Kansas Assessment Program

Test Coordinator Training Webinar

October 15, 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

General Updates

- 2026-2027 Assessment Calendar
- 2026-2027 Kansas Assessment Overview
- District Test Coordinator Survey
  - Purpose to collect updated information
  - Identify new DTCs

2026 Regional Test Coordinator Trainings

- Half day training
  - 8:30-11:30 a.m.
  - 12:30-3:30 p.m.
- Date :
  - October 27 – Maize: Aquatic and Performing Arts Center
- General Updates, Test Security Training, Work Time
- Register for Maize

NEW - Test Coordinator Bootcamp

- Open to NEW district and building test coordinators statewide.
  - NEW DTCs do NOT have to attend the half day training.
  - Please attend this training instead.
  - Invite new Building Test Coordinators in your district
- Deep dive
  - Kite
  - Test Coordinator Responsibilities
  - Assessments
  - Work time
  - Time to ask questions
  - Test Security and Ethics Training

NEW - Test Coordinator Bootcamp

- Dates and locations:
  - October 28 – Maize
- Register here
- Training will run from 8:30-3:30

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

- New DTCs
  - Make sure you have filled out the form sent out
  - Email Chelsea Pelfrey if you are still needing access

Interim Test Window

- Fall Interim Test Window: October 5 – **November 20, 2026**
- Individual Student Reports are available within 15 min of student completing the test

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

What questions do you have?

KELPA

Kansas English Language Proficiency Assessment

What questions do you have?

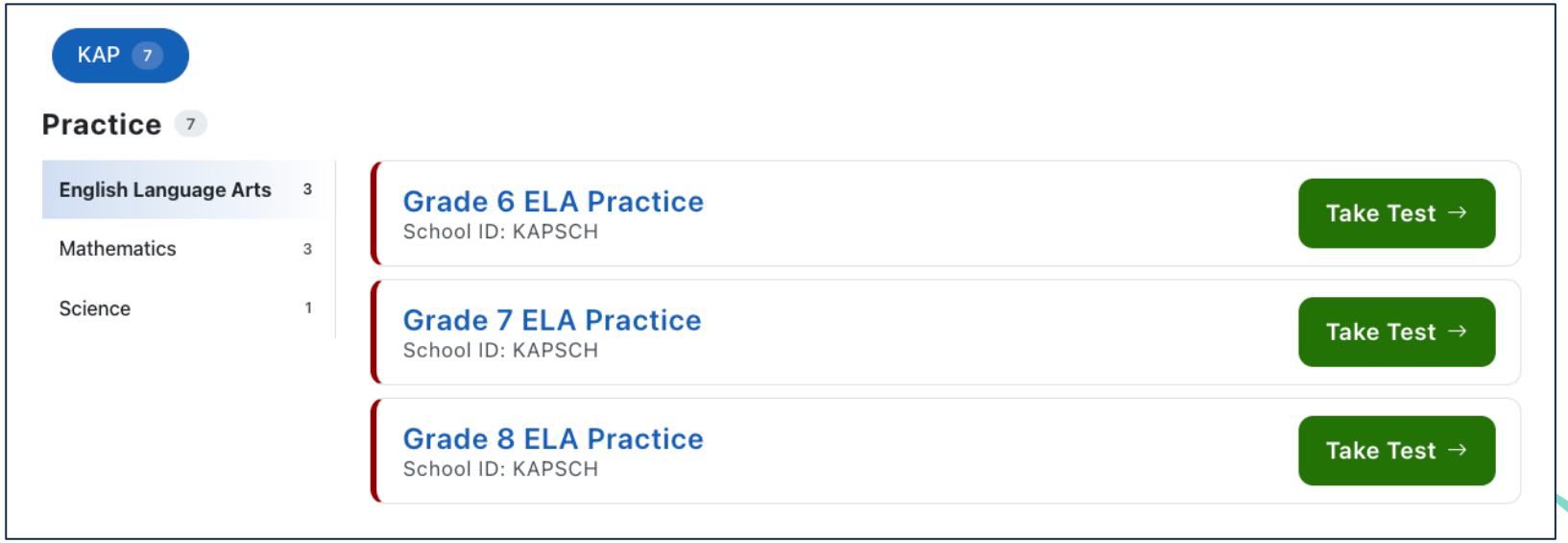
Kite
™

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!

New Practice Tests – Available!

