

OAAP District Test Coordinator Checklist

✓	Occurs in	Tasks	Resource/Where to go
☐	August	<ul style="list-style-type: none"> • Visit the Oklahoma DLM webpage to become familiar with the available resources. • Sign up for DLM test updates. • Visit the SDE's OAAP webpage to review the resources and materials that are available to guide the alternate assessment process. • Sign up for the Special Education Listserv to receive monthly OAAP Updates. • Confirm you have an account in Kite Educator Portal. • Identify staff members who will need access to Kite Educator Portal as test administrators and/or building test coordinators and create accounts as needed. 	<p>DLM Oklahoma webpage</p> <p>Subscribe to DLM Test Updates</p> <p>SDE's Alternate Assessment webpage</p> <p>Subscribe to the Special Education Listserv</p> <p>Kite Educator Portal If you do not have access, please email Caroline Misner.</p> <p>DLM District Staff Video Resources for Year-End States</p> <p>Checklists for testing coordinators and test administrators are available in the role-specific manuals.</p>
☐	September	<ul style="list-style-type: none"> • Check out DLM's self-directed district-level training. • Monitor that the test administrator(s) completes all parts of the Required Test Administrator Training in Kite Educator Portal. • State-level mass student upload to Kite Educator Portal will be completed by September 1st. After the mass upload, you may add any new enrollees qualifying for the OAAP. • Instructionally Embedded Assessment window opens September 9th (this is optional, but highly encouraged). 	<p>DLM Training for District Roles</p> <p>DLM District Staff Video Resources for Year-End States</p> <p>Guide to DLM Required Test Administrator Training</p>



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<input type="checkbox"/>	<p>October</p>	<ul style="list-style-type: none"> • Students must be rostered with their First Contact Survey and Personal Needs and Preferences Profile completed before educators can use the Instructionally Embedded assessments. • Utilize the DLM Test Administration Monitoring extract, column Q to observe assessment activity during the optional instructionally embedded assessment window. • 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 do not predict a student's performance during the required spring assessment window. 	<p>Adding and Editing Rosters Video</p> <p>Completing the First Contact Survey and PNP Profile Video</p> <p>Using the DLM Instruction and Assessment Planner During the Optional Instructionally Embedded Window</p> <p>Kite Educator Portal</p>
<input type="checkbox"/>	<p>January</p>	<ul style="list-style-type: none"> • Confirm that all educators have an account set up in Kite Educator Portal. • Continue to add new students or students who qualify for OAAP. If you need a student transferred from another district, please email Caroline Misner or Kristen Coleman. 	<p>DLM District Staff Video Resources for Year-End States</p> <p>Please email Caroline Misner or Kristen Coleman when a student transfers into your district from another district. The only information we need is the STN for the student and the site they are attending in your district!</p>
<input type="checkbox"/>	<p>February</p>	<ul style="list-style-type: none"> • The Instructionally Embedded assessment window closes on February 21st. • Please have educators save the IE reports as they will be wiped out of the system to prepare for the spring year-end assessment. • Ensure all testing sites have Kite Suite downloaded on the student testing devices. 	<p>Kite Suite</p>



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<input type="checkbox"/>	<p>March</p>	<ul style="list-style-type: none"> • Verify that student demographic information is correct. • Create rosters if that was not done in the IE window. ELA: grades 3-8 and 11 Math: grades 3-8 and 11 Science: grades 5, 8, and 11 U.S. History: grade 11 • Use the Student Roster and First Contact Survey Status extracts to verify students are rostered to all appropriate subjects and that the First Contact Survey has been submitted. • Ensure teachers have passed the Required Test Administrator Training if not completed before the optional window. • Spring Assessment Window will be open from March 24th through May 14th. These assessments are required! 	<p>Kite Educator Portal</p> <p>Adding and Editing Rosters Video</p> <p>Kite Educator Portal</p> <p>Guide to DLM Required Test Administrator Training</p>
<input type="checkbox"/>	<p>April</p>	<ul style="list-style-type: none"> • Testing continues! • Utilize the DLM Test Administration Monitoring extract, column U to track the completion of testlets for each subject area. 	<p>Kite Educator Portal</p>
<input type="checkbox"/>	<p>May</p>	<ul style="list-style-type: none"> • Please check in with your schools to ensure they are on track to complete testing by May 14th! 	
<input type="checkbox"/>	<p>July</p>	<ul style="list-style-type: none"> • Access to score reports in Kite Educator Portal. 	<p>Kite Educator Portal</p>

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