Kansas Assessment Program

Test Coordinator Training Webinar

January 15, 2026

KAP
Kansas Assessment Program

Welcome KAP Test Coordinators!

Joining us for today's webinar:

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

ATS   Susan Martin, Katherine Kocen, Mitch Montague, 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

KAP Test Coordinator Webinars

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

August	Add to Calendar
September	Add to Calendar
October	Add to Calendar
November	Add to Calendar
December	Add to Calendar
January	Add to Calendar
February	Add to Calendar
March	Add to Calendar
April	Add to Calendar
May	Add to Calendar

KAP/KELPA On-site Monitoring

- Monitoring volunteer form sent out on Test Coordinator's Listserv last week

- Continuing to gather volunteers for *both* KAP and KELPA testing

- Fill out the form to be added to the list

KAP

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.
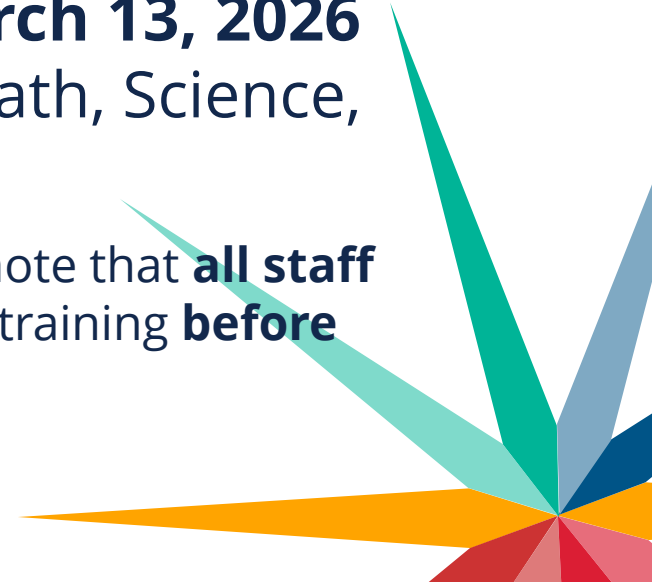
Security and Ethics Training

- 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.

TTS Passages and Graphics

- Text-to-Speech Passages and Graphics Applications
  - [Protocol for accommodations in reading](#)
  - Due by the end of the day on January 31. No exceptions.
  - DTC **must** be the person to submit them to TTSpassages@ksde.gov .
  - Remember to submit **all** applications at one time.
  - All applications must be signed.
  - Resubmissions are **not allowed**. Please review thoroughly before submitting.
- Double check your SIS system to ensure students are marked correctly for WD (with disability) or a 504 plan for all students with submitted applications.

TTS Click Data for ELA

- Questions and Responses – 3701 students never accessed the TTS

- Passages and Graphics – 108 students never accessed the TTS

Next steps

1. Email will be sent next week to districts who had students who didn't access the TTS (broken down by Q&R and P&G).

2. DTC can follow up with Cary or Chelsea to get the SSIDs.

3. If student doesn't use TTS in the classroom don't select on PNP.

4. If student needs the accommodation make sure they know how it works. Utilize the practice tests and interim or mini-tests with TTS set.

Kite Practice Test Guide
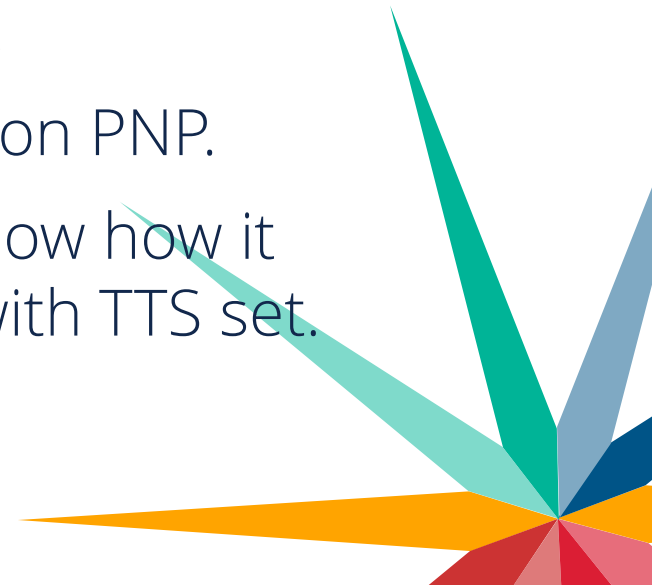
Accommodations Webinar for VI/Blind

