Kansas Assessment Program

Test Coordinator Training

February 13, 2024

Welcome KAP Test Coordinators!

Trainers for today's webinar:

ATS	ATLAS	KSDE
Susan Martin	Aletra Johnson	Cary Rogers (DLM)
Lisa Braun		Lee Jones (ACT)
Katherine Kocen		Julie Ewing
Mitch Montague		
Drew Jarrett		

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Agenda Topics

- KAP Interim and Summative

- Kite® Technology

- Dynamic Learning Maps® (DLM®)

- ACT

- KELPA Screener and Summative

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

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February Timeline

5	DLM spring window opens for ELA, math, and science. Blueprint coverage must be completed by April 26.
13	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
26	Submit TEST records for ELA, math, science, and begin to update PNPs.
26	Submit TASC records for second grade reading assessment (*optional*).
26	Last day to enter PNPs in Kite for students that have been pre-approved for TTS Nonvisual/Nonreader. Must be entered in Kite by 5:00 pm to complete approval process.
27	Paper administration of state paid ACT for juniors. Window 1.
27	ACT Online Window: February 27-29, March 1 & March 4-8.
27	ACT w/ accommodations Window 1: February 27-29, March 1 & March 4-8.
28	WorkKeys paper administration Window 3.
28	WorkKeys Online testing for windows 3 & 4 open. Closes April 8.
28	WorkKeys w/accommodations Window 3: February 28-29, March 1, March 4-8, and 11.

Personal Needs Profile Must be Complete

- Student's PNP must be completed before state assessment testing begins.

- Once testing begins, the PNP **may not** be changed/edited.

- If accommodations have not been added before testing, the student will test without the accommodations.

- **TTS nonvisual setting must be selected on PNP by Feb. 26th.**

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On-site Monitoring for State Assessments

- Purpose: To monitor test security, KSDE staff and members of the Kansas Assessment Advisory Council annually visit 5%–10% of Kansas schools during test administration.

- A representative sample of districts in Kansas – across all state Board of Education regions, including both large and small districts – is selected for monitor visits.

- *Kansas State Department of Education Test Security Guidelines*

On-site Monitoring for State Assessments

- Two methods are used to conduct monitor visits:

- Schools and districts may *volunteer* to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will **not** be informed of the specific date selected.

- Other monitor visits are *unannounced*. A random sample of schools will be chosen from the list of districts and schools that did **not** volunteer. The DTC will be informed of potential visits and will share test schedules for the purpose of facilitating monitor visits.

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On-site Monitoring for State Assessments

- To volunteer for an on-site monitoring visit, email Julie Ewing at jewing@ksde.org

2ⁿᵈ Grade Reading Assessment

- Voluntary assessment for 2ⁿᵈ Grade

- Administered in Kite Student Portal

- Assess both skills and reading comprehension

- Based on state standards

- 2 sections, 30 minutes per section

- Score reports available after window closes

- TASC record to roster students

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Questions?

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

Kite Technology Updates

Resolved Kite Error Messages

- Mark messages as Resolved

- Show Resolved messages

- Mark messages as Unresolved

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

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

KAP Mini-Test Video

- We have created a training video on how to build, assign, administer, and view the results of KAP Interim Mini-Tests (Instructional Interims)
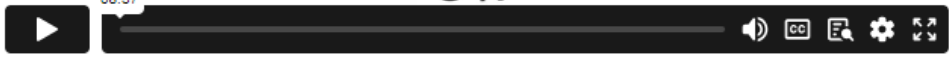
  o KAP Mini-Test (video)

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

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KELPA Screener – Autogenerate Reports

- Screener Reports will now be automatically generated once all items are scored.

- Before, the scorer had to click the "Generate Report" when finished scoring.

    - Note: If your students tested prior to January 1, 2024, the reports would still need to be manually generated using the "Generate Report" button

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KELPA Scoring Portal

- New, improved Scoring interface
  - Enhancements from requests from KELPA educators
  - Improved user flow
  - Demo recorded last month (January)
- Resources available (on KAP website):
  - KELPA Scoring Manual
  - KELPA Scoring Video

Monitor Scoring Extract

- The Monitor Scoring data extract can be used to:
  - Monitor scoring status
    - Looking at Columns S through V
  - Identify what students need second rater scoring
    - Looking at Column N
- Go to Reports > Data Extracts > Test Administration and Monitoring tab > Monitor Scoring > Select "New File"

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Submitting Writing Responses

- Grades K and Grade 1 Writing Responses can be uploaded in Educator Portal
  - Surveys > Take a Survey
  - Select either the Grade K or Grade 1 Survey link
  - Opens Kite Collector.
  - Select the file
  - Click submit.

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KELPA Screener Research Study

- Kindergarten students – Use Kindergarten Round-Ups and early enrollments for next year (Pre-K students?)

- Need scoring data from <u>all</u> 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.

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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)

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Kite Service Desk Contact Info

- Kite Service Desk
  - Hours: Monday – Friday, 7:00 AM – 5:00 PM Central
  - Email: kap-support@ku.edu
  - Phone: 855-277-9752
  - Live Chat (Educator Portal)

Open 6:00 am – 6:00 pm starting March 11

Questions?

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

DLM Updates

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

DLM Monitoring Dashboard

- Short Duration Testing – **1,232** short duration testlets during the fall test window

  - Download file – filter for DLM – Identify what buildings, teachers, and students need monitoring or assistance

    - KSDE asks DTC and BTCs to work with those teachers who have students with 5 or more short duration testlets during the fall test window.

    - ELA – 60 seconds or less

    - Math and science – 30 seconds or less

- Testing Outside Hours

  - Districts need to be monitoring and addressing these test security issues.

