



Date: December 18, 2024

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, Staff Involved with Students with Significant Cognitive Disabilities

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Preparation for the 2024-2025 Dynamic Learning Maps (DLM) Year-End (YE) Alternate Assessment for Students with the Most Significant Cognitive 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 2024-2025 Dynamic Learning Maps (DLM) Year-End (YE) summative assessment. Included in this memo is important information about the requirements for student participation, test administration window, staff roles and responsibilities, test specifications, and resources for additional information and training.

DLM Student Participation

All students, including students with disabilities, must take statewide assessments. The *Every Student Succeeds Act (ESSA)* allows for the use of alternate assessments based on alternate achievement standards for students with the most significant cognitive disabilities. Students with the most significant cognitive disabilities who meet the [participation criteria](#) will be administered the DLM alternate assessment. The DLM assessments include English language arts (ELA) and mathematics in grades three through eight and eleven, and in science grades five, eight, and eleven. Based on the decisions made by the Individualized Education Program (IEP) team, a student may participate in DLM in one or more content area(s) and the New Jersey Student Learning Assessment (NJSLA) with accommodations in other content area(s).

Current grade 12 students who did not participate in the Spring 2024 administration of the DLM when in grade eleven are encouraged, but not required, to participate in the Spring 2025 administration.

Note: The *ESSA* requires that no more than one percent of the total number of tested students at the district level participate in the DLM assessment. LEAs are not prohibited from assessing more than one percent of their tested students with the DLM; however, they are required to submit information justifying the need to exceed the one percent limit. Any LEA that anticipates exceeding the one percent cap for the DLM YE assessment in the 2024-2025 academic year will be required to complete an online self-paced training and submit a justification form. Please refer to the [New Jersey Department of Education \(NJDOE\) Broadcast released on October 16, 2024](#) for more information.

DLM YE Testing Window

The 2024-2025 DLM YE test administration window is scheduled for **April 7, 2025 through May 23, 2025**. This window allows sufficient time for all students to complete testing while accommodating spring break, holidays, etc. The NJDOE strongly encourages LEAs and APSSDs to begin testing no later than mid-April to ensure that adequate time is available to administer the assessment.

Makeup testing is scheduled for **May 27, 2025 through May 30, 2025**. Makeup testing may occur at any point throughout the administration window. However, the makeup window may not be used to schedule regular testing.

Assessment Administration Roles and Responsibilities

There are four types of responsibilities that must be fulfilled by administrators or specialized staff to prepare and administer the DLM: District Test Coordinator (DTC) (also referred to as "Assessment Coordinator"), School Test Coordinator (STC), Data Manager, and Technology Representative. The DTC is the individual at the district-level who is responsible for the overall coordination of the test administration. STCs are assessment coordinators that may support the DLM administration at the school-level. The DTC may delegate tasks to STCs, but the DTC is ultimately responsible for the overall coordination of the administration of the assessment. The DTC may also fulfill the role of STC.

DTCs and STCs 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 the Data Manager and Technology Representative as needed.

The Data Manager must electronically submit a [user upload template](#) 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 perform other data management tasks such as verifying enrollment data and producing online rosters. Refer to the [Data Management Manual 2024-2025](#) and other training documents for information on data management activities. The Technology Representative must prepare all necessary district devices for the administration of this online computer assessment, as well as conduct other tasks. Refer to the [Technology Specifications Manual 2024-2025](#) and other training documents for information on technology-related activities.

Staff fulfilling the responsibilities of DTC and/or Data Manager must be designated in the Educator Portal as the District Test Coordinator (i.e., assigned the District Test Coordinator role). Each LEA and APSSD is limited to two DTC accounts. If changes to DTC accounts are necessary in Educator Portal, the DTC must reach out to assessment@doe.nj.gov. STCs must be assigned the Building Test Coordinator role in Educator Portal. Changes to STC accounts in Educator Portal are completed by the DTC. Please note that teachers **may not** be assigned to these roles, but all play a key role in the successful preparation and administration of the DLM YE.

