

Kansas Assessment Program

Test Coordinator Training Webinar

April 16, 2026



Welcome KAP Test Coordinators!

Joining us for today's webinar:



KSDE

Chelsea Pelfrey, Julie Ewing, Lee Jones (ACT)



ATS

Susan Martin, Lisa Braun, Katherine Kocen, Drew Jarrett



ATLAS

Aletra Johnson



Today's Agenda

- Welcome and General Updates
- KAP updates
- KELPA updates
- Kite[®] Technology updates
- Dynamic Learning Maps[®] (DLM[®]) updates
- ACT updates





Kansas Assessment Program



Important Upcoming Dates

- April 24
 - Testing Windows Closing
 - KAP Brick and Mortar
 - DLM
 - 2nd Grade Reading Assessment
 - Last day to enter Special Circumstance codes for in-person testing
- April 27
 - Remote testing window opens for full-time virtual students.
- May 8
 - Remote testing window closes
 - Last day to enter Special Circumstance codes for remote testing



Special Circumstance Codes

- All Special Circumstance Codes must be entered before the end of the testing window for the assessment it is requested for.
- SC codes not entered will not be applied after the fact.
- SC codes should be used in extreme circumstances and are not widely available.
- In most cases, an attempt should be made to assess the student before requesting an SC code.



Special Circumstance Codes

- SC-08 and SC-39
 - Fill out application for approval from KSDE and email to Chelsea Pelfrey.
 - Access application from any assessment program in Educator Portal.
 - Help > Special Circumstance



Testing Violations

- In the event of a testing violation, please report to Chelsea Pelfrey.
- KSDE Testing Violation Report
 - Help > Testing Violation Report > KSDE Testing Violation Report
 - Fill out the form and submit.



Personally Identifiable Information (PII)

- Student PII should never be shared via email or Live Chat.
- Remember
 - Only include the student state ID number when referencing a specific student.
 - Never share the student's full name, grade, building, or district.
 - Make sure to remind your teachers of this, as we know that they may need to reach out for support.



Grade 11 Science Summative

- Data Review will take place in the spring.
 - Interest survey for educator participants went out on KSDE listservs
 - Direct application link for data review [here](#)
- Standard Setting will take place over the summer.
 - Interest survey for educator participants went out on KSDE listservs
 - Direct application link for standard setting [here](#)
- Scores will be released Fall 2026 once the State Board of Education approves the new cut scores.



Grade 2 Reading Assessment

- Window 3/23-4/24/2026
- Measures both foundational reading skills and early reading comprehension
- **TASC** record required for students to test
- Administered through the Kite Student Portal

Schools that administer the Grade 2 Reading Assessment gain actionable information that can be used to:

- **Identify gaps in foundational literacy skills**
- **Monitor trends**
- **Ensure preparedness for grade 3 reading expectations**, where comprehension demands increase



What questions do you have?





KELPA

Kansas English Language Proficiency Assessment



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



KELPA Screener - Cont.

