Kansas Assessment Program

Test Coordinator Training Webinar

November 19, 2026

KAP
Kansas Assessment Program

Welcome KAP Test Coordinators!

Joining us for today's webinar:

KSDE Chelsea Pelfrey, Lee Jones (ACT), Cary Rogers

ATS 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



Test Coordinator Webinars

- Every third Thursday except for March due to Spring Break
- Live at 1:00
- Recorded and posted within a few days
- Calendar invites are attached

~~September 17~~

~~October 15~~

~~November 19~~

December 17

January 21

February 18

March 11

April 15

May 20



WIDA Alternate ACCESS

- Material Ordering and Student PreID Upload Window
  - November 30-December 18

- Contact me if you need an account for WIDA Secure Portal



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 before February 1, 2027, for anyone administering a **KELPA** assessment.

- All in-person district training must be completed by **March 12, 2027,** for anyone administering a **KAP** assessment in ELA, Math, Science, and/or cPass.

Test Coordinator 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



Kite Clean Up

- Updates roles in Educator Portal
  - Deactivate staff who are no longer in the district
  - Claim staff from other districts OR add new Kite users



Personal Needs Profiles

- Carried over from last year
  - Exception: TTS Passages and Graphics

- Begin editing once students are rostered from KEDS
- Applies to all assigned tests for each student

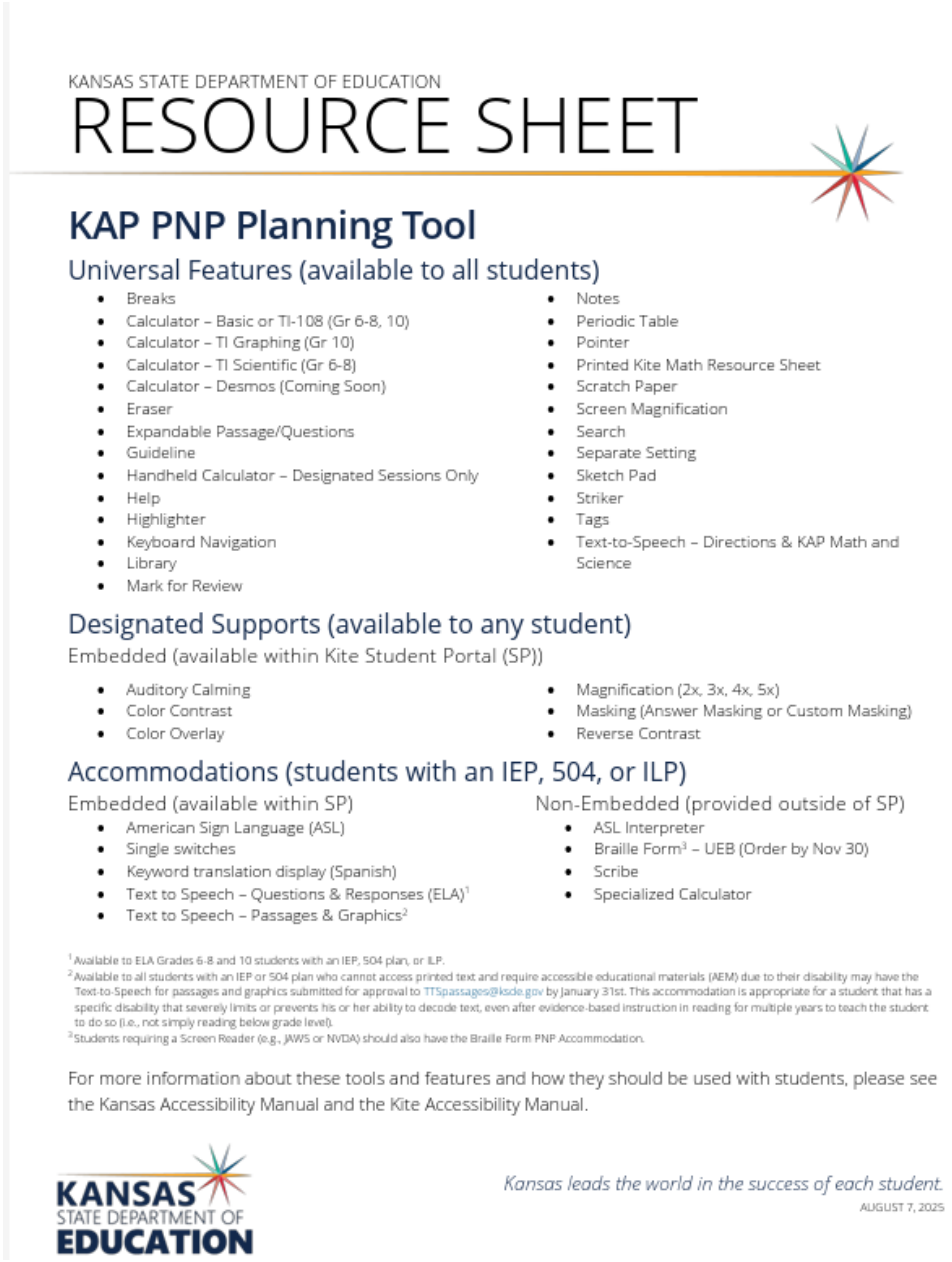
- DTC responsibility: Who enters this information for your district?

