Test Coordinator Training
September – October 2019
Welcome!

• Who are we?

• Session goals
  – To help test coordinators:
    – understand their role and responsibilities for administering state assessments
    – understand various tasks and activities that they will be doing throughout the school year
    – receive updated information, resources, sites, etc. for delivery of a successful testing experience
    – to answer questions to facilitate better understanding for delivery of a successful testing experience
Agenda

• Building Assessment Literacy in Kansas
  – Summative, Interim, Formative
• Assessment Resources and Contact Information
• Summative Assessments
  – End of Year tests in ELA, Math and Science
  – KELPA
  – DLM
• Accommodations: PNP, Tools in the Kite System
• Interim Assessments
• Navigation of Critical Websites
• Test Coordinator Responsibilities, Roles, Resources
• Kite Educator Portal, Kite Student Portal
• ACT
Building Assessment Literacy

• The Kansas assessment program provides Summative, Interim and Formative assessments.

• What does each term mean?
• What is the purpose?
• Why do you give the assessment and do the assessments users know the why?
# Building Assessment Literacy

## Kansas Balanced Assessment System

### ALL Students

<table>
<thead>
<tr>
<th>Primary Purpose</th>
<th>Formative Tools/Processes/Practices</th>
<th>Interim Assessments</th>
<th>Summative Assessments</th>
</tr>
</thead>
</table>
| **Definition & Purpose** | Formative practices are planned, instructionally-embedded, and ongoing processes used by all students and teachers that:  
- Provide feedback to students (i.e. from self, peers, and teacher)  
- Inform and guide instruction  
- Monitor learning  
- Focus on standards  
- May be common among teachers of the same content  
- May be informal or formal  
- Check understanding, but not counted for a grade | Interim assessments are intentionally developed and administered to students at particular intervals of the school year that:  
- Measure growth toward the completion of courses/yearly learning goals  
- Inform and guide instruction  
- Provide feedback to students (i.e. from self, peers, and teacher)  
- Facilitate a systematic collective response to address student learning needs  
- Focus on standards  
- Should predict performance on summative assessments  
- Often common assessments  
- Drive professional learning | Summative assessments provide evidence of learning and mastery of standards for all stakeholders at an end point in time that:  
- Summarize what students know and do not know  
- Facilitate a systematic collective response to address future student learning needs  
- Assist with program or course evaluation  
- Evaluate curriculum and programs  
- Help drive professional learning  
- Provide information for local, state, and federal accountability purposes  
- Often continuous assessment |

<table>
<thead>
<tr>
<th><strong>Frequency</strong></th>
<th><strong>Classroom or Team</strong></th>
<th><strong>District</strong></th>
<th><strong>State</strong></th>
</tr>
</thead>
</table>
| Ongoing       | Planned intervals across instructional units  
May be used multiple times throughout the unit of instruction  
The learner should be given opportunities to re-demonstrate understanding after utilizing feedback | Calendar periods (i.e. quarter, trimester, semester) | KAP Predictive Interims up to 3 times per year  
KAP Mini-tests throughout instructional units |
| Minute by minute | **Commonly referred to as:** | End of course, end of year | Annually |
| Day by day | **Possible Examples** | | |
| **Classroom or Team** | **Possible Examples** | | |
| Pre-assessments/bell ringers | Quizzes  
End of unit or module assessments  
Performance assessments  
Curriculum-Based Measures (CBMs) | | |
| Post-assessments/text tickets | Final exams |
| Digital polling tools (i.e. Kahoot) | State Assessments (i.e.KAP Summative, OLM, KELPA, cPass) | | |
| Whiteboard checks | | | |

- **KAP Predictives**  
- **KAP Interim Mini-tests**
## Building Assessment Literacy

### Kansas Balanced Assessment System for Some/Few Students

#### Additional Assessments FOR Learning FOR SOME/FEW

<table>
<thead>
<tr>
<th>Diagnostic Assessments</th>
<th>Progress Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Diagnostic assessments provide more information about student understanding of content, including possible misconceptions or gaps in knowledge.</td>
<td>- Progress monitoring assessments are repeated measurements of academic performance that are conducted at regular intervals.</td>
</tr>
<tr>
<td>- Diagnostic assessments are designed to provide more precise, detailed, and instructionally relevant information regarding students' knowledge and skill.</td>
<td>- They may be used to assess students' academic performance over time, to quantify student rates of improvement or responsiveness to instruction, to evaluate instructional effectiveness.</td>
</tr>
<tr>
<td>- Informal diagnostics include surveys/assessments and are administered as needed to determine appropriate interventions for SOME students.</td>
<td>- They may be used to identify students not demonstrating adequate progress.</td>
</tr>
<tr>
<td>- Formal diagnostics include standardized assessments to dig deeper when students do not respond to interventions. These are administered to vary FEW students; often must be required by professionals with specialized training.</td>
<td>- They must be sensitive to incremental growth in student learning.</td>
</tr>
</tbody>
</table>

#### Definition & Purpose

- As needed based on district protocol and/or team decision
- Frequent predetermined intervals based on intensity of intervention

#### Sources

8. National Center for Response to Intervention
Assessment Resources and Contact
Assessment Resources and Contacts

- KIDS helpdesk: KIDS@ksde.org, 785-296-7935
- KITE Service Desk: kap_support@ku.edu, 855-277-9752

- DLM Service Desk: DLM-support@ku.edu, 855-277-9751
- DLM: Cary Rogers: crogers@ksde.org, 785-296-0916
- KELPA: Julie Ewing, jewing@ksde.org, 785-296-4906
- Nicole Primm, nprimm@ksde.org, 785-296-5060

Handout - Available on KSDE website
Curriculum Contacts

- ELA: Joann Mcrell, jmcrell@ksde.org
- Mathematics: Melissa Fast, mfast@ksde.org 785-296-3486
- History/government: Don Gifford, dgifford@ksde.org, 785-296-3892
- Science: vacant position
- Elementary: Cynthia Hadicke, chadicke@ksde.org, 785-296-2749

