



Kansas Assessment Program

# Test Coordinator Training

January 21, 2025

# Welcome KAP Test Coordinators!

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## Trainers for today's webinar:

### ATS

Susan Martin

Lisa Braun

Katherine Kocen

Drew Jarrett

### ATLAS

Aletra Johnson

### KSDE

Julie Ewing

Lee Jones (ACT)

Cary Rogers (DLM)

Chelsea Pelfrey

# Website and Email Change

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- KSDE changed from ksde.org to ksde.gov. Update your bookmarks as needed.
- Email addresses will now be firstname.lastname@ksde.gov
  - Example: cpelfrey at ksde.org is now [chelsea.pelfrey@ksde.gov](mailto:chelsea.pelfrey@ksde.gov)
- Everything will still be forwarded for now, but please start using the new addresses.

# Agenda Topics

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- KAP updates
- KELPA updates
- Kite<sup>®</sup> Technology updates
- Dynamic Learning Maps<sup>®</sup> (DLM<sup>®</sup>) updates
- ACT information

# 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

# 2025 KSDE Assessment Conference featuring Caroline Wylie, Ph.D.



Connecting the Dots ... FOR Learning!

- March 3-4, 2025
- Hilton Garden Inn, Manhattan, KS
- Registration link to follow

Learn from teachers, teams, and systems across Kansas about how formative assessments are the foundation to a Balanced Assessment System!

- [Submit a proposal to present!](#)



# KAP Updates

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Kansas Assessment Program

# Security and Ethics Training

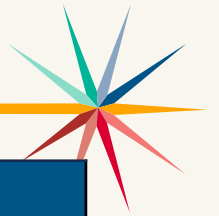
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- All local training MUST be completed by the beginning of the testing window.
  - Keep documentation of training and staff signatures.
  - DTCs should have the PowerPoint to use for training
  - Email Chelsea if you do not.



# January Timeline



January	
<b>6</b>	DTCs ensure all personnel administering or scoring KELPA have EP accounts.
<b>6</b>	Submit TEST records and enter PNPs for students taking KELPA.
<b>20</b>	Interim assessment window opens. Closes January 31.
<b>21</b>	DTC/BTC Virtual Training Webinar at 1:00.
<b>31</b>	TTS for ELA Passages Checklist Application due to <a href="mailto:TTSpassages@ksde.org">TTSpassages@ksde.org</a> .

# Spring Interim

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- Window: January 20-31
- Send TASC record through KIDS
  - If you have already completed this step, you do not need to do it again.

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

# Unique Accommodations

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- If you have a unique situation and accommodation request for a student, please email [cary.rogers@ksde.gov](mailto:cary.rogers@ksde.gov) 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.

# Text-To-Speech

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- [TTS Factsheet](#) was updated 11/5
- [TTS FAQ](#) – NEW!!!
- Don Johnson has updated the link to the free PAR - <https://www.texthelp.com/confirmation/try-par-confirmation/>

# TTS in the PNP



## 6-8th and 10 Grades

Summary **Accommodations** Designated Supports Universal Fe

**Embedded**  
(Included in the Kite Student Portal)

Tool Name: American Sign Language (ASL) Status:  Off

Keyword Translation  Off

Single Switch  Off

Text to Speech  On

Questions & Responses (ELA)  
 Passages & Graphics

## 3rd-5th Grades

Summary **Accommodations** Designated Supports Universal Fe

**Embedded**  
(Included in the Kite Student Portal)

Tool Name: American Sign Language (ASL) Status:  Off

Keyword Translation  Off

Single Switch  Off

Text to Speech  On

Questions & Responses (ELA)  
 Passages & Graphics

# Special Circumstance Codes

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- Enter once the window opens but before the window closes.
- KSDE approval required for SC-08 and SC-39
- SC-08 and SC-39 change
  - Email [chelsea.pelfrey@ksde.gov](mailto:chelsea.pelfrey@ksde.gov) for the form.

