KELPA

Screener Manual

KELPA SCREENER

2024 – 2025

KELPA Screener Checklist

Note: For students who recently arrived, the "**KELPA Pre-Screener**" is a four-question survey in Kite Educator Portal used to determine if a rostered student should take the KELPA Screener.

Pre-Administration

Prior to administering the KELPA Screener, licensed educators should:

- ☐ Establish a Kite Educator Portal account.
- ☐ Complete training (the same training that is required for the KELPA summative).
- ☐ Obtain a copy of the KELPA Screener Manual (this document)
- ☐ Gather **materials** needed, **scripts**, and **directions**.
- ☐ Ensure student technology is available, updated, and charged in preparation for testing
- ☐ Obtain headphones (with microphone) for student use during the KELPA Screener.
- ☐ Kindergarten and First Grade require printed writing booklets; downloaded from the **Help** tab in the **Materials for KELPA Screener** topic in **Kite Educator Portal** to be prepared in the event that the student makes it to session 3.
- ☐ Obtain a copy of the **KELPA Screener Test Administration Directions for Session 3**, found under the **Help** tab in the **Materials for KELPA Screener** topic in **Kite Educator Portal**, to be prepared in the event the student makes it to session 3.
- ☐ Obtain a copy of the student's testing ticket.

Administration

A **licensed educator** must administer the KELPA Screener. When administering the KELPA Screener, follow the same protocol as you would for any other state assessment.

Post-Administration

If the student completed Session 3:

- ☐ Prior to scoring Session 3, complete the **KELPA Screener Rater Training** for your grade band. Rater Training materials are found under the **Help** tab in the **Materials for KELPA Screener** topic in **Kite Educator Portal**.
- ☐ Score Session 3 using the **KELPA Screener Rubrics** that are found in the **Kite Educator Portal** under the **Help** tab.

For all students being screened:

- ☐ When the testing session has been completed, communicate results with appropriate district staff.

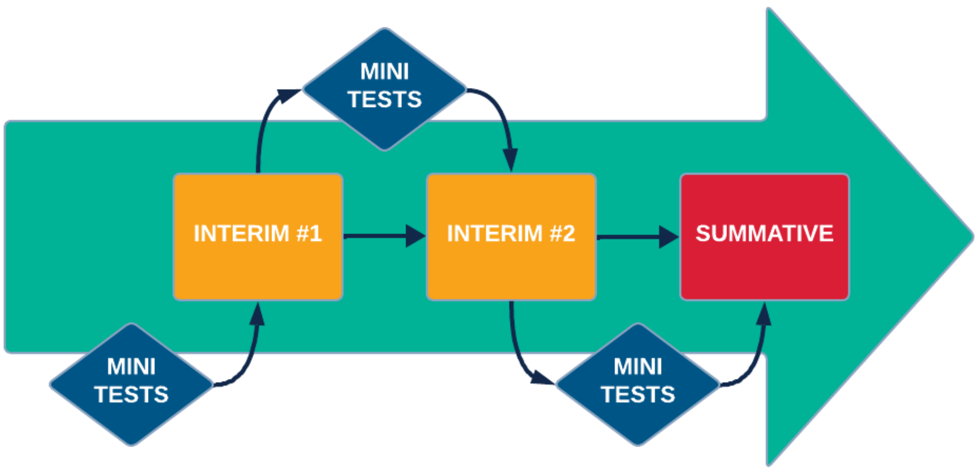
Special thanks to USD 443 Dodge City for providing this Checklist

Table of Contents

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 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.

Change Log

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

Date	Page	Change

Getting Help

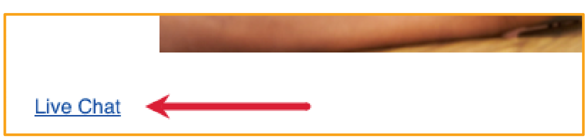
Common tasks are described in this manual, but if you require additional assistance, please do not hesitate to contact us.

Program Resources

Resource	Location
Phone	855-277-9752
Email	kap-support@ku.edu
Kite Educator Portal & Live Chat	https://educator.kiteaai.org/
Hours	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.org/
Kite Status Page	https://ksassessments.org/kite

Live Chat

Live Chat in EP may be used to contact the Kite Service Desk during normal business hours.



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 federal 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 program website.

Title	Topic
KELPA Screener Training	An overview of how to administer the KELPA Screener to newly-enrolled students.
Data Extracts	An overview of common data extracts available in EP used in test coordination.
Intro to Kite Educator Portal	An introduction to Kite Educator Portal, where districts and schools manage data, monitor tests, and view reports.
Intro to Kite Student Portal	An overview of Kite Student Portal, installation, navigation, and testing.
Intro to Kite Suite	An introduction to the Kite Suite.

Overview

The Kansas English Language Proficiency Assessment (KELPA) Screener determines student eligibility to receive services for English for Speakers of Other Languages (ESOL). The Screener is based on the KELPA assessment, which measures the English language proficiency of English learners (ELs). As outlined by the U.S. Department of Education and the U.S. Office of Civil Rights, identified ELs who are enrolled in Kansas schools are entitled to services that ensure the students can meaningfully participate in educational programs and services.

The KELPA Screener is based on 2018 Kansas Standards for English Learners. These standards were designed to streamline the process of learning in English. This allows students to gain English proficiency and simultaneously meet Kansas standards in other subjects. These standards correspond to four language domains: listening, reading, speaking, and writing.

Assessed Students

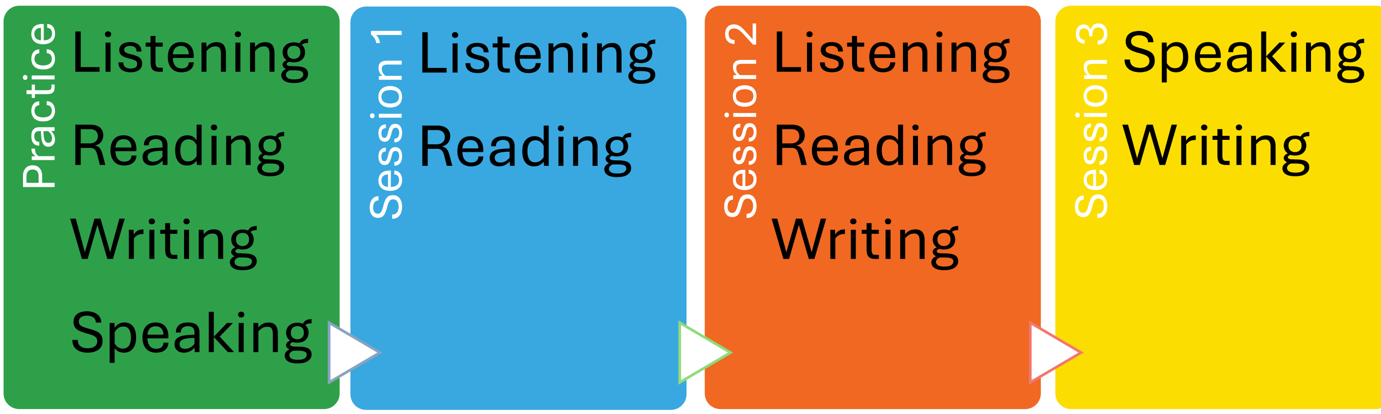
Students who are new to a school district and whose *Home Language Survey* suggests they speak a language other than English in the home should take the KELPA Screener.

Timeline

The KELPA Screener is open for year-round use. If EP or SP will be down for scheduled maintenance, a message will be displayed on the Kansas Assessment Program website and within EP.

Test Design

The KELPA Screener consists of one brief practice session (3–5 simplified items) followed by three sequential sessions containing two or three domains. At the end of Sessions 1 and 2, SP displays an English proficiency determination of **Proficient** (prompts the student to advance to the next session) or **Not Proficient** (displays message that they are finished with the screener). Reports are available in EP under the Reports menu for students scoring **Not Proficient** on Session 1 or 2 shortly after completion. After completing educator scoring, reports for Session 3 will be available under the Reports menu and will display the **Proficient** or **Not Proficient** determination.



Practice Session items are not scored
Session 1 and Session 2 items are machine-scored.
Session 3 items must be hand-scored.

Testing Time

KELPA Screener assessments are untimed, and students should be given as much time as necessary to complete the assessment.

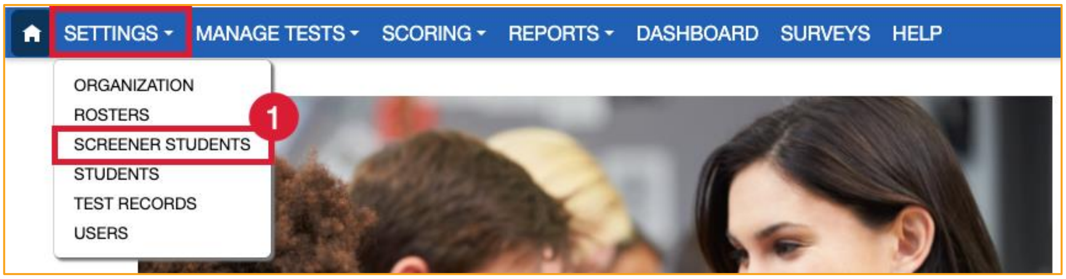
Registering Students

Users with the role of **District Test Coordinator** (DTC), **District User** (DU), **Building Test Coordinator** (BTC), or **Building User** (BU) will manually upload students into EP to register and assign a KELPA Screener assessment. Users can enter information manually through the User Interface or through CSV Upload. Users must have the student's **first name**, **last name**, a **local identifier**, and enrollment information such as **district, school, and grade**. An **Educator Identifier** will also be needed to assign the scorer for the assessment.

