

2021-2022



Kansas English Language Proficiency Assessment

Screener Manual (Spring 2022 Pilot)



Kansas State Department of Education
Landon State Office Building
900 SW Jackson
Topeka, KS 66612-1212
(785) 296-3201
www.ksde.org

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Overview

The KELPA Screener determines student eligibility to receive services for English to Speakers of Other Languages (ESOL). The screener is based on the KELPA assessment, which 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.

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

Contact Information

Kite Service Desk

For information regarding KELPA, KELPA Screener, Kite® Student Portal (SP), Kite Educator Portal (EP), and technology troubleshooting, contact Kite Service Desk.

Contact

Call: 855-277-9752

Email: kap-support@ku.edu

Live Chat: Available within Educator Portal

Hours of Operation

7:00 a.m. to 5:00 p.m. (CST) weekdays

6:00 a.m. to 6:00 p.m. (CST) weekdays (during summative assessment windows)
(closed on state holidays and the week of Christmas through New Year's Day)

Additional information can be found at ksassessments.org.

Kansas State Department of Education

For information regarding KELPA and KELPA Screener administration, 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
Julie Ewing	Assessment Coordinator	jewing@ksde.org	785-296-4349
Beth Fultz	Assistant Assessment Director	bfultz@ksde.org	785-296-2325

Assessed Students

Students who are new to a school district and whose *Home Language Survey* suggests they speak a language other than English in the home should be administered a KELPA Screener. For the Spring 2022 Pilot, any student may take the KELPA Screener, including 1) previously enrolled students in EL programs, and 2) students already identified as English-proficient, English-speaking in the home, or having reported English as their first or primary language.

Timeline

For the Spring 2022 Pilot, the KELPA Screener will be available February 15–April 29.

KELPA Screener Design

The KELPA Screener consists of three sequential sessions containing two or three domains, as Table 2 shows. At the end of Sessions 1 and 2, Student Portal displays an English proficiency determination of **Proficient** (prompts the student to advance to next session) or **Not Proficient** (the student is finished). Reports are available in EP under the Reports menu for students scoring **Not Proficient** on Session 1 or Session 2 shortly after completion. Reports for Session 3 are available after educator-scoring is complete under the Reports menu by selecting the Generate Report button.

Table 2. Domains Assessed by Session

Session	Listening	Reading	Speaking	Writing
1	Yes	Yes	No	No
2	Yes	Yes	No	Yes ¹
3	No	No	Yes ²	Yes ²

¹ Computer-scored

² Educator-scored

Testing Time

KELPA assessments are untimed, and students should be given as much time as necessary to complete the test. It is **critical** that students practice taking the assessment using Kite Technology Practice Tests (TPTs) and Subject-Oriented Practice Tests (SPTs) (see Taking Practice Tests).

Taking Practice Tests

Before beginning the KELPA Screener, give students the opportunity to become familiar with Student Portal by administering the grade-level appropriate KELPA SPTs and the TPTs. Practice tests familiarize students with the format and the procedures for responding to different types of items. Students can experience accommodation tools and settings. Students should use the practice tests at least once.

KELPA items from practice tests are not secure and should be used liberally to help students understand how to listen to directions and other assessment media, enter responses, access test-taking tools, and navigate the assessment.

Instructions for administering the KELPA SPTs and TPTs are available in the [Practice Test Guide for Educators](#), located on the [Kansas Assessment Program \(KAP\) website](#).

Before launching SP, adjust system volume levels. Access to volume levels may not be available once the application is running.

To **take a practice test**, tell students to perform the following steps:

1. Select the Kite icon. It may take a few seconds to open.
2. Enter the unique username and password from the *Practice Test Guide for Educators*.
3. Select Sign In.
4. Select Practice First.
5. On the next screen, the Practice Test will appear. Select Take Test.
6. Students must log out of Student Portal when finished practicing. Select Sign Out at the top of the screen.

Registering Students

Submit TASC records through the KIDS system to register students for the KELPA Screener as soon as the student becomes eligible to take the screener. For KELPA Screener, the State Subject Code in field C15 must be 06 (high school), 56 (middle school/jr. high), or 86 (elementary school). The State Course Identifier field C16 AND the Local Course ID field C17 must be blank. Submit TASC records through April 29, 2022. The assessment should be available to the student in SP within approximately 15 minutes of submitting TASC records.

Registering Educators

Educators who administer or score the KELPA Screener may already have accounts in EP before the TASC upload. However, if an educator is not in EP but is included in a TASC upload with an email address and Educator Identifier, an account will be created. A Building or District Test Coordinator will need to verify and activate the account.

