

Kansas Assessment Program

Test Coordinator Training Webinar

September 18, 2025



Welcome KAP Test Coordinators!

Joining us for today's webinar:



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



ATS – Susan Martin, Lisa Braun, Katherine Kocen, Drew Jarrett,
Emily Richardson, Matt Copeland



ATLAS – Aletra Johnson

Today's Agenda

- Welcome and General Updates
- KAP updates
- KELPA updates
- Kite® Technology updates
- Dynamic Learning Maps® (DLM®) updates
- ACT information



KAP Test Coordinator Webinars

- DTC Webinar is now KAP Test Coordinator Webinar
- Use the following calendar invites to add to your personal calendar
- Each invite includes the Zoom link

August	<u>Add to Calendar</u>
September	<u>Add to Calendar</u>
October	<u>Add to Calendar</u>
November	<u>Add to Calendar</u>
December	<u>Add to Calendar</u>
January	<u>Add to Calendar</u>
February	<u>Add to Calendar</u>
March	<u>Add to Calendar</u>
April	<u>Add to Calendar</u>
May	<u>Add to Calendar</u>



Reminders

- 2025-2026 Assessment Overview Calendar
 - [KSDE Assessments page](#)
 - [Welcome | Kansas Assessment Program](#)
- New DTCs
 - Email [Chelsea Pelfrey](#)
 - Be sure to include the previous DTC's name and, if they're still in your district, what their new default role needs should be.



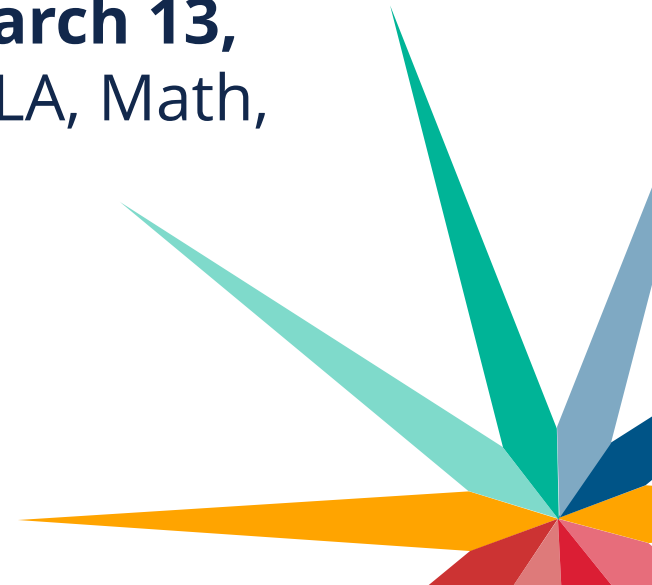
DTC Roles and Responsibilities

- Communication
- Update roles in Kite Educator Portal
- Complete Annual Test Security and Ethics Training
 - Train all staff involved with testing before the window opens
- Test Coordinator Roles and Responsibilities



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 5, 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.



Regional Test Coordinator Trainings

Date	Location
September 16	Bishop Learning Center - Topeka
September 17	Bishop Learning Center - Topeka
October 3	FULL! Maize Performing Arts and Aquatic Center - Maize
October 21	Southwest Plains Service Center - Sublette
October 22	Northwest Kansas Educational Service Center - Oakley
October 30	Fort Scott Community College - Fort Scott
November 13	USD 305 Board Office - Salina
November 14	USD 305 Board Office - Salina
November 20	Bishop Learning Center - Topeka

- Required in-person training for **at least one test coordinator per district**, preferably the DTC.
- 9:00am – 2:00pm
- Click the link to register
- Lunch is provided!





Kansas Assessment Program



TASC Records

- Must be uploaded for teachers to be able to assign Instructional Mini Tests and the Interim Assessment
- Interims will automatically be assigned once the TASC record is processed.
 - Fall Widow: October 6 – 31
 - More information to come later in this presentation.



Personal Needs Profiles

- Can be set now
- Will be applied to Instructional Minis and Interims
- Make sure that accommodations set in the PNP match what is being done in the classroom.



