



Kansas Assessment Program

Test Administrator Manual

KAP INTERIM: FALL & SPRING

2024 – 2025





KAP Interim (Fall & Spring)

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
- Use Kite Practice Tests with Students
- Gather Testing Materials
- Prepare Testing Environment

DURING THE ASSESSMENT

- Use Script Provided
- Help Students Log On to Student Portal
- Actively Proctor Students
- Monitor Test Completion

AFTER THE ASSESSMENT

- Access Reports

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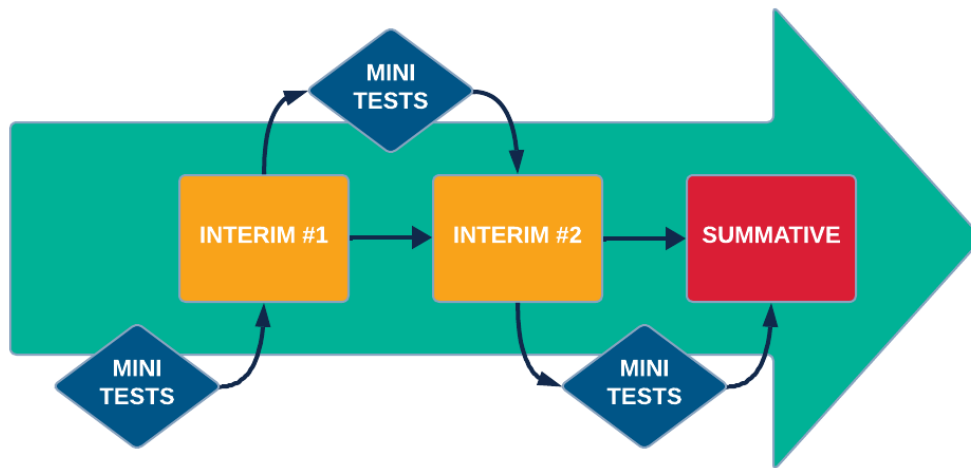
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About the Kansas Assessment Program

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 Interim Test Administrator Manual (TAM) supports teachers and proctors who are responsible for administering KAP Interim assessments. KAP Interim assessments are delivered annually in the fall and spring. The manual outlines the necessary activities for administering KAP Interim 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 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. assist test coordinators (TCs) in coordination. 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	Change

What's New for 2024–2025

The Kansas State Department of Education (KSDE) is delighted to announce significant updates to the Kansas Assessment Program. Our assessments across all subjects and grades have been reimagined and realigned to better meet the needs of our students and the demands of an ever-evolving world. These state-provided assessments, together with district-defined measures, will support your school in establishing a Balanced Assessment System, enabling educators to gain a clear understanding of each student's requirements to become a successful Kansas high school graduate.

Key Changes and Continuities

KAP comprises summative and interim assessments in English Language Arts (ELA), Math, and Science, as well as standards-based Instructional Mini Tests for classroom use. Summative assessments are conducted over five weeks each spring, with a two-week testing window for remote students. Interim assessments are administered twice a year, in fall and spring. The newly expanded Instructional Mini Tests, offering standards-based blocks for use within instructional units, are available throughout the school year. Additionally, an optional Grade 2 Reading assessment is provided during the summative assessment window.

Assessment	Subject(s)	Grade(s)	Windows
Instructional Mini Tests	ELA	3–8, 10	Year-Round
	Math	3–8, 10	
	Science	3–12	
Interim	ELA	3–8, 10	Fall and Spring
	Math	3–8, 10	
	Science	5, 8	
Summative	ELA	3–8, 10	Spring
	Math	3–8, 10	
	Science	5, 8, 11	
Reading (Optional)	ELA	2	Spring

Enhanced Test Content

In recent years, assessment developers from the University of Kansas have collaborated with KSDE content specialists to develop new assessment content, including reading passages, science phenomena, questions, and responses. Kansas educators reviewed and refined this content for grade-level appropriateness, bias, and fairness. Any questionable content was flagged, refined, or discarded. Following field testing, KU psychometricians analyzed the results for content difficulty across all sub-groups. If necessary, Kansas educators further refined the content to ensure the highest quality of assessment. The thorough review process supports the excellence of the content.

