



Testlet Information Pages (TIPs) 2015 Spring Summative Assessment

Testlet Information Pages (TIPs) provide Test Examiners with information specific to each testlet. After each testlet is assigned to a student, the Test Examiner can retrieve a TIP. The Test Examiner should review the TIP before beginning the student's assessment. More information about the TIP is provided in the *Test Administration Manual*.

NEW!

For the 2015 Spring Summative Assessments, TIPs are in the Test Management section of Educator Portal.

The test form name is included on the TIP. In the below image the test form name is outlined in the bold outlined box. Below the box is in red outline.

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DYNAMIC
LEARNING MAPS

ELA RI.11-12.8 IP 7125

Testlet Information Page: ELA7125

Testlet Type: Teacher-administered	Number of Items: 3
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The TIP shows whether a testlet is computer-delivered or teacher-administered and indicates the number of items/questions on the testlet. The TIP also provides the following information for each testlet:

- **Materials needed:** Sometimes specific materials are named for use in DLM testlets. These materials are listed in the TIP.
- **Substitute materials:** Substitute materials are often allowed. This section indicates whether other materials may be substituted. Sometimes the TIP provides recommendations about key features of substitute materials. For example: If the testlet calls for 20 checkers to use as counters, the Test Examiner may substitute other objects that are familiar to the student to be used as counters. However, the Test Examiner may also need to adapt the script in the testlet to match the objects being used. For example, if the TIP called for 20 checkers but the Test Examiner substituted 20 pencils instead, when the script reads about the 20 checkers, the Test Examiner will need to remember to substitute the words, "...20 pencils..."
- **Exceptions to allowable supports:** While a Test Examiner may normally use all PNP features and have other testing flexibility described in the *Allowable Practices* section of the *Test Administration Manual*, this area of the TIP indicates when the use of a support is not appropriate for a specific testlet. Exceptions may include limits on the use of definitions, translation, read aloud, or other supports.
- **Other comments:** If a testlet has further unique instructions, those will be provided on the TIP.
- **Alternate text:** For Test Examiners who will be delivering human read aloud that includes a description of

graphics, alternate text descriptions of images are provided as additional pages following the main portion of the TIP.

In addition to the above bulleted list, the following is information specific to either English language arts or mathematics:

TIPs for English language arts testlets include:

- Name of the testlet
- Whether the testlet has informational text or literature
- Whether the text is familiar or unfamiliar. Familiar texts may be downloaded from the [DESE MAP-A](#) homepage and used in instruction prior to assessment.
- Name of the grade-level text associated with the DLM text
- Whether test administration time is expected to be longer than usual because two texts are included in the testlet. This occurs only when the linkage level requires a comparison between two texts.

TIPs for mathematics testlets include:

- Any specific math terminology used in the testlet
- Whether a testlet is appropriate for calculator use
 - A testlet marked “yes” means a student should have the option to use a calculator if the student is accustomed to using a calculator for instruction. Although some items in the testlet do not need a calculator, the Test Examiner does not have to remove the calculator once it has been given to the student for the testlet.
 - A testlet marked “no” means a student should not be allowed to use a calculator for any portion of the testlet.
 - A testlet marked “not needed” means the items do not involve computation and a calculator does not need to be provided.

Some testlets require special set-up before test administration begins, i.e., some math testlets that are designed for students with blindness or visual impairments and the TIP has additional pages of instructions.

Retrieve Testlet Information Page (TIP)

After each testlet is assigned by the system, but before testing begins, the TIP can be retrieved by following these steps:



1. Click the blue **Test Management** heading.

2. Within the Test Management section, click the green **Test Management** tab.

The screenshot shows the Test Management interface. At the top, there is a navigation bar with tabs: Home, Test Management (highlighted), Reports, Professional Development, Configuration, and Site Map. Below the navigation bar, the page title is "Test Management" with the subtitle "Setup, manage and monitor all assessments and sessions." There are three main tabs: Test Coordination, Test Management (highlighted), and Instructional Tools. On the right side, there are two buttons: "View Tickets" and "Add Test Session". Below these buttons, there are three dropdown menus: "ASSESSMENT PROGRAM:*" (Dynamic Learning Maps), "TESTING PROGRAM:*" (Summative), and "SCHOOL:*" (DLM West School). Below these, there are two more dropdown menus: "SUBJECT:" (Select) and "GRADE:" (Select). There is a "Show expired" checkbox and a "Search" button. Below the filters, there is a table with the following columns: Actions, Test Session Name, Tickets, Assessment Name, Grade, and Subject. The table is currently empty. Below the table, there is a pagination bar showing "Page 1 of 0" and "No records to view".

