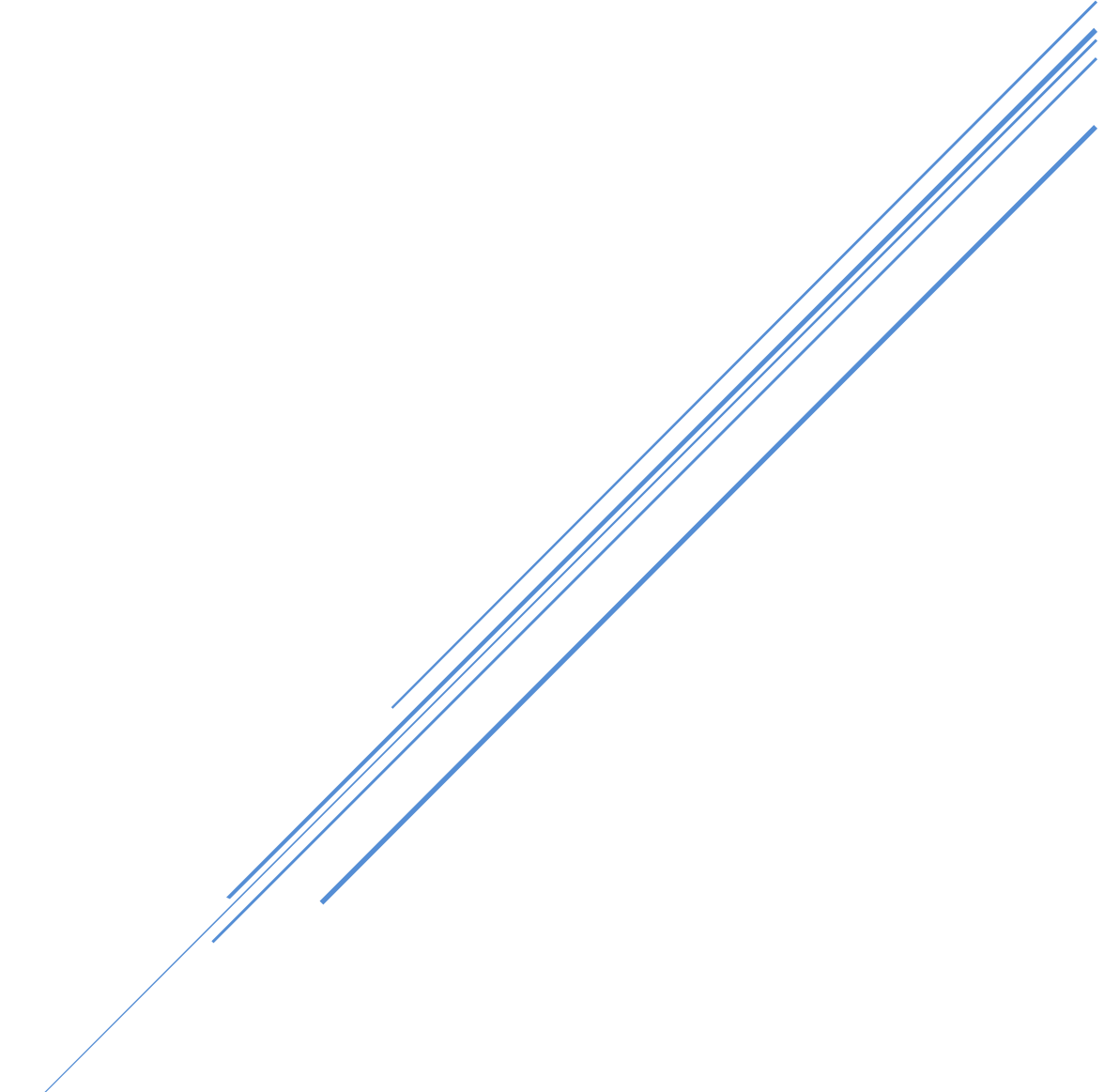




# FACILITATOR GUIDE FOR REQUIRED TEST ADMINISTRATION TRAINING 2014-15

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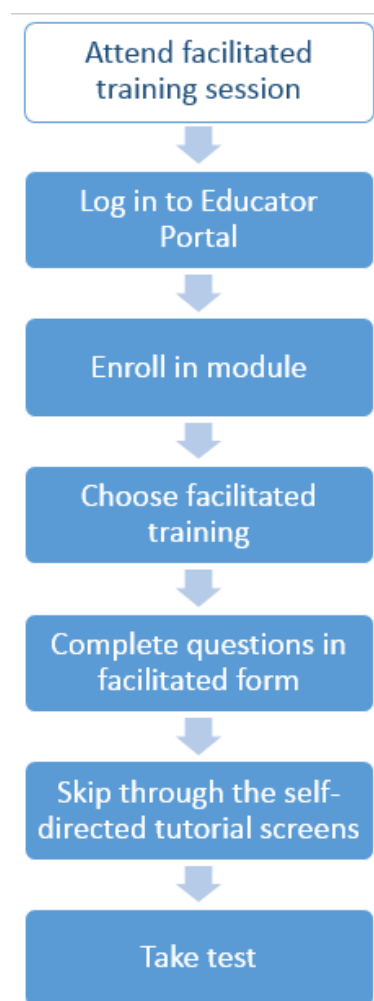
Required Test Administrator Training is different from professional development that supports curriculum and instruction. For more information about professional development, visit <http://dynamiclearningmaps.org/content/professional-development>

## Overview

Training is required for those who will administer Dynamic Learning Maps alternate assessments in 2014-15. Test administrators must successfully complete seven modules before testing begins. Required training modules are available in self-directed and facilitated formats. Two process flows are included below to highlight the differences between facilitated and self-directed training. **This guide is for those who lead facilitated training sessions.**

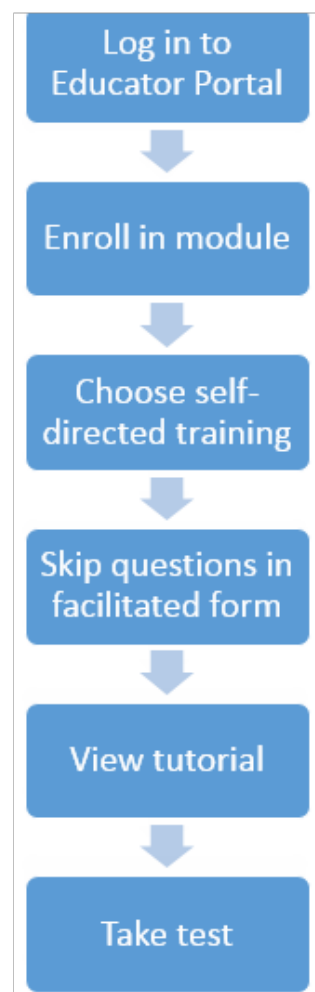
### Facilitated Training

The first step of facilitated training is completed outside of Educator Portal. The remaining steps are completed inside Educator Portal.



### Self-Directed Training

All steps of self-directed training are completed inside Educator Portal.



## Contents of Required Training Modules

Each of the seven required modules is estimated to last less than 45 minutes. This includes a maximum of 30 minutes for videos and 15 minutes for participants to independently complete post-test quizzes. Specific time estimates per module are provided below.

### ✦ **Module 1 – Overview of the DLM System**

Video: 15:00

Quiz time: 15:00

Topics:

1. About DLM learning maps and Essential Elements and their role in the DLM Alternate Assessment System.
2. How the Essential Elements relate to the map.
3. How linkage levels are used.
4. How testlets are structured.

### ✦ **Module 2 – Test Security in the Dynamic Learning Maps Alternate Assessment**

Video: 06:00

Quiz time: 10 minutes

Participants will learn:

1. About test security.
2. How to complete the DLM Security Agreement.
3. How to maintain integrity during the assessment process.
4. How to address violations of test security.

