Kansas Assessment Program

Test Coordinator Training

March 11, 2025

Welcome KAP Test Coordinators!

Trainers for today's webinar:

ATS

Lisa Braun

Katherine Kocen

Drew Jarrett

ATLAS

Aletra Johnson

KSDE

Lee Jones (ACT)

Chelsea Pelfrey

Agenda Topics

- KAP updates
  - DTC testing procedures and responsibilities
  - Special Circumstance Code overview
  - On-site monitoring
- KELPA updates
  - Scoring/Second Rater
  - Interactive reports
- Kite® Technology updates
  - Mini test usage statistics
- Dynamic Learning Maps® (DLM®) 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

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2nd Grade Reading

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

- TASC Record required

- No need to contact KSDE if testing

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KAP Updates

KAP

Kansas Assessment Program

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March Timeline
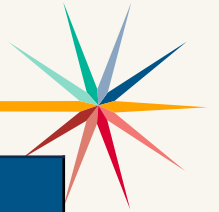
March	
3	Submit TEST records for ELA, Math, and Science, and update PNPs.
3	Submit TASC records for 2nd Grade Reading Assessment (optional).
11	DTC/BTC Virtual Training Webinar @ 1:00pm.
14	Test Security and Ethics training must be completed by **all** personnel administering KAP assessments
14	WIDA Alternate ACCESS testing window closes.
14	KELPA testing window closes.
24	Assessment window opens for ELA, Math, and Science (Brick and Mortar).
24	Spring cPass window opens.
24	*Optional* 2nd Grade Reading Assessment testing window opens.

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April Timeline

April	
7	KELPA Scoring Window closes. Last day to upload writing booklets and scores in Kite.
15	DTC/BTC Virtual Training Webinar at 1pm

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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.
  - DTCs should have the PowerPoint to use for training

District Test Coordinator Responsibilities

1. **OVERSEE** test security for the entire district.

2. **ESTABLISH AND IMPLEMENT** test security and ethics procedures for the district.

3. **TRAIN ALL STAFF** through in-person training before testing begins.

    1. This includes training in test security procedures, ethics of testing, and reporting and documenting accommodations.

Refer to the *KSDE Test Security Guidelines (pdf)* for a complete list of responsibilities.

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Physical Conditions in Testing Room

- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.

- Testing environment should be quiet without background music.

- Students should not have cell phones, smart watches, or any technology devices other than the device in which they are testing.

Human Readers

A human reader is <u>not</u> an allowed accommodation on the KAP assessment.

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Added Changes to Remote Testing

- [KAP Summative Remote Testing Manual](#)
  - TEST records submitted by March 14
  - 1 test session = 1 scheduled session with Monitor EDU (p.10&11)
  - Teacher must schedule virtual meeting just prior to students testing. (~15 minutes)
    - Read scripts.
    - Reinforce security protocol.
    - Student login
    - MonitorEDU link

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Optional 2nd Grade Reading Assessment

- Voluntary assessment for 2nd 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

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TTS Passages and Graphics

- Kite has approved all pending TTS passages and graphics setting that had applications approved by KSDE.

- 817 students without applications have pending TTS passages and graphics setting on their PNP.

- Kite is going to reject these students, but you will not receive an email notification that they were rejected.

- There are 181 students with approved TTS passages and graphics applications who don't have their PNP set to passages and graphics or are not currently in Kite. This should have been done by Feb. 26. Ensure this is done by the end of the week so that we can get the setting turned on before the summative test window opens.

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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.

- Per the 2024-2025 Kansas Assessment Program Overview all TTS Passages and Graphics must be marked by Feb. 26th 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 the student's state ID number and use the special circumstance code SC-35. This will count against your school/district for participation.

