



Kansas Assessment Program

Test Coordinator Training

April 9, 2024

Welcome KAP Test Coordinators!



Trainers for today's webinar:

ATS

Susan Martin

Lisa Braun

Katherine Kocen

Drew Jarrett

ATLAS

Aletra Johnson

KSDE

Lee Jones (ACT)

Julie Ewing

Agenda Topics



- KAP Interim and Summative
- KELPA Screener and Summative
- Kite[®] Technology
- Dynamic Learning Maps[®] (DLM[®])
- ACT

2023-24 Test Coordinator Training Webinars



All webinars are conducted online via Zoom. Additional information, including links, recordings, and additional resources, can be found on the [KAP website](#).

| Webinar Dates | |
|----------------------|---------------------|
| August 8, 2023 ✓ | January 9, 2024 ✓ |
| September 12, 2023 ✓ | February 13, 2024 ✓ |
| October 10, 2023 ✓ | March 5, 2024 ✓ |
| November 14, 2023 ✓ | April 9, 2024 ✓ |
| December 12, 2023 ✓ | May 14, 2024 |
| | June 11, 2024 |
| | |

KAP Updates



Kansas Assessment Program

April Timeline



| 8 | WorkKeys Online closes for windows 3 & 4. |
|----|--|
| 9 | DTC/BTC Virtual Training Webinar @ 1:00 p.m. |
| 19 | Assessment window closes for KAP: ELA, math, and science (Brick & Mortar). |
| 19 | Last day to enter SC codes for KAP in-person testing. Must enter for each subject. |
| 19 | Spring cPass testing closes. |
| 22 | Assessment window opens for full time virtual students testing remotely. Closes May 3. |
| 23 | Paper administration of state paid ACT for juniors . Window 3. |
| 23 | ACT Online Window 3: April 23-26, April 29-30, May 1-3. |
| 23 | ACT w/accommodations Window 3: April 23-26, April 29-30, May 1-3. |
| 26 | Assessment window closes for DLM assessments. |
| 26 | Last day to enter SC codes DLM. Must enter for each subject. |

2024 KAP Resources



- Math & English Language Arts (ELA)
 - Grades 3 - 8, & 10th
- Science - Grades 5, 8, 11
- cPass - Grades 9-12
- [Kansas Assessment Examiner's Manual \(ksassessments.org\)](https://ksassessments.org)
- [Kite Educator Portal Manual for Test Coordinators \(ksassessments.org\)](https://ksassessments.org)

Summative - 2 Test Windows



Brick & Mortar for In-person

- March 18 – April 19
- Please note the testing window for in-person testing is a **weekshorter** than in the past.
- No remote testing allowed at this time.

Remote for Virtual Students

- April 22 – May 3
- To schedule a testing session, visit [Virtual School Faculty Instructions for KAP Summative Remote Assessments](https://ksassessments.org/virtual-school-faculty-instructions-for-kap-summative-remote-assessments) (ksassessments.org)
- **No in-person testing is allowed.**

Math Resource Sheets



- Math Resource Sheets for grades 4 - 8 and 10 can be used for *both test sessions*
- Grade level specific
- Resource sheets are located on KAP Website

Educators & Test Administrators > Test Administration >
Testing Materials

Special Circumstance Codes



- Enter SC Codes for KAP by end of testing window
 - March 20 - April 19
- SC Codes that must be approved by KSDE (Contact Julie Ewing)
 - SC-08 Absences
 - SC-35 TTS Nonvisual (disapproved TTS Checklist)
 - SC-39 Other
 - ***Note Change in Special Circumstance Codes: There will no longer be a code for students previously testing at grade level (SC-20). Students are required to be tested in the grade they are identified in KIDS.***

2nd Grade Reading Assessment Resources



- [Grade 2 Reading Assessment Overview \(ksassessments.org\)](https://ksassessments.org/grade-2-overview)
 - Frequently Asked Questions
 - How to Sign Up
- [KAP Grade 2 Reading Quick Start Guide \(ksassessments.org\)](https://ksassessments.org/kap-grade-2-quick-start-guide)
 - Information for Test Coordinators
 - Information for Teachers or Proctors
 - Practice Test
 - Scripts

Assessment Data in Kite



Once the window closes and reports are generated...

