



Kansas Assessment Program

# Test Coordinator Training

March 5, 2024

# Welcome KAP Test Coordinators!



## Trainers for today's webinar:

ATS 	ATLAS	KSDE
Lisa Braun	Aletra Johnson	Cary Rogers (DLM)
Katherine Kocen		Lee Jones (ACT)
Mitch Montague		
Drew Jarrett		

# Agenda Topics

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- KAP Interim and Summative
- KELPA Screener and Summative
- Kite® Technology
- Dynamic Learning Maps® (DLM®)
- ACT

# 2023-24 Test Coordinator Training Webinars



All webinars are conducted online via Zoom. Additional information, including links, recordings, and additional resources, can be found on the [KAP website](#).

Webinar Dates	
August 8, 2023 ✓	January 9, 2024 ✓
September 12, 2023 ✓	February 13, 2024 ✓
October 10, 2023 ✓	March 5, 2024 ✓
November 14, 2023 ✓	April 9, 2024
December 12, 2023 ✓	May 14, 2024
	June 11, 2024

# KAP Updates

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Kansas Assessment Program

# March Timeline



5	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
8	KELPA testing window closes.
8	Test Security & Ethics Training must be completed by <i>all</i> personnel administering KAP assessments.
18	Assessment window opens for ELA, math, and science. Closes April 19 (Brick & Mortar).
18	Spring cPass testing opens. Closes April 19.
18	2 <sup>nd</sup> Grade Reading Assessment ( <i>optional</i> ) testing window opens. Closes April 19.
26	Paper administration of state paid ACT for <b>juniors</b> . Window 2.
26	ACT Online Window 2: March 26-29, April 1-5
26	ACT w/accommodations Window 2: March 26-29, April 1-5
27	WorkKeys paper administration Window 4.
27	WorkKeys w/accommodations Window 4: March 27-29, April 1-5, 8.
29	KELPA scoring window closes. Last day to upload writing booklets & scores to Kite.

# 2024 KAP Dates & Resources

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- Math & English Language Arts (ELA)
  - Grades 3 - 8, & 10<sup>th</sup>
- Science - Grades 5, 8, 11
- cPass - Grades 9-12
- TEST records may be sent now
- [Kansas Assessment Examiner's Manual \(ksassessments.org\)](https://ksassessments.org)

# Summative - 2 Test Windows

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## Brick & Mortar for In-person

- March 18 – April 19
- Please note the testing window for in-person testing is **a week shorter** than in the past.
- No remote testing allowed at this time.

## Remote for Virtual Students

- April 22 – May 3
- To schedule a testing session, visit [Virtual School Faculty Instructions for KAP Summative Remote Assessments \(ksassessments.org\)](https://ksassessments.org)
- No in person testing is allowed at this time.

# *Personal Needs Profile Must be Complete*



- Student's PNP must be completed before state assessment testing begins.
- Once testing begins, the PNP may not be changed/edited.
- If accommodations have not been added before testing, the student will test without the accommodations.

# Math Resource Sheets



- Math Resource Sheets for grades 4 - 8 and 10 can be used for *both test sessions*
- Grade level specific
- Resource sheets are located on KAP Website

Educators & Test Administrators > Test Administration >  
Testing Materials

# 2<sup>nd</sup> Grade Reading Assessment Resources



- [Grade 2 Reading Assessment Overview \(ksassessments.org\)](https://ksassessments.org)
  - Frequently Asked Questions
  - How to Sign Up
- [KAP Grade 2 Reading Quick Start Guide \(ksassessments.org\)](https://ksassessments.org)
  - Information for Test Coordinators
  - Information for Teachers or Proctors
    - Practice Test
    - Scripts

# On-site Monitoring for State Assessments



- Purpose: To monitor test security, KSDE staff and members of the Kansas Assessment Advisory Council annually visit 5%–10% of Kansas schools during test administration.
- A representative sample of districts in Kansas – across all state Board of Education regions, including both large and small districts – is selected for monitor visits.
- [Kansas State Department of Education Test Security Guidelines](#)

# On-site Monitoring for State Assessments



- Two methods are used to conduct monitor visits:
- Schools and districts may *volunteer* to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will **not** be informed of the specific date selected.
- Other monitor visits are *unannounced*. A random sample of schools will be chosen from the list of districts and schools that did **not** volunteer. The DTC will be informed of potential visits and will share test schedules for the purpose of facilitating monitor visits.

