



Kansas Assessment Program

Test Administrator Manual

KAP GRADE 2 READING

2024 – 2025





KAP Grade 2 Reading

BEFORE THE ASSESSMENT

- Access Your Kite Educator Portal Account
- District Sends KIDS: TASC Record
- Test Coordinator Sets Student PNPs
- Install Kite Student Portal on Student Devices
- Students Take Grade 2 Reading Practice Test
- Gather Testing Materials
- Prepare Testing Environment

DURING THE ASSESSMENT

- Help Students Log in to Student Portal
- Use Script Provided
- Actively Proctor Students

AFTER THE ASSESSMENT

- Dispose of Secure Test Materials
- Access Reports

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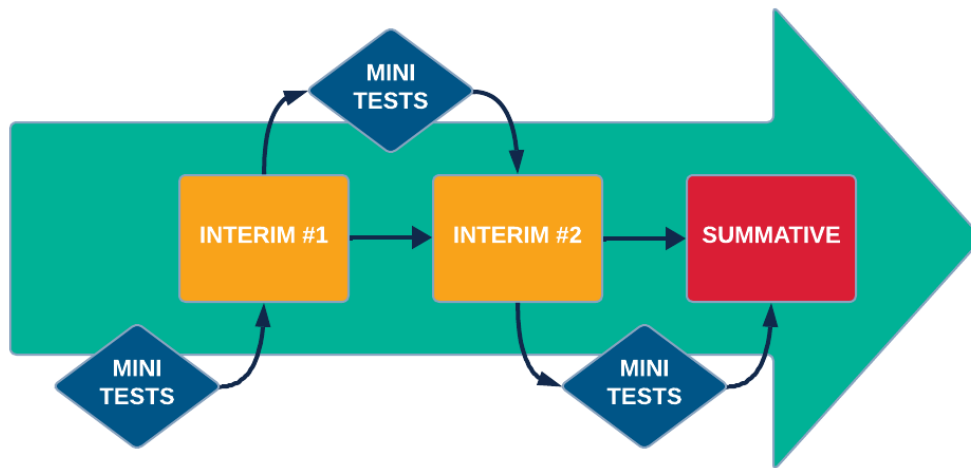
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About the Kansas Assessment Program

The Kansas Assessment Program (KAP), a program of the Kansas State Department of Education (KSDE), fulfills a mandate from the Kansas legislature. KAP assessments include: KAP Summative, KAP Interim, KAP Instructional Mini Tests, Grade 2 Reading, KELPA (Kansas English Language Proficiency Assessment) Summative, KELPA Screener, and cPass (Career Pathways Assessment).

Each of these assessments plays a role in realizing the KSDE vision of a Balanced Assessment System (BAS). This system is characterized by a cohesive, comprehensive, and continuous approach where assessments at different levels work together seamlessly. The BAS integrates formative, interim, and summative methods and strategies tailored to diverse student and educator needs. A properly structured BAS facilitates the seamless exchange of information among state, district, school, and classroom assessments, informing educational decisions throughout.



KAP Assessments serve as a cornerstone in both state and federal accountability frameworks, holding significant weight in meeting legislative requirements such as those outlined in the Every Student Succeeds Act (ESSA). The KAP and KELPA Summative assessments specifically address these mandates, ensuring compliance with rigorous educational standards. Beyond their regulatory function, KAP assessments also play a pivotal role in transparency and public engagement. By making assessment results publicly accessible, families are empowered to make informed decisions about the education of their children.

About Kite, AAI, and ATS

The Kite® Suite is developed by the Assessment and Technology Solutions (ATS), which is a center under the Achievement and Assessment Institute (AAI). AAI is a service and research entity within the School of Education and Human Sciences at the University of Kansas.

The Kite Suite consists of these main components (i.e., portals):

- **Kite Content Portal (CP)** – Used by assessment professionals to create engaging test items including technology-enhanced (TE) items mapped to national and state standards.