- [State Assessment Accommodations for Students who are Visually Impaired or Blind-Webinar Recording](#) is now available

What questions do you have?

KELPA Testing and Scoring Windows

- Testing Window
  - February 2 – March 13, 2026

- Scoring Window
  - February 2 – April 6, 2026
  - Scoring can be done simultaneous (while student is recording) or deferred (after student has finished recording).

Assessment	Domains	Grades	Estimated Time to Complete	Testing Window	Scoring	Who takes it?
KELPA	Four domains: • Speaking* • Writing* • Listening • Reading	K-12	Varies but typically 45-60 minutes per domain	2/2/26 to 3/13/26	Human scoring completed by 4/6/26	No exemption. Required for all identified EL students

*Human Scored

Scoring Recommendations

- Scoring may begin as soon as the testing window opens. It is not advised to wait until the end to complete all scoring.

- It is **suggested** that the speaking and writing sections be administered earlier in the testing window, then the listening and reading sections. This allows for more time to complete the scoring of items.

- Don't forget to spot check recordings to ensure that responses have been saved **prior** to the end of the **testing** window.

Second-Rater Scoring

- Simultaneous scoring is not available
- If your school has more than 10 students testing in a grade level/grade band, you may be randomly selected to participate in second-rater scoring.
- Students flagged for second-rater scoring are automatically flagged in Kite and the second-rater scoring option under scoring populates only students with the second-rater flag.

Reminders

- Students on monitored and transitional status **do not** take the KELPA.

- A **para**, under the direction of a licensed educator, may **proctor** the KELPA assessment if they have gone through the required Test Security and Ethics training.

- K-1st grade students use writing booklets printed by Test Coordinators, that are found in the HELP Tab.

  o Booklets must be scanned and uploaded to EP before the end of the scoring window.

  o Upload a separate file for each grade.

  o Destroy booklets once upload is complete.

Reminders

- Speaking domain does not have to be in a one-on-one setting.
  - Best practice to have ample spacing between students when they are recording their responses.
- Utilize Kite Practice Tests to familiarize students with the testing platform and using the microphone to record responses.

Additional Training

- Monthly ESOL Webinar happening now.
- Recording will be posted on the page linked below.
  - [KSDE ESOL Page](#)
- Contact [Emily Scott](#) for specific KELPA and ESOL questions.

