

Kansas Assessment Program

# Test Coordinator Training Webinar

*August 21, 2025*



# Welcome KAP Test Coordinators!

Joining us for today's webinar:



**KSDE** – Chelsea Pelfrey, Julie Ewing, Cary Rogers (DLM), Lee Jones (ACT)



**ATS** – Susan Martin, Lisa Braun, Katherine Kocen, Drew Jarrett

# Today's Agenda

- Welcome and General Updates
- KAP updates
  - DTC testing procedures and responsibilities
  - Summer work
- KELPA updates
  - KELPA Screener
- Kite® Technology updates
  - New Educator Portal Features & a Demo!
- Dynamic Learning Maps® (DLM®) updates
- ACT information



# Name Change!

- DTC Webinar is now KAP Test Coordinator Webinar
- Use the following calendar invites to add to your personal calendar
- Each invite includes the Zoom link

August	<a href="#"><u>Add to Calendar</u></a>
September	<a href="#"><u>Add to Calendar</u></a>
October	<a href="#"><u>Add to Calendar</u></a>
November	<a href="#"><u>Add to Calendar</u></a>
December	<a href="#"><u>Add to Calendar</u></a>
January	<a href="#"><u>Add to Calendar</u></a>
February	<a href="#"><u>Add to Calendar</u></a>
March	<a href="#"><u>Add to Calendar</u></a>
April	<a href="#"><u>Add to Calendar</u></a>
May	<a href="#"><u>Add to Calendar</u></a>



# Reminders

- 2025-2026 Assessment Overview Calendar
  - [KSDE Assessments page](#)
  - [Welcome | Kansas Assessment Program](#)
- New DTCs
  - Email [Chelsea Pelfrey](#)
  - Be sure to include the previous DTC's name and, if they're still in your district, what their new default role needs should be.



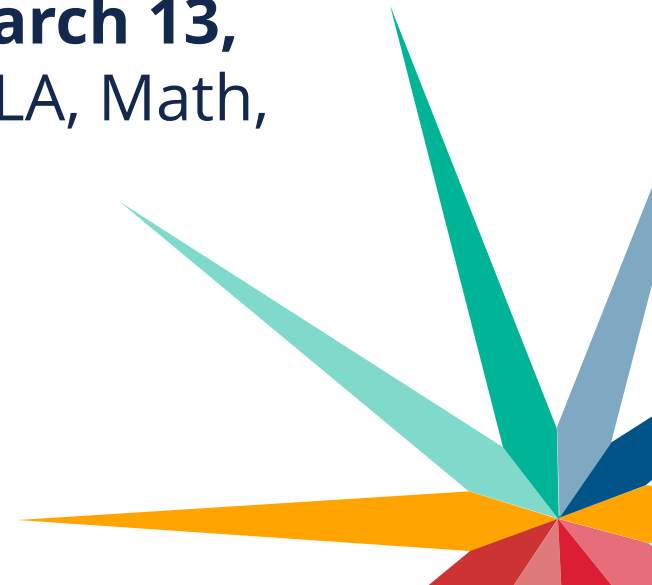
# DTC Roles and Responsibilities

- Communication
- Update roles in Kite Educator Portal
- Complete Annual Test Security and Ethics Training
  - Train all staff involved with testing before the window opens
- Test Coordinator Roles and Responsibilities



# Security and Ethics Training

- All District Test Coordinators must complete *in-person* Security and Ethics training held by KSDE and train staff before testing.
- All in-person district training must be completed by **January 5, 2026** for anyone administering a **KELPA** assessment
- All in-person district training must be completed by **March 13, 2026** for anyone administering a **KAP** assessment in ELA, Math, Science, and/or cPass.



# Regional Test Coordinator Trainings

Date	Location
September 16	<a href="#">Bishop Learning Center - Topeka</a>
September 17	<a href="#">Bishop Learning Center - Topeka</a>
October 3	<b>FULL!</b> Maize Performing Arts and Aquatic Center - Maize
October 21	<a href="#">Southwest Plains Service Center - Sublette</a>
October 22	<a href="#">Northwest Kansas Educational Service Center - Oakley</a>
October 30	<a href="#">Fort Scott Community College - Fort Scott</a>
November 13	<a href="#">USD 305 Board Office - Salina</a>
November 14	<a href="#">USD 305 Board Office - Salina</a>
November 20	<a href="#">Bishop Learning Center - Topeka</a>

- Required in-person training for **at least one test coordinator per district**, preferably the DTC.
- 9:00am – 2:00pm
- Click the link to register
- Lunch is provided!







