Kansas Assessment Program

Test Coordinator Training

November 19, 2024

Agenda Topics

- KAP Updates

- KELPA

- Kite® Technology updates

- Dynamic Learning Maps® (DLM®) updates

- ACT information

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Welcome KAP Test Coordinators!

Trainers for today's webinar:

ATS
Susan Martin
Lisa Braun
Katherine Kocen
Mitch Montague

ATLAS
Aletra Johnson

KSDE
Julie Ewing
Lee Jones (ACT)
Cary Rogers (DLM)
Chelsea Pelfrey

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2024-25 Test Coordinator Training Webinars

All webinars are conducted online via Zoom. A link to the webinar recordings, a PDF of the slide deck, and any additional resources can be found on the KAP website's DTC Training page.

2024-25 Webinar Dates	
August 20, 2024	January 21, 2025
September 17, 2024	February 18, 2025
October 15, 2024	March 11, 2025
November 19, 2024	April 15, 2025
December 17, 2024	May 20, 2025

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Reminders
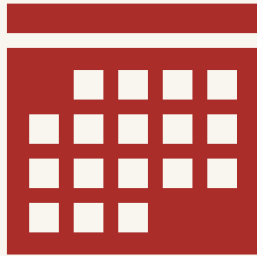
2024-25 Kansas Assessment Program Overview Calendar

Are you a new DTC?
Contact Chelsea Pelfrey at cpelfrey@ksde.org

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BTC/DTC Regional Trainings

The following table shows the dates for all for BTC/DTC regional trainings scheduled for the 2024-25 school year. Training sessions will take place from 9:00 am – 2:00 pm. Click the link in the table below for more information and to register at a specific training location.

Regional Training Date	Location
September 16 (Monday)	Greenbush - Lawrence
September 26 (Thursday) - FULL	ESSDACK - Hutchinson
September 27 (Friday)	Smoky Hills - Salina
October 10 (Thursday)	Greenbush - Girard
October 18 (Friday)	Orion - Clearwater
November 13 (Wednesday)	SWPESC - Sublette
November 14 (Thursday)	NKESC - Oakley
MAKEUP DATE December 4 (Wednesday)	Bishop Learning Center - Topeka

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Security and Ethics Training

- All local training MUST be completed by the beginning of the testing window.
    - Keep documentation of training and staff signatures.

- Provide a refresher in the Spring if training prior to Winter break.

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November/December Timeline
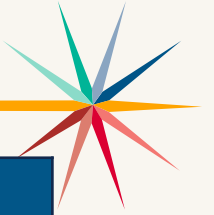
November	
19	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
29	Last day to submit TEST records and enter PNP for students needing Braille.
December	
2	Fall cPass testing window opens. Closes December 20.
17	DTC/BTC Virtual Training Webinar @ 1:00 pm.
20	Last day to complete fall DLM for ELA and mathematics. Instruction and Assessment. Planner closed until February 3, 2025.
20	Fall cPass testing window closes.

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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, 2024,** 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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TTS

- [TTS Factsheet](#) was updated 11/5

- [TTS Passages and Graphics applications](#) due by Jan. 31st
  - Sent in one pdf to TTSpassages@ksde.org
  - Must be emailed by DTC
  - Please review checklists for completeness prior to submitting as resubmissions are not allowed

Unique Accommodations

- If you have a unique situation and accommodation request for a student, please email crogers@ksde.org or call Cary Rogers at 785-296-0916 to discuss the student's specific needs.

  - We do have a new Unique Accommodations form that we will provide to the DTC after the initial conversation.

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Questions?

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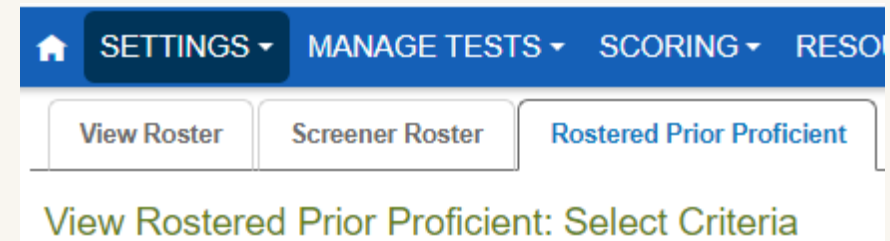
KELPA Updates

Rostered Prior Year Proficient

- Provides a list of students that are currently enrolled in KELPA that have received a 3 / Proficient in the last year.