Handout - Available on KSDE website
Assessment Resources and Contacts

- Assessments: Lee Jones, ljones@ksde.org, 785-296-4349
- Assessments: Juanita Anderson, janderson@ksde.org, 785-296-1978
- Assessments: Beth Fultz, bfultz@ksde.org, 785-296-2325
- Kansas Assessment Program: Mary Matthew, mmatthew@ku.edu

Handout - Available on KSDE website
Assessment Resources and Contacts: Websites

- KSDE:  [http://www.ksde.org/](http://www.ksde.org/) , Search alphabetically for assessments or individual content areas.
- KSDE authenticated applications [https://apps.ksde.org/authentication/login.aspx](https://apps.ksde.org/authentication/login.aspx) AMOSS and KIDS.
- Dynamic Learning Map:  [http://dynamiclearningmaps.org/kansas](http://dynamiclearningmaps.org/kansas)
- cPass:  [https://careerpathways.us/](https://careerpathways.us/)

Handout - Available on KSDE website
Navigation of the KSDE Website

http://www.ksde.org/

Assessments
Welcome to the Assessments web page of the Kansas State Department of Education. The purpose of this page is to provide assistance to the districts and schools with their participation in the Kansas Assessment Program (KAP). This site contains documents and resources related to the state assessments in Kansas and should assist in the understanding of the program. Updates are made as new information becomes available. For further assistance please contact those individuals listed at the right.

Assessment Documents and Resources

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Assessment Timeline</td>
<td>Month by month list of important dates and tasks related to state assessments.</td>
</tr>
<tr>
<td>2019-2020 Kansas Assessment Program Overview</td>
<td>Quick reference for all Kansas state assessment testing windows.</td>
</tr>
</tbody>
</table>

| Acronyms and Abbreviations            |                                                                           |
| Assessment Resources and Contacts     |                                                                           |
| District and Building Test Coordinator Responsibilities |                                                                           |
| Dynamic Learning Maps Resources       | Resources and schedules for Dynamic Learning Maps assessment.             |
| Test Coordinator Regional Training    | PowerPoint of regional test coordinator training fall 2018                |

It is important that you become familiar with the KSDE website.
Things you can find of the KSDE website

• Assessment Activity Timeline – month by month list of dates and tasks related to state assessments
• District and Building Test Coordinator Activities
• 2019-2020 Kansas Assessment Program Overview – Links to KAP website
• Acronyms and Abbreviations
• Assessment Resources and Contacts
• District and Building Test Coordinator Responsibilities
• DLM Resources
• Test Coordinator Regional Training – Links to KAP site
2019-2020 Assessment Activity Timeline

- Posted on KSDE website
- Details the 2019-2020 DTC Assessment Activity Timeline

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### 2019-2020 Assessment Activity Timeline

<table>
<thead>
<tr>
<th>August</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12 -</td>
<td>Draft required training available as well as other DTC resources.</td>
</tr>
<tr>
<td>12-13 -</td>
<td>DTCs make sure all personnel needing Educator Portal accounts have them.</td>
</tr>
<tr>
<td>13-14 -</td>
<td>DTCs clean-up Educator Portal user accounts, deactivate accounts for personnel no longer in the district.</td>
</tr>
<tr>
<td>14-15 -</td>
<td>Signal built identification and order lists.</td>
</tr>
<tr>
<td>15 -</td>
<td>DLM internal administration (machine) complete required training by September 7.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 -</td>
<td>Submit TAC/SESS for predictive interim assessments and mini-tests.</td>
</tr>
<tr>
<td>2 -</td>
<td>DLM test administrators complete First Contact Surveys and enter RPS.</td>
</tr>
<tr>
<td>3 -</td>
<td>DLM test administrators begin selecting sites from blueprint for each student.</td>
</tr>
<tr>
<td>4 -</td>
<td>DLM test administrators begin selecting sites from blueprint for each student.</td>
</tr>
<tr>
<td>5 -</td>
<td>Test Security and Ethics training materials available in Educator Portal.</td>
</tr>
<tr>
<td>6 -</td>
<td>DLM test administrators begin selecting sites from blueprint for each student.</td>
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<tr>
<td>7 -</td>
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<td>10 -</td>
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</table>

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<thead>
<tr>
<th>October</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 -</td>
<td>KAP Meeting</td>
</tr>
<tr>
<td>2 -</td>
<td>ACT, ACT WYK and Project E filter administration training – Wichita</td>
</tr>
<tr>
<td>3 -</td>
<td>Regional test coordinator training at Chisholm</td>
</tr>
<tr>
<td>4 -</td>
<td>Regional test coordinator training at Hutchinson</td>
</tr>
<tr>
<td>5 -</td>
<td>Regional test coordinator training at Lawrence</td>
</tr>
<tr>
<td>6 -</td>
<td>Regional test coordinator training at Lawrence</td>
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<td>7 -</td>
<td>Regional test coordinator training at Lawrence</td>
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<td>19 -</td>
<td>Regional test coordinator training at Lawrence</td>
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<tr>
<td>20 -</td>
<td>Regional test coordinator training at Lawrence</td>
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</tbody>
</table>

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<thead>
<tr>
<th>November</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 -</td>
<td>ACT and ECT Test Security and Ethics Training completed and verified in ECT.</td>
</tr>
<tr>
<td>2 -</td>
<td>Database for requesting Bridge materials for KAP assessments.</td>
</tr>
<tr>
<td>3 -</td>
<td>DLM virtual training at 1:30.</td>
</tr>
<tr>
<td>4 -</td>
<td>DLM virtual training at 1:30.</td>
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<tr>
<td>5 -</td>
<td>DLM virtual training at 1:30.</td>
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<tr>
<th>December</th>
<th>Details</th>
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<tbody>
<tr>
<td>1 -</td>
<td>KAP-Extender (Teacher) accreditation training.</td>
</tr>
<tr>
<td>2 -</td>
<td>KAP-Extender (Teacher) accreditation training.</td>
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KAP Kansas Assessment Program
2020 Assessment Updates
2020 KAP Update: Grades 3-8, 10
ELA Summative (end of year) Test