- Kite_Accessibility_Manual.pdf

PNP Planning Tool

Make sure students know how to use the designated features or accommodations that are selected for them.

- Technology practice tests
- Practice tests with PNP options
- Interim or Mini-Tests



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RESOURCE SHEET

KAP PNP Planning Tool

Universal Features (available to all students)

- Breaks
- Calculator – Basic or TI-108 (Gr 6-8, 10)
- Calculator – TI Graphing (Gr 10)
- Calculator – TI Scientific (Gr 6-8)
- Calculator – Desmos (Coming Soon)
- Eraser
- Expandable Passage/Questions
- Guideline
- Handheld Calculator – Designated Sessions Only
- Help
- Highlighter
- Keyboard Navigation
- Library
- Mark for Review
- Notes
- Periodic Table
- Pointer
- Printed Kite Math Resource Sheet
- Scratch Paper
- Screen Magnification
- Search
- Separate Setting
- Sketch Pad
- Striker
- Tags
- Text-to-Speech – Directions & KAP Math and Science

Designated Supports (available to any student)

Embedded (available within Kite Student Portal (SP))

- Auditory Calming
- Color Contrast
- Color Overlay
- Magnification (2x, 3x, 4x, 5x)
- Masking (Answer Masking or Custom Masking)
- Reverse Contrast

Accommodations (students with an IEP, 504, or ILP)

Embedded (available within SP)

- American Sign Language (ASL)
- Single switches
- Keyword translation display (Spanish)
- Text to Speech – Questions & Responses (ELA)[1]
- Text to Speech – Passages & Graphics[2]

Non-Embedded (provided outside of SP)

- ASL Interpreter
- Braille Form[3] – UEB (Order by Nov 30)
- Scribe
- Specialized Calculator

[1] Available to ELA Grades 6-8 and 10 students with an IEP, 504 plan, or ILP.

[2] Available to all students with an IEP or 504 plan who cannot access printed text and require accessible educational materials (AEM) due to their disability may have the Text-to-Speech for passages and graphics submitted for approval to TTSpassages@ksde.gov by January 31st. This accommodation is appropriate for a student that has a specific disability that severely limits or prevents his or her ability to decode text, even after evidence-based instruction in reading for multiple years to teach the student to do so (i.e., not simply reading below grade level).

[3] Students requiring a Screen Reader (e.g., JAWS or NVDA) should also have the Braille Form PNP Accommodation.

For more information about these tools and features and how they should be used with students, please see the Kansas Accessibility Manual and the Kite Accessibility Manual.

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AUGUST 7, 2025

Ordering Braille Booklets

- Request braille booklets through the Personal Needs Profile (PNP) in Educator Portal.
- Booklets will be ordered for students who have "Braille" selected on the "Language & Braille" tab of their PNP.
- This should be done by the end of November.

- **If any changes are made to your orders after these dates or if you have questions, please contact KAPaccommodation@ku.edu**



Braille

- A student who is blind or has a visual impairment may take the assessment using a hard-copy braille booklet (UEB with Nemeth). Tactile graphics are embedded in the hard-copy braille booklet.

- Selecting Braille on a student's PNP ensures that the student is assigned a test form consistent with the braille booklet. The computer-based form and the braille booklet are identical, allowing students to listen to the Text to Speech (TTS) accommodation if needed. Once you select Braille on a student's PNP, contact KAPAccommodation@ku.edu to order the student's braille booklet.

- An additional use of the Braille PNP setting is to assist students with low vision who require a screen reader, such as JAWS or NVDA, to interact with SP. By selecting Braille on a student's PNP, the test form assigned will be compatible with external screen readers, making it easier for the student to access the content.

TTS Universal Features

- Universal feature – available for all students
  - Synthetic voice is available to read directions on all assessments.
  - Synthetic voice is available to read assessment content on KAP math and science assessments.

Text-to-Speech (TTS) Options

Embedded Text-to-Speech (TTS)	Available to all students?	Is PNP required?
TTS Directions	Yes	No
TTS Science	Yes	No
TTS Math	Yes	No
TTS ELA Questions and Responses (6th-10th IEP, 504, or EL ILP)	No	Yes
TTS Passages and Graphics (all grades)	No	Yes, AND requires KSDE approval

Text to Speech Options

Questions & Responses (ELA)	Passages & Graphics – [Requires KSDE approval]

• For students in Grades 6-8 and 10.
• Students must have an IEP, 504 plan, or ILP (for English learners) that states they must have questions and responses read aloud.
• Synthetic voice reads questions and responses only, NOT PASSAGES.
• This is for ELA only.
  • Math and Science automatically include TTS on all test content.
	• For students with and IEP or 504 plan in all grades and subjects
	• Synthetic voice reads detailed descriptions of visual elements
	• Synthetic voice reads ELA passages
	• Must be approved by KSDE
	  • Application due by January 31.

