Key Steps to Spring Test Administration

1. Recheck student information, Access Profile, and First Contact Survey responses for accuracy.

2. Make sure you have schduled enough time for administration for each student.

(Every student is different, some students may completed testing in 2-3 days other students may take 2-3 weeks)

3. Retrieve the Test Information Page (TIP) for each testlet from Edcutor Portal. Gather materials needed before begining the assessment.

4. Retrieve student's user name and password from Educator Portal.

5. Use KITE Client to administer the DLM assessment to students.

(make sure you have the most updated version downloaded)

6. As each remaining testlet becomes available; retreive the TIP and gather the needed materials before assessing the student.

Additional information can be found on the Utah DLM Webpage in the:

Test Administration Manual (TAM) and Educator Portal User Guide

http://dynamiclearningmaps.org/utah