Refer to the [Kite Educator Portal Manual for Test Coordinators](#) for more information about creating accounts and assigning roles.

Educator Training

All educators administering and scoring the KELPA Screener must have the same training as required for KELPA summative. Training is available in the [KELPA Examiner's Manual](#).

Accommodations

Student Portal offers several tools for students to use while taking the KELPA Screener.

Students can gain experience with these tools in the practice tests. For the Spring 2022 Pilot, students will have access to the same accommodations in their customized Personal Needs Profile (PNP) in EP (e.g., magnification, color overlay, auditory calming). Contact the Service Desk for more information.

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

Test Assignments and Student Usernames and Passwords

Building and District Test Coordinators can view student information, test assignments, and roster assignments after submitting TASC records. **To view test assignment information**, perform the following steps:

1. Select MANAGE TESTS in the navigation menu.
2. Select TEST COORDINATION.
3. Complete all fields in the Select Criteria section.
4. Select Search.
5. In the Test Session Name column, select the hyperlinked session name.
6. Review the information on the screen. From this screen, you can download student username and passwords (a.k.a. tickets) for students who have not completed that test session.

You can download an extract that lists all usernames and passwords of rostered students. To **download the login information extract**, perform the following steps:

1. Go to REPORTS menu.
2. Select DATA EXTRACTS.
3. Select New File for the Student Login Usernames/Passwords extract.
4. Complete all appropriate fields in the Filters section. You can choose to create the extract as a CSV or PDF file. The CSV file will open as a spreadsheet. The PDF file will create six tickets per page for easy distribution to students.
5. Once the extract has been generated, select the CSV or PDF icon to download.

Technology Needed: Kite Student Portal

The KELPA Screener is administered through SP, which must be installed on devices where students will test. See the [Kite Technology page](#) on the Kansas Assessments website for more information about installation.

Materials Needed for Testing

Secure Documents (for Session 3)

Students who proceed to Session 3 will have speaking and writing domain items for K–12. The *KELPA Screener Test Administration and Scoring Directions* are secure documents with instructions for administering and rubrics for scoring these items. The files are located in the HELP menu in EP.

Additionally, the paper-based kindergarten and grade 1 **writing** item files are located in the HELP menu in EP.

All secure documents must be stored securely. Copies may not be retained. Electronic files must be completely deleted. Printed documents must be securely destroyed, preferably shredded.

Additional Materials

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

- pencil to take notes
- blank scratch paper
- headphones for listening to audio
- microphone for recording speaking responses in Session 3 (the microphones can be integrated into the headphones)

Administering Session 1 and Session 2

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

NOTE: Lines highlighted in grey do not need to be read when continuing sequentially.

Script: Session 1 Listening and Reading Directions to Students

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

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

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

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

Now, log in to Kite Student Portal.”

(Pause and help students log in.)

1. Select the KELPA menu. Then select the Screener tab.
2. Click on Take Test to enter the instructions.

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

“When you have answered the last question, choose the Review/End button. Raise your hand, and I will check your screen to tell you if you are finished or if you are to continue to Session 2.

Are there any questions?”

(Pause.)

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

“When you are ready, start the test.”

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

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

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

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

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

“Now, log in to Kite Student Portal.”

(Pause and help students log in.)

1. Select the KELPA menu. Then select the Screener tab.
2. Click on Take Test to enter the instructions.

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

“When you have answered the last question, choose the Review/End button. Raise your hand, and I will check your screen to tell you if you are finished or if you are to continue to Session 2.

“Are there any questions?”

(Pause.)

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

“When you are ready, start the test.”

If the student is **Not Proficient** after Session 2, they are finished testing. See the Reports section for instructions on how to download a student’s score report.

If the student passes Session 2, then the student moves on to Session 3.

