Remote Testing Manual for Test Coordinators and Test Administrators

KAP SUMMATIVE

2024 – 2025

Test Coordinator Checklist

Before the Assessment
- Train Local Staff on Test Security & Ethics
- Share Remote Testing Process with Parents
- Collect Parent Agreements
- Submit KIDS TEST Records by March 14 (Indicate Remote Testing)
- Schedule Exam Sessions with MonitorEDU
- Assist Students with Software & Equipment Setup
- Set Student PNPs

During the Assessment
- N/A

After the Assessment
- Monitor Test Completion
- Enter SC Codes, if needed

Test Administrator Checklist

BEFORE THE ASSESSMENT
- ☐ Schedule a Virtual Pre-Test Meeting for Each Test Session
- ☐ Use Kite Practice Tests with Students
- ☐ Acquire Student Usernames and Passwords

DURING THE ASSESSMENT
- ☐ Join Virtual Pre-Test Meeting with Students
- ☐ Read Scripts to Students
- ☐ Provide Students with Usernames and Passwords
- ☐ Provide Link to MonitorEDU
- ☐ Monitor Test Completion in EP

AFTER THE ASSESSMENT
- ☐ Monitor Test Completion in EP

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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.
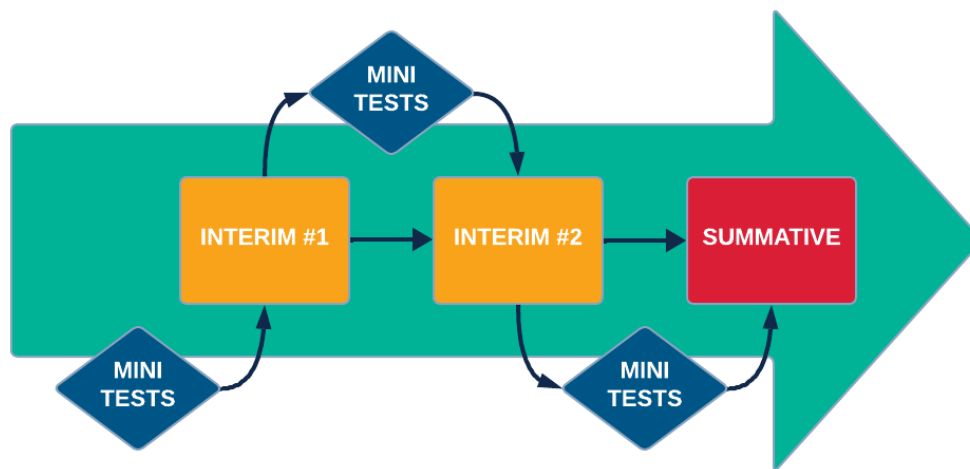
KAP Assessments serve as a cornerstone in both state and federal accountability frameworks, holding significant weight in meeting legislative requirements such as those outlined in the Every Student Succeeds Act (ESSA). The KAP and KELPA Summative assessments specifically address these mandates, ensuring 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 Remote Testing Manual supports educators who are responsible for coordinating and administering KAP Summative assessments to students attending Kansas virtual schools and must test remotely.

This manual outlines the necessary activities for coordinating and administering KAP Summative 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. 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.

In this manual, the *Test Coordinator and Test Administrator* roles are fulfilled by local educators employed by the Kansas school district. In some districts, the same individual may serve both roles. The *Proctor* is a representative from MonitorEDU that oversees remote testing sessions.

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

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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 KAP Summative Assessments

KAP provides Summative assessments in English Language Arts (ELA), mathematics, and science each spring. Summative assessments are aligned to Kansas Standards and used to evaluate students' knowledge and skills and inform decisions at the classroom, school, or district level.

The ELA, mathematics, and science assessments are part of the federal elementary and secondary education legislation. All eligible students must be assessed, including students with disabilities.

KAP Summative assessments:
- have between 40-50 questions in two sessions per subject.
- can be completed by most students within two sessions (2 x 45 min = 90 min).
- measure specific claims related to the Kansas Standards in grades 3-8 and high school.
- provide items that include a range of depth-of-knowledge levels.
- report individual student scores along with each student's performance level.
- provide area and total scores that can be used with local assessment scores to assist in improving a building's or district's programs in ELA, mathematics, and science.