KELPA Scoring and Rater Materials

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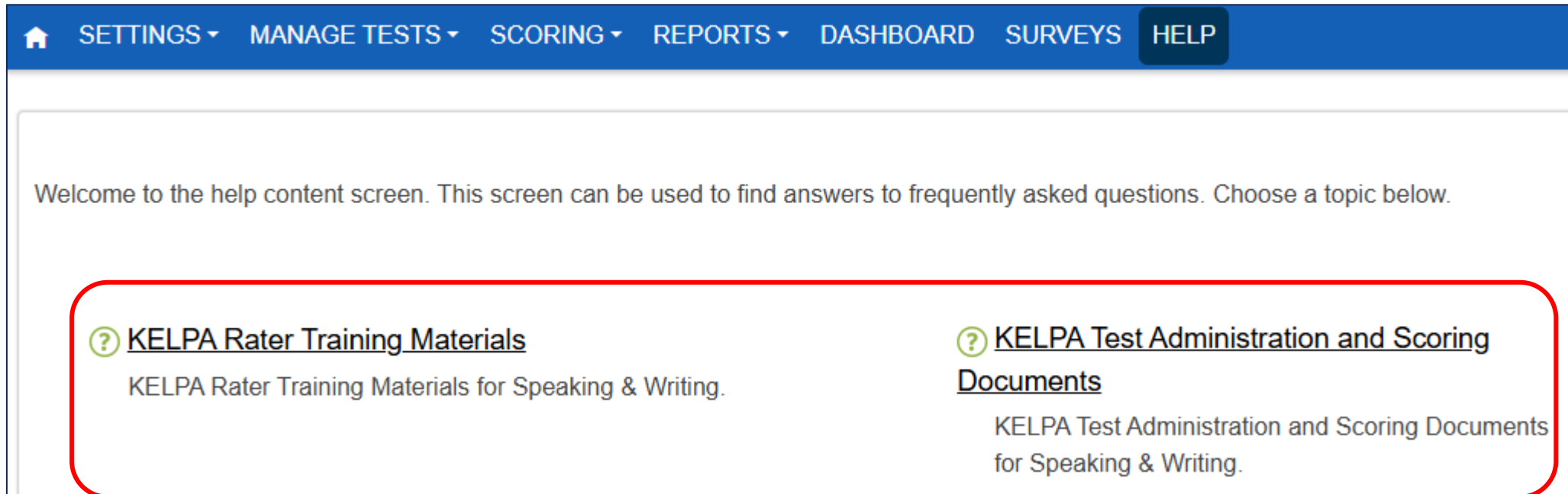
Rostered Prior Year Proficient

- Provides a list of students that are currently enrolled in KELPA that have received a 3 / Proficient in the last year.

State Student ID		Student Last Name		Student First Name		Roster Name		School Name		Grade

- Located: Settings > Rosters > Rostered Prior Proficient
- Requirements: Student Uploaded via TEST record for KELPA
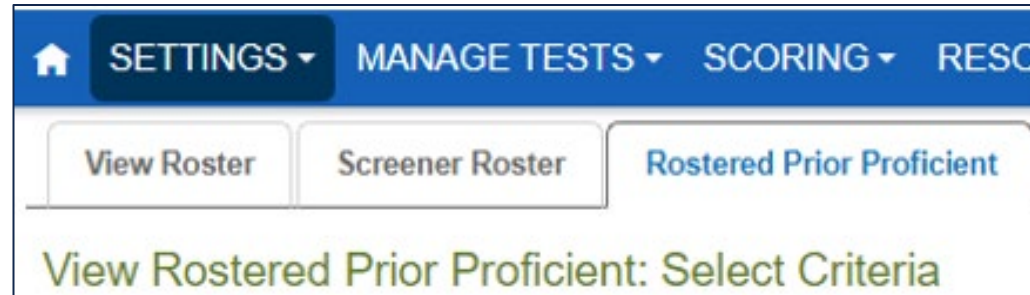
What questions do you have?

PNP Updates

- Text to Speech – Passages & graphics
  - Pop up notification: Requirement of approval application