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
 - FAQ document
- Verify testing progress
 - Reports > Data Extracts > Test Administration and Monitoring > KELPA Screener Status
- Reports are found
 - Reports > Screener Assessment



What questions do you have?





Kite Student Portal Updates

- 2025 – 26: Kite Student Portal remains **version 11.0.0**
- Quit Passwords
 - Remain the same as the previous year for each device type
- Student Portal Support Updates for 2026
 - Essential updates for the Chromebook and Windows devices
 - Chromebook – Changes are needed in Google Admin Console
 - Windows 10 – Is **no** longer supported after October 14, 2025
 - Windows 11 – Windows configuration changes are needed



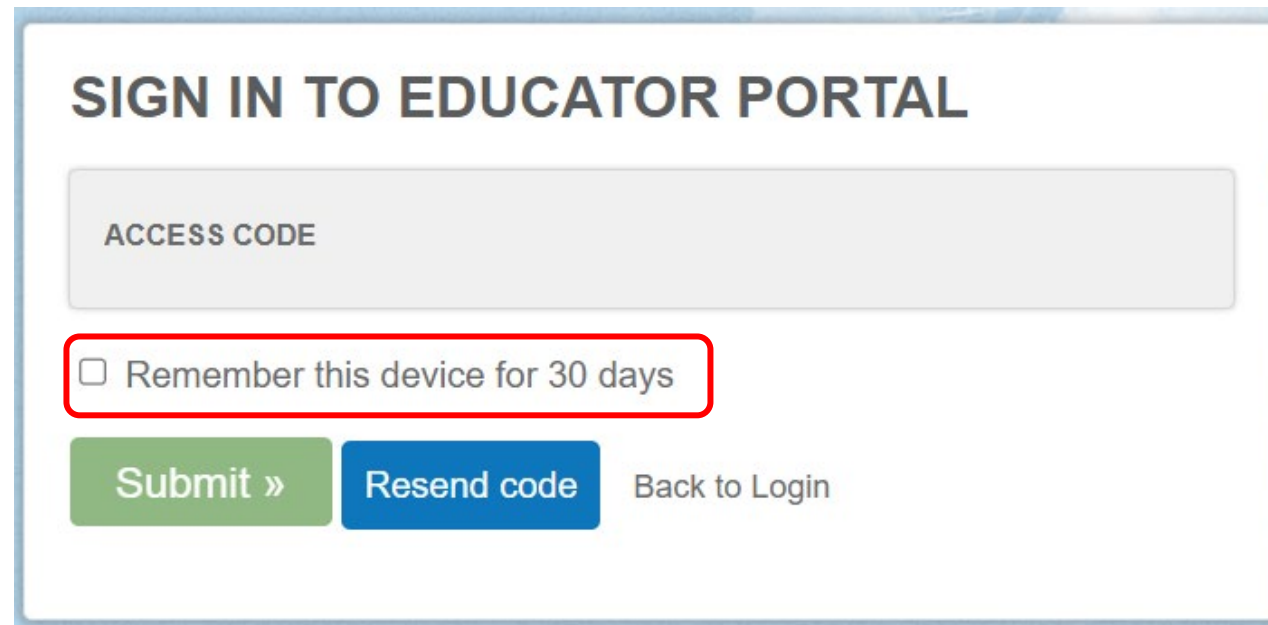
Technology Coordinator Webinars

- 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



Multifactor Authentication – Update!

- Option to "Remember this device for 30 days" - *Coming Soon!*
 - Device and browser specific
 - Clearing Cookies within the 30 days or using Private browser will require the MFA code to be entered



SIGN IN TO EDUCATOR PORTAL

ACCESS CODE

☐ Remember this device for 30 days

[Submit »](#) [Resend code](#) [Back to Login](#)

Interim Test Window

- Fall Interim Test Window: October 6 – October 31, 2025
- Individual Student Reports are available within 15 min of student completing the test

New for Fall Interim!