Fact Sheet on TTS

KANSAS STATE DEPARTMENT OF EDUCATION

FACT SHEET

Text-to-Speech Available on the Kansas Assessment Program (KAP)

Text-to-Speech (TTS)	English Language Arts (ELA)	Math	Science
Universal Feature	Not available.	Universal support available to all students.	Universal support available to all students.
Accommodations 1	Grades 6–8, and 10 ELA Questions and Responses.	Not available.	Not available.
Accommodations 2	Grades 3–8, and 10 read all text, including passages. Description of graphics.	Grades 3–8, and 10 all text read. Description of graphics.	Grades 5, 8, and 11 all text read. Description of graphics.

Universal Feature

Directions, Math and Science: The Kansas State Department of Education (KSDE) has moved Math TTS to a universal feature. All students can choose to have a synthetic voice read directions, test questions and answers choices on the math and science assessments.

Accommodations

1. **ELA Questions and Responses for 6–8, and 10 grades only:** Students with **Individualized Education Plan (IEP)**, **504 plan**, or English learners who qualify for ESOL services on an **Individual Learning Plan (ILP)**, who need the test items and answer choices for the ELA assessment, a synthetic voice will read test questions and responses. KSDE's expectation is these students have received evidence-based instruction in reading for multiple years. The student must be using TTS or a screen reader as the primary mode of accessing grade level text during instruction and assessment. This accommodation must be selected on student's personal needs profile (PNP).

   Please note: This accommodation is not intended for students who are just slow readers. The read-aloud accommodation does not refer to an adult reading an occasional word, an occasional distractor, an occasional stem, or an occasional question to the student. However, an adult reading any words in the ELA passage is prohibited. **Students on SIT plans no longer qualify for this accommodation.**

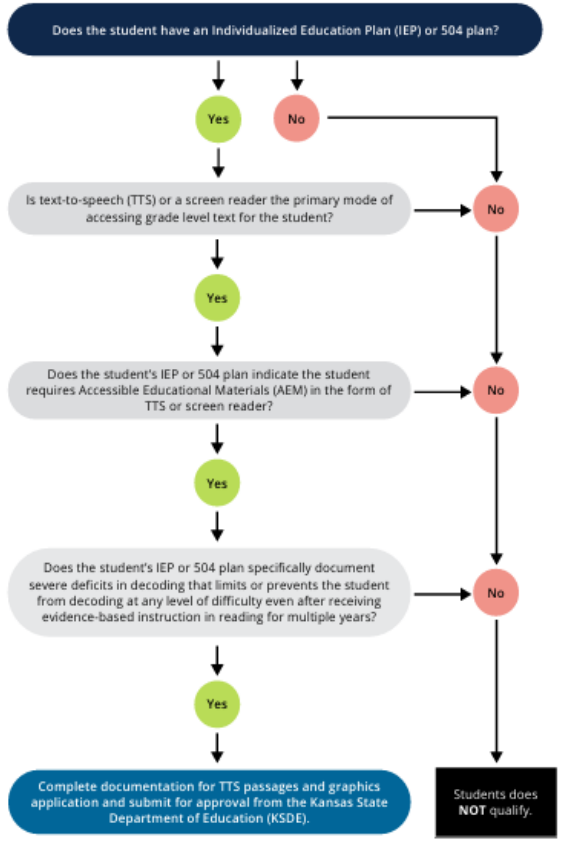
2. **TTS passages and graphics:** For a very limited number of students with disabilities, TTS of reading passages in ELA may be permitted. A synthetic voice will read the text including ELA passages and detailed description of the graphics. **Students with an IEP or 504 plan who cannot access printed text and require accessible educational materials (AEM) due to their disability may have the Text-to-Speech Application submitted for approval to ttspassages@ksde.gov by Jan. 31 annually.** This accommodation is appropriate for a student whose IEP/504 Plan explicitly indicates the student's primary mode of accessing printed materials is through text-to-speech or a screen reader.

   A student who has a specific disability that severely limits or prevents his or her ability to decode text, even after evidence-based instruction in reading for multiple years to teach the student to do so. Students using Job Access With Speech (JAWS®) or NonVisual Desktop Access (NVDA) – the screen reader will navigate the page while the Kite TTS will provide the audio of the page content.

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July 2, 2025

FACT SHEET TTS ON THE KAP



For more information, contact:

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Special Education and Title Services
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cary.rogers@ksde.gov

KANSAS STATE DEPARTMENT OF EDUCATION

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The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

Text to Speech (TTS) Criteria Update

- Added a question to indicated Blind or Visually Impaired
- PAR Criteria
  - Student must score a 75% or higher comprehension score either on grade level or two grade levels below.
  - This means that the score is in the Green on the PAR and uPAR.
  - Protocol for accommodations in reading (KS copy uPAR Stories fall 2024 pdf has multiple choice questions for each passage for use with the PAR)
- Purpose
  - Ensure that students are using the most appropriate accommodation.

