Test Coordinator Training
AUGUST 10, 2021
Welcome

Trainers for our session today:

- Susan Martin, Charles Turner, Sean Skaggs, Drew Jarrett, Lisa Braun, ATS
- Emily Bertels, Aletra Johnson, ATLAS
- Lee Jones, Cary Rogers, Julie Ewing, KSDE
Agenda Topics

- Training and Professional Development Opportunities for 2021-22
- KAP
- Technology Updates
- DLM
- ACT
- HGSS
Monthly Virtual Training Sessions

DTC and BTC Virtual Training
Offered online through Zoom @ 1:30 p.m.
Recording posted by Friday following the training on [www.ksassessments.org](http://www.ksassessments.org)

<table>
<thead>
<tr>
<th>August 10</th>
<th>February 8</th>
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<tbody>
<tr>
<td>September 14</td>
<td>March 8</td>
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<tr>
<td>October 12</td>
<td>April 12</td>
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<td>November 9</td>
<td>May 10</td>
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<td>December 14</td>
<td>June 14</td>
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<tr>
<td>January 11</td>
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<tr>
<td>2021-2022 DTC/BTC Regional Training 9:00-2:00</td>
<td>Location</td>
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<td>--------------------------------------------</td>
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<tr>
<td>September 9 (Thursday)</td>
<td>Greenbush - Girard</td>
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<td>September 22 (Thursday)</td>
<td>Greenbush - Lawrence</td>
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<td>September 30 (Thursday)</td>
<td>NKESC - Oakley</td>
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<td>October 5 (Tuesday)</td>
<td>Southwest Plains - Sublette</td>
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<td>October 6 (Wednesday)</td>
<td>Orion - Clearwater</td>
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<td>October 13 (Wednesday)</td>
<td>Smoky Hills - Salina</td>
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<tr>
<td>October 14 (Thursday)</td>
<td>ESSDACK - Hutchinson</td>
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KAP (Kansas Assessment Program)

- KAP website
- KSDE Assessment Page
- 2021-2022 Kansas Assessment Program Overview (calendar)

- Are you a new DTC? Send contact information to jewing@ksde.org
Interim Assessment Program: ELA and Math

Interim

Mini-tests
- Formative assessments/tools for the classroom

Predictive
- Teacher selected to align with current units of instructions
- Indicate how students will perform on the KAP Summative tests
- Available in ELA and Math

3 testing windows
Interim Guide for Educators and Test Coordinators available on the KAP website

TASC records – you must submit TASC records through KIDS to “enroll” students in the Kite System for Interim tests.
  - TASC submission window begins September 7.

Predictive Interim tests – Kite System auto enrolls students in predictive tests
KAP Interim: Mini-Tests

- Mini tests cover the range of the standards.
- Can be used as formative tools after a unit is taught to check for understanding.
- Reports available; immediate results.
- New mini tests are added throughout the year as time allows.
- Mini tests are located in Kite Educator Portal.
2021-2022 KAP Update: ELA Interim Predictive tests

- 3 predictive tests available in grades 3-8, 10
- Items aligned to the 2017 Kansas Standards
- Predict student success on the KAP summative test
- The Kite system automatically enrolls any student with a TASC record in predictive assessment.

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>ELA</th>
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<tbody>
<tr>
<td>Fall</td>
<td>9/20/2021 to 10/01/2021</td>
</tr>
<tr>
<td>Winter</td>
<td>12/6/2021 to 12/17/2021</td>
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<tr>
<td>Spring</td>
<td>1/31/2022 to 2/11/2022</td>
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2021-2022 KAP Update: Math Interim Predictive tests

- 3 predictive tests available in grades 3-7
- 2 predictive tests at grade 8 (fall and winter window)
- NO predictive interim at grade 10
- Items aligned to the 2017 Kansas Standards

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>Math</th>
<th>Grades Available</th>
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<tbody>
<tr>
<td>Fall</td>
<td>9/20/2021 to 10/01/2021</td>
<td>Grades 3 - 8</td>
</tr>
<tr>
<td>Winter</td>
<td>12/6/2021 to 12/17/2021</td>
<td>Grades 3 - 8</td>
</tr>
<tr>
<td>Spring</td>
<td>1/31/2022 to 2/11/2022</td>
<td>Grades 3 - 7</td>
</tr>
</tbody>
</table>
If you had a student last year that had Braille marked on their PNP, KU will contact you this week to see if you would like to have a Braille form for the interim predictive.