State Student ID		Student Last Name		Student First Name		Roster Name		School Name		Grade

- Located:
  - Settings > Rosters > Rostered Prior Proficient
- Coming: December 2nd!
- Requirements: Student Uploaded via TEST record for KELPA

	SETTINGS ▾	MANAGE TESTS ▾	SCORING ▾	RESO...

View Roster	Screener Roster	Rostered Prior Proficient

View Rostered Prior Proficient: Select Criteria

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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

Student Portal Updates

- 2024-25: Kite Student Portal version 11.0

- New Quit Passwords
  - Device-Specific
  - May Change During Year
  - Contact the Kite Service Desk

- Accessible Windows Client
  - Not posted – Contact the Kite Service Desk

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School Readiness Tool

- New tool to help districts assess their network's capacity for online testing via Kite Student Portal

  o Help determine if there is sufficient bandwidth

- Found on the KAP Website

  o Roles > Technology Coordinators > Additional Resouces

- https://readiness.kiteaai.org/

Bandwidth Parameters:

Number of Students Testing: 20

Bandwidth Speed in Mbps: 1000

% of Bandwidth for Testing: 90

Bandwidth Results:

Overall Result: PASS

Bandwidth Per Device: 45.00 Mbps

Bandwidth Parameters:

Number of Students Testing: 40

Bandwidth Speed in Mbps: 1000

% of Bandwidth for Testing: 10

Bandwidth Results:

Overall Result: FAIL

Bandwidth Per Device: 2.50 Mbps

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Window Support for Next Year

- Microsoft is discontinuing support for Windows 10 in October of 2025
  - Computers manufactured 2016 and later should be able to update to Windows 11

- For security reasons we plan to no longer support Windows 10 for the 2025-2026 school year.

- Kite Student Portal will only support Windows 11 and above

- Please contact the Kite Service Desk with any questions or concerns

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Student Username and Password

- Student Username and Password can be changed
- Call the Kite Service Desk and they can make the update

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Interim – Family Report

- Summarizes student performance
  - Overall and for each major area
- Each area includes student performance
  - Number of points earned out of maximum points possible
- Area with fewer than 5 points
 - The area is not listed as its own category

Student: Smith, Sean
Grade: 3
Subject: Mathematics

School: Meadowlark
District: Sunflower
Fall 2025

KAP Interim Assessment - Family Report

Interim assessments are given during the school year to monitor students' progress in learning. The mathematics assessment asks students to use, analyze, and perform operations with numbers, equations, and expressions with both real-world and mathematical problems. Please discuss the following results with Sean's teacher.

How is Sean doing overall in mathematics?

STUDENT SCORE: 26 OF OVERALL SCORE: 27
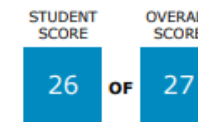
**How is Sean doing in different areas of mathematics?**

Below is how Sean performed in the different aspects of mathematics measured by this assessment. These areas are only reported when at least a total score of 5 is possible. Because of this fact, the sum of these areas may not equal the overall score above.

STUDENT SCORE: 11 OF TOTAL SCORE: 11
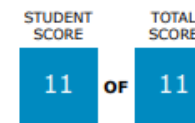
Operations & Algebraic Thinking
In this area, students represent and solve mathematical problems involving multiplication and division by:
- interpreting products of whole numbers, such as 5 × 7 is the total number of objects in 5 groups of 7,
- interpreting quotients of whole numbers, such as 30 apples divided into 5 equal groups means there are 6 apples per group,
- multiplying and dividing within 100 to solve word problems, and
- determining the unknown whole number in a multiplication or division equation, such as 6 × ? = 48.

STUDENT SCORE: 4 OF TOTAL SCORE: 5
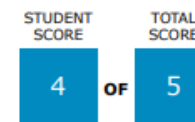
Number & Operations
In this area, students use their understanding of place value to solve problems by:
- rounding whole numbers to the nearest 10 or 100, and
- fluently adding and subtracting within 1000.

