Test Coordinator Training

2022-2023

KANSAS
STATE DEPARTMENT OF
EDUCATION
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Kansas leads the world in the success of each student.

Welcome

- Who are we?
- Today's Goals
  - To help test coordinators:
    - understand the role and responsibilities for administering state assessments.
    - understand various tasks and activities throughout the school year.
    - receive updated information, resources, sites, etc. for delivery of a successful testing experience.
    - receive security and ethics training

Agenda

- Introduction to Kansas Assessment Program
- Test Coordinator's Roles and Responsibilities
- Overview of Assessments
  - ELA, Mathematics, Science, KELPA, DLM, HGSS, ACT
- Security & Ethics (Actual Training for DTC)
- Navigating Critical Websites
- Accommodations
- Kite Educator Portal – Let's Practice

Today

- Start - 9:00
- Break – 10:15-10:30
- Lunch – 11:45-12:15
- End – 2:00

Introduction to Kansas Assessment Program (KAP)

Kansas Assessment Program

- The Kansas Assessment Program tests are developed by University of Kansas' **Achievement and Assessment Institute** (**AAI**).
- The Kansas Assessment Program (KAP) includes a variety of tests and other tools aligned to the Kansas statewide curriculum standards.
- KAP tests and tools are designed to support educators and policymakers in evaluating student learning, as well as to meet the requirements for federal and state accountability.

Assessment Resources and Contacts

- KIDS helpdesk: KIDS@ksde.org, 785-296-7935
- KITE Service Desk: kap-support@ku.edu, 855-277-9752, live chat in EP
- DLM Service Desk: DLM-support@ku.edu, 855-277-9751
- ACT: Lee Jones: ljones@ksde.org, 785-296-7922
- DLM: Cary Rogers: crogers@ksde.org, 785-296-0916
- Assessments: Julie Ewing, jewing@ksde.org, 785-296-4349
- Assessments: Beth Fultz, bfultz@ksde.org, 785-296-2325
- Assessments: Juanita Anderson, janderson@ksde.org, 785-296-1978

Curriculum Contacts

- ELA, English Learners: Joann McRell, jmcrell@ksde.org, 785-296-2144
- HGSS: Nathan McAlister, NMcAlister@ksde.org, 785-296-3892
- Science: Meg Richard, MRichard@ksde.org, 785-296-8108
- Mathematics: Stephen King, sking@ksde.org, 785-296-1893
- cPass: Guy Shoulders, GShoulders@ksde.org, 785-296-3556

Test Coordinator's Roles & Responsibilities

Communication

- Communicate information regarding assessments throughout the year to all personnel involved with assessments.
- Share assessment resources with personnel who will be involved with assessments.
- Establish a good working relationship with personnel who enter KIDS data and with technology staff and inform them of dates for data submissions.

Update Kite Roles

- Each district may only have **one** DTC.
- Update all other Kite roles within your district - changes should be updated by September 30.
- Deactivate users who are no longer in that role or who have moved from your district.
- Add any users who are new to a role or who are new to your district.
- Refer to Kite Roles and Permissions in the Educator Portal (EP) Manual for Test Coordinators beginning on page 13.

Test Security and Ethics Training

- Complete Test Security and Ethics training provided by KSDE and KAP.
- Provide Test Security and Ethics training for all personnel that will be involved with assessments.
- Document:
  - which individuals have received training in your district/buildings,
  - when the training was provided,
  - documentation must be kept at the district and the building level.

KIDS TEST and TASC Records

- TEST records to enroll students for KELPA assessments should be submitted beginning two weeks before testing window and must include the teacher's name and ID in the proctor fields.
- TEST records for KAP ELA, mathematics, and science should be submitted two weeks prior to first day of the opening of the testing window.
- Submit TASC records to enroll students for Predictive Interim and Mini-Tests.

Special Circumstances (SC) Codes

- KELPA coding completed by last day of testing window.
- KAP ELA, math and science completed by last day of testing window.
- DLM ELA, math and science completed by last day of spring testing window. *(If an SC code is entered for DLM in the fall, any testing completed after that date will be invalidated.)*

AMOSS Data Check

- During July all assessment results will be in the KSDE Authenticated Web Application under AMOSS. This is the time to check data and make changes if needed.

- Once window is closed – no changes to data can be made.

Overview of State Assessments

Summative Assessments- ELA

English Language Arts Grades 3-8, 10th

- Test Design
  - Fixed form test
  - Test is 100% aligned to the 2017 Kansas ELA Standards
- Each test session takes about 45-60 minutes
- Score reports will be available about one week after the close of the testing window
- Parent Guide to interpreting the report – available in both English and Spanish

Summative Assessments- ELA Resources

Easy to find resources on the KAP website:

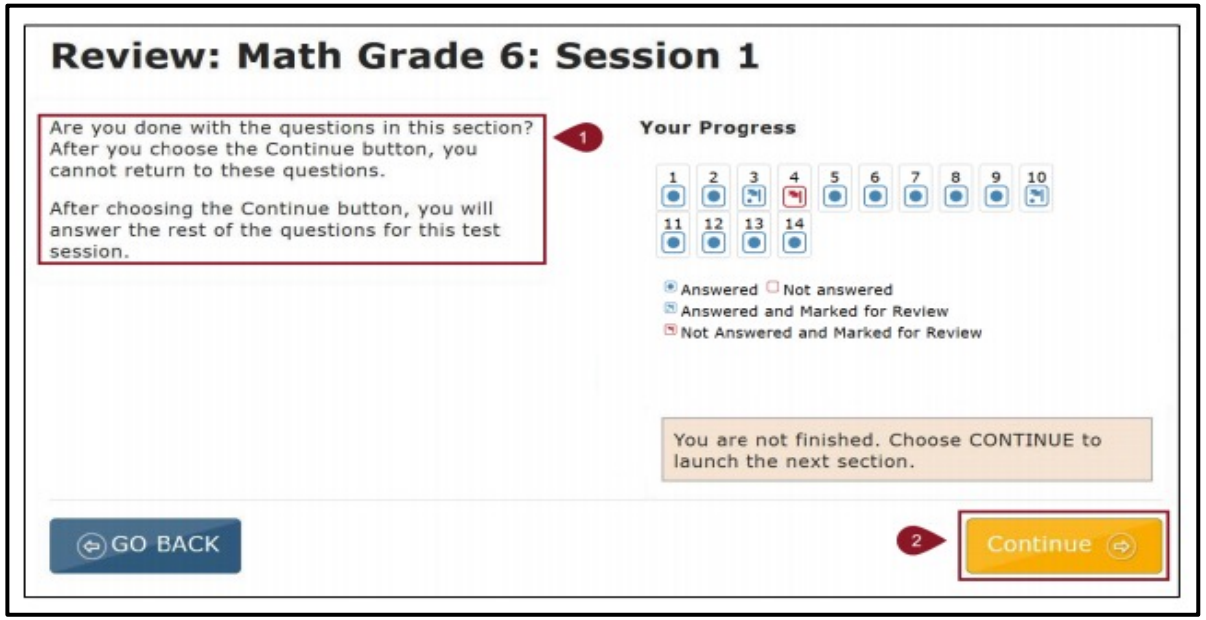
- For Educators and Administrators
- Summative Assessment
  - Assessment Development
  - English Language Arts
  - Grade specific Assessment Development Guides

Summative Assessments- Mathematics Grades 3-8, 10th

- Test Design
  - Fixed form with 2 test sessions
  - Items aligned to the 2017 Kansas Mathematics Standards
- Each test session takes about 45-60 minutes
- Resource sheet can be used for ***both*** sessions in 4th-8th and 10th Grades
- Score reports will be available about one week after the close of the testing window
- Parent Guide to interpreting the report – available in both English and Spanish

Math: Session, Section…Soft Break Grades 6-8, 10

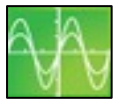
- Each test has two sessions!
  - Session 1 (Day 1)
  - Session 2 (Day 2)



- **Within a test session** – it will have two test sections. The test will have a *soft break* that divides the test session into two sections.

Calculator Use: MATH Summative

- Calculator Section (grades 6 – 8, 10)
  - The calculator **inactive** portion will be Section 1 of both sessions
  - The calculator **active** portion will be Section 2 of both sessions



TI – Graphing
Gr. 10

TI – Scientific
Gr. 6-8

- Students are **not** allowed to use a calculator in grades 3-5

Calculator Use: Math Summative

- Handheld calculators may be used on the calculator active sections
  - Memory must be cleared before and after the test session
  - You must keep a list of students who use handheld calculators
  - Monitoring during testing is critical to ensure students use the tool on the appropriate test session
  - Students are **not** allowed to use a calculator in grades 3-5

Math Summative & Interims Resource Sheet

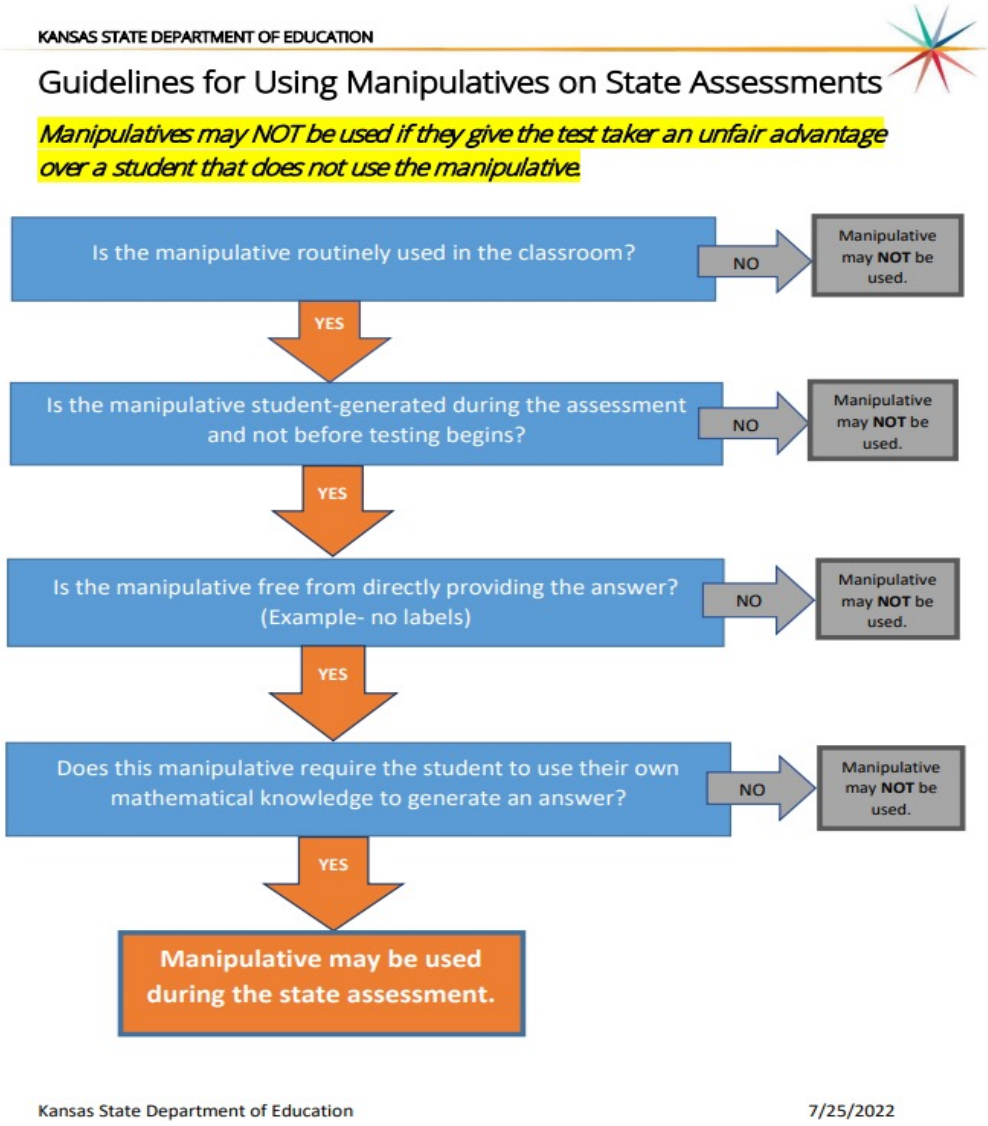
- Available during each test session for grades 4 – 8 and 10
- Resource Sheets that include formulas and conversions are available in the Kite Student Portal
- Available on website (www.ksassessments.org)
    - Download the resource sheets so you become familiar with the given formulas and conversions

Summative Assessments- Math Resources

Easy to find resources on the KAP website:

- For Educators and Administrators
- Summative Assessment
  - Assessment Development
  - Mathematics
  - Grade specific Assessment Development Guides

Summative Assessments:
Math Resources



Summative Assessments: Math Resources

KANSAS STATE DEPARTMENT OF EDUCATION

Resources Available to Students Taking State Math Assessments 2021-2022

Allowable: Students are allowed to use manipulatives, graph paper, blank paper, and other resources as specified in the test directions. These are to be provided, as available, by the school. Graphic organizers that are generated solely by the student on blank paper during the assessment are allowed.
Math Resource Sheets for grades 4-8 and 10th grade can be used for both test sessions.

