjects for the student’s grade. 	<p>KITE EDUCATOR PORTAL</p> <p>EDUCATOR PORTAL USER GUIDE</p> <p>Participation guidelines on the DLM website.</p> <p>Colorado DLM website</p>



**DLM Checklist for Assessment Coordinators
District Checklist
Spring 2024 CoAlt DLM: ELA/Math**

	<p>NOTE: If a student’s grade changes after the student started testing, the student will have to begin testing again the new grade level. All previous testlets may no longer be available.</p> <hr/> <ul style="list-style-type: none"> c. Support test administrators and data managers in conducting data verification and revision within the spring window. d. Use the Student Roster and First Contact Survey Status extract to verify each student’s First Contact Survey has a completion date and each student is on all the appropriate rosters. e. Monitor completion of the PNP Profile using the PNP Settings extract. f. Assist test administrators with technology preparations (e.g., making sure assistive devices are compatible with Student Portal) and readying the assessment environment (e.g., computer lab scheduling) as needed. g. Use the practice and released testlets to ensure computers are configured correctly (i.e., the minimum screen resolution required for Student Portal is 1,024 x 768). Other computer requirements are found at the Kite Suite on the DLM website. h. Monitor the Current Kite System Status at the Kite Suite. i. Ensure students’ usernames and passwords are printed. Usernames and passwords are secure and should be handled appropriately and securely destroyed after completion of testing. Although a student’s username remains the same from year to year, each year when the student is enrolled in Educator Portal, the student receives a new password. 	<p>Student Roster and First Contact Survey Status</p> <p>GUIDE TO PRACTICE ACTIVITIES AND RELEASED TESTLETS</p>
<input type="checkbox"/>	<p>14. Develop a plan to facilitate communication with parents or guardians and other district and building staff. Schedule meetings as necessary.</p> <ul style="list-style-type: none"> a. Consider what parents or guardians and district staff will need and want to know about the DLM assessments. b. Determine the frequency of communication to various audiences. c. Deliver communication to various audiences according to the timeline in the communication plan. d. Relay new information from the DLM Alternate Assessment Consortium and CDE to other appropriate district and building audiences as needed. 	<p>DLM INFORMATION FOR PARENTS</p> <p>See the section Develop a Communication Plan with Parents and Guardians, Page 41 of ASSESSMENT COORDINATOR MANUAL 2023-2024 YE.</p>



**DLM Checklist for Assessment Coordinators
District Checklist
Spring 2024 CoAlt DLM: ELA/Math**

Table 2

Instructionally Embedded Assessments (Optional)


<input checked="" type="checkbox"/>	Tasks	Resources
<input type="checkbox"/>	1. Monitor and support test administration.	
<input type="checkbox"/>	2. Facilitate communication between DLM staff and other district building staff during the assessment window(s).	
<input type="checkbox"/>	3. View the DLM Instructionally Embedded Assessment Training in KITE EDUCATOR PORTAL View the helplet video USING THE DLM INSTRUCTION AND ASSESSMENT PLANNER to learn how to use the Instruction and Assessment Planner for the optional instructionally embedded assessments. Follow the step-by-step guidance in the EDUCATOR PORTAL USER GUIDE .	KITE EDUCATOR PORTAL EDUCATOR PORTAL USER GUIDE EDUCATOR RESOURCE VIDEOS
<input type="checkbox"/>	4. Students must be enrolled, rostered, and their First Contact Survey must be submitted, and their Personal Needs and Preferences Profile must be completed.	TEST ADMINISTRATION MANUAL EDUCATOR PORTAL USER GUIDE
<input type="checkbox"/>	5. Monitor the Training extract to ensure teachers have passed the required Test Administrator Training in KITE EDUCATOR PORTAL .	KITE EDUCATOR PORTAL
<input type="checkbox"/>	6. Monitor column Q in the DLM Test Administration extract to observe assessment activity during the optional instructionally embedded assessment window.	EDUCATOR PORTAL USER GUIDE
<input type="checkbox"/>	7. Remind test administrators that student results during the optional instructionally embedded assessment window are not factored into the student's end-of-year Individual Student Score Reports. Also, the results are not predictors of a student's performance during the required spring assessment window.	
<input type="checkbox"/>	8. Serve as the first point of contact for test administrators, answering questions about the assessment. Troubleshoot issues as they arise. Serve as the point of contact for the DLM Service Desk.	



**DLM Checklist for Assessment Coordinators
District Checklist
Spring 2024 CoAlt DLM: ELA/Math**

Table 3

Spring Assessment Window (Required)

<input checked="" type="checkbox"/>	Tasks	Resources
<input type="checkbox"/>	<p>1. Substantiate assessment readiness. Verify that student demographic information is correct. Monitor suitable PNP settings were selected for each student by using the PNP Settings extract.</p> <p> Use the Student Roster and First Contact Survey Status extracts to verify students are rostered to all appropriate subjects and that the Frist Contact Survey has been submitted.</p> <p>a. Use the First Contact Survey file in Educator Portal to monitor responses for each student. b. Ensure teachers have passed the Required Test Administrator Training if not completed before the optional window.</p>	<p>TEST ADMINISTRATION MANUAL EDUCATOR PORTAL USER GUIDE</p>
<input type="checkbox"/>	<p>2. Monitor and support test administration.</p> <p>a. Facilitate communication between the DLM staff and test administrators during the assessment window. b. Ensure testing is completed before the end of the spring assessment window. Use the DLM Test Administration Monitoring extract. c. Serve as the first point of contact for test administrators, answering questions about the assessment. Troubleshoot issues as they arise.</p>	



DLM Checklist for Assessment Coordinators
District Checklist
Spring 2024 CoAlt DLM: ELA/Math

Table 4

Prepare for Next Year

<input checked="" type="checkbox"/>	Tasks	Resources
<input type="checkbox"/>	1. Prepare assessment coordinator plans for next year (develop calendar, design a communication plan, schedule required training, etc.)	
<input type="checkbox"/>	2. Support test administrators in preparing for the next year (evaluate the PNP Profiles, review blueprints for the next grade, etc.). Familiarize teachers with the mini-maps to help with instruction.	TEST ADMINISTRATION MANUAL EDUCATOR PORTAL USER GUIDE Blueprints on the Colorado page on the DLM website
<input type="checkbox"/>	3. DLM consortium assessment window dates have been determined through the 2025-2026 school year. Contact CDE for Colorado's state assessment window for the coming year.	