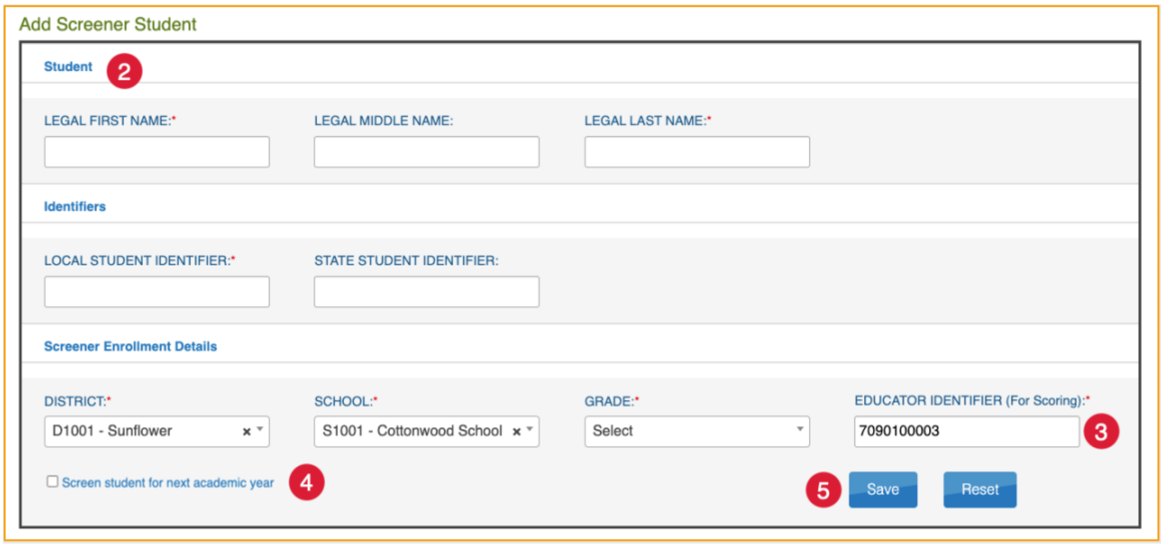
User Interface

To register a student and assign a KELPA Screener assessment, perform the following steps in EP.

1. Select **Settings**, then **Screener Students**. The **Add Student** tab displays.



2. Enter student information into fields. Required fields are marked with a red asterisk (*). The State Student Identifier (SSID) will need to be provided once the student is fully enrolled through the KIDS (Kansas Individual Data on Students) system. Information about linking the SSID to a student's KELPA Screener record is shown below in the *Linking Screener Students to Their State Student Identifier* section.



3. The Educator Identifier will auto-populate with the current user's Educator Identifier if it has been entered into EP. A valid Educator Identifier tied to an active user must be entered to register the student and assign a scorer. An alert message will appear if an invalid Educator Identifier is entered. Click **Ok** to return to the registration screen and enter a valid Educator Identifier. Students cannot be registered without being tied to a valid Educator Identifier. See *Hand Scoring Session 3 Items in Speaking and Writing Domains* below for more information about scoring the KELPA Screener.
4. If you are screening a student for the following school year, check the box next to Screen student for next academic year. By checking the box, this student will remain a Screener Student for the next school year, allowing for easy report access and re-screening if necessary.

Note: This checkbox may be deactivated early in the school year when pre-screening is not done.

5. Select **Save**. A success message will appear on the screen when all required information is submitted. Repeat these steps to register additional students.

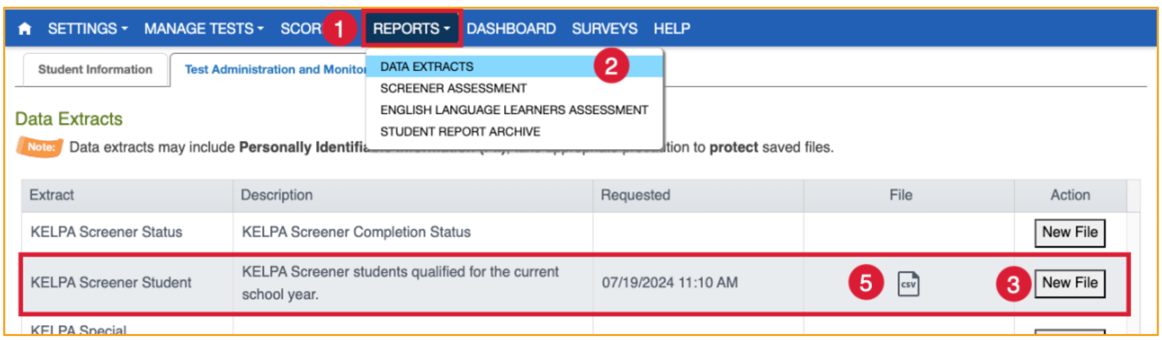
CSV Upload

Users can use a CSV upload to register students, assign Screener tests, link an SSID to a registered student, or update information such as student name or attendance school.

To create the upload file, you will use the KELPA Screener Student data extract file, edit it, and then upload it.

Access KELPA Screener Student Data Extract

1. Select **Reports** from the navigation menu.
2. Select **Data Extracts**. Then select the **Test Administration and Monitoring** tab.
3. Select **New File** in the Action column on the KELPA Screener Student Extract row.
4. Select **Ok**. The file will first show as In Queue and then will change to a CSV file icon when ready to be downloaded.
5. Select the **CSV file icon** in the File column.



6. Save the file to your computer.

Edit CSV File

Now you can open and edit the KELPA Screener Student Extract CSV file to create or edit records.

Attendance_District_Identifier	Local_Student_Identifier	Student_Legal_First_Name	Student_Legal_Middle_Name	Student_Legal_Last_Name	State_Student_Identifier	Attendance_School_Program_Identifier	Current_Grade_Level	Educator_Identifier	Reassign_Screener	Screen_For_Next_Year
D1001	2555384	Babbie	Elnora	Ketteridge		1001	1	458210		
D1001	6841746	Blinni	Thomas	Biernat	458921535	1001	10	458210		
D1001	4906165	Craggie	Sibbie	Raun		1001	11	458210		

Fields are described below. All required fields must be entered, or the record will not be created or edited. "Editable" columns can be used to update a student's record through the CSV Upload process.

Column Name	Description	Required?	Editable?
Attendance_District_Identifier	District ID. (Example: D0123)	Y	N
Local_Student_Identifier	Local ID used to identify student in local school information system (SIS)	Y	N
Student_Legal_First_Name	Student's legal first name	Y	Y
Student_Legal_Middle_Name	Student's legal middle name	N	Y

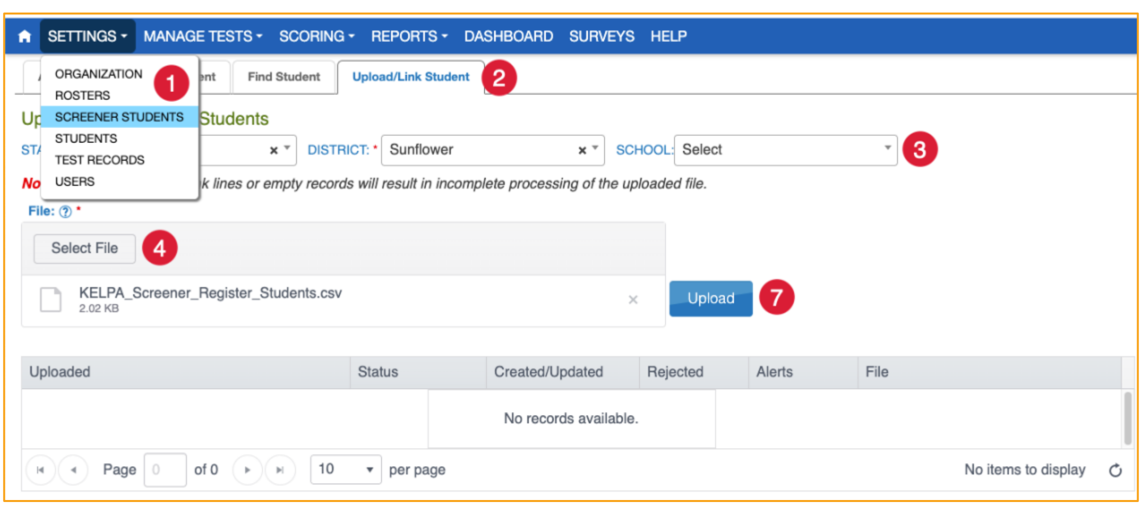
Student_Legal_Last_Name	Student's legal last name	Y	Y
State_Student_Identifier	SSID from KIDS system, when available	N	Y
Attendance_School_Program_Identifier	School ID. (Example: S1001)	Y	Y*
Current_Grade_Level	Student's grade level (K or 1-12)	Y	Y*
Educator_Identifier	Educator ID of user assigned to score Session 3	Y	Y**
Reassign_Screener	To reassign a screener assessment to previously registered students that have completed tests, type Yes. Otherwise, leave blank.	N	N/A
Screen_for_Next_Year	If this student should remain a Screener student for next school year, type in Yes	N	N/A

**To edit a student's school or grade, also type 'Yes' in the Reassign_Screener column. This will also create a new Screener test for the student.*
***To assign a different educator to score a completed Session 3, change the Educator ID and leave the Reassign_Screener column blank. If the Screener is unused (student has not logged in), a different educator can be assigned by typing in 'Yes' in the Reassign_Screener column.*

Upload CSV File

After creating or editing rows, the file can be uploaded using the following steps. The upload will update any changed information on existing student records, will reassign a Screener test when applicable, and will create new records for students who did not have entries previously but now do.

1. Select **Settings**, then **Screener Students**.
2. Select the **Upload/Link Student** tab.
3. The State and District drop-down menus auto-populate with your organization.
4. In the File field, select the **Select File** button.
5. Select the appropriate CSV file from your computer.
6. Select **Open**.
7. Select **Upload**.



8. The final step to uploading student records is to verify that all records have been uploaded successfully. If a record fails, download the CSV file for information on why the record failed.

> **Note:** Fields marked with a red asterisk (*) are required.