Interim - Interactive Reports

Area Performance

Area Performance Results
The average score among all students in a group

Name		Grade		Subject		Test Cycle		KAP_ELA_Roster		Cottonwood School		Sunflower
Fall: Writing (6 Points)	⋮	Grade 8	⋮	English Language Arts	⋮	Fall	⋮	2.7	⋮	2.6	⋮	2.4
Fall: Reading: Craft & Structure (7 Points)		Grade 8		English Language Arts		Fall		2.8		2.8		2.6
Fall: Language in Reading (5 Points)		Grade 8		English Language Arts		Fall		3.2		2.8		2.6
Fall: Reading Literature: Key Ideas & Details (5 Points)		Grade 8		English Language Arts		Fall		3		2.5		2.2
Fall: Reading Informational Text: Key Ideas & Details (5 Points)		Grade 8		English Language Arts		Fall		2.3		2.3		2.1

Export to Excel

Interim - Interactive Reports

Item Performance

Item Performance Results

The percentage of students who answered the question and earned full or partial credit

Question	Grouping	Test Cycle	KAP_ELA_Roster	Cottonwood School	Sunflower
Q11 Select a sentence to develop a topic in an informative text.	Writing	Fall	50%	42%	40%
Q12 Use context to determine the meaning of a word.	Language in Reading	Fall	83%	64%	60%
Q13 Select a sentence to conclude an informative text.	Writing	Fall	50%	40%	36%
Q14 Select a sentence to add an introduction to an informative text.	Writing	Fall	50%	44%	36%
Q15 Determine the precise meaning of key words by consulting reference materials.	Language in Reading	Fall	67%	48%	44%
Q16 Identify how a particular detail supports a central idea of an informational text.	Reading Informational Text: Key Ideas & Details	Fall	50%	56%	53%
Q17 Use an ellipsis to indicate an omission.	Writing	Fall	50%	49%	47%
Q18 Describe the structure of a specific paragraph in a text.	Reading: Craft & Structure	Fall	50%	40%	35%
Q19 Evaluate how an image supports a particular idea in an informational text.		Fall	50%	47%	40%
Q20 Recognize how a paragraph's structure supports the author's development of a concept.	Reading: Craft & Structure	Fall	33%	40%	44%

▣ Export to Excel

Interim - Interactive Reports
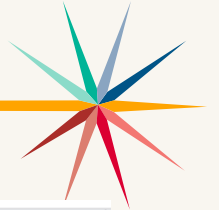
Individual Student

English Language Arts Grade 8 Interim Classroom Area Results

This table shows the area mastery status for each student taking the interim assessment in your class.

State Student ID		Fall					
		Overall Score (29 Points)	Writing (6 Points)	Reading: Craft & Structure (7 Points)	Language in Reading (5 Points)	Reading Literature: Key ... (5 Points)	Reading Information... (5 Points)
742848191	ts	14	4	1	5	2	2
747282088	ts	9	1	2	2	2	2
514768933	ts	10	3	1	1	3	1
288719281	ts	7	0	2	2	3	0
827434075	ts	29	6	7	5	5	5
606529130	ts	18	2	4	4	3	4

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Standards Based Report

Cluster	Standard	Test Name ↑	Item Position ↑	Date of Admin ↑	Total 100% Correct on Item	Percent Correct on Item
ELA.8.RI.CS	ELA.8.RI.CS.6	English Language Arts Grade 8: Interim 1	8	2024/11/13	4 out of 10	40.00%
ELA.8.RI.CS	ELA.8.RI.CS.4	English Language Arts Grade 8: Interim 1	9	2024/11/13	2 out of 10	20.00%
ELA.8.RI.CS	ELA.8.RI.CS.5	English Language Arts Grade 8: Interim 1	18	2024/11/13	1 out of 10	10.00%
ELA.8.RI.CS	ELA.8.RI.CS.5	English Language Arts Grade 8: Interim 1	20	2024/11/13	6 out of 10	60.00%

📊 Export to Excel

Cluster	Standard	Lily Barnes	April Cunningham
ELA.8.RI.CS	ELA.8.RI.CS.6	✓	✓
ELA.8.RI.CS	ELA.8.RI.CS.4	✗	✗
ELA.8.RI.CS	ELA.8.RI.CS.5	✓	✗
ELA.8.RI.CS	ELA.8.RI.CS.5	✗	✓

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		Total 100% Correct: 2 out of 4	Total 100% Correct: 2 out of 4
		Percentage: 50.00%	Percentage: 50.00%

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Announcements – KAP Website & EP

Instructional Mini Tests Available

Grades	ELA	Math	Science
Grade 3	40	23	n/a
Grade 4	34	19	n/a
Grade 5	49	21	n/a
Grade 6	48	17	n/a
Grade 7	54	13	n/a
Grade 8	45	7	n/a
Grade 10	42	15	n/a
Grade band 6 - 8	n/a	n/a	22
Grade band 9 -12	n/a	n/a	19

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Instructional Mini Test – Demo!

