

Kansas Assessment Program

Test Coordinator Training

December 12, 2023



Welcome KAP Test Coordinators!



Trainers for today's webinar:

ATS 	ATLAS	KSDE
Susan Martin	Aletra Johnson	Lee Jones (ACT)
Lisa Braun		Julie Ewing
Katherine Kocen		
Drew Jarrett		

Agenda Topics



- KAP Updates
- Kite® Technology Updates
 - KELPA Screener autogenerated reports
- Dynamic Learning Maps® (DLM®) Updates
- ACT Information
- KELPA
 - Training

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

KAP Updates



Kansas Assessment Program

December Timeline



4	Interim predictive assessment window opens. Closes December 15.
12	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
22	Last day to complete fall DLM for ELA and mathematics. Instruction and Assessment. Planner closed until February 5, 2024.
15	Fall cPass testing window closes.

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

- 
- KAP**
Kansas Assessment Program

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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.
- TTS nonvisual applications are due by January 31st to TTSnonvisual@ksde.org. Must be submitted by DTC.

Questions?

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

Kite Technology Updates



KELPA Screener – Autogenerate Reports



COMING IN JANUARY:

- Screener Reports will now be automatically generated once all items are scored.
- Before, the scorer had to click the "Generate Report" when finished scoring.

Daily Access Codes – Set by District/School



COMING IN JANUARY:

- DTCs and BTCs can set the valid times for DACs that align with their schedules

Go to:

Settings > Organizations

> Edit DAC Time

> Upload DAC Time

Kite Educator Portal

Logged in as Amelia Earhart [Sign Out](#)

Role: District Test Coordinator Organization: Sunflower Assessment Program: KAP

SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP

View Organization Edit DAC Time Upload DAC Time

Edit School DAC Time: Select Criteria

STATE: KAP QC State DISTRICT: Sunflower SCHOOL: Select

Search

	District Name	School Name	Start Time	End Time
<input type="checkbox"/>	Sunflower	Buffalo School	08:00 AM	04:00 PM
<input type="checkbox"/>	Sunflower	Cottonwood School	08:00 AM	04:00 PM
<input type="checkbox"/>	Sunflower	Meadowlark School	07:00 AM	03:00 PM

Edit

Page 1 of 1 10 per page 1-3 of 3 items

- Note: DACs will be turned OFF and students will NOT be able to test on Saturdays and Sundays

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.

Kite Service Desk Contact Info



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

Questions?

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

DLM Updates



DYNAMIC[®]
LEARNING MAPS

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

DLM Monitoring



- Dashboard

- First Contact Survey Status: not started, in progress, Ready to Submit, and Completed
- Testing Outside Hours
- Short Duration Testing – we have over 700 short duration testlets during the fall test window

- *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
- TIP Access – only 21% of testlets taken during the fall test window had the Testlet Information Page accessed prior to testing – this is a requirement

Data Extract – DLM Instructionally Embedded Monitoring



State	District	School ID	School Name	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

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.

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)

Questions?

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

ACT Information



ACT[®]

Spring 2024 WorkKeys



- Submit the Student Data Upload Header Template 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. Validus opens January 30.
- You may test online any time from February 28-April 8.

Spring 2024 ACT



- Submit requests for accommodations in the Test Accessibility and Accommodations System (TAA) no later than January 5.
- Submit the Student Data Upload Header Template 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
 - Test Window 2: March 11-April 5

Questions?

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

KELPA Updates



KELPA

Kansas English Language Proficiency Assessment

2024 KELPA Overview



- Test Design
 - Aligns with the Kansas EL standards, Board approved (September 2018)
 - Fixed form, 4 test sessions (domain specific)
 - Tested Domains: Reading, Writing, Listening, Speaking
 - When administering the assessment, you may give the domains in any order.
 - Grade Band Tests: K, 1, 2-3, 4-5, 6-8, 9-12

KELPA Administration/Scoring



- Each district has the flexibility to determine when you will **administer** the KELPA assessment during the statewide window.
- A **licensed educator** who is employed by the school district should administer the assessment.
- A **para**, under the direction of a licensed educator, may **proctor** the KELPA assessment if they have gone through the required Test Security and Ethics training.
- Each district has the flexibility to determine how you will **score** the assessment items in writing and speaking. However, **all items must be scored by a licensed educator** who is employed by the school district.