Status Message	Description
Failed	The CSV file failed to upload. Click the CSV file under the file column to understand why they failed.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0	
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0	CSV
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	CSV

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Status Message	Description
Rejected: [value]	Records were not created and were rejected. Rejected column represents number of records that failed validation. Click the CSV file under the file column to understand why they were rejected.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0	
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0	CSV
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	CSV

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Status Message	Description
Created/ Updated: [value]	Records were created successfully.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0	
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0	CSV
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	CSV

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Status Message	Description
Alerts: [value]	Records were created but there are alerts that should be reviewed. Click the CSV file under the file column to view the issue.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0	
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2	CSV
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	CSV

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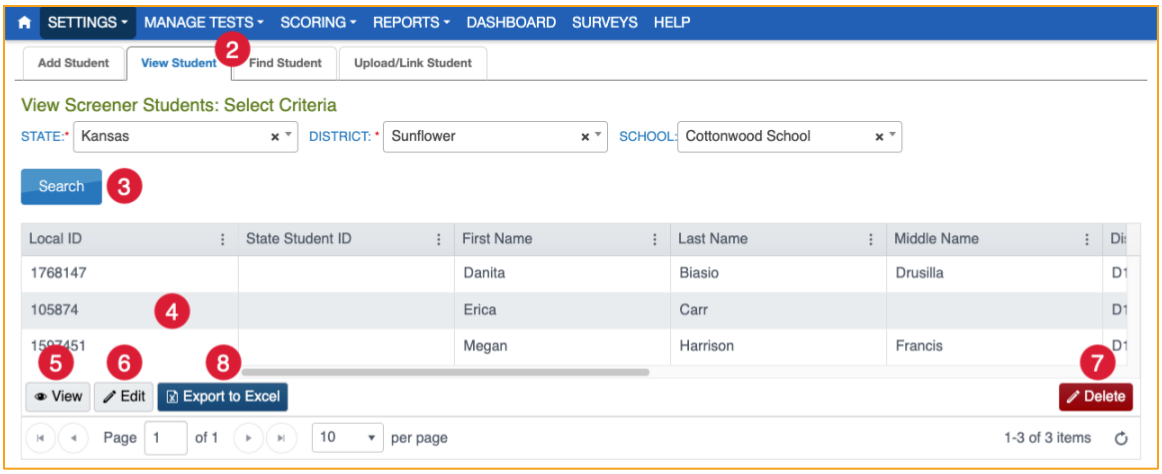
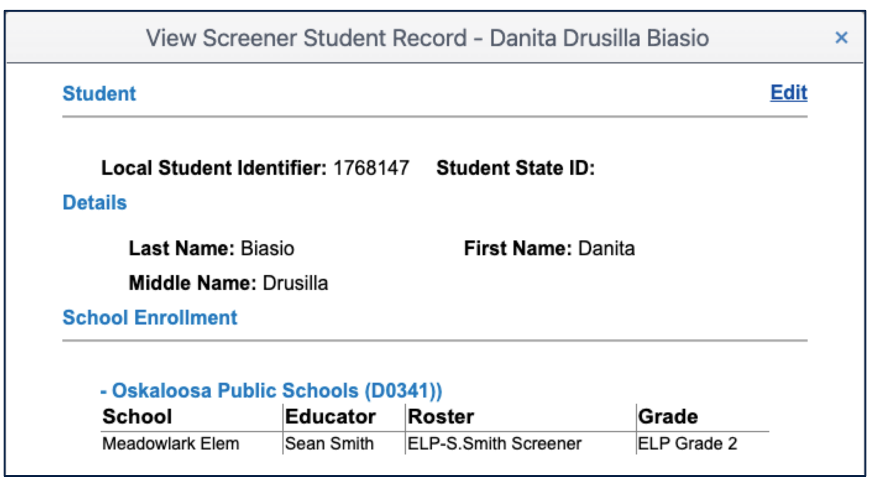
View Registered Students

To view names of students registered for the KELPA Screener assessment, perform the following steps:

1. Select **Settings**, then **Screener Students**.
2. Select the **View Student** tab. The State and District drop-down menus auto-populate with your organization. Select the School from the drop-down menu, if desired.
3. Select **Search**.
4. Select a student record.



5. Select **View** to see details about a student, including enrollment and roster information.



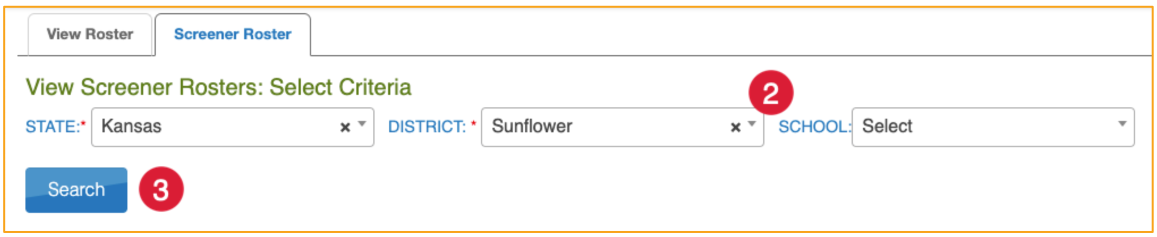
6. Select **Edit** to edit student name (first, middle, or last), local identifier, or state student identifier. For more information about Editing Student information, see the *Edit Registered Student Records* section.
7. Select **Delete** to remove a student from the KELPA Screener test assignment.
8. Select **Export to Excel** to download an XLSX file containing the information shown in the table. Show or hide columns in the table to add or remove data from the export file.

View Rosters

Once students are enrolled, they are assigned to the roster of the educator identified in the enrollment (via the Educator ID). To see which students have been enrolled and rostered to an educator, perform the following steps:

1. Select **Settings**, then **Rosters**.

2. On the **Screener Roster** tab, complete the District and School fields, as appropriate.
3. Select **Search**.



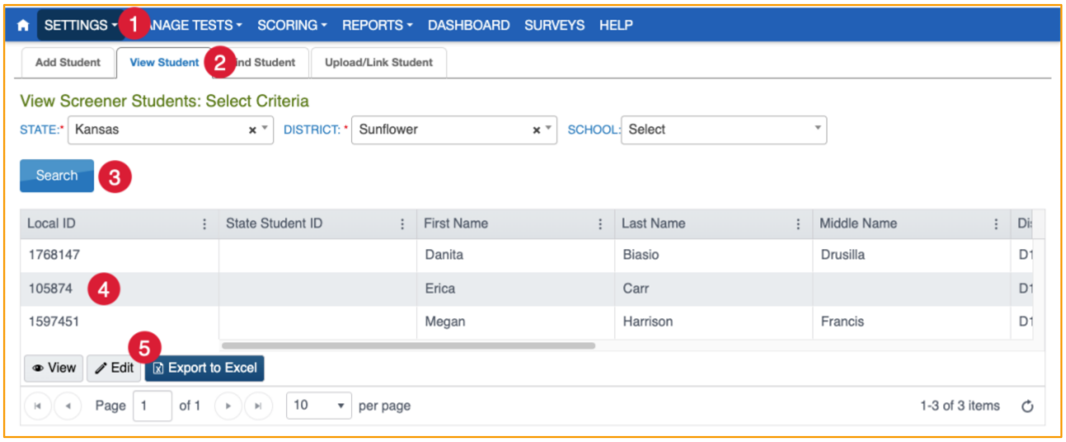
4. All Rosters will be displayed on a grid. Select a row to view more information about the roster, including a list of students assigned to the roster.

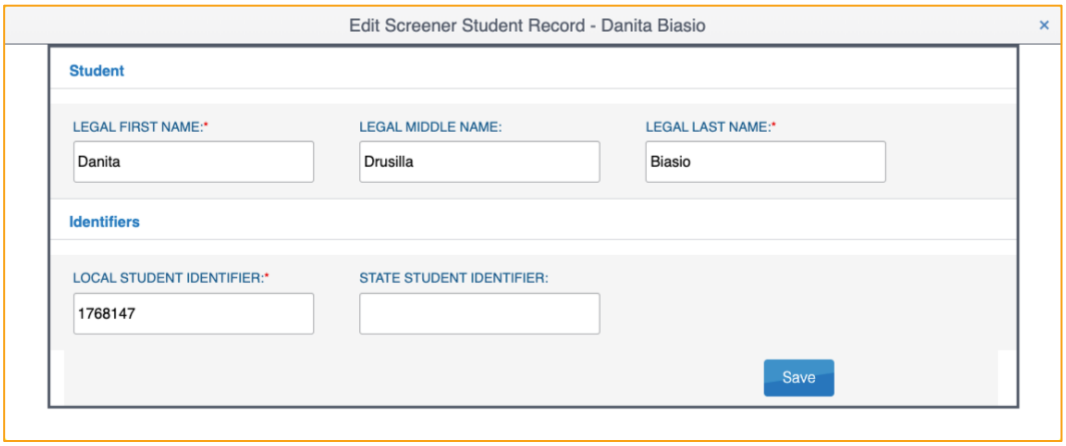
Edit Registered Student Records

Users with the role of DTC, DU, BTC, or BU may edit certain fields in a student record and delete a student from KELPA Screener. Editable fields include first name, middle name, last name, local student identifier, and state student identifier.

To edit a student's enrollment, perform the following steps:

1. Select **Settings**, then **Screener Students**.
2. Select the **View Student** tab. The State and District drop-down menus auto-populate with your organization. Select the School from the drop-down menu, if desired.
3. Select **Search**
4. Select a student record.
5. Select
    a. **Edit** - to change student information such as names or local/state identifiers.
    b. **Delete -** to remove a student from KELPA Screener.





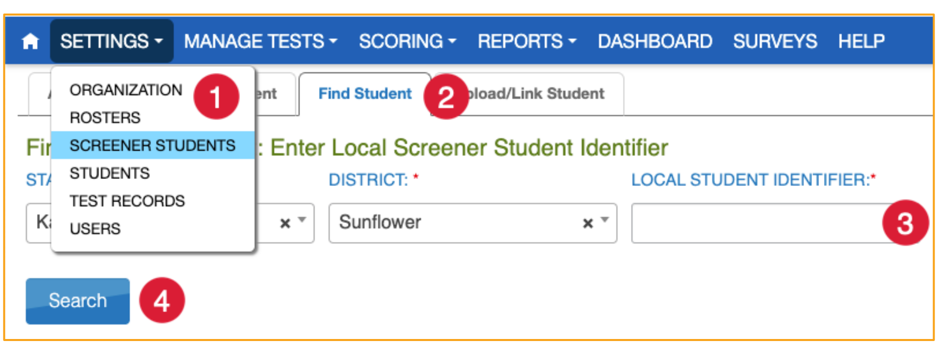
Editing Attendance School or Grade

School and Grade can only be edited through a CSV Upload. If you upload a student with the same Local School ID as a student that is already enrolled for KELPA Screener, it will edit the information based on what the CSV file includes. Note, however, that you must type 'Yes' in the Reassign_Screener column. This will assign a new Screener to the student at the new attendance school or grade level.