3. Select the following options in these fields:

- **Assessment Program:** Dynamic Learning Maps
- **Testing Program:** Summative
- **School:** Your school
- Subject and Grade are not required fields but may be completed if desired.

4. Click **Search**. A list of test sessions will be displayed.

5. Click the desired Test Session Name.

Hint: Test Session Names are long. Look for the **student's last name** and the **test collection**. Here are two examples:

DLM-VanDonsola-SP ELA RL.4.4 IP-InitialPrecursor-1234567

DLM-VanDonsola-SP M 3.MD.4 DP-DistalPrecursor-1234567

(# 5 continued)

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject
	DLM-VanDonsola-SP M 3.MD.4 DP-DistalPrecursor-1234567		SP M 3.MD.4 DP	Grade 3	Mathematics
	DLM-VanDonsola-SP ELA RL.4.4 IP-InitialPrecursor-1234567		SP ELA RL.4.4 IP	Grade 4	English Language Arts
				Grade 10	Mathematics
				Grade 10	Mathematics
				Grade 9	Mathematics
				Grade 11	Mathematics
				Grade 9	Mathematics
				Grade 10	Mathematics
				Grade 9	Mathematics
				Grade 9	Mathematics

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6. Click the PDF in the **Test Information** column to view/open the TIP.

Home Test Management Reports Professional Development Configuration Site Map

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View/Edit Test Session: [blurred]

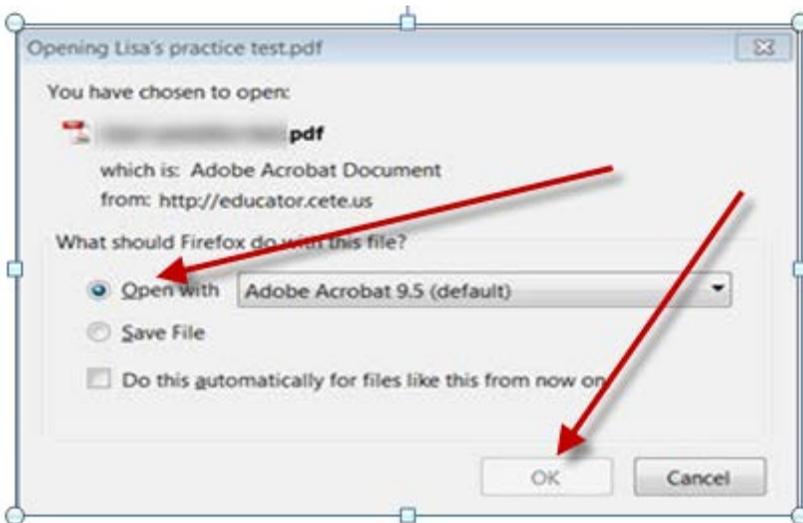
Choose the students to register to the selected test below. Click SAVE to continue

Assessment Details **Students** Session Information Monitor

Current School Year	Educator ID	Educator First Name	Educator Last Name	DLM Student	Test Information
2015	Not Available	Aletra	Johnson	Yes	

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7. Click **Open with**; choose Adobe Reader.



8. Click **OK**.
9. View the Testlet Information Page.

Hint: The Test Examiner may print the TIP. Treat the TIP as a secure document and handle accordingly. The Test Examiner may wish to double-check if the TIP includes multiple pages and print only the pages needed. (Alternate text attachments may be lengthy and are only needed if the Test Examiner is providing human read-aloud to the student.)

10. Use the TIP to prepare for test administration.
11. When the student has finished with the testlet, shred the TIP. Also shred the TIPs for any testlets the student was assigned but did not complete. **Do not save TIPs to your computer.**