

## 2021-22 New York State Alternate Assessment (NYSAA)

Assessment Coordinator Checklist:

Administration of NYSSA in English Language Arts (ELA),  
Mathematics, and Science through Dynamic Learning Maps® (DLM)

Step 1: Read and become familiar with the DLM Assessment Coordinator Manual, Test Administration Manual (TAM), and Accessibility Manual.

Task	Yes	No	Done
Manuals are located at <a href="https://dynamiclearningmaps.org/newyork">https://dynamiclearningmaps.org/newyork</a>			
Connect with relevant personnel in district: Data Manager: Technology Coordinator			

Step 2: Develop a logistics plan for test administration.

Task	Yes	No	Done
Identify technical/data issues that may need to be addressed and the response chain within the district/school.			
Identify emergency test administration personnel for unplanned staff leaves.			

Step 5: Assessment Coordinators should then complete the Security Agreement.

Task	Yes	No	Done
<b>Note:</b> The Security Agreement must be agreed to in order to access the KITE system.			

Step 6: Manage district/school staff roles.

Task	Yes	No	Done
Verify users in Educator Portal (EP) with the <b>Users Extract</b> in EP. Contact the data manager to have users no longer in the school or district deactivated and new users added.			
Required training is facilitated by the district or self-directed in <a href="#">Moodle</a> . Ensure certified educators have completed the required training modules and the required qualifiers in Moodle to be eligible as a test administrator.			
Staff will receive a completion report when all requirements have been met. <b>This should be printed for staff records.</b> Please contact <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> for more information on Continuing Teacher and Leader Education (CTLE) hours.			
Monitor Educator Portal accounts to ensure all staff have been trained. <b>Run Report: Training Status Extract</b> to monitor required training completion.			
Ensure educators have completed the Security Agreement. <b>Run Report: Security Agreement Completion.</b>			
<b>Note: The Security Agreement must be agreed to each school year by test administrators.</b>			

## Step 7: Preparations Before Spring Assessment Window

Task	Yes	No	Done
Check NYSAA homepage for policy updates.			
Kite Student Portal:			

Verify that devices meet the requirements at

<https://dynamiclearningmaps.org/kite> and verify with E(OGY)- -0.041.4 reW2 (r)-4 pa0 0 12 273.24 6  
technology personnel.

## Step 8: Test Administrator Preparations

Step 9: Recording Testing Exemptions, if Applicable

**Task**

**Yes**