- Option for your district to complete testing early
 - Why?
 - Final results for your district prior to Oct 31st
 - 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

Kite Error Messages

- Errors with TASC/TEST/Exit
 - Dashboard > Kite Error Messages tab
 - Error Message column explains the issue that needs to be corrected
 - Once a new upload has successfully processed to KIDS the error message can be marked as resolved

Testing Summary

Scoring Summary

Reactivations

Testing Outside Hours

Short Duration Testing

Special Circumstance Students

Kite Error Messages

Parent Activity Summary

Dashboard: View Kite Error Messages

Search by SSID

OR

Search by District/School

STATE STUDENT IDENTIFIER: *

DISTRICT: *

SCHOOL:

Demo District x

Select

Search by SSID

Search

☐ Include Resolved Error Messages

☐	State Student ID	Record Type	Attendance School	Educator ID	Message Type	Error Message
☐	111222333	TASC	Demo School	123456789	Error	The email address submitted does not match the one on file in Educator Portal. Please make corrections and resubmit.

Kite Error Messages - continued

- The email address submitted does not match the one on file in Educator Portal. Please make corrections and re submit.
 - The email on the TASC does not match Educator Portal.
- "Invalid state subject area code received on TASC. Allowable values are only: [0, 02, 03, 51, 52, 53, 80, 81, 82, 83]
 - Incorrect value entered for the subject code.
- The student is enrolled in DLM for the current school year, so no changes were made.
 - Student is enrolled in DLM and was not removed from the TASC before submitting.
- Please activate the new user in Educator Portal
 - When a teacher doesn't have an account and a TASC makes one for them.



Instructional Mini Tests

- Test Window
 - Instructional Mini Test Window is Open!
- 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 ★

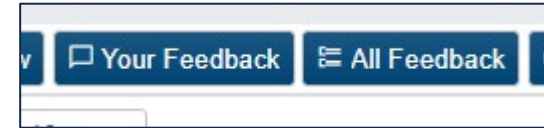
[Kansas Curriculum Standards for English Language Arts](#) ↗

Mathematics ▾

Science ▾

Instructional Mini Test Feedback

- Leave feedback on Instructional Mini Tests
 - Interim > Build a Test
 - Your Feedback – Allows users to leave feedback and view feedback you have already left on that test
 - All Feedback – Displays feedback submitted by Kansas educators
- Currently available for ELA and Science
- Math feedback option will be available by the end of the month



Educator Feedback for "Reading Info: Tornado Safety" ×

These questions applied skills practiced in the classroom. *

☐ Strongly agree

☐ Agree

☐ Neither agree nor disagree

☐ Disagree

☐ Strongly disagree

These questions will provide information that I can use to improve student learning. *

☐ Strongly agree

☐ Agree

☐ Neither agree nor disagree

☐ Disagree

☐ Strongly disagree

Please rate this assessment: * ☆ ☆ ☆ ☆ ☆

Do you have any other thoughts or comments on this set of items?

