

Kansas Assessment Program

Test Coordinator Training


January 9, 2024



Welcome KAP Test Coordinators!



Trainers for today's webinar:

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

Agenda Topics



- KAP Interim and Summative
- Kite® Technology
- Dynamic Learning Maps® (DLM®)
- ACT
- KELPA Screener and Summative

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

January Timeline



3	DTCs ensure all personnel administering or scoring KELPA have Educator Portal accounts.
3	Submit TEST records and enter PNPs for students taking KELPA.
3	KELPA Administration, scoring manuals, and online training available.
9	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
26	Test Security and Ethics Training must be completed by <i>all</i> personnel administering KELPA.
29	Interim predictive assessment window opens. Closes February 9.
29	KELPA & Alt. ACCESS test window opens. Closes March 8.
29	KELPA & window opens. Closes March 29.
31	TTS Nonvisual/Nonreader Accommodation documentation due to TTsnonvisual@ksde.org

Virtual School Reminder



- Districts will need to submit KIDS TEST records by the end of the day January 12 for any full-time virtual student choosing to test in a remote setting for state assessments.
- TEST records for students testing in-person do not need to be sent at this time.
- Submit a KIDS TEST record for each subject the student will take remotely and enter the word **REMOTE** in field Grouping Indicator 1 (D64-Math, D66-ELA, D68-Science) for each required tested subject.

KIDS 2023-2024 Collection System File Specifications



Excel Ref#	Field Ref#	Field	Maximum Length	Format Details	Record Type	Comment for virtual students testing remote
BL	D64	Math Grouping Indicator 1	50	Alphanumeric	TEST	Write the word REMOTE in this field
BN	D66	English Language Arts – ELA Grouping Indicator 1	50	Alphanumeric	TEST	Write the word REMOTE in this field
BP	D68	Science Grouping Indicator 1	50	Alphanumeric	TEST	Write the word REMOTE in this field

Spring Predictive Interim



- Window: January 29 – February 9, 2024
- Send TASC record through KIDS
- Individual & Bundled Student Reports available immediately
- School/District Summary/Clusters and Question CSV available after the window is closed

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.

On-site Monitoring for State Assessments



- Purpose: To monitor test security, KSDE staff and members of the Kansas Assessment Advisory Council annually visit 5%–10% of Kansas schools during test administration.
- A representative sample of districts in Kansas – across all state Board of Education regions, including both large and small districts – is selected for monitor visits.
- [Kansas State Department of Education Test Security Guidelines](#)

On-site Monitoring for State Assessments



- Two methods are used to conduct monitor visits:
- Schools and districts may *volunteer* to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will **not** be informed of the specific date selected.
- Other monitor visits are *unannounced*. A random sample of schools will be chosen from the list of districts and schools that did **not** volunteer. The DTC will be informed of potential visits and will share test schedules for the purpose of facilitating monitor visits.

On-site Monitoring for State Assessments



- To volunteer for an on-site monitoring visit, email Julie Ewing at jewing@ksde.org

Questions?

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

Kite Technology Updates



Resolved Kite Error Messages

- Mark messages as Resolved
- Show Resolved messages
- Mark messages as Unresolved

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

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

SETTINGS MANAGE TESTS INTERIM REPORTS **DASHBOARD** SURVEYS HELP

Testing Summary Scoring Summary Reactivations Concurrent Testing Activity Testing Outside Hours Short Duration Testing

Special Circumstance Students **Kite Error Messages** Parent Activity Summary

Dashboard: View Kite Error Messages

Search by SSID OR Search by District/School

STATE STUDENT IDENTIFIER: * DISTRICT: * SCHOOL: *

Sunflower District x Select

Search by SSID Search

☐ Include Resolved Error Messages

<input type="checkbox"/>	Processed Date	SSID	Record Type	Attendance School	Subject Area	Educator ID
<input type="checkbox"/>	10/05/2023 06:20 PM	1020298	TASC	High School	M	123456
<input type="checkbox"/>	10/05/2023 06:50 PM	1124142	TASC	High School	M	123456
<input type="checkbox"/>	10/05/2023 02:05 PM	1415244	TASC	Elementary	ELA	123456
<input type="checkbox"/>	10/05/2023 06:20 PM	1453778	TASC	High School	M	123456
<input type="checkbox"/>	12/07/2023 07:20 PM	1557943	TASC	High School	M	123456