- Grade-level subject practice tests
- Braille booklets – contact KAPaccommodation@ku.edu



Interim Test Window

- Fall Interim Test Window: October 5 – **November 20, 2026**
- Option for your district to complete testing early:
  - Why?
    - Final results for your district prior to Nov. 20th
    - 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 Interactive Report

- Available during the Fall Interim test window
  - Area Performance, Item Performance and Individual Student Performance
- Roster, School, District and State data will continue to update through the Interim test window
  - If your district opts to complete testing early and provide an end date to the Kite Service Desk, the roster, school and district data will become final at that date.

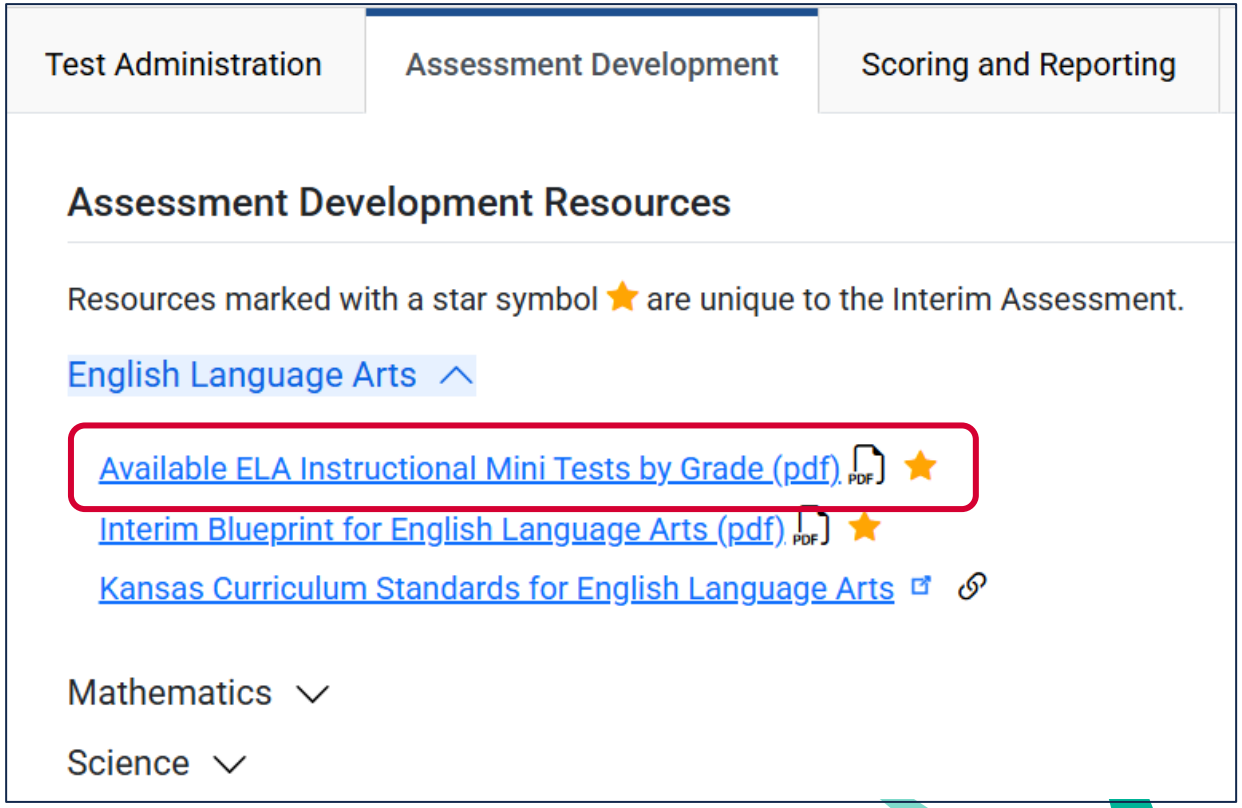
Area Performance Results

The average score among all students in a group
"N = X" identifies the number of students who started the assessment.