• Test Design
  – Fixed form test (previously a 2 stage adaptive test)
  – Test is 100% aligned to the 2017 Kansas ELA Standards

• Each test session takes about 45-60 minutes

• Score reports will be available about one week after the close of the testing window

• Parent Guide to interpreting the report – available in both English and Spanish
2020 KAP Update: Website Resources

**ELA** Summative (end of year) Test

Easy to find resources on the website:

For Educators and Administrators

- **Resources and Training**
  - ELA Resources
  - Grade specific Assessment Development Guides
  - 2017 State Curriculum Standards
  - Available Mini-tests for ELA
2020 KAP Update: Grades 3-8

**Math** Summative (end of year) Test

- **Test Design**
  - Fixed form with 2 test sessions
  - Items aligned to the 2017 Kansas Mathematics Standards

- Each test session takes about 45-60 minutes

- Score reports will be available about one week after the close of the testing window

- Parent Guide to interpreting the report – available in both English and Spanish
2020 KAP Update: Grade 10 Math Summative (end of year) Test

• Test Design
  – Fixed form with 2 test sessions
  – Items aligned to the 2017 Kansas Mathematics Standards
  – Grade 10 math test covers the 9/10 standards

• Each test session takes about 45-60 minutes

• Grade 10 – Assessment Development Guide – not available at this time
Each test has 2 test sessions!

Session 1 (day 1)

Session 2 (day 2)

Within a test session – it may have two test sections. If this happens the test will have a soft break that divides the test session into two sections!
2020 KAP Update: Calculator Use
Math Summative (end of year) Test

- Calculator Section (grades 6 – 8, 10)
  - The calculator *inactive* portion will be Section 1 of both sessions
  - The calculator *active* portion will be Section 2 of both sessions

- Students are **not** allowed to use a calculator in grades 3-5

TI – Graphing
Gr. 10

TI – Scientific
Gr. 6-8
2020 KAP Update: Calculator Use

Math Summative (end of year) Test

• Calculator Section (grades 6 – 8, 10)
  – The calculator in active portion will be Section 1 of both sessions
  – The calculator active portion will be Section 2 of both sessions

• Handheld calculators may be used on the calculator active sections
  – Memory must be cleared before and after the test session
  – You must keep a list of students who use handheld calculators
  – Monitoring during testing is critical to ensure students use the tool on the appropriate test session
2020 KAP Update: Resource Sheet

Math Summative (end of year) Test

• Resource Sheet
  – Available during each test session for grades 4 – 8 and 10
  – Resource Sheets that include Formulas and conversions are available in the Kite Student Portal
  – Available on website (www.ksassessments.org)
    – Download the resource sheets so you become familiar with the given formulas and conversions
2020 KAP Update: Website Resources

Math Summative (end of year) Test

Easy to find resources on the website:

For Educators and Administrators

Resources and Training

Math Resources

Grade specific Assessment Development Guides
Grade specific Math resource sheets
2017 State Curriculum Standards
Available Mini-tests for Math
2020 KAP Update: Science Gr. 5,8,11 Summative (end of year) Test

- Test Design
  - Fixed form with 2 test sessions
  - Items aligned to the 2013 Kansas Science Standards
    - NGSS Standards

- Each test session takes about 45 minutes

- Score reports will be available about one week after the close of the testing window

- Parent Guide to interpreting the report – available in both English and Spanish
2020 KAP Update: Website Resources

Science Summative (end of year) Test

Easy to find resources on the website:

For Educators and Administrators

Resources and Training

Science Resources

Grade specific Assessment Development Guides

2013 State Curriculum Standards
2020 HGSS Classroom Based Assessment Pilot

• KSDE is providing roadshow trainings for teachers and testing coordinators on the HGSS classroom-based state assessment being piloted the 2019-2020 school year.

• Schools and teachers who wish to be a part of the pilot must attend, but all teachers and schools are welcome. Come see what all the excitement is about around this new assessment!

• Don Gifford, KSDE

Review/Question Time/Break
2020 KELPA

• New test, developed by the Assessment and Achievement Institute (AAI) at the University of Kansas

• Test Design
  – Aligns with the Kansas EL standards, Board approved (September 2018)
  – Fixed form with 4 test sessions (domain specific)
  – Tested Domains: Reading, Writing, Listening, Speaking
  – Grade Band Tests: K, 1, 2-3, 4-5, 6-8, 9-12
2020 KELPA: Test Length

• Each test session takes about 45-60 minutes*
  – Estimated time based on number of test items indicates less time is needed, but to be safe allocate 45-60 minutes

• Listening: 25 items, all items are machine scored
• Reading: 25 items, all items are machine scored
2020 KELPA: Test Length, Human Scored Items

- Speaking: 10 items, all items are scored by educator

<table>
<thead>
<tr>
<th>Grade Band</th>
<th>Writing Machine Scored</th>
<th>Writing Educator Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>2-3</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>4-5</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>6-8</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>9-12</td>
<td>17</td>
<td>3</td>
</tr>
</tbody>
</table>
2020 KELPA: Scoring Rubrics

• Grade-band specific rubrics, not task specific rubrics
• Each grade-band will have one speaking rubric that will be used on all tasks!
• Each grade-band will have one writing rubric that will be used on all tasks!
• Training materials will include example responses with calibration materials
• Available at Jan. 15, 2020 KELPA training (online training)
Scoring Best Practices

• Each district has the flexibility to determine who will score the assessment items. It must be a certified educator who is employed by the school district.

• Each question may be scored by a single person, or in pairs or small groups.

• Questions may be read/heard by more than one reader/scorer, but only one score is entered into the Educator Portal system in Kite®.
Individual Scoring:
Advantages and Limitations

• Individual scoring allows the scorer to:
  – listen/read written responses
  – use the rubric to determine the rating they would give the response based on the student response
  – determine final rating and enter the response

• Individual scoring does not allow the scorer to:
  – Calibrate their ratings with another scorer
Paired Scoring Processes

• Paired scoring allows for calibration of ratings. Paired scoring provides multiple opportunities for a response to be rated, eventually coming to consensus with a solid and justifiable rating.