Download Error Messages ☒ Mark as Resolved ☐ Mark as Unresolved

Page 1 of 1 10 per page 1-5 of 5 items

New Student Portal Clients



Kite Student Portal Security & Technology Upgrades

- Development in progress
- Districts will need to install new SP clients on all devices over the summer for use NEXT year (2024-2025)

Daily Access Codes – Set by District/School



- DTCs and BTCs can set the valid times for DACs that align with their schedules
- Default timeframe set: 4am – 9pm local time

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

KELPA Screener – Autogenerate Reports



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

KELPA Scoring Portal



- New, improved Scoring interface
 - Enhancements from requests from KELPA educators
 - Improved user flow
- Demo TODAY (towards the end of the Webinar)

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](#))
- Closed Monday, January 15, 2024

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

- Short Duration Testing – we had **1,232** short duration testlets during the fall test window
 - Download file – filter for DLM – Identify what buildings, teachers, and students need monitoring or assistance
 - KSDE asks DTC and BTCs to work with those teachers who have students with 5 or more short duration testlets during the fall test window.
 - During the February webinar we will show how to use Kite Collector when observing DLM test administration in your buildings

Reports – Data Extracts – Test Administration and Monitoring



- **DLM Instructionally Embedded Monitoring** – Identify any students not meeting the blueprint requirement and follow up during the spring test window to ensure blueprint requirements are met.

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

Reports- Data Extracts- Test Administration and Monitoring



- TIP Access – only 23% of testlets taken during the fall test window had the Testlet Information Page accessed prior to testing – **this is a requirement**
 - The first three rows in the table below show that the TIP was not accessed

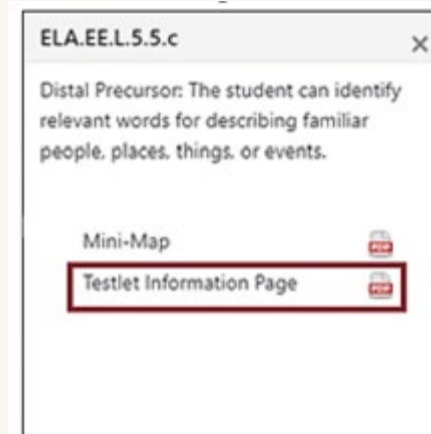
Attendance	Attendance_Sch	Student_Legal_First	Student_Legal_Last_N	State_Student_Id	Test_Session	Testlet_Status	Testlet_Status_Date	TIP_Accessed_User	TIP_Accessed_Date
						Complete	11/16/2023 12:48 PM CST		
						Complete	11/16/2023 12:46 PM CST		
						Complete	11/28/2023 08:26 AM CST		
						Complete	11/28/2023 10:09 AM CST	xxxxxxxxxxxxxxxxxxxx	11/28/2023 08:01 AM C
						Unused	11/28/2023 07:59 AM CST	xxxxxxxxxxxxxxxxxxxx	11/28/2023 08:11 AM C
						Unused	11/28/2023 07:59 AM CST	xxxxxxxxxxxxxxxxxxxx	11/28/2023 08:00 AM C
						Complete	11/28/2023 10:12 AM CST	xxxxxxxxxxxxxxxxxxxx	11/28/2023 08:08 AM C
						Complete	11/28/2023 10:08 AM CST	xxxxxxxxxxxxxxxxxxxx	11/28/2023 08:01 AM C

- KSDE asks that DTCs and BTCs review the extract and work with those teachers who are not accessing the TIP prior to testing.