Question 1 and 2

The student qualifies for an IEP or 504 plan and utilizes text to speech or a screen reader as the primary means for accessing grade level text.

Yes

No

Does the IEP/504 plan indicate the student requires Accessible Educational Material (AEM)) or a screen reader in the form of Text-to-Speech to access grade level text?

Yes

No

Considerations for Accessible Educational Materials (PDF)

Question 3 and 4

Does the student's IEP or 504 plan specifically document severe deficits in decoding that limits or prevents the student from decoding at any level of difficulty even after receiving evidence-based instruction in reading for multiple years?

Yes

No

Please mark all that apply to the reading accommodations listed on the student's IEP/504 plan.

What

- Text-to-speech/screen reader
- Human reader

When?

- State assessments
- Classroom assessments
- Classroom assignments



Documentation Accommodations in the IEP

- Example 1: Consistent with the accommodations that Sean is using in the classroom, he will receive the following accommodations on statewide assessments: Simultaneous visual and auditory access to text through the independent use of text-to-speech for all allowable parts of the assessment.
- Example 2: The district will apply for approval of TTS for passages and graphics on the state assessment. If approved the student would receive TTS for passages and graphics, if it is not approved, the student would receive questions and responses for ELA through TTS when allowed (grades 6-8 and10).

- Examples of Frequency, Location, and Duration for Accommodations & Modifications (PDF)
- Assuring the Documentation of Frequency, Location, and Duration of Accommodations on the IEP (PDF)
- Documenting Frequency, Location, and Duration of Accommodations and Modifications on the IEP during the school year (PDF)

Question 5

What is the student's Lexile level (use the tool the district is using for benchmark testing) without Text-to-Speech (TTS) or audio accommodations?

Lexile level

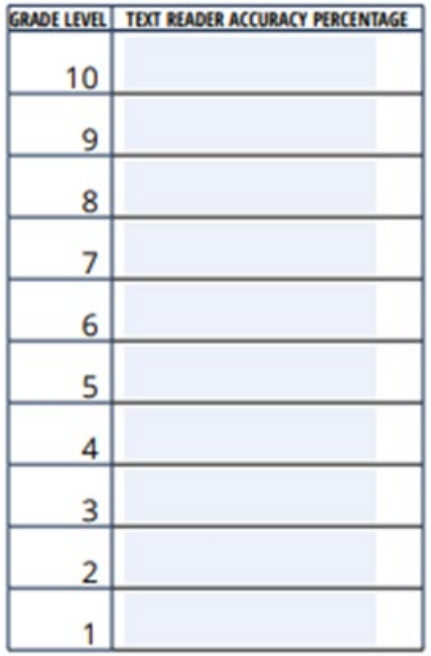
Tool used

Date administered

- Lexile level must be from current school year.
- Must provide Lexile not grade level.
- The Lexile level will help support severe deficits in decoding skills.
- A Lexile of 500 or above will not be approved.
- If a Lexile can't be determined without TTS due to visual impairment/blindness, please indicate that on the form.

Question 6

What are the student's results from the Protocol for Accommodations in Reading (PAR or uPAR)?



GRADE LEVEL	TEXT READER ACCURACY PERCENTAGE
10	
9	
8	
7	
6	
5	
4	
3	
2	
1	

- Start at the student's grade level and administer the Text Reader with the PAR passage.
- Record the percentage the student received on the comprehension questions after listening to the PAR text with a text reader.
- The student must score at 75% at grade level or within two grade levels below.

- USE THE FILE CALLED KS COPY UPAR STORIES FALL 2024

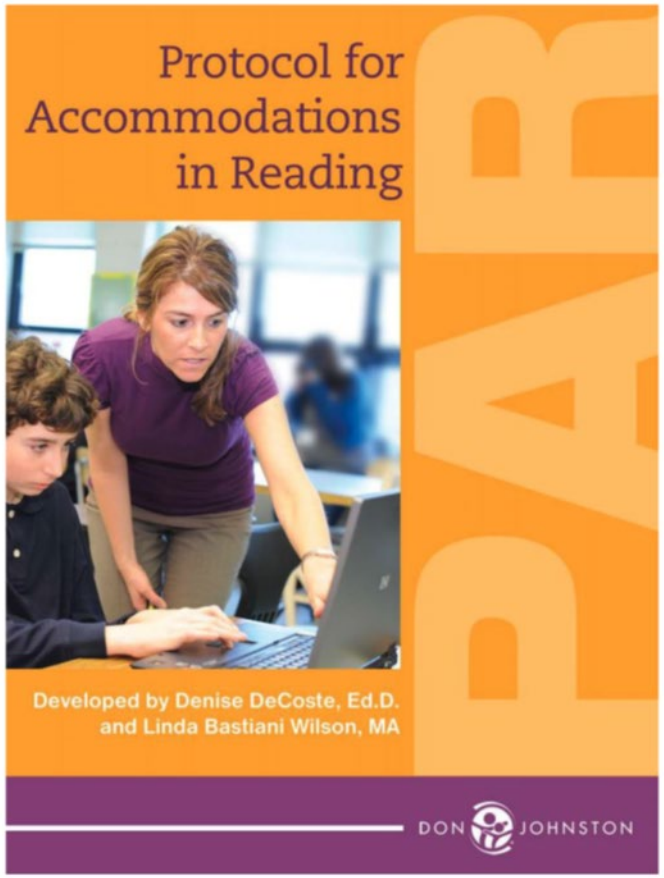
Question 7

- Is this student blind or visually impaired?
  - Yes
  - No

- If yes, still administer the PAR and share the results.



