

Kansas Assessment Program

Test Coordinator Training Webinar

September 17, 2026



Welcome KAP Test Coordinators!

Joining us for today's webinar:



KSDE

Chelsea Pelfrey, Lee Jones (ACT)



ATS

Lisa Braun, 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



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.
- Dates :
 - ~~September 10 – Salina~~
 - September 24 – Topeka: Bishop Learning Center
 - October 8 – Sublette: Southwest Plains
 - October 27 – Maize: Aquatic and Performing Arts Center
- General Updates, Test Security Training, Work Time
- [Register for Salina, Topeka, or Maize](#)
- [Register for Sublette](#)



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 1 – Topeka
 - October 14 – Hays
 - October 28 – Maize
- [Register here](#)
- Training will run from 8:30-3:30



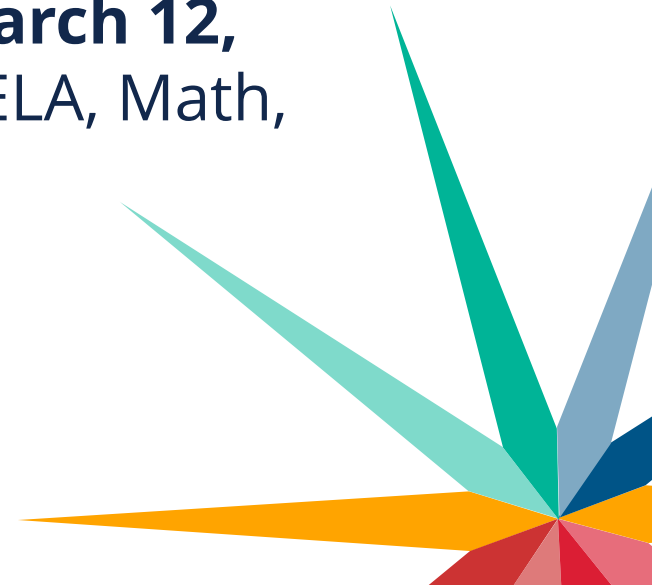


Kansas Assessment Program



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, 2026**, 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



Personal Needs Profiles

- Carry 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



KELPA Screener

- Resources found in the Help tab in Educator Portal
 - Checklist, writing booklets (Grade K & 1), scoring rubrics, administration and scoring directions
- Verify testing progress
 - Reports > Data Extracts > Test Administration and Monitoring > KELPA Screener Status
- Reports are found
 - Reports > Screener Assessment



KELPA Screener - FAQs

- Do I need to complete manual scoring?
 - Students who complete Session 3 must be scored by the test administrator.
 - Students who only complete Session 1 or 2 do not require manual scoring.
- When to use the "Reassign" option?
 - Added with an incorrect grade
 - Assigned to the wrong teacher before testing is started
 - Student changed schools
- How to reassign?
 - Download the Screener Student Extract > Make any needed changes > Enter "YES" in column J for the student > Upload in EP



What questions do you have?





Kite Student Portal Updates

- 2026 – 27: Kite Student Portal is now **version 12.0.0**
- Quit Passwords
 - New for the 2026 – 2027 school year.
 - Reach out to the Kite Service desk for the **New** Quit Passwords
- 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
 - Minimum OS versions for 26-27 on the KAP Website: Roles > Technology Coordinators



Technology Coordinator Webinars

- The Live Technology Coordinators webinars have been completed
- Recording and the slide deck are posted to the KAP Website
- <https://ksassessments.org/kite-technology-coordinator-webinar>
- Roles > Technology Coordinators
 - Installation guides
 - Whitelisting document
 - Testing Readiness tool



New Practice Tests – Available!

- Individual grade level subject practice tests aligned to that grade's standards
- Increased test length (15 – 25 items)
- Closely mirroring the current summative assessment



ELA Fall 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 1 blueprint
- Designed to be taken before or after the Fall Interim assessment to support student instruction.

