2020-2021

KELPA

Kansas English Language Proficiency Assessment

Examiner's Manual

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DOCUMENT CHANGE HISTORY

The following table lists the changes made to this manual since its release.

CHANGE LOGGED	CURRENT PAGE(S)	DESCRIPTION OF THE CHANGE

TIMELINE AND DATES

DATE	EVENT
November 1, 2020	Technology Practice Tests and KELPA Subject-Oriented Practice Tests available
January 12 and February 2, 2021	KELPA scoring training online; training materials released
January 18, 2021	*KELPA Scoring Manual*
January 31, 2021	*Test Security and Ethics* signoff for KELPA
February 1, 2021	Initial TEST record submissions to KIDS
February 1, 2021	KELPA PNP entry
February 15—March 31, 2021	KELPA assessment window
February 15—April 20, 2021	KELPA scoring window
March 25, 2021 by 5:00 p.m.	Deadline for entering KELPA special circumstances (SC) codes
March 27, 2021	KELPA SC codes approved by KSDE
May 2021	KELPA score reports released to the field
July 5—July 23, 2021 (tentative)	AMOSS data check

CONTACT INFORMATION

For help with Kansas English Language Proficiency Assessment (KELPA) administration and technology troubleshooting, districts may contact the Kite® Service Desk at Agile Technology Solutions (ATS), an Achievement and Assessment Institute (AAI) center.

The Kite Service Desk provides support for Educator Portal and Student Portal. Service Desk representatives are available to assist you from 7 a.m. to 5 p.m. Central time weekdays during non-testing season with extended hours of operation from 6 a.m. to 6 p.m. Central time weekdays during the assessment window (closed on state holidays). The Service Desk is unavailable during the week of Christmas through New Year's Day.

Service Desk
Toll Free: 855-277-9752
kap-support@ku.edu

Additional information about KELPA and the Kansas Assessment Program can be found at ksassessments.org.

Kansas State Department of Education

For information regarding KELPA, contact the assessment team at the Kansas State Department of Education (KSDE). See Table 1 for names and contact information.

Table 1. Contact Information for KSDE

NAME	TITLE	EMAIL ADDRESS	PHONE
Jeff Ensley	ESOL Service and Title III, Program Consultant	jensley@ksde.org	785-296-4906
Julie Ewing	Assessment Coordinator	jewing@ksde.org	785-296-4349
Beth Fultz	Assistant Assessment Director	bfultz@ksde.org	785-296-2325
Nicole Primm	EL Education Consultant	nprimm@ksde.org	785-296-5060

WHAT'S NEW

» The *KELPA Test Administration and Scoring Directions for Speaking* is now an all-grades document. The document contains the rubrics for all grades/grade bands.

» There are multiple forms of the *KELPA Test Administration and Scoring Directions for Writing* for kindergarten and grade 1 (see KELPA Test Administration and Scoring Directions for Speaking and Writing on page 20 for more information). There is one form for grade bands 2-3, 4-5, 6-8, and 9-12. Each document contains the corresponding rubric(s).

AT A GLANCE

» KELPA aligns with the Kansas Standards for English Learners, which were adopted by the Board in September 2018.

» The assessment is a fixed form with four test sessions that are domain specific.

» The tested domains are reading, writing, listening, and speaking.

» The assessment is given in six grades/grade bands: K, 1, 2-3, 4-5, 6-8, 9-12.

» Each test session is untimed but typically takes less than an hour.

» Each grade/grade band has one speaking rubric used on all speaking tasks.

» Each grade/grade band has one writing rubric used on all writing constructed response tasks.

» Rater training materials for writing and speaking contain three sets of sample student responses for use in training and calibration.

» Educators involved in scoring KELPA must have an active Kite® Educator Portal account.

» Districts decide on the scoring method (deferred or simultaneous) and calibration process needed to ensure scores are reflective of the rubrics.

Introduction

This manual provides guidelines and procedures related to preparation for the Kansas English Language Proficiency Assessment (KELPA).

Kite® Educator Portal and Kite Student Portal manuals can be found at http://ksassessments.org/resources-and-training.

NOTE: District and Building Test Coordinators will need to download additional secure *KELPA Test Administration and Scoring Directions* files from the Help tab in Kite Educator Portal. These files are for the two domains which require human scoring: speaking and writing. For the speaking domain, there is one file for all grades. For the writing domain, there is one file for grade bands 2—3, 4—5, 6—8, and 9—12; kindergarten and grade 1 have separate files as they use paper-based constructed-response booklets. Files contain specific scripts and grade-level scoring rubrics for test administration. The kindergarten and grade 1 *writing* files contain the master copies for paper-based test booklets. There are multiple forms for each of the two grades. Each of the forms will have a test ID. The specific test ID will be listed for each student in Educator Portal. See KELPA Test Administration and Scoring Directions for Speaking and Writing on page 20 for more information.

Manual Organization

This *KELPA Examiner's Manual* is organized into sections, as outlined in the Table of Contents. The manual begins with a description of KELPA and the Kite assessment administration system. The manual describes guidelines for student participation as well as policies and procedures that will ensure a standardized and secure test administration.