- Science Instructional Mini Tests with Extended Response items
  - Grade band 9 – 12
    - The Age of Objects in the Universe (DE)
    - Resistant Mosquitoes (DE)
    - Invasive Species and Changes in Ecosystems (DE)
  - Require hand scoring in Scoring Portal
    - Documentation on the scoring process in KAP Instructional Mini Test Guide – Appendix A

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Kite Service Desk Contact Info
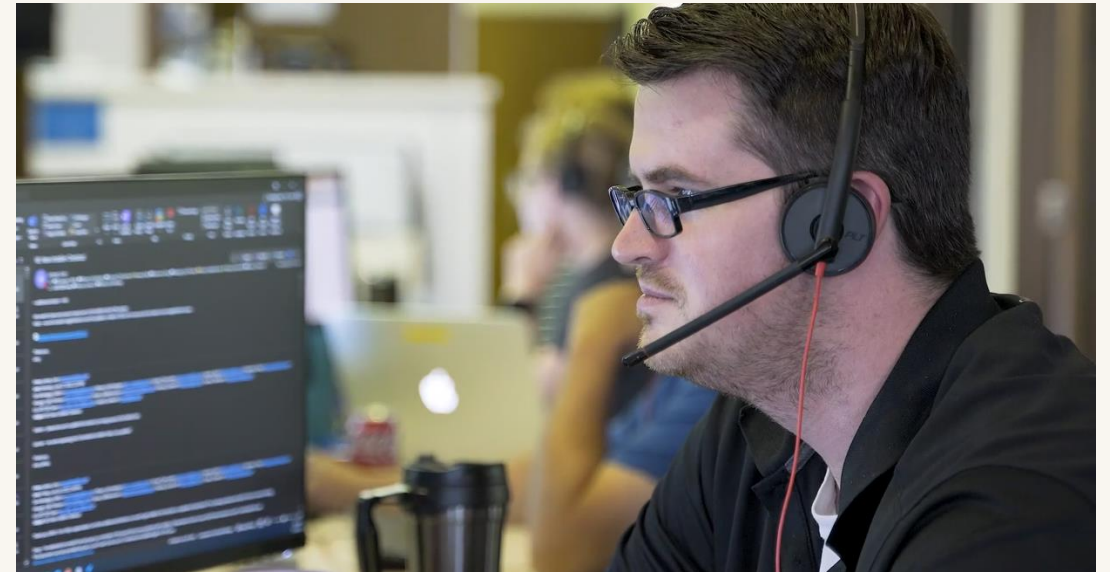
Contact Methods

✉ kap-support@ku.edu

📞 855-277-9752

🎧 Live Chat in Educator Portal

Hours of Operation
7:00 AM – 5:00 PM CT Monday – Friday

Upcoming Holiday Closures
- Closed November 28 - 29
- Closed December 25 – January 1

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Questions?

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

DLM Updates

DLM Dates

DLM Dates	Date Open	Date Closed
Required Training	August 6, 2024	April 25, 2025
Fall Test Window	September 9, 2024	December 20, 2024
Spring Test Window	February 3, 2025	April 25, 2025

Test Coordinator Checklist

September 9 – December 20, 2024

✓	Task	Resource
	Manage student moves as needed	*Data Management Manual (pdf)* page 113 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	*Data Management Manual (pdf)*
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	*Educator Portal*

No SC codes are entered during the fall test window.

