

Kansas Assessment Program

Test Coordinator Training Webinar

December 18, 2025



Welcome KAP Test Coordinators!

Joining us for today's webinar:



KSDE

Chelsea Pelfrey, Julie Ewing, Cary Rogers (DLM)



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



KAP Test Coordinator Webinars

- Use the following calendar invites to add to your personal calendar
- Each invite includes the Zoom link

August	<u>Add to Calendar</u>
September	<u>Add to Calendar</u>
October	<u>Add to Calendar</u>
November	<u>Add to Calendar</u>
December	<u>Add to Calendar</u>
January	<u>Add to Calendar</u>
February	<u>Add to Calendar</u>
March	<u>Add to Calendar</u>
April	<u>Add to Calendar</u>
May	<u>Add to Calendar</u>



Reminders

- Text-to-Speech Passages and Graphics Applications
 - Due by the end of the day on January 31.
 - DTC **must** be the person to submit them.
 - All applications must be signed.
 - Resubmissions are **not allowed**. Please review thoroughly before submitting.





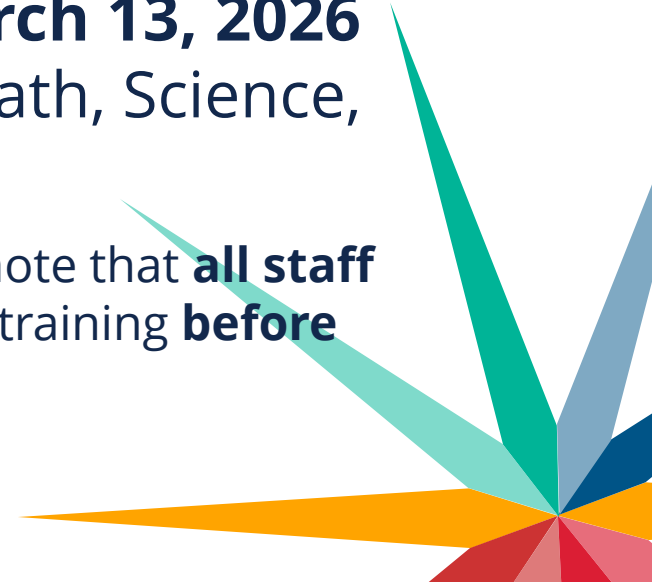
Kansas Assessment Program



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 16, 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.

***These dates may vary depending on the needs of your district. Please note that **all staff** administering summative assessments must complete Security and Ethics training **before** the testing windows open.



Security and Ethics Training

- Documentation of training should be kept at the building and district level.



Special Circumstance Codes

- SC-11 KELPA and WIDA Alt ACCESS only
 - Fill out the form for approval from KSDE.
 - Access form from Educator Portal.
 - Go to the KELPA Assessment.
 - Help > Special Circumstance Code > KELPA and WIDA Special Circumstance Request Form
- 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



Special Circumstance Codes

- All Special Circumstance Codes must be entered before the end of the testing window for the assessment it is requested for.
 - You will not enter a code anywhere for WIDA. That will be taken care of after the window closes by KSDE.



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



Accommodations Webinar for VI/Blind

- State Assessment Accommodations for Students who are Visually Impaired or Blind- Webinar Recording is now available



What questions do you have?





