



Kansas Assessment Program

Test Administrator Manual

KELPA SUMMATIVE

2024 – 2025





KELPA 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 Kite 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
- Score Hand-Scored Items
- Access Reports

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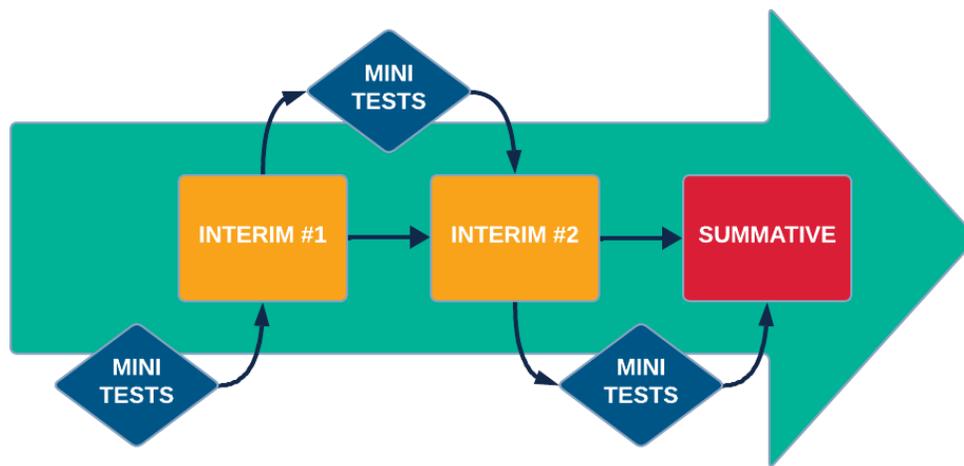
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About the Kansas Assessment Program

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

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



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

About Kite, AAI, and ATS

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

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

- **Kite Content Portal (CP)** – Used by assessment professionals to create engaging test items including technology-enhanced (TE) items mapped to national and state standards.
- **Kite Educator Portal (EP)** – Used by test coordinators and test administrators to manage data, monitor test completion, and access reports.

- **Kite Student Portal (SP)** – Used by students to take assessments.
- **Kite Scoring Portal (ScP)** – Used by educators and scoring professionals to score human-scored items such as open-ended or audio-capture items.
- **Kite Parent Portal (PP)** – Used by parents to view student score reports.

About this Manual

The KELPA Summative Test Administrator Manual (TAM) supports teachers and proctors who are responsible for administering KELPA Summative assessments. KELPA Summative assessments are delivered annually in the spring. The manual outlines the necessary activities for administering KELPA 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 manual 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
- 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 |
|--------|---------|-------------------------------|
| 2-4-25 | 25 | Fixed error in Reading script |
| | | |

About KELPA Summative Assessments

The KELPA summative assessment 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. ELs are entitled to additional support until they have reached a level of English proficiency that allows them to participate in a standard instructional program in the classroom without additional language support.

Kansas administers the KELPA Summative assessment to measure student progress toward such proficiency based on 2018 Kansas Standards for English Learners. These standards were strategically designed to streamline the process of learning in English and to meet Kansas standards in academic subject areas by allowing students to gain English proficiency and to learn other subjects simultaneously. The KELPA Summative assessment is broken into four sections, corresponding to four language domains: listening, reading, speaking, and writing.

Assessed Students

All students who are identified as ELs must take KELPA, whether or not they are receiving English for Speakers of Other Languages (ESOL) services. **If an EL student first attends school in the United States after March 24, 2024, the student does not need to take the general English language arts (ELA) assessment but must take KELPA.** Students who take KELPA may be included in participation calculations regarding ELA assessments.

EL students proficient for one year are exited from ESOL services and are placed on either “transitional” status for one year and then two years of “monitored” status, or they are placed on “monitored” status for two years. Students on “transitional” or “monitored” status will not be allowed to take KELPA.

A student’s Individualized Education Program (IEP) is to be used as guidance to determine which accommodations will be used for KELPA. Accommodations should be set prior to testing using the Personal Needs Profile (PNP) in Educator Portal and should be consistent with other content assessments. Students who are ELs with significant cognitive disabilities will participate in the WIDA Alternate ACCESS assessment.

KELPA Design

KELPA Summative assessments:

- include four sections in listening, reading, speaking, and writing.
- are administered separately and may be given in any order.
- require the use of headsets with microphones.
- include computer-scored and educator-scored items.
- provide a scale score and overall proficiency determination for each domain.
- are delivered through Kite Student Portal.