DLM Test Coordinator Checklist (pdf)

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DLM Monitoring

- Dashboard
  - First Contact Survey Status: not started, in progress, Ready to Submit, and Completed
  - Testing Outside Hours
    - **Test reset** – testlet left open and reset by DLM at 11:05 pm (currently 65 this year)
    - **Exit do not save** – testlet opened outside school hours and closed – usually for teacher to preview testlet – This is addressed in the DLM test administrator training and is not an allowed practice.
  - **Short Duration Testing** – we currently have 387 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 29% of testlets taken during the fall test window had the Testlet Information Page accessed prior to testing – this is a requirement

Show Students Not Rostered to a Subject

- New checkbox in UI when creating or editing a roster
  'Only show students who are NOT rostered to this subject'

- When selected, Students grid will only show students who are not already rostered to the subject

- Also available when editing a roster

DLM Webinars

Content is subject to change at any time due to current events

- August 22 What do I need to do to get ready for the fall test window? (Vimeo) / Slides (PDF)

- September 4 How do I write instructional plans? (Vimeo) / Slides (PDF)

- October 10 DLM resources – How do I prepare my students for the DLM? (Vimeo)/ Slides (PDF)

- November 14 Instructionally Embedded Assessments to Guide Classroom Instruction (provided by DLM staff)

- December 5 DLM fall test window wrap-up What needs to be finished by Dec 20th? Webinar Registration

- February 6 DLM spring window Webinar Registration

- April 10 DLM wrap-up What needs to be finished by April 25th? Webinar Registration

Join Zoom Meeting
Meeting ID: 897 7927 3623
Passcode: 947213
One tap mobile: +13462487799

Register for entire 2024-25 Webinar Series

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WIDA Alternate Access

WIDA ALTERNATE ACCESS 2024-2025			
Testing Specifics		Start Date	End Date
Pre-Testing	SEA Provides Site Changes to DRC	Tue 11/26/24	Tue 11/26/24
	Test Materials Ordering via WIDA AMS – LEAs	Fri 12/13/24	Tue 12/31/24
	LEAs Load Pre-ID/Student Import File into WIDA AMS	Fri 12/13/24	Tue 12/31/24
	Districts Receive Test Materials	Wed 1/29/25	Thu 1/30/25
During Testing	**Test Window**	**Mon 2/3/25**	**Fri 3/14/25**
	Additional Test Material Ordering Window in WIDA AMS	Wed 1/29/25	Fri 3/7/25
Post-Testing	Deadline for Shipping Completed Test Materials to DRC - *Postmark date*	Wed 3/26/25	Wed 3/26/25
	Pre-Reporting Data Validation – LEAs in WIDA AMS	Mon 4/28/25	Fri 5/2/25
	Alternate ACCESS Data Available to SEA - Posted in WIDA AMS	Tue 5/20/25	Tue 5/20/25
	Districts Receive Reports and Data - Posted in WIDA AMS	Tue 5/20/25	Tue 5/20/25
	Printed Reports Received in Districts	Tue 6/10/25	Wed 6/11/25

Questions?

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

ACT Information

PreACT 8/9

- All answer documents must be received by ACT by November 22 to be scored.

- As scoring is completed, results are posted in Success.

- Reports that are mailed to schools are sent approximately two weeks after answer documents are scored.

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WorkKeys

- If you tested in the fall, see Section 7 under the WorkKeys tab on the Kansas ACT website for reporting information.
  - Reports are being posted in the Online Reports Portal as scoring is completed.
  - Refer to the Online Reports Portal User Guide to access reports through Validus.
- Spring testing: Select test dates and chose paper or online before December 6.
  - If you are testing on paper, submit the SDU to enroll your students before January 17.
  - For online testing, enroll students through Validus, set up testing sessions and test January 29-April 21.
- Refer to the Schedule of Events and the Kansas ACT website for timelines, instructions and training opportunities.

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ACT

- The final deadline for submitting Test Accessibility and Accommodations System (TAA) requests is January 10.

- Select test dates before December 6.

- Submit the SDU to enroll students before January 17.

- Verify enrollment at least two weeks before the materials receipt date you chose.

- Create and assign students to test sessions for online testing beginning January 17.

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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 on DTC Virtual Training page each Friday following the webinar.

Next Webinar:
December 17

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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**
  - Chelsea Pelfrey
  - ☏ (785) 296-0040
  - ✉ cpelfrey@ksde.org

- **DLM**
  - Cary Rogers
  - ☏ (785) 296-0916
  - ✉ crogers@ksde.org

- **ACT**
  - Lee Jones
  - ☏ (785) 250-3760
  - ✉ ljones@ksde.org