AVAILABLE TESTS:

Test Name ↑	# of Items	Standard(s) Assessed	Lexile Score	Text Complexity	Actions
Interim 1 Pre-Test	16	ELA.5.RI.CS.6, ELA.5.RI.KID.1, ELA.5.RI.KID.2, ELA.5.RL.KID.3, ELA.5.RL.CS.5, ELA.5.RL.CS.6, ELA.5.RL.KID.1, ELA.5.RL.KID.2, ELA.5.RI.LR.11, ELA.5.RL.LR.12, ELA.5.W.LW.10, ELA.5.W.LW.11, ELA.5.W.TTP.1, ELA.5.W.TTP.3	890, 950	Moderately Complex, Slightly	+ Add Preview Feedback Print

Interim Test Window

- Fall Interim Test Window: October 5 – October 30, 2026
- Individual Student Reports are available within 15 min of student completing the test
- Option for your district to complete testing early:
 - Why?
 - Final results for your district prior to Oct 30th
 - 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 Videos
 - Instructional Mini Tests
 - Instructional Mini Test Feedback Report
 - Standards Based Report

Test Administration

Assessment Development

Scoring and Reporting

Assessment Development Resources

Resources marked with a star symbol ★ are unique to the Interim Assessment.

[English Language Arts](#) ^

[Available ELA Instructional Mini Tests by Grade \(pdf\)](#) PDF ★

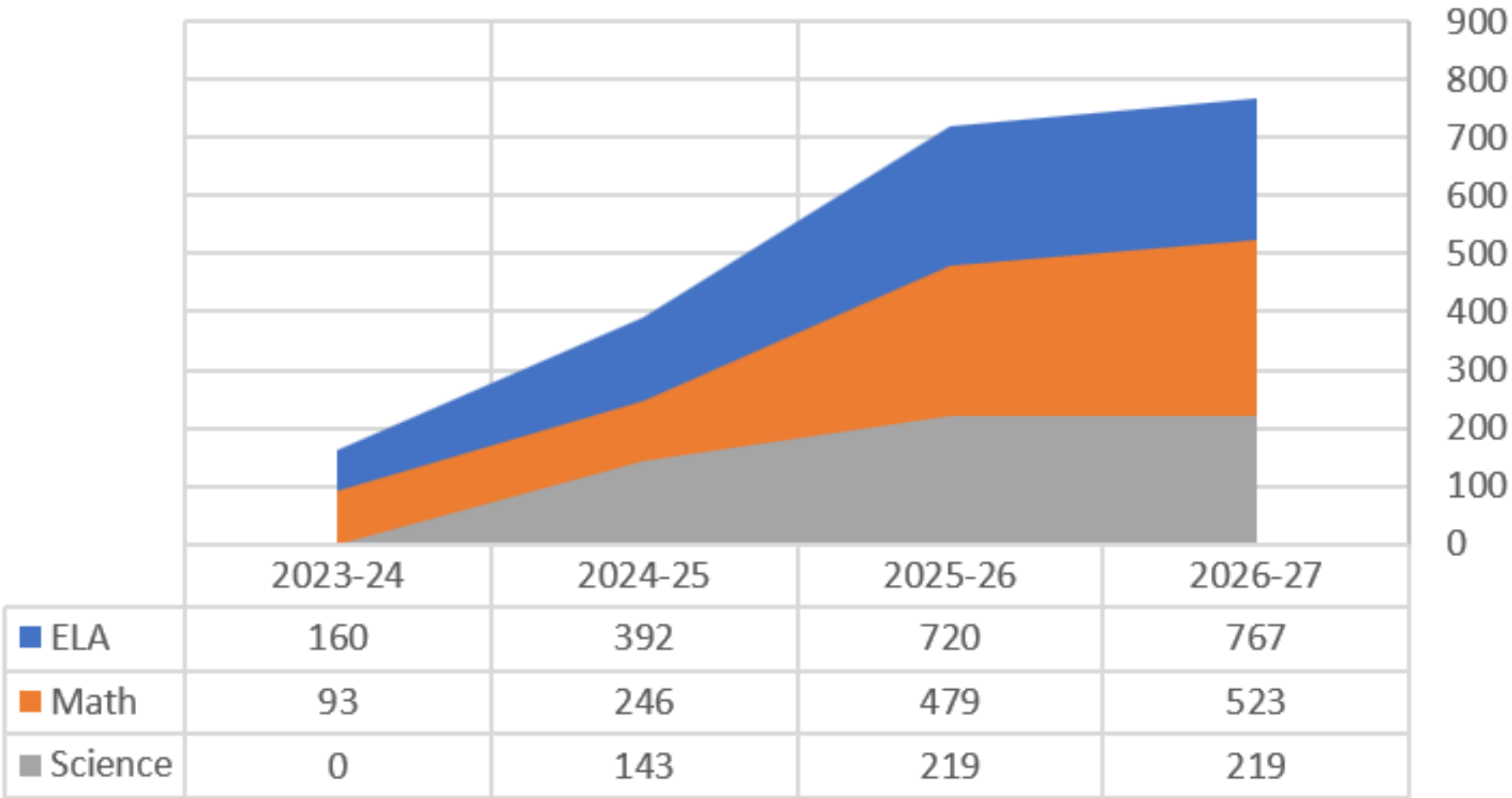
[Interim Blueprint for English Language Arts \(pdf\)](#) PDF ★