Note: Kindergarten and Grade 1 students take a small number of paper-based writing items. These paper-based writing booklets can be found in the Help tab in Educator Portal. Contact your TC about your school’s process for printing these.

The table below shows the number of items in each domain by grade band and the method of scoring those items. All listening and reading items are machine scored. The writing assessments include both computer- and educator-scored items. All speaking items require educator scoring.

| Grade Band | Computer Listening | Computer Reading | Computer Writing | Educator Writing | Educator Speaking |
|------------|--------------------|------------------|------------------|------------------|-------------------|
| K | 23 | 19 | 6 | 4 | 10 |
| 1 | 25 | 25 | 9 | 4 | 10 |
| 2–3 | 25 | 24 | 15 | 4 | 10 |
| 4–5 | 25 | 22 | 13 | 4 | 10 |
| 6–8 | 25 | 21 | 15 | 3 | 10 |
| 9–12 | 24 | 23 | 14 | 3 | 10 |

Testing Time

For each section, plan for testing time to take approximately one class period to complete. All KELPA sections are untimed. Students should be given as much time as necessary to complete the test.

KELPA Rater Training

Educators involved in scoring KELPA Summative items must complete KELPA Rater Training. The KELPA Rater Training Materials are available on the Help tab of Kite Educator Portal.

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 |
| KELPA Scoring | How to score educator-scored Speaking and Writing items |

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 KELPA 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,
- 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
- Section of the test (listening, reading, speaking, or writing)
- Item number, if applicable

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

Educators will need to download secure *KELPA Test Administration and Scoring Directions* files from the Help tab in Educator Portal. These files are for the speaking and writing sections. For the speaking section, there is one file for all grades. For the writing section, there is one file for grade bands 2–3, 4–5, 6–8, and 9–12; Grade K and Grade 1 have separate files as they use paper-based writing booklets. Files also contain scripts for administering the speaking and writing sections.

Students are permitted but not required to use blank scratch paper 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.

Headphones are required to complete the KELPA Summative assessment. Headphones must be wired and plugged into the student's device. Bluetooth headphones are not allowed. Students may use their own headphones or district-provided headphones.

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.

Textbooks, dictionaries, 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 sections are untimed, ensuring that every student has as much time as necessary to complete each section in one sitting. While students are encouraged to finish a section within the designated testing period, it is recommended that all sections 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 section 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. Say to the student, "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."

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 section (listening, reading, speaking, or writing).
 - Provide the item number (#1, #2, etc.).
 - 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 the 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.

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](#)
- [KELPA Test Coordinator Manual](#)

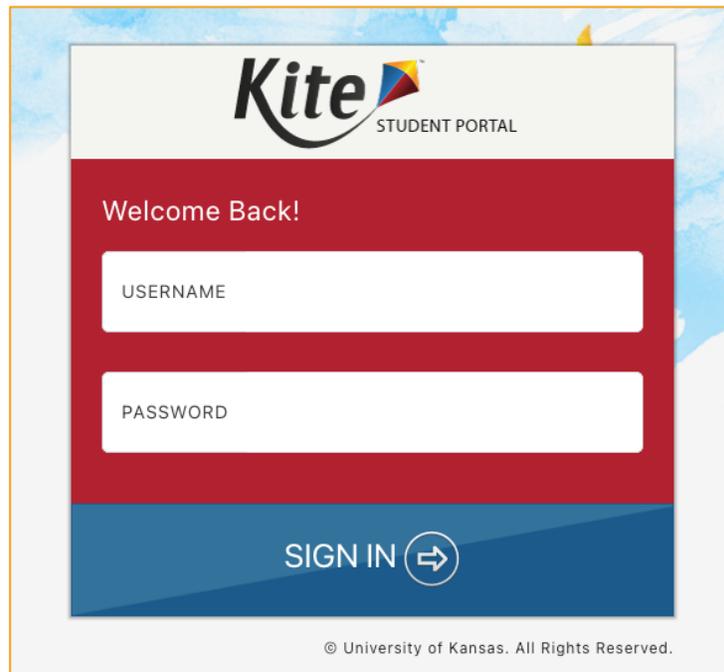
Kite Student Portal

KELPA 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.



The screenshot shows the Kite Student Portal login interface. At the top, the logo reads "Kite STUDENT PORTAL". Below the logo, the text "Welcome Back!" is displayed. There are two input fields: "USERNAME" and "PASSWORD". At the bottom of the form, there is a "SIGN IN" button with a right-pointing arrow icon. The footer of the screen contains the text "© University of Kansas. All Rights Reserved."

Home Screen

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

Kite STUDENT PORTAL

Signed in as Student Tester

Home Sign Out

Welcome Back, Student!