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Text to Speech Setting in the PNP

Grades 6-8 and 10

Marlow Abelov   ×

Student Demographics

First Name: Marlow   **Middle Name:** Onfroi   **Last Name:** Abelov   **Date of Birth:** 06/20/2007

Gender: Male   **State Id:** 245390755   **Grade:** 8

Summary | Accommodations | Designated Supports | Universal Features

Descriptions: Off

Embedded
(Included in the Kite Student Portal)

Tool Name:	Status:
American Sign Language (ASL)	Off
Keyword Translation	Off
Single Switch	Off
Text to Speech	On
○ Questions & Responses (ELA)	
○ Passages & Graphics	

Non-Embedded
(Outside of the Kite Student Portal)

Tool Name:	Status:
ASL Interpreter	Off
Braille Form	Off
Scribe	Off
Specialized Calculator	On

Save

Grades 3-5

Summary | Accommodations | Designated Supports | Universal Fe

Embedded
(Included in the Kite Student Portal)

Tool Name:	Status:
American Sign Language (ASL)	Off
Keyword Translation	Off
Single Switch	Off
Text to Speech	On
○ Passages & Graphics	

Unique Accommodations

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

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

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Special Circumstance Codes

- Enter once the window opens but before the window closes.

- Directions located on page 39 of KAP Test Coordinator Manual

- KELPA : Make sure to enter by March 14 at the end of the day

- KSDE approval required for SC-08 and SC-39

- SC-08 and SC-39 change
  - Email 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*

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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.

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On-site Monitoring for State Assessments

- To volunteer for a KAP on-site monitoring visit, email Chelsea Pelfrey at chelsea.pelfrey@ksde.gov

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Summer 2025 Standard Setting

- **Who**: Educators

- **Where**: Topeka

- **When**: June 9–13, 2025 (2- or 3-day panel)

- **What**: Analyze test items, performance-level descriptors, and set cut points that reflect student proficiency levels

![KAP Balanced Assessment System logo]

AMOSS Check Your Data

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

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Questions?

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

KELPA Updates

KELPA

Kansas English Language Proficiency Assessment

KELPA Screener

- Reminder:
  - <mark>Add State Student Identifier (SSID) to KELPA Screener students</mark>
    - Connects Screener Student to TEST Enrollment Record
    - Retains KELPA Screener proficiency report associated with the SSID
  - Two ways to add the SSID
    - <u>Manually</u>: Settings > Screener Student > View Student > Edit
    - <u>Upload/Link Student</u>: Settings > Screener Student > Upload/Link Student > Upload updated KELPA Screener Student file
  - The "KELPA Screen for next academic year" check box will be available starting March 24th
    - Use this check box if you are screening a student for the following school year

Writing Booklets

- Required <u>only</u> 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 7th

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.
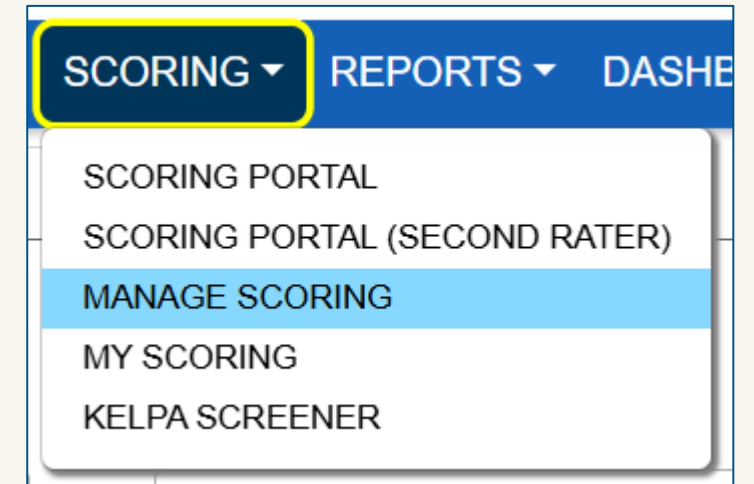
Special Circumstance (SC) Codes

- **SC-11** specifically for KELPA students that cannot test in <u>one</u> specific domain due to a disability; must be approved by KSDE
  - Do not apply to multiple domains

Scoring Progress - Dashboard

KELPA Reports

- Reports are generated and will be available after the scoring window closes

- Reports > English Language Learners Assessment > Student (Individual)