- **Kite Educator Portal (EP)** – Used by test coordinators and test administrators to manage data, monitor test completion, and access reports.
- **Kite Student Portal (SP)** – Used by students to take assessments.
- **Kite Scoring Portal (ScP)** – Used by educators and scoring professionals to score human-scored items such as open-ended or audio-capture items.
- **Kite Parent Portal (PP)** – Used by parents to view student score reports.

About this Manual

The KAP Grade 2 Reading Test Administrator Manual (TAM) supports teachers and proctors who are responsible for administering the KAP Grade 2 Reading assessment. KAP Grade 2 Reading assessments are delivered annually in the spring. The manual outlines the necessary activities for administering KAP Grade 2 Reading assessments and provides detailed instructions for completing each task. A checklist of these activities is provided at the front of this manual.

For additional information about this and other KAP assessments, please refer to the other manuals listed below, all of which are available on the [KAP website](#).

- Kite Accessibility Manual** assists educators in selecting appropriate accommodations and designated supports for students in EP.
- Test Coordinator Manuals (TCMs)** provide Test Coordinators (TCs) with information to support the coordination of assessments through EP, where assessments are managed. Two TCMs are available: one for KAP assessments and one for KELPA assessments.
- Kite Student Portal Installation Guides** provide instructions on installing SP on supported devices (Chromebook, iPad, Mac, and Windows).
- Practice Test Guide** provides login information and details about using SP to practice taking assessments.
- Kite Parent Portal User Guide** provides parents/guardians with step-by-step instructions on how to use Kite Parent Portal to view their student's score reports.

Note: The Kite Suite is also used for the Dynamic Learning Maps® (DLM®) alternate assessments. Refer to the DLM website for more information about the DLM.

A Note about Roles

This guide's procedures and graphics expect the reader to have the role of Teacher (TEA) in Educator Portal. If you have another role and you do not see a function, it is unavailable to you.

A Note about Graphics

Every effort was made to assure the graphics in this guide match what the users will see when using Educator Portal or Student Portal. In some cases, however, graphics vary depending on role or have been edited to allow you to view more information or to obscure personal details.

A Note About Names

All names and organizations used in this are fictitious. No identification with actual persons (living or deceased), places, and organizations is intended or should be inferred.

A Note About Software

To perform the duties described in this manual, you will need the following applications:

- a modern web browser such as Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari,
- a PDF viewer such as Adobe Acrobat or Preview, and
- a spreadsheet program such as Google Sheets or Microsoft Excel.

Disclaimer

Kite® and the Kite logo are trademarks of The University of Kansas. All other trademarks referenced in this guide belong to their respective owners.

Change Log

The following table lists the changes made to this guide since the last major release of the documentation.

Date	Page(s)	Change

About the KAP Grade 2 Reading Assessment

The KAP Grade 2 Reading assessment was developed using the Grade K, Grade 1, and Grade 2 Kansas Standards for English Language Arts. The assessment is designed for the formative assessment of students in Grade 2. All students in Grade 2 are eligible to participate.

The Grade 2 Reading assessment consists of two, untimed sessions designed to be completed in 25-minute blocks. Session One contains 18 items and Session Two contains 17 items, for a total of 35 items.

The assessment is delivered in Kite Student Portal. All items are machine-scored.


The KAP Grade 2 Reading assessments is administered using Kite Student Portal, available to download from the [KAP website](#). The website contains separate instructions and files for installing Student Portal on Windows, Mac, Chromebook, and iPad.

For more information on the Kansas Standards for English Language Arts, please visit the [KSDE website](#).

Getting Help

Common tasks are described in this manual, but if you require additional assistance, please do not hesitate to contact us.

Program Resources

Resource	Location
Phone	855-277-9752
Email	kap-support@ku.edu
Kite Educator Portal & Live Chat	https://educator.kiteaai.org
Hours ¹	7:00 AM – 5:00 PM CT, M-F (July – February) 6:00 AM – 6:00 PM CT, M-F (March – June)
Kite Student Portal Homepage URL	https://student.kiteaai.org
Kite Student Portal Icon	
Program Website	https://ksassessments.com
Kite Status Page	https://ksassessments.com/kite

¹The Kite Service Desk is closed the week after Christmas and on major US Holidays.

