Kansas Assessment Program

Test Coordinator Training

April 15, 2025

KAP
Kansas Assessment Program

Welcome KAP Test Coordinators!

Trainers for today's webinar:

ATS
Susan Martin

Lisa Braun

Katherine Kocen

Drew Jarrett

ATLAS
Aletra Johnson

KSDE
Lee Jones (ACT)

Cary Rogers (DLM)

Julie Ewing

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

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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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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
25	KAP Assessment Window Closes: ELA, Math, and Science (Brick & Mortar).
25	Last day to enter SC codes for KAP and DLM. Must enter for each subject.
28	Assessment Window opens for full time virtual students testing remotely. Closes May 9.

KAP Summative Testing Window 2025

ELA, Math, & Science

Grades 3 - 8, 10 and 11

Brick & Mortar 3/24/2025 – 4/25/2025

Full Time Virtual Student Testing Remotely 4/28/2025 – 5/09/2025

Reminder:

- Special Circumstance Codes must be added to the student's test in Kite before the testing window closes.

- SC Code 08 and 39 must be approved before window closes.

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Why a Revised and Enhanced Test This Year?

- Teachers and administrators asked for a shorter test

- The standards needed reprioritized based on current education needs

- Technology has changed drastically over the last 10 years

- Overall Performance Level Descriptors were not clearly defined

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What Has Changed?

- The 2025 tests will have all new items
- More technology enhanced items rather than multiple choice
- ELA tests will be passage-based
- Allow us to provide vertical alignment between grades
- New Performance Level Descriptors

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2015-24 State Assessment Performance Level Descriptors

- A student at Level 1 shows a **limited** ability to understand and use the English language arts (mathematics, science) skills and knowledge needed for postsecondary readiness.

- A student at Level 2 shows a **basic** ability to understand and use the English language arts (mathematics, science) skills and knowledge needed for postsecondary readiness.

- A student at Level 3 shows an **effective** ability to understand and use the English language arts (mathematics, science) skills and knowledge needed for postsecondary readiness.

- A student at Level 4 shows an **excellent** ability to understand and use the English language arts (mathematics, science) skills and knowledge needed for postsecondary readiness.

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2025 Proposed State Assessment Performance Level Descriptors

- A student at <u>Level 1</u> shows a **limited** ability to demonstrate their knowledge and skills of (third, fourth, fifth, etc.) grade (ELA, Math, Science) standards.

- A student at <u>Level 2</u> shows a **basic** ability to demonstrate their knowledge and skills of (third, fourth, fifth, etc.) grade (ELA, Math, Science) standards.

- A student at <u>Level 3</u> shows a **proficient** ability to demonstrate their knowledge and skills of (third, fourth, fifth, etc.) grade (ELA, Math, Science) standards.

- A student at <u>Level 4</u> shows an **advanced** ability to demonstrate their knowledge and skills of (third, fourth, fifth, etc.) grade (ELA, Math, Science) standards.

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Assessment Timeline

- May 9 – State Assessment Window Closes

- May 13 – KS BOE Standard Setting Methodology Presentation

- May 14 – KS BOE Vote on Performance Level Descriptors

- June 9-13 – Standard Setting by Kansas Educators

- July 8 – KS BOE Standard Setting Results Presentation

- August 8 – KS BOE Vote on *Cut Scores* for Performance Levels

- Approximately September 1 – scores released to parents, teachers, buildings, and districts

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State Board Assessment Presentations

March 2024

State Assessment Development and Analysis Beth Fultz, Director, Career Standards and Assessment services will be introducing. Dr. Kingston, Director, KU Achievement and Assessment Institute

Start time: 2:00:16

September 2024

Preview of Kansas Assessment Program (KAP) enhanced and refreshed instructional mini tests, interim and summative assessments and reports. Beth Fultz, Director, KSDE Career, Standards and Assessment will introduce.

Start time: 5:55:44

November 2024

Standards Alignment Toolkits: Professional Learning and Technical Assistance Opportunities

Start time: 6:16:55

December 2024

Formative Assessments: What are they and why are they an important part of a balanced assessment system?