- KELPA Interactive Reports – New!

  o Reports > KELPA Interactive Reports

    ▪ Overall Proficiency

    ▪ Domain Performance

    ▪ Individual Student

KELPA Interactive Reports

- Overall proficiency
  - Number and percent of student by proficiency level by school, district and state
  - Number of students tested and 1 year EL students

Population	# of Students by Proficiency Level				% of Students by Proficiency Level				# of Students Tested	
	Incomplete	Level 1	Level 2	Level 3	Incomplete	Level 1	Level 2	Level 3	Total	1st Year EL
Sample District	0	3	8	2	0%	23.08%	61.54%	15.39%	13	9
Sample Test School	0	7	21	4	0%	21.88%	65.63%	12.5%	32	17
Kansas	0	909	1918	207	0%	29.96%	63.22%	6.82%	3034	876

Overall Proficiency | Domain Performance | Individual Student

View Overall Proficiency Report: Select Criteria

REPORT YEAR: 2025
DISTRICT: Sample District
SCHOOL: Sample Test School
GRADE: ELP Grade 9

KELPA Interactive Reports

- Domain Performance
  - ☐ Number and percent of student by proficiency level by domain
  - ☐ Number of students tested and 1 year EL students

KELPA
Kansas English Language Proficiency Assessment

| Overall Proficiency | **Domain Performance** | Individual Student |

View Domain Performance Report: Select Criteria

REPORT YEAR: 2025

DISTRICT: Sample District

SCHOOL: Sample Test School

GRADE: ELP Grade 9

Domain	# of Students by Performance Level					% of Students by Performance Level					# of Stud
	Not Tested	Level 1	Level 2	Level 3	Level 4	Not Tested	Level 1	Level 2	Level 3	Level 4	Total
Listening	0	3	0	1	9	0%	23.08%	0%	7.69%	69.23%	13
Reading	0	6	2	2	3	0%	46.15%	15.39%	15.39%	23.08%	13
Speaking	0	2	2	2	7	0%	15.39%	15.39%	15.39%	53.85%	13
Writing	0	3	2	3	5	0%	23.08%	15.39%	23.08%	38.46%	13

KELPA Interactive Reports

- Individual Student

  ☐ Overall, domain performance for selected year and previous year

  ☐ Select the SSID blue hyperlink there is a pop up with the student report

KELPA Interactive Reports

- Individual Student
    - Student Report
        - Overall Proficiency
        - Domain Level Performance
        - Rubric with description of performance

Individual Student Report

Student Report

STUDENT NAME: Sample Student A
GRADE: 9 / **STATE ID:** 234234234
SCHOOL: Sample Test School
DISTRICT: Sample District / #D0001

☐ Student Level

Overall Proficiency: 2 - Nearly Proficient

Incomplete	1 - Not Proficient	2 - Nearly Proficient	3 - Proficient
Students who have an Incomplete status for their Overall Score do not have valid scores for one or more domains. This can occur if the student was not tested due to a special circumstance or if the student did not respond to a minimum number of items to determine a score for one or more domains.	Students who are not yet proficient have not attained a level of English language skill necessary to produce, interpret, and collaborate on grade-level, content-related academic tasks in English. This is indicated by attaining performance levels of Beginning and Early Intermediate in all four domains. Students who are not proficient are eligible for ongoing program support.	Students are nearly proficient when they approach a level of English language skill necessary to produce, interpret, and collaborate on grade-level, content-related academic tasks in English. This is indicated by attaining performance levels of Early Intermediate to Intermediate in some domains, which does not meet the requirements to be proficient. Nearly proficient students are eligible for ongoing program support.	Students are proficient when they attain a level of English language skill necessary to independently produce, interpret, collaborate on, and succeed in grade-level, content-related academic tasks in English. This is indicated by attaining a performance level of Early Advanced in all domains.

Questions?

