



## About Testlet Information Pages (TIPs)


Testlet Information Pages (TIPs) provide test administrators with information specific to each testlet. Test administrators receive a TIP after each testlet is assigned to a student. Review the TIP before beginning the student's assessment.

HINT: The procedure Retrieve Testlet Information Page (TIP) in Test Management in the EDUCATOR PORTAL USER GUIDE describes how and where to access a TIP before testing.

The testlet form name is included on the TIP, as outlined in Figure 1.

Figure 1. Example Testlet Information Page header with the testlet form name.

This is a secure testing document. Do not reproduce or redistribute. Shred after use.

 **DYNAMIC**  
LEARNING MAPS

**ELA RI.11-12.8 IP 7125**

Testlet Information Page: ELA7125

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**Testlet Type:** Teacher-administered      **Number of Items:** 4

The image shows a sample Testlet Information Page (TIP) header. At the top, it contains a security warning: "This is a secure testing document. Do not reproduce or redistribute. Shred after use." Below this is the Dynamic Learning Maps logo. To the right of the logo, the testlet form name "ELA RI.11-12.8 IP 7125" is displayed in a red-bordered box. Underneath the box, it says "Testlet Information Page: ELA7125". A horizontal line separates this header from the testlet details below, which include "Testlet Type: Teacher-administered" and "Number of Items: 4".

The TIP states whether a testlet is computer-delivered or educator-administered and indicates the number of items in the testlet. The TIP for a teacher-administered testlet typically has more information regarding materials to use during testing than the TIP for a computer-delivered testlet. The materials of the computer-delivered testlet are typically all on the computer screens, except for students who are blind or have visual impairments.

The TIP also provides the following information for each testlet:

- **Materials Needed:** This field contains a list of the materials needed to administer the testlets. A description of any necessary attributes of the materials is provided. For example, the materials may be three different small objects that are familiar to the student, each of which has a single word name (e.g., ball, pencil, bag).
- **Materials Use:** This field contains a description of how the materials are used in the testlet to assess the skill. For example, the student will be able to indicate a specific object when the object's name is used.
- **Suggested Substitute Materials:** This section indicates whether materials may be substituted. Sometimes in this section, a test administrator will also find the recommended key attributes of substitute materials. Substitute materials are often allowed.
- **Accessibility supports NOT allowed:** Although a test administrator may usually use all PNP Profile supports and take advantage of the flexibility described in the Practices Allowed section of the TEST ADMINISTRATION MANUAL, the TIP will indicate when a support is not

allowed (e.g., calculator or if other limits are included like when definitions or translation are not allowed).

- **Other Comments:** If a testlet has other unique instructions, they will appear here. Testlets that require special setup before test administration, such as some mathematics testlets designed for students who are blind or have visual impairments, have additional pages of instructions.

**Alternate Text:** For test administrators who will be delivering human read aloud that includes descriptions of graphics, alternate text descriptions of images are provided as additional pages after the main TIP.

#### TIPs for ELA testlets also include

- the name of the text
- whether the text is informational or literature-based
- whether the text is familiar or unfamiliar (familiar texts may be downloaded from the Instructional Resources page on the DLM website and used in classroom instruction prior to assessment)
- name of the grade-level text associated with the DLM alternate assessment text

Teacher-administered reading testlets use texts that should have been used during instruction and are familiar to students. If the student is accustomed to having the familiar text read from a paper copy, the paper copy may be used during assessment. Links to printable versions of familiar texts are provided in Instructional Resources on the Dynamic Learning Maps® (DLM®) website. Choose a grade level to see all texts for that grade.

#### TIPs for mathematics testlets also include

- any specific mathematics terminology used in the testlet
- additional pages of instruction to set up mathematics testlets for students who are blind or visually impaired
- whether calculator use is allowed for the testlet
  - “Yes” means a student can use a calculator if the student is accustomed to using a calculator for instruction. Some items in the testlet may not require a calculator, but the test administrator does not have to remove the calculator once it has been given for the testlet.
  - “No” means a student cannot use a calculator for any portion of the testlet.
  - “Not Applicable” means the items do not involve computation, and a calculator does not need to be provided.



See the [TEST ADMINISTRATION MANUAL](#) for complete information about Testlet Information Pages.