Content Area	Grade	Subject	Test Cycle	Sample Roster N = 2 (Fall)	Demo School N = 6 (Fall)	Demo District N = 7 (Fall)	Demo Kansas State N = 8 (Fall)
Fall: Operations & Algebraic Thinking (22 Points)	Grade 3	Mathematics	Fall	11	6.7	6.3	5.5
Fall: Number & Operations (10 Points)	Grade 3	Mathematics	Fall	5	2	1.7	1.5
Fall: Measurement & Data (14 Points)	Grade 3	Mathematics	Fall	7	3.7	3.4	3

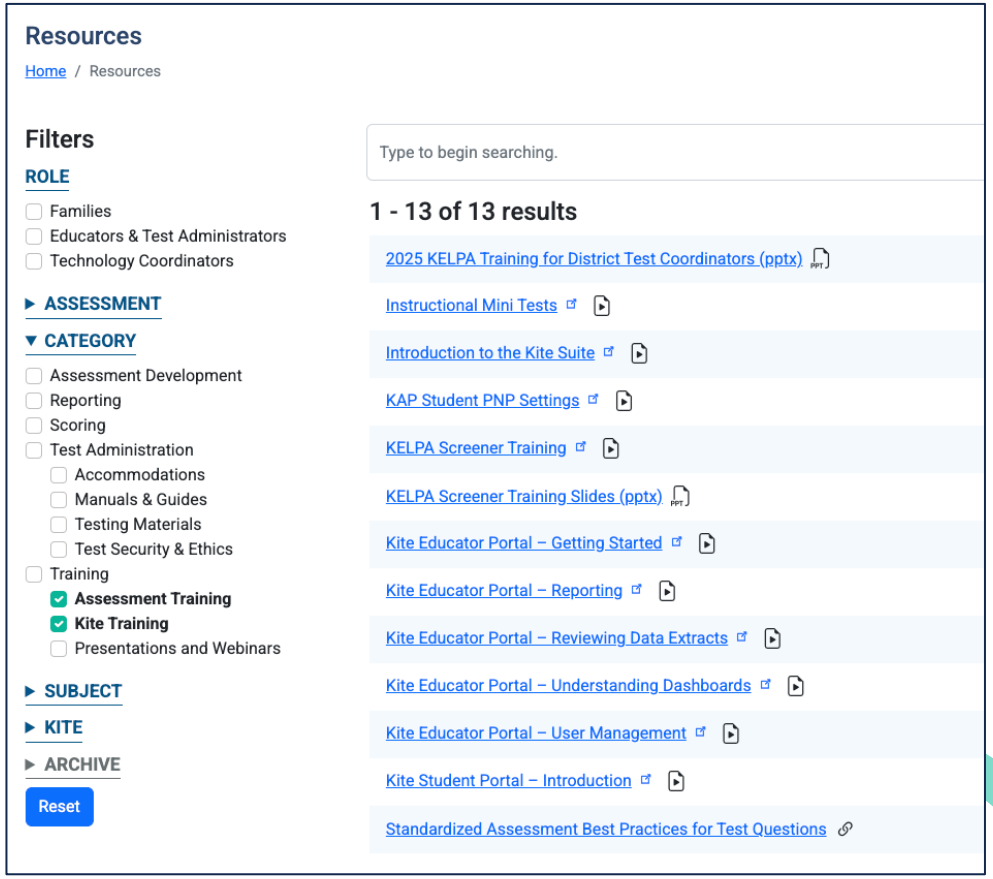
Instructional Mini Tests

- 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

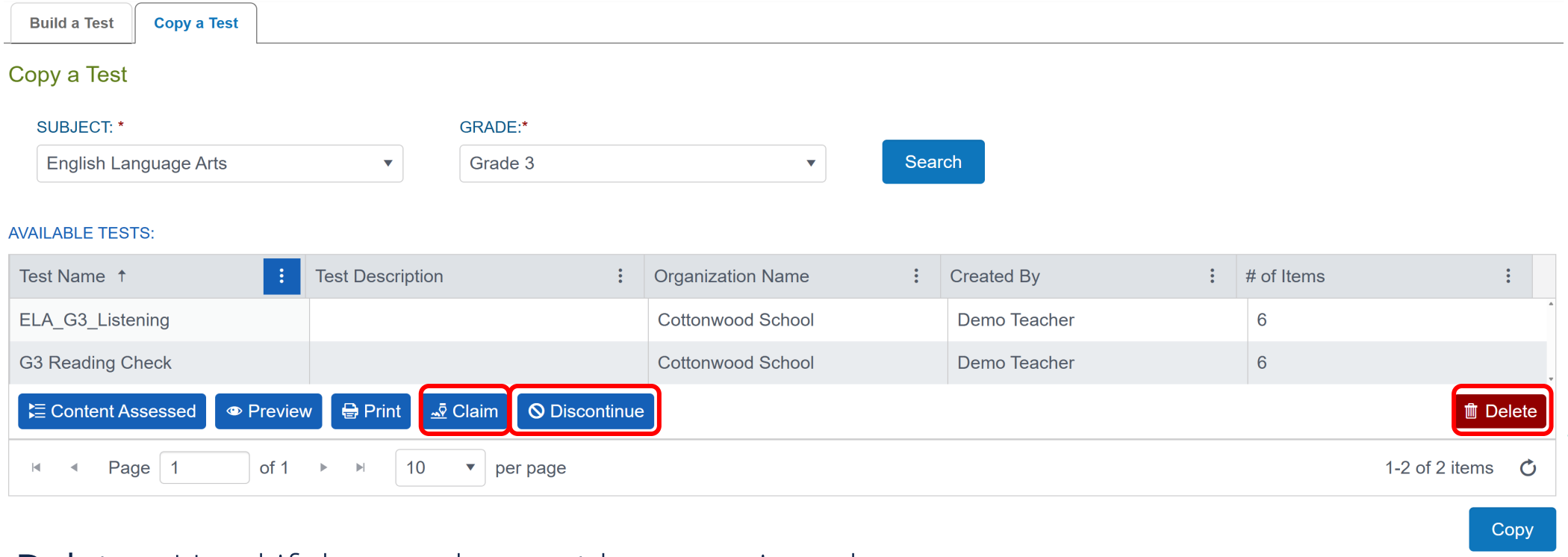


Training Video Updates

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



Mini Tests – Copy a Test



- **Delete** – Used if the test has **not** been assigned
- **Discontinue** – Used if the test has been assigned
- **Claim** – Used to claim an inactive teachers' test, to delete the test if no students have been assigned
  - After deleted or discontinued, the test is removed from the Copy a Test and Assign Tests tables

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

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 Resources

- DLM Test Coordinator Checklist (PDF) (June 2026)

  Checklist that walks test coordinators through what needs to be completed before the test window opens, during the fall test window, and during the spring test window.

- DLM - Add a Student Record Manually (PDF)

  Step by step directions with graphics for adding a student record manually to Kite Educator Portal for DLM. This is the easiest way to enroll a small number of students for DLM.

- DLM-Upload Enrollment Template (PDF)

  This is the only way to move a student from KAP to DLM on Educator Portal.

- DLM - Creating a Roster Manually (PDF)

  Step by step directions with graphics for creating a roster manually to Kite Educator Portal for DLM.

- Data Management Manual 2025-2026 (External PDF)

  Supports data managers with managing user, student, and roster data in Educator Portal.

- DLM - Manage Special Enrollments (External PDF)

  This guides districts who are serving a student that is accountable to a different district.

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*

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 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 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