Protocol for Accommodations in Reading (PAR)



- The Protocol for Accommodations in Reading (PAR) is **a formative assessment tool** that can be used with any student struggling with reading.
- The PAR is intended to help educators **make informed decision about reading accommodations.**

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.

KAP
Kansas Assessment Program

What questions do you have?





KELPA

Kansas English Language Proficiency Assessment

What questions do you have?




Kite
™

Kite Student Portal Updates



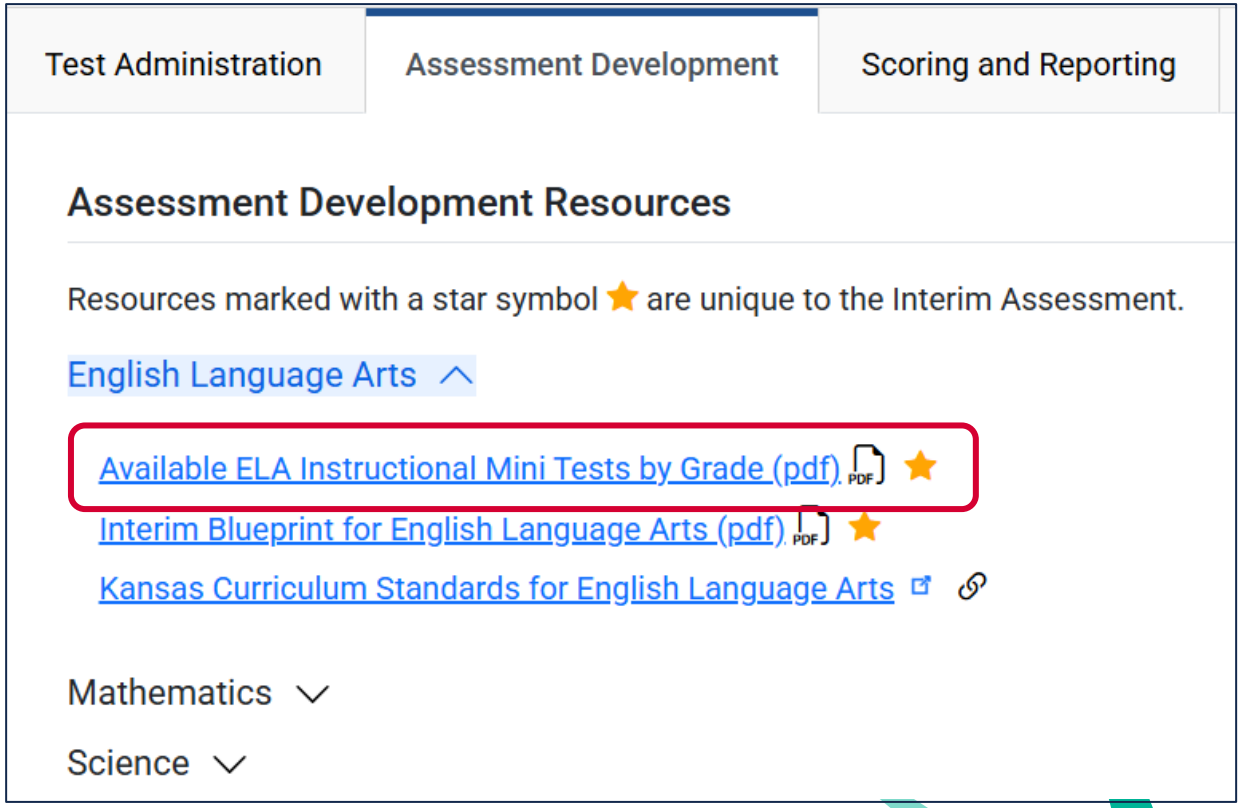
- 2026 – 27: Kite Student Portal is now **version 12.0.0**
- Uninstall old client and install the new Student Portal client on all devices
  - Chrome app won't auto update this year – uninstall and re install to use the new Kiosk App
    - NOTE: Once installed, launch Student Portal. Do not perform a refresh with the power button before you do that!