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Kite Technology Updates
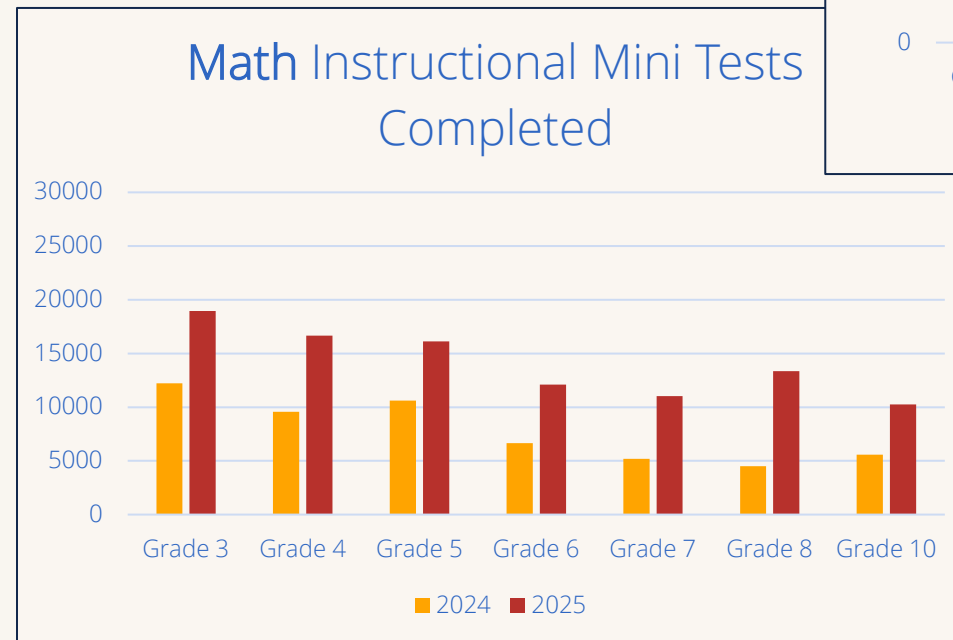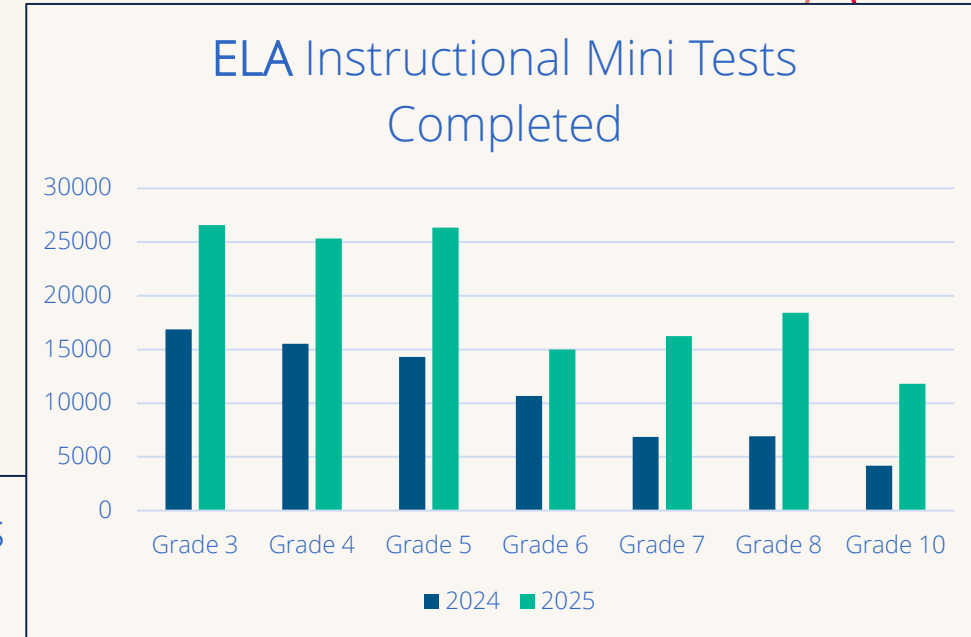
Instructional Mini Test Usage