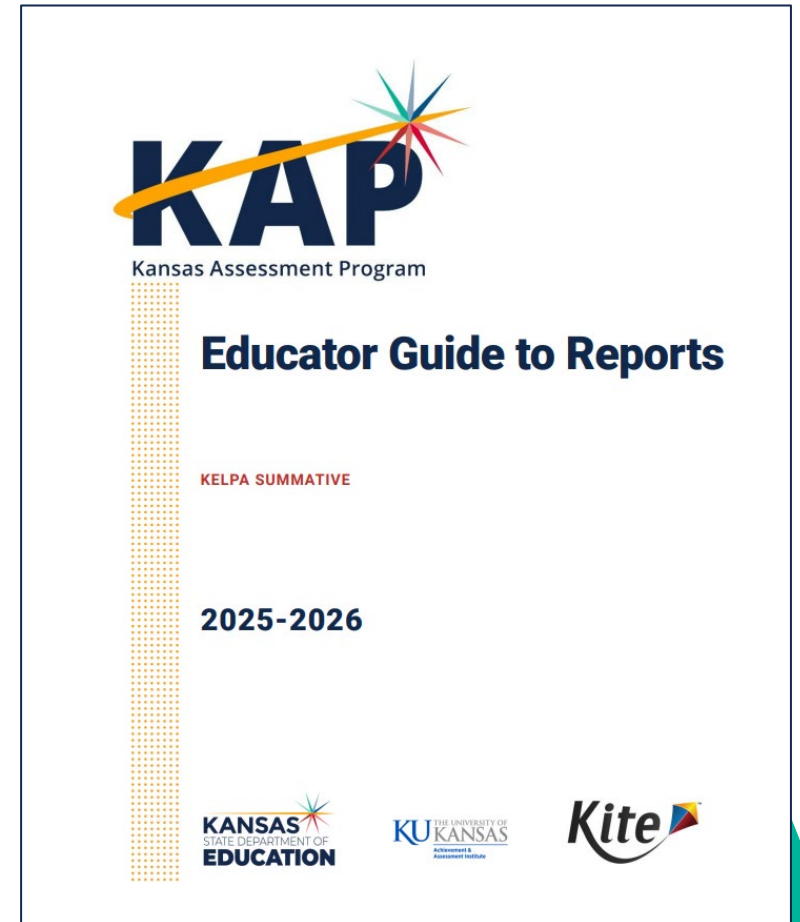
- KELPA Screen for next academic year:
 - The "Screen student for next academic year" check box is now available
 - Use this check box if you are screening a student for the following school year
 - Settings > Screener Students > Add Student

Screener Enrollment Details

DISTRICT:*	SCHOOL:*	GRADE:*	EDUCATOR IDENTIFIER (For Scoring):*
D1001 - Sunflower x ▾	S1001 - Cottonwood School x ▾	Select ▾	demo.educator@email.com
<input type="checkbox"/> Screen student for next academic year			

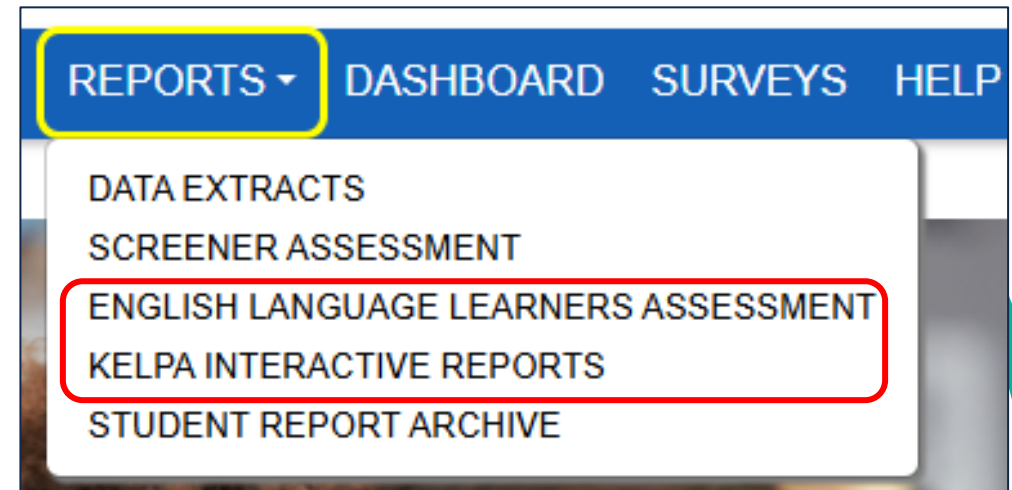
KELPA Score Reports

- KELPA Score Reports available in Kite Educator Portal the week of April 20.
- KELPA Educator Guide to Reports
 - KELPA Score Overview
 - Individual Student Report
 - School and District Reports
 - Interactive Reports
- KELPA 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
 - Reports > KELPA Interactive Reports
 - Overall Proficiency
 - Domain Performance
 - Individual Student



What questions do you have?