Kansas Assessment Program

# Summer Assessment Work

- May 2025
  - Summative Assessment Performance Level Descriptors approved by State Board of Education (SBOE)

## Level 1

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

## Level 2

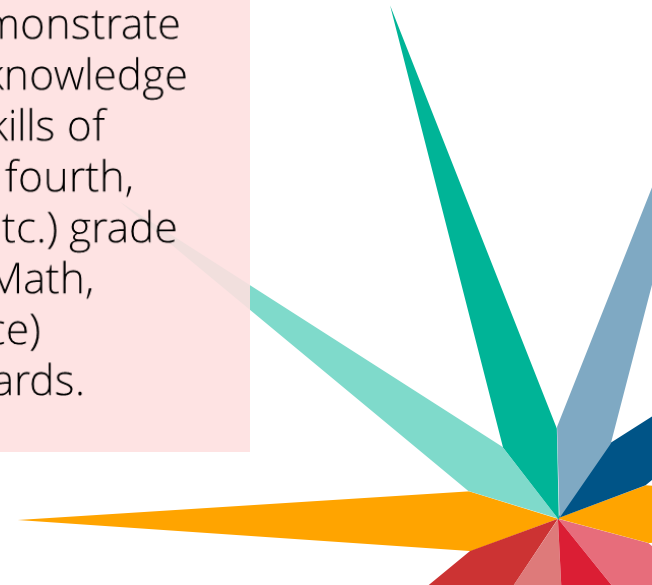
A student at **Level 2** shows a **basic** ability to demonstrate their knowledge and skills of (third, fourth, fifth, etc.) grade (ELA, Math, Science) standards.

## Level 3

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

## Level 4

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



# Summer Assessment Work

- June 2025
  - ~150 Kansas Educators met in Topeka to participate in Standard Setting
  - 3 rounds of bookmarking and discussion
  - Vertical articulation to review impact data results and adjust cut scores as needed from a policy perspective.
  - [SBOE Presentation by Dr Karla Egan](#)
- July 2025
  - New cut scores were [presented](#) to the SBOE
- August 2025
  - New cut scores were [approved](#) by the SBOE



# What does this mean?

- ATS is working diligently to complete score reports
  - Updated and enhanced!
- Reports will be released to DTCs in Educator Portal within a couple weeks
- Results will be added into AMOSS
- Reports will be added to Kite Parent Portal a week after reports are released to districts.
  - Make sure your Parent Portal is set up if you plan to use this feature.



# What questions do you have?





# KELPA

Kansas English Language Proficiency Assessment



# KELPA Screener

- Resources found in the Help tab in Educator Portal
  - Checklist, writing booklets (Grade K & 1), scoring rubrics, administration and scoring directions
- Verify testing progress
  - Reports > Data Extracts > Test Administration and Monitoring > KELPA Screener Status
- Reports are found
  - Reports > Screener Assessment



# KELPA Screener - FAQs

- Do I need to complete manual scoring?
  - Students who complete Session 3 must be scored by the test administrator.
  - Students who only complete Session 1 or 2 do not require manual scoring.
- When to use the "Reassign" option?
  - Added with an incorrect grade
  - Assigned to the wrong teacher before testing is started
  - Student changed schools
- How to reassign?
  - Download the Screener Student Extract > Make any needed changes > Enter "YES" in column J for the student > Upload in EP





# What questions do you have?





# Kite Student Portal Updates

- 2025 – 26: Kite Student Portal remains **version 11.0.0**
- Quit Passwords
  - Remain the same as the previous year for each device type
- Student Portal Support Updates for 2026
  - Essential updates for the Chromebook and Windows devices
    - Chromebook – Changes are needed in Google Admin Console
    - Windows 10 – Is **no** longer supported
    - Windows 11 – Windows configuration changes are needed



# Technology Coordinator Webinars

- Live Technology Coordinator Webinars
  - Wednesday, August 27, 2:00 PM CT
  - Tuesday, September 9, 8:30 AM CT
  - Thursday, September 11, 9:00 AM CT
- Who should attend?
  - District & School **Technology Coordinators**
- What will be shared?
  - Where to find resources
  - General troubleshooting



# Instructional Mini Tests

- Test Window
  - Instructional Mini Test are available to assign starting September 2nd
- Available Resources
  - [KAP Instructional Mini Test Guide](#)
  - [Available Mini Tests by Grade](#) for each subject
  - Training Videos
    - Instructional Mini Tests
    - Instructional Mini Test Feedback Report
    - Standards Based Report

Test Administration

Assessment Development

Scoring and Reporting

### Assessment Development Resources

Resources marked with a star symbol ★ are unique to the Interim Assessment.