Live Chat

Live Chat in EP may be used to contact the Kite Service Desk during normal business hours. To access, select the Live Chat link at the bottom of any page within EP.

Personally Identifiable Information (PII)

Do not send any Personally Identifiable Information (PII) (e.g., first name, last name, date of birth, and social security) for a student via email or Live Chat. This is a violation of the Family Education Rights and Privacy Act (FERPA). PII information may also include combinations of data such as a student ID and school name.

Do send the state student ID (SSID) number only and the error or concern you are reporting regarding the test taker.

Help Videos

The training video titles listed below are available on the KAP website and under the Help tab in EP.

Title	Topic
Intro to Kite Suite	An introduction to the Kite Suite
Intro to Kite Student Portal	An overview of Kite Student Portal, installation, navigation, and testing
Getting Started in Kite Educator Portal	An introduction to Kite Educator Portal, where districts and schools manage data, monitor tests, and view reports

Test Security

While the Grade 2 Reading assessment is not a high-stakes summative assessment, a certain level of test security is still expected.

- Teachers and proctors should be included in any district- or school-level test security and ethics training provided by the DTC and/or BTCs in the district.
- Secure test materials, such as student login information and scratch paper should be destroyed after use.
- The use of electronic devices (including cell phones, smart watches, and similar devices) is not allowed on any portion of the assessment.
- **These are secure test materials.** Test questions are not to be used for development of instructional materials or to build sample tests.

For more information about test security, please see the [KAP website](#).

Administration Guidelines

Testing Materials and Procedures

Textbooks, dictionaries, and other curricular materials may not be used.

Scheduling and Time Limits

All assessments are untimed, ensuring that every student has as much time as necessary to complete each test session in one sitting. While students are encouraged to finish a session within

the designated testing period, it is recommended that the two test sessions be administered on consecutive calendar days to maintain consistency and focus.

If a student is unable to finish a test session within the time allotted, additional time may be provided. If the session takes place during the last period of the day, the student may select the "Save" button and resume testing at a later time.

To avoid disruptions, it is advisable for students to not begin a test session during the final period of the school day, especially if there is concern about insufficient time to finish.

Accommodations

Students that require accessibility supports and accommodations should have their Personal Needs and Preferences (PNP) profiles set before testing. Only DTCs, DUs, BTCs, and BUs can set student PNP profiles.

For the Grade 2 Reading assessment, the following PNP profile settings are available:

- Single Switch
- Braille
- Auditory Background
- Color Contrast
- Color Overlay
- Magnification
- Masking (Answer Choices & Custom)
- Reverse Contrast

Note: The Text-to-Speech (TTS) accommodation is not available on Grade 2 Reading assessments.

See the following manuals for details:

- [Kansas Accessibility Manual](#)
- [Kite Accessibility Manual](#)
- [KAP Test Coordinator Manual](#)