# 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

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- To volunteer for a KAP on-site monitoring visit, email Chelsea Pelfrey at [chelsea.pelfrey@ksde.gov](mailto:chelsea.pelfrey@ksde.gov)

# *AMOSS Check Your Data*

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- Check Your Data
  - July 7- July 23, 2025
  - KSDE Authenticated Web Application
    - AMOSS

# Questions?

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

# KELPA Updates

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# KELPA

Kansas English Language Proficiency Assessment

# KELPA Monitoring

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- Requesting volunteers for KELPA Monitoring
- Email Chelsea Pelfrey to volunteer.
- Contact will be made before the testing window opens to confirm that a visit will be happening.
  - Remember that districts will not be told the specific date that the visit will happen.

# KELPA Screener

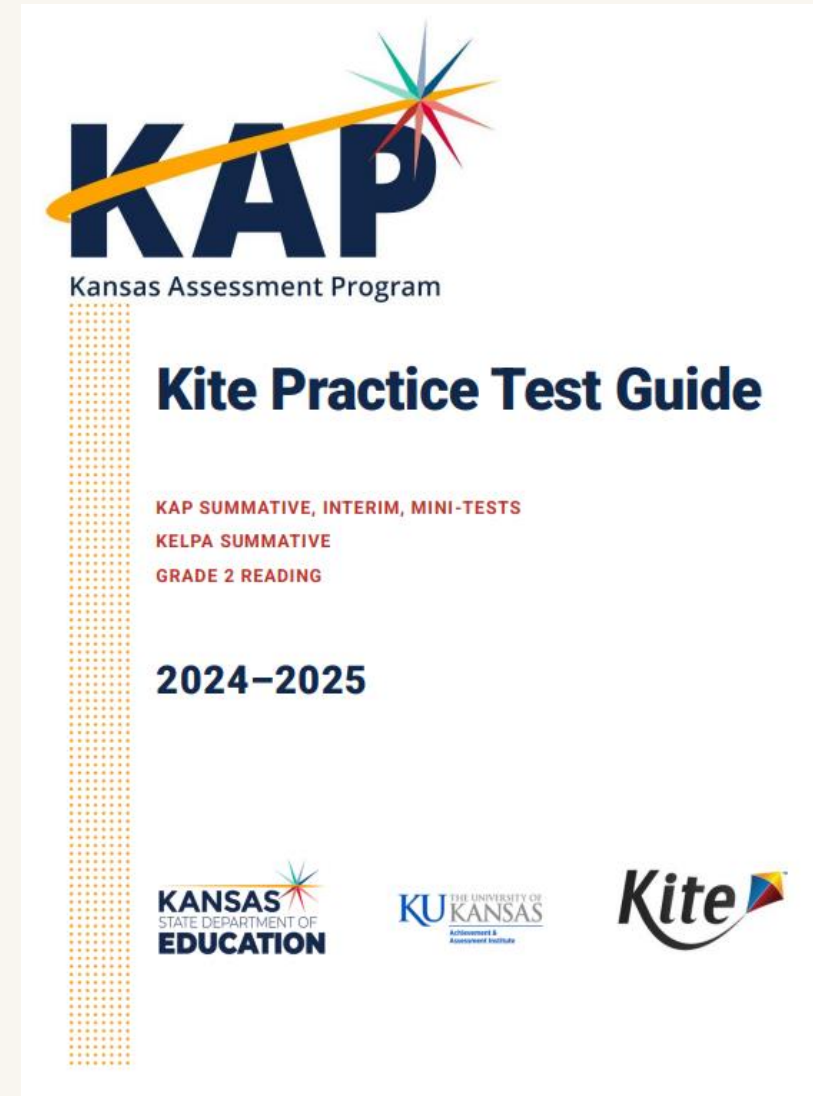
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- Reminder:
  - Add State Student Identifier (SSID) to KELPA Screener students
    - Connects Screener Student to TEST Enrollment Record
    - Retains KELPA Screener proficiency report associated with the SSID
  - Two ways to add the SSID
    - Manually: Settings > Screener Student > View Student > Edit
    - Upload/Link Student: Settings > Screener Student > Upload/Link Student > Upload updated KELPA Screener Student file

# KELPA Practice

- Use the practice test logins to allow students to gain familiarity with Student Portal
- KELPA specific logins
  - Test Microphone
- [Kite Practice Test Guide](#)