English Language Arts ^

[Available ELA Instructional Mini Tests by Grade \(pdf\)](#) PDF ★

[Interim Blueprint for English Language Arts \(pdf\)](#) PDF ★

[Kansas Curriculum Standards for English Language Arts](#) ↗

Mathematics ▾

Science ▾

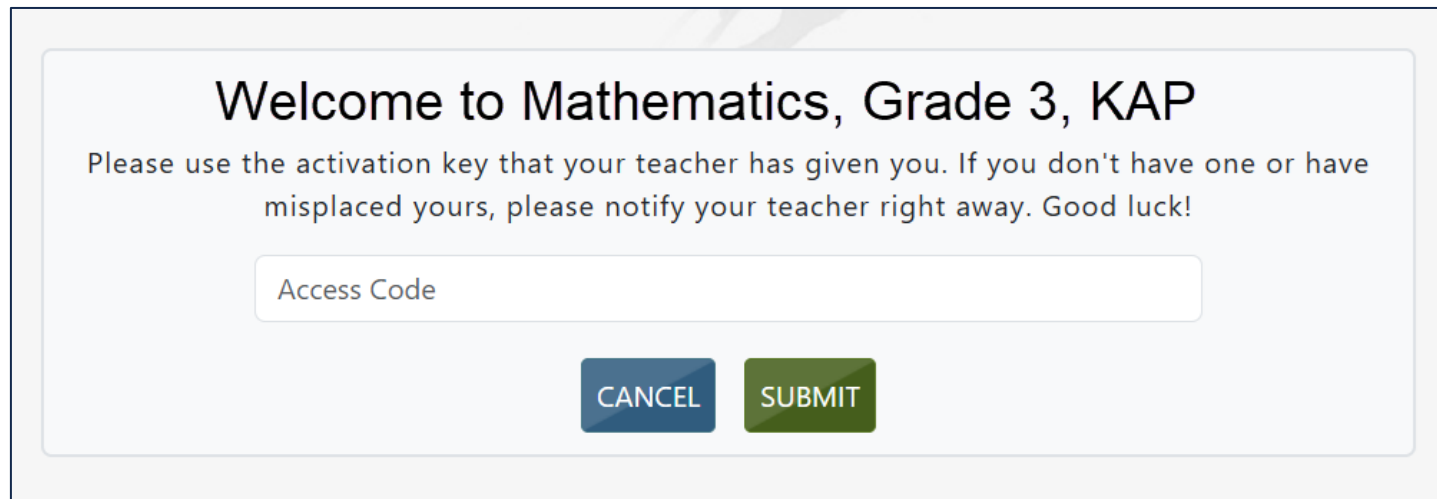
# Remove Students From KAP Rosters

- Students can now be removed from rosters created with a TASC record
  - Students can be removed from any subject roster but must remain on at least one for the subject
    - For example: Student is on 3 ELA rosters, they can be removed from 2 of them
  - Students can only be added to KAP rosters through KIDS with a TASC record
  - New feature requested from a few districts



# Daily Access Codes and Student Passwords

- Daily Access Codes and student passwords will now only contain numbers
- The Daily Access Code field has been updated to now display the characters as they are entered in Student Portal.
- Two excellent requests from districts to enhance the student experience in Student Portal.



Welcome to Mathematics, Grade 3, KAP

Please use the activation key that your teacher has given you. If you don't have one or have misplaced yours, please notify your teacher right away. Good luck!

Access Code

CANCEL SUBMIT

The screenshot shows a login interface with a title, a welcome message, a text input field for the access code, and two buttons for navigation.

