



Kansas Assessment Program

Test Administrator Manual

KAP SUMMATIVE

2024 – 2025





KAP Summative

BEFORE THE ASSESSMENT

- Access Your Kite Educator Portal Account
- District Sends KIDS: TEST Record
- Test Coordinator Sets Student PNPs
- Install Kite Student Portal on Student Devices
- Schedule Your Testing Sessions
- Use Kite Practice Tests with Students
- Gather Testing Materials
- Prepare Testing Environment

DURING THE ASSESSMENT

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

AFTER THE ASSESSMENT

- Dispose of Secure Test Materials
- Plan for Make-Up Sessions As Needed

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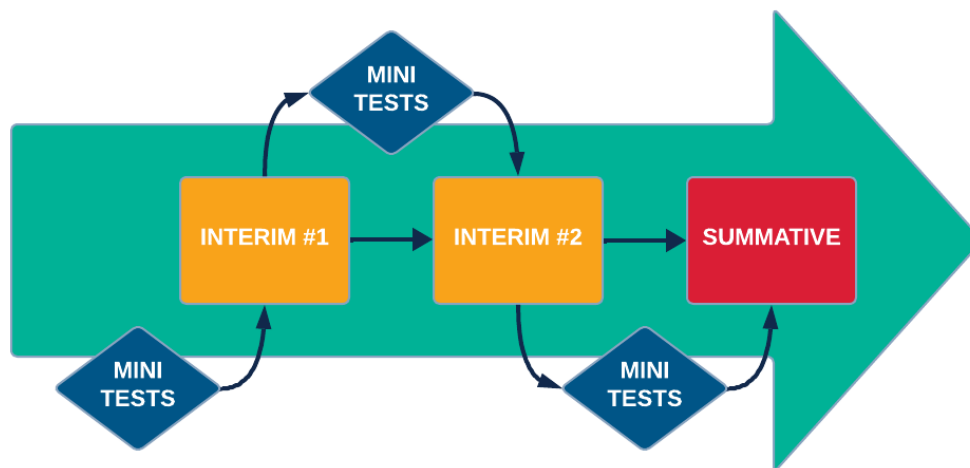
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About the Kansas Assessment Program

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 Summative Test Administrator Manual (TAM) supports teachers and proctors who are responsible for administering KAP Summative assessments. KAP Summative assessments are delivered annually in the spring. The manual outlines the necessary activities for 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.

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
4/2/25	13-14, 36	Clarified calculator use for grades 7, 8, 10

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.

See the [Kansas Assessment Program Overview](#) for more information about testing windows.

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 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 class sessions (2 x 45 min = 90 min).
- measure specific claims related to the Kansas Standards in grades 3-8 and high school.
- provides 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 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

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 and Daily Access Codes (DACs),
- reporting testing irregularities,
- entering student accommodation information into EP,
- distributing and returning braille booklets (if needed),
- 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 website](#).

Testing Irregularities

Report any breach of test security, loss of materials, or any other deviation to your District or Building Test Coordinator immediately.

Do include:

- Student's name and building
- Subject of the test (ELA, mathematics, or science)
- Session number and, if applicable, the specific item number

Do not include:

- Any information about item content (passage, item stem, response choices) or narrative descriptions of the item in writing. Remember, these are live, secure test items
- Pictures of the item

Administration Guidelines

Testing Materials and Procedures

Students are permitted to use blank scratch paper, graph paper, and manipulatives to aid in problem-solving. At the conclusion of the test session, any used paper must be collected and securely destroyed to maintain test security. It is important to ensure that no electronic devices, such as cell phones, smart watches, or similar devices, are used during any portion of the assessment, as they are strictly prohibited.

English Learners (ELs) are allowed to use bilingual dictionaries during mathematics and science assessments to support their understanding. However, textbooks, dictionaries (other than bilingual ones for ELs), and other curricular materials are not permitted during testing.

When students complete their assessments, they should stop at the Review/End screen so the teacher or proctor can verify that all questions have been answered. Students should revisit and answer any skipped or omitted items before submitting their responses. Teachers may assist by confirming that all items are completed prior to submission.



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 all 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, as long as the student demonstrates a serious attempt to complete the test. This additional time should be given immediately after the initial session. If the session takes place during the last period of the day, the student may select the "Save" button and resume testing after school or on the next school day. 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.

Test Administrator Responsibilities

Training and Compliance

Test administrators must complete training on the KSDE Test Security Guidelines and sign a document affirming their understanding and agreement to adhere to these guidelines. Additionally, they are required to follow any additional policies and procedures outlined by the District or Building Test Coordinator on local test security and ethical testing practices.

Preparing the Testing Environment

Before testing begins, all bulletin board displays, charts, diagrams, and other instructional materials that could provide an advantage or assistance to students must be removed or covered with opaque material. Administrators should ensure the testing room is free from distractions and appropriately arranged for secure testing.

Managing Testing Materials

Administrators must adhere to district and building procedures for collecting and securely destroying all testing materials, including scratch paper, student notes, and drawings, after each test session and at the conclusion of the assessment. Under no circumstances should test content be stored on personal devices, shared via email, or reproduced in any format.

Monitoring and Assisting Students

Active monitoring of the testing environment is essential. Administrators should move around the room to encourage students to focus on their work while ensuring a secure environment. They must verify the Review/End screen at the conclusion of testing to ensure that all items have been answered before a student exits the test.

It is critical that administrators do not:

- Indicate to students whether their responses are correct or incorrect.
- Ask how students arrived at a response.
- Direct students to redo a specific answer or review a specific part of the assessment once testing has begun.
- Review each item with a student individually. Instead, they should instruct students to check and answer any items that are incomplete (marked without a blue dot).



Security

Test administrators must ensure the confidentiality of EP usernames and passwords. These accounts are strictly personal and should not be shared or exchanged to avoid violations of FERPA regulations.

Any breaches of test security, loss of materials, failure to account for materials, or other deviations from the testing protocol must be reported immediately to the Building Test Coordinator. The Building Test Coordinator will escalate the issue to the District Test Coordinator or KSDE for further guidance.

Reporting Item Issues

If a student questions the correctness of an item, follow this outlined procedure.