• Paired scoring could be done in the initial phase of scoring allowing scorers the opportunity to:
  – listen/read written responses with a peer (or peers)
  – discuss the rating they would give the response based on the rubric
  – determine final rating

• Paired scoring will take more time in getting started, but the overall benefit to the student receiving a valid rating is worth the time.

• Only the final score would need to be entered into the Kite system.
KELPA scoring

• Process/Talk time
• Advantages/Disadvantages
• Best Practices to ensure scores are valid and reliable
KELPA Technology Practice Tests

• Available **January 6, 2020**

• KAP Technology Practice Educator Guide and Technology Practice Tests – should be used to help students become familiar with the technology

• KELPA specific item types will be available in January for KELPA
  – Offered in three grade band tests in year one of deployment
  – Grades K and 1
  – Grades 2-3 and 4-5
  – Grade 6-8 and 9-12
KELPA Key Dates

• KELPA Test Administration and Scoring Training – **January 15**

• **TEST records** must be submitted to KIDS by mid-January with the teacher ID and name in the proctor fields.
  - As students enroll you must continue to account for students by sending in TEST records

• PNPs need to be entered in Educator Portal by **January 20**.

• Scoring for KELPA speaking and writing **must** be completed by **March 27 @ 5:00 P.M.**
KELPA Special Circumstances Coding

- KELPA coding completed by the field: March 25, 2020

- KELPA Special Circumstances (SC) Codes approved by KSDE: noon March 27, 2020.
KELPA Results and Standard Setting

• Since this is a new test we will need to conduct standard setting
  – May 2020 standard setting
  – Present findings to KSDE BOE June 2020
  – Field review June - July
  – Approval of cut scores July – August BOE
  – Data will be finalized once approval from the BOE
  – Reports will be generated

• KELPA results will not be available until August or September
  (depending on standard setting it could be as late as October)
Dynamic Learning Maps
# DLM

**Dynamic Learning Maps® (DLM®) Alternate Assessment Instructionally Embedded Assessments English Language Arts and Mathematics Comparison Chart – Current to Updated For Teachers**

<table>
<thead>
<tr>
<th>Current Dynamic Learning Maps (DLM) Alternate Assessment</th>
<th>Updated Dynamic Learning Maps (DLM) Alternate Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fall 2014 through Spring 2019)</td>
<td>(Fall 2019 going forward)</td>
</tr>
<tr>
<td><strong>Consortium Window Dates</strong></td>
<td><strong>Consortium Instructionally Embedded Window Dates</strong></td>
</tr>
<tr>
<td>Instructionally Embedded Assessment Window:</td>
<td>Fall Window</td>
</tr>
<tr>
<td>09/19/2013 through 02/27/2019</td>
<td>09/09/2019 through 12/20/2019</td>
</tr>
<tr>
<td><strong>Spring Assessment Window:</strong></td>
<td><strong>Spring Window</strong></td>
</tr>
<tr>
<td>03/11/2019 through 06/07/2019</td>
<td>02/03/2020 through 05/15/2020</td>
</tr>
<tr>
<td><strong>Teacher Responsibility</strong></td>
<td><strong>Teacher Responsibility</strong></td>
</tr>
<tr>
<td>Teacher passes the Required Test Administrator Training.</td>
<td>Teacher passes the Required Test Administrator Training.</td>
</tr>
<tr>
<td>After students are enrolled and rostered, the teacher completes the First Contact survey, selects PNP Profile settings, creates instructional plans, instructs students and then assesses in the instructionally embedded assessment window.</td>
<td>After students are enrolled and rostered, the teacher completes the First Contact survey and selects PNP Profile settings. In both windows, the teacher creates plans, instructs students and then assesses.</td>
</tr>
<tr>
<td><strong>Blueprint Requirements</strong></td>
<td><strong>Blueprint Requirements</strong></td>
</tr>
<tr>
<td>Instructionally Embedded Assessment Window:</td>
<td>Fall Window</td>
</tr>
<tr>
<td>Meet the minimum number of Essential Elements for each conceptual area</td>
<td>Meet the minimum number of Essential Elements for each conceptual area</td>
</tr>
<tr>
<td><strong>Spring Assessment Window:</strong></td>
<td><strong>Spring Window</strong></td>
</tr>
<tr>
<td>Five testlets are system-assigned in ELA and five testlets in mathematics.</td>
<td>Meet the minimum number of Essential Elements for each conceptual area</td>
</tr>
<tr>
<td><strong>Number of Essential Elements</strong></td>
<td><strong>Number of Essential Elements</strong></td>
</tr>
<tr>
<td>Number varies by grade and subject for each conceptual area</td>
<td>Number varies by grade and subject for each conceptual area</td>
</tr>
<tr>
<td><strong>Essential Element and Linkage Level Selection</strong></td>
<td><strong>Essential Element and Linkage Level Selection</strong></td>
</tr>
<tr>
<td>Instructionally Embedded Assessment Window:</td>
<td>Fall Window</td>
</tr>
<tr>
<td>Teacher chooses Essential Elements and teacher assigns the linkage level within each conceptual area</td>
<td>Teacher chooses Essential Elements and the teacher assigns the linkage level within each conceptual area</td>
</tr>
<tr>
<td><strong>Spring Assessment Window:</strong></td>
<td><strong>Spring Window</strong></td>
</tr>
<tr>
<td>System chooses the Essential Elements and the system assigns the linkage level for blueprint coverage</td>
<td>Teacher chooses the Essential Elements and the teacher assigns the linkage level within each conceptual area</td>
</tr>
<tr>
<td><strong>Individual Student Score Reports</strong></td>
<td><strong>Individual Student Score Reports</strong></td>
</tr>
<tr>
<td>Combination of results from both the Instructionally Embedded Assessment Window and Spring Assessment Window</td>
<td>Combination of results from both the Fall Window and Spring Window</td>
</tr>
<tr>
<td><strong>Student Portal</strong></td>
<td><strong>Student Portal</strong></td>
</tr>
<tr>
<td>All testlets delivered in Student Portal</td>
<td>All testlets delivered in Student Portal</td>
</tr>
</tbody>
</table>
Test Coordinator Responsibilities

**Dynamic Learning Maps**

- Ensure that teachers administering the DLM assessment are completing the required Test Administration training by early September.