- PNP Summary tab – Users with view only
  - Detailed information on PNP set for students
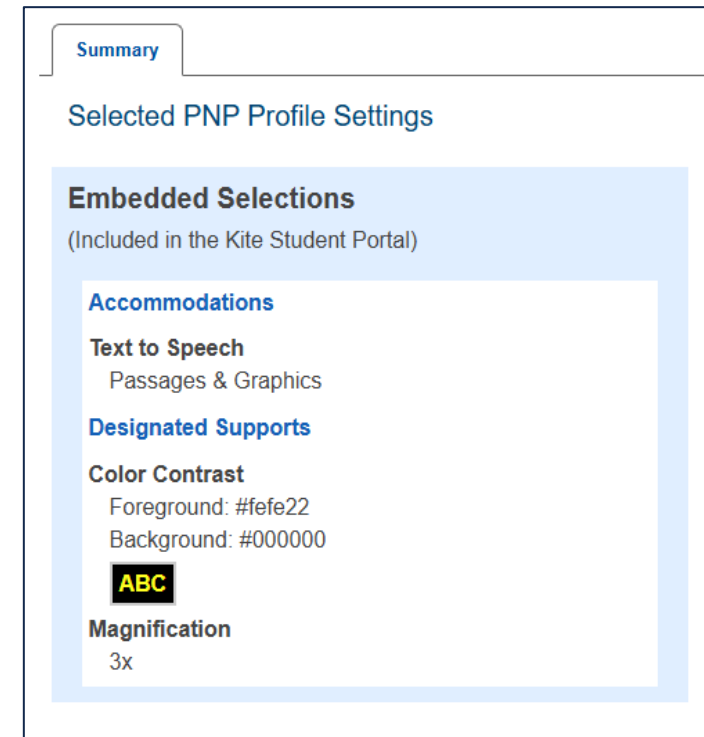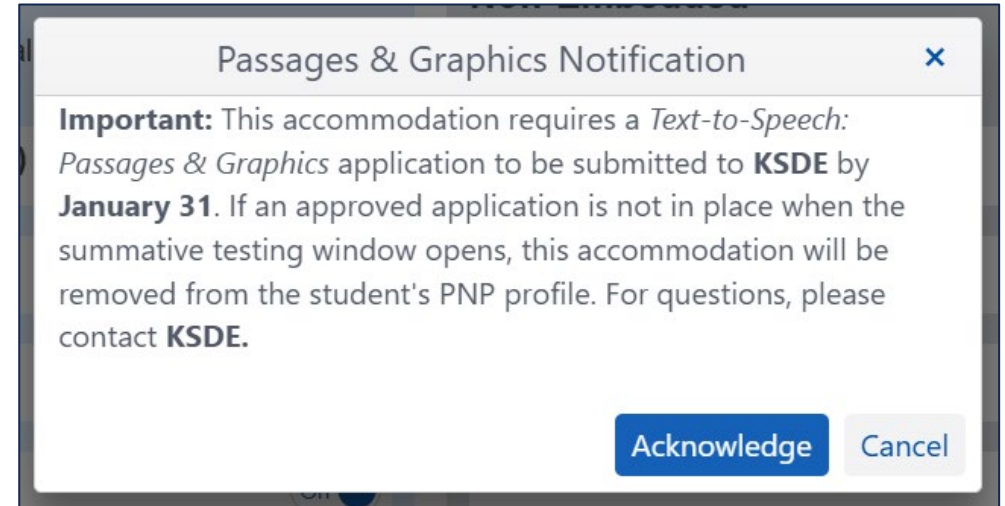
Active User Extract

- Active User Extract
  - Mirrors User Upload Template
  - Contains only active users
  - Allows for easy and quick user updates – email changes, role updates, deactivate users
    - One row for each user role

Educator_Legal_First_Name	Educator_Legal_Last_Name	State_Educator_Identifier	Educator_Email_Address	Educator_Mobile_Number	Organization_ID	Organization_Level	Primary_Role	Seco
Demo	Account	78945625	ats_kite_messages@ku.edu		S1002	SCH	BTC	
Demo	Account	78945625	ats_kite_messages@ku.edu		S1002	SCH	TEA	
Theresa	Teacher	9876543219	ats_kite_messages@ku.edu		S1001	SCH	TEA	

- User Extract
  - Contains all users (active, pending, inactive)
  - In-depth data
    - One row per user

Interim Test Window

- Spring Interim Test Window: <u>January 12 – February 6, 2026</u>

- Individual Student Reports are available within 15 min of student completing the test