If you have a new student that you need a Braille form for the fall interim predictive, email Juliejewing@ksde.org by next Monday.
Completion and Agreement to Abide by for Test Security and Ethics

► All District Test Coordinators must complete the online training by **November 30, 2021**.

► All “in-district” training must be completed by **January 30, 2022** for anyone administering a KELPA assessment.

► All “in-district” training must be completed by **March 18, 2022** for anyone administering a KAP assessment in ELA, Math, and/or Science, plus cPass.
Test Security

- Training Materials will be posted on the KAP website under Training and Professional Development Resources in October.

- Sign-off for Test Coordinators will be found on the HELP tab in Educator Portal (EP).
What is PII?

- Personally identifiable information (PII) is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.
Personally identifiable information (PII) must not be conveyed when testing issues are reported.

The documentation for Kansas regarding allowable identifiers in an email specify that **only the Student State ID number** and no other identifying details should be provided in an email.
When Contacting the Service Desk:

Do not send any Personally Identifiable Information (PII) for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes such information as a student’s name, building name, or district name.

Do send the student ID number, the test the students are taking (ELA, math, science, predictive interim, mini-test) and the error or concern you are reporting regarding the test taker.
Questions
Technology Updates
Before accessing Educator Portal, both new and returning users must read and agree to the security agreement.

To complete the annual security agreement:

- Log in to Educator Portal.
- The Security Agreement window will show up automatically. Read the security agreement and select the checkbox next to “I have read this security agreement and agree to follow the standards.”
- Click Save.
- Exit the window by clicking the X in the upper right corner.
Updated interim UI to utilize drop downs and grids.
Updated TASC processing to allow students to be rostered to multiple teachers within the same building.

If you want to remove a student from a roster in their enrolled building, you will need to submit a TASC record with Course Status = 99.

If the student is moved to a different building or district, the student will be automatically removed from all rosters.
There are new Kite Clients for 2022. We released a new iPad client 8/6 to support iOS 15 that is coming out this fall.

We are still reviewing the KELPA Mac client.

If you have a need for a Kite Client that will allow access from an external device, please call the Kite Service Desk. We will follow up with you directly.

The supported operating systems can be found on the KAP website’s Kite Technology page. We will update the website as we complete our testing of new OS versions.
Parent Portal

- We are updating parent portal to allow you to:
  - Edit a parent email through the UI
  - Upload parents at the school level
- We are targeting these enhancements to be available by Labor Day.
The 2021 Kite Technology Coordinator Webinar will be conducted September 8, 15, and 28.

If you are not able to attend any of the sessions, a recording from one of the webinars, the slide deck, and a document containing questions and answers from all sessions will be posted on the KAP website.

2021 Kite Technology Coordinator Webinar
The Kite Service Desk provides year-round support to educators on all Kite Suite products through phone and email inquiries.

For Kite Questions
kap_support@ku.edu
855-277-9752
7:00 a.m.–5:00 p.m. CDT
ACT Updates
For information on ACT and WorkKeys testing in Kansas, visit: Kansas (act.org)
Questions
DLM Updates
1% Threshold Waiver Extension

- KSDE submitted a 1% threshold waiver extension on June 14, 2021 to the USDOE.
- Tiered system of support (Universal, Targeted TA, Intensive TA). Districts identified based on a combination of data points:
  - 3-year trend in the number and percentage taking DLM
  - Number and percentage of red flags
  - Percentage of students taking the DLM
  - 1% lead assigned to Targeted TA and Intensive TA districts
September 13 – December 17, 2021 - students must be enrolled and rostered to the appropriate subjects before September 13.

Teachers must complete the required training prior to having access to students on Educator Portal.

ELA and Math required for grades 3-8 and 10

Science only grades 5, 8, 11 (optional in the fall)

Students must meet the blueprint requirements for ELA and math

Kansas Blueprint/Selection Record

DLM test administrator checklist

DLM test coordinator checklist
Special Enrollment

- When students attend a school out of district the attendance school needs to add and roster the student, not the accountability school.

- Refer to DLM’s [Manage Special Enrollments (Out of Building, District, or State)](#) resource.
DLM materials

- DLM Participation Guidelines
- Kansas Alternate Assessment Flow Chart
- Rubric for Determining Student Eligibility on the Alternate Assessment (DLM)
- IEP Team Resource: Making Decisions about Participation in the Alternate Assessment
- Kansas Blueprint/Record Sheet
- Essential Elements by Linkage Level Data
- https://dynamiclearningmaps.org/kansas
Wrap-up

Recording and Handouts will be posted by Friday, August 13 on the KAP website!

Next Session: September 14