Kansas Assessment Program

Test Coordinator Training

November 14, 2023

KAP
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Welcome KAP Test Coordinators!

Trainers for today's webinar:

ATS

Lisa Braun

Katherine Kocen

Drew Jarrett

KSDE

Lee Jones (ACT)

Cary Rogers (DLM)

Twyla Sprouse (KELPA)

Julie Ewing

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Agenda Topics

- KAP Updates
  - Winter Predictive Interim and Reporting
  - Reviewing and Verifying Forms
- Kite® Technology Updates
- Dynamic Learning Maps® (DLM®) Updates
- WIDA Alternate ACCESS English Language Proficiency Assessment
- ACT Information

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2023-24 Test Coordinator Training Webinars

All webinars are conducted online via Zoom. Additional information, including links, recordings, and additional resources, can be found on the KAP website.

Webinar Dates	
August 8, 2023 ✓	January 9, 2024
September 12, 2023 ✓	February 13, 2024
October 10, 2023 ✓	March 5, 2024
November 14, 2023	April 9, 2024
December 12, 2023	May 14, 2024
	June 11, 2024

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KAP Updates

November Timeline

1	WorkKeys paper administration Window 2.
1	WorkKeys w/accommodations Window 2: November 1-3, 6-10, 13.
14	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
27	Fall cPass testing window opens. Closes December 15.
30	Last day to submit TEST records and enter PNP for students needing Braille.

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Security & Ethics Training

- Reminder: All DTCs must train staff in Security & Ethics Training before the testing window opens.

- Keep documentation of training and staff signatures.

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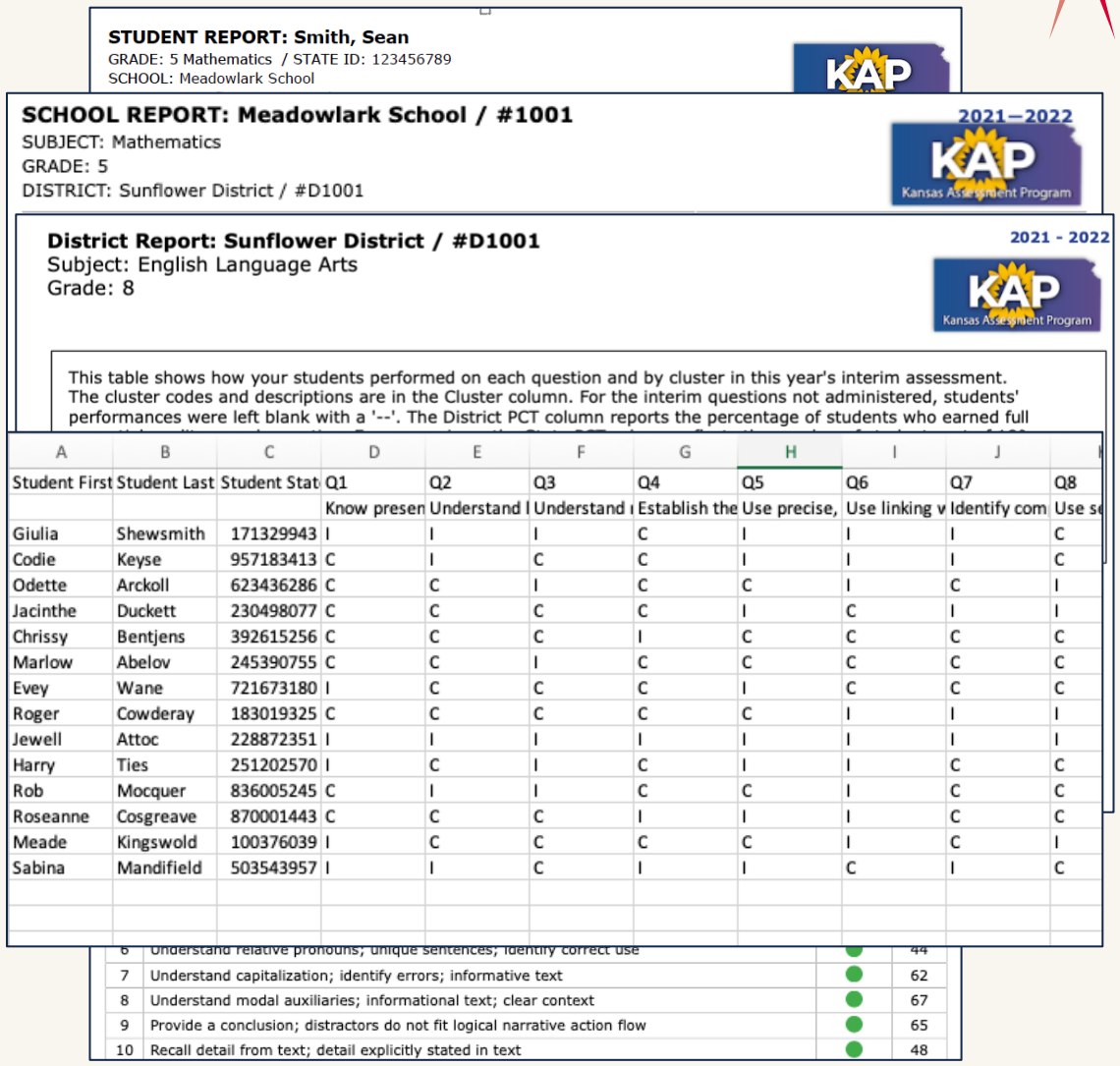
Predictive Interim Reports Available

