Best Practices Timeline for MAP-A District Test Coordinators (9/4/20)

Missouri is a member of the Dynamic Learning Maps (DLM) collaborative and participates in the Instructionally Embedded model of the DLM Alternate Assessment (MAP-A). The program includes instructionally embedded assessments in the fall and spring to provide the best possible learning opportunities for students who are severely cognitively disabled.

During the test windows, teachers instruct first, then test, using the Essential Elements that are based on the Missouri Learning Standards as part of the district's curriculum. Best practice would be to fully instruct students on the required Essential Elements in all three subjects and employ appropriate pacing when administering testlets.

Never send Personally Identifiable Information (PII) via email (student name, birthdate), except the MOSIS number. MOSIS numbers may be emailed. All information may be discussed in a phone call.

NOTE: Educator Portal prefers Google Chrome or Mozilla Firefox.

Duties of DLM District Test Coordinators (DTCs) or their designees:

August:
1. Contact the Assistant Director of Assessment in charge of the Missouri Assessment Program-Alternate (MAP-A) to request an account in Kite Educator Portal (caryn.giarratano@dese.mo.gov, 573-751-6731).
2. Review Dynamic Learning Maps (DLM) manuals on the DLM Missouri page (https://dynamiclearningmaps.org/missouri) under the tab labeled Manuals and Blueprints.
3. Enroll new teachers and update current user profiles (see *Data Management Manual*).
4. Enroll and roster students (see *Data Management Manual*).
5. Note that all grade levels 3-12 may test in all three subjects (at no cost to the district) to help prepare students who are required to test (ELA: 3-8 and 11, Math 3-8 and 11, Science 5, 8, 11). There are no Blueprints for 12th grade math.
6. Ensure you and MAP-A teachers receive the *MAP-A Update* email newsletter sent by DESE.
7. Call the Assistant Director of Assessment in charge of the Missouri Assessment Program-Alternate (MAP-A) to request the connection of off-site teachers to the home district.

October:
8. Pull monthly reports to check on student progress. Click on this link to watch the helplet, The DLM Instructionally Embedded Monitoring Extract (scroll to the bottom). Instructions: Go to Educator Portal. Click on the blue box called Reports. Choose Data Extracts. Choose to pull any of the information, but of special interest is the extract entitled DLM Instructionally Embedded Monitoring. Click on New File. Leave the default filters in place. Click Ok, then Yes. After "in queue" changes back to "CSV" save the spreadsheet to your hard drive with the date of download (example: testmonitor101219).
9. Check Blueprint coverage details. Instructions: Click on Reports. Choose Alternate Assessment. Choose a tab (for example, Instructionally Embedded or End-of-Year). Choose Blueprint Coverage. Complete the drop-down boxes.
10. View the required number of testlets chart: Click on this link to view the number of testlets required by grade and subject to cover the Blueprint.

May
11. Conduct final clean up data (ensure student information is correct—name, birthday, MOSIS #, teacher name, rosters).
12. Exit students who are no longer in the district or ask Caryn to transfer students who have moved to another district.

13. Ask District Technology Personnel to watch for the release of technology updates that come out over the summer.
14. Send Caryn or assessment@dese.mo.gov the name and contact information of any new incoming MAP-A DTCs.

Additional Resources:
- Current Legislation Regarding Assessment…Revised Statute 160.570.2…school districts are required to establish a written policy on student participation in statewide assessments.
- ELA Strategies…https://iptv.pbslearningmedia.org/collection/ela-strategies-for-students-with-cognitive-disabilities/#.WrO9_S7waCg.
- For assistance contact: DLM Service Desk at 844-675-4479/dlm-support@ku.edu or Caryn at 573-751-6731/ caryn.giarratano@dese.mo.gov.