[Kansas Curriculum Standards for English Language Arts](#) ↗

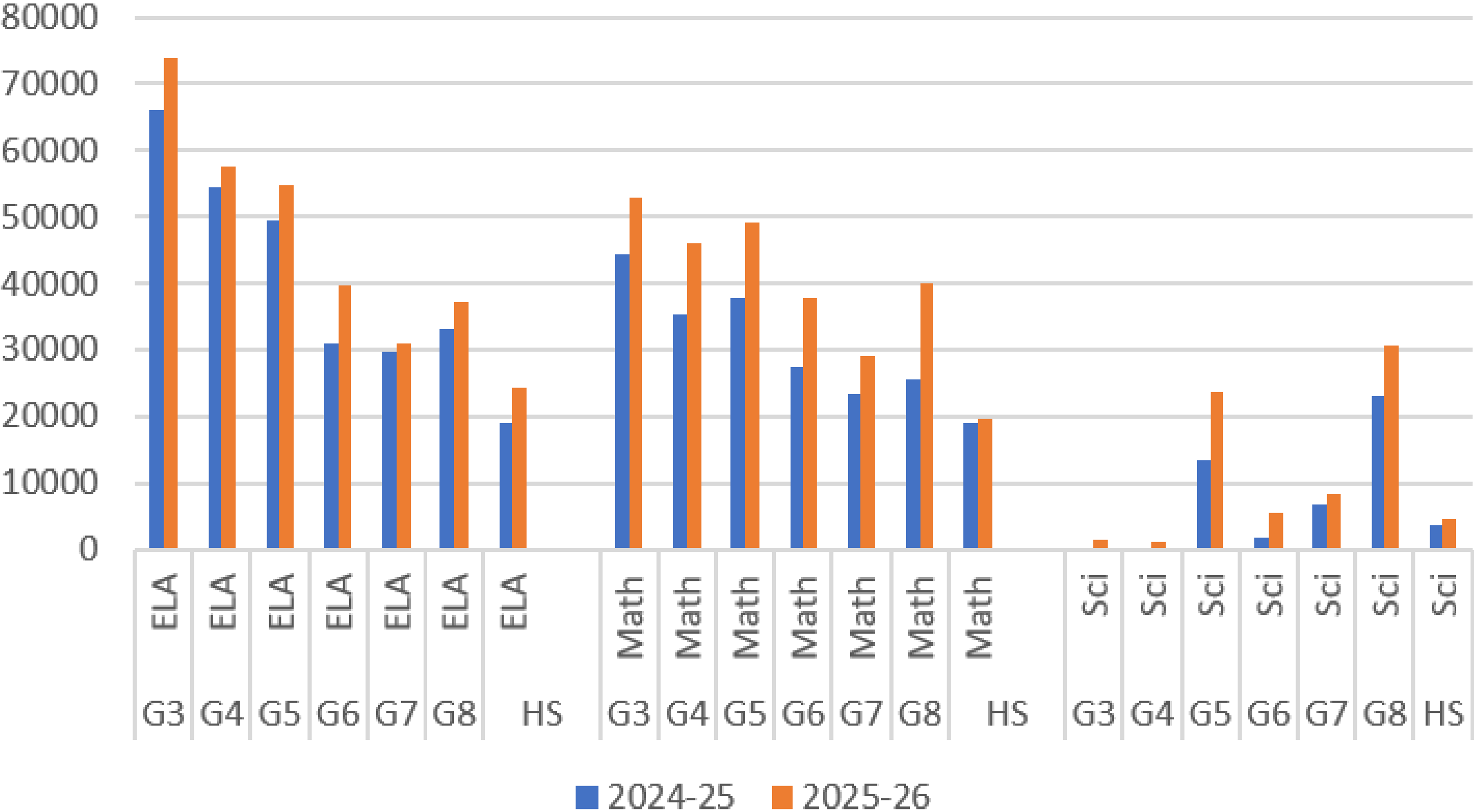
Mathematics ▾

Science ▾

Published Mini Tests, by Subject and Year



Mini Test Usage 2024-25 v. 2025-26



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