<u>Reminder for Spring Interim!</u>

- 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
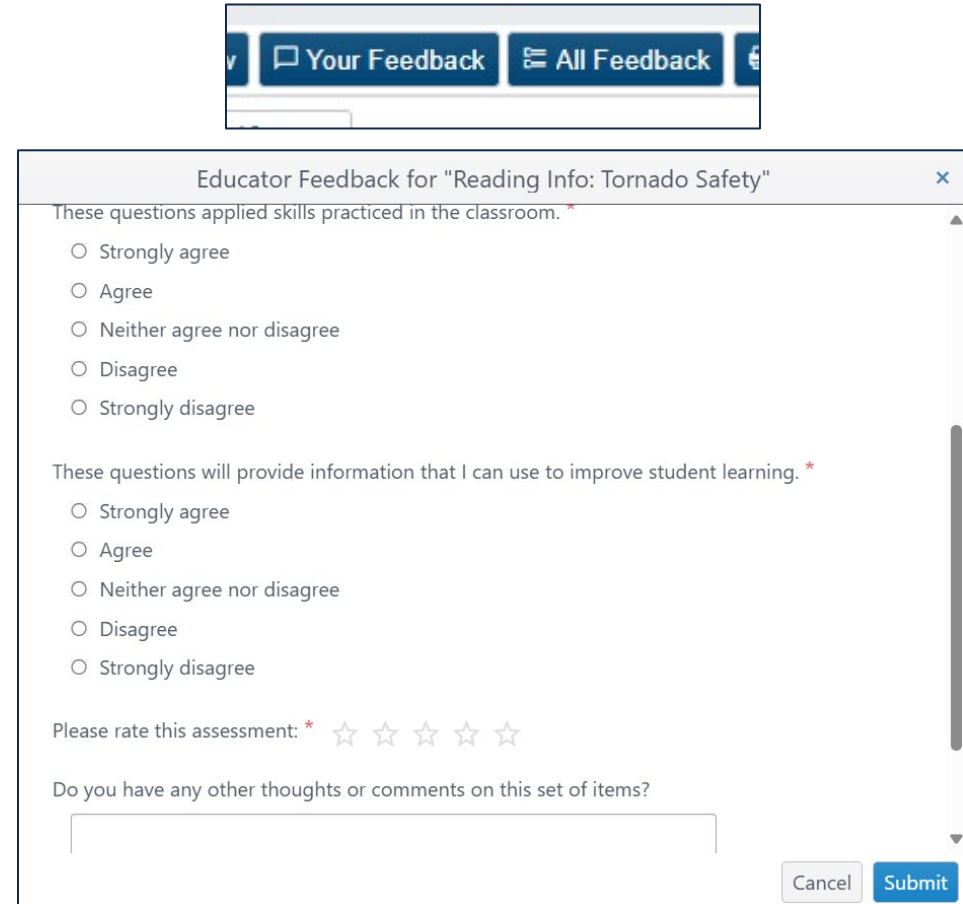
Interim & Mini Test Student Logins – Excel

- Tickets column contains <u>Excel</u> and PDF Files to download

- Interim and Instructional Mini Tests

- All users – Including Teachers can download Excel and PDF tickets

Test Name	⋮	Form	⋮	Testing Cycle	⋮	Subject	⋮	Tickets	⋮
English Language Arts Grade 10: Interim 1		General		Fall		English Language Arts		📄 📄	
English Language Arts Grade 3: Interim 1		General		Fall		English Language Arts		📄 📄	

Instructional Mini Test Feedback

- Share your thoughts on Instructional Mini Tests
  - Interim > Build a Test
    - Your Feedback – lets you leave comments and review feedback you've already shared on that test.
    - All Feedback – shows feedback from educators across Kansas.
      - "All Feedback" will only provide data after at least 5 educators have entered feedback
- All roles can leave feedback
- Leave feedback on all three subjects!