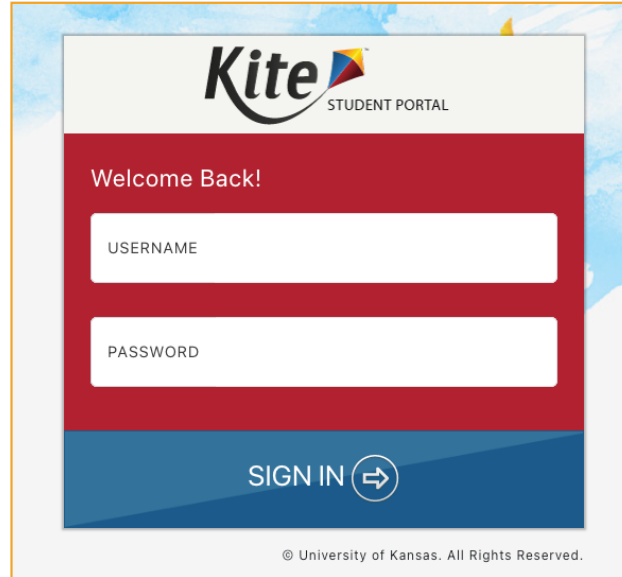
Kite Student Portal

KAP Grade 2 Reading assessments are administered through Kite Student Portal (SP). Before testing, all student devices must be updated to the latest version of SP. Please consult your district's IT team to make sure your student devices are running the latest version.

Login Screen

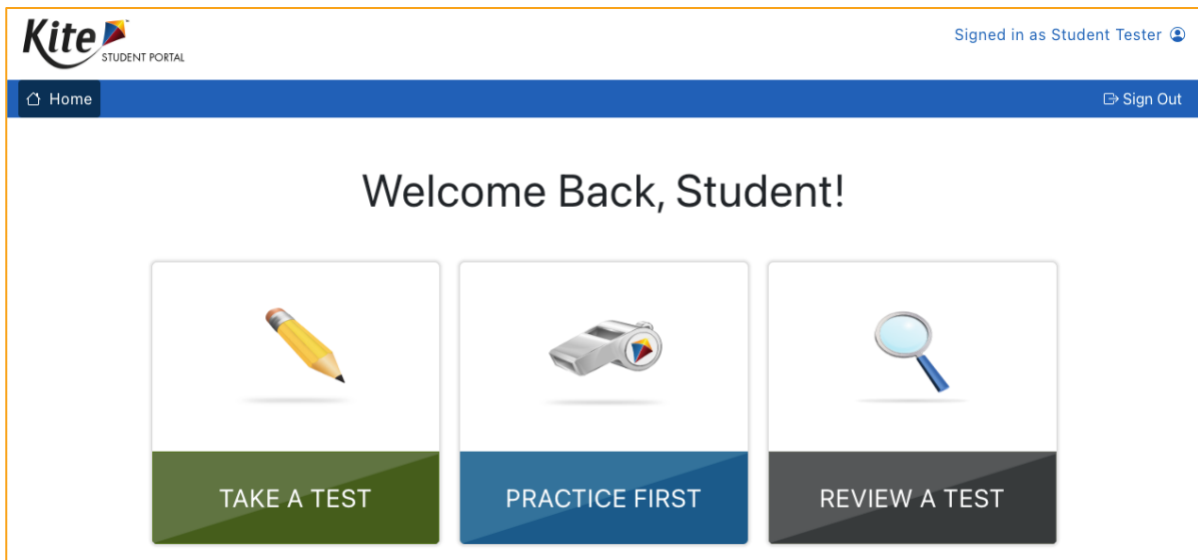
Before students log in to SP, they must have their student username and password. See **Error! Reference source not found.** for how to access this information in Kite Educator Portal.

After launching SP, students will see the Login Screen.