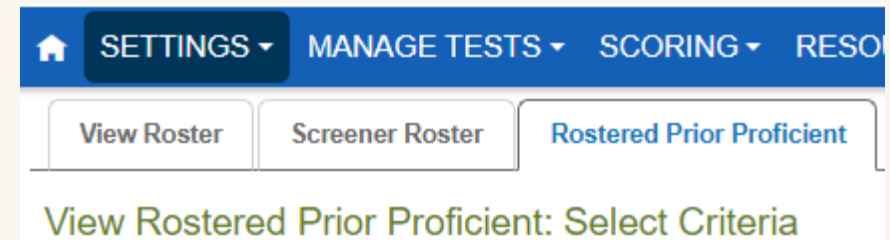
# Rostered Prior Year Proficient



- 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
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- Located: Settings > Rosters > Rostered Prior Proficient
- Requirements: Student Uploaded via TEST record for KELPA



# Questions?

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

# Kite Technology Updates

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# Screen Reader

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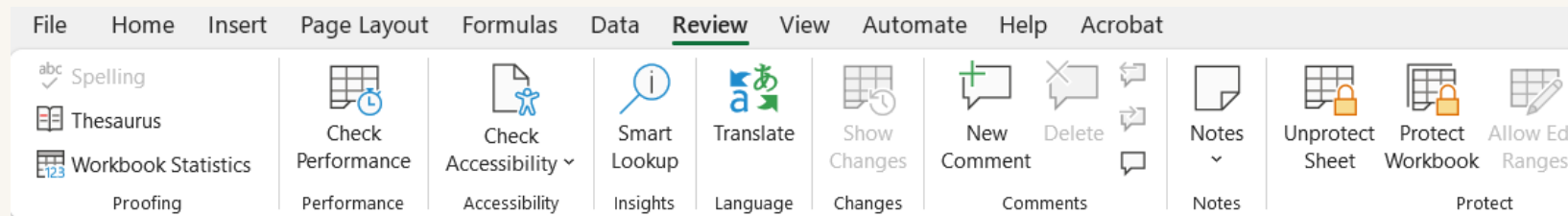
- Students using a screen reader
  - Select Braille in the student PNP profile
  - Let Kite know that the student does not need a braille booklet sent to them for testing
    - [KAPAccommodations@ku.edu](mailto:KAPAccommodations@ku.edu)
  - The test form assigned will be more compatible with external screen readers, making it easier for the student to access the content

# PNP Upload



- PNP upload has been updated to match the manual process
- Is available only as an Excel sheet
- Each PNP option has a drop down with only the available option for the assessment
- To edit you will need to unprotect the sheet
  - Select Review > Unprotect Sheet

	P	C
t	Text to Speech	ASL Inter
	Passages & Graphics	s
	Passages & Graphics	
	Questions & Responses (ela)	



# Interim - Interactive Reports



- N-value added to the Area Performance and Item Performance tabs
- N-value identifies the number of students who started the assessment in each group
  - Roster, School, District, State
- Data now available for the Fall Interim

## Item Performance Results

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

*Note that the overall score includes both items aligned to the clusters listed below as well as items that are aligned to other clusters.*

*"N = X" identifies the number of students who started the assessment.*

Question	Grouping	Test Cycle	ELA Roster	Cottonwood School	Sunflower	QA Kansas QC
Q1 Identify a theme of a literary text.	Reading Literature: Key Ideas & Details	Fall	63%	63%	52%	52%
Q2 Identify the effect of the speaker's perspective on the reader of a poem.	Reading: Craft & Structure	Fall	41%	41%	36%	36%

# Updates to Interim Reports - Spring



- Results not available until the second week of the test window
  - With the inclusion of operational field test items, the reporting for the spring interim will not become available until 1/27.
- Spring Interim Family Report
  - Final page includes all items on the Interim
  - How the student answered (correct, incorrect, partially correct)

Student: XXXXXXXXX  
Grade: 8  
Subject: English Language Arts

School: XXXXXXXX  
District: XXXXXXXX  
Spring 2025

This chart shows how your student performed on each question. 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.