This manual also outlines educator responsibilities before, during, and after KELPA administration. Following the manual instructions will ensure similar assessment conditions in all classrooms. Consistent administration supports test-score validity and fairness for all students involved in the assessment process.

KELPA Overview

KELPA measures the English language proficiency of English learner (EL) students. As outlined by the U.S. Department of Education and the U.S. Office of Civil Rights, identified ELs that 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.

This year's assessment uses items developed at the Achievement and Assessment Institute (AAI). Kansas administers KELPA 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. KELPA is broken into four parts, 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 April 1, 2020, 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.

Students who are ELs with significant cognitive disability will also participate in KELPA. A student's 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 Kite Educator Portal and should be consistent with other content assessments.

KELPA Design

KELPA domain-assessments in listening, reading, speaking, and writing are administered separately and may be given in any order.

Kindergarten and grade 1 students complete a mostly computer-based exam along with a small number of paper-based writing items. The kindergarten and grade 1 paper-based writing domain-assessments can be found in the *KELPA Test Administration and Scoring Directions for Writing* files, for each grade, which are downloadable from the Help tab in Kite Educator Portal.

Grade 2 through 12 students complete an entirely computer-based exam. Computer-based KELPA is delivered through the Kite Student Portal.

NOTE: Headsets with microphones are required for KELPA administration.

Table 2 lists the number of items in each domain-assessment by grade band. All Listening and Reading items are machine scored. The writing assessments include both machine- and educator-scored items. All items in the speaking domain assessments require educator scoring.

Students will receive scale scores and an overall proficiency determination for each domain-assessment.

Table 2. KELPA Domain-Assessments and Item Counts

GRADE BAND	NUMBER OF ITEMS COMPUTER SCORED			NUMBER OF ITEMS EDUCATOR SCORED	
	LISTENING	READING	WRITING	WRITING	SPEAKING
K	28	24	9	6	13
1	30	30	12	6	13
2—3	30	29	18	5	13
4—5	32	27	16	5	13
6—8	32	28	18	4	13
9—12	31	30	17	4	13

KELPA Assessment Window

The assessment administration window for KELPA is February 15—March 31, 2021. The window for hand scoring the speaking and writing items is by February 15—April 20, 2021, at 5:00 p.m.

Testing Time

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

Educator/Test Proctor Responsibilities

» Complete training and sign an agreement to abide by Kansas State Department of Education (KSDE) test security, ethics of testing, and regulations before local testing begins.

» Follow procedures outlined by the District/Building Test Coordinator.

» Follow test procedures outlined in this *KELPA Examiner's Manual*, the *KELPA Test Administration and Scoring Directions* for each grade, and in the training received regarding security and ethical practices for testing.

» Follow established district/building procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings upon completion of each test session and the entire assessment.

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

» Establish and describe processes that confirm that usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should not be shared or exchanged.

» Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.

» Do not say or do anything that would let a student know whether an answer is correct.

» Do not tell students to redo a specific item or to review any specific part of the test once testing has begun.

» Verify the Review/End screen upon completion of the test to ensure that all test items have been answered before a student exits the test.

» Do not go back and review each item individually with the student, simply direct students to answer items that did not have a blue dot to indicate that the question was answered.

» Do not store or save on computers or personal storage devices any test items; test items must never be shared via email or other file-sharing systems or reproduced by any means.

» Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the Building Test Coordinator, who will report to the District

Test Coordinator/KSDE for guidance.

Acceptable Practices

» Provide students with the opportunity to learn the content and vocabulary prior to testing by basing instruction on state standards and an aligned local curriculum.

» Integrate teaching of test-taking skills with regular classroom instruction and assessment.

» Ensure that students have had prior experience with the testing format being used. Use Technology Practice Tests (TPTs) and Subject-Oriented Practice Tests (SPTs) to familiarize students and teachers with the assessment format and the procedures for answering the different types of KELPA items.

» Ensure that accommodations used on the state assessment have been a regular part of instruction.

Unacceptable Practices

» Do not store or save on computers or personal storage devices any test items; test items must never be shared via email or other file-sharing systems or reproduced by any means.

» Do not review assessments or analyze items before, during, or after the assessment is administered.

» Do not discuss any specific items on the assessment with students or colleagues before, during, or after the administration of the assessment.

» Do not construct answer keys so that an assessment could be scored locally.

» Do not use actual or altered test items (for example, clone or parallel) for practice or instruction.

» Do not conduct comprehensive reviews or drills the day of the test or between testing sessions. Once testing has begun, all reviewing should cease. Curriculum may be taught but not as review for the specific domain-assessment purposes.

» Do not **require** students to show work or to use scratch paper; scratch paper may not be graded and must be destroyed at the end of the test session.

» Do not respond to questions during testing that would help the students understand the item, aid them in responding to an item, or advise/encourage them to edit or change a response.

» Do not say or do anything that would let a student know whether an answer is correct or incorrect.

