

# 2023-2024 OAAP Update

## April 9, 2024

### This update will cover:

- DLM- No Test Management Access
- Retrieving the DLM TIP Sheets
- Manuals for Testing
- Spring Testing Window Reminders
- DLM Reminders

OAAP Spring Window: March 25 - May 15, 2024 (DLM Year-End)

	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>
ELA	✓	✓	✓	✓	✓	✓			✓
MATH	✓	✓	✓	✓	✓	✓			✓
SCIENCE			✓			✓			✓
HISTORY									✓

### DLM- No Test Management Access

Users with the role of Teacher in Educator Portal will not have access to the Test Management screen until the following have been completed:

- ✓ Rosters have been created by the DTC.
- ✓ The educator has passed all of the Required Test Administrator Training modules with 80% or higher on each post-test.

Users who have not completed the required training will receive the following error message: "Access to Test Management is restricted due to incomplete Required Test Administrator Training. You must complete all Required Test Administrator Training before receiving access to Test Management."

### Retrieving the DLM TIP Sheets

The spring assessments will go much smoother if teachers are prepared for the test by looking at the TIP sheets first. Remember, you may print the TIP sheets, but they must be destroyed after use as they are considered secure test materials. Instructions for how to locate the TIP sheets in Educator Portal can be found on pages 50 and 51 in the [DLM Educator Portal User Guide](#).



## Manuals for Testing

<a href="#">Test Administration Manual</a>	Provides guidance for test administrators to prepare themselves and their students for the assessment.
<a href="#">Guide to Practice Activities and Released Testlets</a>	Provides guidance for the test administrator to access the practice activities in Student Portal through the student demo accounts.
<a href="#">Educator Portal User Guide</a>	Provides guidance for test administrators and other district users in navigating Educator Portal to access assessment information including student data and reports.
<a href="#">Accessibility Manual</a>	Provides guidance on the selection and use of accessibility supports available in Student Portal.

## Spring Testing Window Reminders

- Test Administrator training is located in Kite Educator Portal under the **Training** section. All training must be completed before educators can access the testlets.
- The First Contact Survey and Personal Needs and Preferences Profile (PNP) need to be completed before the student can test. If educators wait until after the testing window opens, they will have to wait 24 hours after they complete the First Contact Survey and the PNP for the testlets to show up in Kite.
- DLM is an adaptive assessment with one testlet being available at a time for each subject. After the testlet is administered and submitted, the system requires about 15 minutes to score the testlet and determine the linkage level of the next testlet in the subject: the same linkage level, one above, or one below.

## DLM Reminders

- Subscribe to [DLM Test Updates](#).
- The DLM Help Desk contact info is posted below. Please do not send any Personally Identifiable Information. The only identifier relating to a student that can be sent in an email is the STN.
  - DLM Help Desk: Phone Number: 844-261-6481; email: [DLM-support@ku.edu](mailto:DLM-support@ku.edu)

If you have any questions, please reach out to Caroline Misner at [caroline.misner@sde.ok.gov](mailto:caroline.misner@sde.ok.gov) or Kristen Coleman at [kristen.coleman@sde.ok.gov](mailto:kristen.coleman@sde.ok.gov).