- Individual Student
  - Bundles
- School/District Summary
- School/District Cluster
- Question CSV



STUDENT REPORT: Smith, Sean
GRADE: 5 Mathematics / STATE ID: 123456789
SCHOOL: Meadowlark School

SCHOOL REPORT: Meadowlark School / #1001
SUBJECT: Mathematics
GRADE: 5
DISTRICT: Sunflower District / #D1001
2021—2022

District Report: Sunflower District / #D1001
Subject: English Language Arts
Grade: 8
2021 - 2022

This table shows how your students performed on each question and by cluster in this year's interim assessment. The cluster codes and descriptions are in the Cluster column. For the interim questions not administered, students' performances were left blank with a '--'. The District PCT column reports the percentage of students who earned full

A	B	C	D	E	F	G	H	I	J	
Student First	Student Last	Student Stat	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
			Know presen	Understand	Understand	Establish the	Use precise,	Use linking v	Identify com	Use se
Giulia	Shewsmith	171329943	I	I	I	C	I	I	I	C
Codie	Keyse	957183413	C	I	C	C	I	I	I	C
Odette	Arckoll	623436286	C	C	I	C	C	I	C	I
Jacinthe	Duckett	230498077	C	C	C	C	I	C	I	I
Chrissy	Bentjens	392615256	C	C	C	I	C	C	C	C
Marlow	Abelov	245390755	C	C	I	C	C	C	C	C
Evey	Wane	721673180	I	C	C	C	I	C	C	C
Roger	Cowderay	183019325	C	C	C	C	C	I	I	I
Jewell	Attoc	228872351	I	I	I	I	I	I	I	I
Harry	Ties	251202570	I	C	I	C	I	I	C	C
Rob	Mocquer	836005245	C	I	I	C	C	I	C	C
Roseanne	Cosgreave	870001443	C	C	C	I	I	I	C	C
Meade	Kingswold	100376039	I	C	C	C	C	I	C	I
Sabina	Mandifield	503543957	I	I	C	I	I	C	I	C

6	Understand relative pronouns; unique sentences; identify correct use		44
7	Understand capitalization; identify errors; informative text		62
8	Understand modal auxiliaries; informational text; clear context		67
9	Provide a conclusion; distractors do not fit logical narrative action flow		65
10	Recall detail from text; detail explicitly stated in text		48

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Winter Predictive Interim

- Window: December 4 – 15
- Send TASC record through KIDS
- Individual & Bundled Student Reports available immediately
- School/District Summary/Clusters and Question CSV available after the window is closed