Start time: 6:10:04

State Board Assessment Presentations

January 2025

[Kansas Content Standards and Assessment Development](#) *Matt Copeland, Associate Director Susan Martin, Director at Assessment Technology Solutions at the Assessment and Achievement Institute at the University of Kansas*

Start time: 5:29:30

February 2025

[Virtual Tour of KITE: The Kansas State Assessment Platform Matt Copeland, Associate Director Susan Martin, Director at Assessment Technology Solutions at the Assessment and Achievement Institute at the University of Kansas](#)

Start time: 3:38:30

March 2025

[State Assessments: The Role of a Technical Advisory Committee Presenter – Cara Cahalan Laitusis, Senior Associate at the Center for Assessment](#)

Start time: 3:39:30

April 2025

[State Assessments: Presentation of New Proposed Performance Level Descriptors-Dan Gruman, KAAC Chair](#)   Start time: 1:28:00

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

Special Circumstance Codes

- Enter once the window opens but before the window closes.
- Directions located on page 39 of KAP Test Coordinator Manual
- KSDE approval required for SC-08 and SC-39 BEFORE April 25.
- If you already marked this in Kite, you will still need an approved application from KSDE.
- SC-08 and SC-39 change
  - Email chelsea.pelfrey@ksde.gov for the form.

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PNPs and Text to Speech

- PNPs can only be edited by DTCs now that the window is open.

- Text to Speech for 3rd – 5th grades is ONLY available to those with an approved TTS Passages and Graphics application from KSDE.

- Do not enter Text to Speech for these grades if you did not submit an application.

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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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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

KELPA Screener

- KELPA Screen for next academic year:
  - The "Screen student for next academic year" check box is now available
    - Use this check box if you are screening a student for the following school year
    - Settings > Screener Students > Add Student

Screener Enrollment Details

DISTRICT:*	SCHOOL:*	GRADE:*	EDUCATOR IDENTIFIER (For Scoring):*
D1001 - Sunflower	S1001 - Cottonwood School	Select	demo.educator@email.com

☐ Screen student for next academic year

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KELPA Reports

- KELPA Score reports will be available in Kite Educator Portal by the end of the month

- KELPA Educator Guide to Reports - New!
  - KELPA Score Overview
  - Individual Student Report
  - School and District Reports
  - Interactive Reports
  - Parent Guide
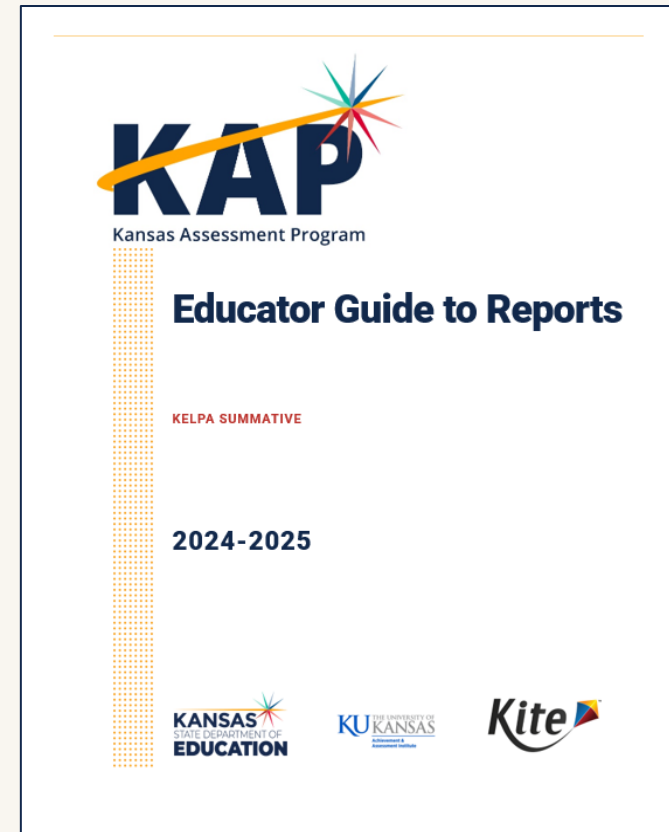
KELPA Reports – Cont.

