New Hampshire
Department of Education

Dynamic Learning Maps® Alternate Assessment
Test Management

Step 1: Access Student Test Tickets in Kite Educator Portal

Students must have a username and password to login to Kite Student Portal to take the assessment. This information is included on a student's test ticket* which is accessed by the test administrator in Kite Educator Portal.

- A student's username and password are used for all test sessions for the current school year.

- Students must log in to Student Portal to begin testing. If needed, the test administrator may help a student enter their username and password as shown on the test ticket.

- Test tickets may be printed. **Test tickets are secure documents** and should be destroyed/shredded after student has completed all testing.
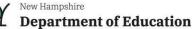
To access test tickets in Kite Educator Portal:

1. Select **Manage Tests**
2. Choose **Test Management** from drop down menu.
3. Click **Search.** A list of test sessions will appear.
4. Under the Tickets column, click the PDF icon next to the *Test Session Name* to open test ticket.

> **Note:** An error message will pop-up if a user with the teacher role has not completed the required test administrator training.

> If no students appear, work with your Building/District Coordinator to confirm that a roster has students connected to you.

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[Educator Portal User Guide](#) provides detailed instructions on the following:

- Test Tickets – View Student Username and Password – starting on page 49
- Retrieve Testlet Information Pages
  - See pages 93-98 of the [Test Administration Manual](#)

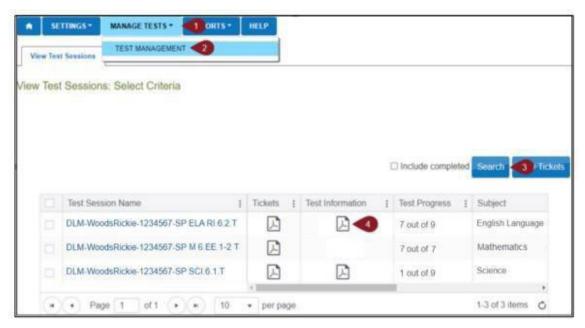## Step 2: Access Test Information Pages (TIPs)

Test Information Pages (TIPs) are used by the test administrator to assist with planning for test administration and are subject-specific.

Suggestion:
- Before testing starts, review the test information page to collect any items needed for testing.
- A TIP may be printed. TIPs are secure test materials. If a TIP is printed, it must be shredded after the student has finished the testlet.

To access the Test Information Page:

1. Select **Manage Tests**
2. Select **Test Management** from drop down menu.
3. Select **Search.**
4. Under the Test Information column, select PDF icon next to open the Test Information Page.

Note: Test information pages for science, at the initial linkage level, have picture response cards that must be printed before testing. **Suggestion:** Print picture response cards in color.