- Year to year comparison of mini test usage
  - August – February

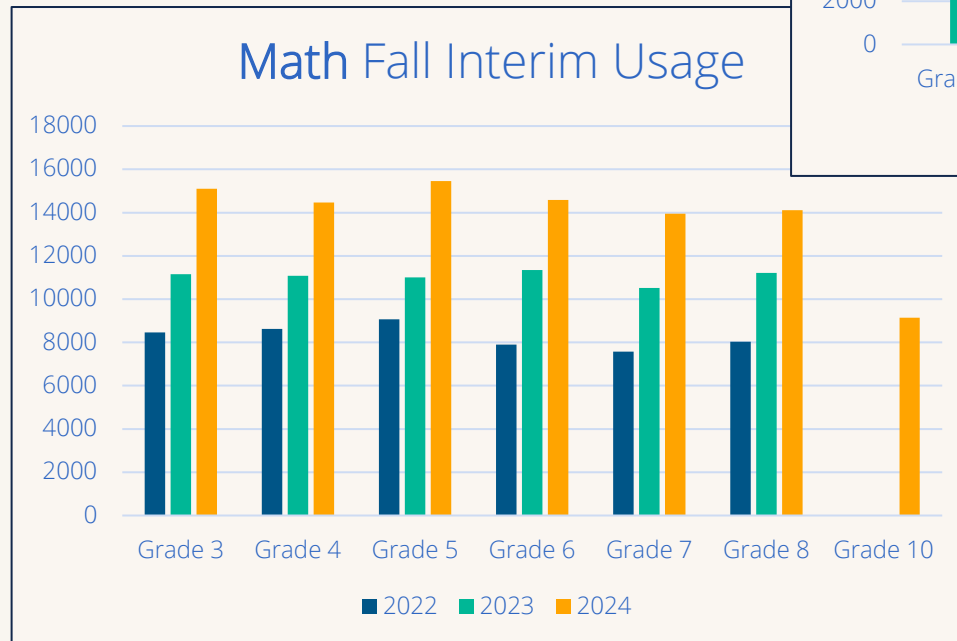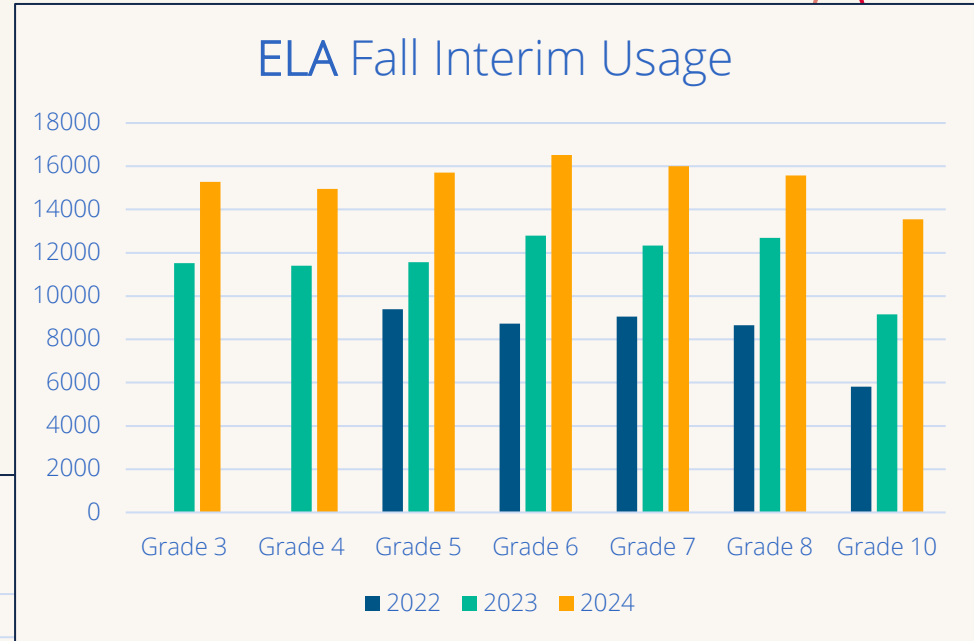- Average Increases:
  - ELA: 104%
  - Math: 94%

