Kansas Assessment Program

Test Coordinator Training Webinar

March 12, 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, 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

Important Upcoming Dates

- March 13
  - In-person Test Security and Ethics Training Completed with agreements signed
  - TEST records uploaded for the General Summative Assessments
  - PNPs updated and ready for testing
  - TASC records uploaded for Grade 2 Reading Assessment
  - KELPA and WIDA Alt ACCESS Testing Windows Close
    - Postmark date to return WIDA Alt ACCESS Materials is March 25
- March 23
  - In-Person General Summative Assessment Window Opens
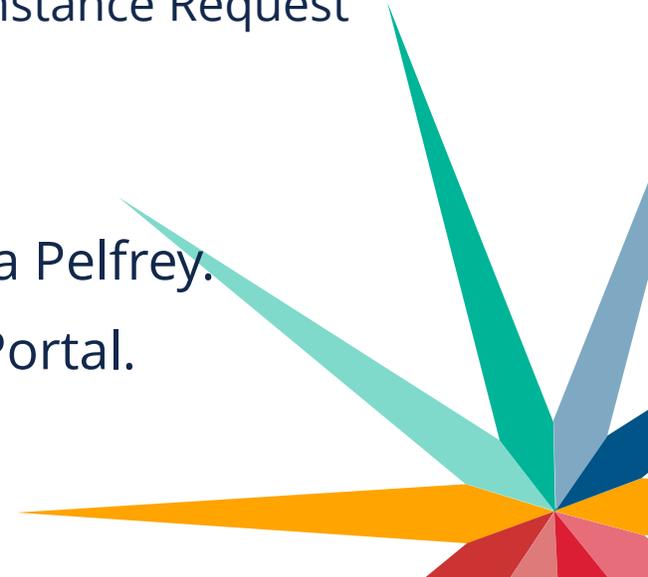- April 6
  - KELPA Scoring Window Closes

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.
- 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-11 KELPA and WIDA Alt ACCESS only
  - Reserved for those students who **cannot** complete one domain due to a **disability** such as not being able to speak.
  - 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

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
  - All applications have been reviewed and sent back to the DTC with approved/disapproved stamp.
  - **Make sure the PNP is set to TTS Passages and Graphics. We had 404 students approved who did not have PNPs set by March 5th, These should have been set by February 26th**
  - Approvals in Kite for those students has started.
  - If a student was disapproved, make sure TTS passages and graphics is not set on the student's PNP.

TTS Passages and Graphics

- **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.**

- Check to make sure this is all completed before leaving for Spring Break.

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.
  - KSDE will respond within 48 hours with a resolution to the violation.

Personally Identifiable Information (PII)

- Student PII should never be shared via email or Live Chat.

- Violations have been reported from the Kite Service Desk.

- 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

- Test will be administered this year.

- Standard Setting will take place over the summer.

- Scores will be released Fall 2026 once the State Board of Education approves the new cut scores.

- **Reminder! Summative assessments contain 2 sessions and should be administered over the course of 2 days. Please do not administer both sessions in one sitting.**

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

TEST Record Guidance

- Who to include?
  - Students who are enrolled in an assessed grade level (3-8, 10, 11)