Custom Instructional Mini Tests

- 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

- <u>Reminders</u>!
  - Must be from the same subject
    - <u>Cannot</u> combine ELA, Math and Science items
  - Must be from the same grade
    - <u>Cannot</u> combine different grade levels
  - Group Math items by Calculator Status

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 that can be taken in Student Portal

- Targeted Release: End of January

- Test will be available as Instructional Mini Tests and will be found within Build or Copy a Test
  - Form names: NAEP ELA Practice Test & NAEP Math Practice Test

ELA Spring Interim Instructional Mini Pre-Tests

- 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.

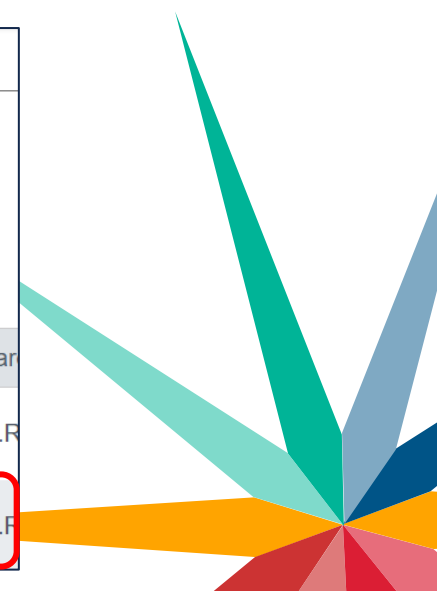| Build a Test	Copy a Test

SUBJECT: *

English Language Arts ▾

GRADE:*

Grade 3 ▾

Search

AVAILABLE TESTS:

	Test Name	# of Items	Cluster(s) Assessed	Standar
☐	3rd Grade ELA Q3 Pre/Post_USD500	11	ELA.3.RL.KID, ELA.3.RL.LR, ELA.3.W.TTP, ELA.3.RL.CS	ELA.3.R
☐	Interim 2 Pre-Test	16	ELA.3.RI.CS, ELA.3.RI.IKI, ELA.3.RI.KID, ELA.3.RI.LR, ELA.3.RL.KID, ELA.3.RL.LR, ELA.3.W.LW, ELA.3.W.TTP	ELA.3.R

Desmos Calculator

- Based on district feedback have added the Desmos Calculator to Kite!
  - Share your feedback on student use at your school
- Desmos Calculators 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 still been added to Instructional Mini Tests, and the Practice tests
- Available on the **Spring Interim** and the **Summative Assessment**

Special Circumstance Codes

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

Special Circumstance Codes

- Two options to apply SC codes for KELPA manually
    1. Test Session (Existing option)
    2. Student

- SC-11 is now restricted in EP to be applied to **one** domain
    1. If entered on 2 or more domains
        - Manually - Receive a pop-up error message
        - Upload – Row on upload will be rejected

What questions do you have?

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 2, 2026	April 24, 2026

Preparing for the Spring Test Window

- Review blueprint completion for the fall test window

  - Make sure teachers understand how to meet the blueprint requirements

  - Encourage use of [Kansas Essential Elements Blueprint/Selection Record - Math and English Language Arts by Grade](#) (PDF)

- Review Testlet Information Page (TIP) access for the fall test window

  - Make sure teachers understand the importance of accessing the TIP

  - Make sure they know how to access the TIP

DLM Webinar Schedule

- **February 5** [DLM spring window](#) (TASN registration)

- **April 9** [DLM wrap-up What needs to be finished by April 24th?](#) (TASN registration)

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

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

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 Alternate ACCESS Checklist

- If you have students taking Alternate ACCESS and didn't receive an email about materials arriving email cary.rogers@ksde.gov .
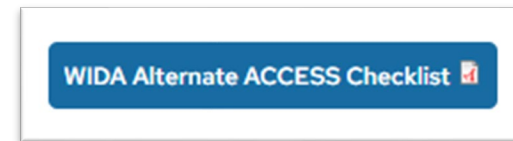
WIDA KS State Page

→	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

January WIDA Assessment Webinars
Returning WIDA ACCESS Materials
- Tuesday, January 20 at 1:00 p.m. CT – Link

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?