Engaging Item Types

We have incorporated more engaging item types by increasing the use of technology-enhanced items while reducing the number of multiple-choice items. Students will encounter more drag-and-drop, ordering, drop-down menus, matching, and other interactive item types.

Improved Reporting

Our reporting capabilities have significantly improved. Many reports will provide student data at the standards level, and a new reporting engine within Kite Educator Portal will display aggregate data by school, roster, or subgroup for both the interim and summative assessments. For instance, you can now view how all fourth and fifth graders in your district performed on a specific reading standard in the fall interim assessment. The Individual Score Reports for KAP summative assessments have also been redesigned to provide educators and families with actionable information geared toward improving student learning.

We trust that you will find great value in these updates to the KAP assessments. We extend our sincere gratitude to all the educators across Kansas who contributed to this process. The Kansas Assessment Program is greatly enhanced because of your efforts!

About KAP Interim Assessments

KAP provides Interim assessments in English Language Arts (ELA), mathematics, and science two times during the school year. Interim assessments are aligned to state curriculum standards that are assessed on Kansas summative assessments. Interim assessment scores can be used to evaluate students' knowledge and skills and inform decisions at the classroom, school, or district level. While interim assessments are optional for most Kansas school districts, KSDE strongly encourages districts to make interim assessments a part of your district's balanced assessment system.

Interim assessments are available during two two-week testing windows for ELA and math in grades 3-8 and 10 as well as for science in grades 5 and 8.

Each Interim assessment:


- has between 25 and 30 questions.
- can be completed by most students within one class session (45 min).
- is administered online via Kite Student Portal.
- includes traditional and technology-enhanced items that parallel the summative assessment.
- provides items that include a range of depth-of-knowledge levels.
- covers a subset of standards assessed on the Kansas summative assessment.

For detailed information about the structure of Interim assessments, please see the Interim Blueprint documents for each subject, available on the [KAP 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
1	Intro to Kite Suite	An introduction to the Kite Suite.
2	Intro to Kite Student Portal	An overview of Kite Student Portal, installation, navigation, and testing.
3	Getting Started in Kite Educator Portal	An introduction to Kite Educator Portal, where districts and schools manage data, monitor tests, and view reports.
4	User Management	How to manage educator accounts in EP.
5	Student PNP Settings	How to verify and set accommodations.
6	Data Extracts	An overview of common data extracts used by DTCs.
7	KAP Dashboards	An overview of the available dashboards in EP.

Test Security

While KAP Interim assessments are not high-stakes summative assessments, a certain level of test security is still expected.

- Secure test materials, such as student login information, scratch paper, and/or printed KAP math resource sheets 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

- Students are allowed to use scratch paper, graph paper, and manipulatives on the mathematics and science assessments.
- Els may use bilingual translation dictionaries for mathematics and science assessments.
- Textbooks, dictionaries, and other curricular materials may not be used.
- Students should stop at the Review/End screen and have their teacher/proctor check that they have answered all questions before submitting their assessment.
- Conduct testing sessions in a serious manner that encourages and motivates students to do their best.

Scheduling and Time Limits

- All assessments are untimed. Each student must be allowed as much time as necessary and reasonable to complete each test session in one sitting.
- In general, the entire session should be completed in one testing period.
- If a student does **not** complete a test session within the time given to the class, the student may be allowed more time provided that the student makes a serious attempt to complete the test **and** that the student is provided additional time immediately following the unfinished session.
 - If the test session is during the last period of the day, the student may select the Save button to finish after school or the next school day. If administrators are concerned about students not finishing within a testing period, it is advisable for students to not take the test in the last period of the day.

Math: Resource Sheets, Calculators, & Manipulatives

- An online resource sheet is available in Kite Student Portal. Students are also permitted to use a clean printed copy of the KAP grade-specific resource sheet, which can be found on the [KAP website](#).
- There are two math sections. Between each section, there is a transition break (also known as a soft break) that, once passed, students may not go back to the first section.
- Calculators are NOT PERMITTED for students in grades 3, 4, and 5 in ANY SECTION.
- For grades 6-8 and 10, calculators are permitted on the SECOND SECTION ONLY.
 - In the first section, the online calculator is off, and handheld calculators are NOT allowed.
 - In the second section, the online calculator is on, and handheld calculators are allowed.
- Use of a calculator app or website on a phone or other device is NOT PERMITTED on the assessment.
- If students choose to use a handheld calculator, the memory must be cleared before and after each testing session.
- Manipulatives routinely used in the classroom may be used. The manipulative must be chosen by the student; the teacher may neither suggest a particular manipulative nor insist that a manipulative be used.