Not Allowable: Textbooks, dictionaries, computational tables, and other instructional/curricular materials are **NOT** to be used during testing. This includes classroom posters, teacher or student-generated journals, and other instructional materials that may have been used during the course of instruction.
External electronic devices, including cell phones, smart watches, and similar devices are not allowed on any part of the assessment.

Calculator Policy (All students)
3-5 grades **no** calculator allowed
6-8th grades will have a basic four function calculator and a scientific calculator (TI-30XS Multiview) available to them through KITE **OR** students can use their own handheld calculators
10th grade will have a basic four function calculator and a graphing calculator (TI 84) available to them through KITE **OR** students can use their own handheld calculators

Computation tables or fact tables, prepared in advance of the assessment, are considered equivalent to a calculator and **may not** be used on any of the test. If these are generated solely by the student on blank paper during any test part that allows a calculator, they are allowed to be used by the student during that test part.

Summative Assessments: Science

- Test Design
  - Fixed form with 2 test sessions
  - Items aligned to the 2013 Kansas Mathematics Standards
    - NGSS Standards
- Each test session takes about 45 minutes
- Score reports will be available about one week after the close of the testing window
- Parent Guide to interpreting the report – available in both English and Spanish

Summative Assessments- Science Resources

Easy to find resources on the KAP website:

- For Educators and Administrators
- Summative Assessment
  - Assessment Development
  - Science
  - Grade specific Assessment Development Guides

2022 Kansas English Language Proficiency Assessment (KELPA)

- Developed by the Assessment and Achievement Institute (AAI) at the University of Kansas
- Test Design
  - Aligns with the Kansas EL standards, Board approved (September 2018)
  - Fixed form with 4 test sessions (domain specific)
  - Tested Domains: Reading, Writing Listening, Speaking
  - Grade Band Tests: K, 1, 2-3, 4-5, 6-8, 9-12

Kansas English Language Proficiency Assessment (KELPA)

- Send TEST records
- Ensure teachers have proper roles in Kite
- Ensure teachers receive training in how to score listening and speaking items
- Train all staff in Security & Ethics Training before testing window begins
- Communicate scoring method and procedures for entering scores into Kite

2022 KELPA

- Each test session takes about 45-60 minutes*

  *Estimated time based on number of test items indicates less time is needed, but to be safe allocate 45-60 minutes

- Listening and Reading items are all machine scored
- Speaking items are all human scored
- Writing items are human and machine scored

2022 KELPA: Scoring Rubrics

- Grade-band specific rubrics, not task specific rubrics
- Each grade-band will have one speaking rubric that will be used on all tasks!
- Each grade-band will have one writing rubric that will be used on all tasks!
- Training materials will include example responses with calibration materials

2022 KELPA: Screener

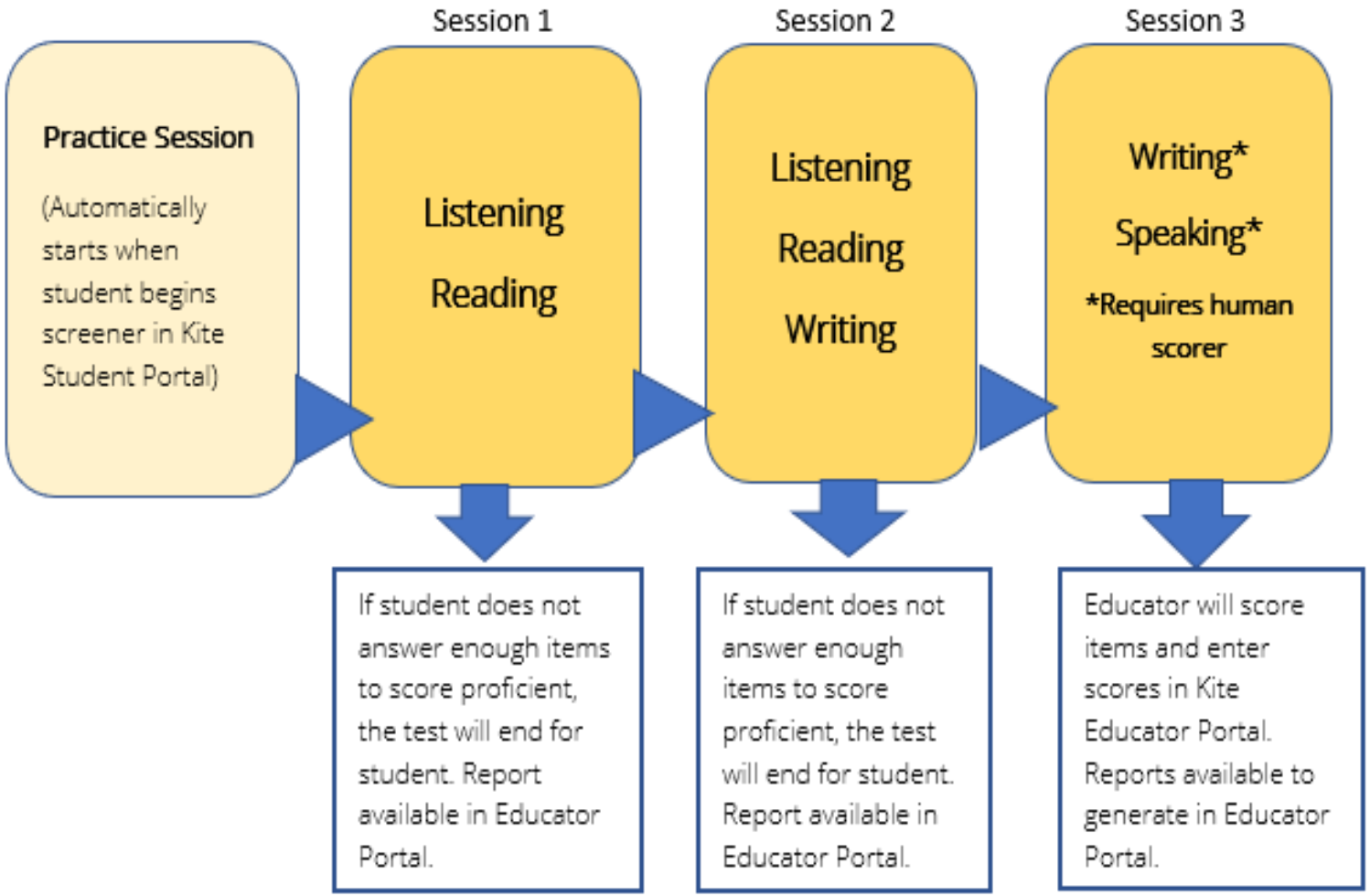
- The Kansas English Language Proficiency Assessment (KELPA) Screener determines if a student is eligible to receive services for English to Speakers of Other Languages (ESOL) with a proficient or not proficient determination.
- K-12 students new to the district and whose Home Language Survey suggest they speak a language other than English should be given the KELPA Screener.
- KELPA Screener is administered online through Kite Student Portal.

2022 KELPA: Screener

Steps to screen a student:

1. Teacher who will administer and score items must have an active account and Educator ID in Kite Educator Portal (EP) under KELPA.
2. Register students manually or with an upload through Kite Educator Portal. Required information: Student's first and last name, *local* student identifier, District, School, Grade, Educator Identifier (for scoring items). Student's username and password will be available in Educator Portal under Manage Tests>Test Coordination.
3. Install or update Kite Student Portal on computer student will use to take the screener
4. Materials needed for K and 1st grade – *KELPA Screener Kindergarten Writing Booklet; KELPA Screener Grade 1 Writing Booklet* (located in HELP tab in EP under KELPA)
5. Materials needed for all grades- ***KELPA Screener Test Administration Directions for Session 3*** (located in HELP tab in EP), headphones with microphone for listening and speaking, scratch paper, pencils.

2022 KELPA: Screener

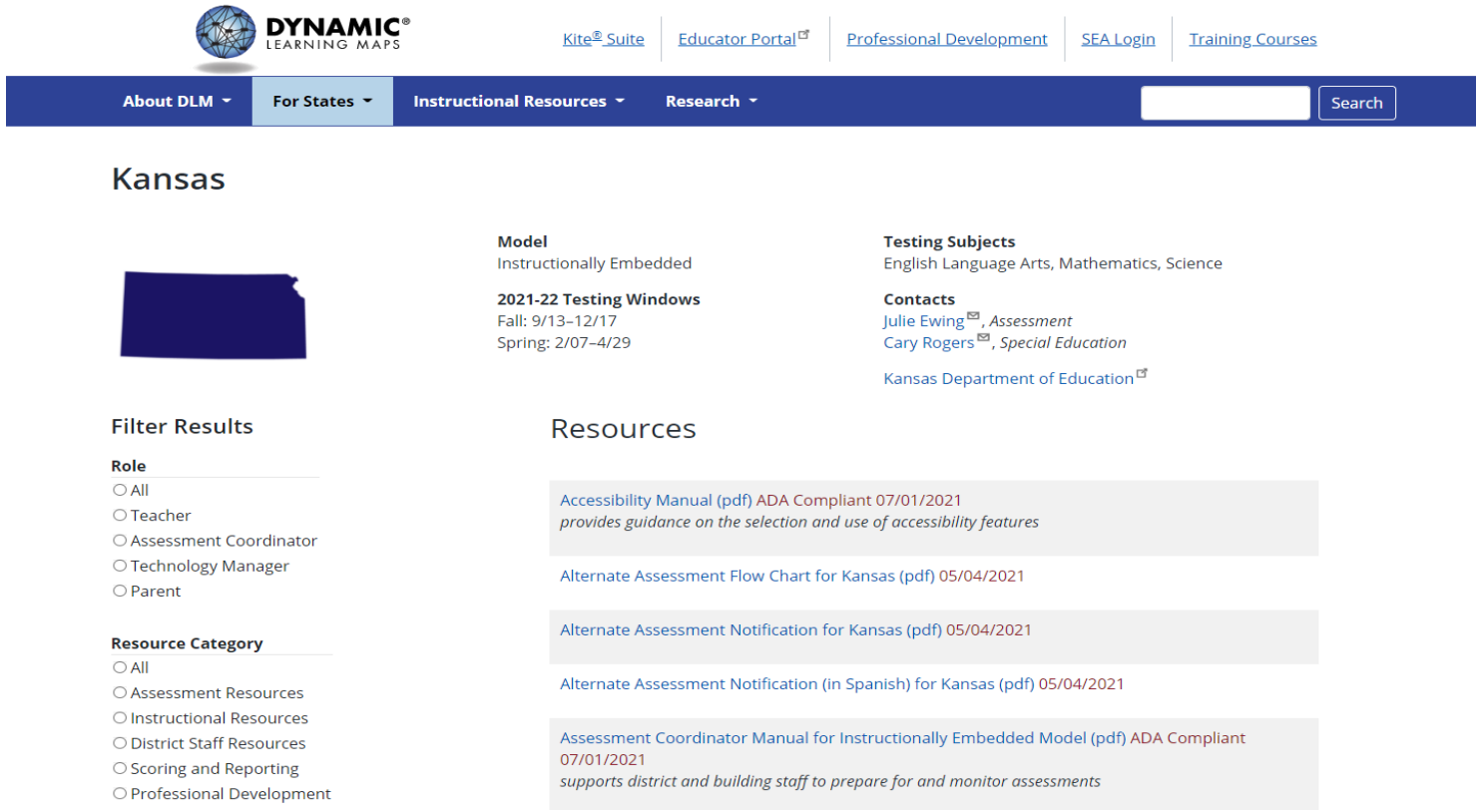


Dynamic Learning Maps (DLM)