November 5, 2026: DLM science instruction aligned with the new science EEs. Register
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.

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

What questions do you have?

ACT®

ACT, WorkKeys and PreACT 8/9 updates

PreACT 8/9 for Grade 9 Students

- Testing concludes October 23.
- Answer documents must be received at ACT by November 6 to be scored.

Fall WorkKeys

- The second paper test date is October 28.
- Online testing continues through November 9.
- Fed Ex pick up for materials return is no longer pre-scheduled. You will need to call Fed Ex to schedule pick up or take materials to a Fed Ex location.

ACT, WorkKeys and PreACT 8/9 updates

Spring WorkKeys

- Pearson Access opens on November 9 for test date selection.
- Standard paper testing may be administered only on the first day of each test window.
- Accommodations testing may be administered at any time during the 9-day testing window.
- You may test online any time February 24-April 19.

ACT, WorkKeys and PreACT 8/9 updates

ACT

- Accommodations requests
  - 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.
- Pearson Access opens on November 9 for test date selection.
- Submit the SDU using template provided to enroll students. Paper or online testing is determined by "p" or "o" entered in column K. Selecting paper automatically creates a standard paper materials order.
- Manually edit the order to select necessary accommodations materials.

ACT, WorkKeys and PreACT 8/9 updates

College Credit for WorkKeys NCRC

- College credit may be available to students with WorkKeys NCRC who are seeking a postsecondary technical degree.
- KBOR via the Kansas legislature has a policy document that states each institution shall develop procedures for awarding such credit. It also defines NCRC specifics for 3 credit hours for Technical Mathematics and 3 credit hours for Technical Writing.
- Julie Ewing and I will be putting together information to share with test coordinators and counselors so they can share with students. To be granted the credit, it will be the student's responsibility to request it.

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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