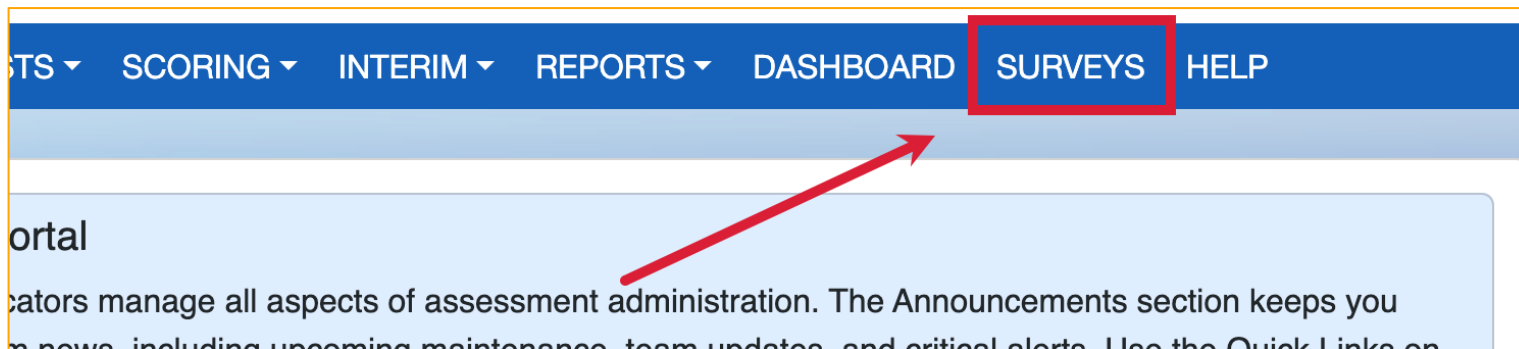


Kite™



Spring Survey 2025 – 2026 **Available!**

- Available in Educator Portal in the Surveys tab through May 22nd.
- Feedback on:
 - Mini Tests – usage, purpose, reports
 - Interim – timing, alignment, reports
 - Summative – administration, reports
 - Kite Suite – user experience, future enhancements



Instructional Mini Tests

- Build your own Instructional Mini Test feature available
 - Download & complete the Excel Spreadsheet from the **HELP** Tab in EP
 - Email the completed document to ats_management_dl@ku.edu
 - Kite will build your Mini Test and alert you once it is available in EP
- Two excellent resources available:
 - [Available Mini Test Items Spreadsheet](#)
 - [Quick Guide To KAP Instructional Mini Test Reports](#)

Guide to KAP Instructional Mini Test Reports

KAP Instructional Mini Test reports provide immediate, actionable insight into student performance at the test, item and standards level. Reports are designed to support instruction, student reflection, and progress monitoring throughout the school year.

Choosing the Right Report

If You Want To...	Use This Report
See overall class performance	Test Summary Report
Analyze one student's answers	Student Test Report
Identify difficult questions	Test Items Report
Review answers with students	Feedback Report
Track participation across subjects	Student Activity Report
Monitor standards mastery	Standards Based Report

Test Summary Report
Best for: Quick class overview
How to Access: Interim > View Results > Instructional Report (tab) > Test Summary
Available Formats: Online view; CSV export

What it shows:

- Overall student scores
- Class averages
- Points earned vs. possible points
- Item-level score totals

When to use it:

- Immediately after testing
- To identify overall class strengths and weaknesses
- To determine if reteaching is needed for the whole group

Instructional Use: Start here. This report indicates whether the class generally mastered the content of the Mini Test or if reteaching is needed before moving forward.