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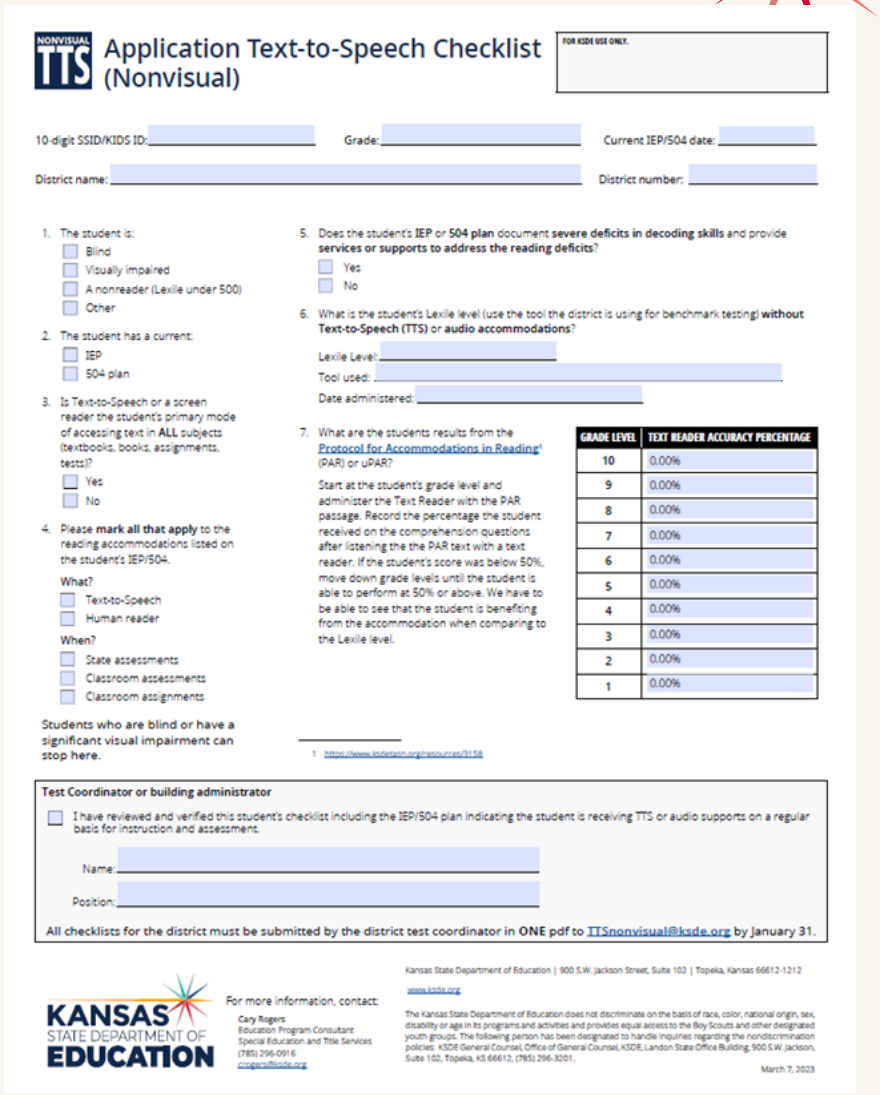
Application TTS Checklist (Nonvisual)

- Changes in PAR requirements:
- Removed the oral reading section from the PAR due to changes that uPAR made in what grade oral reading is administered
- What are the students results from the Protocol for Accommodations in Reading[1] (PAR) or uPAR?
- Start at the student's grade level and administer the Text Reader with the PAR passage. Record the percentage the student received on the comprehension questions after listening to the PAR text with a text reader. If the student's score was below 50%, move down grade levels until the student is able to perform at 50% or above. We have to be able to see that the student is benefiting from the accommodation when comparing to the Lexile level.
- Application TTS Checklist
- Frequently Asked Questions for TTS Nonvisual
- Application TTS Checklist webinar recording



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

FOR KSDE USE ONLY.

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

District name: _____ District number: _____

1. The student is:
   - Blind
   - Visually impaired
   - A nonreader (Lexile under 500)
   - Other
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 (use the tool the district is using for benchmark testing) **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?

   Start at the student's grade level and administer the Text Reader with the PAR passage. Record the percentage the student received on the comprehension questions after listening the the PAR text with a text reader. If the student's score was below 50%, move down grade levels until the student is able to perform at 50% or above. We have to be able to see that the student is benefiting from the accommodation when comparing to the Lexile level.