TAKE A TEST PRACTICE FIRST REVIEW A TEST

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Test Selection Screen

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

Kite STUDENT PORTAL

Signed in as Student Tester

Home Take a Test Practice First Review a Test Sign Out

Please select a test to take.

KELPA

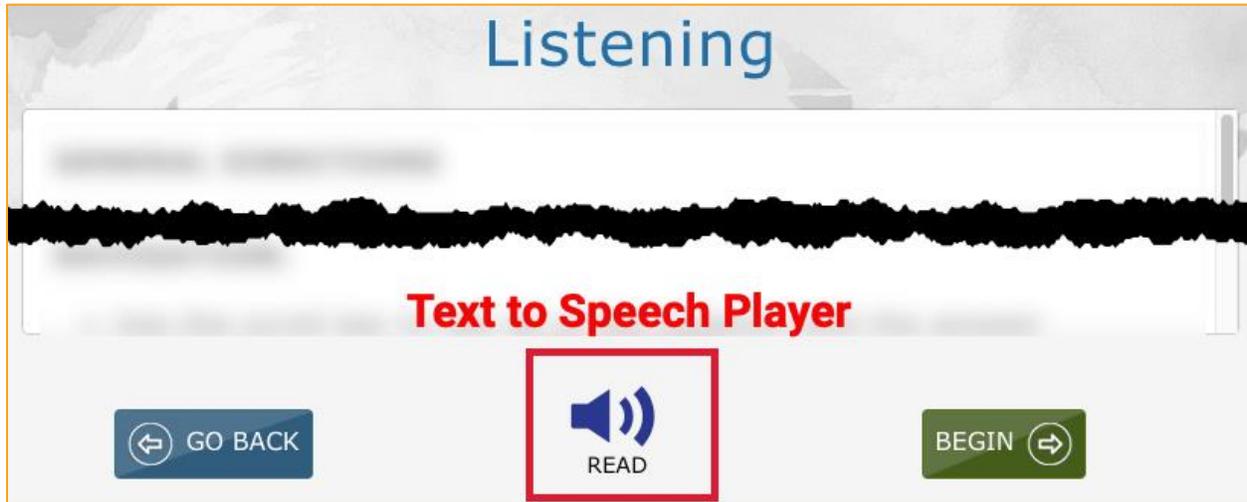
Summative

English Language Proficiency

| | |
|-------------------------------|-------------|
| Listening School ID: S1001 | Take Test → |
| Reading School ID: S1001 | Take Test → |
| Speaking School ID: S1001 | Take Test → |
| Writing School ID: S1001 | Take Test → |