- Fall window: September 12 to December 16
  - Must meet the blueprint requirements for ELA and math
  - Science is optional, not required
- Spring window: February 6 to April 28
  - Must meet the blueprint requirements for ELA and math
  - Must complete all 9 science testlets
  - SC codes must be entered for 1 ELA testlet, 1 math testlet, and science by last day of testing window
- Special Circumstance Codes for Kansas Districts

Navigation of the DLM Website

- https://dynamiclearningmaps.org/kansas



DLM Students? Check to see if complete

- DLM Test Coordinator Checklist
  - Make sure all teachers administering the DLM have access to Educator Portal as a teacher for the DLM (monitor using the Training Status extract)
  - Make sure students are enrolled and rostered in Educator Portal (use the Student Roster and First Contact Survey Status extract to monitor)
    - Use Manage Special Enrollments for students who are accountable to another district.
- DLM Test Administrator Checklist
  - Complete DLM required training
  - Use the updated DLM participation guidelines to verify that students are eligible for the DLM alternate assessment
  - Communicate with test coordinators – make sure they have the name, SSID, grade, primary exceptionality, and subjects the student will need to be enrolled in
  - Complete the First Contact Survey

Rostering students for DLM

- Grades 3-8, and 10
  - ELA
  - Math
- Grades 5, 8, and 11
  - Science

- Use the Roster Extract – update then upload
- Creating a Roster Manually

*Students need to be enrolled and rostered before teachers can have access to the students on Educator Portal

Exit a DLM Student from Educator Portal

- This procedure is required when a student was uploaded in error, moves out of state, or will not longer participate in the DLM alternate assessment.
- This procedure can be used by a district data manager when a student is transferring to a new district within the state. Once the student is exited from district A, the new district (district B) can enroll the student.

cPass

- Comprehensive Agriculture
- Plant Systems
- Animal Systems
- Grades 9-12
- Testing windows
  - Fall - 11/28/22 to 12/16/22
  - Spring - 3/20/2023 to 4/28/2023

History/Government Social Studies (HGSS) Classroom Based Assessment & DLM

- The HGSS is a classroom-based assessment, it is not completed on Kite Student Portal.
- History, Government and Social Studies Alternate Rubric and Information (PDF)
- Required for Grades 4, 7, **and either** 10, 11, or 12 grades
- Scores submitted in EOYA KIDS Collection
  - Fields D77, D78, D79

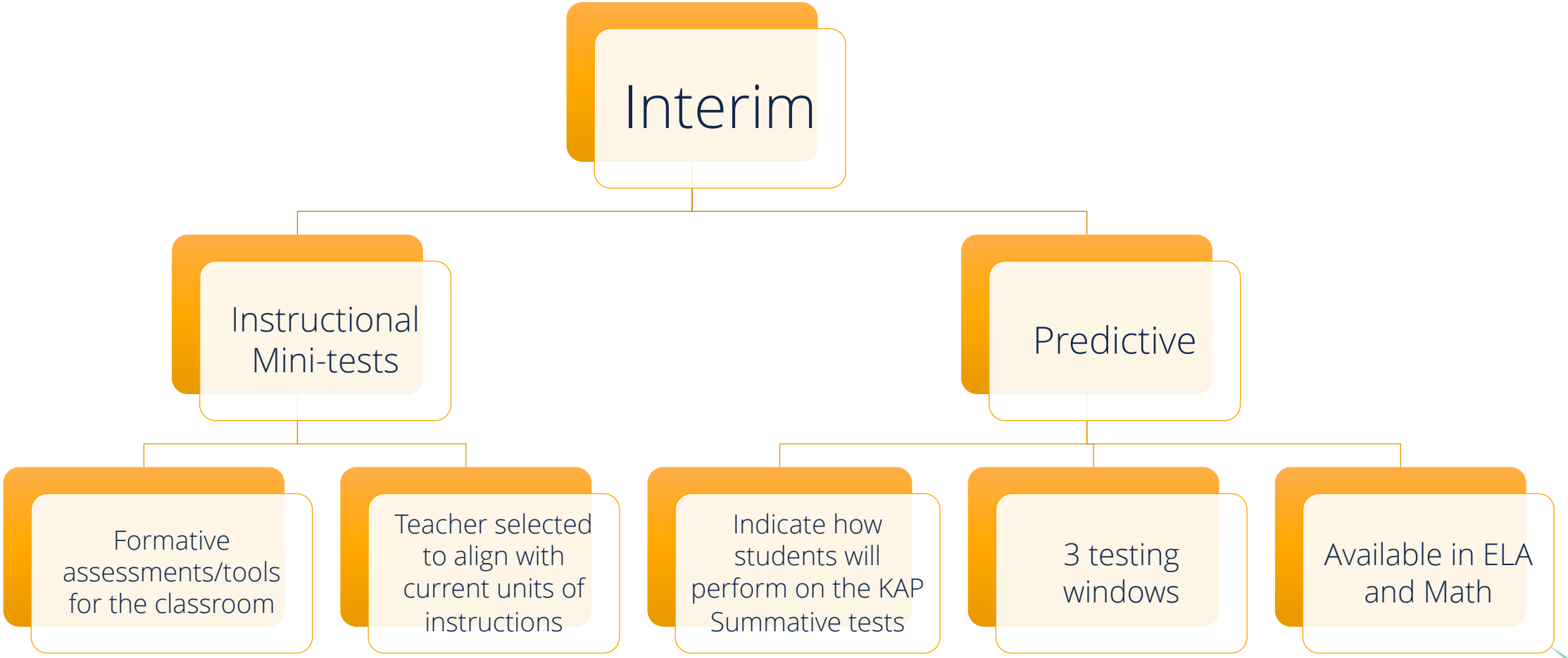
ACT

- For information on ACT and WorkKeys testing in Kansas, visit: Kansas (act.org)

- Lee Jones, 785-296-7922, ljones@ksde.org

Interim Assessments

Interim Assessment Program: ELA and Math



Interim Assessments

- Interim Guide for Educators is posted on KAP website
- Send KIDS **TASC** record for Interim assessments
- Kite automatically enrolls any student with a TASC record in the **predictive** interim assessment.

Predictive Interim Assessments

- Mathematics Grades - 3-8
- English Language Arts - Grades 3-8 and 10th
- Administered through Kite Student Portal
- One session, 45-60 minutes
- 3 Testing Windows
  - September 19 – September 30
  - December 5 – December 16
  - January 30- February 10

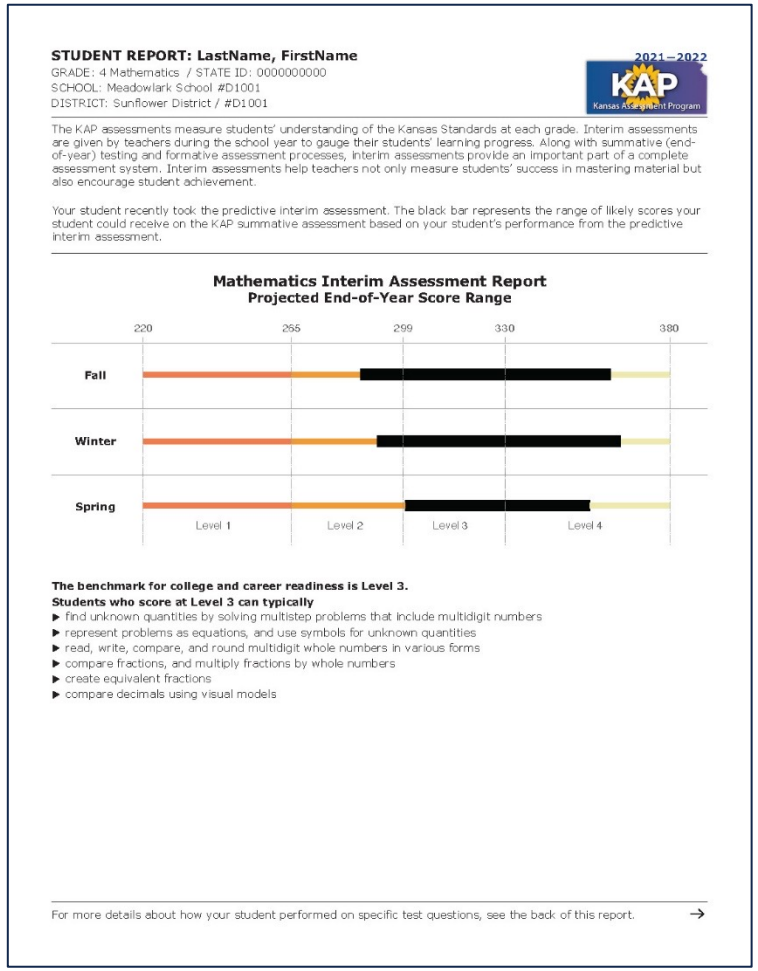
- More information- ksassessments.org

Predictive Interim Assessments

There are five reports available for interim predictive tests:

1. Predictive Student Score
2. Student Report
3. Question CSV
4. School Report
5. District Report

Interim Predictive Reports



STUDENT REPORT: LastName, FirstName
GRADE: 4 Mathematics / STATE ID: 0000000000
SCHOOL: Meadowlark School #D1001
DISTRICT: Sunflower District / #D1001

2021–2022 KAP Kansas Assessment Program

The KAP assessments measure students' understanding of the Kansas Standards at each grade. Interim assessments are given by teachers during the school year to gauge their students' learning progress. Along with summative (end-of-year) testing and formative assessment processes, interim assessments provide an important part of a complete assessment system. Interim assessments help teachers not only measure students' success in mastering material but also encourage student achievement.

Your student recently took the predictive interim assessment. The black bar represents the range of likely scores your student could receive on the KAP summative assessment based on your student's performance from the predictive interim assessment.

Mathematics Interim Assessment Report
Projected End-of-Year Score Range

The benchmark for college and career readiness is Level 3.
Students who score at Level 3 can typically
- find unknown quantities by solving multistep problems that include multidigit numbers
- represent problems as equations, and use symbols for unknown quantities
- read, write, compare, and round multidigit whole numbers in various forms
- compare fractions, and multiply fractions by whole numbers
- create equivalent fractions
- compare decimals using visual models

For more details about how your student performed on specific test questions, see the back of this report. →

STUDENT REPORT | STUDENT: LastName, FirstName STATE ID: 0000000000 | GRADE: 4 Mathematics

This chart shows how your student performed on each question that appeared on the most recent interim assessment. The Credit Earned column provides a symbol indicating whether the student received full, partial, or no credit for the question or that the question was not answered. The percent (PCT) reflects the number of students out of 100 who earned full or partial credit on this question during the 2020 - 2021 interim assessment. Higher numbers indicate an easier question; lower numbers indicate a more difficult question.