- Computation tables or fact tables prepared **in advance** may not be used on any section of the test.

To determine whether a manipulative is acceptable to use on the mathematics assessment, read and answer the questions in Appendix A.

Science: Calculators

- The calculator needed for the science assessment is available in the Kite Student Portal toolbox.
- When students choose to use a handheld calculator, the memory must be cleared both before and after each testing session.

Accommodations

Students that require accessibility supports and accommodations should have their Personal Needs and Preferences (PNP) profiles set before testing. See the following manuals for details:

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

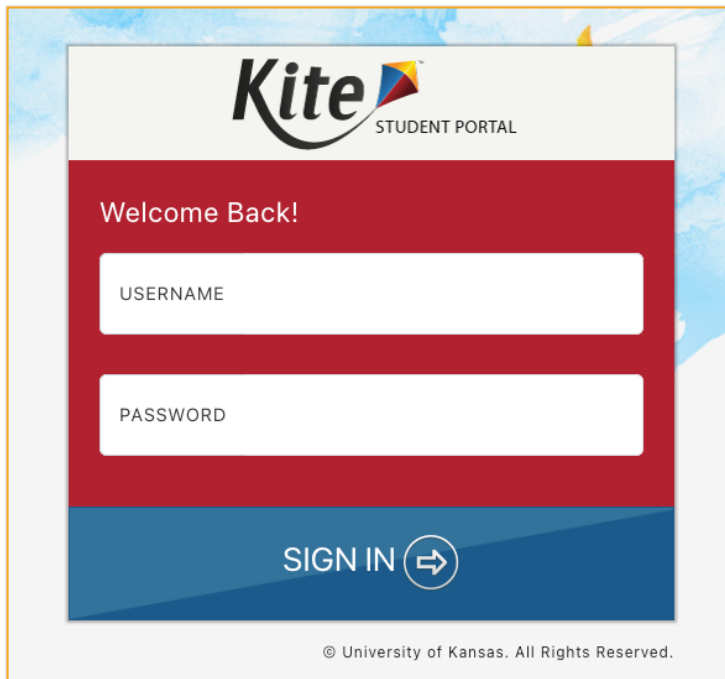
Kite Student Portal

KAP Interim 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

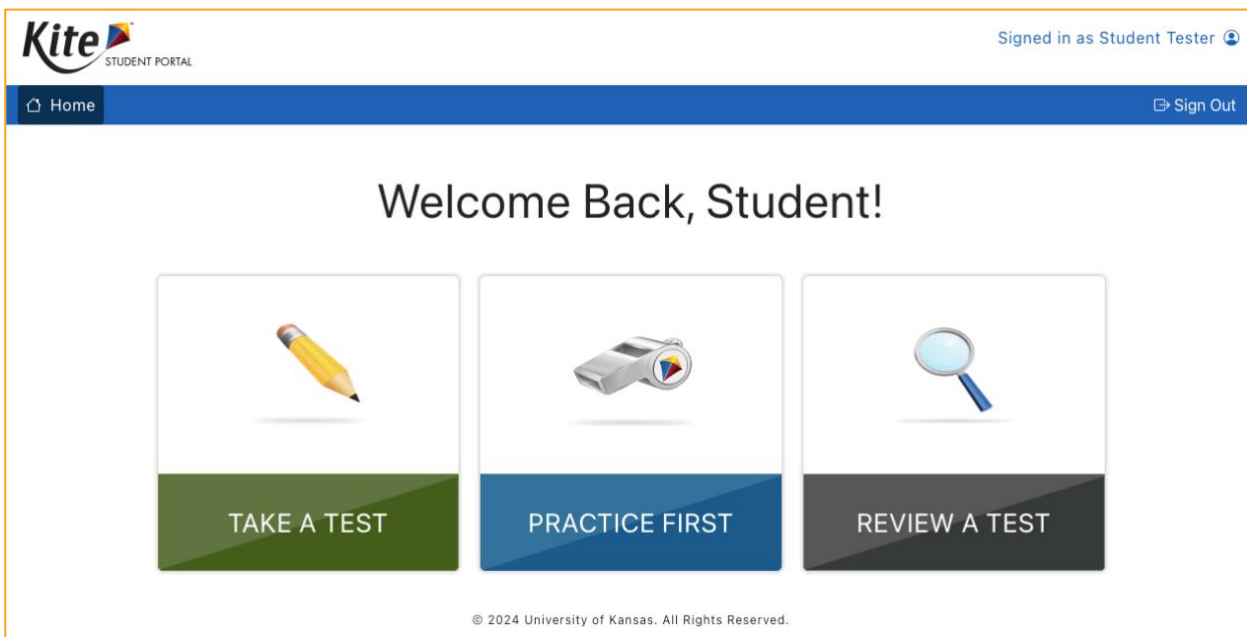
Before students log in to SP, they must have their student username and password. See Student Usernames and Passwords for how to access this information in Kite Educator Portal.