GRADE LEVEL	TEXT READER ACCURACY PERCENTAGE
10	0.00%
9	0.00%
8	0.00%
7	0.00%
6	0.00%
5	0.00%
4	0.00%
3	0.00%
2	0.00%
1	0.00%

1 https://www.ksdetasn.org/resources/3158

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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March 7, 2023

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Key Points to Reminder

- All applications must be sent to TTSnonvisual@ksde.org in **one** file by the DTC.
- Form must be **complete.**
- This accommodation is for **TTS for the ELA passages**, KSDE does not need to approve the TTS text and graphics setting which is the default on Kite – TTS for test items.
- Students who are **blind or visually impaired** can stop after question 4.
- **Non-readers must be using Text-to-Speech** in order to be approved for the nonvisual setting. Students who only have a human reader will not be approved.
- Students who have a Lexile without TTS or audio accommodations above 500 would not be considered a non-reader.

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Personal Needs Profile Must be Complete

- Student's PNP must be completed before state assessment testing begins.
- Once testing begins, the PNP **may not** be changed/edited.
- If accommodations have not been added before testing, the student will test without the accommodations.

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Ordering Braille Booklets

- Request Braille booklets through PNP (language and Braille tab) in Educator Portal

- **PNP needs to be correct by Thursday, November 30, 2023,** so that the booklets can be ordered.
  - Refer to KAP website for details and contacts for questions on the KAP team

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Math Manipulatives for State Assessment

- Math Resource Sheets for grades 4-8 and 10th grade can be used for both test sessions

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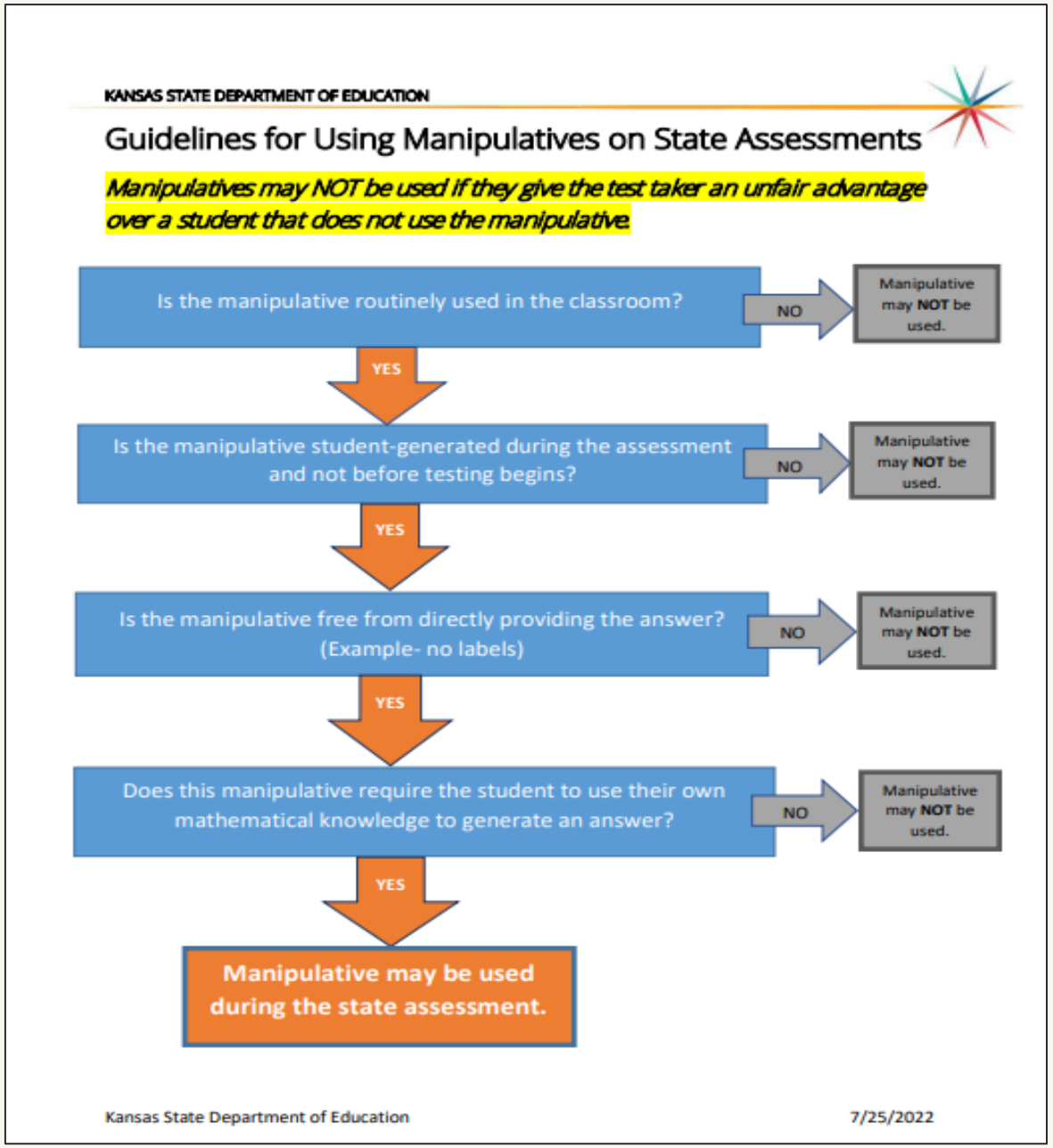
Math Manipulatives for State Assessment