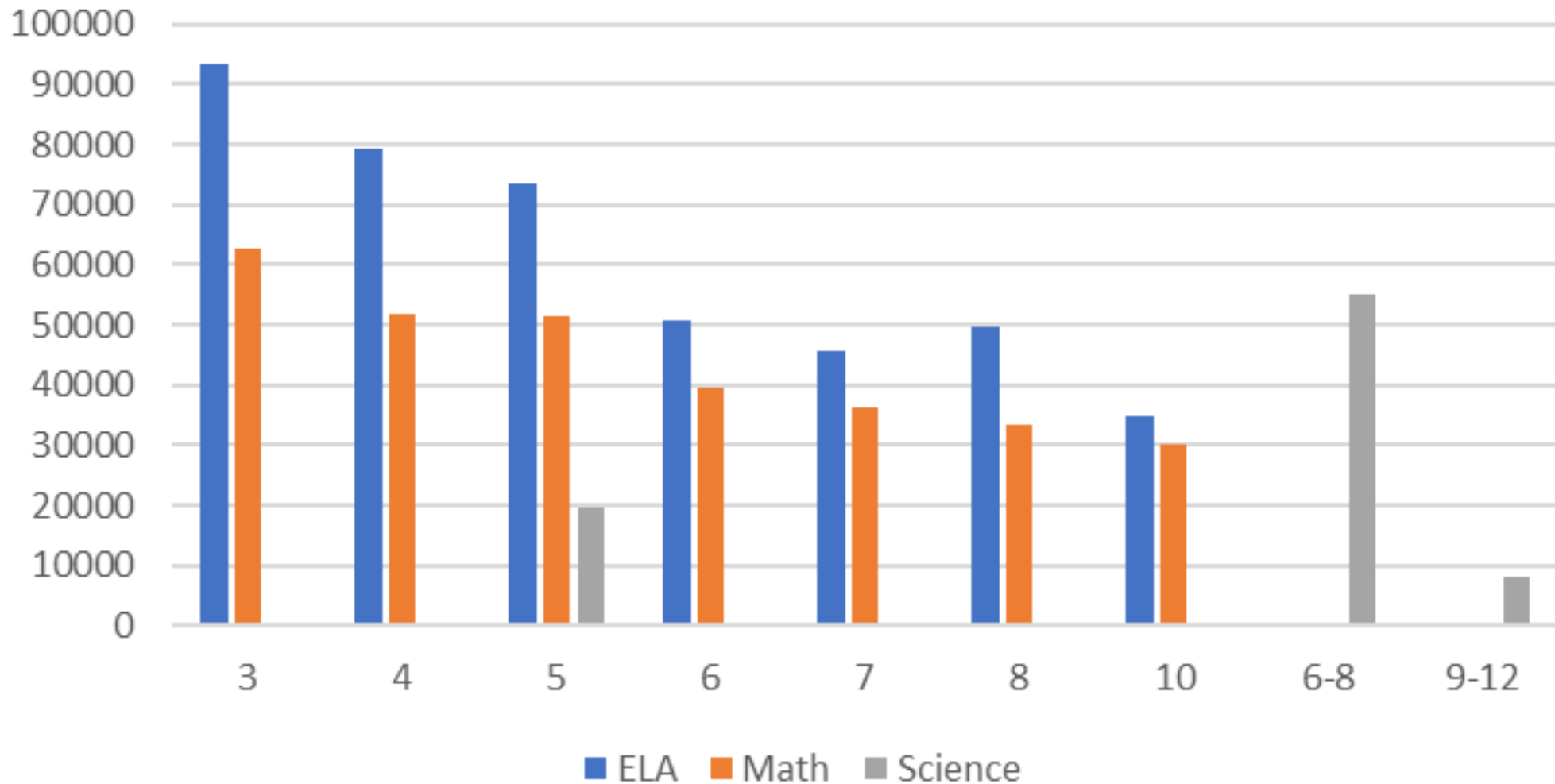
New Instructional Mini Tests

- Since end of May 2025:
 - ELA: 129 new forms
 - Math: 125 new forms
 - Science: 56 new forms
- To come this school year:
 - ELA: 200 forms
 - Math: 188 forms
 - Science: 70 forms