- Reports > General Assessment
 - Individual Student Reports, School Summary, & District Summary
- Reports > Data Extracts > KAP Student Scores ____
 - Current Students
 - Specified Student
 - Tested Students

KAP Mini-Tests Project



- Science!
 - Focused Interim Project
 - Project Overview
 - Scott Dellinger & Laura Swanson, Wichita
- ELA & Math
 - Enhancing current mini-test content
 - Mapping to standard, Lexile, complexity, etc.
 - Adding rationales
 - Revisiting block structure

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

KELPA Updates



KELPA

Kansas English Language Proficiency Assessment

Post-KELPA Update - Extracts



- Verifying Testing Progress
 - Extract: KELPA Test Administration and Monitoring
- Scoring Status:
 - Extract: Monitor Scoring

Post-KELPA Update - Screener



- Screener will continue working and you can continue screening students
- Final Check:
 - Ensure you've assigned student's State Student ID number to the student's Screener Student profile to retain proficiency reports.
- Screening for 2024-2025
 - When you add the student, select "Screen student for next academic year"
 - Intended for students not yet enrolled

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

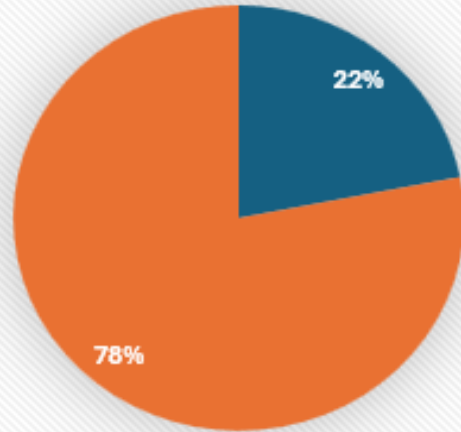
Kite Technology Updates



KAP Summative Current Progress

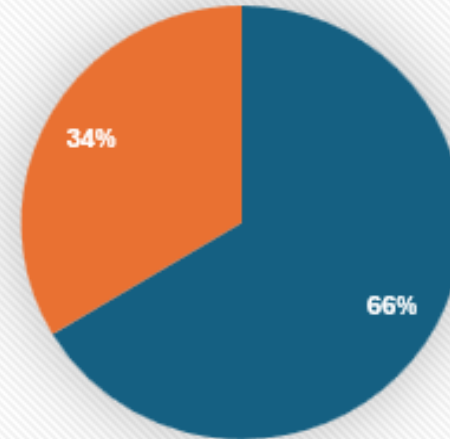


ELA Summative - All Grades



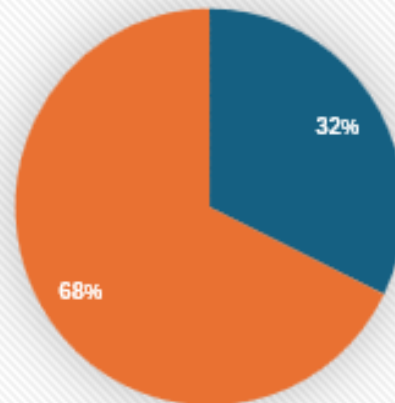
■ % Not Started ■ % Complete

Math Summative - All Grades



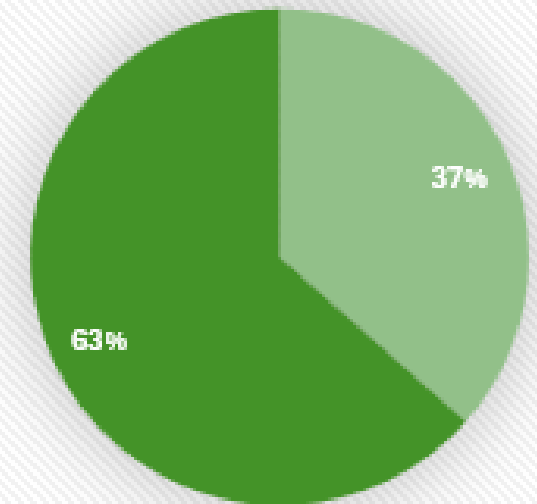
■ % Not Started ■ % Complete

Science Summative - All Grades



■ % Not Started ■ % Complete

All Subjects - All Grades



■ Complete ■ Expected

Data accurate as of
12:00 AM, Monday,
April 8, 2024

KAP Summative



- How to verify students are ready to take the KAP Summative assessment?
 - Go to Reports > Data Extracts > Test Administration and Monitoring tab > Testing Readiness > Select "New File"
 - This extract includes:
 - Student login, test records and PNP settings information