- Monitor participation and completion of assessments for DLM embedded assessments and the year-end assessments.

- Ensure that teachers complete First Contact Surveys and enter PNPs for students prior to September 20.

- Be sure teachers understand DLM ELA, mathematics assessments are instructionally embedded and students are instructed and assessed in two windows; September 20-December 20 and again February 3-May 15.

- DLM science is not instructionally embedded and is assessed during the February 3-May 15 window.

- SC codes must be entered in Educator Portal by April 29.
Navigation of the DLM Website
https://dynamiclearningmaps.org/
Accommodations

• Accommodations should be used on the state assessments only if they have been a regular part of instruction.

• Accommodations should be documented on IEPs, 504, ESOL and Student Improvement Team plans and provided as such if requested during a Test Security Monitor Visit.

• Accommodations must be recorded in a Personal Needs Profile (PNP) or Access Profile in Educator Portal.
Personal Needs Profile (PNP)

The PNP is intended to meet the needs of all learners, including those with disabilities. It defines a learner's needs and preferences for digitally delivered resources or services. The PNP can be accessed in the Student Record in Educator Portal. The PNP includes three categories:

• “Display Enhancements”: how resources are to be presented and structured;
• “Language & Braille”: how content is communicated to the learner; and,
• “Audio & Environment Support”: how content is audibly delivered and the testing environment is adapted to fit a learner's needs.
Personal Needs Profile (PNP)

- Tools and Accommodations for the KS Assessment Program

- Some tools are provided on all tests in the Kite Student Portal.
  - Highlighter
  - Guideline
Accommodations by Program

- Some accommodations are available by testing program and not available for all testing programs!
Text To Speech (TTS) available for “all” students!

• All students are given the option of TTS in science and you do not need to enter it into the PNP

• TTS audio – directions!
Personal Needs Profile (PNP)

• Tools and Accommodations for the KS Assessment Program

• Some tools are only available when selected in the PNP found in the Kite Student Portal.
TTS of reading passages and items (nonvisual)

***Text to Speech (TTS) of reading items and passages.

- Please contact Cary Rogers at KSDE, 785-296-0916 FOR APPROVAL; this accommodation is intended for a very limited number of students.

- This accommodation is ONLY for students with an IEP, 504 or student intervention plan.

- This accommodation is appropriate for students who receive daily instruction and assessments orally and through computerized text to speech.

- This accommodation should only be used by students who:

  - Have a reading-based disability (at least two grade levels below) that affects the student’s decoding, fluency or comprehension skills.

  - Can’t access print text due to blindness or low vision and do not have adequate Braille skills.
TTS of passages and test items (nonvisual)

- New process in **Kite EP** – coming in late November for TTS of passages and test items

- **KSDE Text to Speech Checklist**
TTS for directions, question text, test items

• This requires a PNP.

• A synthetic voice will read directions, text (related to the question) and the test items.
Human Reader

• A HUMAN reader is NOT allowed on KS assessments! Students must utilize the synthetic voice in Kite!

• An occasional word may be pronounced for students in questions and stems but not in passages.
Ordering Braille Booklets

• Request braille booklets through the Personal Needs Profile (PNP) in Educator Portal.

• Booklets will be ordered for students who have “Braille” selected on the “Language & Braille” tab of their PNP.

• PNPs must be correct for all students who need regular braille assessment by Friday, November 8, 2019.

• If any changes are made to your orders after this date or if you have questions, please contact KAPaccommodation@ku.edu
Test Coordinator Responsibilities: Personal Needs Profile (PNP)

As the DTC you must:

• Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in Educator Portal.

• Keep records of documentation for text-to-speech accommodations and any other accommodation that requires a deviation from the general assessment; documentation must be kept at the district and the building level for test security.
Review/Question Time/Break
Interim Assessment Program

Interim

Mini-tests
- Formative assessments/tools for the classroom

Teacher selects to align with current units of instructions

Predictive
- Indicate how students will perform on the KAP Summative tests
- 3 testing windows
- Available in ELA and Math
INTERIM GUIDE FOR EDUCATORS AND TEST COORDINATORS
SEPTEMBER 2019

• Posted on the KAP website!
• Everything you wanted to know and more about interims!
2019-2020 KAP Update: ELA Interim Predictive tests

- 3 predictive tests at each grade 3-8, 10
- Aligned to the 2017 Kansas Standards
- 3 testing windows
- Predict student success on the KAP summative test
- The Kite system automatically enrolls any student with a TASC record in predictive assessment.

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>ELA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>10/7/19 to 10/18/19</td>
</tr>
<tr>
<td>Winter</td>
<td>12/2/19 to 12/13/19</td>
</tr>
<tr>
<td>Spring</td>
<td>2/10/20 to 2/21/20</td>
</tr>
</tbody>
</table>
2019-2020 KAP Update: Math Interim Predictive tests

- 3 predictive tests available in grades 3-7
- 2 predictive tests at grade 8 (fall and winter window)
- NO predictive interim at grade 10
- Items aligned to the 2017 Kansas Standards
- The Kite system automatically enrolls any student with a TASC record in predictive assessment.

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>Math</th>
<th>Grades Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>10/7/19 to 10/18/19</td>
<td>Grades 3 - 8</td>
</tr>
<tr>
<td>Winter</td>
<td>12/2/19 to 12/13/19</td>
<td>Grades 3 - 8</td>
</tr>
<tr>
<td>Spring</td>
<td>2/10/20 to 2/21/20</td>
<td>Grades 3 - 7</td>
</tr>
</tbody>
</table>
Interim Predictive Reports

There are five reports available for interim predictive tests.