1. To the student, repeat the information from the directions, teacher print directions, or Kite directions: “Choose the answer that you think is best,” “There is one correct or best answer to each question,” “Carefully read the question,”. “Work the problem.” It may be appropriate in certain circumstances to tell the student that their concern will be forwarded to KSDE for review and analysis.
2. Collect the following information and forward the information to the District Test Coordinator, who will then forward the information to the Kite Service Desk and KSDE.
 - Give the student ID only; do not include the name, building, or district.
 - Provide the content area of the test (for example, ELA, mathematics, or science).
 - Provide the session number and the item number.
 - Report the issue, not the content of the item (for example, “no correct answer,” “multiple correct answers,” “both A and C are correct,” “a word is misspelled,” “sentence is grammatically incorrect,” etc.).
 - Do not forward via email any part of the test content (question, prompt, response choices, or narrative descriptions). Remember, these are live, secure test items.
 - Do not take or send pictures of the test content.

Math: Resource Sheets, Calculators, & Manipulatives

Resource Sheets

Students can access a math resource sheet directly within the Kite Student Portal. Alternatively, they may use a clean, printed copy of the KAP grade-specific resource sheet, which is available for download on the [KAP website](#).

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.

Calculators

The math assessment is divided into two sessions. Students in grades 6–10 may use either the online calculator provided or a handheld calculator, as allowed. Each session may include a soft break (transition point) that separates it into two sections. Once students pass the soft break, **they cannot return** to the previous section.



Grades 3, 4, and 5

- **Calculators are NOT allowed** on any part of the assessment.

Grades 6, 7, 8, and 10

- **Session 1** is divided into two sections:
 - **Section 1:** Calculators are **NOT allowed**
 - **Section 2:** Calculators are **allowed**
- **Session 2:**
 - **Grade 6:** Also divided by a soft break
 - Section 1: Calculators are **NOT allowed**
 - Section 2: Calculators are **allowed**
 - **Grades 7, 8, and 10:**
 - **Calculators are allowed on all sections**

Grade	Session 1	Session 2
6	NOT ALLOWED on section 1 ALLOWED on section 2	NOT ALLOWED on section 1 ALLOWED on section 2
7, 8, 10	NOT ALLOWED on section 1 ALLOWED on section 2	ALLOWED on all sections

Calculator apps or websites on phones or other devices are strictly prohibited. For students using handheld calculators, the device's memory must be cleared before and after each testing session to maintain test security.

Note: Students in grades 6-8 that use a handheld calculator may **only** use a basic four-function calculator or a scientific calculator (e.g. TI-30X). Students in grade 10 that use a handheld calculator may use a basic four-function calculator or a graphing calculator (e.g. TI-85).

Manipulatives

Manipulatives that are routinely used in the classroom may be utilized during the assessment. However, their use is optional, and they will only be effective if students have regularly practiced with them throughout the school year. Teachers should not suggest a specific manipulative for a student to use, nor should they require students to use manipulatives.

Any measurement tools, such as rulers, meter sticks, protractors, or compasses, must not include labels indicating their purpose. For example, a meter stick may display measurements in "cm" but must not state that it measures length. Similarly, a protractor may indicate "degrees" but must not explicitly label that it is for measuring angles. This ensures that the tools are neutral and do not provide additional instructional support during the test.

For more information, see Appendix A: Math Manipulatives.

Science: Calculators

For the science assessment, a calculator is available within the Kite Student Portal Toolbox. If a student opts to use a handheld calculator, it is essential that the calculator's memory is cleared both before and after each testing session to maintain test security and integrity.

Note: The online calculator available for Grade 5 is a basic four-function calculator (addition, subtraction, multiplication, and division). The online calculator for Grade 8 and Grade 11 is a scientific calculator (TI-30II). If you choose to allow handheld calculators, please provide a similar type of calculator. Graphing calculators are not allowed for any grade.

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.

See the following manuals for details:

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

Note: Text-to-Speech (TTS) accommodations have significantly changed beginning in 2024-2025. Please contact your DTC or BTC for details about the use of TTS accommodations on KAP assessments.

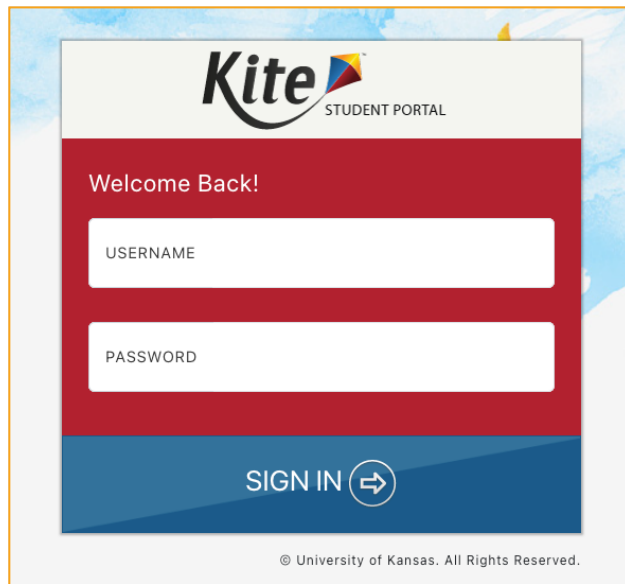
Kite Student Portal

KAP Summative 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

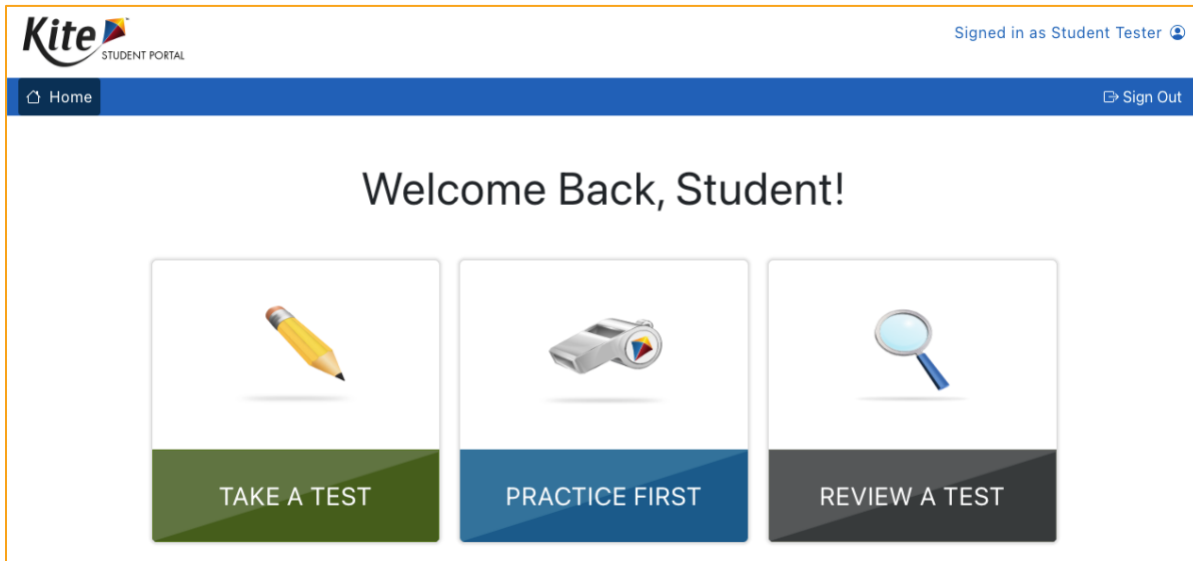
Before students log in to SP, they must have their student username and password. See Student Usernames and Passwords for how to access this information in Kite Educator Portal.