- Do not include
  - ELA record for students who recently arrived in US after 3/23/25.
  - Homeschool students who only attend the public school for electives or special education services
  - Students who arrive after the need not test date of March 23.
    - This date does not apply to in district movement.
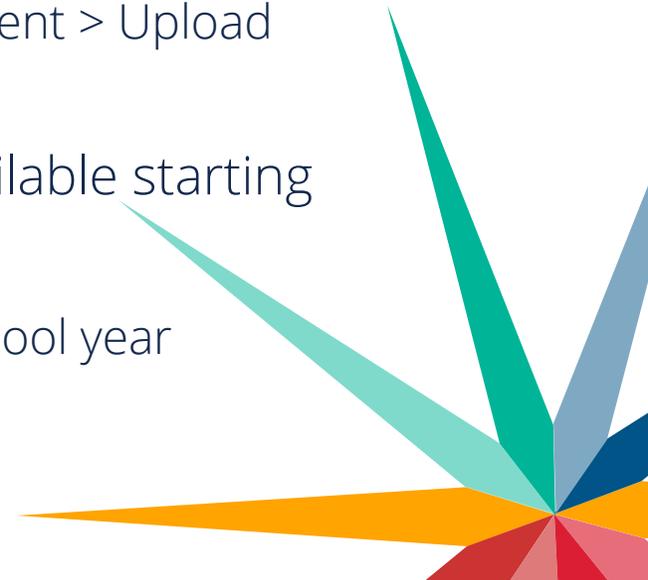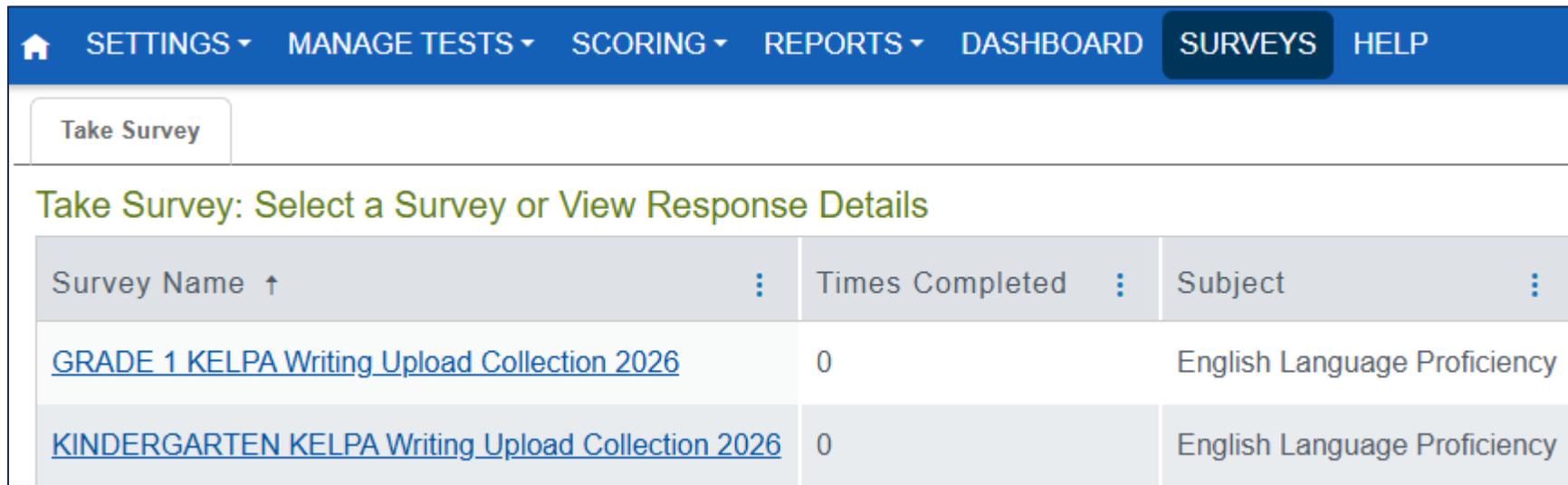
What questions do you have?

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
  - The "KELPA Screen for next academic year" check box will be available starting March 23rd
    - Use this check box if you are screening a student for the following school year

Writing Booklets

- Required <u>only</u> for Grade K and Grade 1
  - Writing booklets are found in the HELP tab in EP

- Writing booklets must be submitted in the Surveys tab in EP before the end of the scoring window, which ends April 6th

Second Rater Scoring

- Schools with 10 or more EL (English Learner) students at a grade/grade band are randomly selected for double scoring.

- Educators are not assigned for second rater scoring in EP

- It is up to the District / School to determine who will complete the secondary scoring
  - Allows for added flexibility
  - District and Building level users have access to score all students in the building
  - Teachers completing second rater scoring will require an additional scoring assignment to be created.
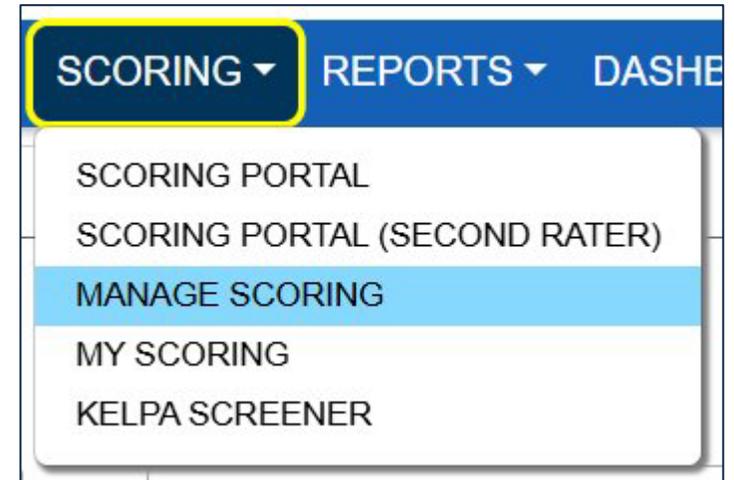
Second Rater Scoring Cont.