» Do not coach or cue students in any way during test administration, including the use of nonverbal gestures or facial expressions for guidance.

» Do not ask students the way in which they arrived at an answer.

» Do not tell students to redo a specific item or to review any specific part of the test once testing has begun.

» Do not go back and review each item individually with the student; simply direct students to answer items that did not have a check mark to indicate that the item was answered.

Important Information Regarding Test Security and Reporting Item Issues

Because of test security issues, we expect administrators and teachers to abide by the Test Security and Administration guidelines in this manual. If a student questions the correctness of an item, follow this outlined procedure.

1. To the student, repeat the information from the directions, teacher print directions, or Kite directions: "Choose the answer that you think is best. There is one correct or best answer to each question. Carefully read the question. Work the problem." *It may be appropriate in certain circumstances to tell the student or reader that the concern will be forwarded to KSDE for review and analysis.*

2. Collect the following information and forward the information to the District Test Coordinator, who will then forward the information to the Service Desk, Julie Ewing at KSDE, and Tammy Mayer at AAI.

Reporting Item Issues

» Give only the student ID; do not include the name, building, or district.

» Report the domain-assessment of the test (for example, listening, speaking, reading, writing).

» Report the item number.

» Report the issue, not the item (for example, "no correct answer," multiple correct answers", "a word is misspelled," "the sentence is grammatically incorrect," etc.).

» Do not forward the item, the item stem, any answer choices, or narrative descriptions of the item via email (these are live, secure test items).

» Do not take or send pictures of the item.

NOTE: Strict adherence to these guidelines **must** be followed to maintain the Family Education Rights and Privacy Act (FERPA). The Service Desk or KSDE is required to report any violation.

Security of Test Administration and Scoring Directions for KELPA

» *KELPA Test Administration and Scoring Directions* files will be downloadable from the Help tab in Kite Educator Portal. Because the documents contain scoring information, the *KELPA Test Administration and Scoring Direction* files are secure documents.

» *KELPA Test Administration and Scoring Direction* files should be returned to the Building Test Coordinator, accounted for, and securely destroyed after use.

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ACCOMMODATIONS

Overview

» Accommodations should be used on state assessments only if the accommodations have been a regular part of instruction. Refer to the *Tools and Accommodations for the Kansas Assessment Program (KAP)*.

» A student with Individualized Education Program (IEP), 504, Individualized Learning Plan (ILP), or a Student Improvement Team (SIT) plan may only use accommodations documented on one of those plans.

» Accommodations must be recorded in a Personal Needs Profile (PNP) (also known as an Access Profile) in Kite® Educator Portal. See *Kite Educator Portal Manual*, for more information about setting options in the PNP.

» To use an accommodation other than one listed, contact the District Test Coordinator, who will send the request to KSDE. If the accommodation changes the construct being tested, the student will count as not tested.

» Spanish translations are not included in KELPA.

» Magnification is available for all students by clicking on the magnification tool in Kite Student Portal.

» Text-to-speech is available on the directions for each domain-assessment for all students. Text-to-speech for directions does not need to be set in the PNP. Students should adjust and set the audio volume before launching Kite Student Portal.

» Directions as appearing on the student's screen, may be read to the student in English or American Sign Language (ASL).

» Many KELPA items contain embedded audio files for item-specific directions. These audio files are available to all students, regardless of PNP settings.

» A braille version of KELPA is not available. Please contact Julie Ewing at KSDE, 785-296-4349, for more information regarding working with students who are blind or have low vision.

» For additional information about accommodations or tools available for student use in Kite Student Portal, please review the *Kite Educator Portal Manual* and the *Educator's Guide to Kite Student Portal.*

Prohibited Practices

» In general, unless directly specified by the *KELPA Test Administration and Scoring Directions*, reading any text to students (including isolated words) in a KELPA domain-assessment is prohibited. Violations will result in the student being counted as not tested.

» Passages, test questions, answer choices, labels, or other items may ***not*** be translated into a student's first language or any language.

» Teachers and students may ***not*** bring pre-generated organizers, journals, logs, or notes into a test session. Students may create notes during a test session but are not required and should not be prompted to do so.

Recording Accommodations

» Most testing accommodations should be entered into the student's PNP, which should be updated prior to testing to ensure proper accommodations.

» Buildings and districts may continue to use the following accommodations but need not report them to KSDE:

- separate, quiet, or individual setting
- frequent breaks
- student dictation of answers to scribe
- student use of communication device
- American Sign Language (ASL) delivery of directions to student
- use of braille writer or late and stylus
- student self-reading aloud of assessment

Preparing Students – Practice Tests

Items on the KELPA Subject-Oriented Practice Tests (SPTs) and the Technology Practice Test (TPTs) familiarize students and teachers with the assessment format and the procedures for answering the different types of KELPA items.

KELPA SPT and TPT items are not secure and should be used liberally to help students understand how to listen to directions and all assessment media, enter responses, access test-taking tools, and navigate through an assessment.