- Guidelines for Using Manipulatives on the Math Assessment
- Resources Available to Students Taking the Math Assessment



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Questions on Manipulatives?

- Jennifer Hamlet

  STEM Program Manager – Mathematics

  Career, Standards and Assessment Services

- Phone: 785-296-6823
- Email: jhamlet@ksde.org

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Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

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Kite Technology Updates

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Deactivate vs. Remove

- **Deactivate** should be used for any user that is no longer needing a Kite account or is leaving your district.

- **Remove** should only be used to PERMENANTLY REMOVE A USER from the system (*not just your district*).
  - ONLY a DTC may remove a user.
  - ONLY a state user can recover removed users.

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Kite Student Portal Version

- There is no new version of Student Portal to download for 2023-24.
  - Current testing platforms and their supported versions are located on the KAP Technology Coordinators page.

- New Student Portal client:
  - **Android Client** – Currently in development and will be available soon.

- The Quit Password will remain the same as the previous year.
  - Reach out to the Kite Service Desk if you need the secure quit password.

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Accessible Client

- Kite Student Portal for Windows/PC is an accessible client and compatible with screen reader programs (ex. NVDA and JAWS).
  - Please contact the Kite Service Desk if you have additional questions

- Kite Student Portal download: KAP Technology Coordinators page.

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Kite Student Portal for Mac & iOS

- Mac OS 11 (Big Sur) will likely lose support this November.
  - Recommended version: macOS 12–14

- iPadOS 17.0 was released earlier this year.
  - Recommended version: iPadOS 14.3–17.1

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Account Locked in Educator Portal

- Educator Portal gives the user 5 attempts to login before the account is locked.
  - Once those 5 attempts are used, the user's account is locked and a test coordinator (DTC or BTC) must unlock the user account.
  - Once the account is unlocked the user can click on the Forgot Password link at the login page to setup a new password.
  - Once the password has been changed, the login attempts will reset back to zero.
- Ensure that the full email address is being entered for the username when logging in and when resetting a password.

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Kite Service Desk Contact Info

- Kite Service Desk
  - Email: kap-support@ku.edu
  - Phone: 855-277-9752
  - Live Chat (Educator Portal)
- Hours
  - Monday – Friday, 7:00 AM – 5:00 PM Central
- Upcoming Holiday Closures
  - Closed Thursday, November 23-24
  - Closed December 25-29

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Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

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DLM Updates

DYNAMIC® LEARNING MAPS

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DLM Important Dates

Event	Date Open	Date Closed
Required Training	August 3, 2023	April 26, 2024
Fall Test Window	September 11, 2023	December 22, 2023
Spring Test Window	February 5, 2024	April 26, 2024