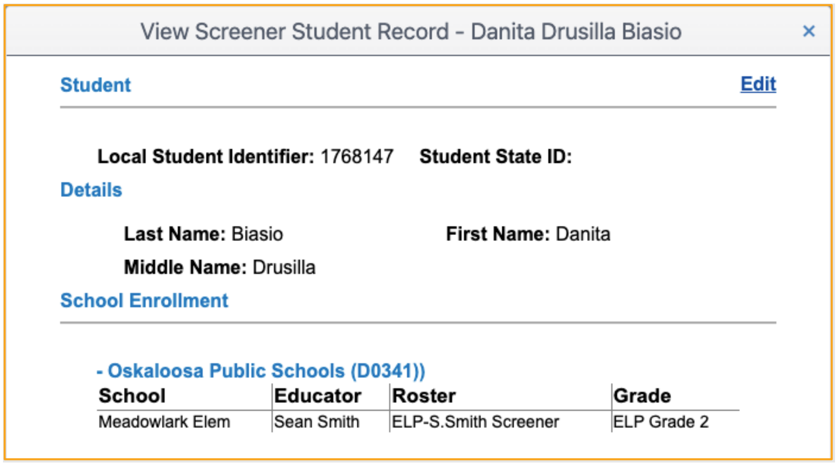
Finding Students

To find a student's record using the Local Student Identifier, perform the following steps:

1. Select **Settings**, then **Screener Students**.
2. Select the **Find Student** tab.
3. Complete all fields, including the Local Student Identifier.
4. Select **Search**.



5. Student information can be viewed and edited from this screen.


View Screener Student Record - Danita Drusilla Biasio

Student Edit

Local Student Identifier: 1768147 **Student State ID:**

Details

Last Name: Biasio **First Name:** Danita

Middle Name: Drusilla

School Enrollment

- Oskaloosa Public Schools (D0341))

School	Educator	Roster	Grade
Meadowlark Elem	Sean Smith	ELP-S.Smith Screener	ELP Grade 2

Registering Educators

Educators who administer or score the KELPA Screener **must** already have an EP account with an associated Educator ID before registering students. Refer to the *KELPA Test Coordination Manual* on the KAP website for more information about creating accounts and assigning roles.

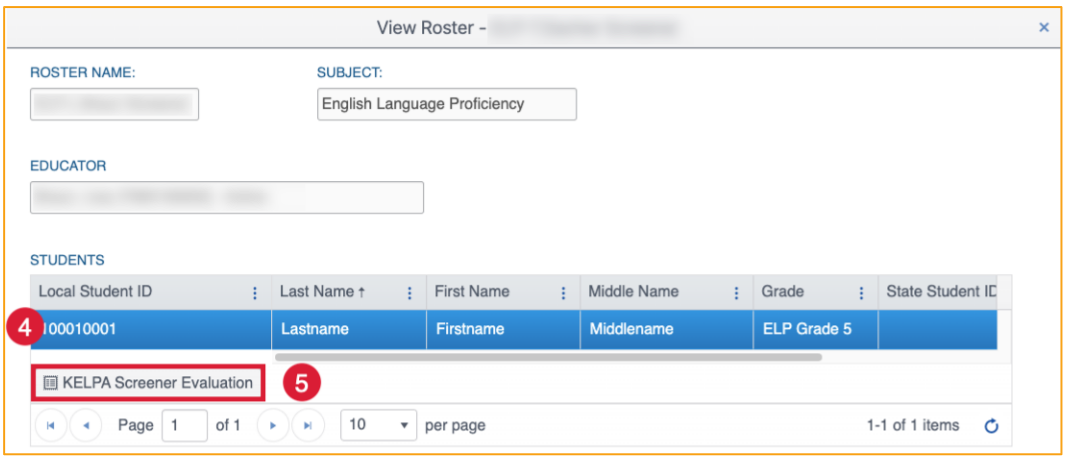
Educator Training

All educators administering and scoring the KELPA Screener must complete the same training that is required for KELPA summative assessment. Training materials are available in the **Help** tab in EP.

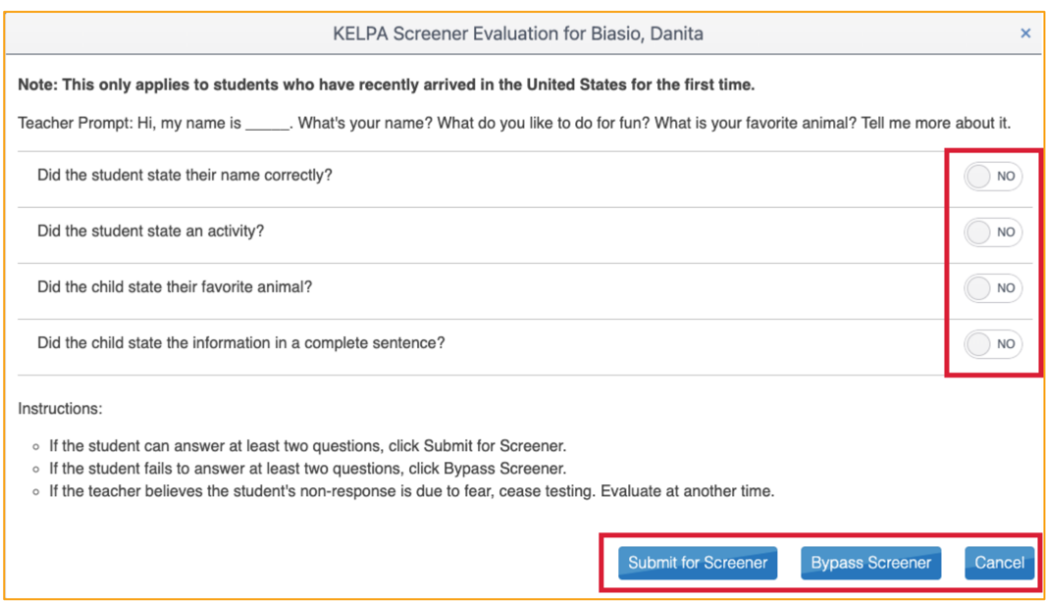
Pre-Screener for KELPA Screener

For students who have recently arrived in the United States, the KELPA Pre-Screener is a four-question survey in EP used to determine if a student should take the KELPA Screener. To assess a student, follow these steps:

1. Select **Settings** from the navigation menu.
2. Select **Rosters**.
3. Select the **Screener Roster** tab.
4. Select a **Roster** from the grid and a student grid displays.
5. Select a student and select the **KELPA Screener Evaluation** button.



6. Complete the Pre-Screener survey and follow the instructions to select Submit for Screener, Bypass Screener, or Cancel.



Note: *Submit for Screener* - the student should be further evaluated with the Screener taken in SP.
Bypass Screener - the student would not pass the Screener and qualifies for ESOL services.

Accommodations

SP offers several tools for students to use while taking the KELPA Screener. Students can gain experience with these tools in the practice session.

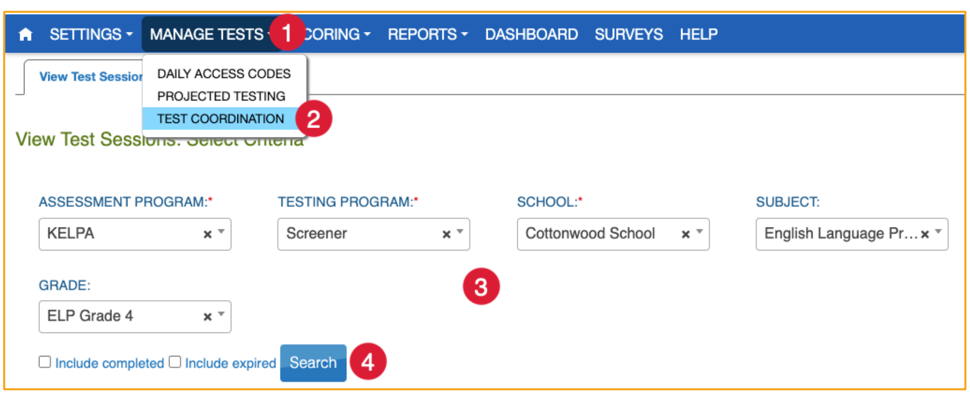
> **Note:** Other KAP assessments utilize student Personal Needs and Preferences (PNP) profiles. KELPA Screener does not use student PNPs. All allowable accommodations and designated supports are automatically available within SP.

Reading any text to students in the KELPA Screener is prohibited (including isolated words) unless specified by the *KELPA Screener Test Administration Directions for Session 3*. Passages, test questions, answer choices, labels, and other items may not be translated into any language, including a student's first language.

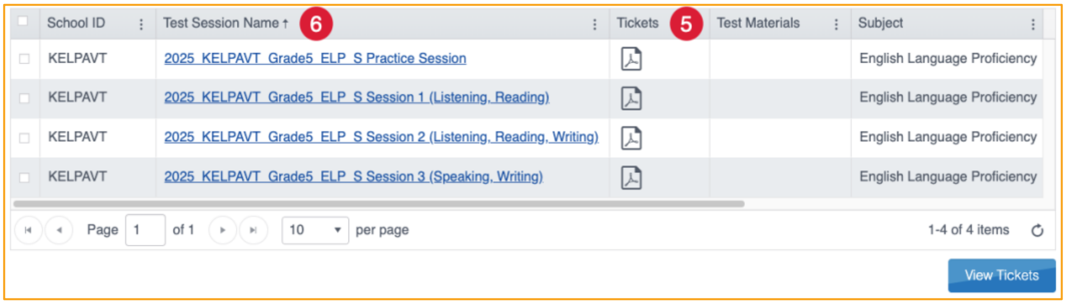
Test Assignments and Student Usernames and Passwords

After registering students, users with the role of DTC, DU, BTC, or BU can view student information, test assignments, and roster assignments. To view test assignment information, perform the following steps:

1. Select **Manage Tests** from the navigation menu.
2. Select **Test Coordination**.
3. Complete all fields in the Select Criteria section. Select **Screener** from the Testing Program drop-down menu. Select **English Language Proficiency** from the Subject drop-down menu.
4. Select **Search**.



5. In the Tickets column, select the **PDF icon** to download student usernames and passwords for those students who are assigned.
6. In the Test Session Name column, select a hyperlinked session name to see the students who are assigned. Review the information on the screen. You can also download student usernames and passwords from this screen.



School ID	Test Session Name ↑ 6	Tickets 5	Test Materials	Subject
KELPAVT	2025_KELPAVT_Grade5_ELP_S Practice Session			English Language Proficiency
KELPAVT	2025_KELPAVT_Grade5_ELP_S Session 1 (Listening, Reading)			English Language Proficiency
KELPAVT	2025_KELPAVT_Grade5_ELP_S Session 2 (Listening, Reading, Writing)			English Language Proficiency
KELPAVT	2025_KELPAVT_Grade5_ELP_S Session 3 (Speaking, Writing)			English Language Proficiency

Page 1 of 1 10 per page 1-4 of 4 items

View Tickets

Technology Needed: Kite Student Portal

The KELPA Screener is administered through SP, which must be installed on devices on which students will test. Please visit the Technology Coordinators page on the KAP website to view all resources pertaining to the installation of SP.