If students have difficulty with the practice content, encourage students to experiment with the tools, choose the best answer, and move on to the next item.

Instructions for accessing the KELPA SPTs and TPTs, the *Practice Test Guide for Educators* is available at https://ksassessments.org/resources-and-training.

Preparing for Test Administration

» To register students for KELPA, submit initial TEST records and complete initial PNP settings beginning February 1, 2020. Continue to submit test records for new EL students during the testing window.

» All educators who will be administering and scoring KELPA must complete training on test administration, scoring, and test security and ethics procedures.

» Educators who are administering KELPA must have accounts in Kite® Educator Portal.

» Educators who will be scoring assessments should be assigned the role of Teacher in Educator Portal. For assistance, contact the District or Building Test Coordinator.

» Refer to the *Kite Educator Portal Manual* for more information about creating accounts and assigning roles.

» Kindergarten and grade 1 writing domain-assessments are both computer-based and paper-based. Master copies of the kindergarten and grade 1 paper-based writing booklet are located in the *KELPA Test Administration and Scoring Directions for Writing* files, downloadable from the Help tab in Kite Educator Portal. There are multiple forms for each of the two grades. Each of the forms will have a test ID; the specific test ID will be listed for each student in Educator Portal. See KELPA Test Administration and Scoring Directions for Speaking and Writing on page 20.

» Student writing responses will be collected for kindergarten and grade 1 and uploaded into Kite Collector as PDFs.

Kite Suite Assessment Platform

» KELPA is administered using the Kite Suite assessment platform. Well before test administration, Kite Student Portal, a secure browser, must be installed on devices where students will test. See the *Installation Instructions* for more information about installation.

» Headsets with microphones must be used for KELPA. Students should practice using the headsets and microphones with the TPTs and KELPA SPTs.

» Test and adjust the sound volume before opening Kite Student Portal. Students will also be prompted to test and adjust the sound volume and sound recording prior to beginning the speaking domain-assessment.

Scheduling and Time Limits

» In general, an entire domain assessment should be completed in one sitting.

» Listening, speaking, writing, or reading domain-assessments may be taken in any order.

» Students may take different domain-assessments in the same lab or testing room at the same time.

» All assessments are untimed. Each student must be allowed as much time as necessary and reasonable to complete each test session in one sitting.

» If a student does not complete a test session within the time given in a group or class setting, the student may be allowed more time provided that the student makes an attempt to complete the test *and* that the student is provided additional time immediately following the unfinished session.

- If the session is the last period of the day, the student may select the Save button to resume testing at a later time, such as after school or the next day; however, this will require reactivation. If administrators are concerned about students not finishing within a session, it is advisable for students to not take the test during the last period of the day.

Speaking Domain-Assessment Considerations

» Educators may score speaking domain-assessment items by listening to the student in person while the student is recording a response in Kite Student Portal (simultaneous scoring) or score each item individually after the student has recorded all responses in Kite Student Portal (deferred scoring).

- Each district should determine which assessment option to use **before** the start of testing.

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

» Ensure a quiet environment and room arrangement for the speaking domain-assessment so that noise from other students does not interfere with recording of spoken responses.

KELPA Test Administration and Scoring Directions for Speaking and Writing

» *KELPA Test Administration and Scoring Directions* files are secure documents.

» District and Building Test Coordinators must download *KELPA Test Administration and Scoring Directions* files from the Help tab in Kite Educator Portal.

» *KELPA Test Administration and Scoring Directions* files contain specific scripts and rubrics for test administration and scoring.

» The kindergarten and grade 1 *writing* files contain the master copies for paper-based test administration. There are multiple forms for each of the two grades. Each of the forms will have a test ID. The specific test ID will be listed for each student in Educator Portal. To locate this information, select the REPORTS menu > DATA EXTRACTS tab, and review the IDs listed in the Test Form (column R) of the KELPA Test Administration Monitoring Extract. After determining the specific test IDs assigned to students, forms should be printed for administration.

» Printed documents must be stored securely when not in use.

» Printed documents must be securely destroyed (preferably by shredding) after use. Copies may not be retained by educators or administrators.

» Electronic files must be completely deleted after use.

» *KELPA Test Administration and Scoring Directions* files content may not be used for instructing students.

» Misuse of the *KELPA Test Administration and Scoring Directions* files is a violation of test security and should be reported to the Building or District Test Coordinator.

Room/Lab Preparation

The assessment environment must be prepared before KELPA administration to ensure standard and fair assessment conditions for all students. Rooms used for testing must have adequate lighting and temperature control. The use of language support (for example, dictionaries, translation dictionaries, translators, word lists, etc.) during this assessment is *not* allowed.

Anything posted in a classroom or lab used for KELPA administration that could direct students to a correct answer for any assessment item must be covered or removed. Test Administrators should discuss the appropriateness of any specific displays with their Building Test Coordinator.