Your Student's Results

Key: ⊗ No Credit Earned ◒ Partial Credit Earned ● Full Credit Earned ○ Question Unanswered

	Question Description	Credit	PCT
1	Represent a situation as an equation with an unknown value	●	40
2	Represent a situation with a solution equation	●	32
3	Determine factor pairs of a given number	●	46
4	Match numbers and their multiples	●	40
5	Determine the numbers in a pattern given the description of a situation	●	39
6	Determine the numbers in a pattern given a rule	●	25
7	Divide a four-digit number by a single-digit number with no remainder	●	51
8	Write the multiplication of 2 two-digit numbers as an expression	●	30
9	Write the multiplication of 2 two-digit numbers as an expression	⊗	20
10	Identify a fraction greater than a given fraction	●	27
11	Subtract two fractions with common denominators	●	52
12	Determine the unit fraction given the multiple and the product	●	37
13	Express a mixed number as a sum	⊗	19
14	Express a mixed number as a sum	⊗	21
15	Express a fraction with a denominator of 10 as a fraction with a denominator of 100	●	52
16	Find the sum of fractions with denominators of 10 and 100	⊗	14
17	Identify the incorrectly graphed point in a dot plot	●	38
18	Use the data in a line plot to determine the difference of two values	●	24
19	Find the difference of two numbers written as number names	●	30
20	Solve a word problem involving division and interpreting a remainder	⊗	32
21	Solve a word problem by finding the dividend given the divisor and the remainder	⊗	37
22	Explain reasoning about a situation involving elapsed time	⊗	39
23	Solve a word problem involving time and fractions of time	●	47
24	Identify the decimal equivalent given a fraction model	⊗	17

Note. A "--" indicates a field test item which does not count towards students' scores.

Additional Resources
For information about the Kansas College and Career Ready Standards, visit **ksde.org**.
To learn about the Kansas Assessment Program, visit **ksassessments.org**.

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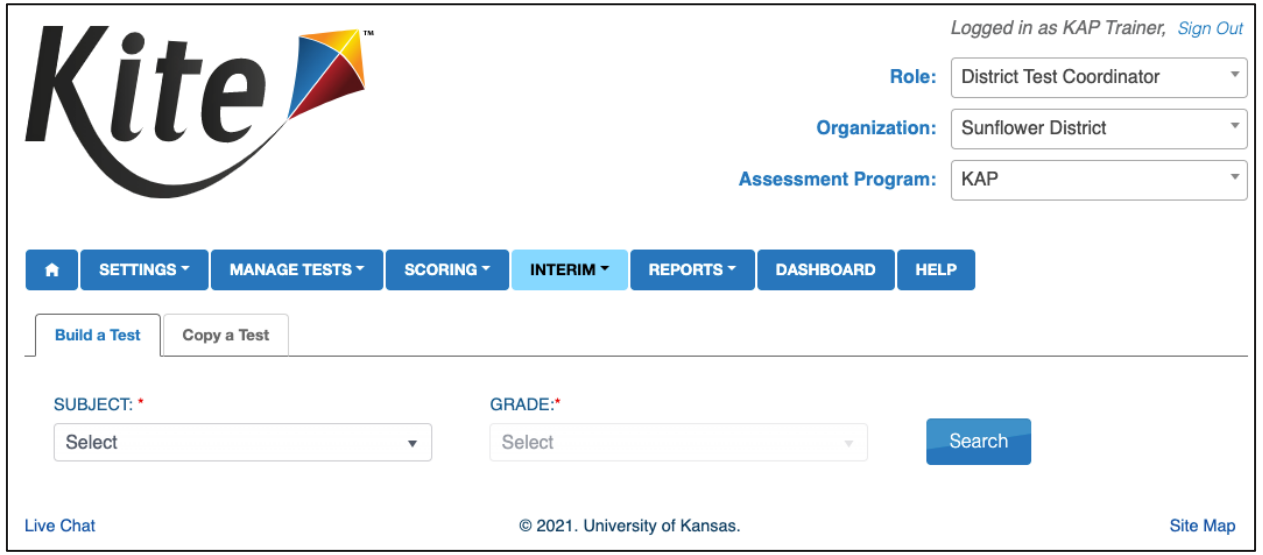
Instructional Mini-Tests

- Mini-tests cover the range of the standards.
- Can be used as formative tools after a unit is taught to check for understanding.
- Reports available; immediate results.
- New mini-tests are added throughout the year as time allows.
- Mini-tests are in the KITE Educator Portal under Interim.

Instructional Mini-tests

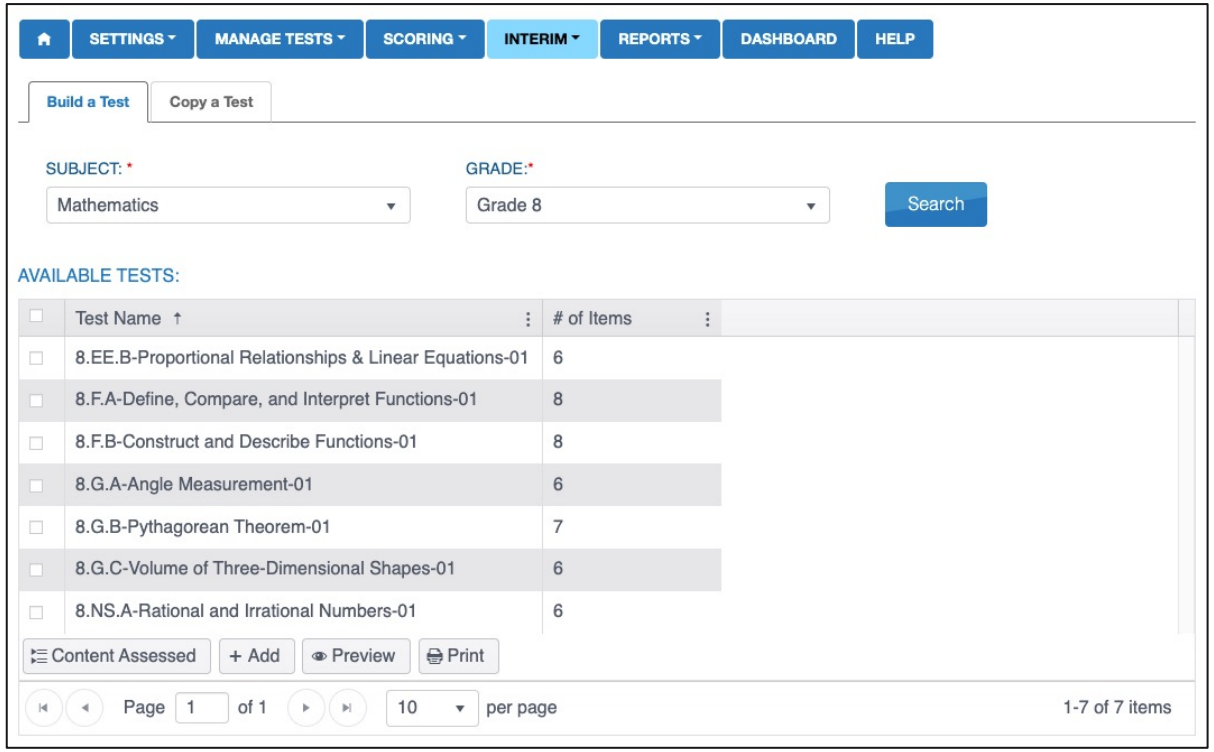
- Log in to Educator Portal
- Interim tab
- Select Build or Copy a Test



Instructional – Mini-tests

Use drop-down menus to view mini-tests by subject and grade

A list of available interim mini-tests can also be found on the KAP website!



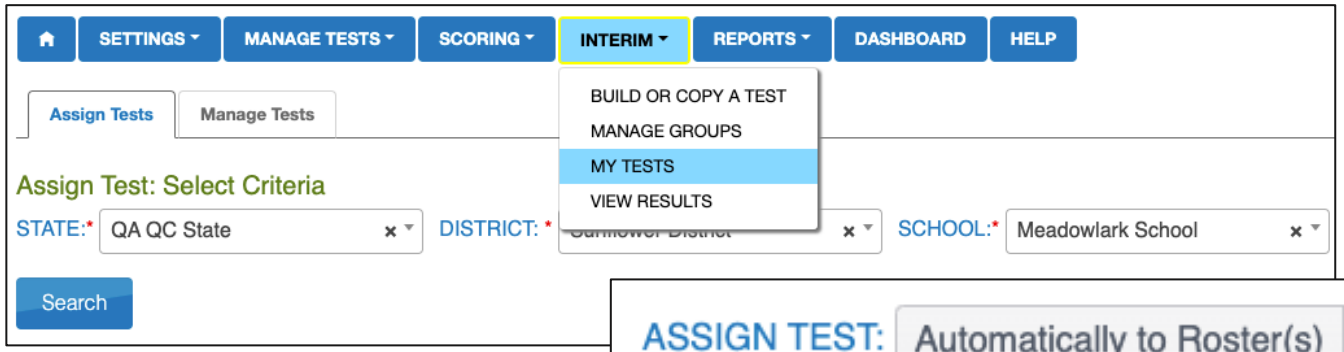
Instructional Mini-tests

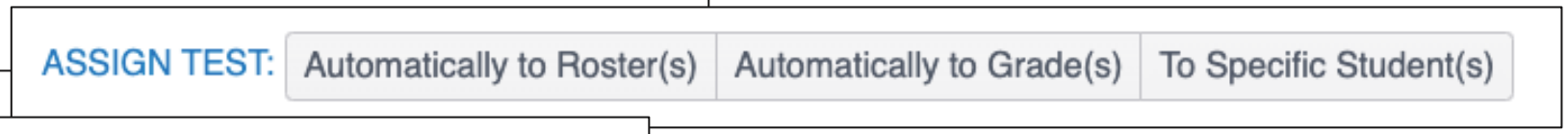
- Mini-tests can be previewed and *printed*!
- Mini-tests can be built by combining two or more tests
- Mini-tests that are built within your own district/school can be copied and used
- Educators can assign tests to students rostered to them via KIDS TASC records and are able to create their own student groups to facilitate future assignment. These student groups can be saved and used for faster test assigning.

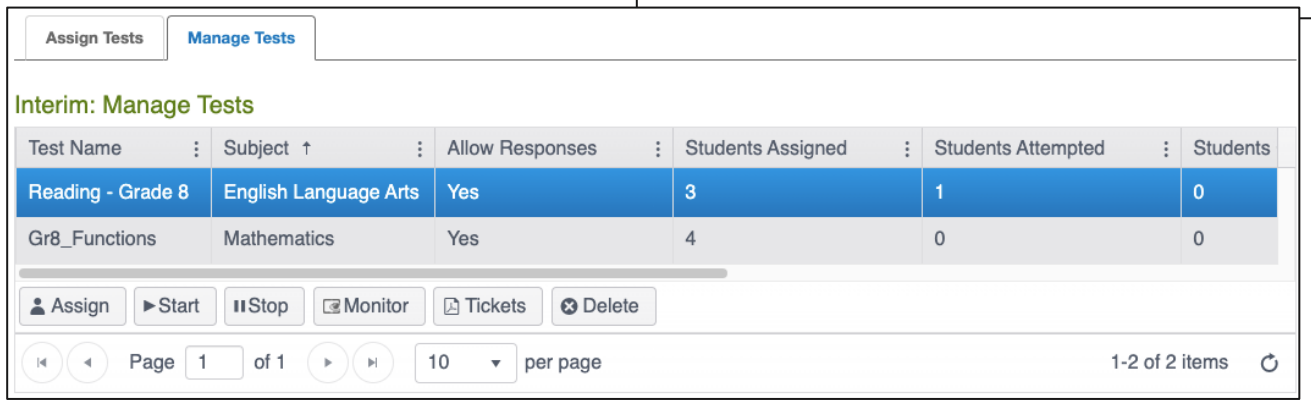
Instructional Mini-tests

My Tests – Assigning & Managing Tests

Students use the same Username and Password for interim and summative tests!