# On-site Monitoring for State Assessments



- To volunteer for an on-site monitoring visit, email Julie Ewing at [jewing@ksde.org](mailto:jewing@ksde.org)

# Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

# KELPA Updates

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# KELPA

Kansas English Language Proficiency Assessment

# Special Circumstance (SC) Codes



- Students that should take the KELPA but do not take the KELPA **must** have an SC Code entered.
- Detailed information about SC Codes is available in the Kansas Assessment Examiner's Manual (pp. 13-17).
- **SC-11** specifically for KELPA students that cannot test in one specific domain due to a disability; must be approved by KSDE.

# Special Circumstance Codes- KELPA

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- Enter SC Codes for KELPA by end of testing window
  - March 8, 2024
- SC Codes that must be approved
  - SC-08 Absences
  - SC-11 KELPA
  - SC-39 Other

# KELPA Testing and Scoring Windows

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- 2024 KELPA Testing Window  
January 29 – March 8
- 2024 KELPA Scoring Window  
January 29 – March 29

# Grade K and Grade 1 Writing



- For some questions, students respond directly on the computer. These questions are machine scored. Other answers are written in a student test booklet and are human scored.
  - The test booklets will need to be retrieved from the Help tab in EP prior to testing
  - The test booklets will need to be scanned and uploaded through Survey tab after students complete them.
- The Test Administration and Scoring Directions documents provide further guidance and include the student test booklets.

# Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

# Kite Technology Updates

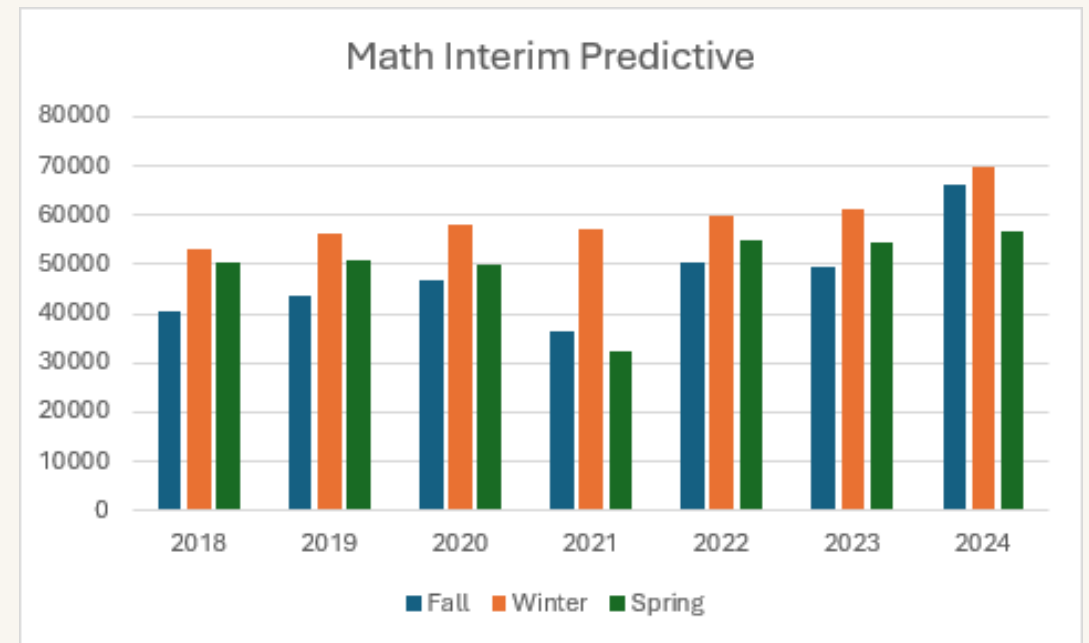
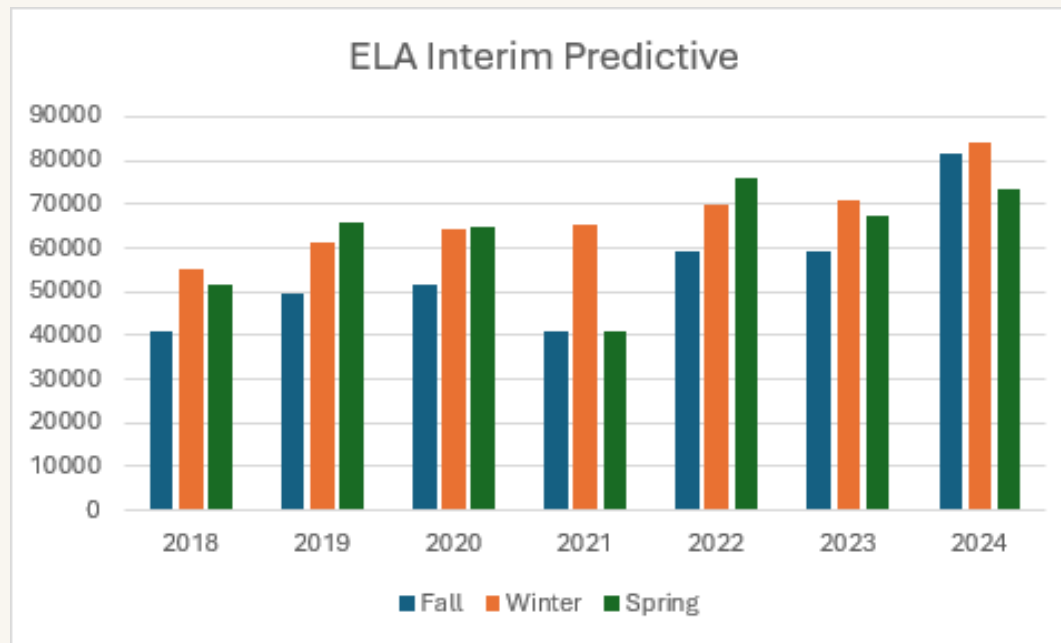
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# Interim Predictive Participation