After launching SP, students will see the Login Screen.



Home Screen

To begin an Interim assessment, select **Take a Test** from the home screen.



Test Selection Screen

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

Kite STUDENT PORTAL

Signed in as Student Tester

Home Take a Test Practice First Review a Test Sign Out

Please select a test to take.

KAP

Interim

- English Language Arts
- Mathematics
- Science

Fall Interim
School ID: S1001

Take Test →

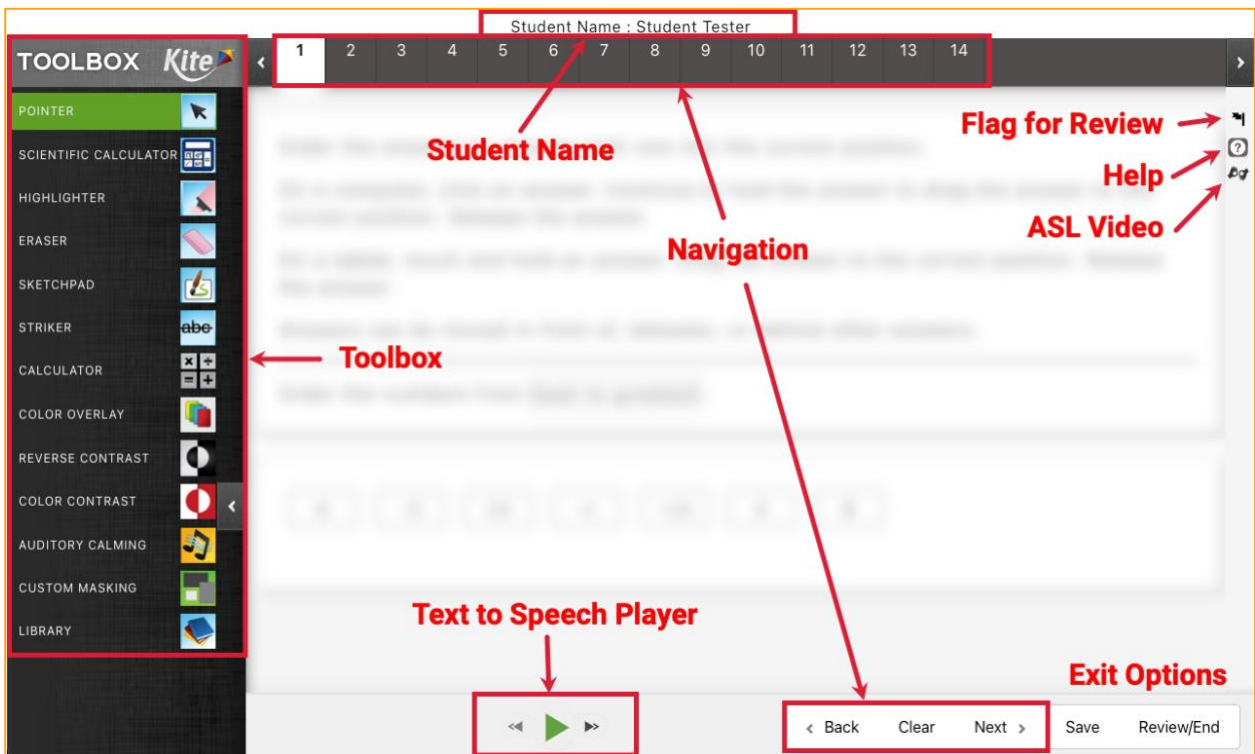
Directions Screen

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.