Assign by:

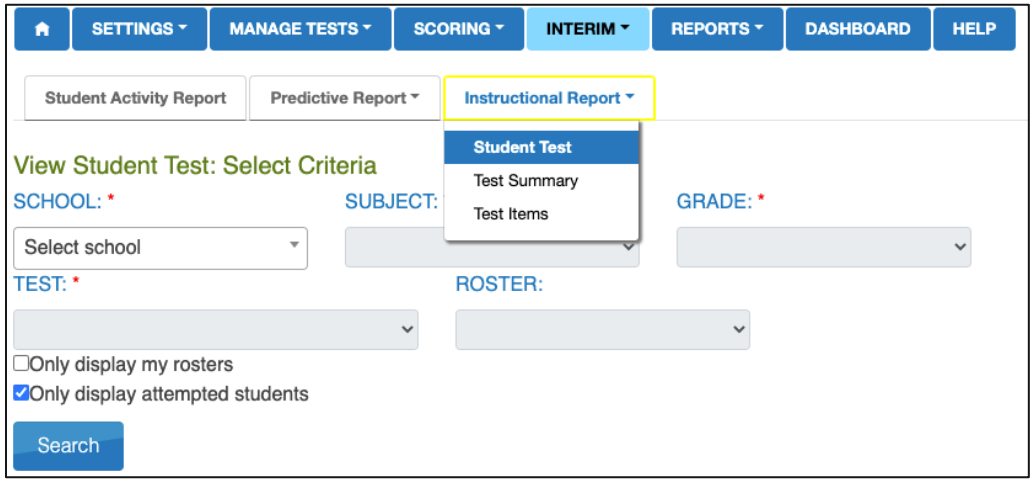
- Roster
- Grade
- Specific Student(s)

Manage:

- Start/Stop Responses
- Monitor Responses
- Access Tickets

Instructional Mini-tests

- Student Activity Report
  - Summary of all testing within my organization.

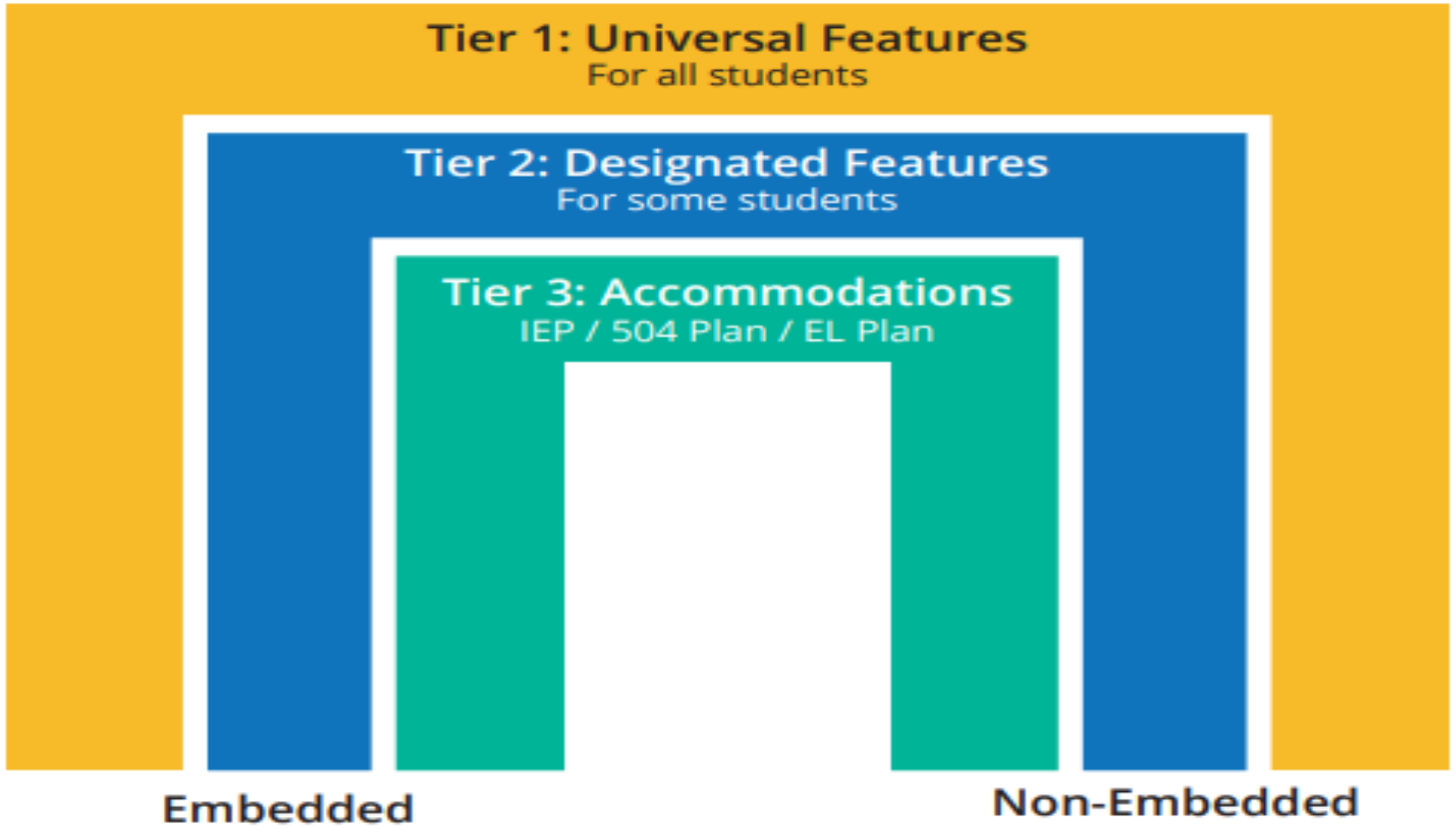


Instructional Reports

- Test Summary
  - Data for each student's score per item and for the test.
- Test Items
  - Data for each item with aggregated student response analysis.
- Student Test
  - More comprehensive data for each student's performance on each item (ideal for sharing with student).

Accommodations

KAP Accommodations



Universal Features

Universal features are accommodations that are either

1. embedded or provided digitally through the KAP (e.g., highlighter)
2. nonembedded and provided nondigitally at the local level (e.g., separate, quiet or individual setting).

Universal features are available to *all* students in Kite.

Refer to Tools and Accommodations for the Kansas Assessment Program [Tools available to all students as needed by subject].

Designated Features

Designated features are those features that are available for use by any student for whom the need has been indicated by an educator (or team of educators including the parents/guardians and the student if appropriate) who is familiar with the student's characteristics and needs.

1. Embedded designated features (e.g., color contrast) are provided digitally through the KAP,
2. Non-embedded designated features (e.g., magnification device) are provided locally.

Trained educators or teams using a consistent process must assign designated features to a student on the Personal Needs Profile (PNP) in Educator Portal.

- Refer to Tools and Accommodations for the Kansas Assessment Program [Accommodations (available only when selected in the PNP) for students who have an IEP, 504, ILP or statement of student need]

Accommodations

Accommodations are changes in procedures or materials that ensure equitable access to assessment content and generate valid assessment results for students who need them.

1. Embedded accommodations (e.g., text-to-speech) are provided digitally through Kite.
2. nonembedded designated features (e.g., sign interpretation) are provided locally.

- Accommodations are generally available for students for whom there is a documented need on an IEP, 504 or ILP accommodation plan.

Types of Accommodations

1. Timing/scheduling
2. Setting
3. Presentation
4. Response

Refer to Tools and Accommodations for the Kansas Assessment Program [Accommodations (available only when selected in the PNP) for students who have an IEP, 504, ILP or statement of student need]

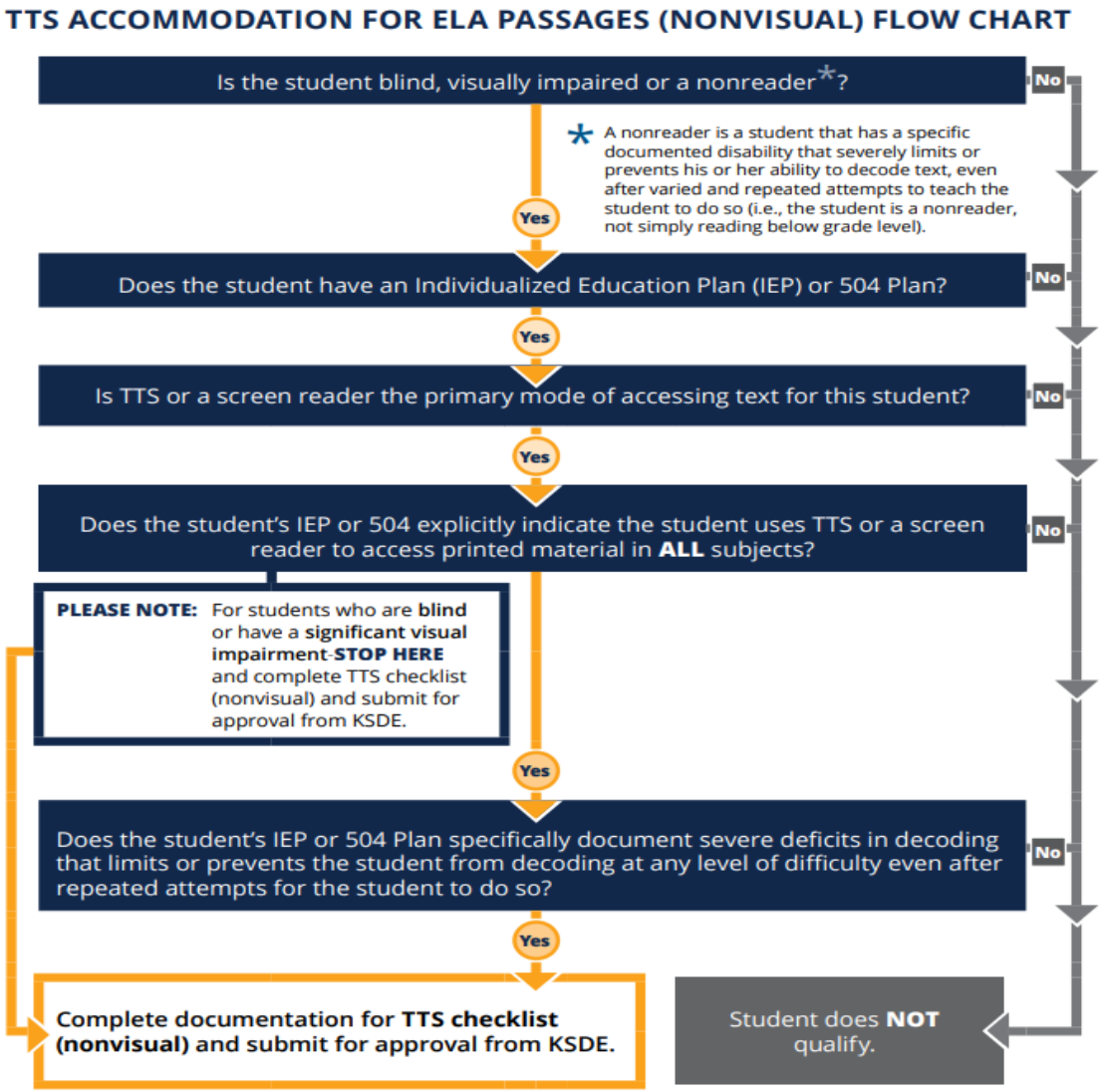
Text-to-Speech Options

	Available to All Students?	Is PNP Required?
Text-to-Speech Audio (TTS) Directions	Yes	No
Text-to-Speech Audio (TTS) Science	Yes	No
Text-to-Speech Audio (TTS) Test Items	No	Yes
Text-to-Speech Audio (TTS) (nonvisual) ELA Passages	No	Yes, and KSDE approval required