ELA Instructional Mini Tests Completed

Math Instructional Mini Tests Completed

Fall Interim Usage

- Year to year comparison of completed test sessions

No tests for:

- Fall 2022 G3, G4 ELA

- Fall 2022, 2023 G10 Math

- Average Increases:

    - ELA: 73%

    - Math: 77%

ELA Fall Interim Usage

Math Fall Interim Usage

Spring Interim Usage

- Year to year comparison of completed test sessions

No tests for:

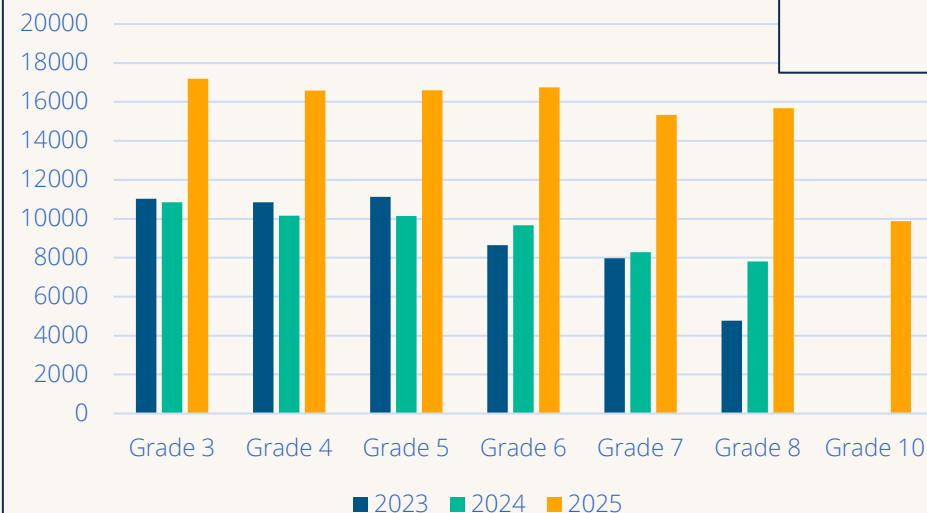- Spring 2023, 2024 G10 Math

Note: Winter Interim data not included

- Average Increases:
  - ELA: 76%
  - Math: 95%

ELA Spring Interim Usage
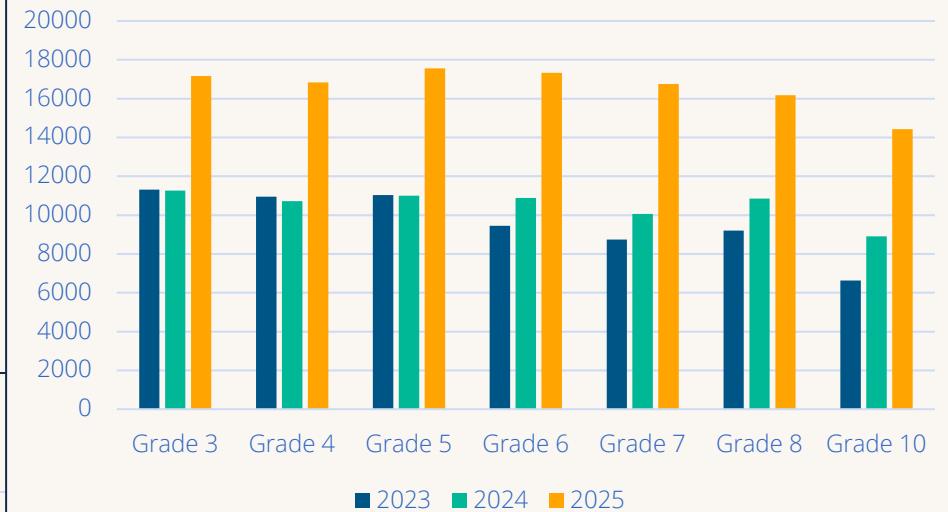
Math Spring Interim Usage