ASL Video

When a student selects the ASL button, a window displays for the video. The window is resizable using the lower right corner of the window.

Text to Speech Player

The text-to-speech (TTS) player plays audio files that correspond to the content on the screen. Content sections highlight on the screen as it is read by a synthesized voice.

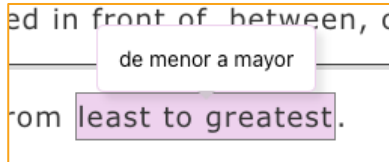
Note: For most assessments, the TTS player is enabled by the settings on a student's PNP in Educator Portal. For some assessments, the TTS player is enabled for all students.

Select the green play button to listen and select the black parallel lines to pause the TTS. Skip forward or back to the beginning of an audio segment using the double arrows.

Other Features

Keyword Translation

The Keyword Translation feature presents a grey border around text, which on hover, displays a translation of the text. Keyword translation is available when set in the student's PNP and if content is tagged in an assessment. Display of translations varies slightly depending on the device.



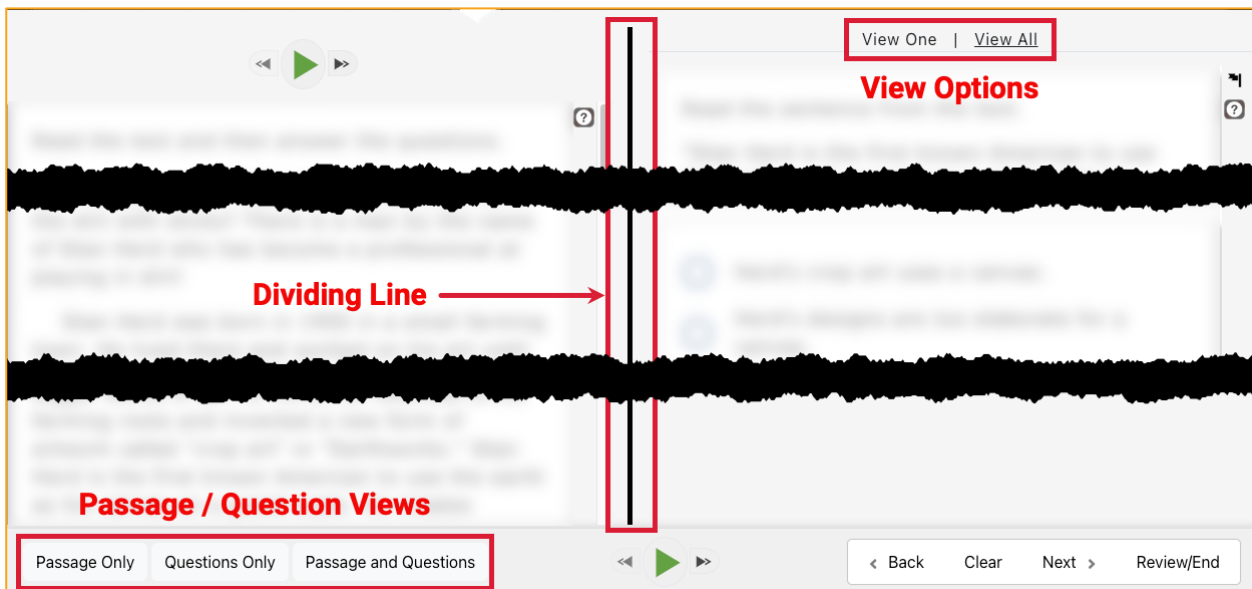
Views for Passages and Questions

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: Fall Interim

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	10						
<input checked="" type="checkbox"/>	<input checked="" 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 →

Soft Break

On math assessments for grades 6 and above, a “soft break” is used to divide the sections of the test where calculators can and cannot be used. Once a student advances to Section 2, they cannot return to Section 1.

The Review/End screen at a soft break will have a Continue button instead of an End button. Once selected, the student will receive a pop up saying “You will not be able to return to this section once you leave. Are you sure you want to move to the next section?” Selecting Continue will take the student to the directions page of the next section of the assessment.