After launching SP, students will see the Login Screen.



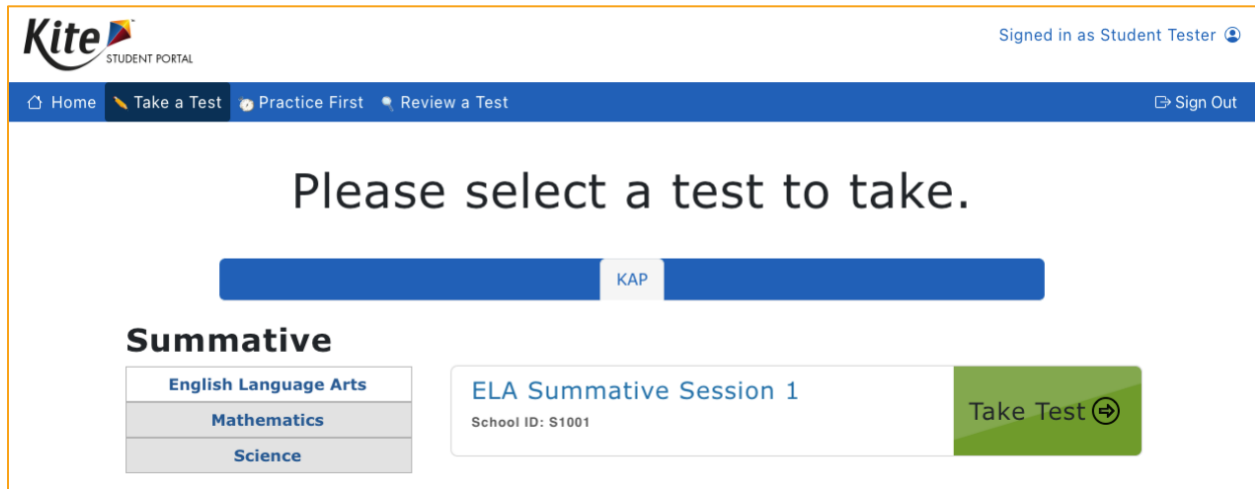
Home Screen

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



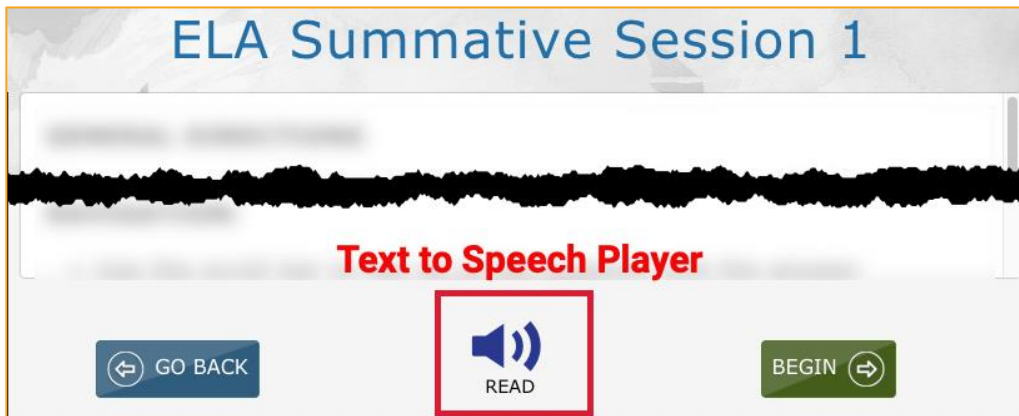
Test Selection Screen

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



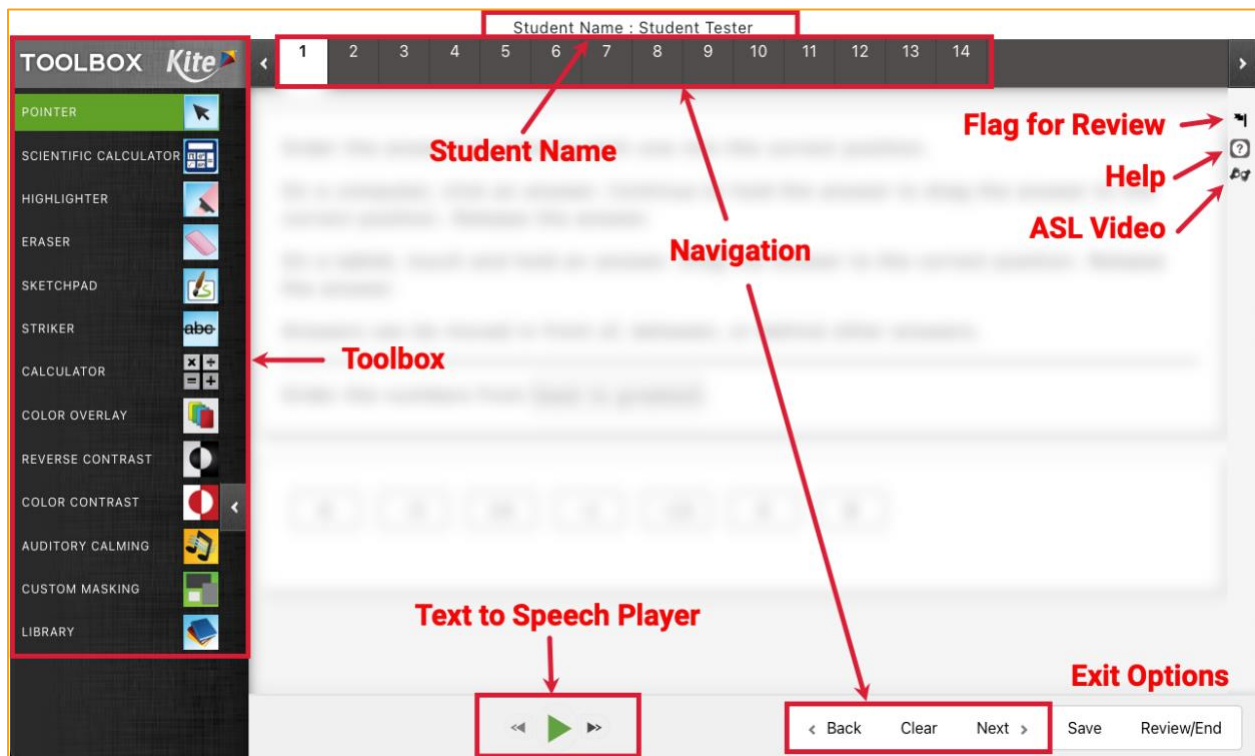
Directions Screen

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.

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.

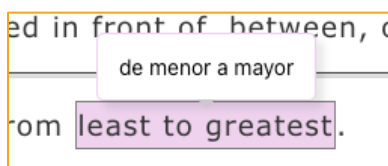
Note: For most assessments, the TTS player is enabled by the settings on a student's PNP in Educator Portal. For some assessments, the TTS player is enabled for all students.

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.



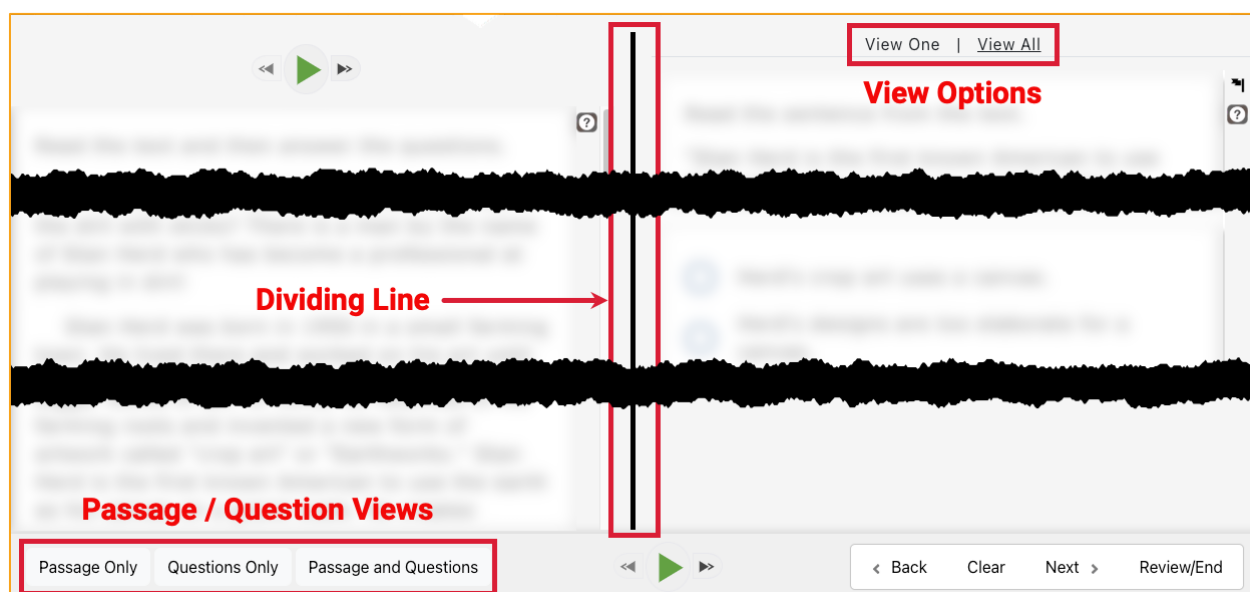
Views for Passages and Questions

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 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

Test Scheduling

Plan to administer each test session within the testing window scheduled by your school.

When students complete all the sessions scheduled for the day, collect their used paper testing materials, and instruct the students to sit quietly or quietly read a book at their desks until all students have finished. Reading is the only activity allowed. Students should not be allowed to begin any other session of the test at this time.

If a single student or a small group of students does not complete the assessment as quickly as a large majority of the class, it is permissible to quietly dismiss the class or take the remaining testers to a different location to complete the session.

Testing Disruptions

The schedule should provide sufficient time to ensure that each test session will be completed before lunch or afternoon dismissal. If it is estimated that students cannot finish a session before dismissal, the students should not begin the session, and the session should be rescheduled for a makeup day.

Absences