KELPA Materials and Resources



Location: [KAP Website](#)

- KELPA Examiner's Manual
- KELPA Scoring Manual
- Kite Student Portal Manual for Test Administrators
- Practice Test Guide for Educators
- KELPA Training PowerPoint

Location: [Kite Educator Portal Help Tab](#)
[\(Secure\)](#)

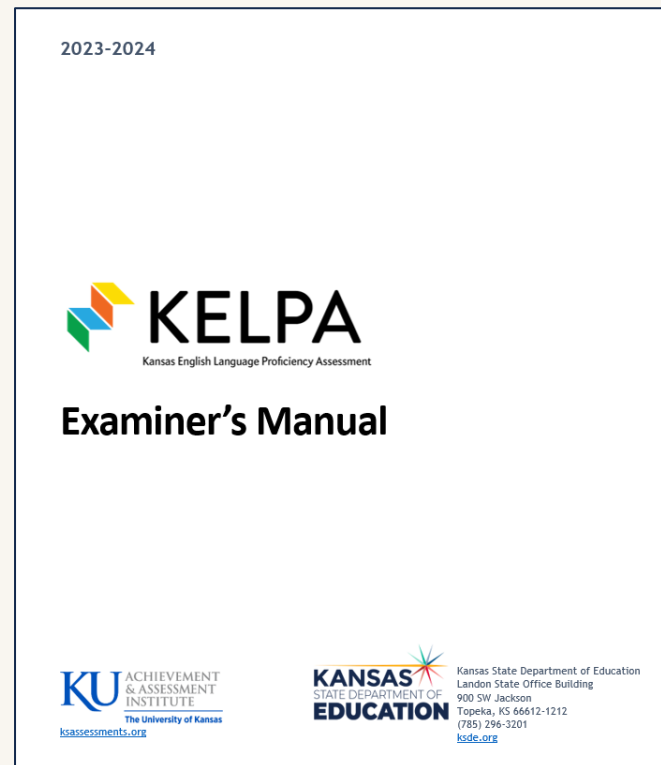
- KELPA Scoring Rubrics
- Test Administration and Scoring Directions for Writing (Grade-bands)
- Test Administration and Scoring Directions for Speaking (All grades)
- Rater Training Materials
 - KELPA Rater Training Materials for Writing (Grade-band specific)
 - KELPA Rater Training Materials for Speaking (Grade-band specific)

KELPA Examiner's Manual



- Downloadable from the KAP website: www.ksassessments.org
- Roles > Educators & Test Administrators
 - Manuals & Guides
 - KELPA Examiner's Manual

This document is NOT considered a secure document.



Special Circumstance (SC) Codes



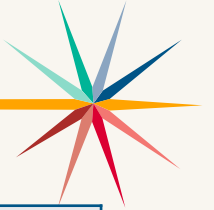
- Students that should take the KELPA but do not take the KELPA **must** have an SC Code entered.
- Detailed information about SC Codes is available in the Kansas Assessment Examiner's Manual (pp. 13-17).
- **SC-11** specifically for KELPA students that cannot test in one specific domain due to a disability; must be approved by KSDE.

Monitored and Transitional ESOL students



- Students on monitored and transitional status do not take the KELPA.
- If you have trouble uploading TEST records to KIDS for monitored and transitional status students, it is because KSDE will not allow those students to be signed up for the KELPA assessment.

KELPA Domain – Assessments and Item Count



	Number of Items Computer Scored			Number of Items Educator Scored	
Grade Band	Listening	Reading	Writing	Writing	Speaking
K	23	19	6	4	10
1	25	25	9	4	10
2—3	25	24	15	4	10
4—5	25	22	13	4	10
6—8	25	21	15	3	10
9—12	24	23	14	3	10

*** Student written response – use test booklet found in the Test Admin. and Scoring Directions*

KELPA Testing and Scoring Windows



- 2024 KELPA Testing Window
January 29 – March 8
- 2024 KELPA Scoring Window
January 29 – March 29

2024 KELPA: Testing Time



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

Grade K and Grade 1 Writing



- For some questions, students respond directly on the computer. These questions are machine scored. Other answers are written in a student test booklet and are human scored.
 - The test booklets will need to be retrieved from the Help tab in EP prior to testing
- The Test Administration and Scoring Directions documents provide further guidance and include the student test booklets.

Questions?

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

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:
January 9

Contact Information

- **Kite Service Desk**

☎ (855) 277-9752

✉ kap-support@ku.edu

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