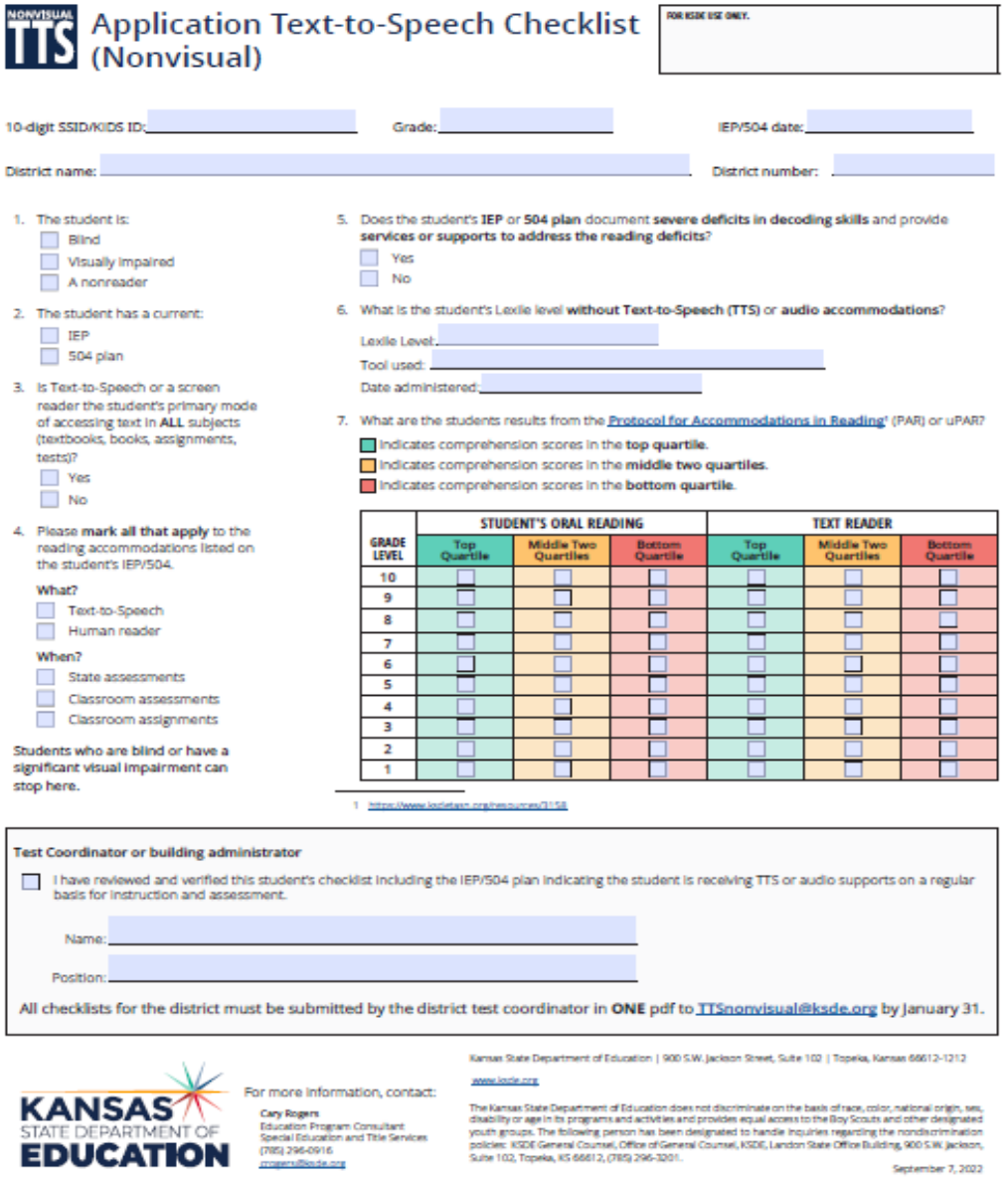
TTS for ELA passages (Nonvisual)

- *TTS for ELA passages* ***must be approved by KSDE.***
- This accommodation is ONLY for students with an IEP or 504 plan.
- This accommodation is appropriate for students who receive daily instruction and assessments orally and through computerized text to speech.
- This accommodation should only be used by a student who has a specific documented disability that severely limits or prevents his or her ability to decode text, even after varied attempts to teach the student to do so (i.e., the student is a nonreader, ***not simply reading below grade level***).

Flowchart for TTS for ELA passages (Nonvisual)



Application Text-to-Speech Checklist



NONVISUAL TTS Application Text-to-Speech Checklist (Nonvisual)

FOR KSDE USE ONLY.

10-digit SSID/KIDS ID: _____ Grade: _____ IEP/504 date: _____

District name: _____ District number: _____

1. The student is:
   - ☐ Blind
   - ☐ Visually impaired
   - ☐ A nonreader
2. The student has a current:
   - ☐ IEP
   - ☐ 504 plan
3. Is Text-to-Speech or a screen reader the student's primary mode of accessing text in **ALL** subjects (textbooks, books, assignments, tests)?
   - ☐ Yes
   - ☐ No
4. Please **mark all that apply** to the reading accommodations listed on the student's IEP/504.

   What?
   - ☐ Text-to-Speech
   - ☐ Human reader

   When?
   - ☐ State assessments
   - ☐ Classroom assessments
   - ☐ Classroom assignments

Students who are blind or have a significant visual impairment can stop here.

5. Does the student's **IEP** or **504 plan** document **severe deficits in decoding skills** and provide **services or supports to address the reading deficits**?
   - ☐ Yes
   - ☐ No
6. What is the student's Lexile level **without Text-to-Speech (TTS)** or **audio accommodations**?

   Lexile Level: _____

   Tool used: _____

   Date administered: _____
7. What are the students results from the Protocol for Accommodations in Reading[1] (PAR) or uPAR?

   Indicates comprehension scores in the **top quartile**.
   Indicates comprehension scores in the **middle two quartiles**.
   Indicates comprehension scores in the **bottom quartile**.

GRADE LEVEL	STUDENT'S ORAL READING			TEXT READER		
	Top Quartile	Middle Two Quartiles	Bottom Quartile	Top Quartile	Middle Two Quartiles	Bottom Quartile
10	☐	☐	☐	☐	☐	☐
9	☐	☐	☐	☐	☐	☐
8	☐	☐	☐	☐	☐	☐
7	☐	☐	☐	☐	☐	☐
6	☐	☐	☐	☐	☐	☐
5	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	☐
1	☐	☐	☐	☐	☐	☐

1 https://www.lexile.com/resources/31158

Test Coordinator or building administrator

☐ I have reviewed and verified this student's checklist including the IEP/504 plan indicating the student is receiving TTS or audio supports on a regular basis for instruction and assessment.

Name: _____

Position: _____

All checklists for the district must be submitted by the district test coordinator in **ONE** pdf to TTSnonvisual@ksde.org by January 31.

KANSAS STATE DEPARTMENT OF EDUCATION

For more information, contact:

Cary Rogers
Education Program Consultant
Special Education and Title Services
(785) 296-0916
crogers@ksde.org

Kansas State Department of Education | 900 S.W. Jackson Street, Suite 102 | Topeka, Kansas 66612-1212

www.ksde.org

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September 7, 2022

Personal Needs Profile (PNP)

- Intended for all learners, including those with disabilities.
- Defines a learner's needs and preferences for digitally delivered resources and services.
- Access the PNP in Educator Portal- Student Record.

Personal Needs Profile (PNP)

Three categories:

1. Display Enhancements- how resources are to be presented and structured.
2. Language and Braille- how the content is communicated to the learner
3. Audio and Environment Support- how content is audibly delivered, and the testing environment is adapted to fit a learner's needs.

Personal Needs Profile (PNP)

As the DTC you must:

- Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in Educator Portal.
- Keep records of documentation for text-to-speech accommodations and any other accommodation that requires a deviation from the general assessment; documentation must be kept at the district and the building level for test security.

Personal Needs Profile Update/Entry

- Braille: Summative assessments in ELA, math and Science. If a Braille assessment is needed – enter PNP information and send TEST record for students who need Braille by end of day November 30.
- Braille: Interim assessments- asap
- Students that have been approved for TTS Nonvisual- PNPs must be entered by February 28 at 5:00 pm to complete approval process.
- KELPA: at least two weeks prior to the start of the window.
- Summative assessments in ELA, math and science: at least two weeks prior to the start of the window.
- Students who need KSDE approval for text to speech for passages on the ELA Summative assessment –documentation due by 5:00 pm January 31.
- Note: PNPs can be updated at any time before testing begins, but must be done prior to testing.

Human Reader

- A HUMAN reader is **NOT** allowed on Kansas assessments! Students must utilize the synthetic voice in Kite!

- An occasional word may be pronounced for students in questions and stems but never in passages.

Ordering Braille Booklets

- Request braille booklets through the Personal Needs Profile (PNP) in Educator Portal.
- Booklets will be ordered for students who have "Braille" selected on the "Language & Braille" tab of their PNP.

Assessment	PNP Must Be Selected in Educator Portal By:
Winter and Spring Interim	October 12, 2022
Summative	November 30, 2022

If any changes are made to your orders after these dates or if you have questions, please contact KAPaccommodation@ku.edu

Accommodations by Program

TOOLS AND ACCOMMODATIONS BY ASSESSMENT PROGRAM

Tools available for ALL students taking a KS assessment

Icon	Tool	KAP	KELPA	DLM	cPass
	Calculator – Basic or TI-108[1]	✓			✓
	Calculator - TI Graphing[2]	✓			
	Calculator - TI Scientific[3]	✓			
	Eraser	✓	✓		✓
	Guide Line	✓	✓		
	Help	✓	✓		✓
	Highlighter	✓	✓		✓
	Mark for Review – Question Answered	✓	✓		✓
	Mark for Review – Question Unanswered	✓	✓		✓
	Notes	✓	✓		✓
	Periodic Table (Science)	✓			
	Pointer	✓	✓		✓
	Search	✓	✓		✓
	Striker	✓	✓		✓
	Tags	✓	✓		
	Text to speech audio (TTS) – directions[5]	✓	✓		
	Text to speech audio (TTS) – science[4,5]	✓			
	Whole Screen Magnification	✓	✓	✓	✓
	Sketch Pad	✓	✓		

Some accommodations are available by testing program and not available for all testing programs!

Navigating Critical Websites

Let's Look at the Critical Websites

- Assessments (ksde.org)
- Educators/Administrators Home | Kansas Assessment Program (ksassessments.org)