- Interim Participation 2018-2024



# iPad Magnification



- Students on iPads can and should use the native pinch-to-zoom feature
- Magnification tool turned off (or not set in PNP Profile)



# Resolved Kite Error Messages

- Mark messages as Resolved
- Show Resolved messages
- Mark messages as Unresolved

**Kite Educator Portal** Logged in as Amelia Earhart [Sign Out](#)

Role: District Test Coordinator Organization: Kansas Assessment Program: KAP

[Home](#) [SETTINGS](#) [MANAGE TESTS](#) [INTERIM](#) [REPORTS](#) **[DASHBOARD](#)** [SURVEYS](#) [HELP](#)

[Testing Summary](#) [Scoring Summary](#) [Reactivations](#) [Concurrent Testing Activity](#) [Testing Outside Hours](#) [Short Duration Testing](#)

[Special Circumstance Students](#) **[Kite Error Messages](#)** [Parent Activity Summary](#)

**Dashboard: View Kite Error Messages**

Search by SSID OR Search by District/School

STATE STUDENT IDENTIFIER: \*

DISTRICT: \* Sunflower District x SCHOOL: Select

[Search by SSID](#) [Search](#)

☐ Include Resolved Error Messages

<input type="checkbox"/>	Processed Date	SSID	Record Type	Attendance School	Subject Area	Educator ID
<input type="checkbox"/>	10/05/2023 06:20 PM	1020298	TASC	High School	M	123456
<input type="checkbox"/>	10/05/2023 06:50 PM	1124142	TASC	High School	M	123456
<input type="checkbox"/>	10/05/2023 02:05 PM	1415244	TASC	Elementary	ELA	123456
<input type="checkbox"/>	10/05/2023 06:20 PM	1453778	TASC	High School	M	123456
<input type="checkbox"/>	12/07/2023 07:20 PM	1557943	TASC	High School	M	123456