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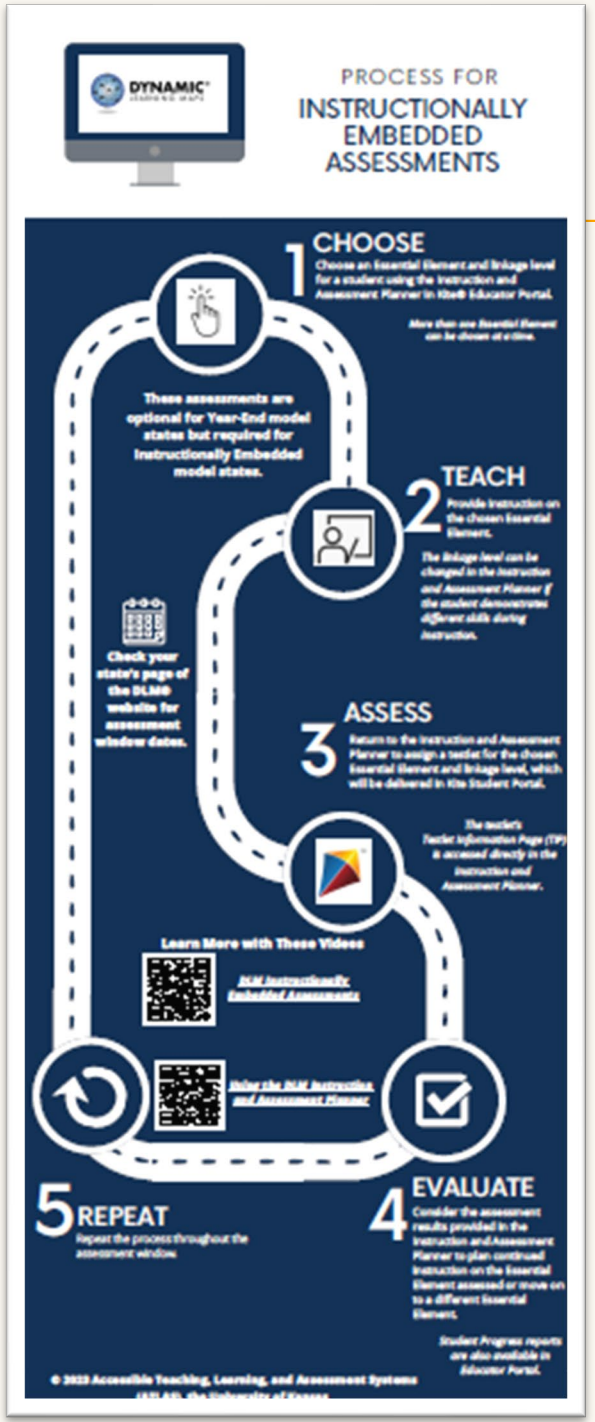

Process for Instructionally Embedded Assessments

Use this link to view the Process for Instructionally Embedded (IE) Assessments infographic on the DLM website.

1. Choose
   Choose an Essential Element and linkage level for a student using the Instruction and Assessment Planner in Kite Educator Portal.

2. Teach
   Provide instruction on the chosen Essential Element.

3. Assess
   Return to the Instruction and Assessment Planner to assign a testlet for the chosen Essential Element and linkage level, which will be delivered in Kite Student Portal.

4. Evaluate
   Consider the assessment results provided in the Instruction and Assessment Planner to plan continued instruction on the Essential Element assessed or move on to a different Essential Element.

5. Repeat
   Repeat the process throughout the assessment window.

DLM Monitoring

- Dashboard
  - First Contact Survey Status: not started, in progress, Ready to Submit, and Completed
  - Testing Outside Hours
  - Short Duration Testing

- *Reports – Data Extracts – Test Administration and Monitoring*
  - DLM Instructionally Embedded Monitoring – Monitor this extract to ensure blueprint requirements are met for both ELA and Math

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Data Extract – DLM Instructionally Embedded Monitoring

State	District	School ID	School Na	Grade	Student Last Name	Student First Name	Student State ID	Window	ELA Educator Last Name	Blueprint Requirement ELA % Met	Total Number of ELA Testlets Taken	ELA Blueprint Requirement 1	ELA Blueprint Requirement 2	ELA Blueprint Requirement 3	ELA Blueprint Requirement 4	Math Educator Last Name	Blueprint Requirement Math % Met	Total Number of Math Testlets Taken	Math Blueprint Requirement 1	Math Blueprint Requirement 2	Math Blueprint Requirement 3	Math Blueprint Requirement 4	Science Educator Last Name	Science Testlets Completed
Kansas				6				Fall Window		50	4	Met	Not Met	Not Met	Met		25	3	Not Met	Not Met	Not Met	Met	NA	NA
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0

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Special Circumstance (SC) Codes

- Do not enter any SC codes for the fall test window. SC codes will only need to be entered in the spring test window.
- A SC code will only be entered in the spring test window if the student has not completed ***any*** testing.
- Any testing a student does after an SC code is entered will be invalidated.

