



Kansas Assessment Program

# Test Coordinator Training

February 18, 2025

# Welcome KAP Test Coordinators!

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## Trainers for today's webinar:

### ATS

Susan Martin

Lisa Braun

Mitch Montague

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.

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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!

- [Register now](#)



# 2nd Grade Reading - Correction!

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- Testing window for the *optional* 2nd Grade Reading Test is March 24 – April 25.

# KAP Updates

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Kansas Assessment Program



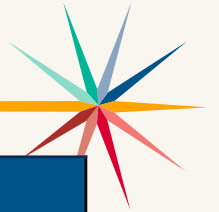
# Security and Ethics Training

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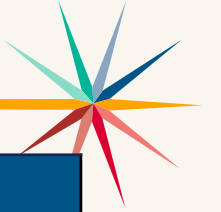
- All local training MUST be completed by the beginning of the testing window.
  - Keep documentation of training and staff signatures.
  - DTCs should have the PowerPoint to use for training
  - Email Chelsea if you do not.

# February Timeline



February	
<b>3</b>	KELPA test window opens. Closes March 14.
<b>3</b>	KELPA scoring window opens. Closes April 7.
<b>3</b>	WIDA Alternate ACCESS Assessment window opens. Closes March 14.
<b>26</b>	Last day to enter PNPs in Kite for students that have been pre-approved for TTS for ELA Passages. Must be entered in Kite by 5:00 pm to complete approval process.

# March Timeline



March	
<b>3</b>	Submit TEST records for ELA, Math, and Science, and update PNPs.
<b>3</b>	Submit TASC records for 2nd Grade Reading Assessment (optional).
<b>11</b>	DTC/BTC Virtual Training Webinar @ 1:00pm.

# Added Changes to Remote Testing

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- KAP Summative Remote Testing Manual

- TEST records submitted by March 14
- 1 test session = 1 scheduled session with Monitor EDU
- Teacher must schedule virtual meeting just prior to students testing.
  - Read scripts.
  - Reinforce security protocol.

# 2nd Grade Reading Assessment

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- Voluntary assessment for 2<sup>nd</sup> Grade
- Administered in Kite Student Portal
- Assess both skills and reading comprehension
- Based on state standards
- 2 sections, 30 minutes per section
- Score reports available after window closes
- TASC record to roster students

# TTS Passages & Graphics Application Review Overview



KSDE reviewed 3038 applications

KSDE disapproved 779 applications

25.64% disapproval rate

## Reasons for disapproval

- Incomplete form
- Question #1, 2, and 3 must be yes
- Question #4 Students IEP indicates they are only using a human reader; students IEP doesn't indicate they are using the accommodation for state assessments, classroom assessments, and classroom assignments
- Question #5 No Lexile data or Lexile is 500L or above
- PAR results all under 50% accuracy.

# Test Coordinator Expectations



- The purpose of the signature at the bottom of the form is that the form should be reviewed for completeness and accuracy. This can be completed by any general or special education administrator or any test coordinator.
- This year we received several applications submitted on last year's form.
- We received several incomplete forms with no PAR results or PAR results where staff didn't follow the directions.
  - 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.
- As the DTC you should be reviewing the applications before submitting to KSDE. Please do not submit checklists that will obviously be disapproved, unless you intend to request SC-35.

# 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.
- Per the 2024-2025 Kansas Assessment Program Overview all TTS Passages and Graphics must be marked by Feb. 26<sup>th</sup> at 5:00 pm
- If there are students that were disapproved and your team agrees the TTS Passages and Graphics accommodation is best for the student, you may email [TTSpassages@ksde.gov](mailto:TTSpassages@ksde.gov) the student's state ID number and use the special circumstance code SC-35. This will count against your school/district for participation.