[Download Error Messages](#) ☒ Mark as Resolved ☐ Mark as Unresolved

Page 1 of 1 10 per page 1-5 of 5 items

# Daily Access Codes – Set by District/School



- DTCs and BTCs can set the valid times for DACs that align with their schedules
- Default timeframe set: 4am – 9pm local time

Go to:

Settings > Organizations

> Edit DAC Time

> Upload DAC Time

Kite Educator Portal

Logged in as Amelia Earhart [Sign Out](#)

Role: District Test Coordinator Organization: Sunflower Assessment Program: KAP

SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP

View Organization **Edit DAC Time** Upload DAC Time

Edit School DAC Time: Select Criteria

STATE: KAP QC State DISTRICT: Sunflower SCHOOL: Select

Search

	District Name	School Name	Start Time	End Time
<input type="checkbox"/>	Sunflower	Buffalo School	08:00 AM	04:00 PM
<input type="checkbox"/>	Sunflower	Cottonwood School	08:00 AM	04:00 PM
<input type="checkbox"/>	Sunflower	Meadowlark School	07:00 AM	03:00 PM

Edit

Page 1 of 1 10 per page 1-3 of 3 items

- Note: DACs will be turned OFF and students will NOT be able to test on Saturdays and Sundays

# KAP Subject Practice Tests



- Science now available!
- ELA, Mathematics
- Grade Bands: 3-5, 6-8, 10-11
- PNP Logins
  - Display Enhancements
  - Text-to-Speech (TTS)
  - Keyword Translation (KWT)

## SPT: ELA, Math, Science

Grades	Username	Password
3-5	elem.practice	gate5
6-8	middle.practice	jazz4
10-11	high.practice	sent2

## SPT: ELA, Math, Science \*(PNP)

Grades	Username	Password
3-5	pnp.elem.practice	take8
6-8	pnp.middle.practice	swamp
10-11	pnp.high.practice	wrap4

# KAP Summative

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- How to verify students are ready to take the KAP Summative assessment?
  - Go to Reports > Data Extracts > Test Administration and Monitoring tab > Testing Readiness > Select "New File"
  - This extract includes:
    - Student login, test records and PNP settings information

# Feb 29 and Mar 1- KELPA Email



- Several districts received emails from the Kite Service Desk identifying students and items which had audio files that were not able to play for scoring.
  - Instructions are provided in the email. Reach out to the Kite Service Desk if you have questions.
  - Issue:
    - Rare Instance, more likely in Mac and iPad devices where the audio is not recorded correctly
    - Kite developers are investigating methods to mitigate the issue.
  - Overall: Students should always listen to their response before moving to next question

# KELPA Scoring Portal



- New, improved Scoring interface
  - Enhancements from requests from KELPA educators
  - Improved user flow
  - Demo recorded last month (January)
- Resources available (on KAP website):
  - [KELPA Scoring Manual](#)
  - [KELPA Scoring Video](#)

Scoring Window Closes  
March 29

# Monitor Scoring Extract

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- The Monitor Scoring data extract can be used to:
  - Monitor scoring status
    - Looking at Columns S through V
  - Identify what students need second rater scoring
    - Looking at Column N
- Go to Reports > Data Extracts > Test Administration and Monitoring tab > Monitor Scoring > Select "New File"

# Submitting KELPA Writing Responses



- Grades K and Grade 1 Writing Responses can be uploaded in Kite Educator Portal
  - Surveys > Take a Survey
  - Select either the Grade K or Grade 1 Survey link
  - Opens Kite Collector.
  - Select the file.
  - Click submit.