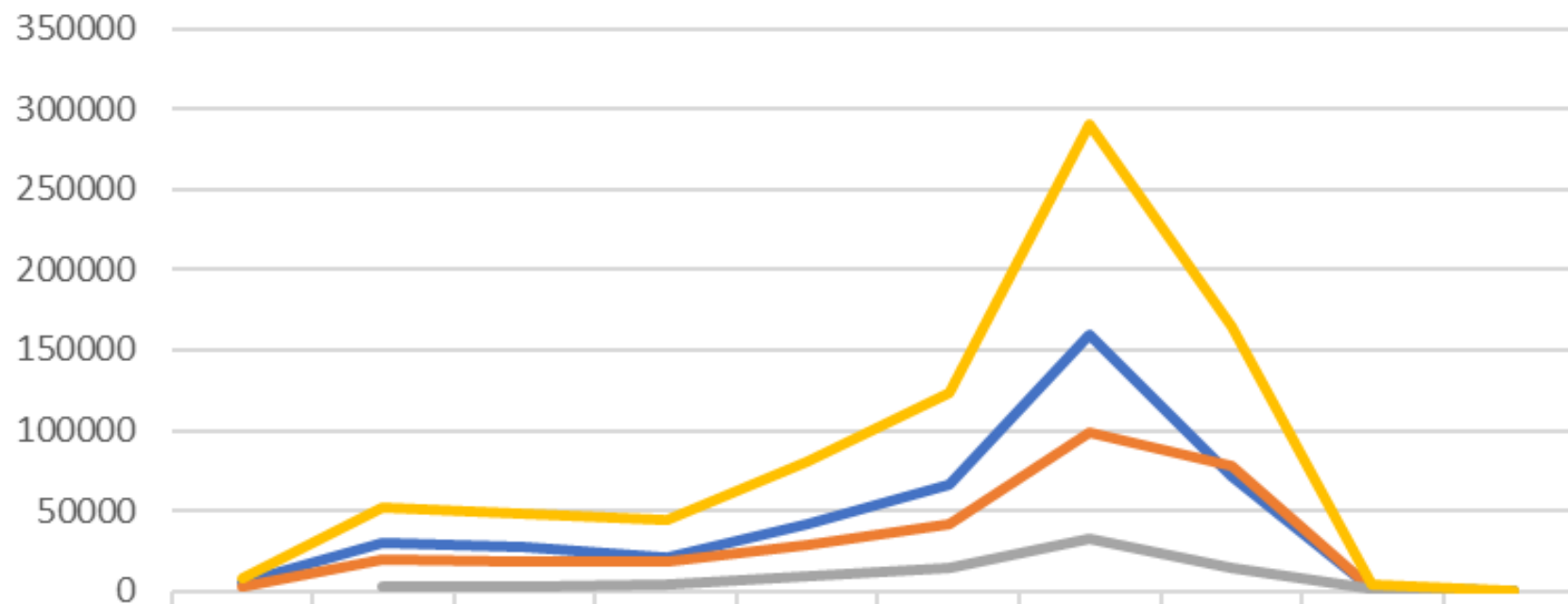
Mini Test Usage 2024-25

Mini Test Usage, by Grade and Subject



Mini Test Usage 2024-25

Mini Tests Completed, by Month and Subject



	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
ELA	5411	29849	27295	21564	42272	66694	160145	71291	2026	4
Math	2673	19132	17957	18456	28295	41312	98314	78588	931	
Science		2508	3026	4340	9885	14808	32627	14996	1285	1
Total	8084	51489	48278	44360	80452	122814	291086	164875	4242	5

ELA Math Science Total

KAP Summative Concordance Tables

The screenshot shows the KAP website interface. The browser address bar displays `ksassessments.org/resources`. The navigation bar includes the KAP logo, links for Roles, Resources (highlighted), About, and Kite Status. A language dropdown is set to English, and a search bar is present. On the left, a filters sidebar shows categories: ROLE (Families, Educators & Test Administrators, Technology Coordinators), ASSESSMENT, and CATEGORY (Assessment Development, Reporting (checked), Scoring, Test Administration, Accommodations, Manuals & Guides, Testing Materials). A search input field contains the placeholder text "Type to begin searching." Below this, it indicates "1 - 26 of 26 results". The results list six ELA Concordance Tables for Grades 3 through 8, each with a PDF icon. A back-to-top button is located at the bottom right of the results area.

ksassessments.org/resources

Personal ATS

KAP

Roles Resources About Kite Status

English Search

Filters

ROLE

- ☐ Families
- ☐ Educators & Test Administrators
- ☐ Technology Coordinators

ASSESSMENT

CATEGORY

- ☐ Assessment Development
- ☒ Reporting
- ☐ Scoring
- ☐ Test Administration
 - ☐ Accommodations
 - ☐ Manuals & Guides
 - ☐ Testing Materials

Type to begin searching.