Parents and guardians should be urged in advance of testing to avoid making medical appointments or planning trips for their child on a scheduled testing day. If a student is unable to take a test session(s) on the scheduled testing day(s) due to illness, a medical appointment that cannot be rescheduled, or unforeseen circumstances, the student may be administered the test session(s) that was missed on a makeup testing day.

If a student misses one session, they must complete that session before moving on to the next. Test sessions must be administered in numerical order.

Makeup Testing

If a student misses a session due to illness or some other legitimate reason, a makeup session must be held before the end of the testing window. Makeup tests may be administered throughout the main testing window.

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. 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.

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 KAP Instructional Mini Tests, KAP Interim (Fall and Spring), KAP Summative, and KELPA Summative assessments.

Daily Access Codes (DACs)

District and Building Test Coordinators (TCs) will distribute DACs in a secure manner each day. DACs differ by subject, grade, and test session, but are the same for all students in a particular grade, even if they are in separate buildings or districts.

DACs are retrievable by TCs at 2:30 PM the day **before** testing; the codes expire at midnight on the testing day. If students need to finish the test the following day, students use the DAC for the present (not past) day. DACs for Mondays are not available until Sundays at 2:30 PM.

Mathematics test sessions at grades 6–8 and 10 contain a transition break between sections. Students will not need to enter a new DAC between these sections.

Testing Materials

Before testing, acquire **student logins** and **Daily Access Codes (DACs)** from your test coordinator. Individual usernames and passwords remain the same for an entire school year for KAP Summative, KAP Interim, and Instructional Mini Tests. DACs differ by subject, grade, and session, but are the same for all students in a particular grade, even if they are in separate buildings or districts.