Student Test Report
Best for: Individual student analysis
How to Access: Interim > View Results > Instructional Report (tab) > Student Test
Available Formats: Online view; CSV export

What it shows:

- Each student's responses
- Correct answers
- Points earned per item
- Total score and percent correct

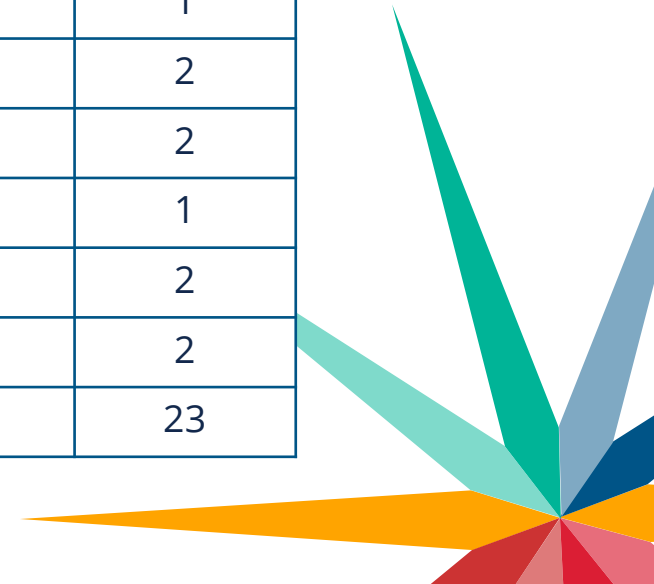
When to use it:

- During PLCs or data meetings
- When planning small-group instruction
- For parent conversations

Instructional Use: Identify patterns in errors. Look for misconceptions, not just incorrect responses.

Custom Mini Tests Requests

District	Grade	ELA	Math	Science	Total
Kansas City Public Schools (500)	3	1	2		3
Kansas City Public Schools (500)	4	1	1		2
Kansas City Public Schools (500)	5	1	1		2
Salina (305)	5			2	2
Piper (203)	5		1		1
Pittsburg (250)	3	1	2		3
Louisburg (416)	3	1			1
Atchison County (377)	3		2		2
Auburn-Washburn (437)	6		2		2
Wichita (259)	8		1		1
Turner Kansas City (202)	7	1	1		2
Turner Kansas City (202)	8	1	1		2
Total		7	14	2	23



Daily Access Codes

- 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

Kite Educator Portal

Logged in as Amelia Earhart Sign Out

Role: District Test Coordinator Organization: Sunflower Assessment Program: KAP

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

View Organization Edit DAC Time Upload DAC Time

Edit School DAC Time: Select Criteria

STATE: KAP QC State DISTRICT: Sunflower SCHOOL: Select

Search

District Name	School Name	Start Time	End Time
Sunflower	Buffalo School	08:00 AM	04:00 PM
Sunflower	Cottonwood School	08:00 AM	04:00 PM
Sunflower	Meadowlark School	07:00 AM	03:00 PM

Edit

Page 1 of 1 10 per page 1-3 of 3 items

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

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

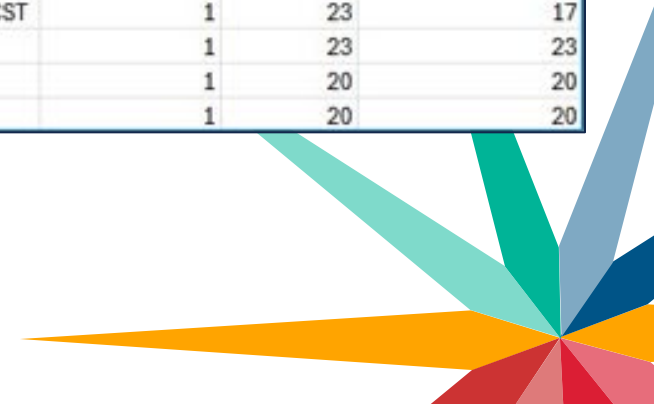
Q	R	S	T	U	V
ELA	Math	Science	HGSS	Assessment_Program_1	Assessment_Program_2
X	X			KAP	
X	X			KAP	
X	X			KAP	KELPA