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DLM Webinars for 2023-24

ALL WEBINARS BEGIN 3:00 P.M. CENTRAL STANDARD TIME

~~August 24, 2023: What do I need to do to get ready for the fall test window? - recording is posted on KSDE DLM page~~

~~September 14, 2023: How do I write instructional plans? (pre-recorded and available on KSDE DLM page)~~

~~October 12, 2023: DLM resources – How do I prepare my students for the DLM?~~

December 7, 2023: DLM fall test window wrap-up – What needs to be finished by Dec 22? WIDA ALT ACCESS information

February 8, 2024: DLM spring window

April 11, 2024: DLM wrap-up – What needs to be finished by April 26?

Join Zoom Meeting

Meeting ID: 897 7927 3623

Passcode: 947213

One tap mobile: +13462487799,,89779273623#,,,,,,0#,,947213# US (Houston)

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WIDA Alternate ACCESS English Language Proficiency Assessment

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WIDA Alternate Access ELP for Students with a Most Significant Cognitive Disability

- Student has a home language survey indicating language other than English and *DLM eligible*
- Testing window is January 29–March 8, 2024, for students in K-12th grade
- Paper format, not computer based
- Students must have a most significant cognitive disability, most significant deficits in adaptive behavior, and are an English Language learner
- Use the same criteria as DLM and the KS Alt. Early Literacy Screener to identify English Learners who need the Alt ACCESS
- Tests students' English Proficiency in the four domains: listening, reading, speaking, and writing

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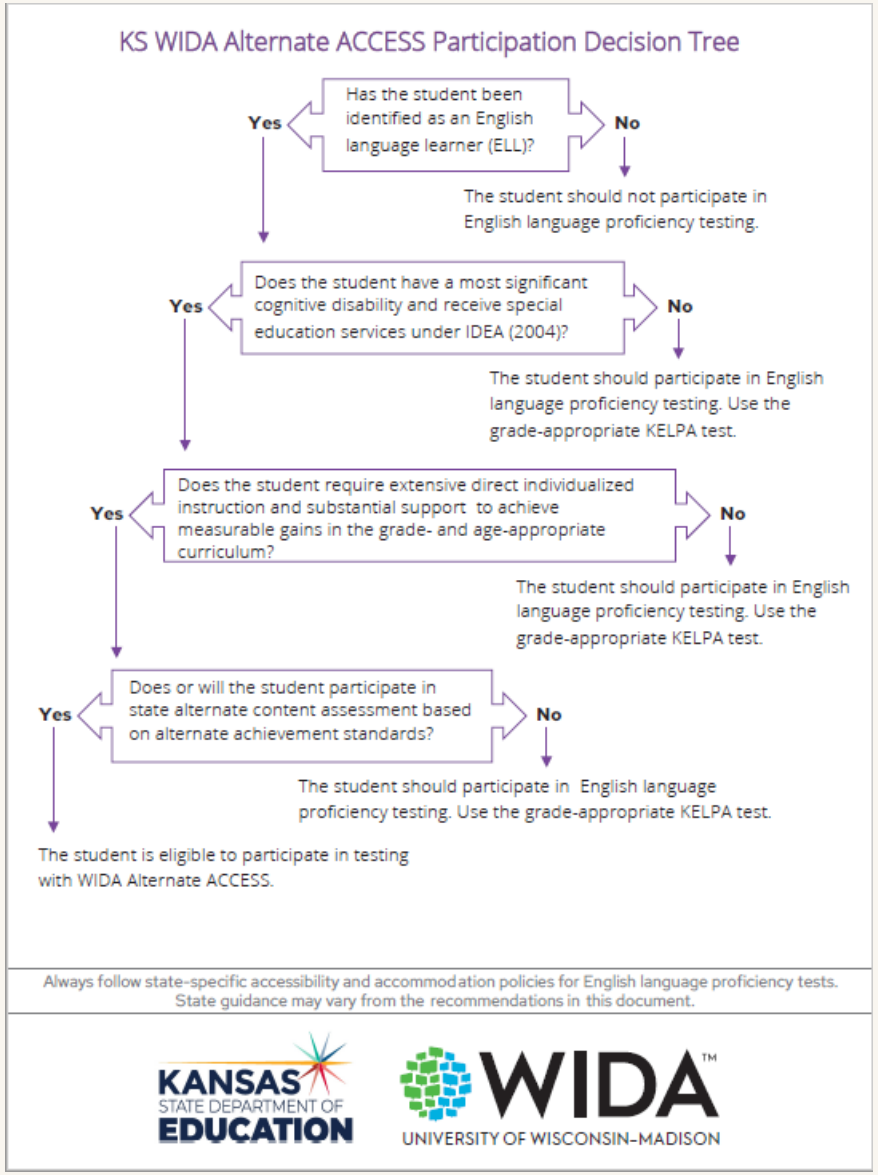
KS WIDA Alternate ACCESS Participation Decision Tree



[Kansas Alternate Assessment Flow Chart]

[Rubric for Determining Student Eligibility for the Kansas Alternate Assessment (DLM)]

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Do you have a student eligible to take the WIDA Alt ACCESS?