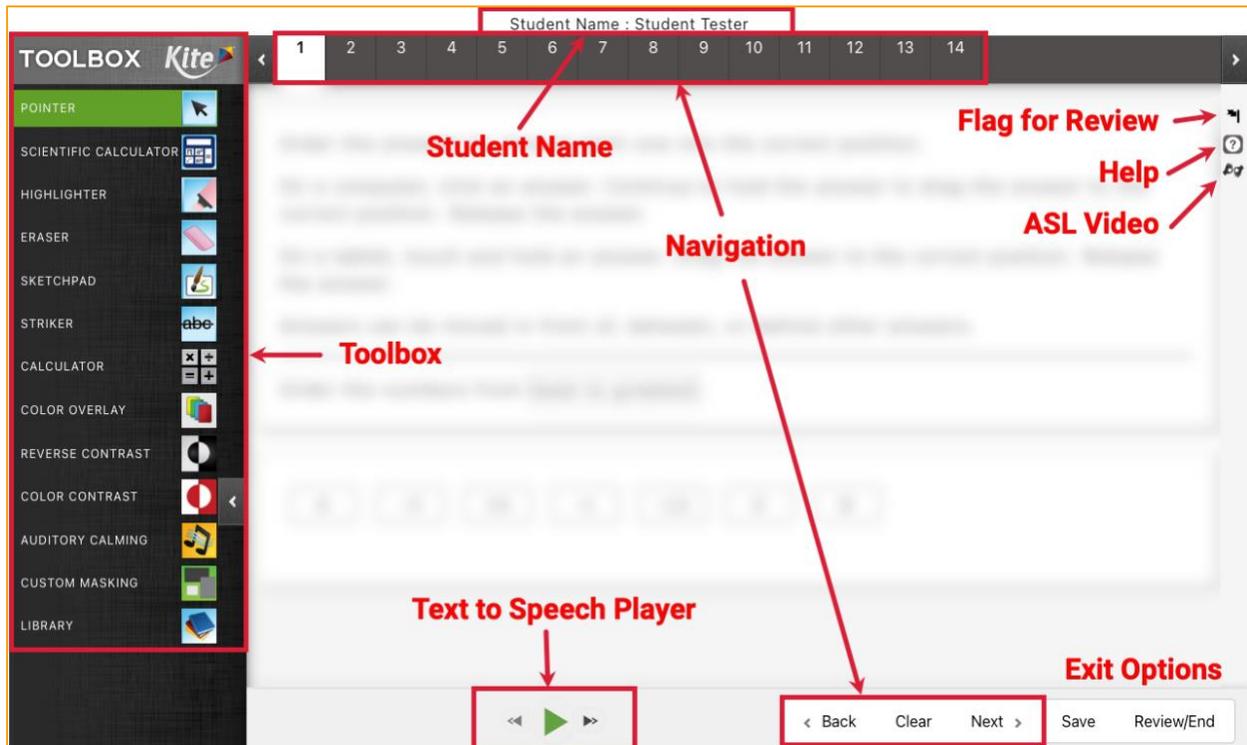
Directions Screen

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



Main Assessment Window

An example of the main assessment window is shown below.



Note: The Text to Speech Player and ASL Video tool are not available on KELPA Summative assessments.