WIDA Alternate Screener

A specialized English language proficiency screener for newly enrolled students in grades K-12 with the most significant cognitive disabilities.

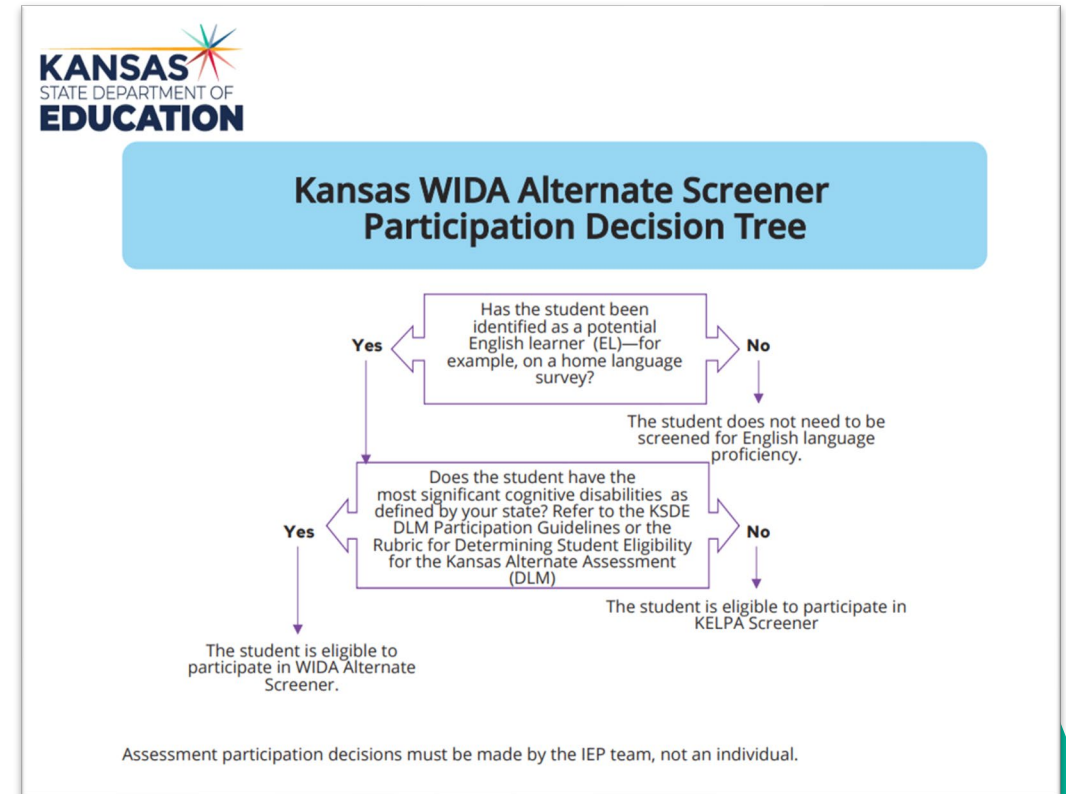
[Introducing WIDA Alternate Screener \(Article\)](#)