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

- School and District Summary
  - Reports > English Language Learners Assessment > School Summary/District Summary

- KELPA Interactive Reports – New!
  - Reports > KELPA Interactive Reports
    - Overall Proficiency
    - Domain Performance
    - Individual Student
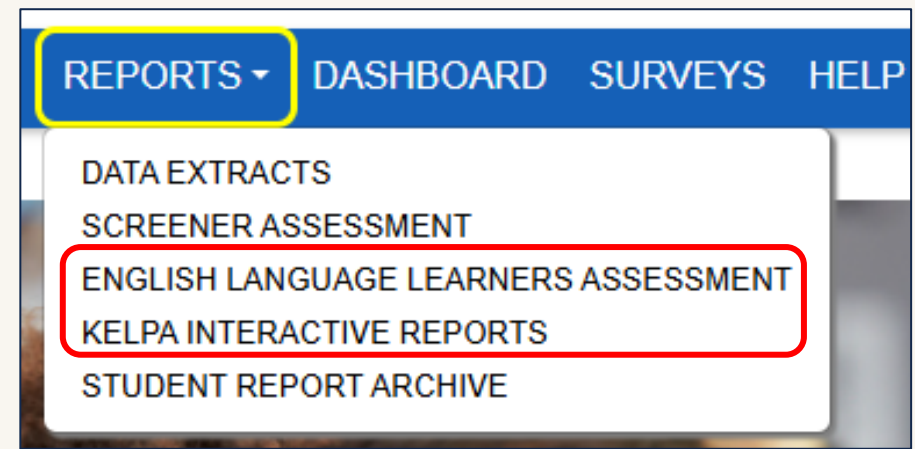
Questions?

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

Kite Technology Updates

PNP Settings

- Now that the KAP Summative Test Window is open **only** the District Test Coordinator can modify Student PNP settings.

  - District Users, Building Test Coordinators, Building Users, and Teachers can view the PNP settings, but they cannot make edits

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.

  - Reactivate one session or two at a time

  - 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.

Special Circumstance Codes

- KAP Special Circumstance Data Extract
  - Upload SC Codes
  - Verify SC Codes that have been applied
  - This extract should be used before the window closes

- Reports > Data Extracts > Test Administration and Monitoring tab > KAP Special Circumstances

	A	B	C	D	E	F	G	H	I	J	K
	State	District	School	School_Identifier	Grade	Subject	State_Student_Identifier	Student_Legal_Last_Name	Student_Legal_First_Name	Session_1_SC_Code	Session_2_SC_Code
	Kansas	Sample District	Sample School	1234	10	ELA	123456789	Student A	Demo 1	07 - Chronic absences	
	Kansas	Sample District	Sample School	1234	10	ELA	123456789	Student B	Demo 2	04 - Truancy - paperwork filed	04 - Truancy - paperwork filed

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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
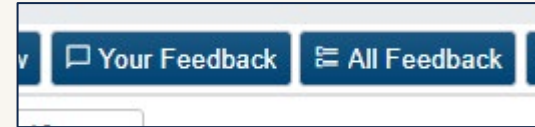
Educator Feedback for "Reading Info: Tornado Safety"

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?

Cancel   Submit

Available Instructional Mini Tests

Grades	ELA	Math	Science
Grade 3	50	30	20 (+2)
Grade 4	49 (+1)	27	17 (+3)
Grade 5	56 (+2)	33	14 (+1)
Grade 6	56 (+2)	27	n/a
Grade 7	58 (+2)	38 (+10)	n/a
Grade 8	50 (+3)	12	n/a
Grade 10	45	21	n/a
Grade band 6 - 8	n/a	n/a	74
Grade band 9 -12	n/a	n/a	19

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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, KELPA Reports

  - Historic reports

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

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

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Kite Service Desk Contact Info