Toolbox

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

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

Navigation

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

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

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

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

Flag for Review

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

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

Help

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

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

Other Features

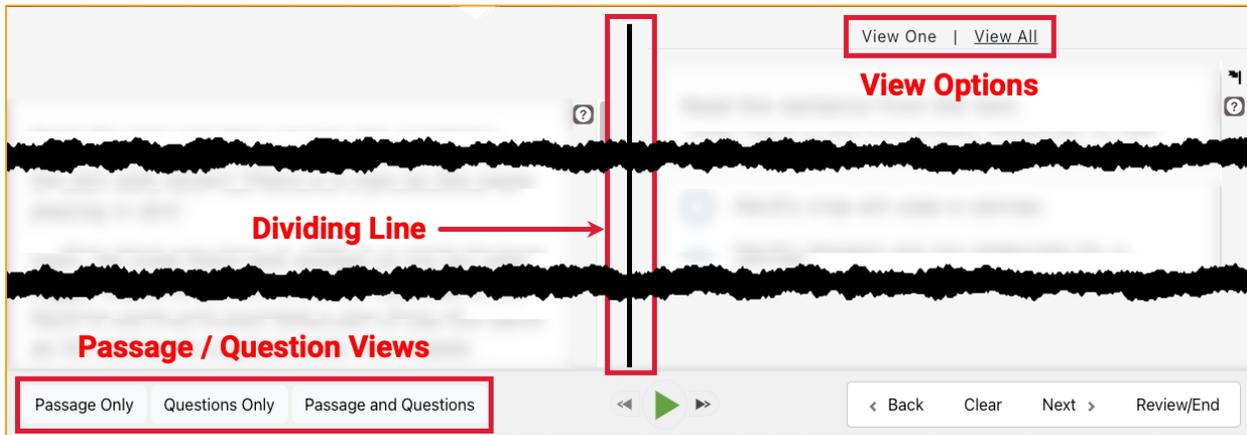
Views for Passages and Questions

Sometimes 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

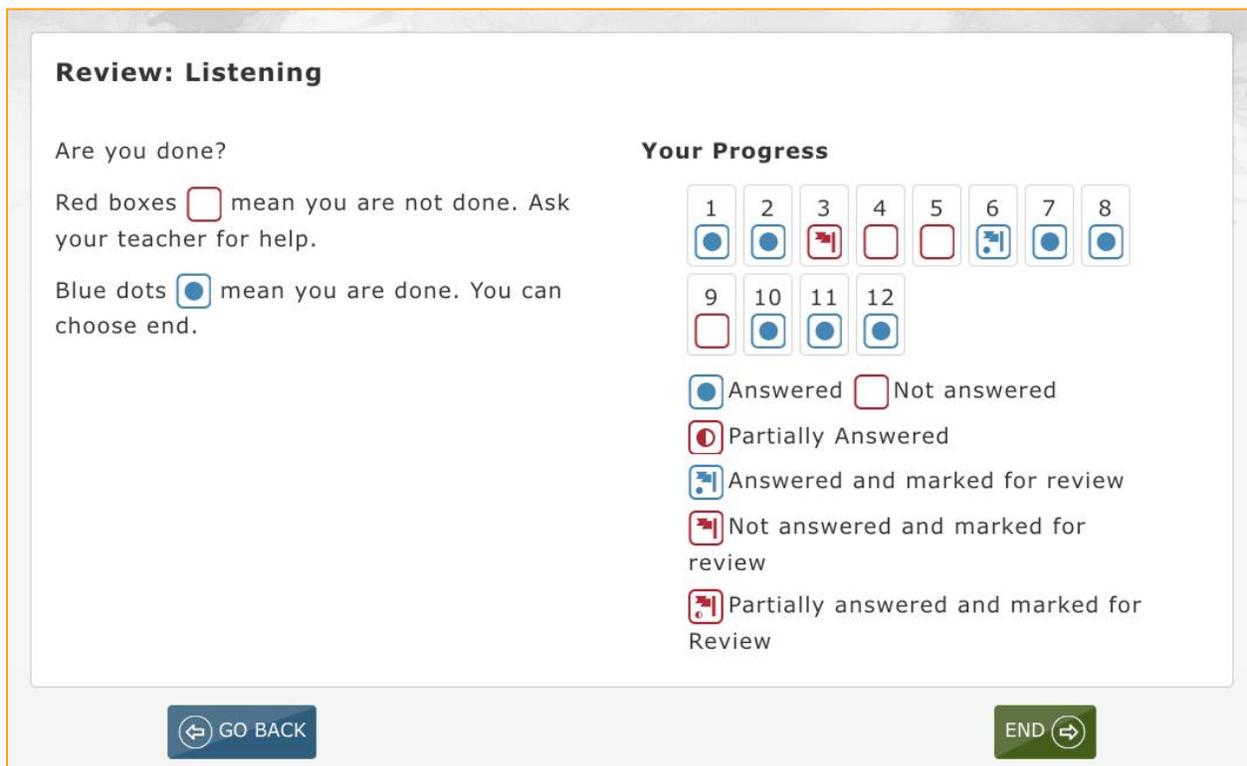
Save

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.



Submitting an Assessment

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

Closing Kite Student Portal

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

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

Before Testing

Using Practice Tests

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

Practice tests are available to allow students, parents, teachers, and other interested parties to see and experience Kite Student Portal prior to assessments. For KELPA Summative, two 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.

Educators should start students with TPTs and then move to SPTs when students are ready.

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.
Student login information for KELPA Screener, if used, will be different.

Daily Access Codes (DACs)

District and Building Test Coordinators (TCs) will distribute DACs in a secure manner each day. DACs differ by section and grade 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.



Testing Materials

Provide the following materials to students, as needed:

- blank scratch paper
- pencils for each student to work problems on scratch paper
- clock visible to students
- headphones

Testing Environment

- Remove or cover (with opaque material) bulletin-board displays, fact tables, charts and diagrams, and any other instructional materials that may give assistance or advantage during testing.

Preparing for Simultaneous Scoring

- If you will be using simultaneous scoring for speaking questions, make sure you have your rubrics and a score-tracking sheet available.
- If any of the students you are testing require double scoring, you may not use simultaneous scoring. Scoring must be done independently. Your DTC or BTC will be able to tell you if a student needs to be double scored.

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 to the student.

KELPA 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 section.

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

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 Daily Access Code (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 or read a book at their desk.

If you encounter a technology problem during testing, please contact your TC, who will contact 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 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 students to ensure responses 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 11

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.

Listening Section – Guidelines and Script

During the listening section, students will listen to recordings and then mark their answers to corresponding questions. **Students must have wired headsets to complete the listening assessment.** Test the sound levels prior to launching Kite Student Portal. Students should play all media on pages. Students may replay audio files as many times as needed.

Say: **This is a listening test. It gives you a chance to show how well you listen to and understand English. Take your time and do your best work.**

All questions will be read to you. You will hear things such as conversations and presentations. You may also listen to answer choices. Listen carefully.

Use the Help icon if you don't understand how to mark your answer. 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.

Pass out login information and any other test materials.

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

Say: **Click the green button that says 'Take a Test.' Then find the Listening test and click 'Take Test.'** *Walk around and make sure students know where to click.*

Say: **Next, you will see a box to type in a code. The code is <insert DAC>. Type the code in the box and click 'Submit.'** *Wait here until I tell you to go to the next step. Walk around and make sure students enter the Daily Access Code correctly. They should be showing the Directions screen with the test name at the top.*

Say: **You should now see the Directions. Silently read or listen to the directions. Raise your hand if you have any questions or do not understand what to do. You may come back to these directions at any time.**

Say: **When you are done answering all the questions, click the 'Review/End' button. Raise your hand, and I will check your screen to make sure that you are finished.**

Say: **When it's time to stop, I will tell you. Many of you will be done, but some of you may need more time. If you need more time, I will tell you how to continue testing. Does anyone have any questions?** *Pause and answer any questions.*

Say: **When you are ready, start the test.**

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, direct students to either save their progress or close Student Portal. Collect any scratch paper or test tickets from the students. Give all the used scratch paper to your TC at the end of testing.