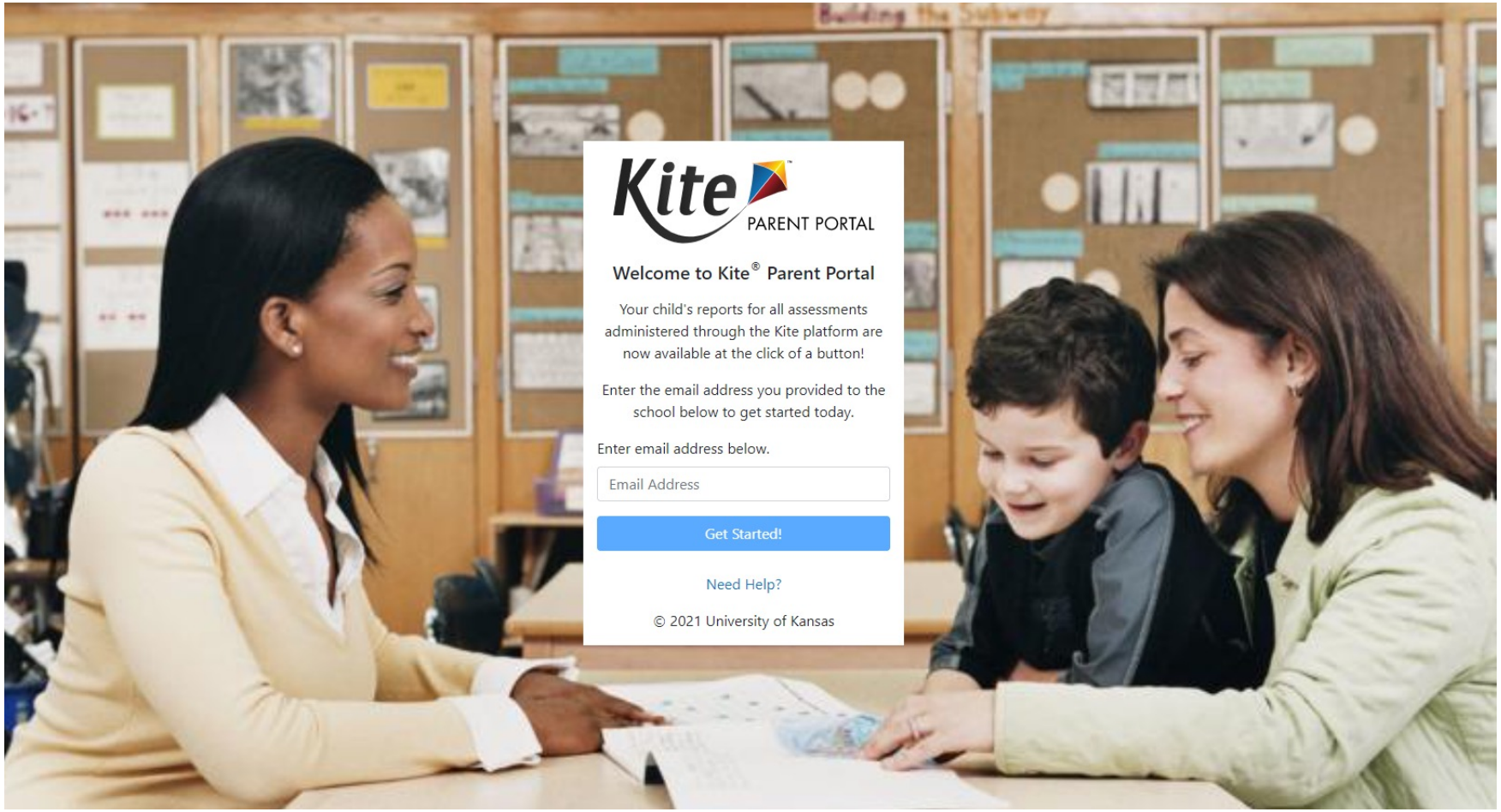
Parent Portal

Parent Portal

Parents can access their child's assessment score reports using Kite Parent Portal. It is the responsibility of the district testing coordinator to establish and maintain all parent connections in Educator Portal.

- Set up procedures begin on page 32 of the Kite Educator Manual for Test Coordinators

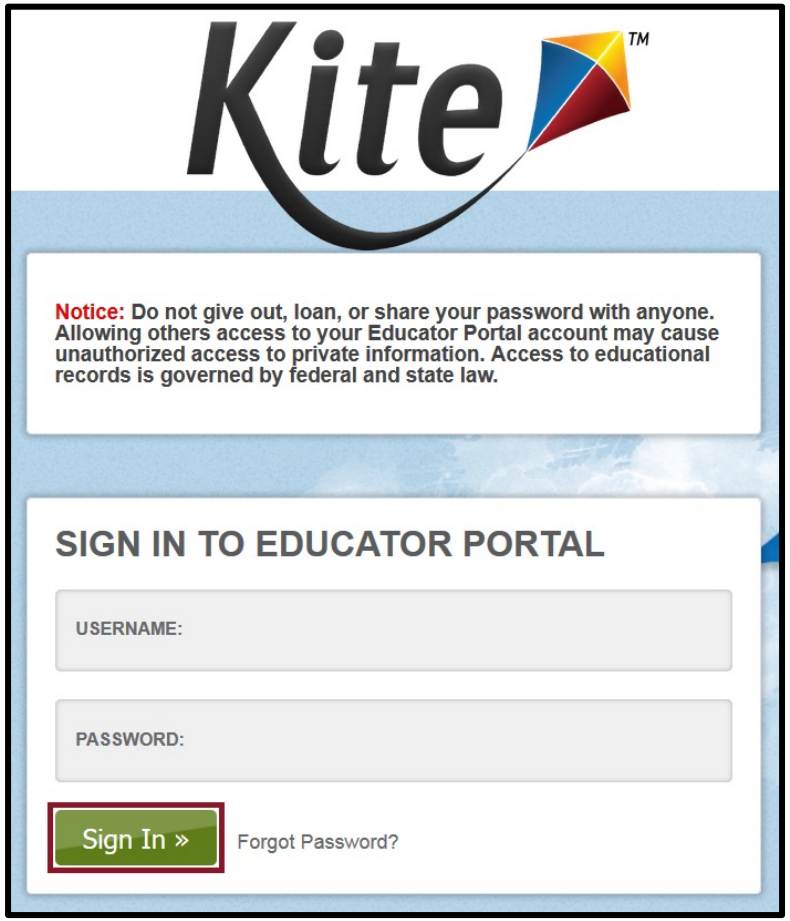
Parent Portal



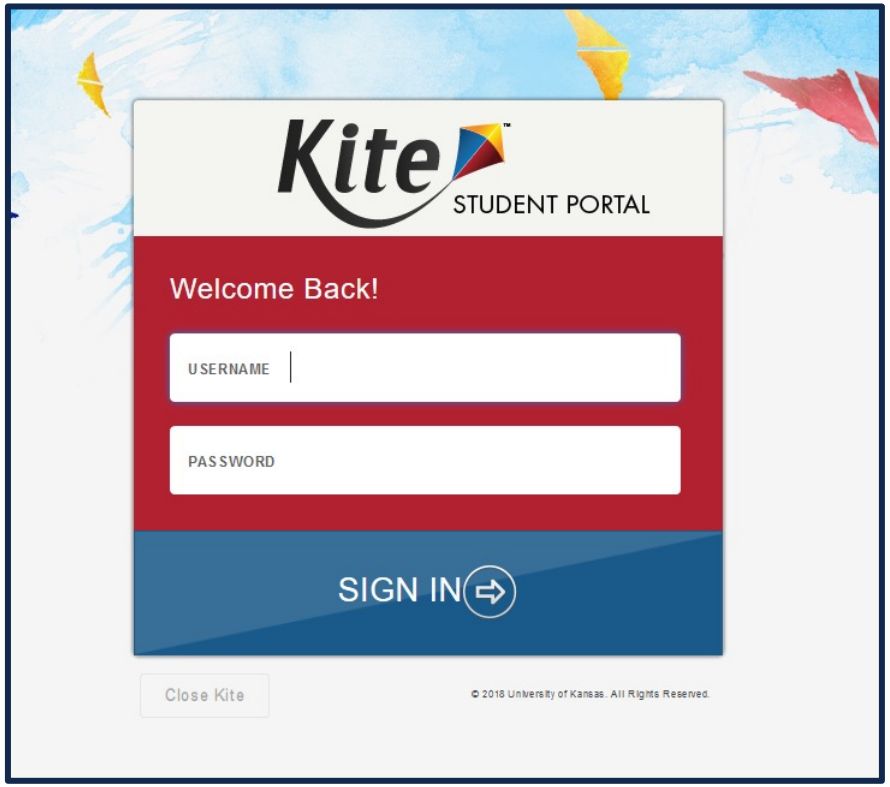
Kite

Kite Suite

Educator Portal



Student Portal



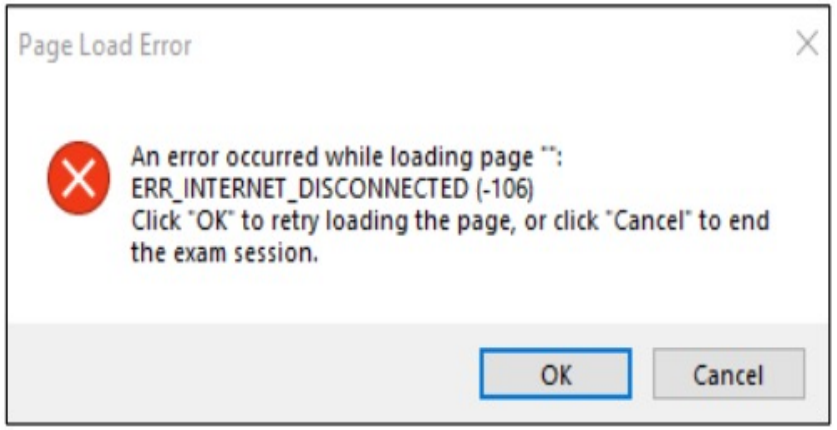
Student Portal Updates

- Version 9.0.0 is available!
  - iPad and Chrome apps should update automatically
  - Mac and Windows clients will need to be uninstalled and reinstalled on all testing devices.
  - There is no KELPA specific client for Mac
    - KAP, KELPA, cPass, and DLM will all use the same client
    - Uninstall the KELPA client from all Macs to remove confusion as it will not work this year

Student Portal Updates

Improvements to the Red Screen/Student Portal lockout

- The ATS Development team has made an improvement to notify when there is a disruption to the internet connection.
- Clicking "**OK**" will retry the connection so there is less of a disruption where there are brief connection interruptions.
- Clicking "**Cancel**" will allow exiting Student Portal without the quit password or rebooting the device and requiring the quit password on next launch.



Important Resources

Download the following resources for handy reference throughout testing:

- Kite Student Portal Manual for Test Administrators
- Practice Test Guide for Educators
- Kite Educator Portal Manual for Test Coordinators

KIDS and Kite

- TASC Uploads to Kite
  - Needed for students to be able to take Interim assessments

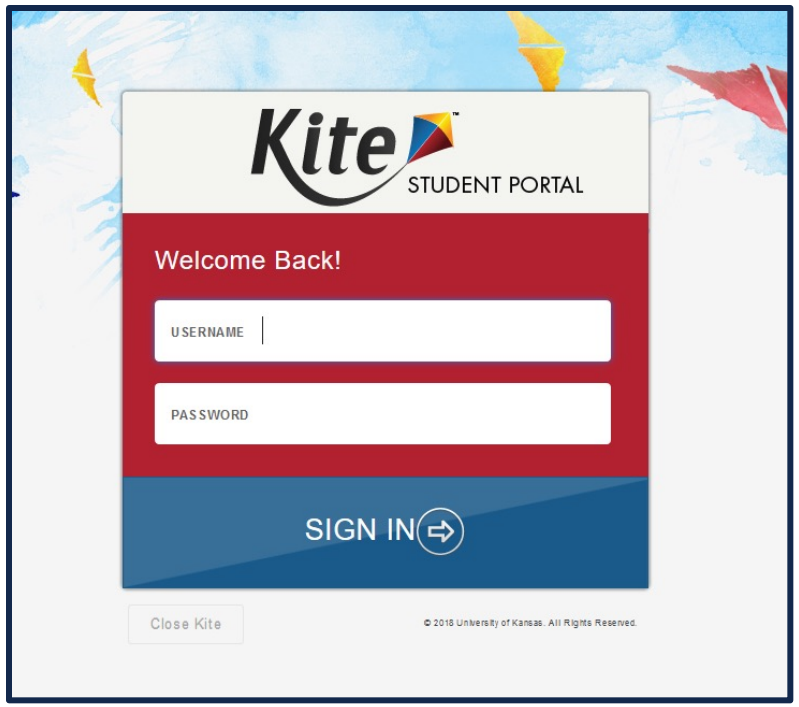
- TEST uploads to Kite
  - Needed for students to take summative assessments in ELA, Math and Science.
  - Needed for students to take KELPA and cPass.

Kite Student Portal

- Old software must be uninstalled and the new software must be downloaded.

