

Dynamic Learning Maps® (DLM®) Alternate Assessment Prepare for Test Administration: Manage Student Data

Step 1: Verify Student's Eligibility for DLM Alternate Assessment Participation

If you believe a student may be eligible for the alternate assessment start the conversation early in the school year. As a reminder, the alternate assessment is for special needs' students who have the most severe cognitive disabilities.

- Annually, IEP teams review student eligibility for the statewide assessments. IEP teams should use the [Accommodations & Alternate Assessment Decision-Making Worksheet for Participation of Students with Disabilities in Statewide Assessments](#) to determine if the alternate assessment is appropriate.
- Parents should already be involved in the yearly IEP review process. Please make sure parents are involved in these conversations. Parents, as well as a certified special education teacher and school administration must all sign off on any assessment decisions made on the *Decision-Making Worksheet* listed above.
- The [DLM Accessibility Manual](#) provides guidance to IEP teams in the selection and use of the supports available in the DLM alternate assessment. Please work with IEP teams to determine what accessibility supports should be provided for the student.

Step 2: Review Student

Student rosters are located in Educator Portal. A roster links students to teachers allowing teachers to test students in each applicable subject area. To access rosters, follow the steps below:

- From Kite Educator Portal home page, select Rosters from **Quick Links**
- Click Search

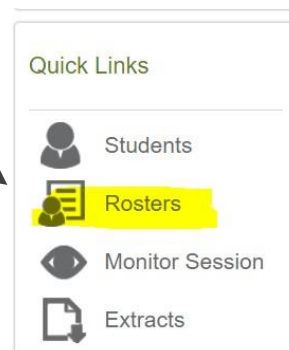
View Roster Create Roster Upload Roster

View Rosters: Select Criteria

STATE: New Hampshire REGION: Select

SCHOOL: Select

Search



- Review rosters for accuracy
 - Make sure your students and grade levels are listed correctly
- If a correction is needed or no students are listed, contact your DLM Building/District Coordinator and/or your school's special education office.

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Step 3: Complete and Submit First Contact Survey

- The First Contact Survey (FCS) is completed in Educator Portal for each student. The survey includes questions relating to a student’s communication, academic skills, motor skills and attention. The full list of FCS questions are available in the [Test Administration Manual](#) starting on page 114.
- To access a student’s First Contact Survey, please review instructions on pages 39-45 of the [Educator Portal User Guide](#).
- Students will not receive testlets if the First Contact Survey is not submitted.
- Educators who are familiar with the student should complete the First Contact Survey.

Step 4: Complete Personal Needs and Preferences Profile

The Personal Needs and Preferences (PNP) Profile is also completed in Educator Portal and includes information about display enhancements, language and braille, and audio and environmental supports a student may need for the assessment.

- To complete a student’s PNP profile, please review instructions on pages 27-39 of the [Educator Portal User Guide](#)
- Educators who are familiar with the student should complete the PNP Profile.

New Hampshire students are tested in the following grades and subject areas:

Alternate Assessment	Grades	Content
Dynamic Learning Maps (DLM)	3-8 and 11	English Language Arts, Mathematics
DLM	5, 8 and 11	Science