Reading Section – Guidelines and Script

During the reading section, students will read text passages and then mark their answers to corresponding questions. Students may need to move scroll bars up or down to view the entire reading passage and to view an entire item. **Students must have wired headsets to complete the assessment.** Students should play all media on pages. Students may replay audio files as many times as needed.

Pass out login information and any other test materials.

Say: **This is a reading test. It gives you a chance to show how well you read and understand English. Take your time and do your best work.**

For Grades 2-12:

Say: **The test will include some passages. Read the passage and then answer the questions. You may need to scroll up or down to view the entire question.**

For all grades:

Use the Help icon if you don't understand how to mark your answer. 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.

Pass out login information and any other test materials.

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

Say: **Click the green button that says 'Take a Test.' Then find the Reading test and click 'Take Test.'** *Walk around and make sure students know where to click.*

Say: **Next, you will see a box to type in a code. The code is <insert DAC>. Type the code in the box and click 'Submit.' Wait here until I tell you to go to the next step.** *Walk around and make sure students enter the Daily Access Code correctly. They should be showing the Directions screen with the test name at the top.*

Say: **You should now see the Directions. Silently read or listen to the directions. Raise your hand if you have any questions or do not understand what to do. You may come back to these directions at any time.**

Say: **When you are done answering all the questions, click the 'Review/End' button. Raise your hand, and I will check your screen to make sure that you are finished.**

Say: **When it's time to stop, I will tell you. Many of you will be done, but some of you may need more time. If you need more time, I will tell you how to continue testing. Does anyone have any questions? Pause and answer any questions.**

Say: **When you are ready, start the test.**

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, direct students to either save their progress or close Student Portal. Collect any scratch paper or test tickets from the students. Give all the used scratch paper to your TC at the end of testing.

Speaking Section – Guidelines and Script

During the speaking section, students will record responses to prompts to provide their answer.

Students must have wired headsets to complete the assessment. Test the sound levels prior to launching the assessment. Students should play all media on pages. Students may replay audio files as many times as needed.

Recording Responses

Kite Student Portal will prompt the student to test the recording function and sound levels prior to launching the speaking section.

Note: If the volume is too loud or too soft when the student records their voice, the student should close Kite Student Portal and adjust the volume from the computer sound settings.

Ensure a quiet environment and room arrangement for the speaking section so that noise does not interfere with recording of spoken responses.

Note: It is recommended to ask students to listen to their recorded responses to make sure they were captured accurately.

To re-record the audio, simply record a new response. The maximum number of attempts is 15. After the 15th attempt, an alert will display in Kite Student Portal. Contact the Service Desk to allow further attempts.

Scoring Considerations

Educators may score speaking section items in person as students are recording responses (simultaneous scoring) or after students have recorded all responses in Kite Student Portal (deferred scoring). Additionally, educators may choose to score items as a group or individually. Each district should determine which scoring option to use before the start of testing.

All students should record speaking items regardless of the scoring option chosen.

Note: If your school has more than 10 students testing in a grade level/grade band, you may be randomly selected to participate in second-rater scoring. If a student must be scored twice, you must use deferred scoring and be scored individually (not as a group). Your BTC or DTC will be able to tell if a student must be double scored.

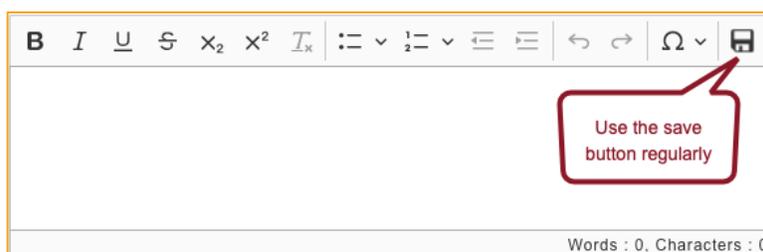
Speaking Script

Use the scripts found in the *KELPA Test Administration and Scoring Directions* files.

Writing Section – Guidelines and Script

During the writing section assessment, students will encounter two types of items: those requiring them to select a response from a set of options and those prompting them to craft a written response to a specific prompt.

Students in Grades 2-12 will enter responses to writing prompts using the on-screen text editor. It is a good practice to use the Save icon button in the text editor regularly.