Examples of materials that must be covered up or removed include, but are not limited

to, the following items:

- word walls
- visual or writing aids
- posters that define words or different kinds of writing (narrative, expository, descriptive, etc.)
- punctuation charts
- spelling or vocabulary lists
- phonics charts
- graphic organizers
- instructional materials that relate specifically to the content being assessed
- reference materials that may be perceived as influencing student responses

To prepare a quiet environment for test administration, do the following:

- Turn off or remove items that make or could make noise, including alarms and bells.
- Do not play music or soundscapes during the assessment (see the sections on PNP settings for auditory calming as an accommodation through Kite Student Portal).
- Allow only trained staff involved in test administration to be in the testing environment.
- Place a "Testing: Do Not Disturb" sign on the door of the testing room.
- Place a "No Electronic Devices" sign on the door of the testing room.
- Arrange the testing room for the speaking domain-assessment such that noise from other students does not interfere with recording of spoken responses.

Materials Needed for Testing

Obtain the materials listed in the following checklist:

- pencils for each student to take notes on scratch paper
- blank scratch paper
- headphones for listening to audio
- microphone for recording speaking responses (the microphones can be integrated into the headphones)

Usernames, Passwords, and Daily Access Codes

Each student's unique username and password is used to access the assessment. These

are found by downloading the Student Login Usernames/Passwords extract in Kite Educator Portal. Extracts are found in Kite Educator Portal on the REPORTS menu under the DATA EXTRACTS tab. See the *Kite Educator Portal Manual* for more information about downloading usernames and passwords.

If the student participated in interim assessments this year, the student's username and password are also found on the student's interim test ticket in the interim system.

In addition to a username and password, a student also needs a Daily Access Code (DAC) to access the assessment for each day. DAC's are found in Kite Educator Portal on the MANAGE TESTS menu under the TEST COORDINATION tab and then by selecting View Daily Access Codes. See the *Kite Educator Portal Manual* for more information about downloading DAC's.

Each day during the testing window, there is a unique DAC for each domain-assessment; however, within a grade level, all students use the same codes. Codes are activated and expire at a specified time each day. DAC's can be retrieved from Educator Portal beginning at 2:30 p.m. the day *before* testing day and the entire day of testing. DAC's for Mondays are not available until Sundays at 2:30 p.m.

Preparing Students – Assessment Day

The following information may stimulate confidence in students and prepare them for testing:

- Advise students they will be responding to sets of questions in listening, speaking, reading, and writing.

- Advise students that they will hear and see the questions in English and that they must answer the questions in English.

- Inform students that they should try their best, though some questions may be hard because they have not yet studied the material.

- Inform students that they will have as much time as they need to answer the questions.

- Encourage students to attempt all items as best they can.

- Inform students that they can repeat audio recordings in the testing environment as many times as they would like.

Seating Students

» Students should sit at a table or desk with plenty of room.

» Create enough space between students to prevent answer sharing.

» Provide an adequate writing surface for students to use scratch paper.

» Ensure a quiet environment and room arrangement for the speaking domain-assessment so that noise from other students does not interfere with recording of spoken responses.

Beginning the Testing Session

» For students who have difficulty logging in to Kite® Student Portal, teachers may prepare the student's computer in advance by launching the Kite Student Portal application and logging in using the student's username and password.

» Instruct students to enter the Daily Access Code (DAC).

» Do not let a student take the wrong test (for example, interims, practice tests, or general assessments other than KELPA). For each high-stakes assessment, a student would need a unique DAC to enter the assessment.

» Tell students what they should do if they finish the assessment early. Students who

finish before others must not disrupt the testing environment.

» Check with the Building Test Coordinator before providing log-in information to a student whose accountability school is different from the attendance school.

Using Kite Student Portal

Opening a Test

To begin a test session, tell students to perform the following steps:

1. Select the Kite icon. It may take a few seconds to open.
2. Enter username and password.
3. Select Sign In.
4. Select Take a Test.
5. On the blue bar, select KELPA (if needed).
6. Find the appropriate test and select Take Test.
7. Enter the Daily Access Code when prompted.

Walk around the room to verify students have logged in properly.

Speaking Domain-Assessment Sound and Recording Check

Before launching the speaking domain-assessment, Kite Student Portal will prompt students to test sound and recording volumes. Follow the directions on the screen.
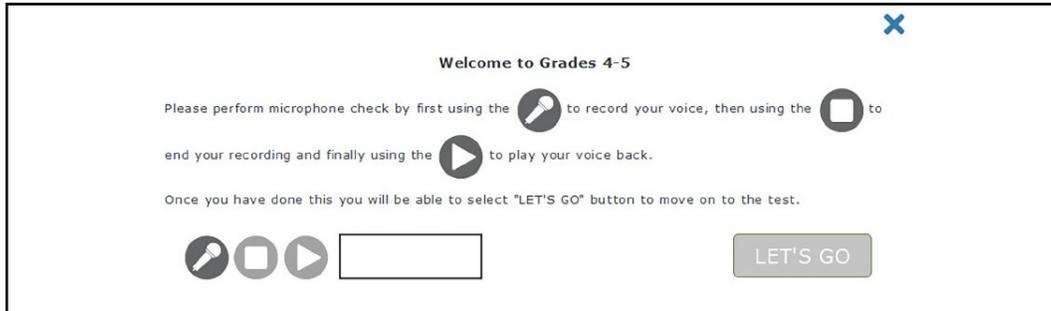

Assessment Directions

Instruct students to read or listen to the assessment directions presented on the screen. The directions describe how to navigate through the test. If the student is listening to the instructions, instruct the student to select the Read button near the bottom of the screen to hear the directions read aloud in English.