Provide the following materials to students, as needed:

- blank scratch paper
- pencils for each student to work problems on scratch paper
- manipulatives for mathematics and science assessments
- handheld calculators for mathematics (grades 6-8,10) and science (only if using)
- clock visible to students
- bilingual dictionaries for English learner (EL) students
- headphones

Testing Environment

Before testing begins, ensure all student devices are prepared and ready for use, with batteries fully charged to avoid disruptions. Arrange the seating in a manner that prevents students from viewing each other's work, maintaining the integrity of the testing environment. Place a "Testing – Do Not Disturb" sign outside the classroom door to minimize interruptions from outside the room.

Additionally, any instructional materials that could provide assistance or an unfair advantage during the test—such as bulletin-board displays, fact tables, charts, or diagrams—should be removed or covered with opaque material. For mathematics and science assessments, appropriate manipulatives

should be made available to students. While the use of manipulatives is optional and may assist some students, teachers should not mandate their use during the test.

During Testing

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.

Remember, test materials are secure. Test questions are not to be used for development of instructional materials or to build sample tests. No other use of these materials is permitted.

- Encourage the students to do their best.
- Check periodically to make sure that the students are recording their answer properly.
- Ensure that the students work until they reach the end of each testing session.
- You are prohibited from reading anything aloud beyond an occasional word or phrase in a question. You must never read aloud from a passage.

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

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

1. Educators pass out login information and other test materials.
2. Students open Kite Student Portal on their devices.
3. Educators recite the script.
4. Students begin testing.
5. For mathematics grades 6 – 8 and 10, educators pass out handheld calculators when appropriate.
6. 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.
7. Educators collect test materials and make arrangements to destroy scratch paper.

Important Reminders for Test Administrators

You may not help students in any way, except during the general instructions or as specified in this manual. You may assist a student if a technology issue occurs. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.

Test administrators may not study student responses.

Once a student has reached the Review/End screen that shows which items have been answered, unanswered, partially answered, and/or marked for review, instruct the student to ensure all items have been answered and to review any flagged items. The student can select the item number to navigate to that item in the test. When the student is ready to submit, select “End” from the Review/End screen and confirm by selecting “Yes”.

If a student’s session ends before the student is finished, the student may reuse the username, password, and DAC to log in again within 90 minutes of the original login. After 90 minutes have passed, the student’s test session must be reactivated. To reactivate a test session for a student, contact your District or Building Test Coordinator.



Once a test is submitted, have the students select “Close Kite” in the upper-right corner before allowing the student to sit quietly and/or read a book at their desk.

If you encounter a technology problem during testing, please call the Kite Service Desk. Please be prepared to provide a description of the issue, test session information, device type and operating system in use.

Proctoring Guidance during Testing

Maintaining Focus and Monitoring

As a proctor, you must remain attentive throughout the entire testing session. Personal tasks such as reading, grading papers, or engaging in other work are strictly prohibited. Move quietly around the room to observe students without causing disruptions. Regularly check to ensure that all students are following instructions, staying on task, and using any permitted tools, such as calculators, only during the appropriate section of the test. Periodically remind students of the time remaining to help them pace themselves during the session.

Providing Assistance

Offer assistance to students who are having difficulty following instructions. Monitor student responses to ensure they are being indicated properly. If a student appears to be responding randomly or not putting forth effort, stop the test session for that student immediately. Notify your test coordinator about the situation. If appropriate, the session can be reactivated later, allowing the student to continue the assessment when they are better prepared.

Educators may read, paraphrase, or define technology directions for students who request assistance with how to show their responses. Additionally, educators may provide further assistance to a student regarding how to use a device to provide a response. **This further assistance must be limited to the technology directions only.**

When a student requests assistance, remind the student to select the ? to read the technology directions. If the student is still unsure, read the technology directions to the student exactly as written. If the student needs further clarification, paraphrase or define the technology directions. Do **not** read the item (the question, response choices, graphics, or passage) to the student. Do **not** use the item or response choices as part of your explanation of the technology directions. Do **not** touch the screen, keyboard, or mouse.

Maintaining a Secure and Distraction-Free Environment

Ensure that students who finish early remain quiet and do not interact with or disturb other students still working on the test. Verify that all test items have been answered by checking the Review/End screen in the Kite Student Portal before allowing a student to exit the test. Once finished, collect all materials, including scratch paper and any other resources used during the session, to maintain the security and integrity of the testing process.

Opening Kite Student Portal

The first step in the testing process is to have students 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.

Scripts

Scripts for each session are organized by subject in the sections below. To preserve the standardized nature of KAP Summative Assessments, educators must read the scripts exactly as written to ensure a consistent testing environment for all students.

Scripts for ELA Assessments (Grades 3-8, 10)

Session One

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: **Today you will take the Kansas State English Test. This test will let you show what you have learned in English this year.**

You cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.

Do not click anything on the computer until I tell you to. In this session, 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.

Say: **You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you.** Pass around scratch paper to those that need it.

Say: **Click the green button that says 'Take a Test.' Then click 'Take Test.'**

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. Pause to make sure students are on the correct 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: **Read the directions quietly to yourself.** (Alternatively, if you want students to listen to the TTS audio, say **Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.**) Pause to allow students to read or listen to the directions.

If you don't understand something in the directions, raise your hand, and I will help you.

Pause to allow students to read or listen to the directions. If you have no more questions, we will move on.

Say: **Now click Begin. The first question should appear on your screen. Do not start answering yet.**

The following instructions may be skipped if your students have taken the Practice Tests or Interim assessments and are familiar with Kite Student Portal. Skip to the next "Say" section of the script if this applies.

Say: Let's look at the buttons on your screen.

The 'Next' button will take you to the next question.

The 'Back' button will take you to the question before.

If you want to mark a question to look at later, click the little flag on the screen. The flag will show up next to the question number at the top of your screen.

Now, click on the arrow on the left side of your screen. This is your Toolbox. There are some tools you can use to help with the test. Pause to allow students to see the tools and use a few of them.

Raise your hand if you have any questions about these tools. Click on the arrow again to hide your Toolbox.

When you are done with all the questions, you will click on the Review/End button at the bottom of the screen. Then, you should raise your hand, and I will check your screen to make sure that you have completed all the test questions.

Are there any questions about the tools and buttons?

Say: 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.

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.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.

When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After the allotted time has expired, continue reading the following script.

Say: Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.

Say: This completes Session 1. Please wait quietly at your seat while I collect your test materials.

Collect any scratch paper or test tickets from the students. Give all the used scratch paper to your TC at the end of testing.