# TTS in the PNP



## 6th - 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

# 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.

# 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



- 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

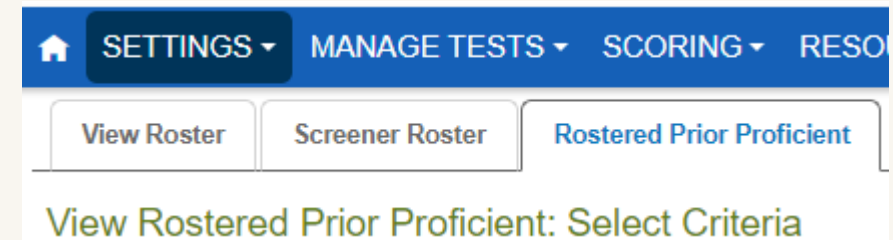
# Rostered Prior Year Proficient



- 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



# KELPA FAQs



- List of KELPA and KELPA screener FAQs added to Educator Portal in the HELP tab

The screenshot shows the HELP tab interface. At the top is a blue navigation bar with a home icon and menu items: SETTINGS, MANAGE TESTS, SCORING, REPORTS, DASHBOARD, SURVEYS, and HELP. Below the navigation bar is a white content area with the following text: "Welcome to the help content screen. This screen can be used to find answers to frequently asked questions. Choose a topic below." There are four help topics listed in a 2x2 grid, each with a question mark icon and a description. The "FAQ" topic is highlighted with a red rounded rectangle. The topics are:

- [KELPA Rater Training Materials](#)  
KELPA Rater Training Materials for Speaking & Writing.
- [KELPA Test Administration and Scoring Documents](#)  
KELPA Test Administration and Scoring Documents for Speaking & Writing.
- [KELPA Screener Test Administration and Scoring Directions](#)  
KELPA Screener Test Administration and Scoring Directions for Session 3
- [FAQ](#)  
Frequently Asked Questions

# Writing Booklets



- Required only for grade K and grade 1
- Writing booklets are found in the HELP tab in EP
  - KELPA Test Administration and Scoring Documents > select 2025 Writing Test Administration and Scoring Directions
- Writing booklets must be submitted in the **Surveys tab** in EP before the end of the scoring window, which ends April 7<sup>th</sup>

The screenshot shows the 'SURVEYS' tab selected in the navigation bar. Below the navigation bar is a 'Take Survey' button. The main content area displays the heading 'Take Survey: Select a Survey or View Response Details' and a table with the following data:

Survey Name ↑	Times Completed	Subject
<a href="#">GRADE 1 KELPA Writing Upload Collection 2025</a>	0	English Language Proficiency
<a href="#">KINDERGARTEN KELPA Writing Upload Collection 2025</a>	0	English Language Proficiency

# Second Rater Scoring



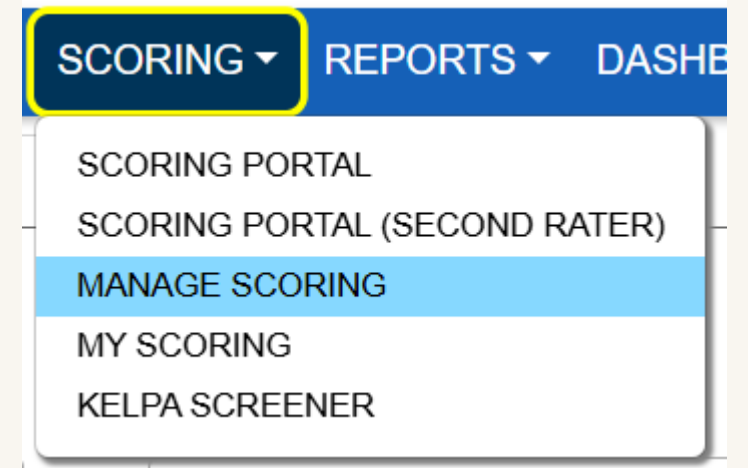
- How do I see students marked for 2nd rater?
  - Select reports > Data Extracts > Select the Test Administration and Monitoring tab > Select "New file" in the Monitor Scoring row > Open the file and review column N (Rater). This column will state Secondary if the student is flagged as requiring 2nd rater scoring.

