



Directions: There are a number of things that test administrator must do after gaining access to Educator Portal. Below you will find a list of those things and spaces for you to record important information specific to your school and the students you will assess. Remember to refer to the DLM TEST ADMINISTRATION MANUAL for step-by-step directions if you need guidance and support completing these steps.

Test administrators are responsible for each of the following:

1. Ensure that the following information is correct for each student:

- _____ state ID
- _____ first name
- _____ last name
- _____ grade

2. Notify the Data Steward if any student information needs to be corrected or edited.

Your Data Steward is: _____

[Note: If you are unable to identify the name of the Data Steward/Assessment Coordinator in your LEA, contact your building administrator. If the administrator finds that the district does not know the contact information for the Data Steward, contact your State Alternate Assessment Coordinator.]

3. Check the TEST ADMINISTRATION MANUAL and state guidelines to ensure that students are rostered in the appropriate assessments and complete the assessments that are required by law. Test administrators must also check the roster to make sure each student appears for each content area assessed.

Your students should be rostered for the following assessments:

4. Finally, complete each student's Personal Needs and Preferences Profile (called the Access Profile in Educator Portal) and the student's First Contact survey.