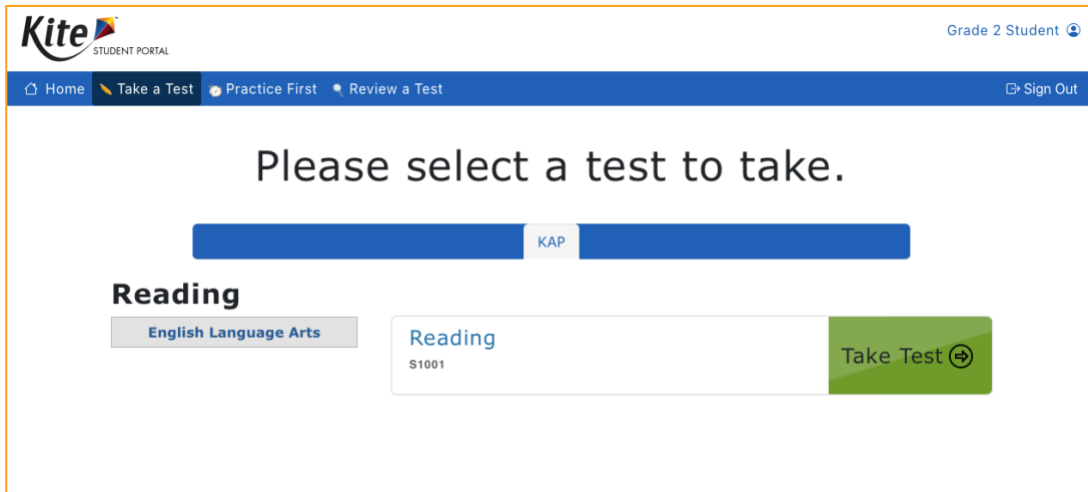
Home Screen

To begin the Grade 2 Reading assessment, select **Take a Test** from the home screen.



Test Selection Screen

Next to the appropriate assessments, select **Take Test**.



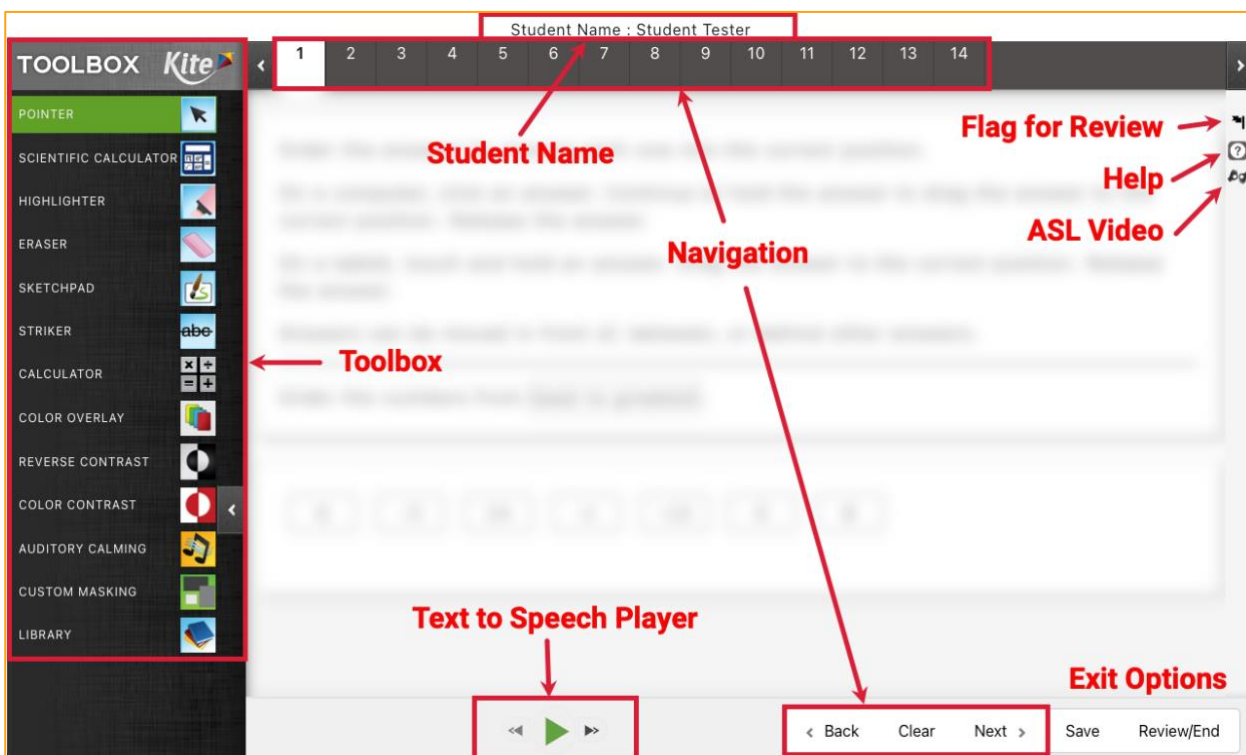
Directions Screen

Students will see the directions for the assessment. They may choose to use the text to speech player to read the directions.