Materials Needed for Testing

Secure Documents (for Session 3)

Students who continue to Session 3 will answer speaking and writing domain items. The *KELPA Screener Test Administration Directions for Session 3* is a secure document with administration instructions and scripts. The file is located under the **Help** menu in EP.

Additionally, the paper-based Kindergarten and Grade 1 writing booklets are located under the **Help** menu in EP.

All secure documents must be stored securely. Copies may not be retained, and electronic files must be stored securely. Printed documents must also be stored securely and then destroyed, preferably shredded, after use.

Additional Materials

To successfully administer the KELPA Screener, obtain the following materials for each student:

- a pencil for taking notes
- blank scratch paper
- headphones for listening to audio
- a microphone for recording speaking responses in the practice session and Session 3 (can be integrated into the headphones)
- KELPA Screener Kindergarten Writing Booklet; KELPA Screener Grade 1 Writing Booklet

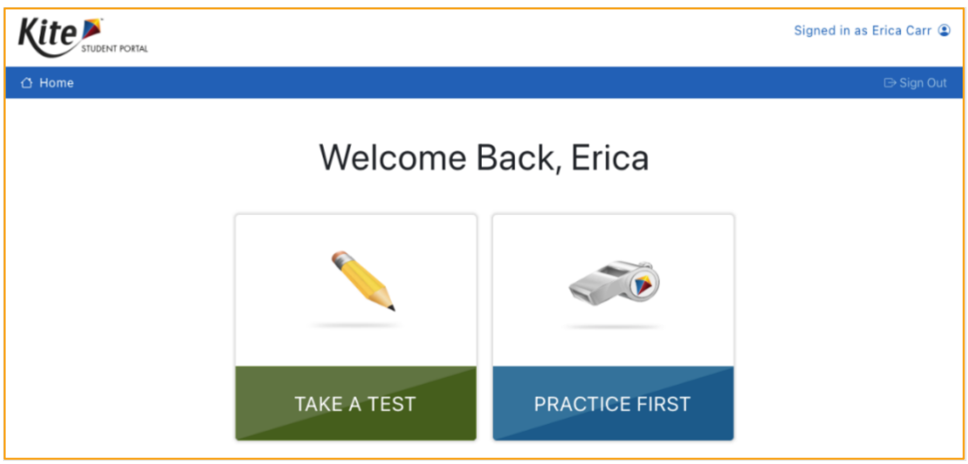
Practice Session

Before beginning the KELPA Screener, students **must complete a brief practice session**. The practice session is the first set of questions the student sees. **It is not scored.** This session allows them to become familiar with the format of SP and the procedures for responding to different types of items, as well as experience accommodation tools and settings as needed.

Each practice item contains a video that shows the student how to answer the item correctly. There is also an audio file that reads the directions. There is also a prompt that tells the student to answer the question correctly before continuing. If the need is determined by the educator, the educator may demonstrate how to answer technology enhanced items by physically interacting with the item themselves.

Script: Practice Session Directions to Students

To begin, open SP on the student's machine. The student should log in with their username and password. The following screen will appear:

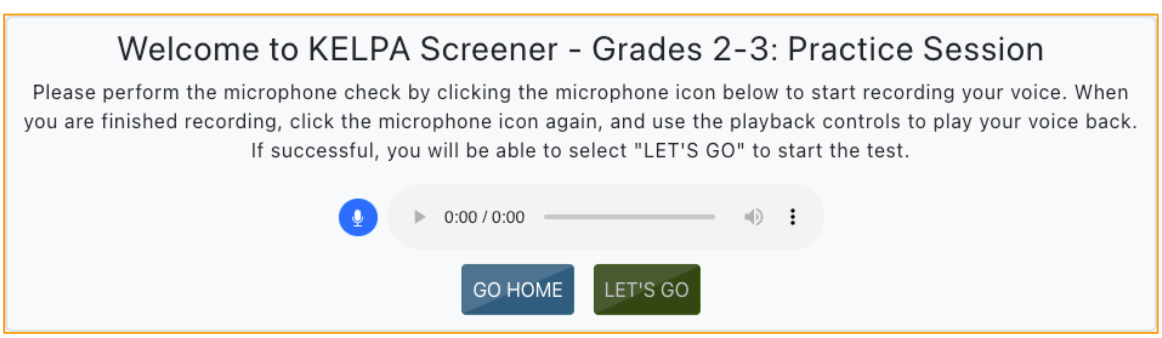


Say: "This first part is just for practice. Take as much time as you need. The real questions will look very similar to these practice questions.

Select **Take A Test**.

Select the **blue microphone icon**. It will turn red. Say a few words into the microphone. Then select the **microphone icon** again. Select the **play icon** to hear your recorded voice.

When you're ready, select **Let's Go**."



(Pause and make sure students see the instructions screen.)

Say: “Select **Read** to listen to the instructions. When you are finished listening, select **Begin**.”

Wait for the student to listen to the instructions. Once they have selected **Begin**, the first practice item will display.

Say: “To use the tools, select the **arrow** at the left side of the screen. To see a video of how to answer correctly, select the **video icon** in the upper right corner. Some questions and answer choices can be read aloud by clicking on the play buttons.

When you’ve answered the question, select **Next** to go to the next question. If you do not understand what to do, raise your hand.”

The student will work through all practice items. Encourage the student to watch each video to answer the questions and use the tools appropriately. If a question is answered incorrectly, a popup message will prompt the student to Try Again or Continue.

When they have answered all questions, prompt the student to select **Review/End** at the bottom of the screen. On the Review/End screen, make sure that blue circles appear next to all items, indicating the student has answered each item.

Say: “We are finished practicing. Select **End** and we’ll continue with the real questions.”

The student is now ready to begin Session 1.

Administering Session 1 and Session 2

Session 1 and Session 2 contain listening, reading, and/or computer-scored writing items. Make sure students have all their materials. Scripts for the proctor are available below.

Lines highlighted in gray do not need to be read when the Screener is completed in one sitting or a short timeframe.

Script: Session 1 Listening and Reading Directions to Students

Say: “This is a listening and reading test to show how well you listen and read in English. Take your time and do your best work.

If you do not understand what to do, raise your hand.

Answer as many questions as you can. Take as much time as you need.

Now, select **Take Test** to begin Session 1.”

(Pause and make sure students see the instructions screen.)

Say: "At (insert time agreed upon with the Test Coordinator), I will stop the test. If you need more time, I will tell you how to continue testing.

When you have answered the last question, choose the **Review/End** button. Raise your hand, and I will check your screen to tell you if you are finished or if you need to answer more questions.

Are there any questions?"

(Pause)

Say: "Now, silently read or listen to the directions. Raise your hand if you have any questions or do not understand.

When you are ready, start the test."

The student will then work through Session 1. See the *Test Completion* section below for details on ending the session, viewing status, and test management options in EP.

Important!!

If the student is **Not Proficient** after Session 1, the student has finished testing and will not receive Session 2. A report will automatically be generated. See the

Reports section for instructions on how to download a student's score report.
If the student passes Session 1, then the student moves on to Session 2.

Script: Session 2 Listening, Reading, and Writing Directions to Students

Say: "You completed Session 1. Session 2 is a listening, reading, and writing test to show how well you listen, read, and write in English. Take your time and do your best work.

Some questions and answer choices can be read aloud by clicking on the play buttons.

If you do not understand what to do, raise your hand.

Answer as many questions as you can. Take as much time as you need.

Now, log in to Kite Student Portal."

(Pause and help students log in.)

Say: "At (insert time agreed upon with the Test Coordinator), I will stop the test. If you need more time, I will tell you how to continue testing.

When you have answered the last question, choose the **Review/End** button. Raise your hand, and I will check your screen to tell you if you are finished or if you need to answer more questions.

Are there any questions?"

(Pause)

Say: "Now, silently read or listen to the directions. Raise your hand if you have any questions or do not understand.

When you are ready, start the test."

Important!!

If the student is **Not Proficient** after Session 2, the student has finished testing and will not receive Session 3. A report will automatically be generated. See the

Reports section for instructions on how to download a student's score report. If the student passes Session 2, then the student moves on to Session 3.

Administering Session 3

Session 3 contains speaking and constructed-response writing items. For this reason, special considerations must be made before administering Session 3.

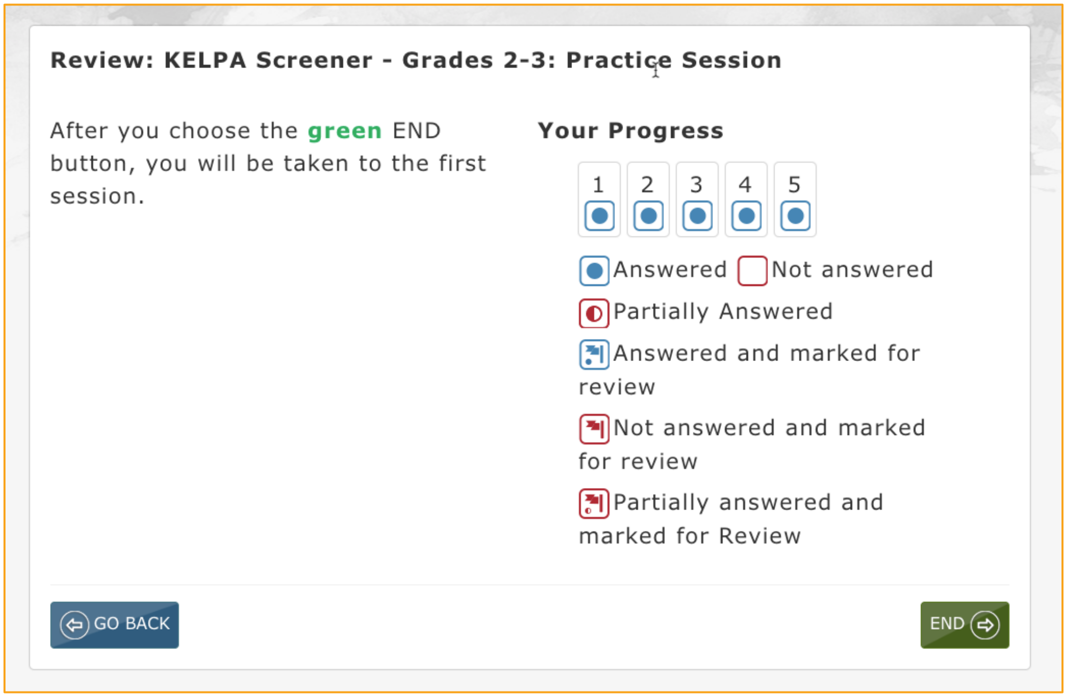
- The scripts for administration and items are in the *KELPA Screener Test Administration Directions for Session 3* document. For information about accessing this file, see the Materials Needed for Testing section. All copies must be stored securely at the end of the assessment.
- Kindergarten and Grade 1 writing items are administered in paper-pencil format. Master copies of the Kindergarten and Grade 1 paper-based writing booklet are found on the **Help** menu in Educator Portal. All copies must be stored securely at the end of the assessment.
- Before launching the Session 3 assessment, which includes speaking domain items, SP will again prompt students to test sound and recording volumes, just as it did before the practice session. Follow the directions on the screen.
- Educators may score speaking items by listening to the student in person while the student is recording a response in SP (simultaneous scoring) or score each item individually after the student has recorded all responses in SP (deferred scoring). Each district should determine which scoring option to use **before** test administration. **All** students should record speaking items, regardless of the scoring option chosen. Use the rubrics found in the *Rubrics for KELPA and KELPA Screener* file, found on the **Help** menu in Educator Portal.
- Students may redo recordings. Simply record a new response (maximum 3 attempts).