### ✦ **Module 3 – Accessibility for All Students**

Video: 28:00

Quiz time: 15:00

Participants will learn:

1. How DLM has created accessibility by design.
2. The six steps to customize DLM accessibility supports for students.
3. Guidelines for selecting features in the Personal Needs and Preferences Profile.

### ✦ **Module 4 – How the Assessment Works**

Video: less than 19:00

Quiz time: less than 15 minutes

Participants will learn how the assessment system works, including

1. The content of the assessment.
2. Types of assessments.
3. Design of the testlets.
4. How testlets are delivered.
5. How student responses lead to test results used for accountability purposes.

✦ **Module 5 – Preparing for the Test**

Video: 19:00

Quiz time: 10 minutes

Participants will learn how to prepare for the DLM assessment:

1. How to check, update, and add student data.
2. How to complete the First Contact Survey.
3. How to use practice activities and released testlets.
4. How to plan and schedule for assessment administration days.

✦ **Module 6 – Computer Delivered Testlets**

Video: 24:00

Quiz time: 10 minutes

Participants will learn:

1. About testlet structures used in DLM assessments.
2. About the various item types used in DLM assessments.
3. The process to complete testlets.
4. How to respond to items and navigation within a testlet.
5. Test day preparations.
6. Standard test administration process.
7. Allowable practices.
8. Practices to be avoided.

✦ **Module 7 – Teacher Administered Testlets**

Video: 30:00

Quiz time: 15 minutes

Participants will learn:

1. About teacher-administered testlet structures.
2. The process to complete teacher-administered testlets.
3. Test day preparations.
4. Standard test administration process.
5. Allowable practices.
6. Practices to be avoided.

## **Design of Facilitated Required Training Modules**

Before facilitated training can begin, the state level DLM PD administrator in your state must release required training modules for use. This step is completed in Educator Portal.

Each required training module includes a **tutorial** containing one or more videos and a separate post-training **test**.

### **Tutorial**

Each module opens with a brief overview followed by an option to complete the module as a self-directed or facilitated user. These, plus one or more videos, makes up the tutorial portion

of each module.

Facilitated users complete four fields to certify that they participated in facilitated training then skip the tutorial screens to end the module and access the separate test.

The videos for the facilitated version are identical to those for self-directed training modules delivered in Educator Portal.

Facilitators may adapt or supplement the tutorial, for example with discussion questions or other activities, and special instructions that are unique to the state or district.

### **Procedures for Delivering Facilitated Required Training**

To prepare for and deliver facilitated training, follow these steps.

1. Ensure users have Educator Portal accounts and have self-enrolled in modules.
2. Set up training area with equipment.
3. Deliver facilitated training modules.
4. Direct users to return to computers and take the quizzes in Educator Portal. See the GUIDE TO DLM REQUIRED TRAINING AND PROFESSIONAL DEVELOPMENT for more detail and procedures for participants to access Educator Portal.

### **Equipment required for delivering a facilitated tutorial:**

1. Presenter's computer with access to stream training videos from the internet or with training videos downloaded to the computer or flash drive to display locally. Videos should be accessed and reviewed well before the training.
2. Videos are available on the Dynamic Learning Maps™ Required Test Administration Training Page. Go to your state's webpage to access the correct training page.  
<http://dynamiclearningmaps.org/> **Assessments | Operational Testing.**
3. LCD Projector with external speakers or sound system.
4. **Computers with internet access** for participants to complete the required quiz after each module. This occurs inside of Educator Portal <https://educator.cete.us>.

### **Quizzes/Tests**

Each of the seven required training modules includes a quiz that is available to participants in Educator Portal. Participants must complete every quiz with a score of 80% or greater for the system to register the training as complete. Participants in facilitated training take the same post-test quiz as self-directed training participants. Quizzes must be completed in Educator Portal to count toward successful completion of required training.

Participants must self-enroll in each module. They will enroll in the same version of the required training module, regardless of whether they take the self-directed or facilitated version.

## **Continuing Education**

DLM does not provide Continuing Education Units (CEUs) for the completion of modules. However, states and/or local education agencies may offer CEUs. Contact your state or local representative for more information.