Main Assessment Window

An example of the main assessment window is shown below.



Toolbox

The Toolbox slides out from the left side of the screen when the user selects the white arrow icon in the left margin. Depending on the assessment settings, different selectable tool options display.

Move the cursor over the arrow icon in the left margin and select to open. Select the arrow icon again to close.

Navigation

The navigation bar at the top of the window shows the number for each question on the assessment. Students can select a number to go to a specific question.

The number of the open question appears on a white background with a triangle pointing downward.

Interacting with the items may produce the icons shown in the image below and described in the table.

Buttons at the bottom of the screen can be used to return to the previous question or screen, clear an answer, go forward to the next question, save, or review and end the assessment. To return to the directions, navigate to the first question and select the Back button.

Flag for Review

Students can select the flag icon at the upper right side of the main window to mark a question for later review within the assessment session.

Flagged questions are also marked on the review page at the end of the assessment.

Help

The help button displays additional information about how to manipulate and respond to the question type, not the content.

When a student selects the help button, a window displays additional information. Select the blue X to close the help window.

Other Features

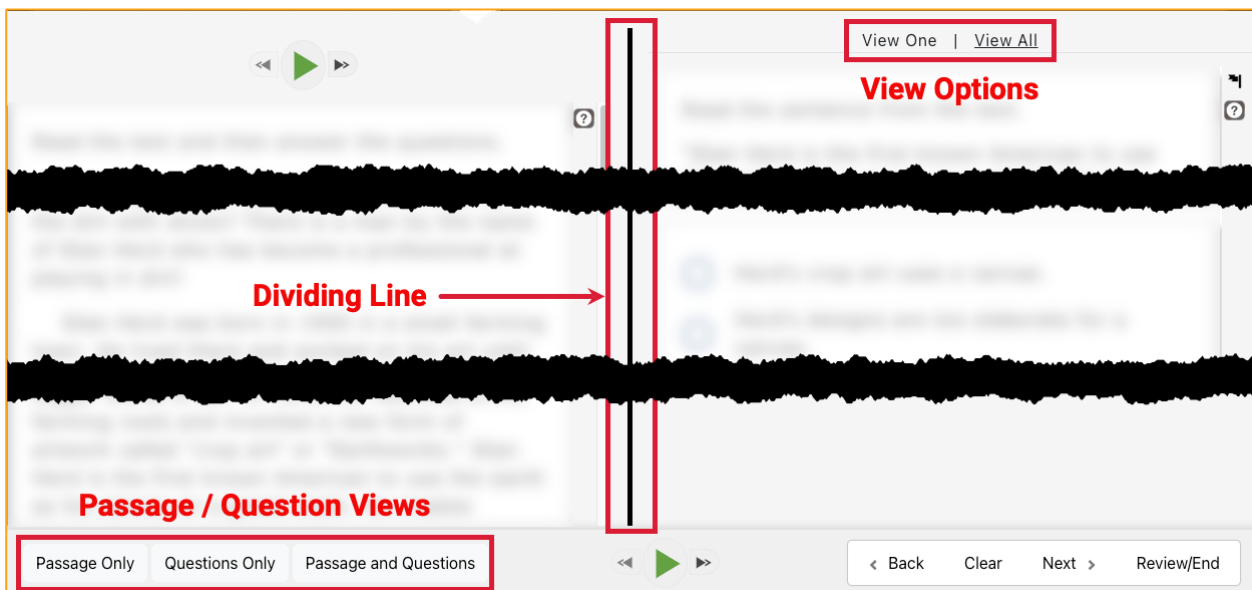
Views for Passages and Questions

Sometimes, particularly in ELA and science assessments, the screen displays a passage of text with several related questions. The student can choose how the passage and related questions display. By default, Passage and Questions with View One displays the passage on the left and one question at a time on the right and the dividing line is centered.