Script: Session 3 Speaking and Writing Directions to Students

For the Session 3 administration script, item scripts, and instructions for administering, see the *KELPA Screener Test Administration Directions for Session 3* file in the **Help** menu of EP.

Test Completion

Teachers must verify that all items have been answered (blue circles) via the Review/End screen in SP before a student ends and exits a session.



Select **End**, and a message appears. This tells the student to either continue to the next session, or that the student has completed KELPA Screener.

If the test administrator is unable to view these messages before exiting, there are three ways to determine whether a student should continue the assessment or is finished.

First, check a student's SP test selection screen to see if the next session appears. If there are no sessions available in SP, the student has finished testing. If the next session appears, the student should continue testing.

Second, look in EP under the Reports menu for a completed score report (see *Reports* section for more detail). If a report is available, the student has finished testing. If there is no report available, the student should continue testing or the teacher should look to score the session.

The third way to determine whether a student needs to continue testing is through test monitoring. A DTC, DU, BTC, or BU can monitor test sessions in the Test Coordination menu under Manage Tests (see *Monitoring Test Completion* section for more detail).

When students have completed each testing session, collect all materials. Scratch paper must be collected and destroyed after all sessions are complete.

Unexpected Interruptions

Student responses save as the student advances to the next items. If a student's session is interrupted before the student is finished (e.g., computer shutdown or freeze, fire alarm, switch to different testing device), the student should just re-use the username and password to log in again when the interruption passes. There is no need for reactivation.

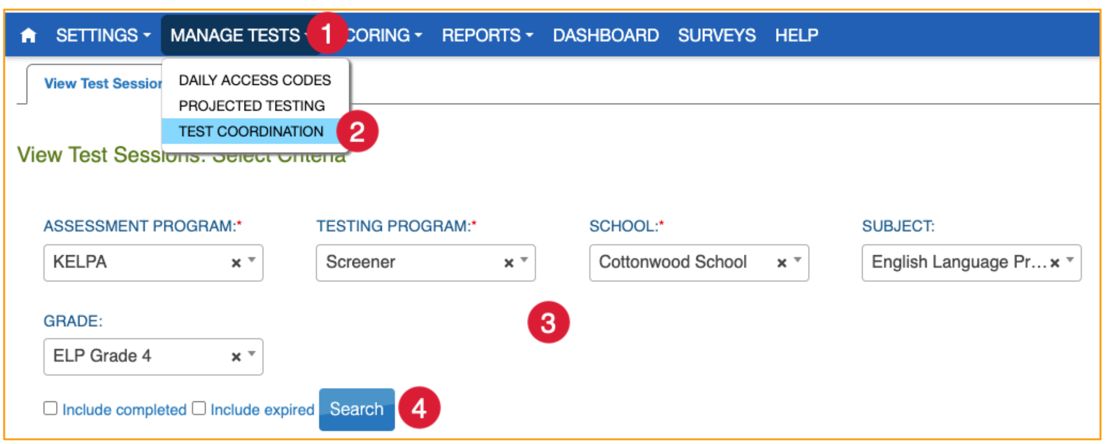
Monitoring Test Completion

DTCs, DUs, BTCs, and BUs can monitor test status in EP. Status information may include which students have finished testing, which students have sessions to finish, and which students have incomplete tests. This monitoring function shows which items a student has completed but does not display student responses.

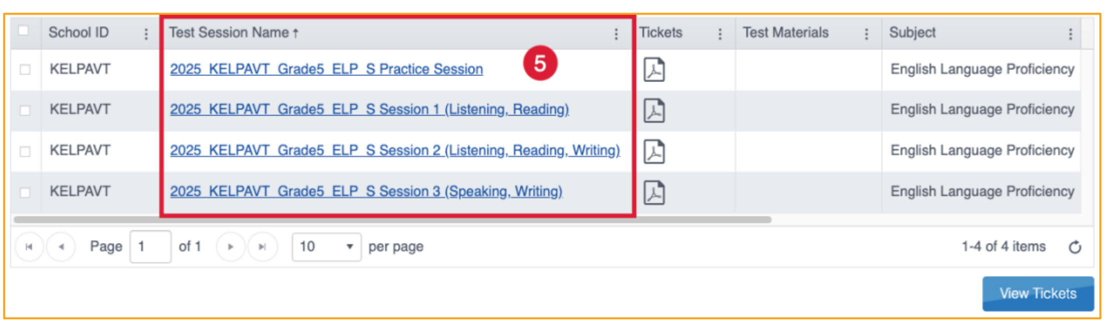
Monitor Test Completion in Educator Portal

To monitor student testing status, perform the following steps:

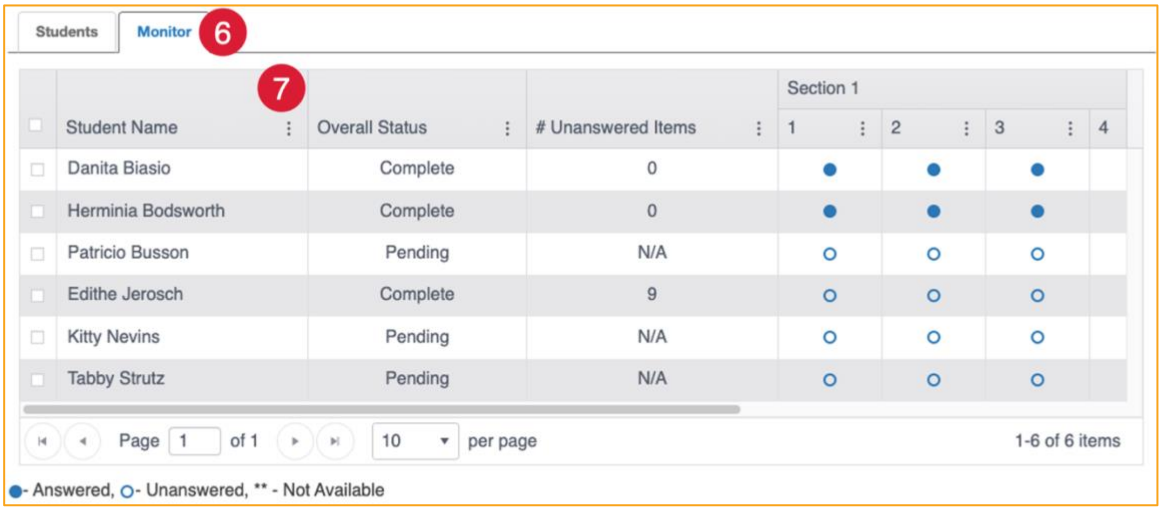
1. Select **Manage Tests** from the navigation menu.
2. Select **Test Coordination**.
3. Complete all fields in the Select Criteria section. Select **Screener** from the Testing Program drop-down menu. Select **English Language Proficiency** from the Subject drop-down menu.
4. Select **Search**.



5. In the Test Session Name column, select one of the hyperlinked session names.



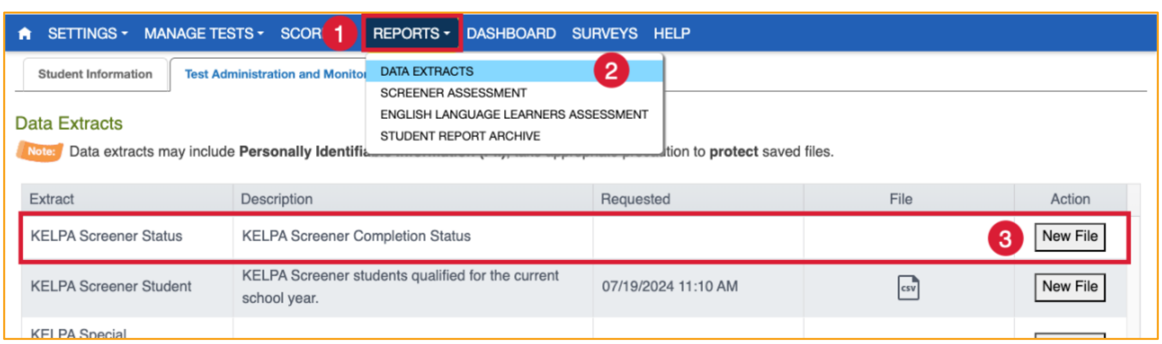
6. Select the **Monitor** tab.
7. Review the information on the screen:
   - Overall status indicates whether a student has started a test, completed the test, or testing is in progress.
   - # Unanswered Items represents the number of items that were not answered after a student completed a test.
   - Section 1 shows the item number columns corresponding to items in the chosen session. The solid blue circles indicate that the student has completed the item. An empty circle indicates that the student has not completed the item or that it is a K–1 constructed-response writing item that is answered via paper-pencil outside of the Kite system.