[KS WIDA State Page](#)



WIDA Alternate Screener

- Used to identify English learners (ELs) in grades K-12 with the most significant cognitive disabilities
- All resources can be found on the [WIDA Kansas State Page](#).



Training for WIDA Alternate Screener

- Before you begin administering Alternate Screener, you will need to complete the **WIDA Alternate Screener: Administration and Scoring** course.
- Plan on spending approximately 1 hour to complete the training course and explore related resources.
- Assessment training courses are available for the 2026-2027 WIDA Alternate ACCESS testing year.
 - Log in to the WIDA Secure Portal and select **Assessment Training** to get started. Locate the course and click Enroll Now.



Alternate Screener Resources

Use this [handout](#) to help explain to parents what the WIDA Alternate Screener is and the process of screening students with the most significant cognitive disabilities and identifying them as English learners.



Administering a Screener

Q: Can EL aides/paras administer a screener?

A: Paras are not allowed to administer but may assist a licensed educator (i.e., proctor) if they are in the same room.



KS Alternate Early Literacy Screener

- The Kansas Alternate Early Literacy Screener is a simple rubric that assesses students' early literacy skills as they relate to skill domains within English Language Arts (print concepts, phonological awareness, phonics and word recognition, fluency and comprehension). The rubric is meant to be completed for each student with a Significant Cognitive Disability (grades K-3) by their teacher, based on the student's performance on Individualized Education Program (IEP) goals and every day early literacy instruction within the classroom.



Who takes the Alternate Screener?

- Student is in grades Kindergarten, 1st, 2nd, or 3rd grade; and
- Student has a most significant cognitive disability that significantly impacts intellectual functioning and adaptive behavior; and
- Student is learning content linked to the DLM Essential Elements; and
- Student requires extensive, repeated, direct individualized instruction and substantial supports to achieve measurable gains in the grade-and-age-appropriate curriculum, and
- Determined by the IEP team.



Kansas Alternate Literacy Screener Changes

KSDE Dyslexia Screening Protocol Reporting,

- Screening data will be received via the KEDS platform. The deadline for fall is **October 10, 2026**. Deadline for spring is **May 28, 2027**.
- The scoring guide will be used to determine high risk, some risk, or at benchmark based on the student's overall score on the score sheet for the student's grade – refer to the score sheet and scoring guide for the specific grade.
- Due to the changes in reporting for fall and spring, **8th grade comprehension will not be reported during the 2026-2027 school year.**
- 4th – 8th graders taking the DLM, make sure your SIS system indicates KS Alternate Literacy Screener. No score will be entered.
- KSDE is in the process of building out the Alternate Literacy Screener for grades 4th through 8th grade which will be used for the 2027-2028 school year.



Parent Resources

- [Parent Information Brochure about DLM \(PDF\)](#)
- [Parent Information Brochure about DLM - Spanish \(PDF\)](#)
- [Parent Interpretive Guide for Instructionally Embedded Model States \(pdf\)](#) information about DLM assessment results and individual student reports
- [Parent Interpretive Guide for Instructionally Embedded Model States \(en Español\) \(pdf\)](#)



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).