The three buttons at the lower left change the Passage / Question Views. **Passage Only** will only display the passage, **Questions Only** will only display the questions, and **Passage and Questions** will display the passage and questions in a split screen view.

The two buttons at the top right change the View Options. **View All** displays a border around every question, but only one question at a time shows possible answers. **View One** displays only one question at a time.

The dividing line moves left/right by selecting and dragging the line, allowing the passage or questions more display space.



Ending an Assessment

Save

The Save button allows a student to save their answers without submitting the assessment. The student can return to complete the assessment at another time.

Review/End Screen

When an assessment is finished, select **Review/End** to display the review screen. On the Review screen, students review which questions they have answered or marked for review. The Review screen does not show the answers the student entered.

Students can select the red or blue box beneath a number to return to that question. Students can also select “Go Back” to return to the assessment.

Review: Grade 2 Reading

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

1	2	3	4	5	6	7	8
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	10	11	12	13	14	15	16
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Answered Not answered
- Partially Answered
- Answered and marked for review
- Not answered and marked for review
- Partially answered and marked for Review

Submitting an Assessment

After reviewing answers, the student ends the assessment by selecting **End** on the Review/End screen. A confirmation message will display. Select **Yes**.

Closing Kite Student Portal

To close out of Student Portal from the Home Screen, select **Close Kite** or **Sign Out** at the top of the screen.

Note: The students should always select **Sign Out** when finished. If the student uses a Mac, iPad or Windows device, select **Close Kite** at the end.

Before Testing

Using Practice Tests

The Grade 2 Reading assessment Practice Test is designed to expose students to question types used on the assessment and gain confidence navigating Kite Student Portal. It can be accessed with an internet browser or the desktop app from home or school. The [Kite Practice Test Guide](#) provides instructions for accessing the practice tests.

Student Usernames and Passwords

Student logins are obtained by downloading the Tickets that include the student usernames and passwords. This PDF can be accessed in EP by performing the following steps.

1. Select **Manage Tests**.
2. Select **Test Coordination**.
3. Select criteria.
4. Select the **PDF icon** in the Tickets column for the Grade 2 Reading Test Session. The PDF is automatically downloaded.

During Testing

The KAP Grade 2 assessment is not a standardized, high-stakes assessment. As such, strict adherence to a verbal script is not necessary. The following is provided as a guide for educators who wish to recreate the summative testing experience as closely as they can.

In general, the following outline should be followed.

1. Educators pass out login information.
2. Students open Kite Student Portal on their devices.
3. Educators explain the purpose and process of the test.
4. Students begin testing.
5. Once students finish, educators check the Review/End screen to ensure all questions are answered. If so, students submit the test and close Student Portal.

Opening Kite Student Portal

Mac or Windows

To open Kite Student Portal on a Mac or Windows device, double-click the **Kite icon** on the desktop.

iPad

To open the Kite Student Portal app on an iPad, tap the **Kite icon** on the home screen. The pop-up message shown below will appear. Tap **Yes**.

Note: If this is the first time that Kite Student Portal has been launched on the iPad, you may have to allow microphone use.

Chromebook

To open the Kite Student Portal app, select the **Chrome App Launcher** from the sign in screen, then select the **Kite Student Portal** app.

Note: DO NOT SIGN IN to the Chromebook. Access Kite Student Portal from the sign in screen by selecting the Apps button to select Kite Student Portal.

Script

Pass out login information and any other test materials.

Walk around the room to verify that students have logged in properly. They should have the Home Screen with "Welcome [Name]" showing on their devices. Verify that the student has the correct name showing.

Say: This is a reading assessment. It gives us a chance to see how well you read and what you might need help with. Remember – Take your time and do your best. Reading is Fun!

You should see directions on your screen. Raise your hand if you do not.

Follow along as I read the directions out loud. The directions say: "Read and answer all of the questions. Ask your teacher if you need help."

