



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 26, 2023

To: Local Educational Agency 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: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Jorden Schiff, Ed. D., Acting Assistant Commissioner
Division of Teaching and Learning Services

Preparation for the 2023-2024 Dynamic Learning Maps (DLM) Year-End (YE) Alternate Assessment for Students with the Most Significant Intellectual Disabilities

The purpose of this memo is to provide local educational agencies (LEAs) and approved private schools for students with disabilities (APSSDs) with information regarding the requirements of, and preparation for, the 2023-2024 Dynamic Learning Maps (DLM) Year-End (YE) summative assessment. Included in this memo is important information about the requirements for student participation, staff role assignments, tasks, timelines for training and test specifications.

DLM Student Participation

Students who meet the [participation criteria for DLM](#) must test in English language arts (ELA) and mathematics in grades three through eight, and grade eleven, and in science grades five, eight, and eleven.

Current grade twelve students who did not participate in the Spring 2023 administration of the DLM when in grade eleven are encouraged, but not required, to participate in the Spring 2024 administration.

2023-2024 DLM Year-End Testing Window

The DLM YE testing window spans from April 8 through May 31, 2024. This window allows time for all students to complete testing while accommodating spring break, holidays, etc. The New Jersey Department of Education strongly encourages LEAs and APSSDs to begin testing no later than mid-April to ensure adequate time to administer the assessment.

Assessment Administration Roles and Responsibilities

Administrators or designated staff must be identified in the Educator Portal to serve as the Assessment Coordinator, the District Data Manager, and the District Technology Representative. An individual school-level coordinator may also be assigned the Building Assessment Coordinator role. Please note that teachers *may not* be assigned to these roles, but can play a pivotal role in the successful preparation and administration of the DLM YE.

LEA and APSSD Building Assessment Coordinators must conduct training for all teachers administering the DLM YE, oversee and ensure the proper implementation of the assessment, act as the point of contact for all teachers administering DLM YE, and interact with and request assistance from Data Manager and Technology Representative as needed. Assessment Coordinators will be notified when online training becomes available on the [New Jersey DLM webpage](#).

The Data Manager must electronically submit a [user upload template](#) to DLM via the Educator Portal with the names of approved staff serving in the DLM assessment roles to obtain login identification and passwords for staff, as well as perform other data management tasks, such as verifying enrollment data and producing online rosters. The Technology Representative must prepare all necessary LEA and APSSD devices for the implementation of this online computer assessment. Data Managers and Technology Representatives will be notified when online training becomes available on the [New Jersey DLM webpage](#).

Tested Skills, Blueprints, and Essential Elements

The [DLM webpage for ELA and math](#) provides 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 should be integrated into the classroom instruction of participating students. This will give students the opportunity to acquire necessary skills and to prepare students 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 assessment 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 YE 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 New Jersey Department of Education (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
NJDOE Office of Assessments	assessment@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	OSEinfo@doe.nj.gov	<ul style="list-style-type: none"> • New Jersey DLM technical/policy and program assistance • DLM student participation guidance • Essential Elements (e.g., programming)

- c: Members, State Board of Education
 NJDOE Staff
 Statewide Parent Advocacy Network
 Garden State Coalition of Schools
 NJ LEE Group