Who tests?

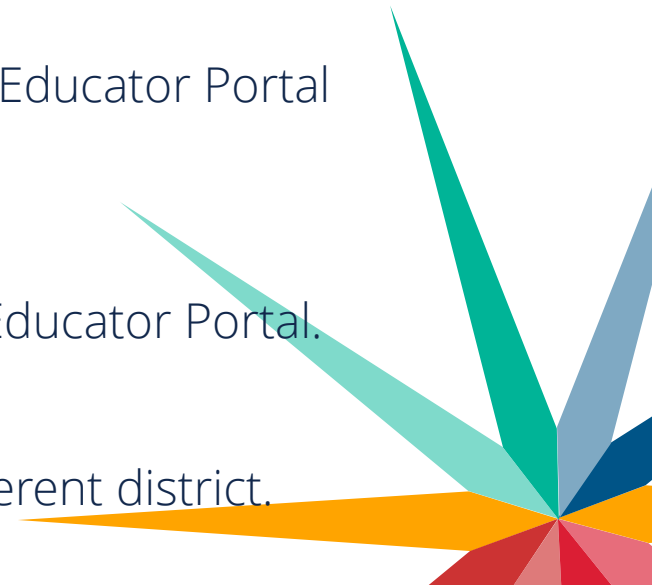
Test Window	ELA	Math	Science	HGSS
Fall Test Window	Grades 3-8, 10	Grades 3-8, 10	Not available	Only required 1 time per year (not in Kite)
Spring Test Window	Grades 3-8, 10	Grades 3-8, 10	Grades 5, 8, 11	Grades 4, 7, once in HS

*Make sure SIS system shows student as **with disability** before enrolling them in the DLM.



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

August-September 13, 2026

✓ Task	Resource
Sign up for DLM test updates	Subscribe to DLM Test Updates
Sign up for KAA Listserv	To sign up, send this information: Subject line: KAA Listserv Body of message: Email address, First Name, Last Name, USD Number, USD Name Send to this address: cory.rogers@ksde.gov
Become familiar with the Assessment Coordinator Manual and Data Management Manual	Assessment Coordinator Manual for Instructionally Embedded Model States (pdf) Data Management Manual (pdf)
Become familiar with District Staff Training Resources	Dynamic Learning Maps Website
Log into Educator Portal and complete security agreement	Educator Portal Educator Portal Manual
Notify KSDE (Chelsey Pfeiffer) about new or changed buildings in the district.	chelsea.pfeiffer@ksde.gov
Obtain list of teachers administering the DLM this year	
Make sure DLM teachers are entered into Educator Portal and have access to the DLM assessment with the role of teacher. Teachers can't complete the required training that opens on Aug. 6 th until they have been listed as a teacher for DLM.	Educator Portal Data Management Manual (pdf) Educator identifier will be needed for each teacher
Deactivate accounts for users who are no longer active in the district for DLM	Data Management Manual (pdf)
Request list of students, grade, and subjects that will be taking the DLM this year. If a student tested "at target" or "advanced" in ELA and math, the team needs to determine if the DLM is still the most appropriate assessment for the student.	This is an IEP team decision. IEP teams need to review eligibility for the DLM annually. Make sure teams have made decisions about 3 rd graders in the fall so that both test windows are administered.
Use instructions in Data Management Manual and templates to prepare user, enrollment, and roster files.	Data Management Manual (pdf) - Add a Student Record Manually (PDF) - DLM Upload Enrollment Template (PDF) - Creating a Roster Manually (PDF)
By Sept. 8 , upload enrollment file template or enroll students using the user interface	Educator Portal Data Management Manual (pdf)
By Sept. 8 , upload roster files template or add rosters using the user interface (link students to teacher for each subject area they will be tested in)	For HS students only roster them in the grades and subjects that are testing. 10 th ELA/Math 11 th Science Data Management Manual (pdf)
Notify the educators when data uploads are completed.	
Verify data for accuracy with educators	
Print year-end reports for DLM students- provide copy for teacher and parents	Educator Portal