1 - 26 of 26 results

- [ELA Concordance Table – Grade 3 \(pdf\)](#) PDF
- [ELA Concordance Table – Grade 4 \(pdf\)](#) PDF
- [ELA Concordance Table – Grade 5 \(pdf\)](#) PDF
- [ELA Concordance Table – Grade 6 \(pdf\)](#) PDF
- [ELA Concordance Table – Grade 7 \(pdf\)](#) PDF
- [ELA Concordance Table – Grade 8 \(pdf\)](#) PDF

KAP Summative Concordance Tables

Grade 6 ELA Concordance Table

2024 Scale Score		Percentage of Students At or Above This Score Point	2025 Scale Score	
Level 1	220	>99.9%	412	Level 1
	224	99.8%	432	
	229	99.5%	444	
	233	99%	451	
	237	98%	458	
	241	97%	464	
	244	95%	469	
	247	93%	473	
	250	91%	477	
	253	89%	482	
	256	86%	486	
	259	84%	490	
	261	81%	493	
	264	79%	497	
	266	76%	500	
	269	74%	504	
	271	71%	507	

Level 2	274	68%	511	Level 2
	276	66%	514	
	278	63%	517	
	281	60%	521	
	283	58%	523	
	286	55%	527	
	288	52%	530	
	291	48%	534	
	294	45%	538	
Level 3	296	42%	541	Level 3
	299	38%	545	
	302	35%	549	
	305	31%	554	
	308	28%	558	
	312	24%	563	
	315	21%	568	
	319	18%	574	
	323	15%	579	
Level 4	327	12%	585	Level 4
	331	9%	591	
	336	7%	599	
	341	5%	607	
	347	3%	617	
	353	2%	627	
	361	1%	642	
	370	<1%	662	
	380	<1%	697	



Parent Portal

- Districts control access
- Upload Parent email and SSID to create the parent student connection in EP
 - Settings > Parents > Upload Parent tab or Add Parent tab
 - Upload select Standard or Append

Parent Upload: Sunflower

This is a **Full District upload**. Select an option to proceed:

Standard: Existing parent student relationships for the entire district will be deleted and replaced with the newly uploaded data.

Append: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

For partial upload, please select a school.

Standard

Append

Cancel



What questions do you have?





DYNAMIC®
LEARNING MAPS



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 3, 2026	April 24, 2026



Who tests?

Test Window	ELA	Math	Science	HGSS
Fall test window	Grades 3-8, 10	Grades 3-8, 10	Optional Grades 5, 8, 11	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

- Students taking the DLM should use the [HGSS Alternate Assessment Rubric](#)



Test Coordinator Checklist – DLM

- This is an important time for DLM with several tasks that need to be completed prior to the test window opening on September 8th
- There is a [DLM Test Administrator Checklist](#) for teachers administering the DLM

September 8 – December 19, 2025

✓	Task	Resource
☐	Manage student moves as needed	<i>Data Management Manual (pdf)</i> page 113 of manual
☐	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	<i>Data Management Manual (pdf)</i>
☐	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	<i>Educator Portal</i>



DLM Fall Test Window

- September 8 – December 19, 2025 – Students must be enrolled and rostered to the appropriate subjects
 - The expectation is for teachers to use the majority of the test window to complete the blueprint requirements. We do not want to see the blueprint requirements meet in the first couple weeks of the test window or all in the last week or two of the test window
- Teachers must complete the required DLM training on Kite prior to having access to students on Educator Portal (training is now available for those with a teacher role for DLM)
- ELA and math is required for grades 3-8, 10 in the fall. Students must meet the blueprint requirements for ELA and math.
 - [Kansas Essential Elements Blueprint/Selection Record Math and ELA by Grade \(pdf\)](#)
- Science is optional but encouraged in the fall for grades 5, 8, 11

DLM Enrollment

- Enroll students who will be taking the DLM in Kite **BEFORE** you send TASC records for students taking the general assessment.
- Students need to be enrolled and rostered to the teacher in the appropriate subjects before teachers can begin creating instructional plans.



Kite Enrollment Updates

- Middle Eastern or North African is a new value added to comprehensive race in student enrollment.
- Kite will now reject enrollment upload records when the following fields match another student in the system:
 - Student first name
 - Student last name
 - Gender
 - Date of birth
- Extract and Upload Template headers: labels and order have been updated – If using the templates (enrollment, roster or user), make sure to download the new one.