Individuals identified as a DTC in Educator Portal will be notified when their online training becomes available on the [New Jersey DLM webpage](#).

DLM Student Enrollment and Data Verification

Sending (accountable) LEAs were required to submit student enrollment data (i.e., student assessment registration data) to the New Jersey Department of Education (NJDOE) via the NJSMART State Assessment Registration submission by **December 6, 2024**. The NJDOE will process the data received via NJSMART and upload student enrollment data into the DLM Educator Portal on behalf of LEAs by **January 15, 2025**. LEAs and APSSDs have the opportunity to review and modify the uploaded data directly in Educator Portal during the data verification and revision window from **January 16, 2025 to February 12, 2025**. Any students who were not included in NJDOE’s initial upload to DLM Educator Portal must be uploaded by the LEA or APSSD that will test the student (**school of attendance**).

LEAs and APSSDs must also continue to review and correct data throughout the DLM administration window: **April 7, 2025 to May 30, 2025**. This includes entering special circumstance and exit codes. **May 30, 2025** will be the final date for LEAs and APSSDs to review and clean-up DLM data, which will be used for reporting and accountability purposes. The student’s school of attendance is also responsible for ensuring that student data is verified and accurate prior to the close of the DLM administration window. LEAs and APSSDs are reminded to confirm the accuracy of the data in the following fields, making corrections when necessary:

- Accountability_District_Identifier – must contain the correct 6-digit county and district code that represents the student’s “**accountable**” district (e.g. 224444).
 - As of the 2023-2024 DLM administration year, **this field is now mandatory**.
- Accountability_School_Identifier – must contain the correct full 9-digit County District School (CDS) code that represents the student’s “**accountable**” school (e.g. 224444333).
 - As of the 2023-2024 DLM administration year, **this field is now mandatory**.
- Attendance_District_Identifier – must contain the correct 6-digit county and district code that represents the student’s “**attending**” district (e.g. 224444).
- Attendance_School_Program_Identifier – must contain the correct full 9-digit CDS code that represents the student’s “**attending**” school (e.g. 224444333).

Please refer to the [Data Management Manual 2024-2025](#) for additional information on how to update student data in the DLM Educator Portal and New Jersey specific trainings available on the [NJ DLM webpage](#).

Out-of-District (OOD) Placements

An out-of-district placement is established when a student attends another district and/or school outside of their accountable district and/or school due to programs and/or services not offered at the school they would normally attend.

The CDS code assigned to the district/school that **sends** the student to an OOD placement must be listed in the following fields:

- Accountability_District_Identifier
- Accountability_School_Identifier

The CDS code assigned to the OOD placement district/school that **receives** the student and administers the DLM assessment must be listed in the following fields:

- Attendance_District_Identifier
- Attendance_School_Program_Identifier

Tested Skills, Blueprints, and Essential Elements

[Instructional Resources for YE Model States webpage](#) 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 for ELA, math, and science.

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

Test Preparation and Training Resources

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.

Additional [New Jersey test preparation, training resources, and presentations](#) addressing administration procedures must be viewed by DTCs and test administrators before administering the test.

DLM Required Test Administrator Training

All test administrators who will be administering the DLM YE assessments must complete the DLM-developed required test administrator training. Test administrators who completed the required training this fall prior to administering the optional DLM IE assessments are not required to complete the training again but are encouraged to revisit the training prior to administering the DLM YE in the spring. Please review the [Guide to DLM Required Test Administrator Training - Year End Model](#) for information related to the required test administrator training.

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• Teacher training and certification• Educator Portal issues• Kite Client issues
NJDOE Office of Assessments	assessment@doe.nj.gov (609) 376-3960	<ul style="list-style-type: none">• DLM state-specific administration policy and procedures• New District Test Coordinator access
NJDOE Office of Special Education	AAParticipation@doe.nj.gov (609) 376-9060	<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