If you will immediately continue with Session Two, provide students with a short break, and proceed to the directions for Session Two, below.

If you will not immediately continue with Session Two, instruct the students to log out of their computers, and click the Close Kite button at the top of the screen. Store student login information in a secure location until the next testing session.

Session Two

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: Today you will take Session Two of the Kansas State English Test.

Remember, you cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. *Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.*

Do not click anything on the computer until I tell you to. In this session, 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.

Say: You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you. *Pass around scratch paper to those that need it.*

Say: Click the green button that says 'Take a Test.' Then click 'Take Test.'

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. *Pause to make sure students are on the correct 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: Read the directions quietly to yourself. *(Alternatively, if you want students to listen to the TTS audio, say Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.) Pause to allow students to read or listen to the directions.*

If you don't understand something in the directions, raise your hand, and I will help you.

If you have no more questions, we will move on.

Say: 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.

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.



Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.

When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After students have finished or the allotted time has expired, continue reading the following script.

Say: **Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.**

Say: **We are now finished with the Kansas State English Test. Please wait quietly at your seat while I collect your test materials.**

Collect any scratch paper or test tickets from the students. Instruct the students to log out of their computers and shut them off, if appropriate. Return all login information and scratch paper to your TC to be destroyed.



Scripts for Mathematics Assessments (Grades 3-5)

Session One

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: Today you will take the Kansas State Mathematics Test. This test will let you show what you have learned in Mathematics this year.

You cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.

Do not click anything on the computer until I tell you to. In this session, 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.

Say: You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you. Pass around scratch paper to those that need it. Remember: Students in Grades 3-5 may NOT use a calculator.

Say: Click the green button that says 'Take a Test.' Then click Mathematics on the left side and 'Take Test.'

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. Pause to make sure students are on the correct 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: Read the directions quietly to yourself. (Alternatively, if you want students to listen to the TTS audio, say **Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.**) Pause to allow students to read or listen to the directions.

If you don't understand something in the directions, raise your hand, and I will help you.

If you have no more questions, we will move on.

Say: Now click Begin. The first question should appear on your screen. Do not start answering yet. The following instructions may be skipped if your students have taken the Practice Tests or Interim assessments and are familiar with Kite Student Portal. Skip to the next "Say" section of the script if this applies.

Say: Let's look at the buttons on your screen.

The 'Next' button will take you to the next question.



The 'Back' button will take you to the question before.

If you want to mark a question to look at later, click the little flag on the screen. The flag will show up next to the question number at the top of your screen.

Now, click on the arrow on the left side of your screen. This is your Toolbox. There are some tools you can use to help with the test. *Pause to allow students to see the tools and use a few of them.*

Raise your hand if you have any questions about these tools. Click on the arrow again to hide your Toolbox.

When you are done with all the questions, you will click on the Review/End button at the bottom of the screen. Then, you should raise your hand, and I will check your screen to make sure that you have completed all the test questions.

Are there any questions about the tools and buttons?

Say: **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.**

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.**

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.

When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After the allotted time has expired, continue reading the following script.

Say: **Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.**

Say: **This completes Session One. Please wait quietly at your seat while I collect your test materials.**

Collect any scratch paper or test tickets from the students. Give all the used scratch paper to your TC at the end of testing.

If you will immediately continue with Session Two, provide students with a short break, and proceed to the directions for Session Two, below.

If you will not immediately continue with Session Two, instruct the students to log out of their computers, and click the Close Kite button at the top of the screen. Store student login information in a secure location until the next testing session.



Session Two

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: Today you will take Session Two of the Kansas State Mathematics Test.

Remember, you cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. *Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.*

Do not click anything on the computer until I tell you to. In this session, 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.

Say: You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you. *Pass around scratch paper to those that need it. Remember: Students in Grades 3-5 may NOT use a calculator.*

Say: Click the green button that says 'Take a Test.' Then click Mathematics on the left side and 'Take Test.'

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. *Pause to make sure students are on the correct 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: Read the directions quietly to yourself. *(Alternatively, if you want students to listen to the TTS audio, say Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.) Pause to allow students to read or listen to the directions.*

If you don't understand something in the directions, raise your hand, and I will help you.

If you have no more questions, we will move on.

Say: 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.

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.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.



When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After students have finished or the allotted time has expired, continue reading the following script.

Say: Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.

Say: We are now finished with the Kansas State Mathematics Test. Please wait quietly at your seat while I collect your test materials.

Collect any scratch paper or test tickets from the students. Instruct the students to log out of their computers and shut them off, if appropriate. Return all login information and scratch paper to your TC to be destroyed.



Scripts for Mathematics Assessments (Grades 6-8, 10)

Session One

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: Today you will take the Kansas State Mathematics Test. This test will let you show what you have learned in Mathematics this year.

You cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.

Do not click anything on the computer until I tell you to. In this session, 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.

Say: You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you. Pass around scratch paper to those that need it.

Say: You may use the online calculator tool or a handheld calculator on the second part of this test. Once the first part is complete, you may not go back to the first part. When you finish with the first part, raise your hand if you would like to use a handheld calculator. Reminder: You must keep track of which students use a handheld calculator.

Say: Click the green button that says 'Take a Test.' Then click Mathematics on the left side and 'Take Test.'

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. Pause to make sure students are on the correct 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: Read the directions quietly to yourself. (Alternatively, if you want students to listen to the TTS audio, say Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.) Pause to allow students to read or listen to the directions.

If you don't understand something in the directions, raise your hand, and I will help you.

If you have no more questions, we will move on.

Say: Now click Begin. The first question should appear on your screen. Do not start answering yet.



The following instructions may be skipped if your students have taken the Practice Tests or Interim assessments and are familiar with Kite Student Portal. Skip to the next "Say" section of the script if this applies.

Say: Let's look at the buttons on your screen.

The 'Next' button will take you to the next question.

The 'Back' button will take you to the question before.

If you want to mark a question to look at later, click the little flag on the screen. The flag will show up next to the question number at the top of your screen.

Now, click on the arrow on the left side of your screen. This is your Toolbox. There are some tools you can use to help with the test. Pause to allow students to see the tools and use a few of them.

Raise your hand if you have any questions about these tools. Click on the arrow again to hide your Toolbox.

When you are done with all the questions, you will click on the Review/End button at the bottom of the screen. Then, you should raise your hand, and I will check your screen to make sure that you have completed all the test questions.

Are there any questions about the tools and buttons?