1. Predictive Student Score
2. Student Report
3. Question CSV
4. School Report
5. District Report
Interim Predictive Reports

**English Language Arts Interim Assessment Report**
Projected End-of-Year Score Range

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>220</td>
<td>260</td>
<td>290</td>
<td>330</td>
</tr>
</tbody>
</table>

The benchmark for college and career readiness is Level 3.

- Students who score at Level 3 can typically:
  - Read and understand moderately complex grade-level texts
  - Summarize themes
  - Identify implied or clear details to support an idea
  - Determine the significance of more difficult words and complex figurative language
  - Identify literary elements and text structures and their impact on meaning
  - Determine point of view or purpose
  - Revise or edit a text to use academic language and correct grammar, punctuation, and spelling
  - Organize a text using sequence and logic
  - Determine if information is relevant
  - Use strategies to elaborate on ideas and structure texts

For more details about how your student performed on specific text questions, see the back of this report.

**Your Student's Results**

<table>
<thead>
<tr>
<th>Question Description</th>
<th>Credit Earned</th>
<th>PCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>35</td>
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</tr>
</tbody>
</table>

Note: "~" indicates a field test item which does not count towards students' scores.

**Additional Resources**
For information about the Kansas College and Career Ready Standards, visit kansasci.org.
To learn about the Kansas Assessment Program, visit kansasscorecard.org.

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2019 - 2020 KAP Update: Interim Mini-tests

- Mini-tests cover the range of the standards
- Can be used as formative tools after a unit is taught to check for understanding
- Reports available; immediate results
- New mini-tests are added throughout the year as time allows
Interim Mini-tests

• Log in to Educator Portal
• Interim tab
• Select Build or Select a Test
Interim – Mini-tests

Use drop-down menus to view mini-tests by subject and grade

A list of available interim mini-tests can also be found on the KAP website!
Interim Mini-tests

• Mini-tests can be previewed!
• Mini-tests can be built by combining two or more tests
• Mini-tests that are built within your own district/school can be copied and used

• Educators can assign tests to students rostered to them via KIDS TASC records and are able to create their own student groups to facilitate future assignment. These student groups can be saved and used for faster test assigning.
Interim Mini-tests

Managing Tests

Students use the same Username and Password for interim and summative tests!
Interim Mini-tests

Reports

1. Student Activity Report: Summary of all testing within my organization.

2. Test Summary: Data for each student’s score per item and for the test.

3. Item Report: Data for each item with aggregated student response analysis.

4. Student Report: More comprehensive data for each student’s performance on each item (ideal for sharing with student).
New KAP website

www.ksassessments.org
KAP website

• Organized to help you find things easily and remove the number of clicks you were making to find what you need!

• For Families

• For Educators and Administrators
Let’s Explore…Can you find? (Mary’s version of Bingo)

<table>
<thead>
<tr>
<th>K</th>
<th>A</th>
<th>P</th>
<th>O</th>
<th>!</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAEM</td>
<td>Braille</td>
<td>KELPA Parent Guides</td>
<td>Test Security Fact Sheets</td>
<td>KS Assessment Overview</td>
</tr>
<tr>
<td>Math Development Guides</td>
<td>Educator Portal Login</td>
<td>Technical Manuals</td>
<td>KELPA Scoring Manual Release date</td>
<td>cPass</td>
</tr>
<tr>
<td>DTC Virtual Training</td>
<td>Grade 5 Math Resource Sheet</td>
<td>Free Space</td>
<td>Accessing Score Reports</td>
<td>Kite System Status</td>
</tr>
<tr>
<td>Scale scores, PLD’s, Cut score</td>
<td>KELPA Secure Materials</td>
<td>Power or Internet Interruptions</td>
<td>Kite Service Desk</td>
<td>Science Development Guides</td>
</tr>
<tr>
<td>Kite Installation</td>
<td>Test Security Verification of Agreement</td>
<td>KAP ACT prediction</td>
<td>Interim Manual</td>
<td>KAP Parent Guide Spanish</td>
</tr>
</tbody>
</table>
2019-2020 Kansas Assessment Overview

- Posted on KAP website
- Details the 2019-2020 Assessment Calendar and Overview of Important Events

Download the 2019 - 2020 Assessment Calendar
Kansas Assessment Examiner’s Manual

• The Kansas Assessment Examiner’s Manual (KAEM) will be available January 3, 2020 on the www.ksassessments.org

• Any staff member who administers or supports the administration of the state assessment must read the KAEM prior to administering the assessment.

• Since this document is not available until January you will need to build this into your training plans.
Review/Question Time/Break

• Accommodation Resources
Kite Suite

Educator Portal

Student Portal

Notice: Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

SIGN IN TO EDUCATOR PORTAL

USERNAME:

PASSWORD:

Sign In » Forget Password?

Welcome Back!

USERNAME

PASSWORD

SIGN IN
Important Resources

Download the following resources for handy reference throughout testing:

• Kite Student Portal Manual for Test Administrators (August 2019)
• Technology Practice Test Guide for Educators
• Kite Educator Portal Manual for Test Coordinators (August 2019)
KIDS and Kite

• TASC Uploads to Kite
  • Needed for students to be able to take Interim assessments

• TEST uploads to Kite
  • Needed for students to take summative assessments in ELA, Math and Science.
  • Needed for students to take KELPA and cPass.
Kite Supported Browsers

• Mozilla Firefox
• Google Chrome
• Internet Explorer
Kite Student Portal

- Old software must be uninstalled and the new software must be downloaded.

Installation Instructions

- Windows
- Mac
- iPad
- Chromebook
Kite Student Portal Update – Kite Mac client Follow-up re: 8-26-19 email

• We have found an unexpected issue when accessing the microphone with the new Kite Mac client. We asked you to wait and not install the new Kite client on Macs while we researched the issue.