- Hint: Students may return to the directions at any time. From the first page, select the Back button.

Question and Media Pages

Two types of pages occur in KELPA, question pages and media pages. When media pages occur for reading and listening sets, these two pages are presented and viewed side-by-side.

» Question pages contain the task or question the students must complete.
- Question pages are noted with a number in the top ribbon of Kite Student Portal.
- Unanswered questions have a gray background.
- Answered questions have a white background with blue border and blue dot.
  o Students may select the ? symbol above a question to access technology directions for a specific item type. Technology directions tell students how to navigate the Kite Student Portal interface to provide an answer to a question.
- Each audio file uses a media player. Select the play button to play the file.
  o Move the slider to advance or rewind the file.
  o Select or move the volume selector to change the volume.
  o Toggle the loudspeaker icon to mute or unmute the sound.
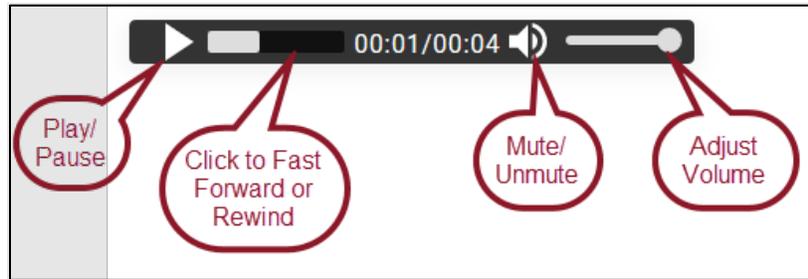
Clearing a Response

Students may reset a question at any time by selecting Clear. Selecting the Clear button returns the question to its beginning state.

Navigation

To move forward or backward in the assessment, students may select a media or question page along the top navigation ribbon or select Next or Back at the bottom of the screen.

- Hint: Students may return to the directions at any time. From the first page, select the Back button.

Students may need to move the scroll bars up or down to view all of the content on a page.

Speaking and Writing Scripts

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

Speaking Assessment Guidelines

» The speaking domain-assessment can be completed on a number of devices. Kite Student Portal is compatible with Chromebooks, Windows, Mac, and iOS devices. For installation links for each device, installation instructions, a current list of supported platform versions, and additional resources to help guide testing, go to https://ksassessments.org/kite.

» Students must have headphones and a microphone to complete the speaking domain-assessment.

» Kite Student Portal will prompt the student to test recording and sound levels prior to

launching the speaking domain-assessment.

» Students should play all media on each page.

» Ensure a quiet environment and room arrangement for the speaking domain-assessment so that noise from other students does not interfere with recording of spoken responses.

» To redo a recording, simply record a new response (15 maximum number of attempts).

» Educators may score speaking domain-assessment items in person as students are recording responses (simultaneous scoring) or after students have recorded all responses in Kite Student Portal (deferred scoring).

- Each district should determine which assessment option to use **before** the start of testing.
- All students should record speaking items regardless of the scoring option chosen.

Writing Assessment Guidelines

» Students will answer individual questions and also respond to writing prompts.

» Students must have headphones to complete the writing domain-assessment.

» Students should play all media on pages.

» 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.
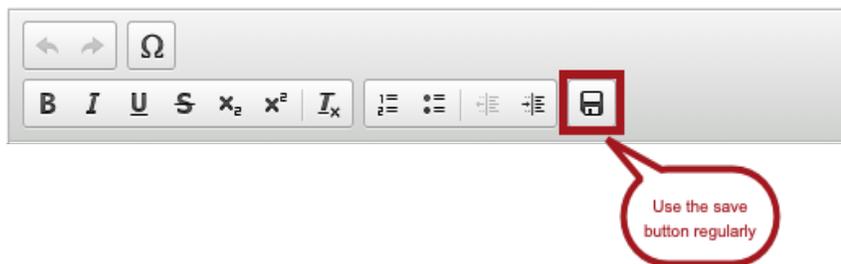
» Kindergarten and grade 1 writing domain-assessments are both computer-based and paper-based. The kindergarten and grade 1 writing assessment master copies for paper-based booklets are located in the *KELPA Test Administration and Scoring Directions for Writing* files for each grade. There are multiple forms for each of the two grades. After determining the specific test IDs assigned to students in Educator Portal, forms should be printed for administration. Student writing responses will be collected for kindergarten and grade 1 and uploaded into Kite Collector as PDFs. All copies must be destroyed at the end of testing.