Administering Session 3

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

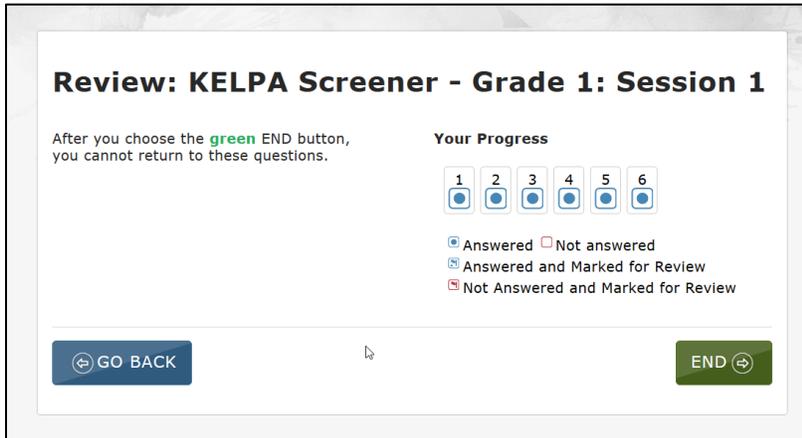
- The scripts for administration and items, as well as scoring directions and rubrics, are in the *KELPA Screener Test Administration and Scoring Directions* files. For information about accessing these files, see the previous section Materials Needed for Testing. All copies must be destroyed at the end of the assessment.
- Kindergarten and grade 1 writing items are administered in paper-pencil format. District and Building Test Coordinators must download master copies of the kindergarten and grade 1 paper-based writing booklet from the Help menu in EP. All copies must be destroyed at the end of the assessment.
- Before launching the Session 3 assessment, which includes speaking domain items, SP will prompt students to test sound and recording volumes. Follow the directions on the screen.
- Educators may score speaking items by listening to the student in person while the student is recording a response in SP (simultaneous scoring) or score each item individually after the student has recorded all responses SP (deferred scoring). Each district should determine which scoring option to use **before** test administration. All students should record speaking items **regardless** of the scoring option chosen. Use the rubrics found in the *KELPA Screener Test Administration and Scoring Directions* files.
- Students may redo recordings. Simply record a new response (maximum 15 attempts).

Script: Session 3 Speaking and Writing Directions to Students

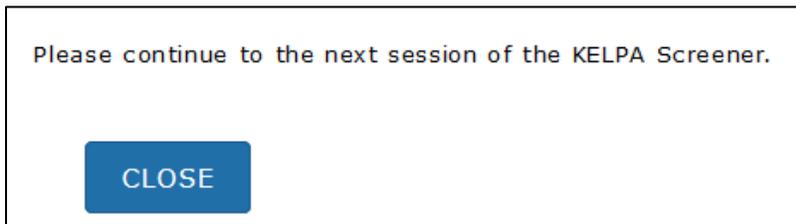
For the Session 3 administration script, item scripts, and instructions for administering and scoring, see the *KELPA Screener Test Administration and Scoring Direction* files in the Help menu of EP.

Test Completion

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



Click END, and a message appears telling the student to **continue to the next session**, or that the student has **completed KELPA Screener**.



If the test administrator is unable to view the messages above before exiting, there are two ways to know if a student should continue the assessment or is finished. First, check a student's SP test selection screen to see if the next session appears. Second, look in EP under the REPORTS menu or under the MANAGE TESTS menu in the TEST COORDINATION menu.

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

Reactivation and Unexpected Interruptions

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 response choices, stop the test and contact the Building or District Test Coordinator.

Student responses save as the student advances to the next items. If a student's session ends before the student is finished (e.g., computer shutdown or freeze, fire alarm, switch to different testing device), the student may reuse the username and password 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 session for a student, contact the District or Building Test Coordinator and provide the student's name, grade level, KELPA Screener Session number, and the reason for the reactivation.

Monitoring Test Completion

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

To monitor student testing status, perform the following steps:

1. Select **MANAGE TESTS** in the navigation menu.
2. Select **TEST COORDINATION**.
3. Complete all fields in the **Select Criteria** section.
4. Select **Search**.
5. In the **Test Session Name** column, select the hyperlinked session name.
6. Select the **Monitor** tab.
7. Review the information on the screen.
8. **Overall status:** indicates whether a student has started a test, completed the test, or testing is in progress.
9. **# Unanswered Items:** represents the number of items that were not answered after a student completed a test.

10. **Session:** Each numbered column corresponds to an item on the test. The solid blue circles indicate that the student has completed the item. An empty circle indicates that the student has not completed the item or that it is a K–1 writing domain item that is answered via paper-pencil outside of the Kite system.

You can also monitor test completion using the KELPA Screener Status Extract. To **access the KELPA Screener Status Extract**, perform the following steps:

1. Log in to Educator Portal.
2. Select the REPORTS menu.
3. Select DATA EXTRACTS.
4. Open the extract in a spreadsheet software to view the information.