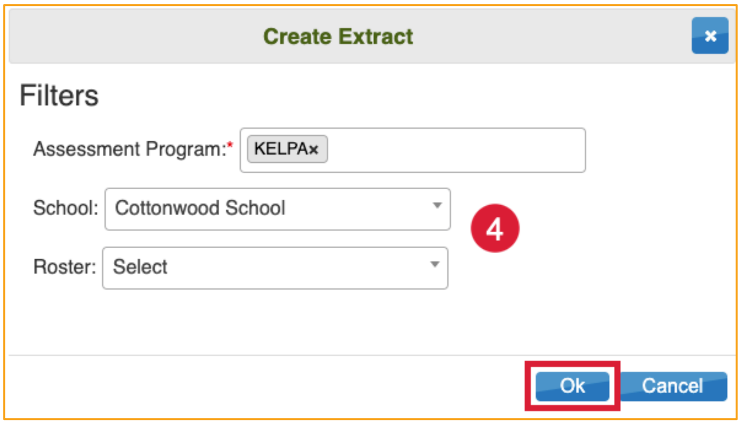
Monitor Test Completion with an Extract

To monitor test completion using the KELPA Screener Status Extract, perform the following steps:

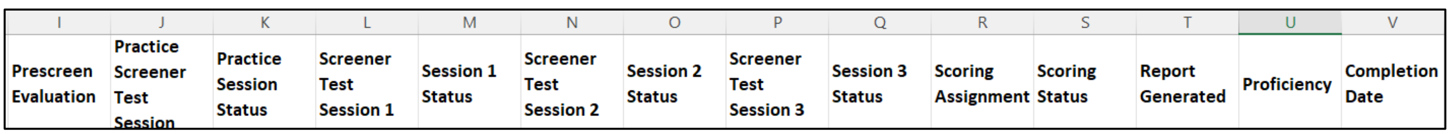
1. Select the **Reports** menu.
2. Select **Data Extracts.** Then select the **Test Administration and Monitoring** tab.
3. Select **New File** in the Action column on the KELPA Screener Status row.



4. Filter by School and Roster, if desired. Select **Ok**. The file will first show as In Queue and then will change to a CSV file icon when ready to be downloaded.



5. Select the **CSV file icon** in the File column. Open the extract in a spreadsheet software to view the information.



Selected column headings are described below.

Column	Column Name	Description
I	Prescreen Evaluation	[BLANK] – Session has not been started yet InProgress – Student has begun the session Completed – Student has completed the Prescreen
J, L, N, P	Session Names	Session names reflect the year, building, grade, assessment program, session number, and domains (if applicable) Example: 2024_1001_Grade2_ELP_S_Session 1 (Listening, Reading)
K, M, O, Q	Session Statuses	[BLANK] – Session has not been started yet InProgress – Student has begun the session Completed – Student has completed the session Passed – Student has passed the session Failed – Student has failed the session
R	Scoring Assignment	Scoring assignment names reflect year, building, grade, assessment program, session number, domains, assigned scorer, and educator ID Example: 2023_1001_Grade2_ELA_S Session 3 (Speaking, Writing) ELP-T.Eacher Screener_123456789
S	Scoring Status	[BLANK] – Scoring not needed Pending – Student has completed Session 3 and the test is ready to be scored InProgress – One or more items has been scored, not all Completed – Scoring has been completed by scorer

T	Report Generated	Yes – Report has been generated either by the system or manually after scoring completed No – Report was not generated because a) test unfinished by student or b) scoring unfinished by educator
U	Proficiency	Proficient - The student has been scored Proficient. Not Proficient – The student has been scored Not Proficient.
V	Completion Date	The date when the student finished taking the KELPA Screener and all scoring, if needed, was completed.

Hand Scoring Session 3 Items in Speaking and Writing Domains

Session 3 items must be hand scored locally by educators. Educators may choose to score items as the sessions are administered (simultaneous scoring) or at a separate time (deferred scoring). Educators associated with the student at registration are assigned as scorers. At all times, the scorer **must** maintain the security of the rubrics and scoring documents. Users with the roles of District Test Coordinator, District User, Building Test Coordinator, or Building User may also score Session 3.

Note: Specific rubrics and guidance for item scoring at each grade level or band are located in the *Rubrics for KELPA and KELPA Screener* and *KELPA Screener Rater Training Materials*. Download these documents in the **Help** tab in EP. The rubrics and rater training materials must be kept secure at all times.

The table below lists the number of items that require hand scoring by grade level or band and domain.

Grade or Grade Band	Speaking	Writing
K	5	1
1	5	1
2–3	5	2
4–5	5	1
6–8	5	1
9–12	5	1

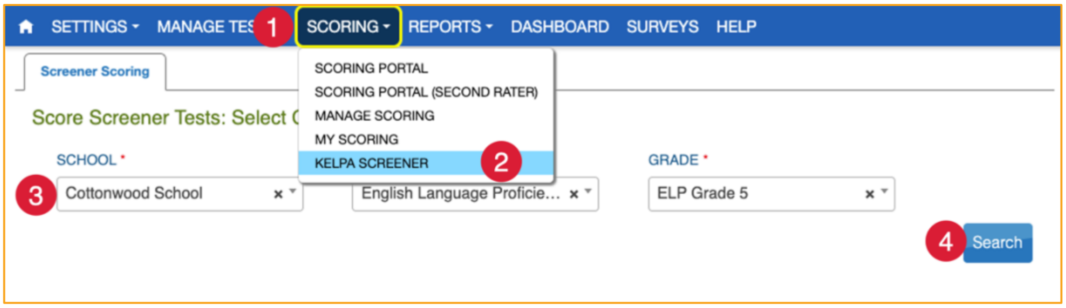
Scoring Responses in Kite Educator Portal

To score responses, perform the following steps:

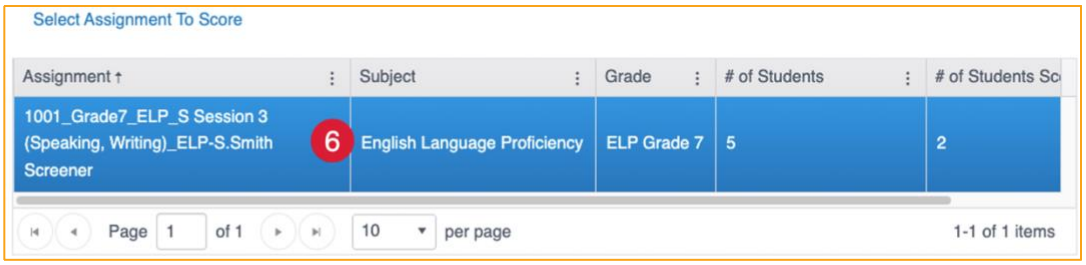
1. Select the **Scoring** menu.
2. Select **KELPA Screener**.
3. Complete the appropriate fields.

Note: If you are a teacher, you will not see the drop-down menus.

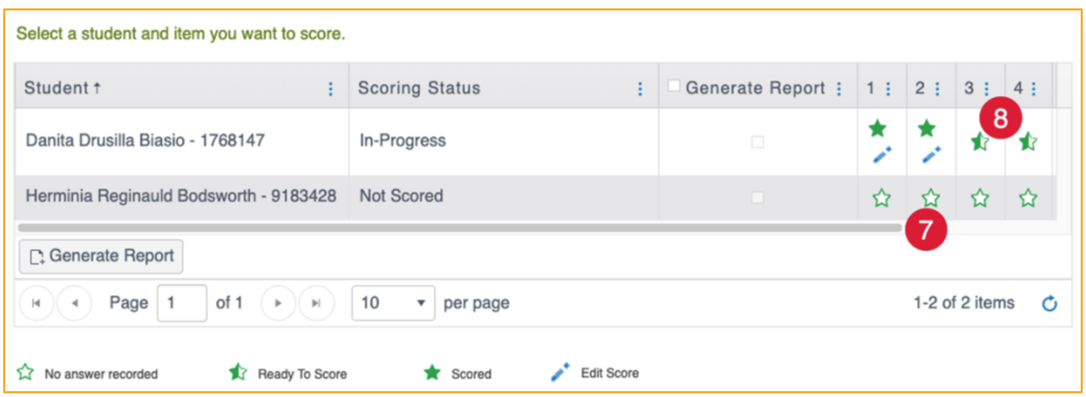
4. Select **Search**.



5. A list of available scoring assignments is displayed.
6. Select the test to score.

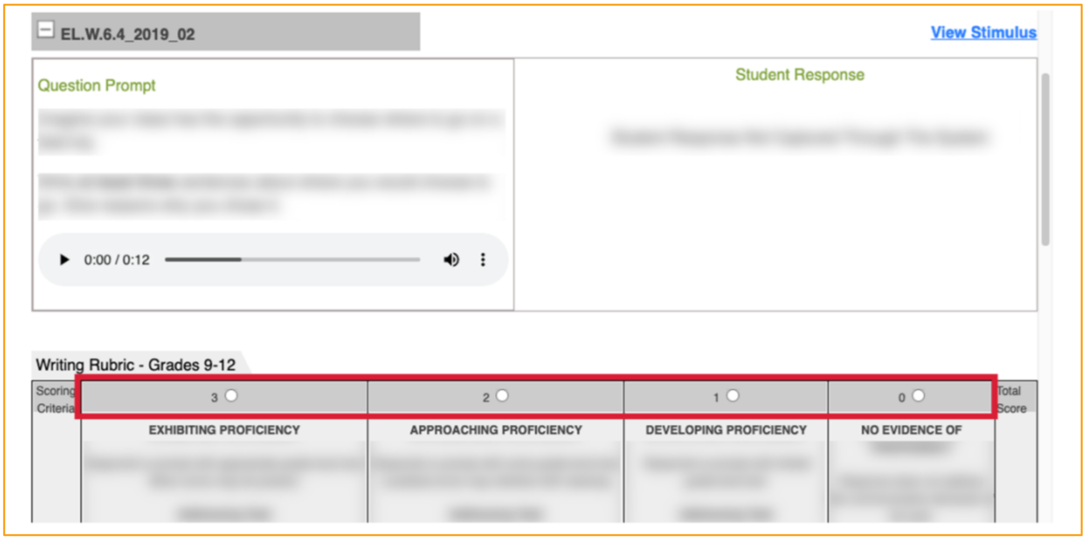


7. Scroll to the right to see the items to score.
8. Select an item to score. Use the scoring legend to see which responses are ready to score.



Note: Only users with role of DTC, DU, BTC, or BU have access to edit scores entered by another user.