# Special Circumstance Codes

- SC codes can be applied at three levels for the Summative assessment
  - Student level
  - Subject level
  - Test Sessions level



Apply Special Circumstance Codes: Select Criteria

STATE: \* QA Kansas QC x DISTRICT: \* KAP School District x SCHOOL: Select

SUBJECT: Select

Search

SC CODE LEVEL: Student Subject

State Student ID	Last Name	First Name	Grade	Special Circumstance English Language Arts	Save English Language Arts	Special Circumstance Status English Language Arts	Special Circumstance Mathematics
G03DLMA01	AcDLMGrade	Femalea	Grade 8	Select		N/A	Select
G03DLMAA1	AcDLMGrade	FemaleAa	Grade 8	Select		N/A	Select



# Dashboard Updates

- Testing Outside Hours and Short Duration Testing tabs on the dashboard now have the option to display the State Student ID
  - Allow districts to easily identify the student and investigate what occurred

The screenshot shows a dashboard interface with several tabs at the top: 'Testing Summary', 'Scoring Summary', 'Reactivations', 'Testing Outside Hours' (highlighted with a red box), and 'Short Duration Testing'. Below the tabs, the dashboard title is 'Dashboard: View Testing Outside Hours' and the state is 'QA Kansas QC'. A message states '0 test sessions started or completed outside expected hours Tue 8/19'. A table is displayed with columns: 'State Student ID' (highlighted with a red box), 'Assessment Program', 'District', 'School', and 'Test Name'. A context menu is open over the 'State Student ID' column, showing options: 'Sort Ascending' (highlighted with a yellow box), 'Sort Descending', 'Columns', 'Filter', and 'Set Column Position'. A secondary menu is open over the 'Columns' option, listing fields with checkboxes: 'State Student ID' (checked), 'Assessment Program' (checked), 'District' (checked), 'School' (checked), 'Test Name' (checked), 'Legal Last Name' (unchecked), 'Legal First Name' (unchecked), 'Student' (checked), 'Started' (checked), and 'Ended' (checked). At the bottom left, text indicates 'Data updated twice', 'Does not include s', and 'Expected hours are MON-FRI 6:00 AM - 5:00 PM IO'.

# 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
  - Upload select Standard or Append

Parent Upload: Sunflower

This is a **Full District upload**. Select an option to proceed:

**Standard:** Existing parent student relationships for the entire district will be deleted and replaced with the newly uploaded data.

**Append:** New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

For partial upload, please select a school.

Standard

Append

Cancel



# Time for a Demo!

- What's New in EP This Year:
  - Multifactor Authentication Process
  - Updated Educator Portal Homepage
  - Remove Students from KAP Roster



# What questions do you have?





**DYNAMIC**®  
LEARNING MAPS



# DLM Dates

DLM Dates	Date open	Date closed
Required training	August 5, 2025	April 24, 2026
Fall testing window	September 8, 2025	December 19, 2025
Spring testing window	February 3, 2026	April 24, 2026



# Who tests?

Test Window	ELA	Math	Science	HGSS
Fall test window	Grades 3-8, 10	Grades 3-8, 10	Optional Grades 5, 8, 11	Only required 1 time per year (not in Kite)
Spring test window	Grades 3-8, 10	Grades 3-8, 10	Grades 5, 8, 11	Grades 4, 7, once in HS

- Students taking the DLM should use the [HGSS Alternate Assessment Rubric](#)



# Test Coordinator Checklist – DLM

- This is an important time for DLM with several tasks that need to be completed prior to the test window opening on September 8<sup>th</sup>
- There is a [DLM Test Administrator Checklist](#) for teachers administering the DLM