Say: 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.

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.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.

When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After the allotted time has expired, continue reading the following script.

Say: Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.

Say: This completes Session One. Please wait quietly at your seat while I collect your test materials.

Collect any scratch paper or test tickets from the students. Give all the used scratch paper to your TC at the end of testing.

If you will immediately continue with Session Two, provide students with a short break, and proceed to the directions for Session Two, below.

If you will not immediately continue with Session Two, instruct the students to log out of their computers, and click the Close Kite button at the top of the screen. Store student login information in a secure location until the next testing session.

Session Two

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: Today you will take Session Two of the Kansas State Mathematics Test.

Remember, you cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. *Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.*

Do not click anything on the computer until I tell you to. In this session, 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.

Say: You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you. *Pass around scratch paper to those that need it.*

Say: (Grade 6) You may use the online calculator tool or a handheld calculator on the second part of the test. Once the first part is complete, you may not go back to the first part. When you finish with the first part, raise your hand if you would like to use a handheld calculator. *Reminder: You must keep track of which students use a handheld calculator.*

(Grade 7, 8, 10) You may use the online calculator tool or a handheld calculator on this entire session. Raise your hand if you would like to use a handheld calculator.

Reminder: You must keep track of which students use a handheld calculator.

Say: Click the green button that says 'Take a Test.' Then click Mathematics on the left side and 'Take Test.'

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. *Pause to make sure students are on the correct 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: Read the directions quietly to yourself. *(Alternatively, if you want students to listen to the TTS audio, say Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.) Pause to allow students to read or listen to the directions.*

If you don't understand something in the directions, raise your hand, and I will help you.



If you have no more questions, we will move on.

Say: 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.

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.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.

When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After students have finished or the allotted time has expired, continue reading the following script.

Say: Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.

Say: We are now finished with the Kansas State Mathematics Test. Please wait quietly at your seat while I collect your test materials.

Collect any scratch paper or test tickets from the students. Instruct the students to log out of their computers and shut them off, if appropriate. Return all login information and scratch paper to your TC to be destroyed.

Scripts for Science Assessments (Grades 5, 8, 11)

Session One

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: **Today you will take the Kansas State Science Test. This test will let you show what you have learned in Science this year.**

You cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.

Do not click anything on the computer until I tell you to. In this session, 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.

Say: **You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you.** Pass around scratch paper to those that need it.

Say: **You may use the online calculator tool or a handheld calculator on this test. Raise your hand if you would like to use a handheld calculator.** Reminder: You must keep track of which students use a handheld calculator. See Administration Guidelines for more information on which handheld calculators may be used for each grade level.

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

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. Pause to make sure students are on the correct 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: **Read the directions quietly to yourself.** (Alternatively, if you want students to listen to the TTS audio, say **Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.**) Pause to allow students to read or listen to the directions.

If you don't understand something in the directions, raise your hand, and I will help you.

If you have no more questions, we will move on.

Say: **Now click Begin. The first question should appear on your screen. Do not start answering yet.**



The following instructions may be skipped if your students have taken the Practice Tests or Interim assessments and are familiar with Kite Student Portal. Skip to the next "Say" section of the script if this applies.

Say: Let's look at the buttons on your screen.

The 'Next' button will take you to the next question.

The 'Back' button will take you to the question before.

If you want to mark a question to look at later, click the little flag on the screen. The flag will show up next to the question number at the top of your screen.

Now, click on the arrow on the left side of your screen. This is your Toolbox. There are some tools you can use to help with the test. Pause to allow students to see the tools and use a few of them.

Raise your hand if you have any questions about these tools. Click on the arrow again to hide your Toolbox.

When you are done with all the questions, you will click on the Review/End button at the bottom of the screen. Then, you should raise your hand, and I will check your screen to make sure that you have completed all the test questions.

Are there any questions about the tools and buttons?

Say: 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.

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.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.

When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After the allotted time has expired, continue reading the following script.

Say: Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.

Say: This completes Session One. Please wait quietly at your seat while I collect your test materials.

Collect any scratch paper or test tickets from the students. Give all the used scratch paper to your TC at the end of testing.

If you will immediately continue with Session Two, provide students with a short break, and proceed to the directions for Session Two, below.

If you will not immediately continue with Session Two, instruct the students to log out of their computers, and click the Close Kite button at the top of the screen. Store student login information in a secure location until the next testing session.

Session Two

Pass out login information and any other test materials and ask students to open Kite and log in. You may also want to write the Daily Access Code on a whiteboard at this time.

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: Today you will take Session Two of the Kansas State Science Test.

Remember, you cannot use a phone, smart watch, or other devices during the test. If you have one, please turn it off now and raise your hand so I can place it in a secure location until the testing session is over. *Walk around the room to verify that students do not have personal electronic devices with them. Collect and store students' devices according to the procedure at your school.*

Do not click anything on the computer until I tell you to. In this session, 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.

Say: You can use scratch paper to help with your test. If you need some now, let me know. Later, if you need more, raise your hand and I will bring it to you. *Pass around scratch paper to those that need it.*

Say: You may use the online calculator tool or a handheld calculator on this test. Raise your hand if you would like to use a handheld calculator. *Reminder: You must keep track of which students use a handheld calculator.*

Say: Click the green button that says 'Take a Test.' Then click Science on the left side and 'Take Test.'

Next, you will see a box to type the Daily Access Code. I will read the code to you, or you can look at where it is posted. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.

You should see the directions for the test. *Pause to make sure students are on the correct 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: Read the directions quietly to yourself. *(Alternatively, if you want students to listen to the TTS audio, say Put your headphones on and click the audio speaker icon at the bottom of the screen to hear the directions. When you are done listening, remove your headphones.) Pause to allow students to read or listen to the directions.*

If you don't understand something in the directions, raise your hand, and I will help you.

If you have no more questions, we will move on.

Say: 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.



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.**

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session.

When students finish and raise their hand, 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. Then, they should click Close Kite at the top right of the screen to exit Kite Student Portal. Students should remain quiet until the test session is complete.

Reminder: You may not review the students' responses.

After students have finished or the allotted time has expired, continue reading the following script.

Say: **Time is up. If you have not finished, you will have time later to complete your test. For now, click 'Save' at the bottom of the screen. Then click 'Yes.' After that, click 'Close Kite' at the top-right corner.**

Say: **We are now finished with the Kansas State Mathematics Test. Please wait quietly at your seat while I collect your test materials.**

Collect any scratch paper or test tickets from the students. Instruct the students to log out of their computers and shut them off, if appropriate. Return all login information and scratch paper to your TC to be destroyed.