- Email Twyla Sprouse (tsprouse@ksde.org) with the following information:
  - District name and number
  - School
  - The number of students who will be eligible for the DLM with ESOL status, especially K-2 students not currently enrolled.

- KSDE will be in contact with the District Testing Coordinator with test administration training and other information.

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When is the test window?

- The Alternate Access assessment window is the same as the KELPA window
  - January 29 – March 8

- For English Learners with a most significant cognitive disability

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ALT ACCESS New Information

- KSDE is submitting district and building names to WIDA today.
- WIDA will create the DTC role and DTCs will receive an email to set up their account.
- DTCs will set up user accounts for any user under the DTC.
- DTC will submit Pre-ID file into WIDA AMS (student info) by December 15.
- Test coordinators will order materials in WIDA AMS between December 1-15.
- Resources are posted on KSDE DLM webpage.

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ALT ACCESS Q&A Session on Zoom

Join us in December for a Q&A session on ALT ACCESS!

When

Thursday, December 7th from 10:00 – 11:00 AM

Where

Zoom: https://ksde.zoom.us/j/87318039169

Meeting ID: 873 1803 9169

Passcode: 598438

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Is training required for test administration?

- Yes!
- Test administration training is required every year.
- There are four modules to complete and one quiz that must be passed.
- Approximately one hour to complete

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How much time is required to administer the Alt ACCESS test?

- 30 minutes per domain (4)
  - 120 minutes maximum

- Students are not pressed to do what they cannot do.

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When will scores be available?

- Scores won't be available until early October due to standards setting.

- Once standards are set, scores will be available in April each year.

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Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

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ACT Information

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Spring 2024 ACT and WorkKeys Testing

- Check to see that the right personnel are in Manage Contacts in Pearson Access Next (testadmin.act.org) for DTC and BTC for both WorkKeys and ACT. Contact me at lee.jones@act.org if you need help updating those.
- Become familiar with the Kansas ACT website. https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/kansas.html.
- Review the Schedules of Events for WorkKeys and ACT for links to training and for timelines.
- Review the seven steps to prepare for and complete testing for WorkKeys and ACT.

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Spring 2024 WorkKeys

- Log in to Pearson Access to select test dates and choose paper or online testing by December 8.
- Submit the Student Data Upload file to enroll students for paper testing by January 12.
- Verify enrollment and select accommodations materials needed for paper testing by January 12.
- For online testing, upload students in Validus and assign tests to them using the Validus realm and login information sent to Building Test Coordinators on September 5. January 30-April 8.
- You may test online any time from February 28-April 8.

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Spring 2024 ACT

- Submit requests for accommodations in the Test Accessibility and Accommodations System (TAA) no later than January 5.
- Log in to Pearson Access to select test dates and choose paper or online testing by December 8.
- Submit the Student Data Upload file to enroll students by January 12.
- Verify enrollment and select accommodations materials needed for paper testing by January 12.
- Create and assign students to sessions for online testing.
  - Test Window 1: January 22 – March 8

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Questions?

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Session Wrap Up

A PDF of the slides and a recording of this webinar will be posted by Friday on the KAP website's DTC Virtual Training page.

Next Webinar:
December 12

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Contact Information

- **Kite Service Desk**

  (855) 277-9752
  kap-support@ku.edu

- **DLM Service Desk**

  (855) 277-9751
  dlm-support@ku.edu

- **KAP Assessments**

  Julie Ewing
  (785) 296-2325
  jewing@ksde.org

- **DLM**

  Cary Rogers
  (785) 296-0916
  crogers@ksde.org

- **ACT**

  Lee Jones
  (785) 296-7922
  ljones@ksde.org

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Contact Information

- **Twyla Sprouse**

(785) 296-5674
tsprouse@ksde.org

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