August-September 8, 2025

✓ Task	Resource
Sign up for DLM test updates	<a href="#">Subscribe to DLM Test Updates</a>
Sign up for KAA listserv	<b>To sign up, send this information:</b> <b>Subject line:</b> KAA Listserv <b>Body of message:</b> Email address, First Name, Last Name, USD Number, USD Name <b>Send to this address:</b> <a href="mailto:cory.rogers@ksde.gov">cory.rogers@ksde.gov</a>
Become familiar with the Assessment Coordinator Manual and Data Management Manual	<a href="#">Assessment Coordinator Manual for Instructionally Embedded Model (pdf)</a> <a href="#">Data Management Manual (pdf)</a>
Become familiar with District Staff Training Resources	<a href="#">Dynamic Learning Maps Website</a>
Log into Educator Portal and complete security agreement	<a href="#">Educator Portal</a> <a href="#">Educator Portal Manual</a>
Notify KSDE (Chelsea Peifrey) about new or changed buildings in the district.	<a href="mailto:chelsea.peifrey@ksde.gov">chelsea.peifrey@ksde.gov</a>
Obtain list of teachers administering the DLM this year	
Make sure DLM teachers are entered into Educator Portal and have access to the DLM assessment with the role of teacher. Teachers can't complete the required training that opens on Aug. 6 <sup>th</sup> until they have been listed as a teacher for DLM.	<a href="#">Educator Portal</a> <a href="#">Data Management Manual (pdf)</a> Educator identifier will be needed for each teacher
Deactivate accounts for users who are no longer active in the district for DLM	<a href="#">Data Management Manual (pdf)</a>
Request list of students, grade, and subjects that will be taking the DLM this year. If a student tested "at target" or "advanced" in ELA and math, the team needs to determine if the DLM is still the most appropriate assessment for the student.	This is an IEP team decision. IEP teams need to review eligibility for the DLM annually. Make sure teams have made decisions about 3 <sup>rd</sup> graders in the fall so that both test window are administered.
Use instructions in Data Management Manual and templates to prepare user, enrollment, and roster files.	<a href="#">Data Management Manual (pdf)</a> <ul style="list-style-type: none"> <li><a href="#">Add a Student Record Manually (PDF)</a></li> <li><a href="#">DLM-Upload Enrollment Template (PDF)</a></li> <li><a href="#">Creating a Roster Manually (PDF)</a></li> </ul>
<b>By Aug. 26,</b> upload enrollment file template or enroll students using the user interface	<a href="#">Educator Portal</a> <a href="#">Data Management Manual (pdf)</a>
<b>By Aug. 26,</b> upload roster files template or add rosters using the user interface (link students to teacher for each subject area they will be tested in)	For HS students only roster them in the grades and subjects that are testing. 10 <sup>th</sup> ELA/Math 11 <sup>th</sup> Science <a href="#">Data Management Manual (pdf)</a>
Notify the educators when data uploads are completed.	
Verify data for accuracy with educators	
Print year-end reports for DLM students- provide copy for teacher and parents	<a href="#">Educator Portal</a>



# DLM Fall Test Window

- September 8 – December 19, 2025 – Students must be enrolled and rostered to the appropriate subjects
  - This should be done prior to September 8
- Teachers must complete the required DLM training on Kite prior to having access to students on Educator Portal (training is now available for those with a teacher role for DLM)
- ELA and math is required for grades 3-8, 10 in the fall. Students must meet the blueprint requirements for ELA and math.
  - [Kansas Essential Elements Blueprint/Selection Record Math and ELA by Grade \(pdf\)](#)
- Science is optional but encouraged in the fall for grades 5, 8, 11



# DLM Enrollment

- Enroll students who will be taking the DLM in Kite **BEFORE** you send TASC records for students taking the general assessment.
- Students need to be enrolled and rostered to the teacher in the appropriate subjects before the test window opens on September 8th.



# Kite Enrollment Updates

- Middle Eastern or North African is a new value added to comprehensive race in student enrollment.
- Kite will now reject enrollment upload records when the following fields match another student in the system:
  - Student first name
  - Student last name
  - Gender
  - Date of birth
- Extract and Upload Template headers: labels and order have been updated – If using the templates (enrollment, roster or user), make sure to download the new one.



# DLM Required Training (Educator Portal)

## New Test Administrators

- Four modules (four post-tests) – 3 hours
- Video
- PDF PPT slides and transcript (optional)
- Key points guide (optional)
- Process activity (optional)
- Post-test
- Helpful reminders (optional)
- Optional videos: Score Report, First Contact Survey, and DLM instructionally Embedded Assessments
- Facilitated and self-directed options

## Returning Test Administrators

- One module - 1 hour
- Video
- PDF PPT slides and transcript (optional)
- Four-part post-test
- Helpful reminders (optional)
- Optional videos: Score Report and First Contact Survey
- Self-directed option only