Grade K and Grade 1 writing sections are both computer-based and paper-based. The kindergarten and Grade 1 writing assessment master copies for paper-based booklets are in the *KELPA Test Administration and Scoring Directions for Writing* files for each grade. Student writing responses will be collected for Grade K and Grade 1 and uploaded as PDFs. All copies must be destroyed at the end of testing after the writing responses have been scored.

Students must have wired headsets to complete the assessment. Test the sound levels prior to launching the assessment. Students should play all media on pages. Students may replay audio files as many times as needed.

Writing Script

Use the scripts found in the *KELPA Test Administration and Scoring Directions* files.

Grade K and Grade 1 Writing Booklets

Grade K and Grade 1 writing booklets must be uploaded by your TC before the scoring window closes. These documents are secure testing materials and should be treated as such. Give these materials to your TC as soon as you have completed scoring the writing section.

Proctoring Guidance during Testing

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

After Testing

Final reminders

- Make sure that students select **End** and then select **Yes** when completing the test session. By selecting End, students will ensure all their answers are submitted and their test status will show as complete.
- All used test materials should be collected. Securely destroy any used scratch paper.
- On Mac, Windows or iPad devices Students should select **Close Kite** before leaving the testing area. On Chromebooks students should use the power button to get back to the Chromebook login screen.
- All Grade K and Grade 1 writing booklets should be collected and securely given to your TC for upload into Educator Portal once scoring is complete. Booklets must be uploaded before the end of the scoring window.

Scoring Speaking and Writing Items

Items in the speaking sections and some items in the writing section require hand scoring locally by educators. Each grade band has 10 speaking items and 3-4 writing items that require hand scoring. All items are scored using holistic rubrics.

Scoring may begin immediately after the KELPA Summative window opens. KSDE does **not** recommend waiting to begin scoring until after the KELPA window closes.

Specific guidance and rubrics for item scoring at each grade band/level and domain are in the *Rubrics for KELPA and KELPA Screener* and *KELPA Rater Training Materials*, which may be downloaded from the Help tab in EP. These documents are confidential and secure.

Educators must complete KELPA Rater Training prior to scoring KELPA items and must have Teacher accounts in EP. Educators associated with the student's TEST record will be assigned as the Primary Scorer.

A sample of students from schools with 10 or more students per grade/grade band will be chosen to have their speaking and writing scores double scored. See *Second Rater Scoring* for more information.

If your TC has told you that they will upload scores for your students all at once, make sure you have the spreadsheet template available to you and that you enter the scores without modifying the template.

Simultaneous vs Deferred Scoring

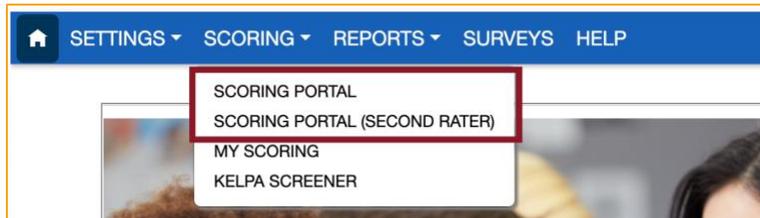
Speaking items may be scored in person as students are recording responses (simultaneous scoring) or items may be scored individually after the student has recorded all responses in Kite Student Portal (deferred scoring). Each district should determine which scoring option to use **before** the start of testing. **All** students are required to record speaking items regardless of the scoring option chosen.

For educators who will score multiple student writing and speaking responses, spreadsheets of scores may be compiled and then uploaded into EP. Data in each file for upload must be composed of a single grade and domain (for example, Grade 3 Speaking).

Scoring Responses

Educator Portal users with the role of DTC, DU, BTC, and BU, and Teacher can score student responses. To score responses, perform the following steps:

1. Select **Scoring**.
2. Select **Scoring Portal** or **Scoring Portal (Second Rater)**.



3. A new tab will open in your browser, and you will be logged in to Kite Scoring Portal. The **My Scoring** page is displayed.
4. Select the **filters** at the top of the page to filter and display the items that need to be scored.
5. The table will show all items that must be scored. The **Scored** column indicates whether the item has already been scored. The **Responded** column indicates whether the item has a student response available for scoring.
6. To score an item, select the item row, then select **Start Scoring**.