KAP Summative 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



Special Circumstance Codes

- Three options to apply SC Codes manually for KAP and DLM
 - 1.) Test Session (Existing option)
 - 2.) Student
 - 3.) Subject

View Students Special Circumstance Codes Upload PNP


Apply Special Circumstance Codes: Select Criteria

STATE: * QA Kansas QC x ▾ DISTRICT: * Sunflower x ▾ SCHOOL: Select ▾

SUBJECT: Select ▾

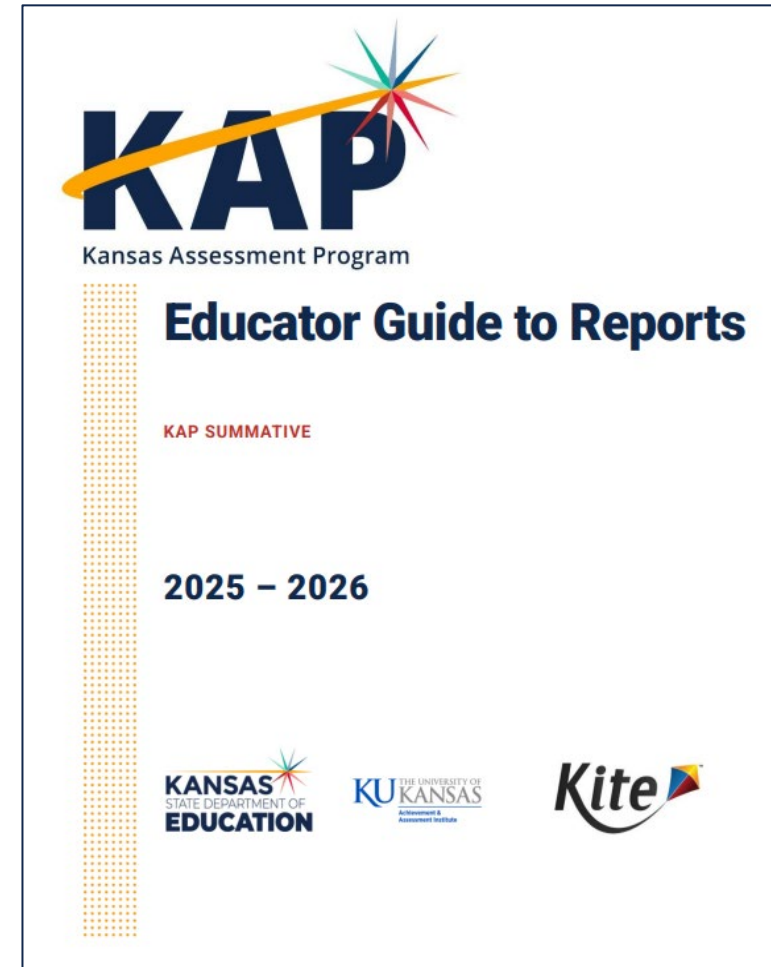
Search

SC CODE LEVEL: Student Subject

State Student ID	Grade	Special Circumstance English Language Arts	Save English Language Arts	Special Circumstance Status English Language Arts
8275332	Grade 4	Select ▾		N/A

