

Assessment Coordinator Checklist

Sept/
Oct

Task	Completed
Step 1: Read and become familiar with the NYSAA SAM, the DLM Assessment Coordinator Manual, <u>Test Administrator Manual</u> , and <u>Accessibility Manual</u> .	
Step 2: Work with your Technology Team to make sure your district can receive emails from <u>Kite-support@ku.edu</u> .	
Step 3: Obtain a DTC account in Kite® Educator Portal or designate account for District/Building Test Coordinator (DTC/BTC). To request a DTC account, please email the <u>Office of State Assessment (OSA)</u> .	
Step 4: Complete the Security Agreement in Kite® Educator Portal.	
Step 5: Sign up for <u>Test Updates</u> .	
Step 6: Review users listed in Educator Portal. Add new users as needed and deactivate users no longer in the school or district.	
Step 7: Ensure educators have completed the Security Agreement. Run Report: Security Agreement Completion.	
Step 8: Ensure all teachers administering the NYSAA have completed the <u>DLM Required Test Administration Training</u> . Run Report: Training Status Extract to monitor required training completion.	
Step 9: Work with the Technology Coordinator to make sure that Kite® Student Portal has been installed or updated on all devices used for testing prior to testing.	
Step 10: Identify NYSAA-eligible students to be assessed. <ul style="list-style-type: none"> ○ Plans for uploading or activating students with the aid of SED or completing the task as the DTC. ○ Make sure all students have NYSSIS IDs. 	
Step 11: Create rosters to connect students to a teacher in each tested subject area.	
Step 12: Begin accessibility and accommodations preparations. <ul style="list-style-type: none"> ○ Ensure the Personal Needs and Preferences (PNP) Profile and First Contact survey (FCS) have been completed for each student. ○ Run Reports: PNP Settings and First Contact Survey File extracts. ○ Make arrangement for a <u>language translator</u>, if needed. ○ Make sure the students are set to receive the appropriate Accommodations and Accessibility features as documented in their IEP. 	

NOV/
DEC/
Jan

Feb.

Step 13: Perform data clean-up. Verify all student and teacher information is correct prior to the start of the Testing Window.

Step 14: Plan for test administration. Secure locations for testing and plan for additional school personnel or for school personnel changes.

March

Step 15: Testing window opens. **March 9 - June 5**

- o Monitor and support test administration.
- o Confirm all eligible students have been tested prior to the end of testing. Run the DLM Test Administration Monitoring Extract to ensure all eligible students have completed testing.

by end of May do not wait till 6/5

Step 16: Enter the appropriate Special Circumstance Code (Appendix F) for students not tested prior to the end of the test administration period.

For assistance with NYSAA policy, testing accommodations, EP accounts, student IDs, test administration, or test security questions, please contact the Office of State Assessment (OSA) at 518-474-5902 or via email.

For technical support for the Kite® Educator or Student Portal platforms, please contact DLM at 1-855-277-9751 or via DLM-support@ku.edu.