Does anyone have any questions?

Pause and wait for students to ask any questions. When all are ready, continue.

After the last question, click the Review/End button. Raise your hand, and I will check your screen to make sure that you are finished. Do not click END until I check your screen.

If you finish early, (insert preferred activity) until the rest of the class is done.

You may review the directions, and when you are ready to start, click Begin.

Note: The Grade 2 Reading assessment is comprised of two sessions. Once students complete the first session, they will return to the test selection screen. From there, they begin the second session or log out using the Close Kite button at the top of the screen.

Tips for Teacher/Proctor

There are tools available in the Kite Student Portal that students may use, including:

- **Highlighter**—to highlight text.
- **Eraser**—to remove highlighting or striker marks.
- **Striker**—to cross out answer choices.
- **Tags**—to help when reading passages.
- **Guide Line**—to help follow the text in passages.
- **Magnification**—to make text larger.

To navigate through the assessments, students should use:

- **Scroll Bars**—use to see all of the question and the answer choices.

- **Next and Back Buttons**—use to move between questions.
- **Item Numbers**—use to move to that item (unanswered item numbers are gray, and answered item numbers are white with a blue dot).
- **Help Icon**—use for directions about answering different question types.
- **Flag Icon**—use as a reminder to return to a question. Item numbers are marked with a flag. Unanswered items are marked with a red flag. Answered items are marked with a blue flag and a blue dot.

Once students have begun, the test administrator should move around the room to monitor students. Test Administrators may read, paraphrase, or define directions for students who request assistance with how to show their responses. Test administrators should never read any part of the passage to a student.

If you see a red box on the Review/End screen as shown below, direct the student to try again.

Review: Grade 2 Reading

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

1	2	3	4	5	6	7	8
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	10	11	12	13	14	15	16
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Answered Not answered
- Partially Answered
- Answered and marked for review
- Not answered and marked for review
- Partially answered and marked for Review

← GO BACK

END →

After Testing

Monitoring Test Completion

Teachers and test coordinators can monitor test completion to ensure that all students complete testing. To access the monitoring screen, perform the following steps.

1. Select **Manage Tests** from the navigation menu.
2. Select **Test Coordination**.
3. Select your **District** and **School**.
4. Select **Summative** in the Testing Program menu.
5. Select **English Language Arts** from the Subject menu.
6. Select **Grade 2** from the Grade menu.
7. Select **Search**.
8. Select the **Test Session name**. This will open a new window.
9. Select the **Monitor** tab. A key is shown that indicates if students have answered all questions.
10. Select **Refresh** to update the table periodically.

Score Reports

The reports in Educator Portal are created shortly after the test window closes. For district-level users, the reports available include Student Reading (Individual), and Student Reading (Bundled).

To access reports, perform the following steps.

1. Select **Reports** from the navigation menu.
2. Select **Second Grade Reports**.
3. Select the desired report tab.
4. Use the dropdowns to select the **report year**.
5. After selecting all criteria, select a blue **report link** to open a PDF report.

The screenshot displays the 'Student Reading (Individual)' report selection interface. It features two tabs: 'Student Reading (Individual)' (selected) and 'Student Reading (Bundled)'. Below the tabs are five dropdown menus for filtering: REPORT YEAR (2024), DISTRICT (Sunflower), SCHOOL (Cottonwood School), SUBJECT (English Language Arts), and GRADE (Grade 2). A large blacked-out area obscures the report links. At the bottom, there is a pagination control showing 'Page 1 of 1'.

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

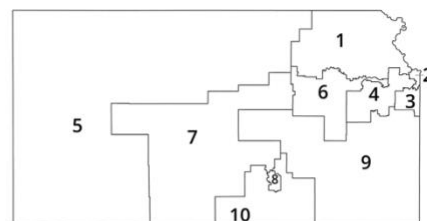
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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Kansas leads the world in the success of each student.

Jan. 25, 2024