KAP Summative assessments are 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 detailed information about the structure of KAP Summative assessments, please see the Summative Blueprint documents for each subject, available on the KAP website.

> **Note:** Because the 2025 KAP Summative Assessments must go through the Standard-Setting process in Summer 2025, blueprints, assessment development information, and score interpretation documents will not be available until Fall 2025.

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 Icon	
Program Website	https://ksassessments.com
Kite Status Page	https://ksassessments.com/kite

[1]The 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
User Management	How to manage educator accounts in EP.
Student PNP Settings	How to verify and set accommodations.
Data Extracts	An overview of common data extracts used by DTCs.
KAP Dashboards	An overview of the available dashboards in EP.
KAP Instructional Mini Tests	An overview on how to build, assign, administer and view results from the Instructional Mini Tests.
KAP Reporting	How to access Individual Score Reports and School/District Summary reports within EP.

Test Coordinator Responsibilities

Before the Assessment

Test Security & Ethics

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Kansas State Department of Education (KSDE) must ensure the security and confidentiality of state assessment materials. Everyone who is involved in student testing, communicates results, and manages testing information is responsible for test security.

Prior to administering KAP Summative assessments, all local personnel must receive training on the KSDE Test Security Guidelines and sign a document confirming that they have received training on and agree to adhere to the KSDE Test Security Guidelines.

> **Note:** Local personnel include any staff member who administers a state assessment, such as administrators, educators, and paraeducators, and proctors. Parents and school volunteers may not administer a state assessment.

DTCs must also train local staff on the district procedures for
- distributing test administration materials,
- reporting testing irregularities,
- entering student accommodation information into EP,
- securely returning, storing, and destroying secure test materials, and
- reactivation of students by district- and building-level users.

For more information about test security, please see the KAP Test Coordinator Manual.

Notify Parents and Collect Signed Agreements

KSDE recommends that all virtual schools have parents/guardians sign an agreement that clearly states where the student will be tested in 2025. This agreement should be completed after parents have been presented with the necessary information needed to determine if their student is going to test remotely or in person.

Parents should be aware of the testing schedule, expectations, and technology requirements of testing before being asked to make a decision. Additionally, parents must understand the need for test security and ethics around KAP Summative assessments and be prepared to follow KSDE Test Security Guidelines as they pertain to remote testing.

A sample Parent/Guardian agreement is provided in Appendix A. This agreement is also available for download in Microsoft Word format on the KAP website.

Submit KIDS TEST Records

Once you know which students will be testing remotely, submit a TEST record to KIDS. In the D17: Virtual Education Student field, enter 1. Also, in fields D75–D77: State Assessments, enter Z. KSDE requires that you submit your TEST records for remote testing students **no later than March 14, 2025.**

Schedule Test Sessions with MonitorEDU

Districts must schedule each session with MonitorEDU.

All assessments are untimed, ensuring that every student has as much time as necessary to complete each test session in one sitting. For this reason, we recommend allowing 60 minutes for each session. If a student is unable to finish a test session within 60 minutes, additional time may be provided, as long as the student demonstrates a serious attempt to complete the test. The student may select the "Save" button and resume testing later.

> **Note:** If the student does not complete the test within the time allotted, DTCs must schedule a new test session with MonitorEDU as soon as possible.

To schedule a session with MonitorEDU, go to: https://monitoredu.com/examrequest. Select **Kansas State Department of Education (KSDE)** as the organization.

Remember: Testing can only take place Monday-Friday from 7:00 AM – 4:00 PM CT.

On the form, include:

- Your Name: Enter your full name.
- Your email address: Provide your email address.
- School/Organization Name: Enter **KSDE and your district** (e.g. KSDE USD 101 Erie-Galesburg)
- Start time for exam: Specify starting time. This is the time the students will log into test session and begin set up
- End time: Set time 30 minutes after the start time of exam. This creates the start window for students. Students that have not entered the test session by this time will need to reschedule or not test.
- Exam Name: Specify the subject and part (session): **ELA Part 1, ELA Part 2, Math Part 1, Math Part 2, Science Part 1,** or **Science Part 2**. You must submit a separate request for each exam part (session).
- Time zone: Select Central
- Exam length: Leave this field **BLANK**
- Estimated Students: Enter the number of students
- Exam Link: Type the word **Kite**
- Exam Codes: Type the words **Daily Code**
- Extra notes about the exam: Include notes about any accommodations or additional notes
- Emergency Contact: Provide your contact information

Provide Necessary Software & Technology

To take KAP Summative assessments, students must have Kite Student Portal installed. For more information about installing Kite Student Portal, please see the KAP website.