PreACT 8/9 and Fall WorkKeys Scoring

PreACT 8/9

- Score reports have been mailed to schools.
- Score reports are posted in online reporting in Success.

WorkKeys

- Score reports and NCRC certificates are posted in online reporting in Validus.
- Mailed reports will be mailed beginning January 16.

Spring 2026 ACT

Accommodations

- Requests for the test window beginning February 24 must be submitted for approval by January 14. For the April 7 window, the deadline is February 25.

Student enrollment

- SDUs must be submitted by January 16 to enroll students for paper or online testing.

- The SDU submission creates the materials order. Be sure to check that TAA PINs are attached to students with approved accommodations so their accommodations materials will be ordered.
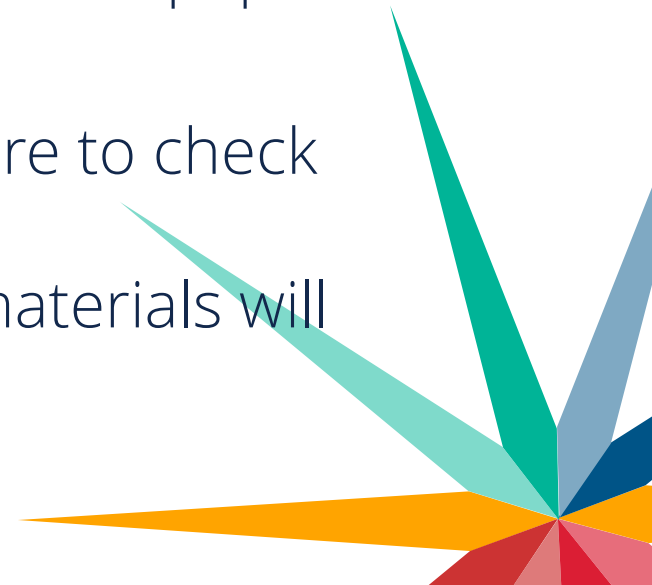
Spring 2026 WorkKeys

Accommodations

- Accommodations do not require approval from ACT for WorkKeys. After the students are enrolled, schools manually select accommodations materials for students as determined by local accommodations provided.

Paper testing

- SDUs must be submitted by January 16 to enroll students for paper testing. The SDU submission creates the materials order.

Online testing

- Validus login and realm information will be sent to building test coordinators on January 28. Test coordinators may then enroll students through Validus and set up online test sessions.

Webinar Wrap Up

NEXT WEBINAR

February 19
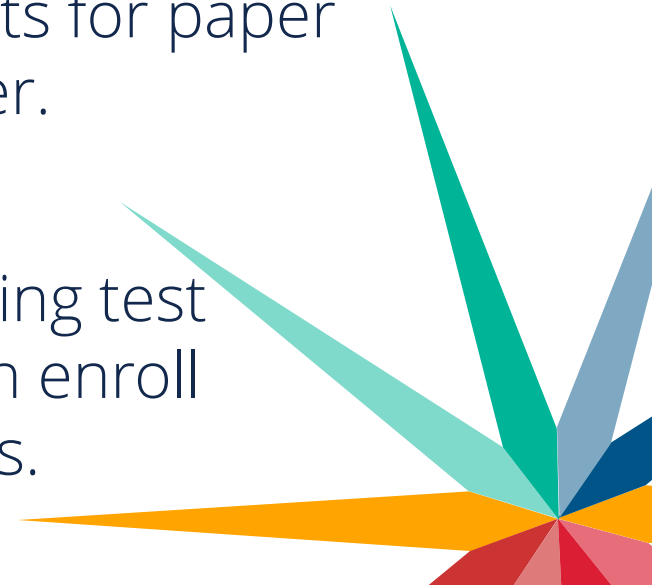
A PDF copy of the slides and a recording of this webinar will be available on the KAP website's [Test Coordinator Training page](#) by the Friday following the webinar.

Contact Information

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