- How do I see students marked for 2nd rater?
  - Reports > Data Extracts > Select the Test Administration and Monitoring tab > Select "New file" in the <u>Monitor Scoring</u> row > Open the file
    - Review **column N (Rater)**. This column will state Secondary if the student is flagged as requiring 2nd rater scoring.

M	N	O
State Student Identifier	Rater	Subject
123456789	Secondary	English Language Proficiency

Second Rater Scoring Cont.

- How do I create an additional scoring assignment for a 2nd rater?
  - As a Building or District level user:
    - Scoring > Manage Scoring > Assign Scorers. Complete the required fields and select Search
    - Select the students to be scored > select Add > select the Scorer > select Add > select Save, and then Done.
    - Reminder: Once a scoring assignment is created, manually it cannot be deleted. If it was created in error, there is no harm in leaving it in the system.

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
  - If entered on 2 or more domains
    - Manually – Receive a pop-up error message
    - Upload – Row on upload will be rejected

- Directions on how to apply SC Codes can be found in the
  [KELPA Test Coordinator Manual](#)

What questions do you have?

Instructional Mini Tests

- Build your own Instructional Mini Test feature available

  o Download & complete the Excel Spreadsheet from the **HELP** Tab in EP

  o 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 new resources available:

  o Available Mini Test Items Spreadsheet

  o 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:	When to use it:
- Overall student scores	- Immediately after testing
- Class averages	- To identify overall class strengths and weaknesses
- Points earned vs. possible points	- To determine if reteaching is needed for the whole group
- Item-level score totals	

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:	When to use it:
- Each student's responses	- During PLCs or data meetings
- Correct answers	- When planning small-group instruction
- Points earned per item	- For parent conversations
- Total score and percent correct	

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

New!

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		1		1
Total		5	10	2	17

Practice Tests

- Allow students to gain confidence navigating assessments and different question types in Student Portal

- Four types of Practice tests:
  - Technology Practice Tests
  - Subject Practice Tests
  - Braille Practice Tests
  - Grade 2 Reading

- Accessed through the Kite Student Portal application or through the browser version of Kite Student Portal

- Logins and steps to access practice tests found in the Kite Practice Test Guide

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 available on:
  - Instructional Mini Tests
  - Practice Tests
  - Summative Assessment

PNP Updates

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

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

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
  - 1.) Test Session (Existing option)
  - 2.) Student
  - 3.) Subject

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
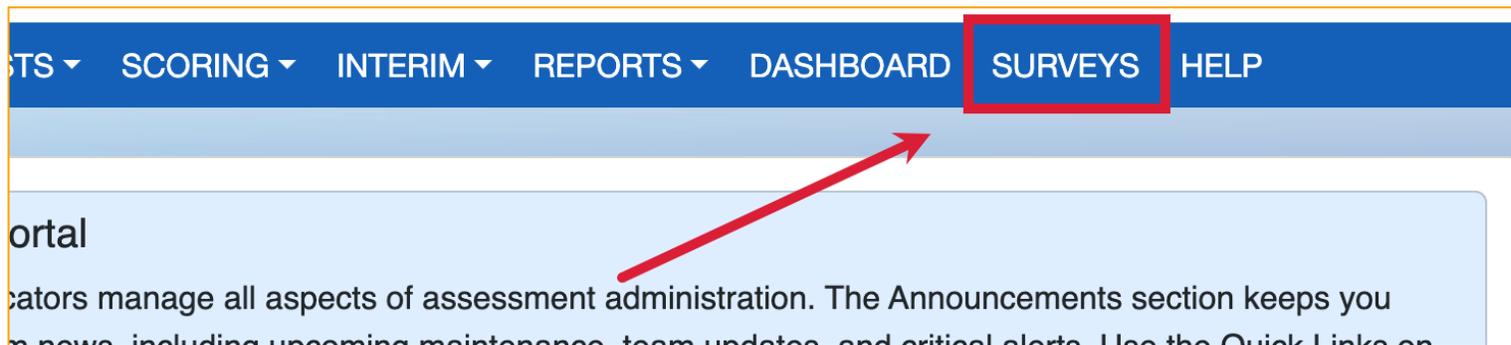
Technical Support

- 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

Spring Survey 2025 – 2026 Coming soon!

