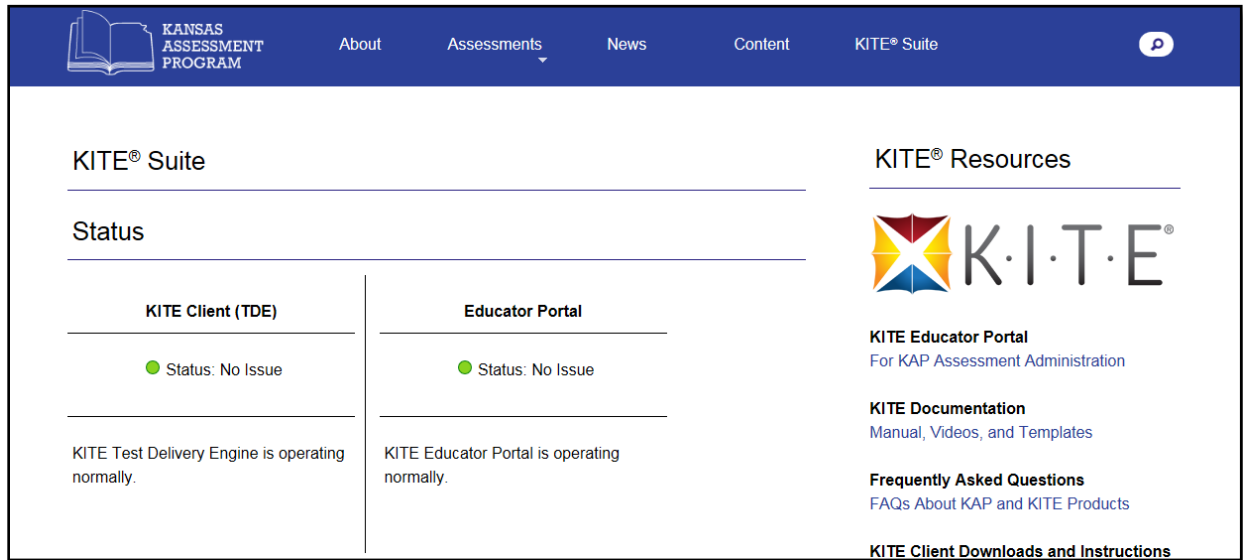


2017 Kansas Summative Assessment District Test Coordinator Reminders, Tips, and To Do's

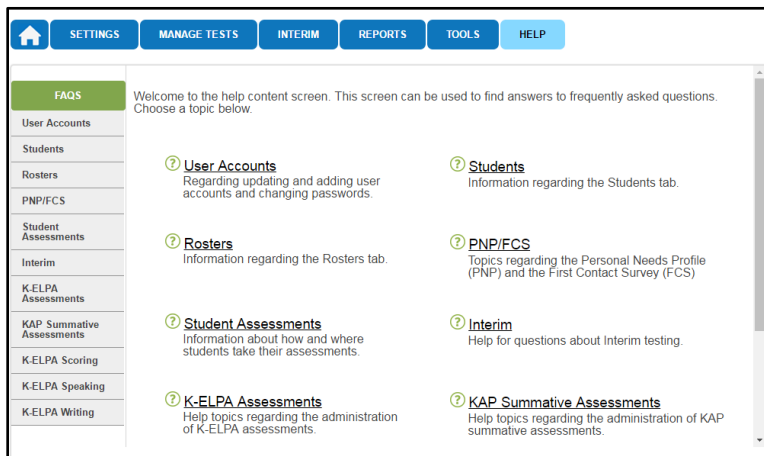
Helpful numbers and email addresses

- KITE Service Desk at [855-277-9752](tel:855-277-9752) or email them at Kansas Assessment Program Help kap_support@ku.edu
- Lee W. Jones ljones@ksde.org or 785-296-4349

Bookmark www.ksassessments.org site. Refer to the **KITE Suite** tab to know if the system is functioning properly.



Educator Portal - HELP tab! NEW feature! If you haven't had time to access the HELP tab inside the Educator Portal it is full of "helpful" information to assist with test administration, common known issues and much more!



- Kansas Examiner’s Manual** - please double check www.ksassessments.org site to make sure you have the most up-to-date KAEM. Any changes that have been made in the manual are reported on the “change log”.

Document Change History

The following table lists the changes made to this manual since its release.

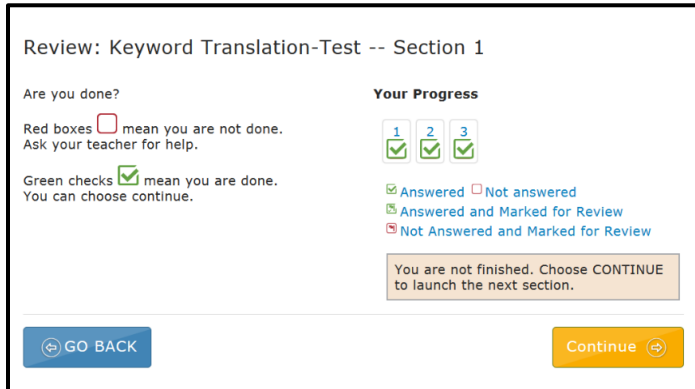
Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of the Change
February 3, 2017	34	Material Needed for Testing
February 22, 2017	16	SC-20 Situation and Description: removed grades 3-8 verbiage

- KAP testing window** - March 14 - April 28
- Check all **computers/testing devices** to make sure that you are using the correct **KITE client**. If you downloaded this in the fall you are good to go! No updates have been made to the KITE client since the October.
- Make sure you have sent in your **KIDS TEST send**. Contact the KIDS help desk or Lee Jones if you have questions or issues with KIDS.
- Download the **username and password extract** to obtain student **user names and passwords** (available now). The **test ticket extract** (this is an excel file) will be available when the window opens. Actual tickets are not provided except for DLM and cPass. You can generate your own tickets by using the downloaded extract and doing a mail merge from excel to word. Students who participated in the interim will use the same usernames and passwords on the KSA (Kansas summative assessment). The interim system uses tickets.
- Sometimes **I,l,0,O** look the same... so we examined different **fonts** and are trying out a new one! If you are still finding the **I,l,0,O** difficult you can easily experiment with different fonts after you have download the extract. Sometimes increasing the size will also help to differentiate the different letters and numbers. Using word can help identify the letters and numbers if you aren’t sure.