Additional technology may be required by MonitorEDU so that they can adequately proctor the testing session. Please contact MonitorEDU for this information.

Set Student Personal Needs and Preferences (PNP) Profiles

Once a student is enrolled and rostered, their Personal Needs & Preferences (PNP) profile can be set, if needed. For more information about managing students in Kite Educator Portal and setting PNPs, please see the KAP Test Coordinator Manual. For more information on the accommodations and supports available in Kite Student Portal, please see the Kansas Accessibility Manual and the Kite Accessibility Manual.

After the Assessment

Monitor Test Completion

When monitoring tests, users can see which students have started the test, and which items have been answered. To monitor a test session, perform the following steps.

1. Select the **Manage Tests** menu.
2. Select **Test Coordination**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.
5. In the **Test Session Name** column, select the hyperlinked session name.

6. Select the **Monitor** tab.

7. Review the information on the screen.

	Student Name		Overall Status		# Unanswered Items		1		2		3		4
									Section 1				
☐	Natal Aspin		Complete		0		●		●		●		●
☐	Esme Beecham		In Progress		N/A		●		○		●		●

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

●- Answered, ○- Unanswered, ** - Not Available

Refresh

- Overall Status: Indicates whether the test session is unused, in progress, or complete.
- # Unanswered Items: Represents the number of items that were not answered upon completion.
- Section:
  - Each numbered column corresponds to a question on the test.
  - The solid blue circles indicate that the student has completed the question.
  - An empty circle indicates that the student has not completed the question.
  - Two asterisks (**) indicate that the student was not assigned the question.

Note: The Monitor table does not update automatically. Use the Refresh button in the bottom right to reload the data in this table.

Enter Special Circumstance Codes

If a student cannot take or complete any session of a KAP Summative assessment, the Test Coordinator at the building or district level will need to enter the Special Circumstance (SC) code in Educator Portal. Examples of special circumstances include suspension, truancy, excessive absences, catastrophic illness, specific disabilities, and parent refusal.

If you have a student that cannot complete testing due to one of these reasons, please contact your District or Building Test Coordinator.

Score Reports

The 2025 KAP Summative assessments must undergo a process called standard setting in summer 2025. For this reason, score reports will not be available until fall 2025. This includes individual student reports as well as school and district reports.

Test Administrator Responsibilities

Before the Assessment

Schedule Virtual Test Session

Using your district's preferred virtual conference software (Google Meet, Zoom, Microsoft Teams), set up a Virtual Pre-Test Meeting for each test session already scheduled with MonitorEDU. These meetings should begin at least 15 minutes before the scheduled MonitorEDU test session to allow for students to login and for the teacher to read the script.

Use Kite Practice Tests with Students

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. For KAP Summative, 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.

Obtain Testing Materials

Student Login Information

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**.

Resource Sheets & Calculators

Students can access a math resource sheet directly within the Kite Student Portal. Graphic organizers created solely by the student on blank paper during the assessment are permitted for use on any section of the test. However, computation tables or fact tables that are prepared in advance are not allowed on any part of the assessment.

For students in **grades 3, 4, and 5**, calculators are not allowed in any part of any assessment. However, for **grades 6-8 and 10**, calculators are permitted during the **second section** of the math test. In the first section, the online calculator is not enabled; in the second section, the online calculator is enabled. The grade 8 and 10 science assessments have the online calculator enabled in all sections.

During the Assessment

In general, the following outline should be followed for each session.

1. Log on to Virtual Pre-Test Meeting that you set up locally.
2. Provide student login information for Kite Student Portal.
3. Have students open Kite Student Portal and log in.
4. Recite the script.
5. Provide students with the link to the MonitorEDU test session.
6. Monitor student test completion in Educator Portal.