9. Review the Question Prompt and Student Response, then select the appropriate score from the Scoring Criteria table. The information in the Scoring Criteria table is the same information found in the scoring rubric.



Note: Select View Stimulus to see the item stimulus. For Kindergarten and Grade 1 constructed-response writing, the stimulus tells the student to respond on paper. Use the student's paper response to score these items.

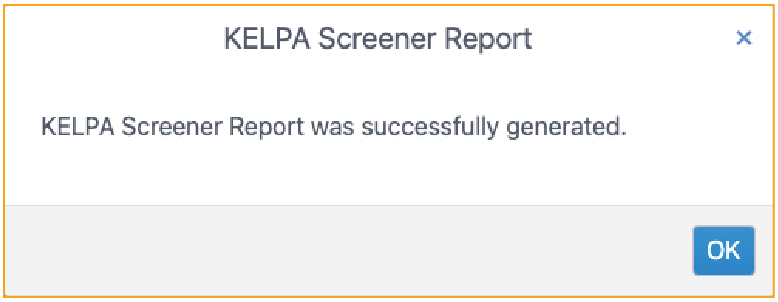
10. Complete the drop-down menus below the Scoring Criteria table for Non-Score Reason (if applicable) and Scorer.

Non-Score Reason	Explanation
Blank	The student does not answer or refuses to answer.
Harm to Self or Others	The student response indicates that they may cause harm to self or others.
Insufficient	The student does not provide enough information to adequately address the prompt.
Off Task	The student is off topic or off task and does not address the prompt.
Response Not in English	The student provides a response that is not in English.

Note: When entering a score greater than zero (0), only the Non-Score Reason Harm to Self or Others may be selected. All other Non-Score Reasons are available when the score is zero (0).

11. Select **Next Student**, **Next Item**, or **Quit Scoring**.

12. Once all items are scored, a score report will be automatically generated for the student.



For information about accessing score reports, see the *Reports* section.

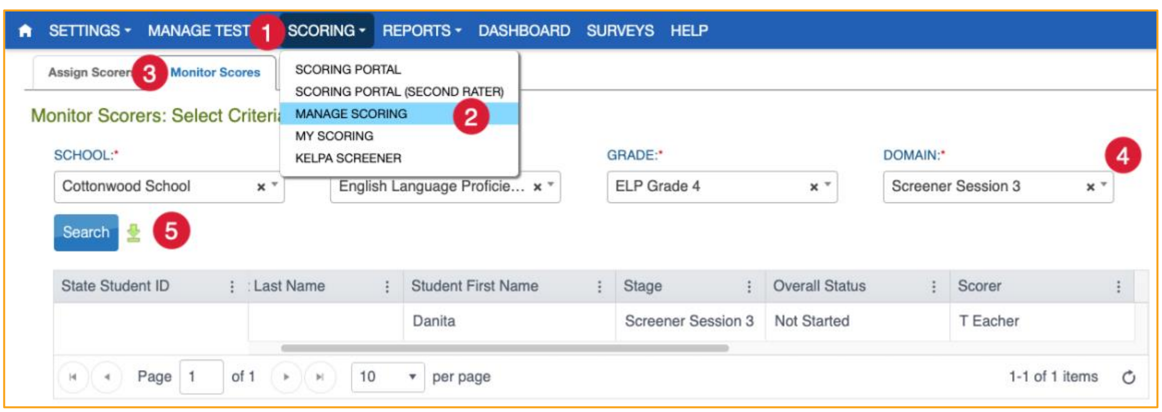
Monitoring Scoring Completion

EP users with the role of DTC, DU, BTC, or BU can monitor scoring completion.

Monitor Scoring in Educator Portal

To monitor scoring completion, perform the following steps:

1. Select the **Scoring** menu.
2. Select **Manage Scoring**.
3. Select the **Monitor Scores** tab.
4. Complete the appropriate fields. For Domain, select Screener Session 3.
5. Select **Search**. A table with student names and overall scoring status displays. Scroll to the right to view scores.

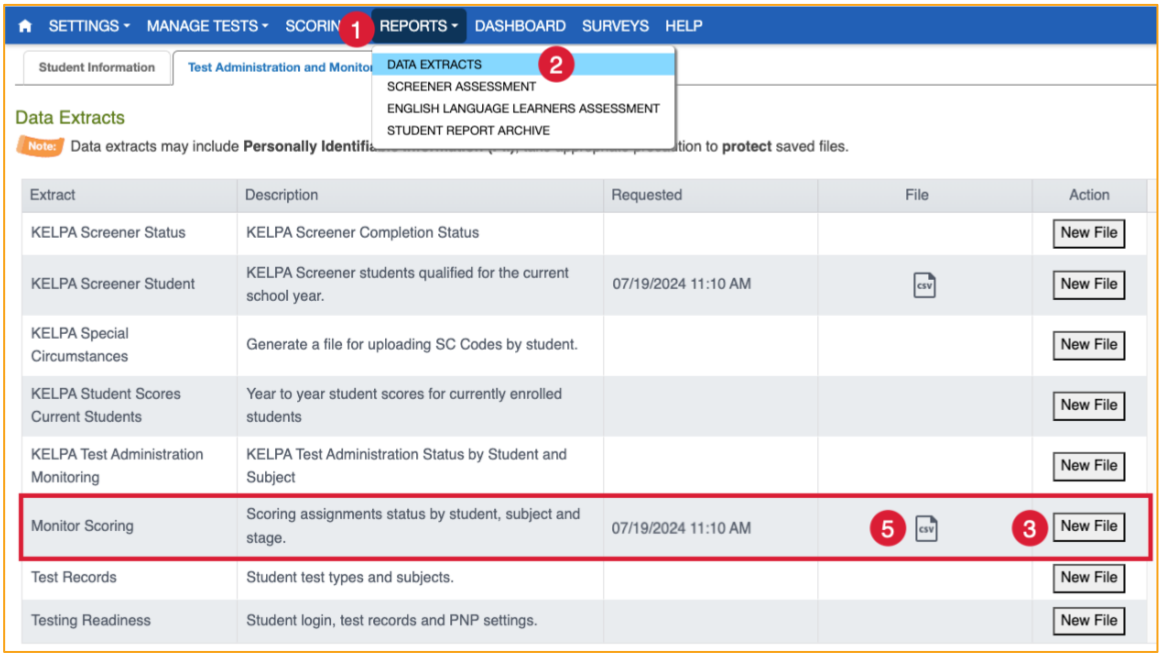


Note: After selecting Search, a CSV file may be downloaded for the grade and session by using the green download icon underneath the Search button.

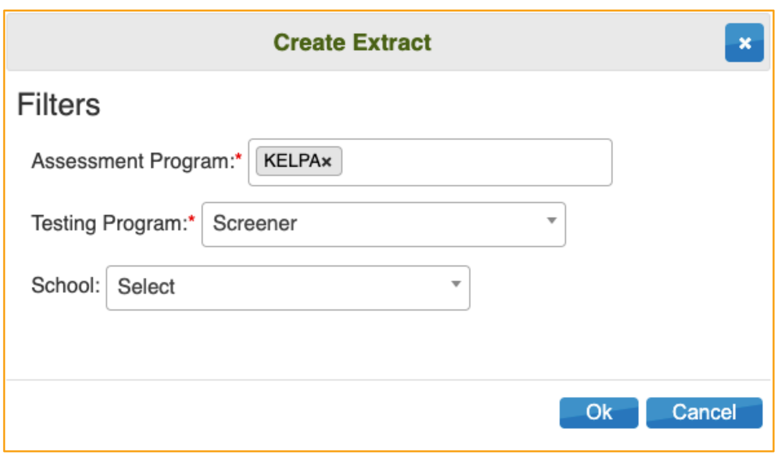
Monitor Scoring with an Extract

To monitor scoring using the Monitor Scoring Extract, perform the following steps:

1. Select the **Reports** menu.
2. Select **Data Extracts**. Then select the **Test Administration and Monitoring** tab.
3. Select **New File** in the Monitor Scoring Extract row to generate the extract.



4. Complete the appropriate fields. The Testing Program is Screener.



5. After the file is generated, select the **CSV icon** to open the extract in a spreadsheet software application and view the information.

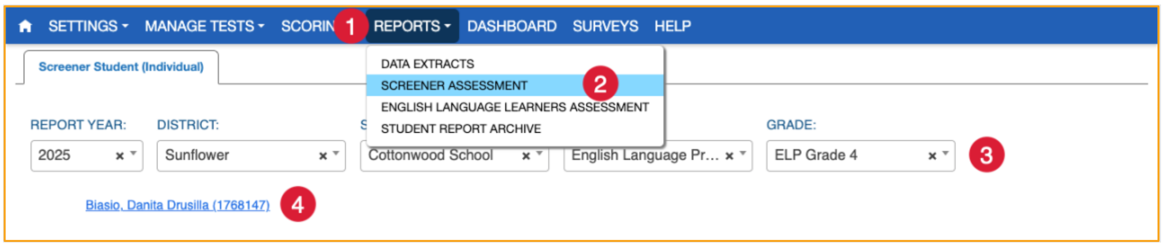
Reports

Reports automatically generate in EP for any student determined to be **Not Proficient** in Session 1 or Session 2. For those students who take Session 3, a report is automatically generated when all items in Session 3 are scored. If a score is edited, a new report is automatically generated.

Access Reports

To access score reports, perform the following steps:

1. Select the **Reports** menu.
2. Select **Screener Assessment**.
3. Complete the appropriate fields.
4. Select a student to download the report.



Linking Screener Students to Their State Student Identifier

After screening, **it is essential that the student's KELPA Screener record be linked with an SSID.** If a student transfers to another district in Kansas, the same SSID will connect the student to their Screener report. Screener reports will be available only during the academic year in which they were administered. For the reports to be available to other districts, students must be linked with their SSID **before the end of July each year**.

For this reason, all District Test Coordinators should make a habit of linking KELPA Screener students to their SSID as soon as it is available. KELPA Screener student data are removed at the end of July each year. Unless linked with an SSID, the student's Screener report will be removed, and those data will be lost.

To link a screened student to an SSID, see the **Registering Students** section, and edit the student record either through the User Interface or through CSV upload.

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

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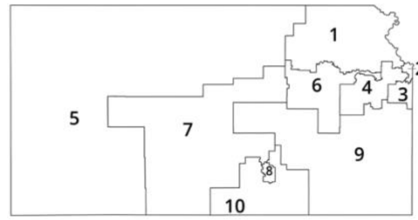

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