Interim Reports

- Student Report – Family Report
  - Individual Student Reports are available within 15 min of student completing the test
- Interim Question Report
  - Student performance on each question, where student responses are listed as ‘I’ (no credit) ‘C’ (credit), ‘PC’ (partial credit), or ‘n/a’ (unanswered)
- Interim Interactive Report
  - Area Performance, Item Performance and Individual Student Performance
  - State averages will update after the window is closed

Instructional Mini Tests

- Test Window – *Open!*
  - Instructional Mini Test will be available to view, build, copy and assign
- Available Resources
  - KAP Instructional Mini Test Guide
  - Available Mini Tests by Grade for each subject

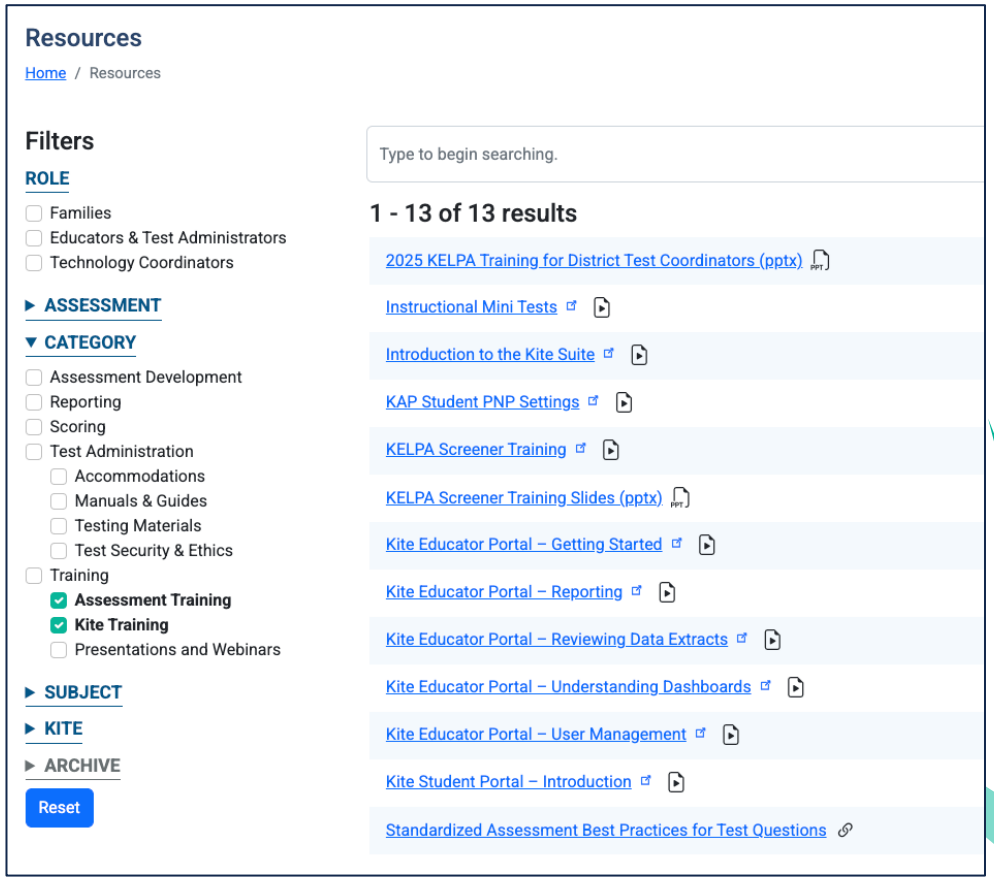


cPass Test Window

- Fall cPass Test window: November 30 – December 18, 2026
- cPass Information can be found in the Test Coordinator Manual

Training Video Updates

- Training videos on the KAP website have been refreshed with new UI changes and new functional changes



