OAAP District Test Coordinator Checklist

✓	Occurs in	Tasks	Resource/Where to go
☐	August	- 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. - 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.	DLM Oklahoma webpage Subscribe to DLM Test Updates SDE's Alternate Assessment webpage Kite Educator Portal DLM District Staff Video Resources for Year-End States Checklists for testing coordinators and test administrators are available in the role-specific manuals.
☐	September	- 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).	DLM Training for District Roles DLM District Staff Video Resources for Year-End States Guide to DLM Required Test Administrator Training

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☐	October	• 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.	Adding and Editing Rosters Video Completing the First Contact Survey and PNP Profile Video Using the DLM Instruction and Assessment Planner During the Optional Instructionally Embedded Window Kite Educator Portal
☐	January	• 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.	DLM District Staff Video Resources for Year-End States Please email Kristen Coleman when a student transfers into your district from another district. The only information we need is the STN for the students and the site they are attending in your district!
☐	February	• 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.	Kite Suite

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☐	March	• 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!**
			Kite Educator Portal
			
			Adding and Editing Rosters Video
			
			Kite Educator Portal
			
			Guide to DLM Required Test Administrator Training

☐	April	• Testing continues! • Utilize the DLM Test Administration Monitoring extract, column U to track the completion of testlets for each subject area.	Kite Educator Portal
☐	May	• Please check in with your schools to ensure they are on track to complete testing by **May 14th**!	
☐	July	• Access to score reports in Kite Educator Portal.	Kite Educator Portal

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