



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 4, 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 Intellectual Disabilities

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## Dynamic Learning Maps: Instructionally Embedded Fall 2024 Assessments Window

To assist educators in the identification of students' specific needs, Dynamic Learning Maps (DLM) and the New Jersey Department of Education (NJDOE) are offering the use of DLM's instructionally embedded (IE) assessments in fall of 2024 for students with the most significant intellectual disabilities. The DLM IE assessments may be used by teachers to better understand their student's instructional needs for the 2024-2025 school year. The DLM IE assessments are aligned to Essential Elements on which the student's 2024-2025 instruction will be based and can be used to gather baseline data and guide instruction. Use of the DLM IE assessments is available at no cost, is completely optional, and has no impact on the required year-end, summative DLM assessment.

It is important to note that the DLM IE assessments are separate and distinct from the year-end, summative assessment administered each spring. Results from the DLM IE assessments should be used to guide and inform instruction. They do not predict how well students will do on testlets taken during the spring assessment window, nor do they predict students' summative results.

### DLM Fall 2024 IE Window

New Jersey districts may access the DLM IE assessments from **September 9 through December 20, 2024**, through the Educator Portal as one way to support students and teachers. The DLM IE assessments must be completed in-person; there is no remote option for administration.

### DLM Fall IE Administration and Instructional Resources

District and school staff involved in the administration of the DLM IE assessments should visit the [New Jersey DLM](#) website to access the materials, manuals, and other resources necessary to prepare for and administer the optional DLM IE assessments. The following resources will be particularly helpful:

- [Educator Portal User Guide \(Year-End Model States\)](#) includes a section on Required and Optional Assessment Windows.
- [Assessment Coordinator Manual for Year-End Model States](#) includes a section on Optional Instructionally Embedded Assessments.
- [Process for Instructionally Embedded Assessments](#) is an infographic which provides an overview of the DLM IE process.
- [Educator Resource Videos for Year-End States](#) includes a video on Using the DLM Instruction & Assessment Planner During the Optional Instructionally Embedded Window.

### **DLM Required Test Administration Training**

The DLM-developed required test administrator training is now available. For test administrators who will be administering the optional DLM IE assessments, there is an additional optional module available specifically dedicated to DLM IE assessments. Please review the [Guide to DLM Required Test Administrator Training - Year End Model](#) for information related to the required test administrator training.

### **Contact Information**

When communicating with NJDOE or DLM, student personally identifiable information (PII) may not be shared unless a secure method is established; this includes full student identification (SID) numbers. Only the last four digits of a student's SID number may be provided in communications if necessary.

- For questions related to using the DLM IE assessment, DLM manuals, Educator Portal, and Kite Student Portal, please email DLM Customer Service at [DLM-Support@ku.edu](mailto:DLM-Support@ku.edu) or call (855) 277-9751.
- For Educator Portal, Kite Student Portal, data or technology issues that were not resolved by DLM Customer Service, please email [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).
- For questions regarding the usage of the DLM Essential Elements and instruction of students with the most significant intellectual disabilities, please contact the Office of Special Education at [OSEinfo@doe.nj.gov](mailto:OSEinfo@doe.nj.gov).

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