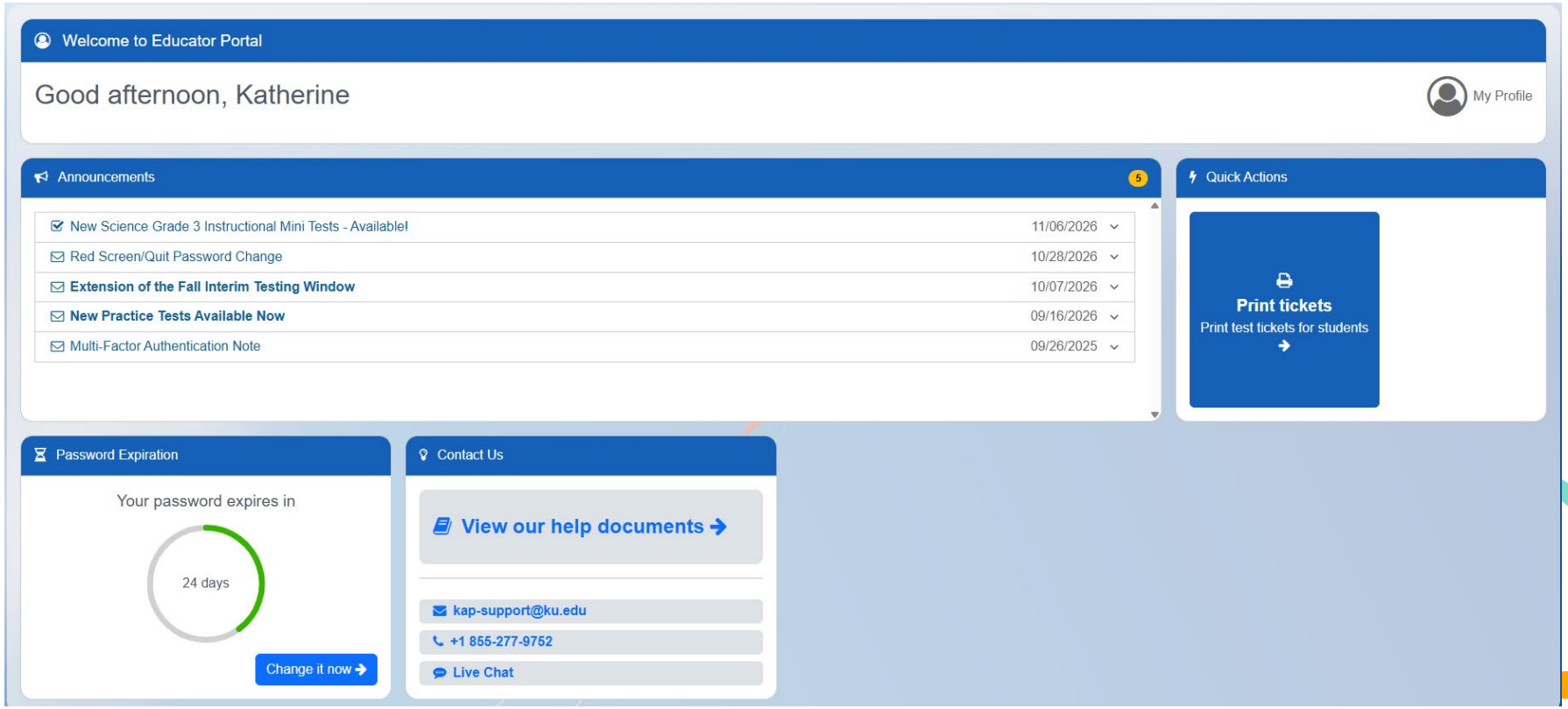
Custom Instructional Mini Tests

- You can 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



Educator Portal Homepage

- What ideas do you have for new tiles?
- What Quick Action options would District level users, Building level users or Teachers like to have?



Kite Service Desk

- Hours of Operation
  - 7:00 AM – 5:00 PM CT Monday – Friday
- Upcoming Holiday Closures
  - Closed November 26 - 27
  - Closed December 24 – January 1

What questions do you have?





DYNAMIC®
LEARNING MAPS

2026-2027 Test Windows

DLM Events	Open Date	Close Date
Required Training	August 5, 2026	April 23, 2027
Fall testing window	September 14, 2026	December 18, 2026
Spring testing window	February 1, 2027	April 23, 2027

Kite® Student Portal Version 12: Student Portal must be updated to version 12 on all computers and tablets used to administer the assessment for the 2026–2027 school year. Updated installation guides and deployment instructions are provided on the Kite Suite page of the DLM website(opens in a new tab).

Test Coordinator Checklist

September 14 – December 18, 2026

✓	Task	Resource
	Manage student moves as needed	*Data Management Manual (pdf)* page 114 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	*Data Management Manual (pdf)*
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	*Educator Portal*

Monitoring – Blueprint completion

- Data Extract
  - Test Administration and Monitoring
    - DLM Instructionally Embedded Monitoring

Grade	Window	ELA_Educator_Legal_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	ELA_First_Testlet_Fall	ELA_Last_Testlet_Fall
11	Fall Window	NA	NA	NA	NA	NA	NA	NA	NA	NA
8	Fall Window	xxxxxxxx	25	1	Met	Not Met	Not Met	Not Met	10/28/2026 10:21 AM CDT	10/28/2026 10:21 AM CDT
8	Fall Window	xxxxxxxx	100	7	Met	Met	Met	Met	10/12/2026 12:56 PM CDT	10/23/2026 10:29 AM CDT
5	Fall Window	xxxxxxxx	100	7	Met	Met	Met	Met	10/05/2026 08:56 AM CDT	10/05/2026 09:30 AM CDT
8	Fall Window	xxxxxxxx	100	45	Met	Met	Met	Met	10/12/2026 12:52 PM CDT	10/22/2026 09:04 AM CDT

11th graders don't test ELA or math

Intent is to test throughout the test window.

It only takes 6-8 testlets to meet the blueprint requirements.