Testlet Information Page (TIP)



- ELA and Math - in the Instruction and Assessment Planner once testlet is assigned, select the kebab ⋮ menu in the card to download the TIP



- Science and any field test items – on the Test Management Screen

	Action s	Test Session Name	Tickets	Test Information	Assessment Name	Test Progress	Grade
<input type="checkbox"/>					Students with Significant Cognitive Disabilities	Testlet 6 of 6	Grade 1
<input type="checkbox"/>					Students with Significant Cognitive Disabilities	Testlet 6 of 6	Grade 1



Testlet Information Page

Special Circumstance (SC) Codes



- 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.
- [Special Circumstance Codes for Kansas Districts](#) (PDF)

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. This creates a materials order for paper testing.
- 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 the Student Data Upload Header Template to enroll students by January 12. This creates a materials order for paper testing.
- 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

Test Proctor Responsibilities



- Must complete Security & Ethics training and sign agreement.
- Follow all test procedures.
- Ensure students are taking their own test.
- Monitor testing environment.
- Report any breach of test security to your building test coordinator.

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 \(Secure\)](#)

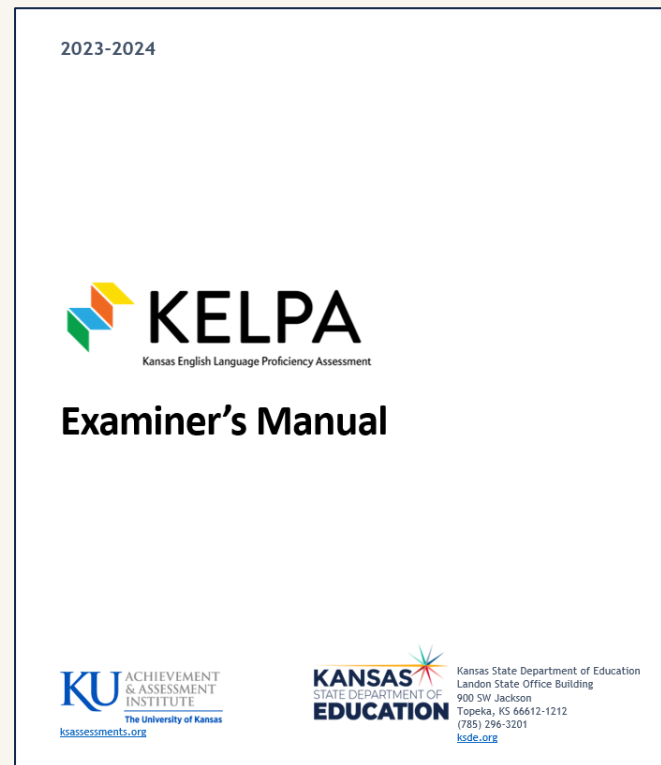
- KELPA Scoring Rubrics
- Test Administration and Scoring Directions for Writing (Grade-bands)
- Test Administration and Scoring Directions for Speaking (All grades)
- Rater Training Materials
 - KELPA Rater Training Materials for Writing (Grade-band specific)
 - KELPA Rater Training Materials for Speaking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



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

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.

Prohibited Practices for KELPA



- In general, unless directly specified by the *KELPA Test Administration and Scoring Directions*, reading any text to students (including isolated words) in a KELPA domain-assessment is prohibited. Violations will result in the student being counted as not tested.
- Passages, items, response choices, or labels may ***not*** be translated into a student's first language or any language.
- Teachers and students may ***not*** bring pre-generated organizers, journals, logs, or notes into a test session. Students may create notes during a test session but are not required and should not be prompted to do so.

Accommodations for KELPA



- PNP must be complete before testing window opens.
- Accommodations must be documented on the student's Individualized Education Program (IEP), 504, or Individualized Learning Plan (ILP).
- Spanish translations are *not* included in KELPA.

Questions?

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



And now....

KELPA Scoring Portal Demo

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:
February 13

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