M	N	O
State Student Identifier	Rater	Subject
123456789	Secondary	English Language Proficiency

# Second Rater Scoring Cont.



- How do I create an additional scoring assignment for a 2nd rater?
  - As a Building or District level user:
    - Scoring > Manage Scoring > Assign Scorers. Complete the required fields > Search > Select the students to be scored > select Add > Select the Scorer > select Add > select Save, and then select Done.
    - **Reminder:** Once a scoring assignment is created, manually it cannot be deleted. If it was created in error, there is no harm in leaving it in the system.



# KELPA Screener



- 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
  - Will your district be screening students for next year before spring break? Let us know in the chat!

# Questions?

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



# Kite Technology Updates

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*Kite*  <sup>TM</sup>

# Screen Reader

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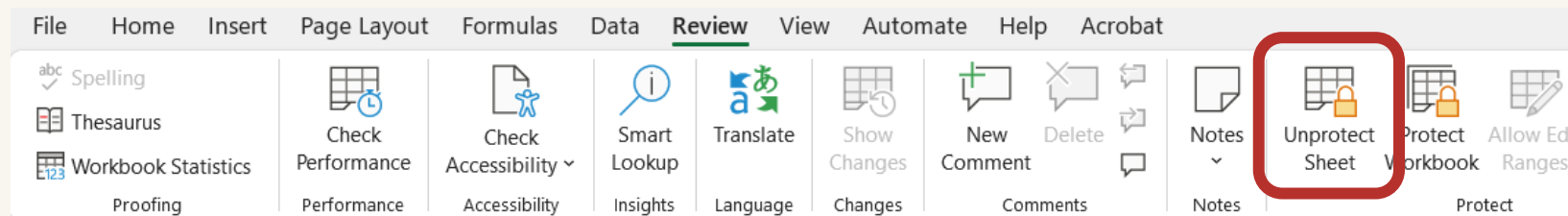
- Students using a screen reader
  - Select **Braille** in the student PNP profile
  - Let Kite know that the student does not need a braille booklet sent to them for testing
    - [KAPAccommodations@ku.edu](mailto:KAPAccommodations@ku.edu)
  - The test form assigned will be more compatible with external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

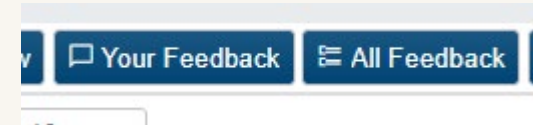
	P	C
t	Text to Speech	ASL Inter
	Passages & Graphics	s
	Passages & Graphics	
	Questions & Responses (ela)	



# Instructional Mini Test Feedback



- Leave feedback on Instructional Mini Tests
  - Interim > Build a Tests
    - **Your Feedback** – Allows users to leave feedback and view feedback you have already left on that test
    - **All Feedback** – Displays feedback submitted by Kansas educators
  - Currently available for ELA and Science Instructional Mini Tests



Educator Feedback for "Reading Info: Tornado Safety" ×

These questions applied skills practiced in the classroom. \*

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

These questions will provide information that I can use to improve student learning. \*

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

Please rate this assessment: \* ☆ ☆ ☆ ☆ ☆

Do you have any other thoughts or comments on this set of items?