After Testing

Final reminders

At the end of the test session, ensure that students select End and then confirm by selecting Yes to submit their answers. This step is crucial to ensure that all responses are recorded, and the test status is marked as complete.

Collect all used test materials, including scratch paper and resource sheets, from students. These materials must be securely destroyed to maintain test security and confidentiality.

For students using Mac, Windows, or iPad devices, they should select Close Kite before leaving the testing area. For students on Chromebooks, they should press the power button to return to the Chromebook login screen. These steps ensure the test environment is properly closed and maintains security.

Special Circumstances

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.



Appendix A: Math Manipulatives

Approved Manipulatives

Manipulatives that are routinely used in the classroom may be used by the student on the Kansas Assessments. The manipulative **MUST** be chosen by the student. The teacher may neither suggest a particular manipulative nor insist that a manipulative be used. Not all these manipulatives will be found in a particular classroom. Manipulatives will not be useful on the assessment if they have not been used regularly during the year.

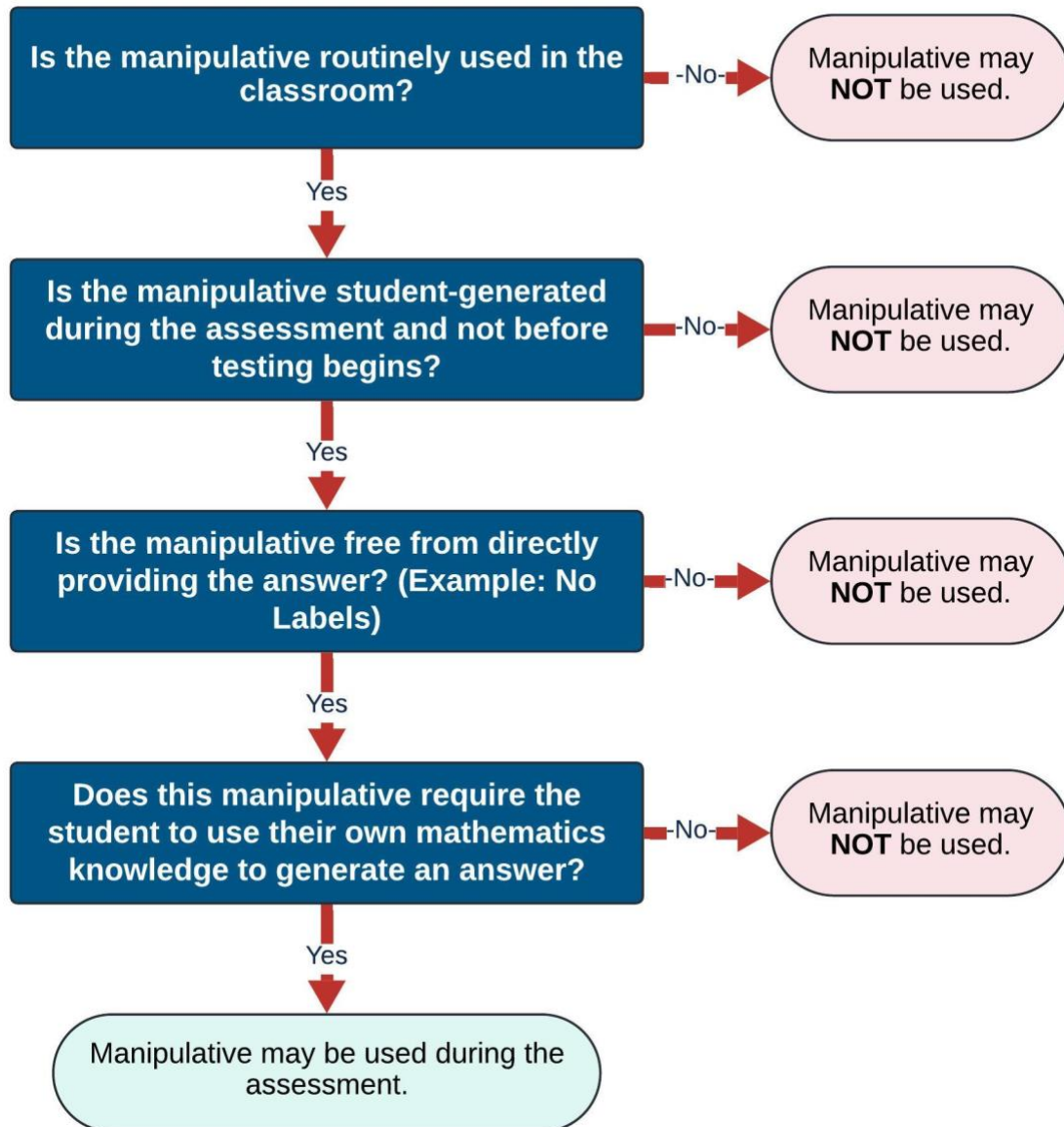
Examples of Manipulatives Appropriate for the State Mathematics Assessment

- Algebra tiles
- Base 10 blocks
- Calendars
- Chips, two-color counters, two-sided counters
- Clock or clock face
- Color tiles (squares)
- Containers
- Pint, quart, gallon containers may have the capacity for each container marked on it, but they may not be marked in sub-units in any way such as nesting, labeling, or color-coding. They may not be coded in any way for conversions.
- Coordinate grids with x and y and with or without numbers
- Cubes: multilink, connecting, color, wooden, unifix, multilink cubes
- Cuisenaire rods
- Fraction tiles not pre-labeled
- Geoboards
- Geometric solids (without any indication as to their name)
- Graph paper
- Lattice frames not pre-labeled
- Hundreds chart (can be pre-labeled)
- Integer number line
- Money
- Number cubes
- Pattern blocks
- Plane figures (without any indication as to their name)
- Rekenreks
- Rulers, meter sticks, protractors, compass
- Scissors
- Snap blocks
- Spinners
- “Touch math” numbers
- Transparent mirror or mira

Guidelines

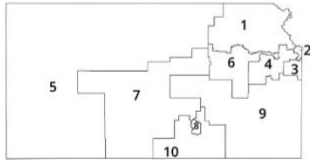
Manipulatives may NOT be used if they give the test taker an unfair advantage over a student that does not use the manipulative.

To determine if a manipulative is acceptable to use on the mathematics assessment, read and answer the questions in the flowchart below.





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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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