Begin Pre-Test Virtual Meeting

Using the meeting that you scheduled, log on and wait for students to join.

Provide Student Logins & Open Kite Student Portal

Securely provide the username and password to **each** student. Student login information will be provided by your DTC or BTC.

Students can then open and log in to 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.

Read Scripts

Directions are provided to ensure uniform testing conditions. The directions that are to be read aloud to students are in **bold** font. Directions to you are interspersed within the script and are in italics. Read the directions for students exactly as written, using a neutral tone and manner. Conduct testing sessions in a serious manner that encourages and motivates students to do their best.

KAP Summative assessments are standardized, high-stakes assessments. As such, strict adherence to the procedures and script provided is very important.

Script

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: Today you will take the Kansas State [Subject] Test. This test will let you show what you have learned in [Subject]. We are going to take [**Session One** or **Session Two**] today.

You cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and place it in a secure location until the testing session is over. *Verify that students do not have personal electronic devices with them.*

Say: You can use scratch paper to help with your test. If you need some now, please get it out. Later, if you need more, tell your test proctor and they will let you get more.

Say: Once you are with your proctor, you will click the green button that says 'Take a Test.' Then click [Subject] on the left side and 'Take Test.' Next, you will see a box to type the Daily Access Code. Your proctor will tell you the code. Type the code in the box and click 'Submit.'

Then, you will see the directions for the test. Are there any questions?

Say: During the test, you will answer some questions by clicking on the screen. Some questions might have two or more parts, so be sure to answer all the parts of each question.

If you are not sure about the answer to a question, try your best. You can go back and check your answers before you finish this session.

When you are done, you will click the 'Review/End' button. Let your proctor know you are done, and they will check your screen to make sure all the answers are complete. After they check, you can click 'End' to submit your test.

Say: Make sure you take your time and do your best work. Are there any questions?

Provide Link to MonitorEDU session

Provide students with the link to the MonitorEDU session. Stay on this virtual call for a few minutes to make sure that students can go forward to the MonitorEDU session.

Monitor test completion in EP

If you are a DTC, DU, BTC, or BU, you can monitor test completion in Kite Educator Portal. See Monitor Test Completion.

Appendix A: Parent/Guardian Sample Agreement

> **Note:** This document is available in Microsoft Word format on the KAP Website. You may download and edit the document according to the needs of your district.

KAP Summative Assessment
Parent/Guardian Remote Testing Agreement

Students are required to take the following state assessments in 2025:
- Grades 3-8 and 10 take English language arts (ELA) and math assessments
- Grades 5, 8 and 11 take science assessments

As the parent of a child attending a virtual school full time, your child may choose to take the required Kansas state assessments remotely (at home) or in-person (school or other designated building), whichever best meets the educational needs of your student.

To take a state assessment virtually, there are several requirements that must be met. Please read the following requirements before indicating your testing option.

You must notify your school by _____ if you would like to have your child take the assessment virtually. If you do not notify the school by the deadline, your child may be assigned to take the state assessments in person at a designated location proctored by a school employee. The in-person testing window is March 24 to April 25, 2025.

Remote Testing Requirements
- Student must be available to test during the remote testing window: **April 28 – May 9, 2025**.
- The student must test during typical school hours: **7:00 a.m. – 4:00 p.m., Monday – Friday**.
- A staff member from the virtual school will schedule a designated date and time for the student to take the required assessments.
- If the student has a valid photo ID, they should be prepared to show it at the beginning of the testing session. If the student does not have a valid photo ID, a screenshot of the student will be taken to validate the student's identity.
- The **parent/guardian or other adult must be present at the beginning of each test session** to ensure all technology is working, all unapproved material has been cleared from the testing session, including items on the walls, and the area is quiet and ready for testing. **However, once the testing session has begun, the parent/guardian or other adult must vacate the room to ensure a secure testing environment.**
- The student must have access to **two testing devices** – one on which to take the assessment and another that has a functioning camera and microphone for monitoring. The student will be monitored during the entire assessment session with the second device. The microphone on the second device must be unmuted throughout the exam.
- The remote testing location must have a quiet space for the student to test with a table/desk and chair, a stable internet connection with at least a 100mb connection, a WPA2 enabled Wi-Fi network or ethernet cable connection, and the Google Meet app downloaded onto the second device with a functioning camera and microphone. The device must be able to receive an email containing a testing link from a Gmail account.
- The student and student's parent/guardian must agree to abide by KSDE Security and Ethics protocol. This includes, but is not limited to, not helping or offering unallowed support to the

student during testing, not reading any part of the test to the student, not sharing test items, and not recording any part of the assessment in any manner.

