



**DTC – BTC Virtual Training for Kansas Assessments
April 3, 2019**

Recording and handout available on April 5, 2019 at www.ksassessments.org

**Next Session:
April 17, 2019 – 1:30**

Trainers:

Mary Matthew, AAI

Lee Jones, KSDE

Susan Martin, Charles Turner, Ryan Jensen, Sean Skaggs, ATS

KELPA2

- Thank you all for your work in getting the tests administered and scored! Only 243 student tests (speaking or writing) were not scored this year.
- Results will be available the week of May 6, 2019 in the Educator Portal
- Parent Guide in English and Spanish
- 2019-2020 Name change - KELPA
- New test being developed by the Assessment and Achievement Institute (CETE)
- New test will cover the four domains (Reading, Writing, Listening, and Speaking) and is aligned to the KS EL standards.

Summative Testing Updates

- Testing Window for Summative KAP tests in ELA, Math and Science – March 11 – April 26
- Last day to enter SC codes for KAP and DLM – **April 19**
- Testing window closes April 26 at 5:00 p.m.
- Kansas Assessment Program Survey (includes summative, interim, KELPA2, cPass and all things KS) will be sent out to the field on April 15th – please pass on the information to your district so your voice can be heard! We appreciate your feedback because it only helps improve our program and services.

Summative Reports

- Student, Building and District reports will be available the week of May 6, 2019 in the Educator Portal
- Roles needed to access the reports: DTC, District Users, BTC
- Grade 8 Relating KS Assessment Program Scores to ACT



Special Circumstances (SC) Codes

- April 19, 2019 – last day to enter SC codes
- List of SC codes – Examiner’s Manual

Category	Situation	Description	Testing Requirements, ESSA Implications, Notes	SC Code
Other	Other reason for ineligibility	Contact your district test coordinator, who will notify KSDE.	Student need not be tested and does not count against the school for participation. Must be approved by KSDE.	SC-39
Absences	Catastrophic illness or accident	Student has been seriously disabled by accident or illness.	Student need not be tested and does not count against school for participation. Must be approved by KSDE.	SC-08

Technology Updates

- Transferring during testing
- Dashboard – pages 79-82 Kansas Assessment Program District Test Coordinator Manual
 - 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.

Reactivations and Monitoring Test completion

- It is important that you check for test completion daily and reactivate any student who did not complete the test.
- Summer AMOSS

Reporting and PII

As a reminder –

The documentation for Kansas regarding allowable identifiers in an email specify that only the **Student State ID** number **and no other identifying detail is to be used in email.**



Test Security Monitor Visits

- Visits are being made by KSDE staff and members of the Kansas Assessment Advisory Council

Test Security Guidelines: Reporting Testing Discrepancies and Potential Security Violations to KSDE (pages 2-3)

1. It is the responsibility of the superintendent or their designee, on behalf of any and all school principals, to report in writing, all discrepancies in test material delivery and collection, as well as issues and concerns regarding potential violations of the Kansas State Department of Education's test security procedures, to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.4349.
2. In consultation with staff from KSDE upon breach of security, appropriate consequences will be put in place at the district level.
3. Because each case is unique in nature a variety of steps could take place, but are not limited to the following suggestions:
 - No action taken, discussion with KSDE indicated the breach was not severe in nature to warrant any action
 - KSDE Action: Written letter and/or phone call to Superintendent, District Test Coordinator stating concerns and processing of action steps
 - Retesting of students
 - Removal of test proctors from testing rooms
 - KSDE Monitor Visit follow-up the next testing year to check for validation that changes to inappropriate practices have been made
4. Upon completion of the Monitor Visit all Checklists are analyzed for discrepancies and potential security violations.
5. The Assessment Achievement Institute (AAI) will provide data to KSDE that examines potential areas of test irregularities throughout testing. The following data will be reported upon completion of testing using the dashboard:
 - DTC training log (spreadsheet) – this validates that training was completed by the DTC in each district in Kansas.
 - Test Reactivations – frequency of reactivations
 - Click History
 - Tests taken "after" school hours (i.e. with students who attend a virtual school test after the end of typical school day is allowed)
6. We expect administrators and teachers to abide by the Test Security and Administration guidelines in the Examiner's Manual. Therefore, if a student questions the accuracy of an item, follow the procedure outlined below.

First, to the student, repeat the information from the directions, teacher print directions, or KITE directions: "Choose the answer that you think is best. There is one correct or best answer to each question. Carefully read the question. Work the problem." *It may be appropriate in certain circumstances to tell the student or reader that their concern will be forwarded to KSDE for review and analysis.*



Second, collect the following information and forward the information to the District Test Coordinator, who will then forward the information to the KITE Service Desk and Lee Jones at KSDE.

- Student ID only; do not include the name, building, or district.
- Content of the test, for example, ELA, math, science.
- Session number and the item number.
- Report the issue, not the item (for example, no correct answer, multiple correct answers, A and C are both correct, a word is misspelled, the sentence is grammatically incorrect, etc.).
- Do not forward the item, the item stem, any answer choices, or narrative descriptions of the item via email (these are live, secure test items).
- Do not send pictures of the item.

DLM

- Testing window closes April 26 at 5:00 p.m.

Critical Dates and Handoffs:

2018-2019 Assessment Activity Timeline		
April	2	KAAC meeting
	3	DTC virtual training @ 1:30
	17	DTC virtual training @ 1:30
	19	Last day to enter SC codes for KAP and DLM assessments
	26	Assessment window closes @ 5:00 pm
May	1	DTC virtual training @ 1:30 <i>This session will focus on student, building and district reports.</i>
	6	Student score reports available for KAP assessments.
June	4	KAAC meeting
July	8-26	Check your data in AMOSS. Be sure to have someone available during that time

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