Contact Methods
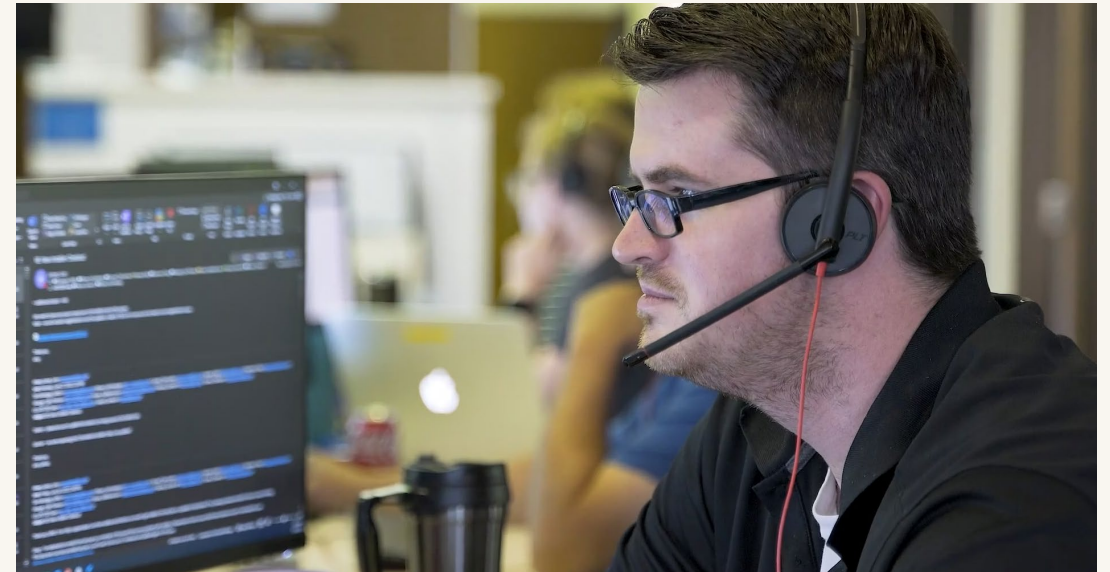
✉ kap-support@ku.edu

📞 855-277-9752

🎧 Live Chat in Educator Portal

Hours of Operation

7:00 AM – 5:00 PM CT Monday – Friday

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.

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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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DLM Instructionally Embedded Monitoring Extract

State	District	School ID	School Na	Grade	Student Last Name	Student First Name	Student State ID	Window	ELA Educator Last Name	Blueprint Require ment ELA % Met	Total Number of ELA Testlets Taken	ELA Blueprint Require ment 1	ELA Blueprint Require ment 2	ELA Blueprint Require ment 3	ELA Blueprint Require ment 4	Math Educator Last Name	Blueprint Require ment Math % Met	Total Number of Math Testlets Taken	Math Blueprint Require ment 1	Math Blueprint Require ment 2	Math Blueprint Require ment 3	Math Blueprint Require ment 4	Science Educator Last Name	Science Testlets Complet ed
Kansas				6				Fall Window		50	4	Met	Not Met	Not Met	Met		25	3	Not Met	Not Met	Not Met	Met	NA	NA
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0

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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Field Test Testlets

- ELA and Mathematics – after completing the blueprint requirements, the student may receive one field test testlet in each of these subjects.

- Science – after all required science testlets are completed, the student may receive one science field test testlet.

- Testlet Information Pages for field test testlets for all subjects are accessed in the Test Management section.

FT SP ELA RL.6.2 IP 12345
FT SP Math 6.RP.1 IP 45678

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Teacher Survey Reminders

- The survey opens when the spring testing window opens.

- It is available in Student Portal under the Other tab.

- Completion is optional.

  - Survey completion is not associated with testlet assignment.

- Teachers can complete the survey at any time, but we recommend completing it after students take testlets.

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Writing Samples – Spring Window Only

- Step by step directions with screen shots for submitting writing samples [Submitting Student Writing Samples in Educator Portal](#) (PDF)

- Samples are used for validity evidence and research purposes; uploading a writing sample does not impact scoring.

- Submitting writing samples is not required, however, we do encourage teachers to try and submit the writing samples for at least a couple students.

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Questions?

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

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ACT Information

ACT and WorkKeys Spring 2025

- ACT
  - Test Window 2 standard paper is complete.
  - Online testing and accommodations testing ends Friday.
  - Window 3 for standard paper make-up testing is April 22 and online testing will be available April 22-May 2
- WorkKeys
  - Test Window 2 standard paper testing is complete.
  - Accommodations paper testing ends April 21.
  - You may test online until April 21.

ACT, PreACT 8/9 and WorkKeys 2025-2026

- Exciting News for 2025-2026!
  - ACT is migrating ACT, PreACT and WorkKeys to a new platform called ACT Now. States are being phased in and Kansas is in the final group.
  - Kansas starts the migration with PreACT 8/9 and WorkKeys in fall 2025 and then ACT in spring 2026.
  - Reporting will also be updated so all of these assessments will be reported in Success.
- Watch for additional information this spring and summer.
  - ACT will send information directly to test coordinators later this spring and summer.
  - KSDE will send additional information on the Test Coordinators listserv as we start preparing for fall testing.

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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:
May 20

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Contact Information

- **Kite Service Desk**

  📞 (855) 277-9752

  ✉️ kap-support@ku.edu

- **DLM Service Desk**

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- **KAP Assessments**

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- **DLM**

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- **ACT**

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