Daily Access Codes – Set by District/School



- DTCs and BTCs can set the valid times for DACs that align with their schedules
- Default timeframe set: 4am – 9pm local time

Go to:

Settings > Organizations

> Edit DAC Time

> Upload DAC Time

Kite Educator Portal

Role: District Test Coordinator Organization: Sunflower Assessment Program: KAP

SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP

View Organization **Edit DAC Time** Upload DAC Time

Edit School DAC Time: Select Criteria

STATE: KAP QC State DISTRICT: Sunflower SCHOOL: Select

Search

| District Name | School Name | Start Time | End Time |
|---------------|-------------------|------------|----------|
| Sunflower | Buffalo School | 08:00 AM | 04:00 PM |
| Sunflower | Cottonwood School | 08:00 AM | 04:00 PM |
| Sunflower | Meadowlark School | 07:00 AM | 03:00 PM |

Edit

Page 1 of 1 10 per page 1-3 of 3 items

- Note: DACs will be turned OFF and students will NOT be able to test on Saturdays and Sundays

Resolved Kite Error Messages



- Mark messages as Resolved
- Show Resolved messages
- Mark messages as Unresolved

The screenshot shows the Kite Educator Portal interface. At the top, it displays the user's role as 'District Test Coordinator', organization as 'Kansas', and assessment program as 'KAP'. The navigation menu includes 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', 'SURVEYS', and 'HELP'. The 'DASHBOARD' tab is active, showing various summary cards like 'Testing Summary', 'Scoring Summary', and 'Kite Error Messages'. The 'Kite Error Messages' card is selected, displaying a table of error messages. The table has columns for 'Processed Date', 'SSID', 'Record Type', 'Attendance School', 'Subject Area', and 'Educator ID'. Below the table, there are buttons for 'Download Error Messages', 'Mark as Resolved', and 'Mark as Unresolved'. The 'Mark as Resolved' button is checked. A red box highlights the 'Include Resolved Error Messages' checkbox and the 'Mark as Resolved' button. Another red box highlights the 'Mark as Unresolved' button. The page footer shows 'Page 1 of 1', '10 per page', and '1-5 of 5 items'.

Kite Educator Portal

Logged in as Amelia Earhart [Sign Out](#)

Role: District Test Coordinator Organization: Kansas Assessment Program: KAP

SETTINGS MANAGE TESTS INTERIM REPORTS **DASHBOARD** SURVEYS HELP

Testing Summary Scoring Summary Reactivations Concurrent Testing Activity 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: *

Search by SSID Search

Include Resolved Error Messages

| <input type="checkbox"/> | Processed Date | SSID | Record Type | Attendance School | Subject Area | Educator ID |
|--------------------------|---------------------|---------|-------------|-------------------|--------------|-------------|
| <input type="checkbox"/> | 10/05/2023 06:20 PM | 1020298 | TASC | High School | M | 123456 |
| <input type="checkbox"/> | 10/05/2023 06:50 PM | 1124142 | TASC | High School | M | 123456 |
| <input type="checkbox"/> | 10/05/2023 02:05 PM | 1415244 | TASC | Elementary | ELA | 123456 |
| <input type="checkbox"/> | 10/05/2023 06:20 PM | 1453778 | TASC | High School | M | 123456 |
| <input type="checkbox"/> | 12/07/2023 07:20 PM | 1557943 | TASC | High School | M | 123456 |

Download Error Messages Mark as Resolved Mark as Unresolved

Page 1 of 1 10 per page 1-5 of 5 items

KAP Subject Practice Tests



- Science now available!
- ELA, Mathematics
- Grade Bands: 3-5, 6-8, 10-11
- PNP Logins
 - Display Enhancements
 - Text-to-Speech (TTS)
 - Keyword Translation (KWT)