PNP Settings

- All PNP Settings must be set <u>before</u> the KAP Summative test window opens March 24, 2025

- Once the Summative test window is open, only the District Test Coordinator will have the ability to modify the PNP settings

- View PNP during the Summative test window
  - District User, Building Test Coordinator, Building User and Teacher

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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
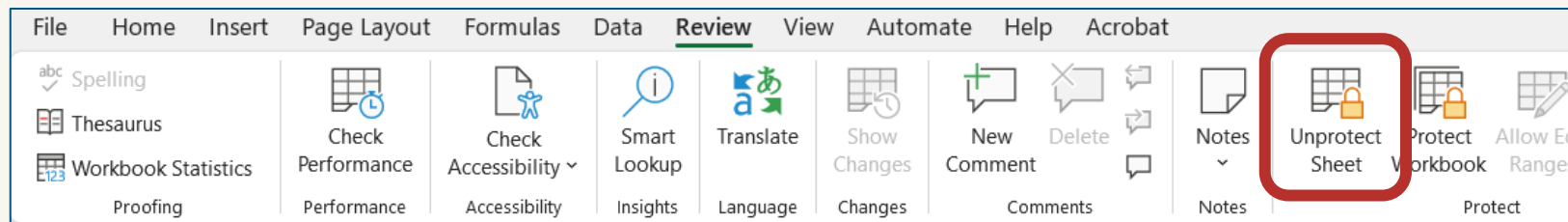
Screen Reader

- 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
  - The test form assigned will be more compatible with external screen readers, making it easier for the student to access the content

Testing Readiness

- How to verify students are ready to take the KAP Summative assessment?

  ☐ Go to Reports > Data Extracts > Test Administration and Monitoring tab > Testing Readiness > Select "New File"

  ☐ This extract includes:

  ▪ Student login, test records and PNP settings information

  ▪ Review Columns Q-S to view the subjects that the student is enrolled in

Q	R	S	T	U	V
ELA	Math	Science	HGSS	Assessment_Program_1	Assessment_Program_2
X	X			KAP	
X	X			KAP	
X	X			KAP	KELPA

Daily Access Codes – Set by District/School

- 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

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

KAP Testing Progress

- Dashboard
  - Dashboard > Testing Summary tab
- Data Extract
  - Reports > Data Extracts > Test Administration and Monitoring > Select "New File" on the row KAP Test Administration Monitoring

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	Test Session Name	Test Collection	Test Status	Special Circ	Special Circun	Last Reactivated Date Time	Session	Start DateTime	End DateTime	Ticket Sections	Total Items	Unanswered Items
2	2025_DEMOSCH_Grade!5_Science_1_Su	In progress					Session 1	02/28/25 01:22 PM CST		1	23	15
3	2025_DEMOSCH_Grade!5_Science_1_Su	Not Started					Session 1			1	23	23
4	2025_DEMOSCH_Grade!5_Science_2_Su	Not Started					Session 2			1	20	20
5	2025_DEMOSCH_Grade!5_Science_1_Su	Complete					Session 1	02/28/25 01:44 PM CST	02/28/25 01:44 PM CST	1	23	17
6	2025_DEMOSCH_Grade!5_Science_1_Su	Not Started					Session 1			1	23	23
7	2025_DEMOSCH_Grade!5_Science_2_Su	Not Started					Session 2			1	20	20
8	2025_DEMOSCH_Grade!5_Science_2_Su	In progress			02/27/25 03:30 PM CST		Session 2			1	20	20

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Reactivate

- If a test session was ended before all the questions were answered reactivating the test will re-open access.
  - o Reactivate one session or two at a time
  - o Reactivations are not commonly needed as students should use the Save button in Kite Student Portal if they cannot complete the test in one sitting.