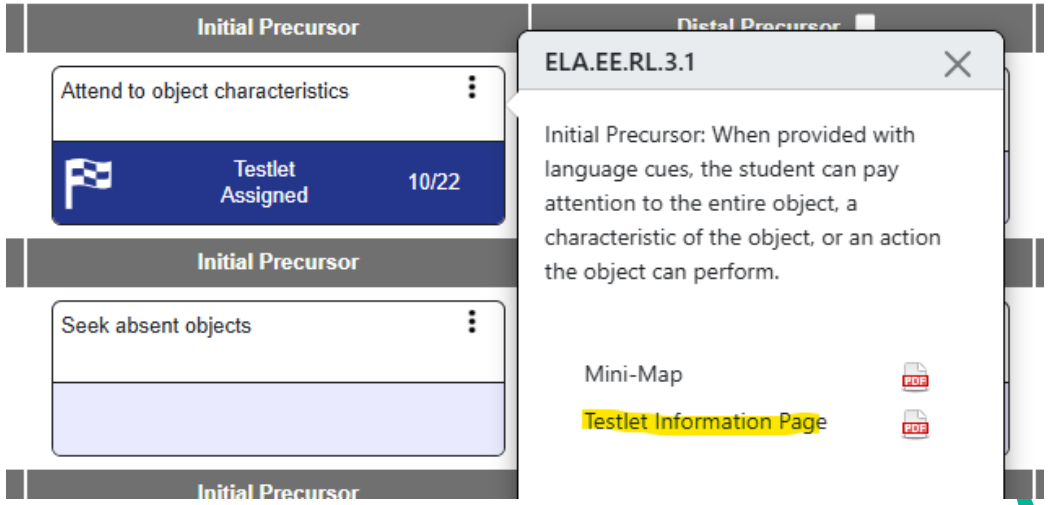
Monitoring – TIP Access

- The TIP (Testlet Information Page) is a requirement for teachers to access prior to administrating a testlet. It contains the directions for the testlet (what is allowed/not allowed, the familiar text for lower linkage level testlets, the materials needed to administer the testlet for lower linkage level testlets.
- Reports
  - Data Extracts
    - Test Administration and Monitoring
      - TIP access (filter so you are only looking at completed testlets)
      - If TIP Access User and TIP Access Date are blank the TIP was not accessed

- Currently only 39% of administrated testlets had the TIP accessed prior to testing. If your teachers aren't accessing, make sure they know how.

Accessing the TIP

- Open the Instruction and Assessment Planner to ELA or math.
- Click on the three vertical dots for the testlet that is assigned.
- Click on the testlet information page.



DLM webinars for 2026-2027

ALL WEBINARS BEGIN 3:00 P.M. CENTRAL STANDARD TIME

Register for the entire DLM Webinar Series at once

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

December 10, 2026: DLM fall test window wrap-up – What needs to be finished by Dec 18? Register
February 4, 2027: DLM spring window. Register
April 8, 2027: DLM wrap-up – What needs to be finished by April 23? Register

Join Zoom Meeting
Meeting ID: 897 7927 3623
Passcode: 947213
One tap mobile: +13462487799,,8977927 3623#,,,,,,0#,,947213# US (Houston)

Recording and slides are posted on the KSDE DLM Webinar page approximately a week later.

WIDA Alternate Access

If you have EL students who will be taking the WIDA Alternate ACCESS English Language Proficiency (ELP) assessment:

November 30th – December 18th

- Test Materials Ordering Available in WIDA AMS
- Load Pre-ID/Student Import Files into WIDA AMS

For more information, please reference the WIDA Alternate ACCESS Checklist.

What questions do you have?




ACT®

ACT Spring 2027

Selecting test dates only identifies the testing window in which you plan to test. The determination of paper or online testing is made through the SDU template submission.

- We are seeing a significant number of enrollment submissions rejected due to errors. If your file contains an error, you should receive a notification identifying the issue.
- **The two most common enrollment errors are:**
  - Because KSDE requires Science testing, you must use the **"ms" test code**. Files submitted without this code will be rejected.
  - Use only the **SDU template provided in Step 2 under the ACT tab on the Kansas ACT website**. Do not use the Enroll/Unenroll template.

ACT Spring 2027

- For **paper testing**, submission of the SDU template both enrolls students and places an order for standard testing materials. During the Verify Enrollment process, you can edit the enrollment and request any needed accommodations materials.
- All ACT accommodations must be approved by ACT. Please submit accommodation requests well in advance of the deadlines.
  - January 15 is the deadline for Test Window 1.
  - February 24 is the deadline for Test Window 2.
  - March 10 is the deadline for Test Window 3.



WorkKeys Spring 2027

If your district plans to administer WorkKeys in Spring 2027, please complete the following steps:

- Select test dates to indicate your intent to participate in WorkKeys testing.
- For **paper testing**:
  - Submit the SDU template to enroll students.
  - The WorkKeys test code is **"wk".**
  - Submission of the SDU template also orders standard testing materials.
  - During the Verify Enrollment process, edit the enrollment and request any needed accommodations materials.

WorkKeys Spring 2027

- For **online testing**:
  - Selecting test dates does **not** schedule your testing sessions. It only indicates your intent to participate.
  - Validus information will be provided to Building Test Coordinators on **January 27, 2027**.
  - After receiving access to Validus, you may enroll students, schedule online testing, and administer assessments anytime between **February 24 and April 19, 2027**.

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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