- The parent/guardian must work with the virtual school staff to ensure Kite Student Portal is downloaded on the student's testing device. This must be done prior to testing or testing will not be allowed at the scheduled time.
- The student must arrive on time for the scheduled virtual testing session. Late arrivals will not be allowed into the testing session.
- Students should be fully dressed. Hats, hoodies, sunglasses, watches, and headphones are not allowed.
- Before testing begins, the testing proctor will require that the camera scan the entire room to make sure it is secure and does not contain any inappropriate testing materials. If at any time the connection is disconnected or the student is no longer in view, the session will be terminated.

Testing Location Selection

Please indicate the testing option you would like and return this form to your school no later than _____.

_____ I would like my child to take the state assessments **virtually**. I understand I am responsible for each requirement listed above. Further, I acknowledge that I will follow the KSDE Test Security and Ethics protocol.

_____ I would like my child to take the state assessments **in person**. I understand it is my responsibility to have my child present at the designated testing site at the assigned time given to me by the virtual school.

Child's Name _____   Parent Name _____
                              (please print)   (please print)

Parent Signature _____   Date _____

Appendix B: MonitorEDU Faculty Instructions

MonitorEDU®

1. Scheduling an Exam

Exam Request Form: https://monitoredu.com/examrequest

- **Important**: Select **Kansas State Department of Education (KSDE)** as the organization.
- **Reminders**: Testing is Monday- Friday 4/28-5/9 from the hours of 7am-4pm Central.

What to Fill Out in the Form:

- **Your Name**: Enter your full name.
- **Your Email Address**: Provide your email.
- **School/Organization Name**: Enter **KSDE** and your district.
- **Start Time for Exam**: Specify the starting time.
- **End Time**: Set 30 minutes after the start time (this creates the start window for students).
- **Exam Name**: Specify the exam part (e.g., ELA Part 1, ELA Part 2; Math Part 1, Math Part 2; Science Part 1, Science Part 2).
  - **Note**: Submit a separate request for each exam part.
- **Timezone**: Select Central.
- **Exam Length**: Leave this field blank.
- **Estimated Students**: Enter the number of students.
- **Exam Link**: Type the word Kite.
- **Exam Codes**: Type the words Daily Code.
- **Extra Notes About the Exam**: Include any special accommodations or additional notes.
- **Emergency Contact**: Provide your contact information.

2. On the Day of the Exam

MonitorEDU Assistance: If you need help, join here: meet.google.com/xpc-bcao-gtw.

For Students Without ID:

- The proctor will take a photo of the student and upload it to a secure folder.
- You must log in, review the photo, and approve or deny the student.

Photo Verification Process:

- You will receive an email close to exam day to register and create an account.
- To approve students click here: https://verifymystudent.monitoredu.live/.
- Select the student's name, verify the photo, and click **Approve** or **Deny**.

Main Contacts

- **Delaney (Exam Coordinator)**:

  - Email: delaney@monitoredu.com
  - Handles scheduling, reports, and schedule changes.
- **Chelsea (Director of Proctoring)**:

  - Email: chelsea@monitoredu.com
  - Answers questions about proctoring sessions.
- **Immediate Assistance during the exam**:

  - meet.google.com/xpc-bcao-gtw

Appendix C: MonitorEDU Student Instructions

MonitorEDU

Before Your Exam

Ensure your devices work with our service. We use Google Meet as our video source.

- **If using a Windows or Mac computer:** Use your computer's webcam.
- **If using a school Chromebook:** You will need a second device, such as a phone, tablet, or another computer, for the video.

