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Step 3B: RETURNING test administrators must complete 1 module of self-directed training to be eligible as a test administrator

Task	Yes	No	Done
<p><b>Required training for RETURNING teachers:</b></p> <p>Test administrators complete the required overview training module, then the required qualifier (post-quiz) in <a href="#">MOODLE</a> (Consortium Model) (approximate time commitment: 1 hour 15 minutes).</p> <p>The quiz must be passed with 80% or better accuracy.</p> <p>Educators who do not pass will then be required to re-take the module(s) that they struggled with and re-take the corresponding qualifiers with 80% accuracy or better.</p> <p>The next training module will only become available after the quiz is successfully completed or a message appears that all requirements have been met.</p> <p>A completion certificate will be available when all requirements have been met. This certificate <u>must be submitted</u> if you request CTLE credit.</p>			

**Step 5: Complete Personal Needs and Preferences (PNP) Profile and First Contact Survey (FCS) in Educator Portal**

<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Done</b>
For new students, complete the Personal Needs and Preferences (PNP) Profile and First Contact survey (FCS). Make sure to utilize the student's IEP for this information			
For returning students, review and update, as necessary, the information in the PNP and FCS and complete any new information required in the FCS			

**NOTE:** The information from the FCS generates the student's first testlet's adaptive linkage level.

## Step 6: Kite® Suite

Task	Yes	No	Done
<p>Kite Student Portal is used for assessing students and must be downloaded on student testing devices. Check the DLM website for the current version of Student Portal at <a href="https://dynamiclearningmaps.org/kite">https://dynamiclearningmaps.org/kite</a></p> <p>The new software update covers all platforms. For more information on Kite Student Portal, including status, system requirements, and installation instructions <a href="https://dynamiclearningmaps.org/kite">https://dynamiclearningmaps.org/kite</a></p>			
<p>Sign up for test updates at <a href="https://dynamiclearningmaps.org/test-updates">https://dynamiclearningmaps.org/test-updates</a></p>			
<p>Educator Portal is used by educators for data management.</p> <p>Educators must verify accuracy of the roster (Refer to the <i>Manage Student Data</i> section):</p> <ul style="list-style-type: none"> <li>Confirm Student Eligibility. Refer to student's IEP and the 2022-23 NYSAA Birthdate Chart</li> <li>If students are entered in error, educators must contact the DTC/BTC and Data Manager, who can make corrections.</li> <li>If educators cannot "see" students in Educator Portal, some questions to explore:               <ul style="list-style-type: none"> <li>Did the educator complete training and pass associated quizzes?</li> <li>Did the educator agree to and sign the Security Agreement?</li> <li>Are the students rostered to the educator?</li> </ul> </li> </ul>			

If you need assistance:

Step 7: Test administrator preparations

Task	Yes	No	Done
The Braille Ready File (BRF) comes UEB Nemeth (refer to the Braille Forms section in the TAM). Requests for materials necessary for embossing should be made to NYSED at <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> or 518-474-5900 no later than 2/13/2023.			
Language translators must be provided by the district and complete any new information required in the FCS Adaptive and specialized eq 0 12 (08 305.2pec)4 2(dap,			

For a NYS data-related question, please email NYSED-CBT at [CBTSupport@nysed.gov](mailto:CBTSupport@nysed.gov)

For policy-related issues, please call State Assessment at 518-474-5900 or email [EMSCASSESSINFO@nysed.gov](mailto:EMSCASSESSINFO@nysed.gov)

### Step 10: Complete online educator survey

<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Done</b>
Please refer to <a href="https://dynamiclearningmaps.org/newyork">https://dynamiclearningmaps.org/newyork</a> for more information			
Teacher surveys will be delivered in Student Portal this spring. The surveys are accessed under the Other tab. The survey is optional, <u>does not pop up</u> , and includes the Exit Does Not Save button should it be accidentally opened by the test administrator or student during testing. Please complete the survey.			