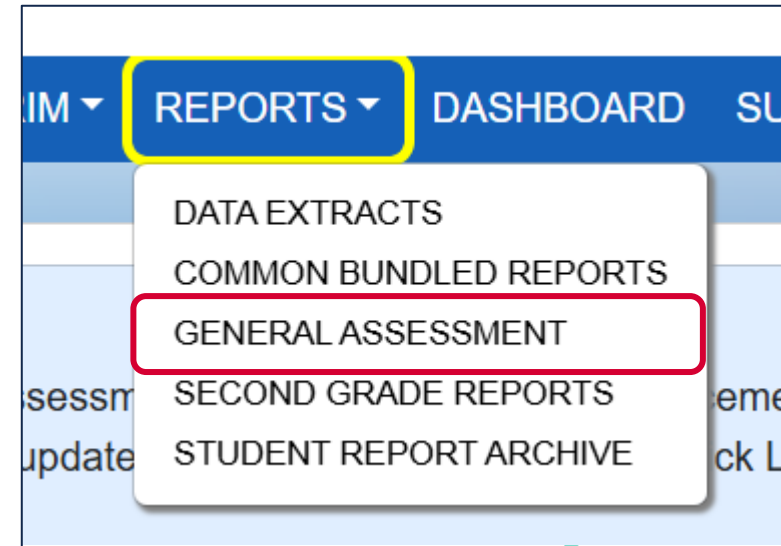
KAP Summative Reports

- KAP Score Reports available in Kite Educator Portal the week of May 18th
- KAP Summative Educator Guide to Reports
 - KAP Score Overview
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KAP Summative Reports – Cont.

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Grade 2 Reading

- Test Tickets and Monitoring Testing
 - Manage test > Test Coordination
- Score reports are available after the window is closed
- Available Score Reports
 - Student Score Report (Individual/Bundled) - PDF Report
 - Areas assessed and the student score in each area
 - Second Grade Reading Report Extract – CSV Report
 - Brief description of the item
 - How each student responded - correctly (C), incorrectly (I), or did not respond (N/A)
 - Second Grade Reading Results – CSV Report
 - Summary information about the structure and scoring by student for each area assessed



Technical Support

- Having Testing Issues?
 - Reach out to the Service Desk:
 - WHO:
 - The user/teacher of the student **directly** experiencing the issue
 - WHAT:
 - Device Make, Model, and OS (Ex: Acer Chromebook 314, 144.0.7559.102)
 - Student + Test + Item (if applicable)
 - Extra features in use (touch screen, tablet mode, external screen, Bluetooth mouse)
 - WHEN:
 - If affecting ability to test, call us **as soon as possible**.
 - If a restart or log out/in allows the student to continue, gather the info and submit after



Parent Portal

- 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, KELPA, KAP Summative reports
 - Historic reports



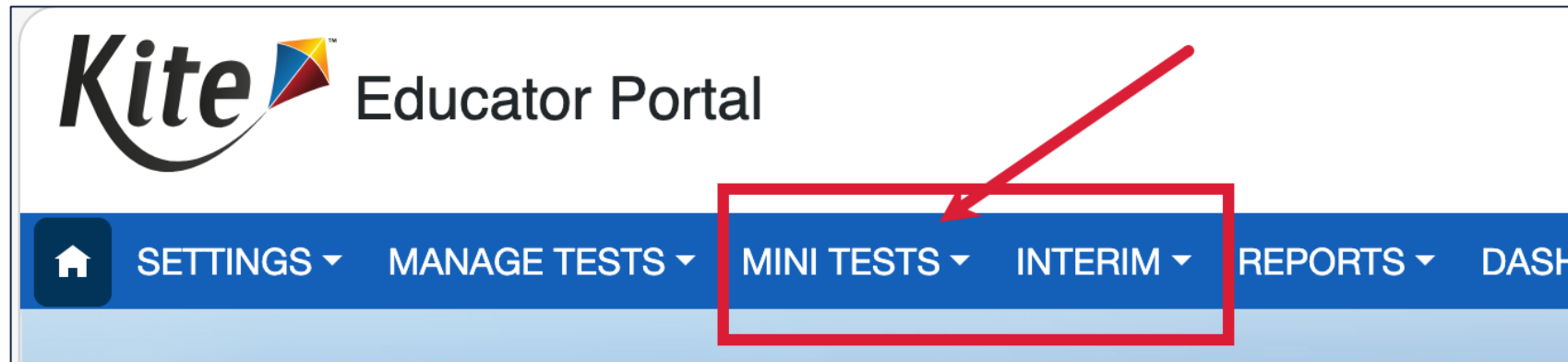
MFA Updates – Coming Next School Year!