Installation Instructions

- Windows
- Mac
- iPad
- Chromebook

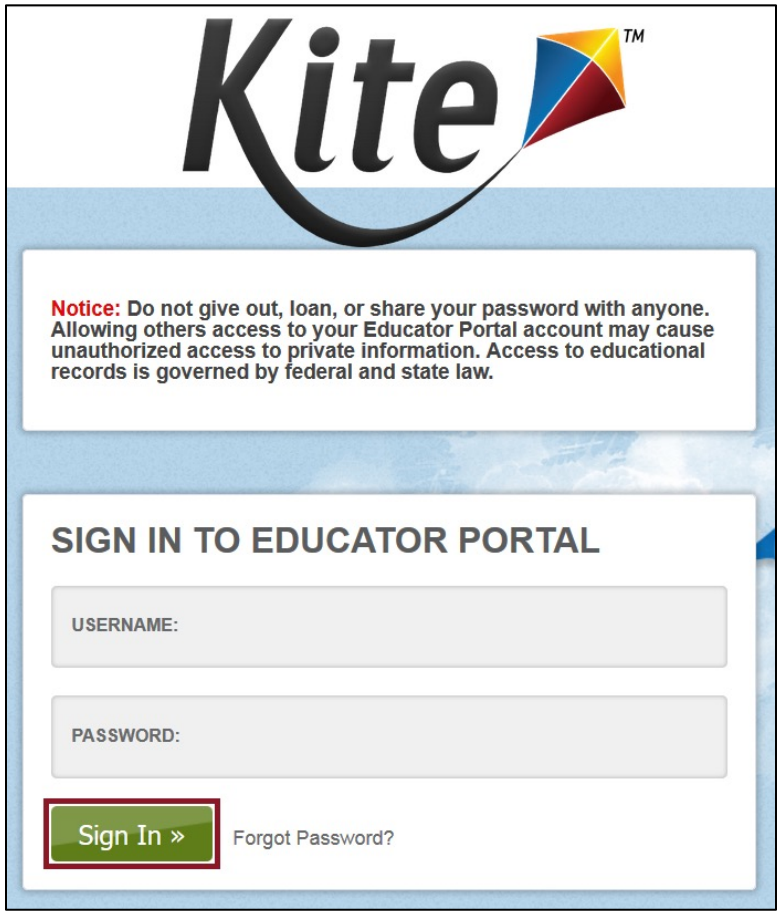


Accessing Kite Student Portal

- Student Usernames and Passwords:
  - Available as an extract
  - Available as a “ticket”
  - Are the same all year long for every assessment the student takes
- During summative testing, students must use a daily access code to enter the Kite **Student** Portal.
- Daily access code is provided in the Educator Portal and is not directly available to teachers and test proctors.

Kite Educator Portal

- Educator Portal Login – on www.ksassessments.org/kite

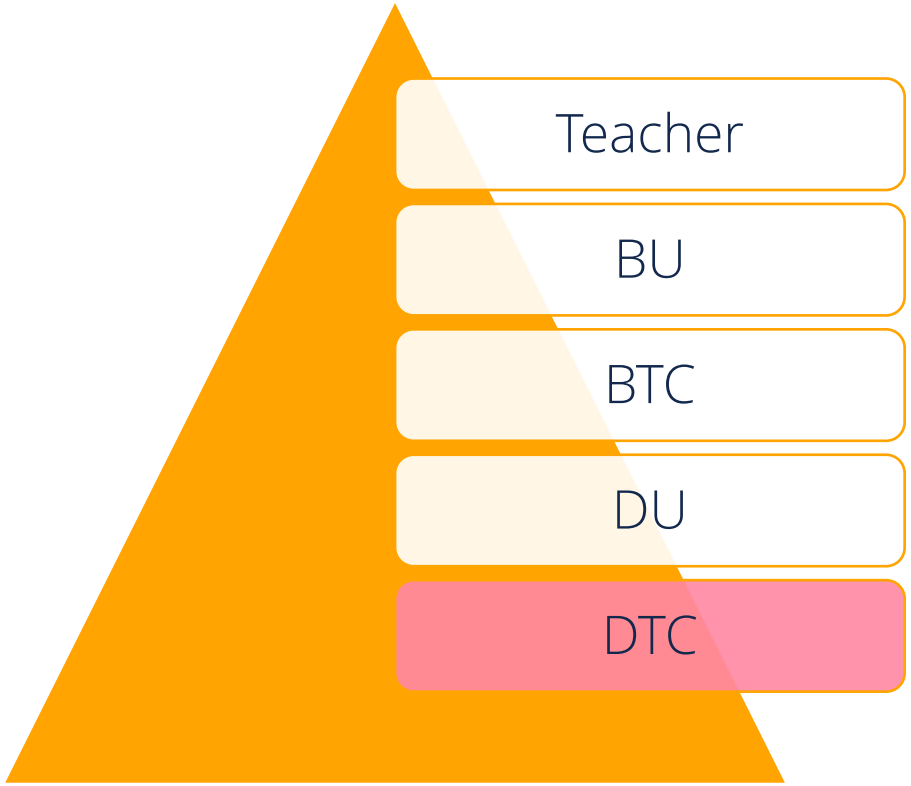


Kite Educator Portal: Home Page

Kite Educator Portal: Roles and Permissions

- Educator Portal defines the level of access a user has to data and certain functions in the Kite system.

- Refer to chart in the Educator Portal Manual for Test Coordinators pages 13 -16



Kite Educator Portal: Data Extracts

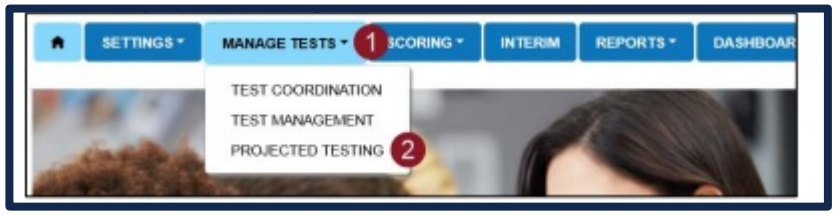
- Current Enrollment – Current enrollment information for active students.
- KAP Student Scores Current Students – Year to year student scores by subject.
- KAP Student Scores Specified Student – Year to year student scores by subject for specified student state ID.
- KAP Student Scores Tested Students – Year to year student scores by subject for students tested in the most current report year.
- KAP Test Administration Monitoring – Test administration status by student and subject.
- Monitor Scoring – Scoring assignment status by student, subject, and stage.
- Parent Extracts - Parent details for active parent student relation.

Kite Educator Portal: Data Extracts

- **PNP Setting Counts** – Student PNP setting counts by organization.
- **PNP Settings (Abridged)** – Personal Needs and Preferences (PNP) settings by student.
- **Roster** – Student assignment by educator and subject.
- **Student Login Usernames/Passwords** – Student login usernames and passwords by assessment program and organization.
- **Test Records** – Student test types and subjects.
- **Test Tickets** – Student login and ticket information for tests.
- **Testing Readiness** – Student login, test records and PNP settings.
- **Users** – Educator Portal users and their associated role(s).

Projected Testing Dates (EP)

- The **Projected Testing and scoring tab** within **Manage Tests** is available.
- Information can be entered or uploaded by DTC and/or BTC.
- This helps ATS understand projected system testing loads by day. It helps KSDE see testing schedules in the field for assistance with monitor visits.
- It is also an easy way for DTCs to see when buildings are testing in case you have a monitor visit!



Not required but is an extremely helpful and easy way to manage testing schedules!
However, if you are selected for a monitor visit you must be able to provide an up-to-date schedule.

DTC Responsibilities: Daily Access Code

- During summative testing, students must use a daily access code to enter the Kite **Student** Portal.

- This code is provided in the Educator Portal and is not directly available to teachers and test proctors.

As the DTC your must:

- Establish and describe the system used for sharing Daily Access Codes with staff. This plan should include the secure transmission of the information each day.

DTC Responsibilities: Monitoring Tests

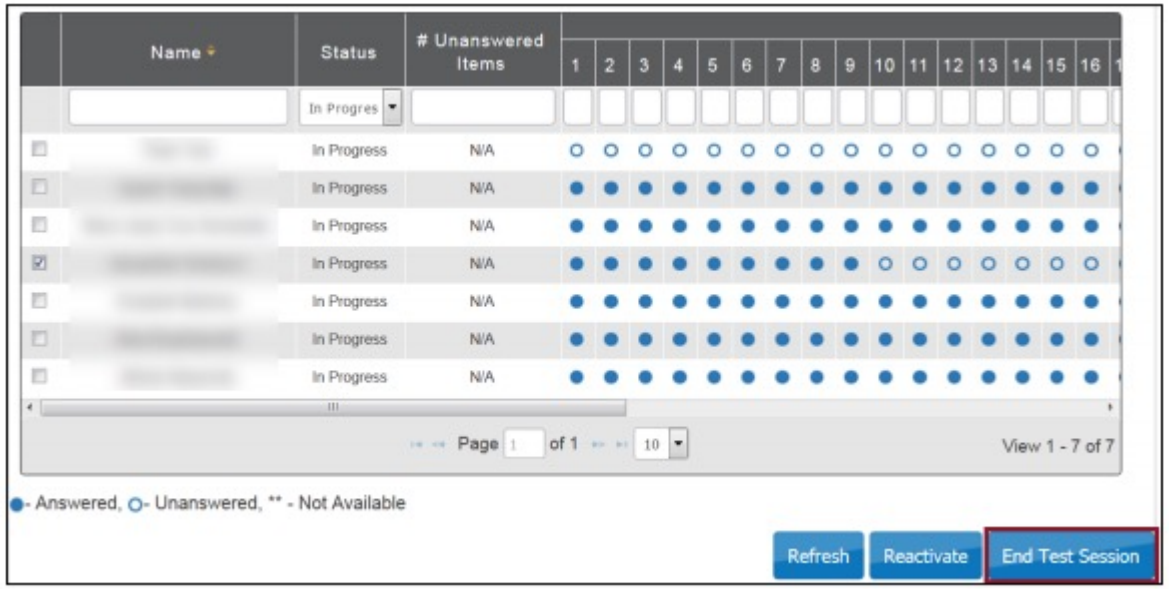
- When monitoring tests, you will not be able to view any student answers. Instead, you will be able to see which students have started the test and whether or not they have completed various sections of the test.

Name	Status	# Unanswered Items	Section 1								
			1	2	3	4	5	6	7	8	9
[redacted]	Complete	0	●	●	●	●	●	●	●	●	●
[redacted]	Complete	1	●	●	●	●	●	●	●	●	○
[redacted]	In Progress	N/A	○	○	○	○	○	○	○	○	○
[redacted]	Unused	N/A	○	○	○	○	○	○	○	○	○
[redacted]	Unused	N/A	○	○	○	○	○	○	○	○	○

DTC Responsibilities: Reactivating Tests

- When reactivating tests, you will not be able to view any student answers. Instead, you will be able to see which students have started the test and whether or not they have completed various sections of the test.

- You must first end the test session and then click reactivate.
- DTCs must keep records of reactivations and “why”



Entering SC codes

- In the event that a student cannot take or complete a high-stakes, summative assessment, you must enter the special circumstance code (SC).

- A list of available special circumstance codes can be found in the Kansas Assessment Examiner's Manual (KAEM)

- Some codes require KSDE approval:
  - SC-08 and SC-39

Dashboards

- The Dashboard provides key metrics that are critical to state and district stakeholders during testing.
  - Daily monitoring of the dashboard by DTCs and BTCs is essential.
  - Each tab on the Dashboard allows you download an extract for your school and/or district.
  - Testing Summary
  - Scoring Summary
  - Reactivations
  - Testing Outside School Hours
  - Kite Error Messages
  - Parent Activity Summary
- DTCs should review the Dashboard daily to assist with internal monitoring of testing.

KAP Summative Reports(end of year)

- Reports available within one week after the end of the state testing window.
  - Student, Building and District Reports
- Current and archived reports are available

- Reports can be printed in bundles or by individual student.

- Understanding the Reports and Parent Guides (also available in Spanish) are on the KAP website

Monthly Virtual Training Sessions

DTC and BTC Virtual Training Offered online through Zoom @1:30 p.m. Recording posted on Friday following the training on www.ksassessments.org	
August 9	February 14
September 13	March 7
October 11	April 11
November 8	May 9
December 13	June 13
January 10	

Thank you for joining us!

- Remember to sign the DTC training list for Security and Ethics Training.