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 use the Sign Out button when finished. If the student uses a Mac, iPad or Windows device, select "Close Kite" at the end.

Before Testing

Using Practice Tests

Educators are strongly encouraged to provide students opportunities to use practice materials to familiarize themselves with Kite Student Portal before testing. The [Kite Practice Test Guide](#) provides instructions for accessing the practice tests.

Practice tests are available to allow students, parents, teachers, and other interested parties to see and experience Kite Student Portal prior to assessments. Three types of practice tests provide an opportunity for students to navigate an assessment, learn about tools, respond to various item types, and get helpful information.

- Technology Practice Tests (TPTs) focus on simple items, successful manipulation of each item type, and a cursory look at tools.
- Subject-Oriented Practice Tests (SPTs) focus on subject oriented items, manipulation of item types, and a deeper look at tools.
- Braille Practice Tests (BPTs) focus on simple items across subjects. They are used to help students gain experience using Kite Student Portal with braille booklets.

Educators should start students with TPTs or BPTs and then move to SPTs when students are ready. Also available are versions of the SPTs and BPTs that provide students access to other accommodations.

Student Usernames and Passwords

Student logins are obtained by downloading the Student Login Usernames/Passwords extract in EP. Extracts are found in EP in the **Reports** menu under **Data Extracts**.

Note: Individual usernames and passwords remain the same for an entire school year for all assessments, including Instructional Mini Tests, Interim, and Summative assessments.

Testing Materials

Provide the following materials to students, as needed:

- pencils for each student to work problems on scratch paper

- blank scratch paper
- manipulatives for mathematics and science assessments
- clock visible to students
- bilingual dictionaries for English learner (EL) students
- headphones

Testing Environment

- Remove or cover (with opaque material) bulletin-board displays, fact tables, charts and diagrams, and any other instructional materials that may give assistance or advantage during testing.
- Have appropriate manipulatives available for the mathematics and science assessments. Use of manipulatives is optional; a teacher may not require the use of manipulatives.

During Testing

KAP Interim assessments are not standardized, high-stakes assessments. 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 and other test materials.
2. Students open Kite Student Portal on their devices.
3. Educators explain the purpose and process of the test.
4. Students begin testing. For grades 6-8,10 math, educators pass out handheld calculators once students reach the end of the first section.
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.
6. Educators collect test materials and make arrangements to destroy scratch paper.

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: You are about to take an Interim [Subject] Test. In this test, you will show your knowledge of skills and concepts in [Subject]. Answer some questions by selecting your responses on the computer screen. You may work out problems on scratch paper. Some questions have two or more parts. Be sure to answer all parts.

Say: Take your time and do your best work. You may take as much time as you need.

Walk around the room to verify that students do not have personal electronic devices with them.

For Math grades 6-8, 10 only:

Say: You may use the online calculator tool or a handheld calculator on the second section of the test. Once the first section is complete, you may not go back and check your work. When you finish with the first section, please raise your hand if you would like to use a handheld calculator.

Say: Select Take a Test. Select [Subject]. Select Take Test. You should now see the Directions screen.

Walk around the room to verify that students have selected the appropriate test. The test name is at the top of the Directions screen.

Say: When you have answered the last question, select the Review/End button. Raise your hand, and I will check your screen to make sure that you have completed all the test questions.

Say: At [insert time], I will stop the testing session. Many of you will be finished, but some of you may need more time. If you need more time, I will tell you how to continue testing. Does anyone have any questions?

Say: You may begin reading or listening to the directions. When you are ready, select BEGIN.

Circulate throughout the room during the testing session. When students finish and raise their hand, check to make sure all questions are marked as answered before the student submits the test.

At the end of the testing time,

Say: Time has expired. If you have not finished, you may have additional time to complete the test [insert when/where]. For now, select **Save** at the bottom. Then select **Yes**.

Say: Now, select **Close Kite** in the upper-right corner. Please wait quietly at your seat while I collect your test materials.