- PNP (Personal Needs Profile)** - these should be **entered two weeks prior to the start of the testing window**. Check to be sure these have been entered and you are ready for testing. If you need to update or change a PNP during the two weeks prior to testing you can still make these additions/changes, but we recommend having them done quickly. Do not make any PNP changes during testing.
- Daily Access Codes** - establish your process for downloading DAC and distribution of codes to your district/building. If you use email to provide the DAC the information must be password protected.
- Test Security and Ethics Training** - make sure staff who administer the KS assessment have been trained and you have “sign off” forms to verify training and agreement to abide by policies.
- Refrain from using **PII** (personally identifiable information) in emails. Use only student ID numbers when describing an issue.
- Testing Schedule** - establish your testing dates; enter your district/building schedule into the Educator Portal (Optional); plan for “what if’s” - for example, you have an unexpected snow day at the end of March and you were supposed to test.
- SC codes** - review the list of SC codes found in the manual. Establish a system for gathering information for coding. SC coding must be done by subject (ELA, Math and Science). Coding must be completed by end of day - **April 21, 2017**. Please don’t wait until the last minute to enter SC codes. Supporting documentation for SC 08 and 39 - due end of day April 21, 2017 to Lee Jones, KSDE.
- ELA and Mathematics** are two stage adaptive tests. We recommend allowing one class period for each stage of the assessment. Tests given for the same content area need time to adapt at the end of the first stage. If you plan on administering both stages in the same day please allow 10 minutes for this process to happen. If you are using an LCS server you cannot give both stages in one day. (If you are using an LCS during testing and plan to discontinue use please contact the KITE Service Desk prior to making changes.)
- Science** is not adaptive. It is administered in two stages or parts. Science simulations are new this year. Audio is available (not required) for all students on the science summative test. The audio for science reads only directions, text and questions. If a student needs to have an accommodated form that reads graphics, charts, etc. you would need to submit a PNP for that student.
- Headsets/Audio** - All Kansas summative assessment directions are read by the computer. The use of headsets is not required for any other component of the summative ELA, Math or Science test.

- Soft breaks** - the math test has a soft break between non calculator items and items that can use a calculator. Note: science and ELA do not use soft breaks.



- Reactivation:**

- It is imperative that educators administering the assessment verify the “end review screen” prior to students ending the test session (stage). Once the educator has verified that all items have a “green check mark” to indicate the question was answered, the student may end the test properly.
- Check the **monitor status** daily to see if any student did not finish the test. i.e. If you discover that a student did not answer 10 questions in stage one you would want to reactivate the test and have the student complete the test before moving on to stage 2. After completing stage one you would need to wait at least 10 minutes for the test to adapt before moving on to stage 2.
- Once students have completed stage 1 and started stage 2 you may only reactivate students in stage 1 if stage 2 has never been submitted or marked complete.
- Student’s tests will time out after 90 minutes of logging into the test.
- This year there is a new status called: "In Progress Timeout". This status will only update if the student accesses KITE Client after the 90 minutes have passed. If a student is reactivated this restarts the timer from the time of pressing "Reactivate" so you will need to reactivate when you are ready to test and this cannot be done the night before.

- ELA and Math Student, Building and District Reports** - available to the field by the end of May; science reports will be available after standard setting

K-ELPA (KELPA2)

- March 10** - last day of the testing window for K-ELPA (KELPA2)
- All scoring must be completed by the end of the day on **March 30, 2017!**
- K-ELPA scoring includes an option for **simultaneous scoring** in speaking. To utilize the simultaneous scoring option you must have scoring completed by **March 10**. However, if you wish to use the deferred model for scoring speaking you have until March 30 to complete scoring.
- If your district is planning on doing a district wide scoring day please email Kansas Assessment Program kap@ku.edu (please note this email address is not the email for the KITE Service Desk).
- Missing scoring stimulus can be found in the **Educator Portal** by clicking on the **HELP** tab. All information is listed there. Please remember, these are test secure materials and should not be copied and saved for future reference.
- Scores cannot be changed** once they have been submitted. The only way to override a score is to have the DTC assign a different scorer and have the new scorer grade the response.
- Scoring template:** We ask that scorers refrain from making ANY modifications to the scoring template when scoring students. If any modifications have been made to the scoring template this will cause problems when coordinators try and upload it to Educator Portal. Adjusting the columns is fine. Examples include changing the column header names, modifying any of the student's information (Modifying their name or test name). Adding students that are not already on the scoring template.
- Last week there was an isolated report from a district where students were taking the speaking test and the answers were not being saved on the KITE Servers. Upon further investigation with the KITE Service Desk it was determined that the district's content filter was not allowing communication with Amazon. Once the district enabled communication with <https://kiteaudio.s3.amazonaws.com/> the tests functioned as they should. Should you experience this issue, please have your IT team ensure that you are allowing this site in your content filter.