- Multifactor Authentication will include a cell phone option to receive verification code via text
- Users will be able to choose the most convenient verification method:
 - Email Code (Existing Option)
 - Text Code (Coming soon!)
- Users will be able to add their own phone number in Educator Portal within My Profile



Interim Tab Updates - Coming Next School Year!

- Interim and Mini Tests will be separated into their own tabs!



What questions do you have?





DYNAMIC[®]
LEARNING MAPS



Monitoring Test Completion

- Spring test window closes April 24, 2026
 - ELA and math – expectation is to meet the blueprint requirements in both subjects.
 - Science (Grades 5, 8, 11) – complete the 9 testlets that the computer sends to the student.
 - Encouraged to complete any field tests that are sent to the student – Every student testing in science will receive 2 bundled testlets.
 - Opportunity to submit writing samples – not required, but encouraged.
 - Encouraged to complete the teacher surveys.



Data Extract – DLM Instructionally Embedded Monitoring

State	District	School ID	School Name	Grade	Student Last Name	Student First Name	Student State ID	Window	ELA Educator Last Name	Blueprint Requirement ELA % Met	Total Number of ELA Testlets Taken	ELA Blueprint Requirement 1	ELA Blueprint Requirement 2	ELA Blueprint Requirement 3	ELA Blueprint Requirement 4	Math Educator Last Name	Blueprint Requirement Math % Met	Total Number of Math Testlets Taken	Math Blueprint Requirement 1	Math Blueprint Requirement 2	Math Blueprint Requirement 3	Math Blueprint Requirement 4	Science Educator Last Name	Science Testlets Completed
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



EOYA Reporting

- Don't forget the HGSS classroom-based assessment is also required for student's taking the DLM.
 - [HGSS Alternate Assessment Rubric](#)
- Dyslexia reporting is also required for student's taking the DLM.
 - [KS Alternate Early Literacy Screener](#) (Kdg, 1st, 2nd, 3rd grade)
 - 8th grade comprehension – use results from ELA.EE.RI.8.5 – results can be obtained by downloading the spring report in the instruction and assessment planner or the performance report from the reports tab (alternate assessment reports, instructionally embedded, performance report)



8th Grade Comprehension Requirement

- Report the spring results from EE.RI.8.5
 - 00 - Not assessed
 - 01- Mastery not demonstrated = below benchmark
 - 02 Mastered =at or above benchmark

The results from the writing testlets are reported on the student's end-of-year Individual Student Score Report.



All students are assessed in this EE for C1.1.



Claim: ELA.C1 Students can comprehend text in increasingly complex ways.

Conceptual Area: ELA.C1.1 Determine Critical Elements of Text

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RI.8.5 Locate the topic sentence and supporting details in a paragraph.	Understand category membership Complete: Mastered 03/08	Identify explicit details in an informational text	Identify key details supporting the main ideas	Identify the topic sentence and supporting details	Identify the main idea and supporting details



WIDA Alternate ACCESS

[WIDA KS State Page](#)



4/27/26 - 5/1/26

Pre-Reporting Data Validation – LEAs in WIDA AMS

5/19/26

Alternate ACCESS Data Available to SEA - Posted in WIDA AMS

5/19/26

Districts Receive Alternate ACCESS Reports and Data - Posted in WIDA AMS

6/9/26 - 6/10/26

Printed Reports Received in Districts



What questions do you have?



ACT®



Spring 2026 WorkKeys and ACT

ACT

- Test window 3 opens April 21. Online and accommodations testing continues through May 1.
- Scores are being posted in Success. Scores will be finalized by June 18

WorkKeys

- Paper testing is complete. Online testing continues through May 4.
- Scores are being posted in Validus. Scores will be finalized by May 2

Looking ahead to 2026-2027

- I will be sending testing dates for 2026-2027 soon on via the Test Coordinators listserv.
- Please let me know of DTC changes as you determine them. We want to make sure we have the right people in the system for your schools.



Webinar Wrap Up



A PDF copy of the slides and a recording of this webinar will be available within a few days on the KAP website's [Test Coordinator Training page](#).



Contact Information

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