**Your Student's Results**

**Key:**  No Credit Earned    Partial Credit Earned    Full Credit Earned    Question Unanswered

	QUESTION DESCRIPTION	CREDIT
1	Identify textual evidence that supports an inference drawn from the text.	●
2	Identify phrases that help a reader understand the meaning of a particular word in context.	●
3	Determine the effect of one character's perspective on another's.	●
4	Use sentence-level context to determine the meaning of a word.	●
5	Analyze the impact word choice on the reader's understanding of a character.	●
6	Determine the theme of a literary text.	●
7	Correct shifts in verb voice and mood.	●
8	Select precise language to accurately explain a topic.	●
9	Identify connections among and distinctions between individuals discussed in an informational text.	●
10	Determine the best heading to aid comprehension of a paragraph.	●
11	Clarify the precise meaning of a word in context by referencing a dictionary entry.	●
12	Determine the meaning of a word as it is used in an informational text.	●
13	Convert a sentence from active to passive voice.	●
14	Determine an author's perspective in an informational text.	●
15	Evaluate whether or not ideas are supported by relevant and sufficient evidence in a text.	●
16	Choose multimedia to include in an informational text and evaluate the benefit it provides.	●
17	Cite textual evidence to support an inference drawn from an informational text.	●
18	Describe how a text distinguishes between the examples it provides to inform about a topic.	●
19	Explain the value provided by multimedia in an informational text.	●
20	Identify the methods used in a text to compare and contrast its subjects.	●
21	Explain the value provided by multimedia in an informational text.	●
22	Use sentence-level context to determine the meaning of a word.	●
23	Identify the location of information supporting an author's claim.	●
24	Identify a central idea in an informational text.	●
25	Identify textual evidence that supports an inference drawn from the text.	●
26	Analyze how incidents in a story propel the action.	●
27	Analyze how incidents in a story reveal aspects of a character.	⊗
28	Analyze the humorous effect of a character having a different perspective than the reader.	●

**Additional Resources**  
For information about the Kansas Standards, visit [ksde.org](https://ksde.org).  
To learn about the Kansas Assessment Program, visit [ksassessments.org](https://ksassessments.org).

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# Interim Question Report



- Interim Question Report available for Fall Interim
  - How students performed on each item on the Interim
    - Correct, Incorrect, Partially Correct
  - Interim > View Results > Interim Report > Interim Question Report

	A	B	C	D	E	F
1	Student First Name	Student Last Name	Student State ID	Q1	Q2	Q3
2				Identify a theme of a literary text.	Identify the effect of the speaker's perspective on the reader of a poem.	Use varied transitions to create cohesion among ideas.
3	James	Alexander	948267605	C	C	PC
4	Ryan	Andrews	948267595	I	I	I
5	Lily	Barnes	948267631	I	I	PC
6	Yorker	Betteney	742848191	C	C	PC
7	Jack	Brooks	948267596	C	C	PC



# Instructional Mini Tests Available



Grades	ELA	Math	Science
Grade 3	40	23	17
Grade 4	34	19	14
Grade 5	49	21	14
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	23
Grade band 9 -12	n/a	n/a	19

# Parent Portal

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- Districts control access
- Upload Parent email and SSID to create the parent student connection in EP
  - Settings > Parents > Upload Parent tab or Add Parent tab
  - [KAP Test Coordinator Manual - Appendix G](#)
- Reports available for all Kite assessments

# Announcements – KAP Website & EP



Families



Educators & Test Administrators



Technology Coordinators



## Relevant Resources

- Assessments Overview Calendar (pdf)
- Available ELA Instructional Mini Tests by Grade (pdf)
- Available Math Instructional Mini Tests by Grade (pdf)
- Available Science Instructional Mini Tests by Grade (pdf)
- KAP Instructional Mini Test Guide (pdf)
- KAP Interim Test Administrator Manual (pdf)
- Kite Practice Test Guide (pdf)

## Announcements

### Additional Grade 6-8 Science Instructional Mini Tests Available

November 12, 2024

In the grade band 6-8 there are 8 additional Science Instructional Mini Tests that have been added to Kite Educator Portal. These Science Mini Test are in the following...