- Will be available in Educator Portal in the Surveys tab.

- Feedback on:
  - Mini Tests – usage, purpose, reports
  - Interim – timing, alignment, reports
  - Summative – administration, reports
  - Kite Suite – user experience, future enhancements

What questions do you have?

DLM Dates

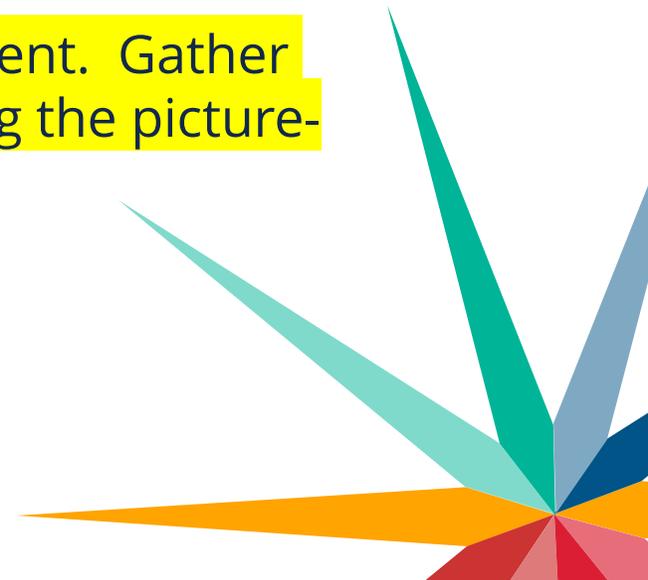| DLM Dates	Date open	Date closed
Required training	August 5, 2025	April 24, 2026
Fall testing window	September 8, 2025	December 19, 2025
Spring testing window	February 2, 2026	April 24, 2026

Spring Test Window – ELA and Math

- ELA and math are instructionally embedded

  - Teachers must create instructional plan and assign testlet once instruction is complete.

  - Make sure teachers understand how to meet the blueprint requirements.

  - Encourage use of <u>Kansas Essential Elements Blueprint/Selection Record - Math and English Language Arts by Grade</u> (PDF).

  - Student may receive 0 or 1 field test per subject. Encourage teachers to have students complete these.

- 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

Spring Test Window - Science

- 9 science testlets per student (grades 5, 8, and 11)

- The system chooses the EE from the blueprint and selects the linkage level – based on the first contact survey. Teachers cannot change the linkage level.

- Linkage levels are adjusted by the system based on the student's performance on the pervious testlet.

- Students will only receive one testlet at a time. You must wait up to 30 minutes for the next testlet to appear.

- Retrieve the Testlet Information Page for testlet in Test Management. Gather needed materials before beginning assessment, including printing the picture-response cards when needed (initial linkage level)

Science Field Testing

- Field testing for the new 2027 Science DLM Assessment
  - Each student will receive 4 field test items
    - Bundled as 2 testlets

- Every student grade 5, 8, and 11 will receive 4 science field test testlets.
  - 2 batches with 2 testlets
- Teachers are asked to administer both batches of science field test testlets.
  - This is necessary for the new science assessment that will be operational in 2027.
- Testlet Information Pages for field test testlets are accessed in the Test Management section.

Data Extract – DLM Instructionally Embedded Monitoring

State	District	School ID	School Na	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

DLM Webinar Schedule

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

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

WIDA Alternate ACCESS

WIDA KS State Page

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

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?

Spring 2026 WorkKeys and ACT

ACT

➢ Test window 1 has concluded and scores are being processed.

➢ Materials for make-up testing for the April 7 Test Window may be ordered through March 27.

WorkKeys

➢ Test window 1 has concluded and scores are being processed.

➢ Materials for paper make-up testing for the April 8 Test Window may be ordered through March 27.

➢ Online testing may be administered through May 1.

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

KAP Assessments

Chelsea Pelfrey
☎ (785) 296-0040
✉ chelsea.pelfrey@ksde.gov

DLM

Cary Rogers
☎ (785) 296-0916
✉ cary.rogers@ksde.gov

ACT

Lee Jones
☎ (785) 250-3760
✉ lee.jones@act.org

Kite Service Desk

☎ (855) 277-9752
✉ kap-support@ku.edu

DLM Service Desk

☎ (855) 277-9751
✉ dlm-support@ku.edu