



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: October 10, 2019

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 Staff Involved with Students with Significant Intellectual Disabilities

From: Linda P. Eno, Ed.D., Assistant Commissioner  
Division of Academics and Performance

### **Preparation for the 2019-20 Dynamic Learning Maps Alternate Assessment for Students with the Most Significant Intellectual Disabilities**

The purpose of this memo is to provide districts with information regarding the requirements and preparation for the 2019-20 Dynamic Learning Maps (DLM) Year-End assessment. Included in this memo is important information about the requirements for staff role assignment, tasks, timelines for training and test specifications.

Students with the most significant intellectual disabilities who meet the [criteria for participation](#) for DLM will test in English language arts and mathematics in grades 3 to 8 and 11, and science for those in grades 5, 8 and 11.

The DLM testing window is April 1 through May 29, 2020. This window 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 designated in Educator Portal to serve as the District Assessment Coordinator, the District Data Manager, and the District Technology Representative; individual school-level coordinators may also be assigned the Building Assessment Coordinator role. Please note teachers *must not* be assigned to these roles; however, all play a key role in the successful preparation and administration of the DLM.

District and Building 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. Assessment Coordinators will be notified when their online training becomes available on the [NJ DLM webpage](#) under the "Supplemental Resources" tab.

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](#) under the "Supplemental Resources" tab.

#### **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](#).

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. The [DLM Professional Development site](#) contains guidance on utilizing the Essential Elements in the classroom, as well as important information regarding components of the DLM system.

### **Schedule**

Assessment Coordinator tasks and schedules will be outlined in the upcoming *NJ DLM Assessment Coordinator Training* presentation. The presentation will include a timeline for training teachers, delineation of staff responsibilities, and a schedule of future presentations. Available for immediate review are the [DLM Accessibility Manual](#), the [DLM Test Administration Manual](#) and the [DLM Data Management 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. Educators are encouraged to visit this website regularly to review the most up-to-date resource guides, training materials and manuals. [Test Updates](#) are available online and it is recommended that you subscribe in order to receive automatic updates.

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](mailto: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, or questions related to NJ DLM training, test administration, test policies, test schedules, etc., please email [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) or call 609-376-3960.

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