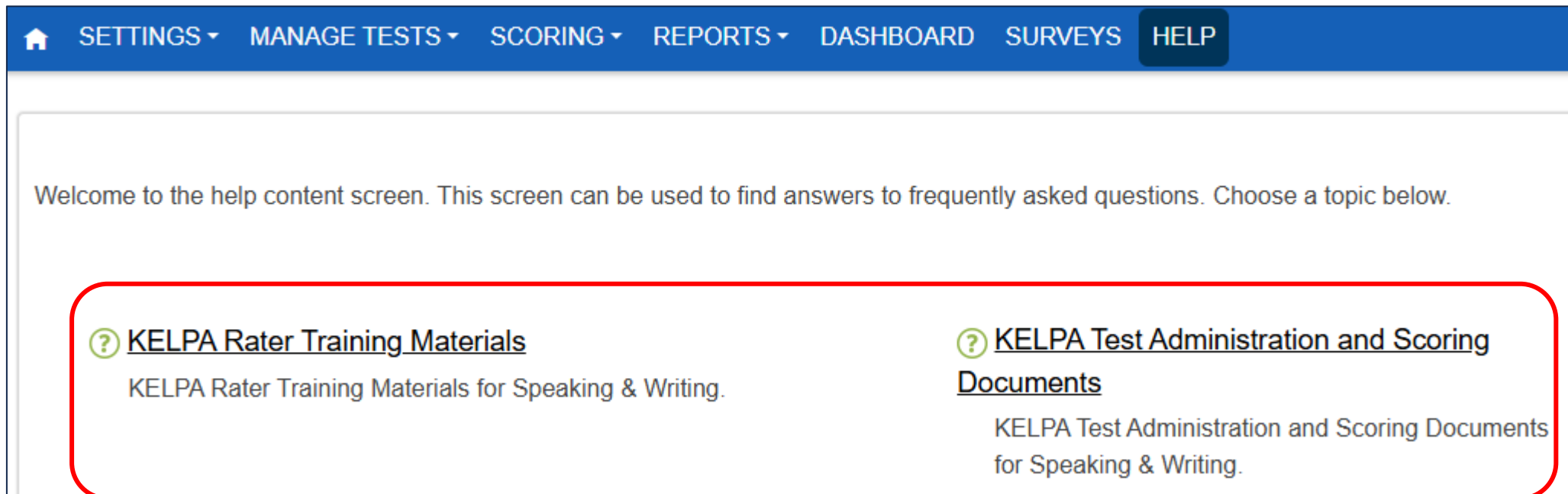
KELPA

Kansas English Language Proficiency Assessment




KELPA Scoring and Rater Materials


- KELPA Rater Training Materials and KELPA Test Administration and Scoring documents are available in the **HELP** Tab



Home SETTINGS ▾ MANAGE TESTS ▾ SCORING ▾ REPORTS ▾ DASHBOARD SURVEYS **HELP**

Welcome to the help content screen. This screen can be used to find answers to frequently asked questions. Choose a topic below.

 [KELPA Rater Training Materials](#)
KELPA Rater Training Materials for Speaking & Writing.

 [KELPA Test Administration and Scoring Documents](#)
KELPA Test Administration and Scoring Documents for Speaking & Writing.

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 \(pdf\)](#)
 - Essential updates for [Chromebook](#) and [Windows](#) devices
- Chromebook App for 2026–27
 - New app coming for [next school year](#)!
- Continue to reach out to the Kite Service Desk if you experience any issues with Kite Student Portal



TASC Records and Rosters

Reminders

1. Students can be on multiple rosters of the same subject
2. Students can be manually removed from rosters created with a TASC record
3. Students can be removed from any subject roster but must remain on at least one for the subject
 - a. *Example: If a student is on 3 ELA rosters, they can be removed from 2 of them*
4. Students can only be added to KAP rosters through KIDS with a TASC record

How to remove a student from a roster

Settings > Rosters > Enter Search Criteria > Select Search > Select the Roster > uncheck the box next to the student you wish to remove > Select Save



Interim Test Window

- Spring Interim Test Window: January 12 – February 6, 2026
- Individual Student Reports are available within 15 min of student completing the test

Reminder for Spring Interim!

- Option for your district to complete testing early
 - Why?
 - Final results for your district prior to Feb 6th
 - Reports generated for students left in progress
 - How?
 - DTC must contact the Kite Service Desk and let them know the desired end date for the district



Custom Instructional Mini Tests

- You can now build your own Instructional Mini Test combining items from multiple existing Mini Tests
- 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
- Reminders!
 - Must be from the same subject
 - Cannot combine ELA, Math and Science items
 - Must be from the same grade
 - Cannot combine different grade levels
 - Group Math items by Calculator Status



Custom Instructional Mini Test Cont.

- We have received and published 7 Custom Instructional Mini Tests requested by KCK
- Available in Educator Portal within Build a Test
- Identified by the USD number in the test name

Build a Test Copy a Test

SUBJECT: *

Mathematics

GRADE: *

Grade 3

Search

AVAILABLE TESTS:

<input type="checkbox"/>	Test Name ↑	# of Items	Cluster(s) Assessed	Standard(s) Assessed
<input type="checkbox"/>	3.OA.C-Multiplication and Division-01	6	M.3.OA.C	
<input type="checkbox"/>	3.OA.D-Patterns & Using the Four Operations-01	6	M.3.OA.D	M.3.OA.D.8, M.3.OA.D.9
<input type="checkbox"/>	3.OA.D-Patterns & Using the Four Operations-02	5	M.3.OA.D	M.3.OA.D.8
<input type="checkbox"/>	3rd Grade Q2 Practice Test_USD500	15	M.3.OA.A, M.3.OA.C, M.3.OA.D, M.3.NBT.A	M.3.NBT.A.1, M.3.OA.A.1, M.3.OA.A.3, M.3.OA.A.4
<input type="checkbox"/>	3rd Grade Q3 Practice Test Math_USD500	15	M.3.OA.B, M.3.NF.A, M.3.OA.A, M.3.OA.C, M.3.OA.D	M.3.NF.A.1, M.3.OA.A.4, M.3.OA.C.7, M.3.OA.D.8

NAEP Practice Tests – Coming soon!

- NAEP tests are scheduled for administrations in select districts/schools in January – March 2026.
- To allow for easier access to NAEP Practice Tests, Kite will provide sample practice items in Kite, available as Instructional Mini Tests.



ELA Spring Interim Instructional Mini Tests

Coming Soon!

- Features:
 - Two passage-based blocks of items
 - One literary passage and one informational passage
 - Eight items per passage – mixed reading and writing
 - Truncated Interim 2 blueprint
- Designed to be taken before or after the Spring Interim assessment to support student instruction.
- Targeted release: Prior to January 15th



Desmos Calculator – Coming soon!