Hand Scoring Session 3 Speaking and Writing Domain Items

Session 3 items must be hand scored locally by educators (simultaneous or deferred, see above). Educators associated with the student’s TASC record are assigned as scorer. At all times, the scorer **must** maintain the security of the rubrics and scoring documents. Users with the roles of District Test Coordinator, District User, Building Test Coordinator, or Building User may also score Session 3. Table 3 lists the number of items that require hand scoring by grade level/band and domain.

NOTE: Specific guidance and rubrics for item scoring at each grade level/band are located in the *KELPA Screener Test Administration and Scoring Directions* and *KELPA Rater Training Materials*. District and Building Test Coordinators may download these documents the Help tab in EP. The rubrics and scoring documents **must** be secure at all times.

Table 3. Number of Items Requiring Hand Scoring

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

Scoring Responses in Kite Educator Portal

To **score responses**, perform the following steps:

1. Log in to Educator Portal.
2. Select the SCORING menu.
3. Select KELPA SCREENER.

4. Select the Score Tests tab.
5. Complete the appropriate fields.

NOTE: Fields marked with red asterisks are required.

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

Student	Scoring Status	1	2	3	4	5	6	7
Henry James - 1234567890	IN PROGRESS	★	★	★	★	★	★	★

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

★ No answer recorded
★ Ready To Score
★ Scored
✎ Edit Score

NOTE: Users with the role of District Test Coordinator, District User, Building Test Coordinator, or Building User have access to edit scores entered by another user.

9. Review the Question Prompt and Student Response, then select the appropriate score from the Scoring Criteria table.

Score Tests | Second Rater | Upload Scores

EL.W.6.4_2019_02 [View Stimulus](#)

Question Prompt

Student Response

0:00 / 0:12

Writing Rubric - Grades 9-12

Scoring Criteria	3	2	1	0	Total Score
	EXHIBITING PROFICIENCY	APPROACHING PROFICIENCY	DEVELOPING PROFICIENCY	NO EVIDENCE OF	

NOTE: Select View Stimulus to see the item stimulus. For kindergarten and grade 1 constructed-response writing, items in the test prompt the student to respond on paper. Use the student's paper response to score the item.

10. Complete the drop downs below the Scoring Criteria table for Non Score Reason, if applicable (see Table 4), and Scorer.

Table 4. Non-Score Reasons

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

NOTE: If you enter a score higher than 0, only the Non-Score Reason Harm to Self or Others (HSO) may be selected. All other Non-Score Reasons are available when the score is 0.

11. Select Next Student, Next Item, or Quit Scoring.
12. If all items are scored, a score report may be created for the student. Select Generate Score Report. For information about accessing score reports, see the Reports section.

NOTE: Until all scoring is complete on Session 3, the Generate Report button will be disabled.

Monitoring Scoring Completion

Educator Portal users with the role of District Test Coordinator, District User, Building Test Coordinator, or Building User can monitor scoring completion. To **monitor scoring completion**, perform the following steps:

1. Log in to Educator Portal.
5. Select the SCORING menu.
2. Select MANAGE SCORING.
3. Select the Monitor Scores tab.
4. Complete the appropriate fields. The STAGE will be Screener Session 3.

NOTE: Fields marked with red asterisks are required.

5. Select Search.

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

6. Scroll to the right to view scores.

You can also monitor scoring using the Monitor Scoring Extract. To **access the Monitor Scoring Extract**, perform the following steps:

1. Log in to Educator Portal.
2. Select the REPORTS menu.
3. Select DATA EXTRACTS.
4. Open the extract in a spreadsheet software to view the information.

Reports

Reports automatically generate in SP for any student determined to be **Not Proficient** in Session 1 or Session 2. For those students who take Session 3, a report must be manually generated when all items in Session 3 are scored.

Create Report

To **manually generate a report** after all scoring is complete, perform the following steps:

1. Log in to Educator Portal.
2. Select the SCORING menu.
3. Select KELPA SCREENER.
4. Complete the appropriate fields.
5. Select Search.
6. Select the Scoring Assignment that includes the student whose Session 3 has been scored and for whom you want to generate a report.
7. Select the appropriate student. Note: The student's scoring status should be marked as COMPLETED.
8. Select the blue pencil icon below the green star on any of the items that have been scored.
9. At the bottom of the scoring page, select Generate Score Report.

NOTE: Until all scoring is complete on Session 3, the Generate Report button will be disabled.

10. Once the report has been generated, follow the process below to access the report.

Access Report

To **access score reports**, perform the following steps:

1. Log in to Educator Portal.
2. Select the REPORTS menu.
3. Select SCREENER ASSESSMENT.
4. Complete the appropriate fields.
5. Select a student to download the report.