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
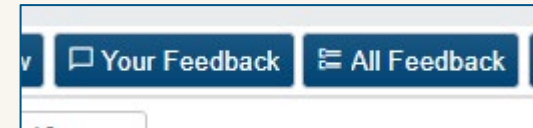
Instructional Mini Tests Available

Grades	ELA	Math	Science
Grade 3	50 (+1)	30 (+4)	18
Grade 4	48	27 (+6)	14
Grade 5	56 (+1)	33 (+7)	14
Grade 6	56	27 (+5)	n/a
Grade 7	58	28 (+8)	n/a
Grade 8	50	12 (+1)	n/a
Grade 10	45	21 (+6)	n/a
Grade band 6 - 8	n/a	n/a	74
Grade band 9 -12	n/a	n/a	19

Parent Portal

- Districts control access

- Upload Parent email and SSID to create the parent student connection in EP

  - Settings > Parents > Upload Parent tab <u>or</u> Add Parent tab

  - <u>KAP Test Coordinator Manual - Appendix G</u>

- Reports available for all Kite assessments

  - Interim from 2024 – 2025 school year

  - Historic reports

  - <u>Reminder</u>: Summative reports will not be available until Fall 2025

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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   Read More   11/12/2024

Braille Grade 7 Math Interactive Reporting Error   Read More   11/07/2024

Manuals Updated with KAP Report Information   Read More   11/06/2024

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

Extended Hours: starting March 10, Open

from 6:00 AM – 6:00 PM
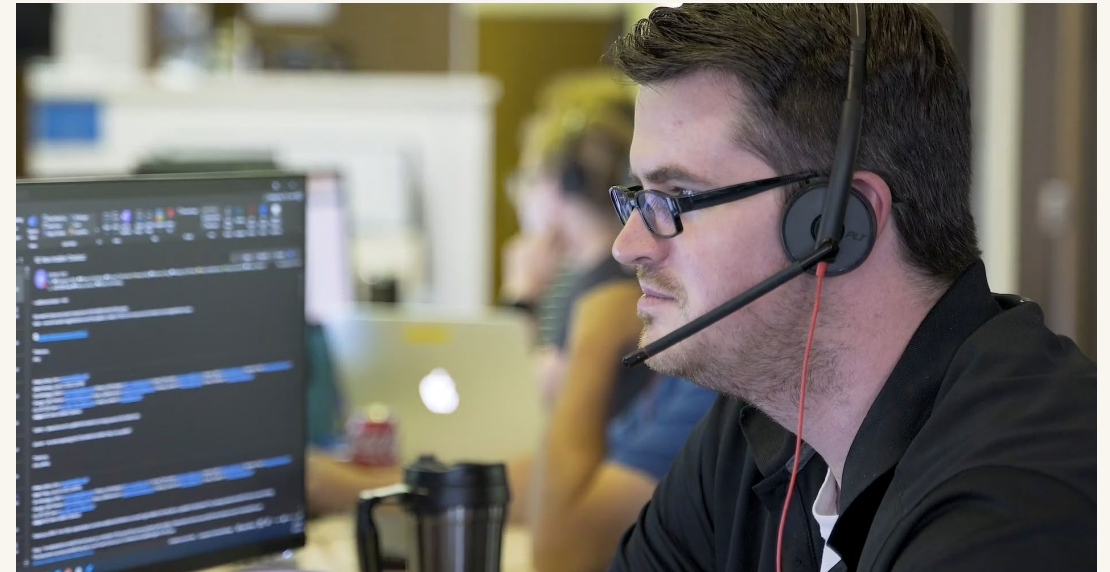
Questions?

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

DLM Updates

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

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.

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Special Circumstance Codes

- 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 .

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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](#)

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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

ACT and WorkKeys Spring 2025

- ACT
  - Test Window 2 opens April 8.
  - Standard paper testing is one day only: April 8.
  - Online testing and accommodations testing for both paper and online may be administered April 8-14.
- WorkKeys
  - Test Window 2 opens April 9.
  - Standard paper testing is one day only: April 9.
  - Accommodations paper testing may be administered April 9-21.
  - You may test online February 26-May 2.

KAP
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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:
April 15

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