• Based on our research we recommend the following:
  – Please proceed with installing the new Mac client. If you plan to use the device for KELPA testing, we will provide a KELPA client for you to install in the next few weeks. This will only be required if you are planning to use the Mac for the KELPA speaking test.
  – If you have other devices that could be used for the KELPA speaking test instead of a Mac, this additional installation will not be required.
Accessing Kite Student Portal

- Student Usernames and Passwords:
  - Available as an extract
  - Available as a “ticket”
  - Are the same all year long for every assessment the student takes

- During summative testing, students must use a daily access code to enter the Kite Student Portal.

- This code is provided in the Educator Portal and is not directly available to teachers and test proctors.
Kite Technology Practice Tests

- Kite Technology Practice tests are available for students to become familiar with the Kite system and item types.

- KELPA Technology Practice Tests will be available on Jan. 6, 2020
Kite Technology Practice

• Educator’s Guide is posted on website

• Kite Technology Practice tests logins are found inside the Kite Technology Practice Test Guide for Educators
Student Portal Changes: Navigation Bar

- Gone are the green check marks!
- Answered questions appear on a white background with a blue border and a blue dot below the number!
- Flagged questions that are unanswered appear on a white background with a red border and a red flag below the number.
Student Portal Changes: End Review Screen

**Review: Kite Technology Practice**

**Are you done?**
Red boxes mean you are not done. Ask your teacher for help.
Blue dots mean you are done. You can choose end.

**Your Progress**

- Answered
- Not answered
- Answered and Marked for Review
- Not Answered and Marked for Review

[Image of a review screen with progress indicators]
Kite Educator Portal

• Educator Portal Login – on www.ksassessments.org
DTC Responsibilities: Kite Educator Portal

• Ensure that all personnel who need Educator Portal accounts have an account and the proper roles are assigned.

• Learn the features of Educator Portal and share/discuss with staff.

• Conduct yearly “maintenance”
  – Remove users who are no longer in your system
  – If user roles have changed, make those changes
Kite Educator Portal: Home Page
Kite Educator Portal: Roles and Permissions

- Educator Portal defines the level of access a user has to data and certain functions in the Kite system.

- Refer to chart in the Educator Portal Manual for Test Coordinators
User Management
Update Kite Roles

• Each district may only have one DTC. Lee Jones, KSDE approves the DTC role in Kite.

• As the DTC you are responsible for:
  – Removing users who have moved from your district.
  – Adding any users who are new to a role or who are new to your district.
  – Making changes to user roles within in your district. If a user has changed to a different role please make that change.

• User Management pages 15 - 26
Kite Educator Portal: Setting Personal Needs Profiles

• PNPs can be created manually or done through an upload process!

• Pages 27 - 35

  • After adding or removing PNP settings for your students, it can be uploaded using the following steps. The upload will update any changed fields on existing student profiles, and will create profiles for students who did not have entries previously but now do.
Kite Educator Portal: Data Extracts

• **Current Enrollment** – Current enrollment information for active students.

• **KAP Student Scores Current Students** – Year to year student scores by subject.

• **KAP Student Scores Specified Student** – Year to year student scores by subject for specified student state ID.

• **KAP Student Scores Tested Students** – Year to year student scores by subject for students tested in the most current report year.

• **KAP Test Administration Monitoring** – Test administration status by student and subject.

• **Monitor Scoring** – Scoring assignment status by student, subject, and stage.
Kite Educator Portal: Data Extracts

- **PNP Setting Counts** – Student PNP setting counts by organization.
- **PNP Settings (Abridged)** – Personal Needs and Preferences (PNP) settings by student.
- **Roster** – Student assignment by educator and subject.
- **Student Login Usernames/Passwords** – Student login usernames and passwords by assessment program and organization.
- **Test Records** – Student test types and subjects.
- **Test Tickets** – Student login and ticket information for tests.
- **Testing Readiness** – Student login, test records and PNP settings.
- **Users** – Educator Portal users and their associated role(s).
Projected Testing Dates (EP)

• The **Projected Testing and scoring tab** within **Manage Tests** is available.

• Information can be entered or uploaded by DTC and/or BTC.

• This helps ATS understand projected system testing loads by day. It helps KSDE see testing schedules in the field for assistance with monitor visits.

• It is also an easy way for DTCs to see when buildings are testing in case you have a monitor visit!

• Pages 42- 49

Not required, but is an extremely helpful and easy way to manage testing schedules! However, if you are selected for a monitor visit you must be able to provide an up-to-date schedule.
DTC Responsibilities: Daily Access Code

- During summative testing, students must use a daily access code to enter the Kite Student Portal.

- This code is provided in the Educator Portal and is not directly available to teachers and test proctors.

As the DTC you must:

- Establish and describe the system used for sharing Daily Access Codes with staff. This plan should include the secure transmission of the information each day.
DTC Responsibilities: Monitoring Tests

- When monitoring tests, you will not be able to view any student answers. Instead, you will be able to see which students have started the test and whether or not they have completed various sections of the test.
DTC Responsibilities: Reactivating Tests

• When reactivating tests, you will not be able to view any student answers. Instead, you will be able to see which students have started the test and whether or not they have completed various sections of the test.

• You must first end the test session and then click reactivate.

• DTCs must keep records of reactivations and “why”
Entering SC codes

• In the event that a student cannot take or complete a high-stakes, summative assessment, you will need to enter the special circumstance code (SC).

• A list of available special circumstance codes can be found in the Kansas Assessment Examiner’s Manual (KAEM)

• Some codes require KSDE approval:
  • SC-08, SC-39
Special Circumstances (SC) Codes

- KELPA coding completed by the field: March 25, 2020
- KELPA Special Circumstances (SC) Codes approved by KSDE: noon March 27, 2020
- KAP ELA, math and science completed by the field: April 29, 2020
- KAP Special Circumstances (SC) Codes approved by KSDE: May 1, 2020 noon
Dashboards

• The Dashboard provides key metrics that are critical to state and district stakeholders during testing.
  – Daily monitoring of the dashboard by DTCs and BTCs is essential.
  – Each tab on the Dashboard allows you download an extract for your school and/or district.
    – Testing Summary
    – Scoring Summary
    – Reactivations
    – Testing Outside School Hours
    – Kite Error Messages

• DTCs should review the Dashboard on a daily basis to assist with internal monitoring of testing.
KAP Summative Reports (end of year)

- Reports available within one week after the end of the state testing window.
  - Student, Building and District Reports

- Current and archived reports are available

- Reports can be printed in bundles or by individual student.