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

February 1 – April 23, 2027

✓ 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
By April 23 , enter Special Circumstance Codes (1 SC code entered per subject). Teachers will need to assign 1 testlet per subject (ELA and math) to the student before the SC code can be entered.	Educator Portal Special Circumstance Codes for Kansas (pdf)

Fall Window: Sept. 14 - Dec. 18, 2026

Essential Elements for ELA and Mathematics

- are selected in the Instruction and Assessment Planner
- are required to be assessed
- have blueprint requirements
- contribute to a student's final, end- of-year Individual Student Score Report

Essential Elements for Science

- There will be no fall testing available for science this year due to the new science assessment aligned to the new science EEs



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****

August 27, 2026: What do I need to do to get ready for the fall test window?

September 10, 2026: How do I write instructional plans?

October 8, 2026: DLM ELA and math instructional resources. [Register](#)

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,,89779273623#,,,,,0#,,947213# US (Houston)

Recording and slides are posted on the [KSDE DLM Webinar page](#) approximately a week later.



KSDE Dynamic Learning Maps (DLM) and Essential Elements

DLM KS page

DLM has a new Chatbot that will answer questions about information and resources on the DLM site. (bottom right corner)



STUDENT SUCCESS

[Access and Opportunity in Education](#) ▶

[Accreditation](#) ▶

Assessments ▼

[Kansas Assessment Program](#)

[ACT](#)

Dynamic Learning Maps and Essential Elements ▼

[DLM Essential Elements](#)

[Determining Eligibility for the Alternate Assessment](#)

[Additional Alternate Assessments](#)

[DLM Test Administrator Resources](#)

[Test Coordinator Resources](#)

[DLM Webinars](#)

[AA-AAAS 1 Percent Monitoring for LEAs](#)



What questions do you have?



ACT[®]



ACT, WorkKeys and PreACT 8/9 updates

- General Information
 - Refer to the ACT-hosted Kansas website for instructions, timelines, and resources for ACT, WorkKeys, and PreACT 8/9:
<https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/kansas.html>
 - Verify that the correct personnel are listed in the **Manage Contacts** section as the Building Test Coordinator and District Test Coordinator.
 - Contact lee.jones@act.org if the DTC needs to be changed. DTCs can edit the the BTC informaton.



ACT, WorkKeys and PreACT 8/9 updates

PreACT 8/9 for Grade 9 Students

- **October 9:** Submit PreACT 8/9 orders by this deadline.
- Orders are currently being processed and shipped.
- **September 28–October 23:** Testing may be completed at any time during this window.
- Only paper testing is available.

If you wish to test grade 8 students, contact Kim Rasmussen kim.rasmussen@act.org for guidance. Your district will be invoiced for grade 8 tests scored.

ACT, WorkKeys and PreACT 8/9 updates

Fall WorkKeys

- Paper orders are currently being processed and shipped.
- 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.
- Retain the Validus login and realm information sent to all building test coordinators on September 2. You will need this information to access WorkKeys reports when they become available.
- If testing online, enroll students in Validus, set up online testing sessions, and assign students to test sessions. Test online any time September 30-November 9.



ACT, WorkKeys and PreACT 8/9 updates

Spring WorkKeys

- **November 9:** Pearson Access^{next} will open for spring WorkKeys test date selection.

Spring ACT

- Test Accessibility and Accommodations is now open for ACT accommodations requests.
 - **January 15:** Deadline to submit requests for Test Window 1.
 - **February 24:** Deadline to submit requests for Test Window 2.
 - **March 10:** Deadline to submit requests for Test Window 3.
- **November 9:** Pearson Access^{next} will open for ACT test date selection.

Questions? Please contact lee.jones@act.org



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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