DLM Required Training (Educator Portal)

New Test Administrators

- Four modules (four post-tests) – 3 hours
- Video
- PDF PPT slides and transcript (optional)
- Key points guide (optional)
- Process activity (optional)
- Post-test
- Helpful reminders (optional)
- Optional videos: Score Report, First Contact Survey, and DLM instructionally Embedded Assessments
- Facilitated and self-directed options

Returning Test Administrators

- One module - 1 hour
- Video
- PDF PPT slides and transcript (optional)
- Four-part post-test
- Helpful reminders (optional)
- Optional videos: Score Report and First Contact Survey
- Self-directed option only

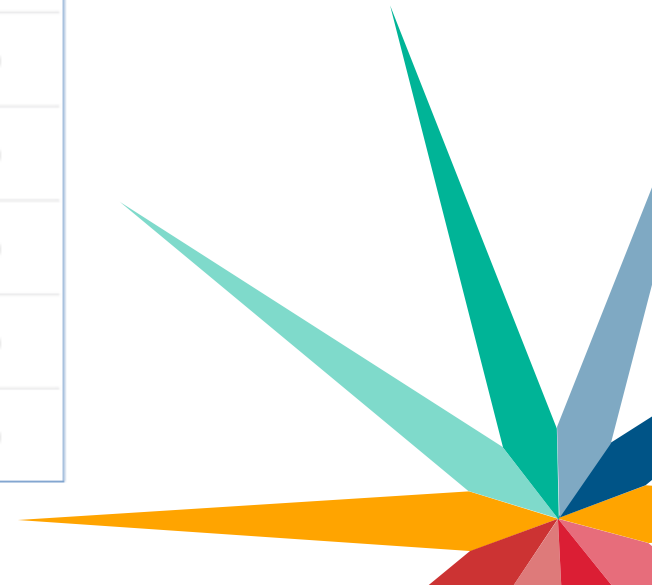
*Facilitators – Instructions for facilitating the training for new test administrators (if you are an administrator facilitating the training and you don't have access contact me at cary.rogers@ksde.gov)



DLM Training Module for District Roles

- [DLM Training for District Roles](#)
- Optional module that provides information about DLM updates for the new school year. (Will not be helpful for teachers)
- Multiple lessons by role, self-directed

☰	What's My Role?	○
☰	Recommended: What's New for 2025-2026?	○
☰	Recommended: Quick Vocabulary	○
☰	Assessment Coordinator	○
☰	Data Manager	○
☰	District or Building Administrator	○
☰	Technology Personnel	○



DLM Webinar Schedule

Date	Topic
August 21, 2025	What do I need to do to get ready for the fall test window? (TASN registration)
September 4, 2025	How do I write instructional plans? (pre-recorded) (TASN registration)
October 9, 2025	DLM resources - How do I prepare my students for the DLM? (TASN registration)
December 11, 2025	DLM fall test window wrap-up What needs to be finished by Dec 20th?
February 5, 2026	DLM spring window
April 9, 2026	DLM wrap-up What needs to be finished by April 24th?

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

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



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



Contact Information

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What questions do you have?



ACT[®]



WorkKeys

- 110 schools selected paper testing.
 - The first date is October 1
 - The second date is October 29
- 127 schools selected online testing.
 - Validus login and realm information was sent to building test coordinators on September 3.
 - Schools can now enroll students and set up online test sessions
 - Testing may be completed any time October 1-November 10.
- 20 schools told us they would test in the spring.
- 120 schools did not respond to the request to select test dates.



PreACT 8/9

- Ordering for PreACT 8/9 opened September 8
 - Orders must be submitted by October 17
 - Incorrect orders
 - Testing must be completed between September 29 and November 7
 - No student enrollment required



ACT

- Test Accessibility and Accommodations System (TAA) is open.
 - New rolling deadlines for accommodations approval
 - Test window 1 by January 14; test window 2 by February 25; test window 3 by March 11
- Training
 - An email was sent to test coordinators on September 9 with links to several upcoming ACT training webinars
- Pearson Access
 - Opens November 4 for test date selection and student enrollment.
 - When that opens, please check to see that the correct personnel are entered in "Manage Contacts" and that they have active accounts.



What questions do you have?



Webinar Wrap Up



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.



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