Proctoring Guidance during Testing

- Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.)
- Move quietly around the room.
- Ensure that each student is taking the assigned assessment. Student names should appear at the top of the screen, above the item numbers.
- Ensure that students are following instructions and are on task.
- Ensure that students use calculators only on the correct section of the test.
- Regularly check that students are indicating their responses properly.
- Give assistance to any student having problems following instructions.
- Periodically remind students of the time during the test session.
- Ensure that students who finish early do not interact with or disturb other students.
- If a student appears to be responding randomly or is not showing effort, immediately stop the test session for that student. Contact your test coordinator about the student's test session. The session may be reactivated, and the student allowed to complete the assessment when the student is better prepared to sit for the test.
- Verify that all test items have been answered via the Review/End Screen in Kite Student Portal before a student exits the test,
- Collect all materials from students when they are finished.

After Testing

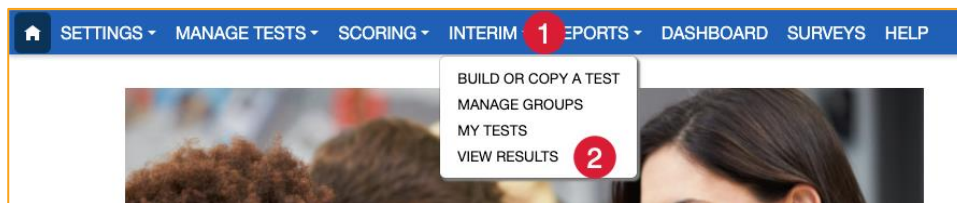
Final reminders

- Make sure that students select **End** and then select **Yes** when completing the test session. By selecting End, students will ensure all their answers are submitted and their test status will show as complete.
- All used test materials should be collected. Securely destroy any used scratch paper and resource sheets.
- On Mac, Windows or iPad devices Students should select **Close Kite** before leaving the testing area. On Chromebooks students should use the power button to get back to the Chromebook login screen.

Accessing Reports

To view Interim Reports, perform the following steps.

1. Select **Interim**.
2. Select **View Results**.



Each available report is displayed in tabs below the menu. Select a tab and then select all required criteria for the desired report to view details.

Note: The available reports vary based on your role in Educator Portal.

Student Activity Report

Student Activity Report includes a summary of testing within the user's organization, including Interim and Instructional Mini Tests. The table shows total points and total percent correct for each student's test session.

The data can also be exported as a CSV file containing the report details by clicking the Export icon at the bottom of the table.

Student ID	Last Name	First Name	Status	Test	Total Points	Total %
912681652	Barnewille	Chrissy	In Progress	G5-Multiply & Divide Fractions	1.00	4.17%
934869294	Bovis	Finn	Complete	G5_Geometry	9.00	100.00%
934869294	Bovis	Finn	Unused	G5-Multiply & Divide Fractions	-	-
934869294	Bovis	Finn	Unused	G5-Place Value, Rounding, Powers of Ten	-	-

Export

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Interim Reports

Interim Reports include the following:

- **Student Reports:** Individual reports for each student that attempted the test.
- **Student Bundled Reports:** A bundle of all individual student reports in one PDF file

The screenshot shows the KAP Interim Reports interface. At the top, there is a navigation bar with links for SETTINGS, MANAGE TESTS, SCORING, INTERIM, REPORTS, DASHBOARD, SURVEYS, and HELP. Below this, there are three tabs: Student Activity Report, Interim Report (selected), and Instructional Report. Under the Interim Report tab, there is a 'View Student Report' section. This section includes a dropdown menu for 'Interim Report' with two options: 'Student Reports' and 'Student Bundled Reports'. Below the dropdown, there are input fields for 'REPORT YEAR', 'SUBJECT', and 'GRADE'. The 'REPORT YEAR' field has a dropdown arrow and the text 'Select report year'. The 'SUBJECT' and 'GRADE' fields are empty. There is also a 'TEST CYCLE' field and a checkbox labeled 'Only display my rosters'. A 'Search' button is located at the bottom left of the form.

