

## 2021-2022 OAAP Update; March 21, 2022



This update will cover:

- Spring Testing Window
- Manuals for Testing
- Retrieving DLM TIP Sheets
- High School Testing Information
- DLM- No Test Management Access
- Contacting DLM Service Desk



OAAP Spring Window: **March 21 - May 17, 2022 (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>
<b>ELA</b>	✓	✓	✓	✓	✓	✓			✓
<b>MATH</b>	✓	✓	✓	✓	✓	✓			✓
<b>SCIENCE</b>			✓			✓			✓
<b>HISTORY</b>									✓

### Manual Links

<a href="#">Test Administration Manual</a>	Supports test administrators in preparing themselves and students for assessment.
<a href="#">Guide to Practice Activities and Released Testlets</a>	Supports the test administrator in accessing practice activities in Student Portal using student demo accounts.
<a href="#">Educator Portal User Guide</a>	Supports 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.

## **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 toward the bottom of page 52 of the DLM [Educator Portal User Guide](#).

## **High School Testing Information**

11th graders may have their ELA/Math requirement met through the testing method that the IEP team has agreed is appropriate either through DLM, ACT, or SAT. Just as a reminder, any student who is participating in the OAAP need to have documentation to show they have significant cognitive and significant adaptive behavior deficits.

## **DLM- No Test Management Access**

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

- rosters have been created that link their students to them.
- they have passed all Required Test Administrator Training modules with 80% or higher on each post-test.

Users who have not completed 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."

## **Contacting DLM Service Desk**

(Phone Number: 844-261-6481; email: [DLM-support@ku.edu](mailto:DLM-support@ku.edu))

Do not send any Personally Identifiable Information. The only identifier relating to a student that can be sent is the STN.

Please send your contact information (name and email), your school and district name, and error message or what you need help with.

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\*[Sign up to receive testing updates from DLM](#)

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