Listening Assessment Guidelines and Script

During the listening domain-assessment, students will listen to recordings and then mark their answers to corresponding questions.

» Students must have headphones to hear the audio files.

» Test the sound levels prior to launching the assessment. Sound levels may be adjusted using the media player in Kite Student Portal.

» Students should play all media on pages.

» Students may replay audio files as many times as needed.

Script: Listening Domain-Assessment Directions to Students

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."

NOTE: Students log in to the test but do not start yet.

Say: "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 any time."

"At (insert time agreed upon with the Test Coordinator), I will stop the test. 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.)

"When you have answered the last question, choose the Review/End button. Raise your hand, and I will check your screen to make sure that you are finished. You may begin reading the directions, and when you are ready, start the test."

Reading Assessment Guidelines and Script

» Students must have headphones to complete the reading assessment.

» Students should play all media on pages.

» Students may need to move scroll bars up or down to view the entire reading passage and/or to view an entire question.

Script: Reading Domain-Assessment Directions to Students

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 grade 2-3 and higher only:

Say: "The test will include some passages. Read the passage and then answer the questions. Use the scroll bars to see all of the information."

For all grades:

Say: "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."

NOTE: Students log in to the test but do not start yet.

Say: "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 any time."

"At (insert time agreed upon with the Test Coordinator), I will stop the test. 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.)

"When you have answered the last question, choose the Review/End button. Raise your hand, and I will check your screen to make sure that you are finished. You may begin reading the directions, and when you are ready, start the test."

Providing Assistance with Technology

This section provides further information for Test Administrators on how to clarify, paraphrase, or define the technology directions for KELPA. Test Administrators may read, paraphrase, or define technology directions for students who request assistance with how to show their answers.

Technology directions are the directions that appear when the ? icon is selected.

Technology directions tell students how to navigate Kite Student Portal to provide an answer to a question. Additionally, Test Administrators may provide further assistance to a student regarding how to use a device to provide an answer. **This further assistance must be limited to the technology directions only.**

Test Administrators must follow these steps 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. Examples of how not to paraphrase or define the technology directions are provided below.

» Do not read the item (the question, answer choices, graphics, or passage) to the student.

» Do not use the question or answer choices as part of your explanation of the technology directions.

» Do not touch the screen, keyboard, or mouse.

Maintaining Security

» Do not leave students unattended in a room with access to assessment materials.

» Continuously circulate through the assessment room to ensure that students do not access unauthorized electronic devices, such as cell phones, or other unauthorized resources or tools at any time during the assessment.

» Do not engage in activities that interfere with active monitoring, such as using a computer or other device, preparing lesson plans, or grading papers.

» Regularly check to see that students are able to navigate the Kite Student Portal interface and provide assistance if necessary.

» Adequately supervise restroom trips and breaks to ensure students do not discuss the assessment with other students.

» Security violations should be reported to the Building or District Test Coordinator.

Test Completion

» Teachers must verify that all questions have been answered via the Review/End screen in Kite Student Portal before a student exits a domain-assessment.

» Students who have omitted items or who did not finish a test session due to illness, time constraints, or other factors may have the session reactivated. The student should be monitored so that only the previously omitted items are completed.

» Students who have completed all test sessions may not have their sessions reactivated due to poor test performance or lack of effort. If a student appears to lack effort or quickly clicks through answer choices, stop the test and contact the Building or District Test Coordinator.

» If students are allowed to leave the assessment room when finished, advise students where they are expected to report and to leave the testing room quietly.

» If students are expected to remain in the assessment room when finished, they may read a book quietly or complete other individual work. The use of electronic devices by non-testing students is not allowed.

» When students have completed each testing session, collect all materials.

» Scratch paper and graph paper must be collected and destroyed.

Monitoring Student Testing Status

» Building and District Test Coordinators have the ability to monitor test status in Kite Educator Portal, such as which students have finished testing, which students have sessions to finish, and which students have incomplete tests.

» Depending on the user's role and type of test, some individuals can monitor test sessions in real time using Educator Portal. This monitoring function shows which questions a student has completed but does not display student answers.

» Real-time monitoring increases the load on Kite Student Portal and local bandwidth. To keep real-time monitoring to a minimum during the spring summative high-stakes test sessions, only users with the following roles can monitor student progress using Educator Portal:

- Building Test Coordinator (BTC)
- Building User (BU)
- District Test Coordinator (DTC)
- District User (DU)

Reactivating Student Testing Sessions

» If a student's session ends before the student is finished, the student may reuse the username, password, and Daily Access Code 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 the District or Building Test Coordinator and provide the student's name, grade level, subject, and the reason for the reactivation.

Entering Special Circumstances Codes

If a student cannot take or complete KELPA, the Test Coordinator at the building or district level will need to enter the special circumstance code in Kite® Educator Portal. To enter the special circumstance code for a student, perform the following steps.