- Based on district feedback we are adding the Desmos Calculator to Kite!
- Desmos Calculators will mirror the functions available on the TI Calculators.
 - Basic
 - Scientific
 - Graphing
- TI Calculators will continue to be available in Kite Student Portal.
- Desmos Calculators are being added to Instructional Mini Tests, and the Practice tests.
- Available on the **Spring Interim** and the **Summative Assessment**



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



DLM Monitoring

- Dashboard
 - First Contact Survey Status
 - not started, in progress, ready to submit, and completed
 - Testing Outside Hours
 - Short Duration Testing
- Reports – Data Extracts – Test Administration and Monitoring
 - DLM Instructionally Embedded Monitoring - Monitor this extract to ensure blueprint requirements are met for both ELA and Math
 - TIP Access – This extract identifies if the teacher accessed the testlet information page prior to administering the testlet. **This is required.**









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

Accessing the Testlet Information Page

- Teachers need to access from the Instruction and Assessment Planner for each testlet prior to administering.

Essential Element	Initial Precursor	Distal Precursor
M.EE.6.NS.5-8 Understand that positive and negative numbers are used together to describe quantities having opposite directions or values (e.g., temperature above/below zero).	Recognize separateness; recognize a set  Testlet Assigned 11/09	M.EE.6.NS.5-8 Initial Precursor: Communicate understanding of "separateness" by recognizing objects that are not joined together. Communicate understanding of set by recognizing a group of objects sharing an attribute.
M.EE.6.NS.2 Apply the concept of fair share and equal shares to divide.	Recognize separateness, set, and subset  Testlet Assigned 11/09	Mini-Map  Testlet Information Page 
M.EE.6.NS.3 Solve two-factor multiplication problems with products up to 50 using concrete objects and/or a calculator.	Recognize separateness, set, and subset	Cancel Testlet SPECIAL CIRCUMSTANCE Select  

DLM Webinar Schedule

Date	Topic
August 21, 2025	What do I need to do to get ready for the fall test window? (Vimeo) / Slides (PDF)
September 4, 2025	How do I write instructional plans? (pre-recorded) (Vimeo) / Slides (PDF)
October 9, 2025	DLM resources – How do I prepare my students for the DLM? (Vimeo) / Slides (PDF)
December 11, 2025	DLM fall test window wrap-up What needs to be finished by Dec 19th?
February 5, 2026	DLM spring window
April 9, 2026	DLM wrap-up What needs to be finished by April 24th?

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

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



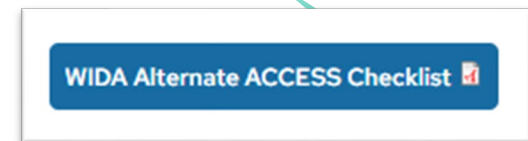
DLM Test Updates and KAA Listserv

- [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
 - **Subject Line:** KAA Listserv
 - **Body:** Email address, First Name, Last Name, USD Number, USD Name



WIDA Alternate ACCESS

- WIDA Alternate ACCESS is given to identified English learners (ELs) with the most significant cognitive disabilities during the annual testing window.
- District Test Coordinators (DTC), Building Test Coordinators (BTC), and Test Administrators (TA) can utilize the [WIDA Alternate ACCESS Checklist](#) to stay informed on tasks that need to be completed before, during, and after the test window.



WIDA KS State Page

→	12/1/25 - 12/19/25	Test Materials Ordering Available in WIDA AMS (LEAs)
→	12/1/25 - 12/19/25	LEAs Load Pre-ID/Student Import File into WIDA AMS
	1/21/26 - 1/22/26	Districts Receive Test Materials
→	2/2/26 - 3/13/26	Test Window
	1/21/26 - 3/6/26	Additional Test Material Ordering Window in WIDA AMS
	3/25/26	Deadline for Shipping Completed Test Materials to DRC - Postmark date
	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



Ordering Material Deadline is Tomorrow

- WIDA Alternate ACCESS Material Ordering Grid

WIDA Alternate ACCESS Order for School WT99999-99999 (WT ACCESS - 2025-2026)	
Grade Cluster	Number of Students
K-2	<input type="text"/>
3-5	<input type="text"/>
6-8	<input type="text"/>
9-12	<input type="text"/>

- Materials should only be ordered in this grid – we currently are seeing materials ordered in other grids which are not for the Alt ACCESS.
- If you have questions on ordering material or pre-ID labels, contact Chelsea.Pelfrey@ksde.gov



WIDA Alternate ACCESS Contacts

- **Cary Rogers** - *WIDA Alternate ACCESS eligibility*
 - Cary.Rogers@ksde.gov (785) 296-0916
- **Emily Scott** - *EL support, KELPA, and WIDA Alternate ACCESS*
 - Emily.Scott@ksde.gov (785) 296-4941
- **Chelsea Pelfrey** - *WIDA Secure Portal and WIDA AMS*
 - Chelsea.Pelfrey@ksde.gov (785) 296-0040

*If you are new or this is your first year with a student taking the Alt. ACCESS please email me at Cary.Rogers@ksde.gov to get added to the WIDA email list.



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

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