SPT: ELA, Math, Science

| Grades | Username | Password |
|--------|-----------------|----------|
| 3-5 | elem.practice | gate5 |
| 6-8 | middle.practice | jazz4 |
| 10-11 | high.practice | sent2 |

SPT: ELA, Math, Science *(PNP)

| Grades | Username | Password |
|--------|---------------------|----------|
| 3-5 | pnp.elem.practice | take8 |
| 6-8 | pnp.middle.practice | swamp |
| 10-11 | pnp.high.practice | wrap4 |

iPad Magnification



- Students on iPads can and should use the native pinch-to-zoom feature
- Magnification tool turned off (or not set in PNP Profile)



Monitoring Test Sessions



- KAP Summative
 - Test Coordination
 - Data Extract: KAP Test Administration Monitoring
- Grade 2 Reading
 - Test Management
 - Data Extract: Test Administration Monitoring
 - All Interim Tests will also be included in this extract, so filtering is your friend!

KAP Special Circumstance Codes



- How to enter:
 - In EP, Manage Tests > Test Coordination
 - Select Criteria using dropdown menus
 - Select the test session that includes the student needing the code
 - Find Special Circumstance column and select from dropdown menu
 - Click the Save Icon in the Save column
- How to check
 - Data Extracts>Test Administration & Monitoring > KAP Special Circumstances
OR
 - Dashboard > Special Circumstance Students tab

Science Mini-Tests



- Available later this month!
- Grades 6-8 only
- Enable assignment through TASC record
- Access via Interim tab
- Resources:
 - [Mini-Test How-To video](#)
 - [Kite Interim Guide](#)

KELPA Score Reports



- Available later this month!
- Access in Kite Educator Portal
 - Reports > English Language Proficiency Exam
 - Individual Student Reports, School and District Summary Reports
- KELPA Educator Guide
 - KAP Website > Educators & Admins > KELPA > Scoring & Reporting
- KELPA Parent Guide & Parent Portal

KELPA Screener Research Study



- Kindergarten students – use Kindergarten Round-Ups and early enrollments for next year (Pre-K students?)
- Need scoring data from all students (including English-speaking students)
- This information will be used to help refine proficiency levels and guidance for eligibility for ESOL services for Kindergarten students.
- Interested in participating? Email kap-support@ku.edu

Summer External Review



- Summer 2024 : Data Review
- Summer 2025: Standard Setting
 - Set the standards for proficiency levels on new 24-25 assessments
 - HUGE event involving large numbers of teachers
 - More information coming later

New Student Portal Clients



Kite Student Portal Security & Technology Upgrades

- Development in progress
- Districts will need to install new SP clients on all devices over the summer for use NEXT year (2024-2025)

Kite Service Desk Contact Info



- Kite Service Desk
 - Extended hours: Monday – Friday, 6:00 AM – 6:00 PM Central
 - Available throughout summative test windows
 - Email: kap-support@ku.edu
 - Phone: 855-277-9752
 - Live Chat ([Educator Portal](#))

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

DLM Updates



DYNAMIC[®]
LEARNING MAPS

DLM Important Dates



| Event | Date Open | Date Closed |
|--------------------|--------------------|-------------------|
| Required Training | August 3, 2023 | April 26, 2024 |
| Fall Test Window | September 11, 2023 | December 22, 2023 |
| Spring Test Window | February 5, 2024 | April 26, 2024 |

Spring Test Window



- Students must meet the blueprint requirements for both ELA and math. Teachers will need to select Essential Elements in the instruction and assessment plan to assign them to the student.
- Students in grades 5, 8, and 11 will need to complete all 9 science testlets. Science testlets are automatically sent to the students who are rostered to science.

DLM Test Observations



- [Kite Collector Questions for Test Administration Observations](#)
- [Using Kite Collector for DLM Test Administration Observations](#)

- <https://collector.kiteaai.org/>
 - Atlas
 - StateUserKS
 - AtlasKS

Field Test Items



- ELA, mathematics, and science – after completing the blueprint requirements, the student may receive zero or one field test testlet in each subjects.
- The linkage level may be one above, one below, or the same as the operational Essential Element that was tested.
- Testlet Information Pages for field test testlets for all subjects are accessed in the Test Management section.

