



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 6, 2021

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 Intellectual Disabilities

From: Lisa J. Gleason, Ed.D., Assistant Commissioner
Division of Academics and Performance

Preparation for the 2020-2021 Dynamic Learning Maps (DLM) Alternate Assessment for Students with the Most Significant Intellectual Disabilities

The United States Department of Education (USDE) expects that all states will administer statewide assessments as required under the Every Student Succeeds Act (ESSA) during the 2020-2021 school year. Therefore, the New Jersey Department of Education (NJDOE) is preparing to administer New Jersey's statewide assessment system, which includes the Dynamic Learning Maps (DLM) Year-End assessments, in the spring of 2021. The purpose of this memo is to provide districts with information regarding the requirements of and preparation for the 2020-2021 DLM Year-End assessment. Included in this memo is important information about the requirements for staff role assignments, tasks, timelines for training, and test specifications.

Recognizing that districts and educators will require additional support and guidance for this upcoming administration, the NJDOE has provided an extended window for the DLM administration. For questions and guidance regarding the DLM assessment, please refer to the contacts listed at the end of this broadcast.

Given the complexity of the circumstances in schools across the state due to the COVID-19 pandemic, NJDOE will closely monitor developments related to the pandemic throughout the school year and will keep school administrators and educators apprised of any new information through additional broadcasts as necessary.

DLM Student Participation

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

Current grade 12 students who did not participate in the spring 2020 administration of the DLM when in grade 11 are not required to participate in the spring 2021 administration unless a student's Individualized Education Program (IEP) team determines that participation is appropriate.

2020-2021 DLM Year-End Testing Window

The DLM assessments are designed to be administered in person, and the DLM assessment vendor has determined that there will **not** be a remote option for the Year-End 2020-2021 administration. To help mitigate some of the scheduling issues and provide districts with additional time for administration, the NJDOE has provided an extended window.

The DLM Year-End testing window is **March 8, 2021 through June 11, 2021**. Districts should begin testing early enough to ensure completion during the testing window.

Staff Assessment Roles and Responsibilities

Administrators or specialized staff must be designated in the Educator Portal to serve as the Assessment Coordinator, the District Data Manager, or the District Technology Representative. Individual school-level

coordinators may also be assigned the Building Assessment Coordinator role. Please note that teachers *cannot* 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 New Jersey-specific mandatory training becomes available on the [New Jersey 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 to obtain Login IDs and passwords for staff, as well as verify enrollment data, produce online rosters, and complete other tasks. The Technology Representative must prepare all necessary district devices for the implementation of the DLM assessment, as well as conduct other tasks. Data Managers and Technology Representatives will be notified when their online training becomes available on the [New Jersey 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 forthcoming *NJ DLM Assessment Coordinator Training* presentation, that will be released prior to the start of the administration. 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 [New Jersey DLM website](#) is the repository for all New Jersey 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 staff involved in the DLM administration subscribe to receive automatic updates.

Contact Information

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.

Contact	Contact Information	Contact for Questions Regarding:
DLM Customer Service	DLM-Support@ku.edu (855) 277-9751	<ul style="list-style-type: none">• DLM manuals• Moodle training and certification• Educator Portal issues• Kite Client issues

Contact	Contact Information	Contact for Questions Regarding:
NJDOE Office of Assessments	assessments@doe.nj.gov	<ul style="list-style-type: none"> • DLM state-specific administration policy and procedures • New District Test Coordinator access
NJDOE Office of Special Education Policy and Dispute Resolution	Kimberly.Murray@doe.nj.gov	<ul style="list-style-type: none"> • New Jersey DLM technical/policy and program assistance • DLM student participation guidance

c: Members, State Board of Education
 Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
 NJDOE Staff
 Statewide Parent Advocacy Network
 Garden State Coalition of Schools
 NJ LEE Group