Steps to Test Your Device

1. **Visit the FAQ Page**: Go to https://monitoredu.com/faq and review our procedures.
    - Watch the Single Camera Video to familiarize yourself with the process.
2. **Download Google Meet (if necessary):**
    - **For phone users:** Download the Google Meet app(multicolor).
    - **For webcam users:** No downloads are needed.
3. **Test Your Device:**
    - **Webcam Users:**
        - Visit meet.google.com.
        - Click "Start an Instant Meeting."
        - Ensure you can see yourself on the screen.
    - **Phone Users:**
        - Open the Google Meet app.
        - Click "New Meeting" and select "Start an Instant Meeting."
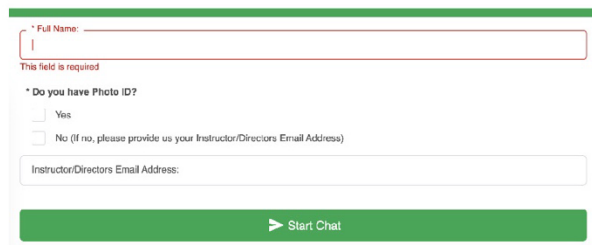   - Ensure you can see yourself on the screen.

Student Expectations During the Exam

- **Dress Code:** You must be fully dressed as you would be in class.
- **Prohibited Items:** No hats, hoodies, sunglasses, watches, or headphones.
- **Seating Requirements:**
  - No bed or couch testing.
  - Sit on a hard, flat surface (e.g., desk, table, countertop) and use a chair, bench, or other flat seating.
- **Microphone:** Your microphone must remain unmuted throughout the exam.
- **Room Conditions:** You must be alone in the room once the exam begins.

On Exam Day

1. **Connect to a Proctor:**
   - Click this link: https://tawk.to/chat/65c658500ff6374032cb5d8b/1hm7chuv1.
   - Fill out the form with your information.

   - Click "Start Chat."
2. **Follow Proctor Instructions:**
   - Your proctor will guide you on how to connect via camera, set up, and start your exam.

Appendix D: MonitorEDU Responsibilities

Before Testing

Test Coordinators (TCs) will schedule test sessions with you. They can only schedule one session in one subject at a time.

We recommend that you read the Test Administrator Responsibilities section of this document to understand the process as it will happen at the local level.

During Testing

Test Administrators (TAs) will send students to the MonitorEDU virtual session via Google Meet.

TAs will have provided students with login information and read part of the assessment script to students. They have not provided students with the Daily Access Code.

Students may use a blank sheet of scratch paper. If they need additional blank paper during the test, they've been told to ask you for permission to get it out.

Please use the following script to get students started. The directions that are to be read aloud to students are in **bold** font. Directions to you are interspersed within the script and are in italics.

Students will already be logged into Kite Student Portal on their testing device. They will have the Home Screen displayed which has the student's name at the top.

Say: **Click the green button that says 'Take a Test.' Then click [Subject] on the left side and 'Take Test.'**

Next, you will see a box to type the Daily Access Code. I will give the code to you. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step. *Provide students with the Daily Access Code in whatever manner seems appropriate.*

You should see the directions for the test. *Pause to make sure students are on the correct screen. The test name is at the top of the Directions screen.*

Say: **Read the directions quietly to yourself.** *Pause to allow students to read or listen to the directions.*

Say: **Now click Begin. The first question should appear on your screen. Do not start answering yet.**
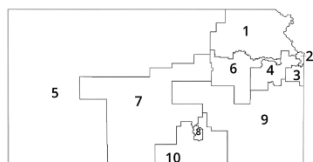
Say: **When you are done, click the 'Review/End' button. Raise your hand, and I will check your screen to make sure all the answers are complete. After I check, you can click 'End' to submit your test.**

Say: **Take your time and do your best work. You can begin.**

When students finish, check to make sure all questions have a blue dot (indicating that they are answered) before the student submits the test. The student should select End *and then* Yes *to submit their test. If students are taking both sessions of the assessment, you will need to complete this step for each session.*

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Betty.Arnold@ksde.gov

DISTRICT 9

Jim Porter
Jim.Porter@ksde.gov

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900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212
(785) 296-3203
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Frank.Harwood@ksde.gov

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Ben.Proctor@ksde.gov

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