# KELPA Score Reports

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- Available after the scoring window closes
- Access in Kite Educator Portal
  - Reports > English Language Proficiency Exam
    - Individual Student Reports, School and District Summary Reports
- KELPA Educator Guide
  - KAP Website > Educators & Admins > KELPA > Scoring & Reporting
- KELPA Parent Guide & Parent Portal

# KELPA Screener Research Study

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- Kindergarten students – use Kindergarten Round-Ups and early enrollments for next year (Pre-K students?)
- Need scoring data from all students (including English-speaking students)
- This information will be used to help refine proficiency levels and guidance for eligibility for ESOL services for Kindergarten students.
- Interested in participating? Email [kap-support@ku.edu](mailto:kap-support@ku.edu)

# Summer External Review

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- Summer 2024 : Data Review
- Summer 2025: Standard Setting
  - Set the standards for proficiency levels on new 24-25 assessments
  - HUGE event involving large numbers of teachers
  - More information coming later

# New Student Portal Clients

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## Kite Student Portal Security & Technology Upgrades

- Development in progress
- Districts will need to install new SP clients on all devices over the summer for use NEXT year (2024-2025)

# Kite Service Desk Contact Info



- Kite Service Desk
  - Hours: Monday – Friday 7:00 AM – 5:00 PM
    - Extended hours: Starting March 11 Monday – Friday, 6:00 AM – 6:00 PM Central
    - Extended hours available throughout summative test windows
  - Email: [kap-support@ku.edu](mailto:kap-support@ku.edu)
  - Phone: 855-277-9752
  - Live Chat ([Educator Portal](#))

# Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

# DLM Updates

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**DYNAMIC<sup>®</sup>**  
LEARNING MAPS

# DLM Important Dates



Event	Date Open	Date Closed
Required Training	August 3, 2023	April 26, 2024
Fall Test Window	September 11, 2023	December 22, 2023
Spring Test Window	February 5, 2024	April 26, 2024

# Spring Test Window

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- Students must meet the blueprint requirements for both ELA and math. Teachers will need to select Essential Elements in the instruction and assessment plan to assign them to the student.
- Students in grades 5, 8, and 11 will need to complete all 9 science testlets. Science testlets are automatically sent to the students who are rostered to science.

# DLM Test Observations



- Kite Collector Questions for Test Administration Observations
- Using Kite Collector for DLM Test Administration Observations
- <https://collector.kiteaai.org/>
  - Atlas
  - StateUserKS
  - AtlaskS

# Special Circumstance (SC) Codes

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- SC codes will only need to be entered in the spring test window.
- A SC code will only be entered in the spring test window if the student has not completed *any* testing.
- Any testing a student does after an SC code is entered will be invalidated.
- [Special Circumstance Codes for Kansas Districts](#) (PDF)

# DLM Webinars for 2023-24



ALL WEBINARS BEGIN 3:00 P.M. CENTRAL STANDARD TIME

~~August 24, 2023: What do I need to do to get ready for the fall test window?—recording is posted on KSDE DLM page~~

~~September 14, 2023: How do I write instructional plans? (pre-recorded and available on KSDE DLM page)~~

~~October 12, 2023: DLM resources—How do I prepare my students for the DLM?~~

~~December 7, 2023: DLM fall test window wrap-up—What needs to be finished by Dec 22? WIDA ALT ACCESS information~~

~~February 8, 2024: DLM spring window~~

~~April 11, 2024: DLM wrap-up – What needs to be finished by April 26?~~

[Join Zoom Meeting](#)

Meeting ID: 897 7927 3623

Passcode: 947213

One tap mobile: +13462487799,,89779273623#,,,,,0#,,947213# US (Houston)

# Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

# ACT Information

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**ACT<sup>®</sup>**

# Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

# Session Wrap Up

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A PDF of the slides and a recording of this webinar will be posted by Friday on the KAP website's [DTC Virtual Training page](#).

Next Webinar:  
April 9

# Contact Information

- **Kite Service Desk**

☎ (855) 277-9752

✉ [kap-support@ku.edu](mailto:kap-support@ku.edu)

- **DLM Service Desk**

☎ (855) 277-9751

✉ [dlm-support@ku.edu](mailto:dlm-support@ku.edu)

- **KAP Assessments**

Julie Ewing

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✉ [jewing@ksde.org](mailto:jewing@ksde.org)

- **DLM**

Cary Rogers

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- **ACT**

Lee Jones

☎ (785) 296-7922

✉ [ljones@ksde.org](mailto:ljones@ksde.org)