- Understanding the Reports and Parent Guides (also available in Spanish) are on the KAP website
KELPA Reports

• Reports available after standard setting and KSDE board approval of cut scores.

• Current and archived reports

• Reports can be printed in bundles or by individual student.

• Understanding the Reports and Parent Guides (also available in Spanish) will be on the KAP website
Test Security and Ethics
Test Coordinator Responsibilities

• Complete Test Security and Ethics training provided by KSDE and KAP.

• Provide Test Security and Ethics training for all personnel that will be involved with assessments.

• Document:
  – which individuals have received training in your district/buildings,
  – when the training was provided,
  – and the way in which the training was provided;
  – documentation must be kept at the district and the building level.
Test Security and Ethics
Required Training

• Test security and Ethics training is NOT offered at the KSDE conference.

• **All required training is done online.**

• Different training modules are available to meet your level of need.

• **The Test Coordinator Regional Training provides information only and does not fulfill the requirements for Test Security and Ethics training.**
Online Training Options

- **New DTC** – this training is designed for DTCs who have **0 – 3 years experience** as a DTC.

- **Veteran DTCs** – “refresher” version – this training is designed for those who have been a DTC for **at least 3 years**.

- **Training materials** posted on [www.ksassessments.org](http://www.ksassessments.org) Posted 9/9/19

- **Verification and sign off** can be found inside the Kite Educator Portal on the HELP tab.
  - You will see instructions on how to access the link and completion of the verification.
  - Posted the week of 9/16/19
Online Training Options

• An **Optional Training Module** Designed for DTCs to use with Educators is provided at the end of Veteran and New DTC training modules.

• This training can be adapted by the DTC/BTC for training in their district. District specific information must be provided by the DTC/BTC.
Completion and Agreement to Abide by for Test Security and Ethics

• All District Test Coordinators must complete the online training by **November 8, 2019**.

• All “in-district” training provided by the DTC/BTC must be completed by **January 31, 2020** for anyone administering a KELPA assessment.

• All “in-district” training provided by the DTC/BTC must be completed by **March 16, 2020** for anyone administering a KAP assessment in ELA, Math, and/or Science, plus cPass.
Kansas State Test Security Guidelines

• Please take time to read the Test Security Guidelines.

• This training will reference key points in the document that are critical for a DTC to be aware of and share with staff in your district.
Fact Sheets

• 2019 - 2020 Test Security and Ethics Fact Sheet

• 2019-2020 Appropriate Testing Practices Fact Sheet
cPass

• AG assessments are available for the 2019-2020 school year!

• We are exploring ways to continue providing the AG assessments beyond the 2020 school year.
ACT state testing website

• For information on ACT and WorkKeys testing in Kansas, visit:

Pre ACT

• Pre ACT 8/9 for grade 9
• Testing window is October 14 - November 1, 2019
• paper only
ACT Testing Dates

• Paper: February 25, 2020

• With accommodations: February 25 - March 6, 2020

• Online: February 25-March 5, 2020 (Tuesday, Wednesday, and Thursday only)
WorkKeys Testing Dates

• Paper: February 26, 2020

• With accommodations: February 26-March 6, 2020

• Online: February 26-March 6, 2020
District and Building Test Coordinator Responsibilities

Communication
- Communicate information regarding assessments throughout the year to all personnel involved with assessments.
- Share assessment resources with personnel that will be involved with assessments.
- Establish and describe the system used for sharing Daily Access Codes with staff.
- Establish a good working relationship with personnel who need KIDS data and with your technology staff and inform them of dates for data submissions.

Test Security
- Complete Test Security and Ethics online training provided by KSDE and KAP by November 8.
- Provide Test Security and Ethics training for all personnel that will be involved with assessments.
- Document which individuals have received training, when the training was provided, and the way in which the training was provided; documentation must be kept at the district and the building level.
- Report any Test Security and Ethics violations or concerns to Lee Jones, Hemisphere.

filer Educator Portal
- Instruct new Educator Portal for staff who have left the district and/or changed roles with the district.
- All should be completed by the end of September.
- Ensure that all personnel who need Educator Portal accounts have them and the proper roles are assigned.
- Learn the features of Educator Portal and share这份我 with staff.
- Review and save student reports at the end of the school year as needed.

Dynamic Learning Map
- Ensure that pre-class instructional videos are submitted for DLM.
- Ensure that teachers are completing the DLM component of the required Test Administrators training by early September.
- Monitor participation and completion of assessments; the DLM embedded assessments and the year-end assessments.
- Ensure that teachers complete Test Center Content surveys and send PPS for students prior to September 16.
- Provide teachers with updated DLM/ELA, mathematics assessments are instructional or embedded and students are instructed and assessed in two windows; September 26–December 20 and again February 10–March 11.
- GHHS science is not instructionally embedded and is assessed during the February 10–March 11 window.
- SC science is not instructionally embedded and is assessed during the February 10–March 11 window.
- SC science must be entered in Educator Portal by April 20.

KELPA
- Attend KELPA virtual training January 15 or watch recorded training when posted.
- All test scores must be submitted to KIDS by mid-January with the teacher ID and name in the proper field. PPS must be entered in Educator Portal by January 20.
- Scoring for KELPA speaking and writing must be completed by March 27 at 5:00 P.M.
- Any KELPA scores must be entered in Educator Portal by March 25.

Be sure to download the District and Building Test Coordinator Responsibilities list from the KSDE website!
DTC-BTC Virtual Training

DTC and BTC Virtual Training
Offered online through Zoom and Skype @1:30
Recording posted on Friday following the training on [www.ksassessments.org](http://www.ksassessments.org)

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<td>January 15 (KELPA focus)</td>
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<td>January 29</td>
<td>May 6 (if needed)</td>
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Please join in on the calls for information throughout the year!
Questions?