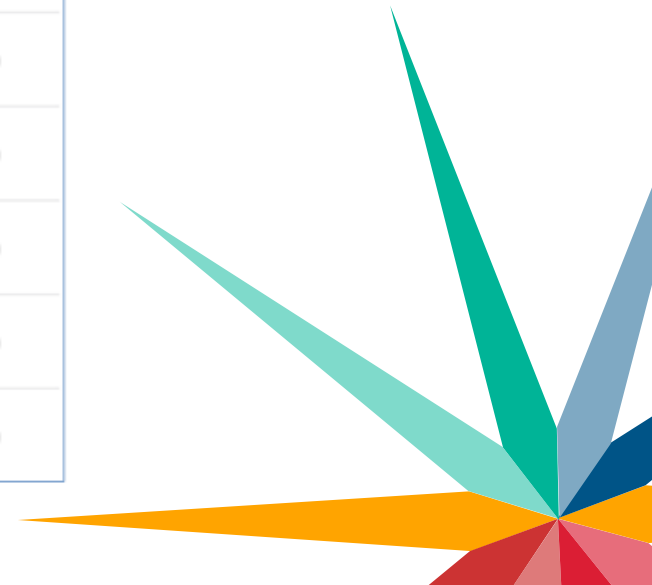
\*Facilitators – Instructions for facilitating the training for new test administrators (if you are an administrator facilitating the training and you don't have access contact me at [crogers@ksde.gov](mailto:crogers@ksde.gov))



# DLM Training Module for District Roles

- [DLM Training for District Roles](#)
- Optional module that provides information about DLM updates for the new school year. (Will not be helpful for teachers)
- Multiple lessons by role, self-directed

☰	What's My Role?	○
☰	Recommended: What's New for 2025-2026?	○
☰	Recommended: Quick Vocabulary	○
☰	Assessment Coordinator	○
☰	Data Manager	○
☰	District or Building Administrator	○
☰	Technology Personnel	○



# DLM Webinar Schedule

Date	Topic
August 21, 2025	<a href="#">What do I need to do to get ready for the fall test window?</a> (TASN registration)
September 4, 2025	<a href="#">How do I write instructional plans? (pre-recorded)</a> (TASN registration)
October 9, 2025	<a href="#">DLM resources - How do I prepare my students for the DLM?</a> (TASN registration)
December 11, 2025	<a href="#">DLM fall test window wrap-up What needs to be finished by Dec 20th?</a>
February 5, 2026	<a href="#">DLM spring window</a>
April 9, 2026	<a href="#">DLM wrap-up What needs to be finished by April 24th?</a>

[Click to register for the entire 2025-26 Webinar Series](#)

*\*\*Content is subject to change at any time due to current events\*\**



# DLM Test Updates and KAA Listserv

- [Subscribe to DLM test updates](#)
  - Enter first name, last name, and email into form, then submit.
- To sign up for the KAA listserv, email this information to [cary.rogers@ksde.gov](mailto:cary.rogers@ksde.gov)
  - Subject Line: KAA Listserv
  - Body: Email address, First Name, Last Name, USD Number, USD Name



# Contact Information

Cary Rogers  
Education Program Consultant  
Special Education and Title Services  
(785) 296-0916  
[caryrogers@ksde.gov](mailto:caryrogers@ksde.gov)





# What questions do you have?



ACT<sup>®</sup>



# 2025-26 ACT, WorkKeys and PreACT8/9

- Please send DTC changes to [lee.jones@act.org](mailto:lee.jones@act.org)
  - DTCs create accounts in Pearson Access for new BTCs and update "manage contacts".
  - DTCs disable accounts for personnel no longer in your district.
  - Review the ACT hosted Kansas website for dates, training opportunities, instructions, and resources for ACT, WorkKeys and PreACT 8/9
  - <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/kansas.html>



# 2025-26 ACT, WorkKeys and PreACT8/9

- Fall WorkKeys Testing
  - Select test dates or select "Not Applicable/Online Testing" by August 22
  - If not testing for fall, indicate Not Testing and why.
  - If paper testing, enroll students and order accommodations materials by August 22.
  - For online testing, Validus login information will be sent to building test coordinators on September 3. Student enrollment can then be completed for online testing and testing sessions set up.



# 2025-26 ACT, WorkKeys and PreACT8/9

- PreACT 8/9
  - The PreACT 8/9 materials ordering window is September 8-October 17.
  - Be certain when creating your order to select "Kansas" as the program.
  - Testing may be completed any time from September 29-November 7.
- ACT
  - Test Accessibility and Accommodations System (TAA) opens September 8. You can then begin submitting requests for accommodations for spring ACT.
  - Pearson Access will open in early November for test date selection and student enrollment.



# What questions do you have?





# Webinar Wrap Up



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



# Contact Information

## 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@act.org](mailto:lee.jones@act.org)

## Kite Service Desk

☎ (855) 277-9752

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

## DLM Service Desk

☎ (855) 277-9751

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

