



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 28, 2018

To: Chief School Administrators, Charter School and Renaissance School Project Leads, Directors of Approved Private Schools for Students with Disabilities

Route To: Principals, DLM District and School Test/Assessment Coordinators, Data Managers, Technology Representatives and all other staff involved with students with significant cognitive disabilities

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Division of Academics and Performance

Preparation for the 2018-19 Dynamic Learning Maps (DLM) Alternate Assessment for Students with the Most Significant Cognitive Disabilities

The purpose of this memo is to guide districts in the requirements and preparation for the 2018-19 Dynamic Learning Maps (DLM) Year-End assessment. Included in this memo is important information about the requirements for staff assessment role assignment, tasks, timelines for training, and test specifications.

Students with the most significant cognitive disabilities who meet the criteria for participation in this alternate assessment will test in English language arts and mathematics in grades 3 to 8 and 11, and also science for those in grades 5, 8 and 11.

The *newly revised* DLM testing window is April 3 through May 24, 2019. This timeframe allows sufficient time for all students to complete testing and accommodates spring break, holidays, etc. All students attending school during this window must begin testing no later than mid-April.

Staff Assessment Roles

Administrators or specialized staff must be assigned to serve as the onsite School Assessment Coordinators in each building administering the DLM, the District Level Assessment Coordinator, the District Data Manager, and the District Technology Representative. Please note teachers *may not* be assigned to these roles; however, all play a key role in the successful preparation and administration of the DLM.

District and School Assessment Coordinators must conduct training for all teachers administering the DLM, oversee and ensure the proper implementation of the assessment, act as the point of contact for all teachers administering DLM, and interact with and request assistance from the Data Manager and Technology Representative as needed. Online training for all Assessment Coordinators will be available starting *October 15, 2018* on the [NJ DLM webpage](#).

The Data Manager must electronically submit a user upload template to DLM via Educator Portal with the names of approved staff serving in the DLM assessment roles in order to obtain Login IDs and passwords for staff, as well as verify enrollment data, produce online rosters, etc. The Technology Representative must prepare all necessary district devices for the implementation of this online computer assessment, as well as other tasks. Data Managers and Technology Representatives will be notified when their online training becomes available on the [NJ DLM webpage](#).

Tested Skills, Blueprints and Essential Elements

The [DLM webpage for ELA and math](#) provides the year-end test blueprints and learning maps that delineate the DLM Essential Elements, or content area skills that are deemed essential, and therefore will be tested. The DLM science year-end test blueprints, Essential Elements, and skill and knowledge statements are also found on the [DLM science webpage](#).

DLM Essential Elements include specific statements of skills and knowledge that are linked to grade-level expectations in the NJ Student Learning Standards (NJSLS). The statements, or expectations, for students with the most significant cognitive disabilities are connected to the NJSLS, but are less complex than skill and knowledge statements used in general state assessments.

The DLM Essential Elements are available online, and should be integrated into the classroom instruction of participating students. This will give students the opportunity to acquire these skills as well as to help prepare them for the levels of test questions administered based on students' First Contact surveys.

Schedule

Assessment Coordinator tasks and schedules are demarcated in the upcoming *NJ DLM Assessment Coordinator Training* presentation. This includes a timeline for training teachers, delineation of staff responsibilities, and schedule of future presentations. Available for immediate review are the [DLM Accessibility Manual](#) and [DLM Test Administration Manual](#).

Obtaining Information

The [NJ DLM website](#) is the repository for all NJ specific training materials and required forms. It also contains links to DLM webinars, resource guides, professional development modules, how-to videos, data templates, and technology requirements. [Test Updates](#) are available online and it is recommended that you subscribe in order to receive automatic updates. Educators are encouraged to visit this website regularly to review the most up-to-date resource guides, training materials and manuals.

For further information or for answers to specific questions, DLM email addresses and phone numbers are included in each resource guide. Key contact information for both DLM and the NJDOE is listed below.

- For questions related to DLM manuals, Educator Portal, and Kite (the portal that students use to take tests), please email DLM Customer Service at DLM-Support@ku.edu or call (855) 277-9751.
- If you have Educator Portal, Kite, data or technology issues that were not resolved by DLM Customer Service, contact Gilbert Gonzalez in the NJDOE's Office of Assessments at Gilbert.Gonzalez@doe.nj.gov.
- Questions related to NJ DLM training, test administration, test policies, test schedules, etc. may be directed to Elizabeth Celentano in the Office of Assessments at Elizabeth.Celentano@doe.nj.gov.
- Questions related to assessments generally should be directed to assessment@doe.nj.gov.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
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