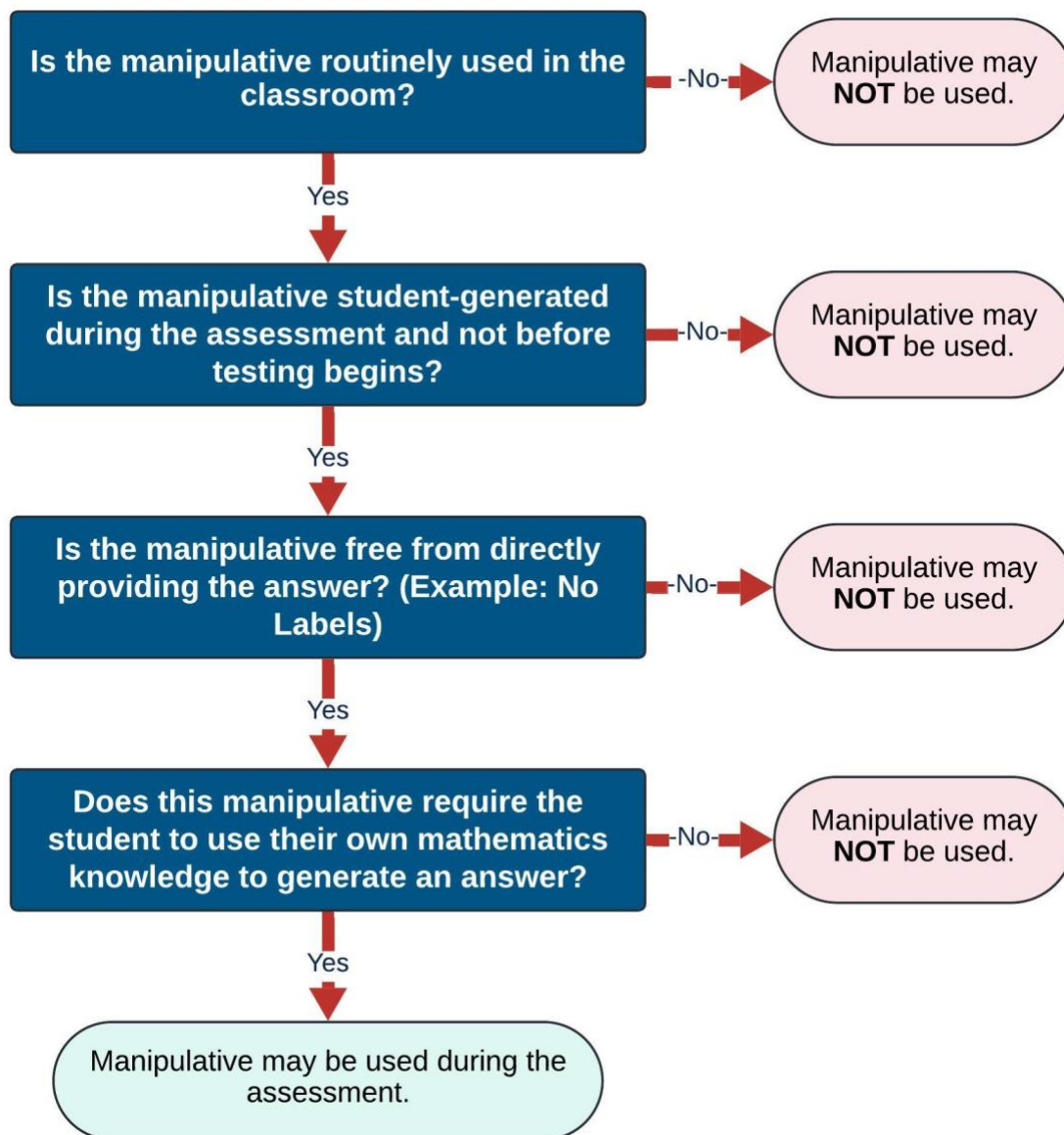
Interactive District and School Reports

An interactive reporting tool that allows users to disaggregate data based on several demographics and groupings will be available at the end of the Fall 2024 Interim window.

More information will be added to this manual as soon as it is available.

Appendix A: Math Manipulatives Guidelines

Manipulatives may NOT be used if they give the test taker an unfair advantage over a student that does not use the manipulative.



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

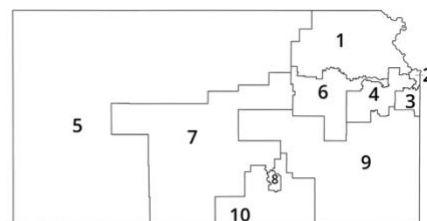
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

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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Jan. 25, 2024