1. Log in to Educator Portal.

2. Click MANAGE TESTS.

3. Select the TEST COORDINATION tab.

4. Select the appropriate choices from the drop-down menus.

5. Click Search.

6. Locate the session that needs to be updated.

7. In the Test Session Name column, select the name of the test.

8. Select the appropriate student.

9. In the Special Circumstance column, select the applicable circumstance.

10. Click Save.

NOTE: Please see the *Kansas Assessment Examiner's Manual* for a listing and description of special circumstance codes.

## Submitting Grade K and Grade 1 Writing Responses

» All Grade K and Grade 1 student writing responses, sometimes referred to as samples, will be uploaded into Educator Portal.

» The window for uploading the responses is February 15—March 31, 2021.

» Users with the roles of DTC, DU, BTC, and BU may upload KELPA student writing responses into Educator Portal.

Uploading Process

1. Make a PDF(s) by grade of the writing responses that will be uploaded. A single pdf file should be limited to no more than 250 writing responses.

2. Writing responses may be uploaded by district or by building.

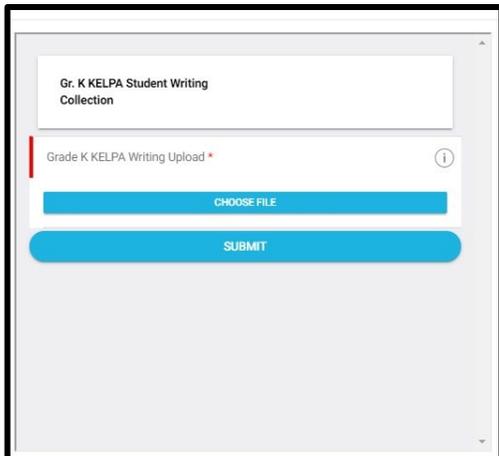NOTE: Remember to limit the PDF to a maximum of 250 writing responses.

3. Enter Educator Portal and select SURVEYS > Take Survey. The upload option will
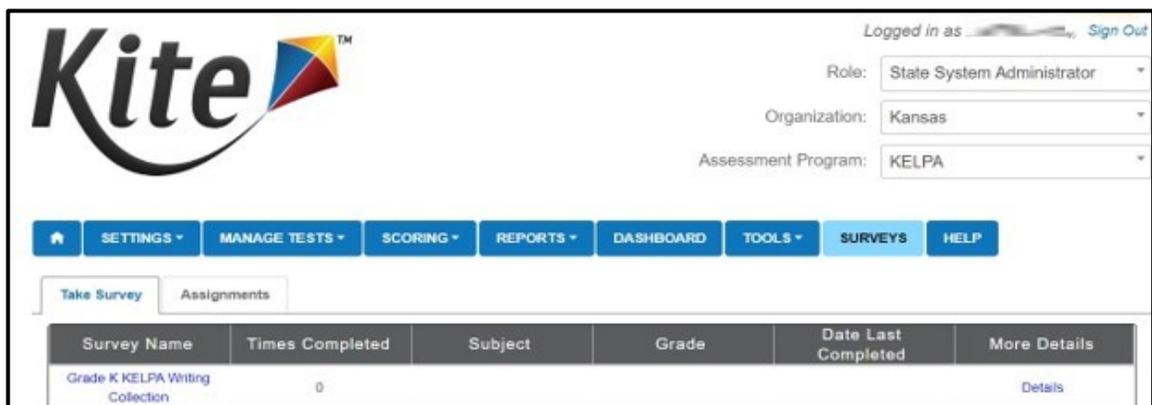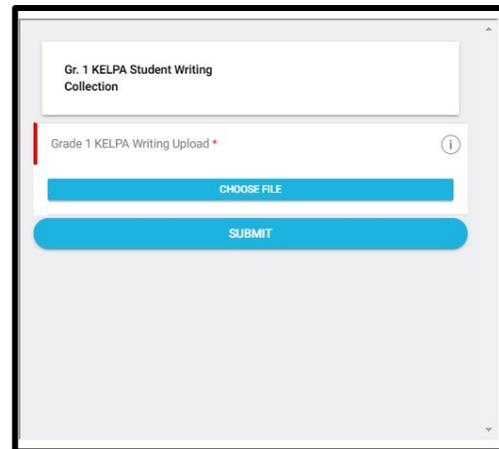

appear in the table.

4. Select the Grade K or Grade 1 Writing Collection link under the Survey Name heading.

5. The system will launch the upload process, prompting the user to upload a file and fill out the remaining fields.

6. Choose a single PDF. If there are multiple PDFs, complete the survey once for each PDF.

7. Submit.

- Once submitted, a message will appear indicating successful submission of responses. You will be taken to the login page for Kite Collector and you will close the app.

8. Quit

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SCORING

Items in speaking domain-assessments and some items in writing domain-assessments require hand scoring locally by educators.

Specific guidance and rubrics for item scoring at each grade band and domain-assessment are located in the *KELPA Test Administration and Scoring Directions* and *KELPA Rater Training Materials,* which District and Building Test Coordinators may download from the Help tab in Kite® Educator Portal.

For additional information specific to scoring, see the *Kite Scoring Manual for KELPA*.