[Read more](#)

### Science Instructional Mini Tests Available - Two grade bands

November 6, 2024

In the grade band 6-8 there are now 14 Science Instructional Mini Tests are available in Kite Educator Portal.

An additional 10 high school level Science Mini Tests...

[Read more](#)



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

## ANNOUNCEMENTS

Additional Grade 6-8 Science Instructional Mini Tests Available	<a href="#">Read More</a>	11/12/2024 ▲
Braille Grade 7 Math Interactive Reporting Error	<a href="#">Read More</a>	11/07/2024
Manuals Updated with KAP Report Information	<a href="#">Read More</a>	11/06/2024 ▼

# Kite Service Desk Contact Info



## Contact Methods



[kap-support@ku.edu](mailto:kap-support@ku.edu)



855-277-9752



Live Chat in Educator Portal



## Hours of Operation

7:00 AM – 5:00 PM CT Monday – Friday



# Questions?

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

# DLM Updates

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**DYNAMIC**<sup>®</sup>  
LEARNING MAPS

# 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	<b>February 3, 2025</b>	April 25, 2025

# Spring Test Window

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## ELA/math

- Grades 3-8 and 10
- Must meet blueprint requirement in ELA and math – assign testlets through instruction and assessment planner; access testlet information page through instruction and assessment planner.

## Science

- Grades 5, 8, and 11
- Must test on all 9 Essential Elements – testlets are assigned one at a time by the system; access testlet information page through test management instead of the instruction and assessment planner.



# Special Circumstance Codes

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- SC codes need to be entered for each subject
- Student must be rostered, first contact survey complete, and one testlet assigned before an SC code can be entered.
- [Special Circumstance Codes for Kansas Districts](#) (PDF)
- For SC-08 and SC-39 require the Special Circumstance Exemption Form completed and sent to [chelsea.pelfrey@ksde.gov](mailto:chelsea.pelfrey@ksde.gov) .

# 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?](#) [Slides](#) (PDF)
- 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

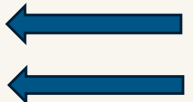
One tap mobile: +13462487799

[Register for entire 2024-25 Webinar Series](#)

# 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	<b>Test Window</b>	<b>Mon 2/3/25</b>	<b>Fri 3/14/25</b>
	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 - <i>Postmark date</i>	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

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**ACT**<sup>®</sup>

# WorkKeys

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- Fall scoring is complete.
  - All reports will be mailed and/or posted not later than January 31, 2025
  - Refer to the Online Reports Portal User Guide to access reports through Validus.
- Spring testing
  - If you are testing on paper, submit the SDU to enroll your students. However if you did not do this before January 17, you will not receive barcode labels.
  - For online testing, enroll students through Validus, set up testing sessions and test January 29-April 21. Validus credentials will be sent to BTCs in two separate emails on January 29.

# ACT

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- Submit the SDU to enroll students. The SDU creates an order for paper testing if that is what you selected. If you did not enroll students before January 17, you will not receive barcode labels for paper testing.
- Create test sessions and assign students to sessions for online testing for Test Window 1 beginning January 27.
- Verify enrollment at least two weeks before the materials receipt date you chose.

# Questions?

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



# Session Wrap Up

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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:  
February 18

# Contact Information

- **Kite Service Desk**

☎ (855) 277-9752

✉ [kap-support@ku.edu](mailto:kap-support@ku.edu)

- **DLM Service Desk**

☎ (855) 277-9751

✉ [dlm-support@ku.edu](mailto:dlm-support@ku.edu)

- **KAP Assessments**

Chelsea Pelfrey

☎ (785) 296-0040

✉ [Chelsea.Pelfrey@ksde.gov](mailto:Chelsea.Pelfrey@ksde.gov)

- **DLM**

Cary Rogers

☎ (785) 296-0916

✉ [Cary.Rogers@ksde.gov](mailto:Cary.Rogers@ksde.gov)

- **ACT**

Lee Jones

☎ (785) 250-3760

✉ [Lee.Jones@ksde.gov](mailto:Lee.Jones@ksde.gov)