Home Scoring

Home > Scoring > My Scoring

District* Sunflower District School* Buffalo School Subject* English Language Proficiency

Grade* ELP Grade 3 Domain Screener No

Search by Subject or Rater

| Scored | Responded | Student Name | Item Id | Item Name | Position | Domain | Rater |
|-------------------------------------|-------------------------------------|-------------------|---------|---------------------|----------|--------|-------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Goldie, Jeraldine | 73765 | EL.W.1.11_2019_03 | 16 | Wrtnng | 1 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Goldie, Jeraldine | 74507 | EL.W.1.11_2019_11_1 | 15 | Wrtnng | 1 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Goldie, Jeraldine | 73766 | EL.W.1.11_2019_04 | 4 | Spkng | 1 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Goldie, Jeraldine | 73496 | EL.S.SL 2.3_2019_03 | 5 | Spkng | 1 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Goldie, Jeraldine | 73187 | EL.S.SL 3.3_2019_01 | 6 | Spkng | 1 |

Page 1 of 2 1 to 10 of 14

Start Scoring

7. Complete the fields according to the descriptions below.

Note: TCs also have access to edit scores entered by another user.

Speaking Responses

Writing Responses

The screen to score responses is shown above. Fields marked with red asterisks are required.

1. **Question Preview** – A new tab opens and displays the item stem and prompt
2. **Rubric** – The accordion expands to display the scoring rubric
3. **Student Response** – On writing responses, displays the student response. On speaking responses, displays an audio bar to play student response
4. **Score** – Select the score from the drop-down menu
5. **Non-Score Reason** – Select the non-score reason, if applicable (see table below)

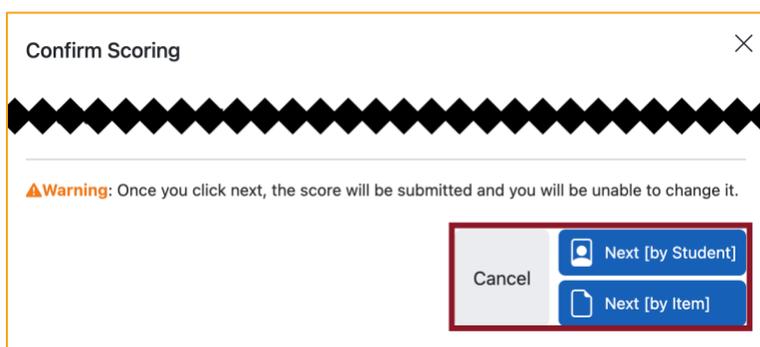
Non-Score Reason Options

Code

| | |
|--|-----|
| The response is blank. | BL |
| The response is harmful to self and/or others. | HSO |
| The response does not include enough student writing to score. | IS |
| The response is unrelated to the resources and/or prompt. | OT |
| The response is in a language other than English. | RNE |

Note: Only “The response is harmful to self and/or others.” may have a non-zero score given. Other Non-Score Reasons automatically assign a score of 0.

6. **Scoring Method** – Select either Individual Scoring or Paired/Group Scoring
7. **Scoring Modal** – Select either Deferred Speaking Scoring or Simultaneous Speaking Scoring (only used for Speaking items)
8. **Add Comments** – Enter any comments
9. **Save** – Confirm the information entered and proceed to the next item
10. **Next [by student]** – Directs you to the next item for the same student; use this when you are scoring a student’s entire test
11. **Next [by item]** – Directs you to the same item for the next student; use this when you are scoring the same item for all students
12. **Cancel** – Close the confirmation pop-up and return to scoring the item



13. Once you have scored all items, you will be returned to the My Scoring page.

Second Rater Scoring

To meet federal reporting requirements, the KELPA program is required to obtain second rater scores for some students. Schools with 10 or more EL (English Learner) students at a grade/grade band will be randomly selected for double scoring. Students selected must be double scored independently by each scorer. You should not use simultaneous scoring for speaking items.

Note: Students needing to be double scored are automatically prepopulated in EP by the system.

To score students that are flagged to be double scored, use the process identified above. Start by selecting **Scoring Portal (Second Rater)** from the Scoring menu in EP. The same process described above will be used to score each item that must be double scored.

Accessing Reports

KELPA Summative reports in Educator Portal are created after KELPA Summative testing window ends and the scores are processed and recorded. Reports available for district-level users include Student (Individual), Students (Bundled), School Summary, and District Summary.

Contact your TC to access KELPA Summative reports. Teachers do not have permission to access reports directly.



MISSION

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

VISION

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MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

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

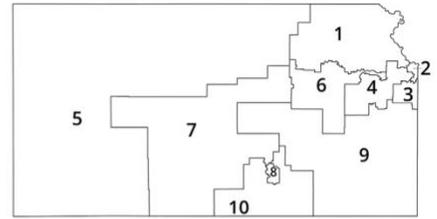
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

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



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Jan. 25, 2024