# Instructional Mini Tests Available



Grades	ELA	Math	Science
Grade 3	49 (+9)	26 (+3)	18 (+1)
Grade 4	48 (+14)	21 (+2)	14
Grade 5	55 (+6)	26 (+5)	14
Grade 6	56 (+8)	22 (+5)	n/a
Grade 7	58 (+4)	20 (+7)	n/a
Grade 8	50 (+5)	11 (+4)	n/a
Grade 10	45 (+3)	15	n/a
Grade band 6 - 8	n/a	n/a	74 (+52)
Grade band 9 -12	n/a	n/a	19

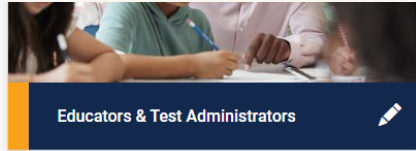
# Parent Portal

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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
  - Interim from 2024 – 2025 school year
  - Historic reports
  - Reminder: Summative reports will not be available until Fall 2025

# Announcements – KAP Website & EP



### 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 ▼

# KSDE Assessment Conference

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- Kite-Specific Sessions
  - Interim and Instructional Mini Test Results – Teacher Focus
  - Interim and Instructional Mini Test Results – School/District Focus
  - Kite Suite FAQs, Tips, & Tricks
  - Assessment Item Writing
- Vendor Booth
  - Walk-Up Kite Service Desk Support – Stop and say Hello!



# Kite Service Desk Contact Info



## Contact Methods



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



855-277-9752

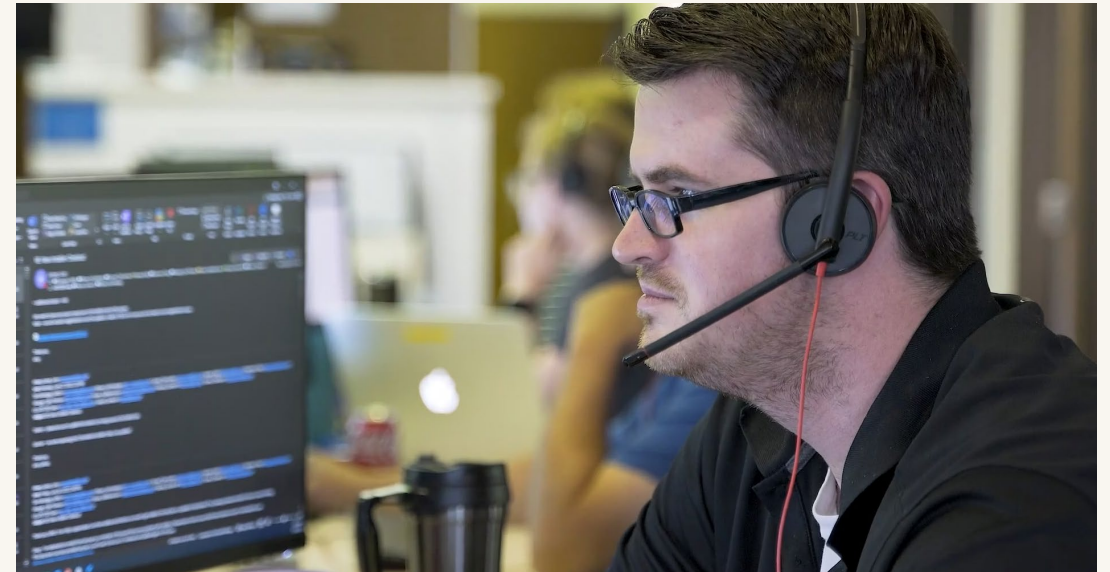


Live Chat in Educator Portal

## Hours of Operation

7:00 AM – 5:00 PM CT Monday – Friday

Extended Hours: starting March 10, Open  
from 6:00 AM – 6:00 PM



# 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	February 3, 2025	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
- 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>

# ACT and WorkKeys Spring 2025

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- ACT
  - Test Window 1 opens February 25.
  - Standard paper testing is one day only: February 25.
  - Online testing and accommodations testing for both paper and online may be administered February 25-March 7.
- WorkKeys
  - Test Window 1 opens February 26.
  - Standard paper testing is one day only: February 26.
  - Accommodations paper testing may be administered February 26-March 10.
  - You may test online February 26-May 2.

# 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:  
**March 11**

# 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)