IM District / IM School / English Language Arts

Fall Window

State ID: [redacted]

Select an Essential Element and linkage level.

After completing all blueprint requirements, you may receive a field test testlet. To access the Testlet Information Page for the field test, go to the **Test Management** tab.

Between the close of the Fall window and the opening of the Spring window, you may still view student plans and print the Fall Essential Element Status Report. No other work may be completed.

Instruction In Progress | Testlet Assigned | Testing In Progress | Complete | Recommended Linkage Level | Mastery Demonstrated | Mastery Not Demonstrated | Results Not Available

2024 Teacher Survey



- Block A – Fixed: Items for the validity argument regarding the student’s ability to respond to the assessment (3 items).
- Block B – Spiraled: Each survey contains one of the following randomly assigned sections.
 - English Language Arts: Only available if the student is rostered in English language arts; items about the student’s experience with reading (3 items).
 - English Language Arts (Writing): Only available if the student is rostered in English language arts; items about the student’s experience with writing (4 items).
 - Mathematics: Only available if the student is rostered in mathematics; items about the student’s experience with mathematics (3 items).
 - Science Teacher Ratings of Student Mastery: Only available if the student is rostered in science. This section solicits ratings on whether a student has mastered or not mastered each linkage level for each science Essential Element (items vary by grade) and also contains items about the student’s experience with science (12 items).
 - Alternative Text: Items about the student’s use of alternative text on the assessment (4–9 items).
- Block C – Fixed: Items about the teacher’s professional experience as well as the opportunity to provide any additional feedback (3–9 items).

Submitting Writing Samples



- Step by step directions with screen shots for submitting writing samples <https://www.ksde.org/Portals/0/SES/DLM/DLM-SubmittingStudentWritingSamplesInEducatorPortal.pdf>
- Samples are used for validity evidence and research purposes; uploading a writing sample does not impact scoring.
- Submitting writing samples is not required, however, we do encourage teachers to try and submit the writing samples for at least a couple students.
- This is done by the test administrator.

Special Circumstance (SC) Codes



- SC codes will only need to be entered in the spring test window (only one SC code per subject) if the student hasn't completed any testing.
- Any testing a student does after an SC code is entered will be invalidated.
- [Special Circumstance Codes for Kansas Districts \(PDF\)](#)

DLM Webinars for 2023-24



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

~~August 24, 2023: What do I need to do to get ready for the fall test window? – recording is posted on KSDE DLM page~~

~~September 14, 2023: How do I write instructional plans? (pre-recorded and available on KSDE DLM page)~~

~~October 12, 2023: DLM resources – How do I prepare my students for the DLM?~~

~~December 7, 2023: DLM fall test window wrap-up – What needs to be finished by Dec 22? WIDA ALT ACCESS information~~

~~February 8, 2024: DLM spring window~~

~~April 11, 2024: DLM wrap-up – What needs to be finished by April 26?~~

[Join Zoom Meeting](#)

Meeting ID: 897 7927 3623

Passcode: 947213

One tap mobile: +13462487799,,89779273623#,,,,,0#,,947213# US (Houston)

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

ACT Information



ACT[®]

ACT Spring 2024



- One last test window remains for ACT testing beginning April 23.
- You may order additional materials for paper testing through April 12. April 23 is the one day for paper testing
- Online testing sessions can be set up April 8-May 3. Online testing may be completed April 23-May 3.
- Reports are being posted in Success as tests are scored. See the ACT Score Report Schedule for which reports are sent to schools and which must be accessed in Success and the timeline for reports to be available.
- Students can access scores in their myACT account.

WorkKeys Spring 2024



- WorkKeys testing has been completed.
- Scores can be accessed in Validus with login credentials sent to building test coordinators in September. BTCs can grant access to other users in your school.
- Refer to the WorkKeys Score Report Schedule to see which reports are sent to schools and which may be accessed in Validus and the timeline for reports to be available.
- Students can access their scores and NCRC certificates earned in their myWorkKeys account.

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

Session Wrap Up



A PDF of the slides and a recording of this webinar will be posted by Friday on the KAP website's [DTC Virtual Training page](#).

Next Webinar:
May 14

Contact Information

- **Kite Service Desk**

☎ (855) 277-9752

✉ kap-support@ku.edu

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