    - Exit does not save – opened outside school hours (evenings and weekends)

    - Test Reset – left open on student's device = reset at 11:05pm

    - Submitted – testlet opened and submitted outside school hours

    - Other – requires the assistance of the DLM service desk

Test Administration and Monitoring

- TIP Access – only 23% of testlets taken during the fall test window had the Testlet Information Page accessed prior to testing – **this is a requirement**

  - The first three rows in the table below show that the TIP was not accessed

Attendance	Attendance_Sch	Student_Legal_First_	Student_Legal_Last_N	State_Student_Ide	Test_Session_	Testlet_Status	Testlet_Status_Date	TIP_Accessed_User	TIP_Accessed_Date
						Complete	11/16/2023 12:48 PM CST		
						Complete	11/16/2023 12:46 PM CST		
						Complete	11/28/2023 08:26 AM CST		
						Complete	11/28/2023 10:09 AM CST	xxxxxxxxxxxxxxx	11/28/2023 08:01 AM
						Unused	11/28/2023 07:59 AM CST	xxxxxxxxxxxxxxx	11/28/2023 08:11 AM
						Unused	11/28/2023 07:59 AM CST	xxxxxxxxxxxxxxx	11/28/2023 08:00 AM
						Complete	11/28/2023 10:12 AM CST	xxxxxxxxxxxxxxx	11/28/2023 08:08 AM
						Complete	11/28/2023 10:08 AM CST	xxxxxxxxxxxxxxx	11/28/2023 08:01 AM

- KSDE asks that DTCs and BTCs review the extract and work with those teachers who are not accessing the TIP prior to testing.

Testlet Information Page (TIP)

- ELA and Math - in the Instruction and Assessment Planner once testlet is assigned, select the kebab ⋮ menu in the card to download the TIP

ELA.EE.L.5.5.c

Distal Precursor: The student can identify relevant words for describing familiar people. places. things. or events.

Mini-Map

Testlet Information Page
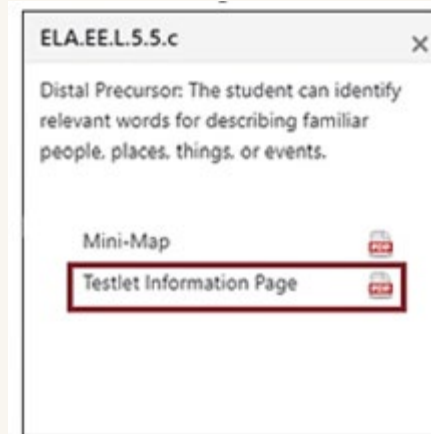
- Science and any field test items – on the Test Management Screen

■	Actions	Test Session Name	Tickets	Test Information	Assessment Name	Test Progress	Grade
☐	△		📄	📄	Students with Significant Cognitive Disabilities	Testlet 6 of 6	Grade 1
☐	△		📄	📄	Students with Significant Cognitive Disabilities	Testlet 6 of 6	Grade 1

Testlet Information Page

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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

Kite Collector

Test Observation –subject

Test Observation – set-up

Test Observation- device

Test Observation- TIP

Test Observation -administration

Test Observation – Student Behaviors

Test Observations - Accessibility

Special Circumstance (SC) Codes

- SC codes will only need to be entered in the spring test window.

- A SC code will only be entered in the spring test window if the student has not 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

Spring 2024 WorkKeys

- WorkKeys paper testing
  - Test Window 1: February 28
  - Test Window 2: March 27
- Upload students in Validus for online testing and assign tests to them: January 30 – April 8
  - You may test online any time from February 28 – April 8.

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Spring 2024 ACT

- ACT Paper testing
  - Test Window 1: February 27
  - Test Window 2: March 26
- Create and assign students to sessions for ACT online testing.
  - For Test Window 1: January 22 – March 8
    - Testing February 27 – March 1, March 4-8
  - For Test Window 2: March 11 – April 5
    - Testing March 26-29, April 1-5

Questions?

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

KELPA Updates

KELPA

Kansas English Language Proficiency Assessment

Test Proctor Responsibilities

- Must complete Security & Ethics training and sign agreement.

- Follow all test procedures.

- **Ensure students are taking their own test.**

- Monitor testing environment.

- Report any breach of test security to your building test coordinator.

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KELPA Administration/Scoring

- Each district has the flexibility to determine when you will **administer** the KELPA assessment during the statewide window.

- A **licensed educator** who is employed by the school district should administer the assessment.

- A **para**, under the direction of a licensed educator, may **proctor** the KELPA assessment if they have gone through the required Test Security and Ethics training.

- Each district has the flexibility to determine how you will **score** the assessment items in writing and speaking. However, **all items must be scored by a licensed educator** who is employed by the school district.

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KELPA Materials and Resources

Location: [KAP Website](#)

- KELPA Examiner's Manual
- KELPA Scoring Manual
- Kite Student Portal Manual for Test Administrators
- Practice Test Guide for Educators
- KELPA Training PowerPoint

Location: Kite Educator Portal Help Tab (Secure)

- KELPA Scoring Rubrics
- Test Administration and Scoring Directions for Writing (Grade-bands)
- Test Administration and Scoring Directions for Speaking (All grades)
- Rater Training Materials
  - KELPA Rater Training Materials for Writing (Grade-band specific)
  - KELPA Rater Training Materials for Speaking (Grade-band specific)

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KELPA Examiner's Manual

- Downloadable from the KAP website: www.ksassessments.org

- Roles > Educators & Test Administrators

  - Manuals & Guides

    - KELPA Examiner's Manual

This document is NOT considered a secure document.
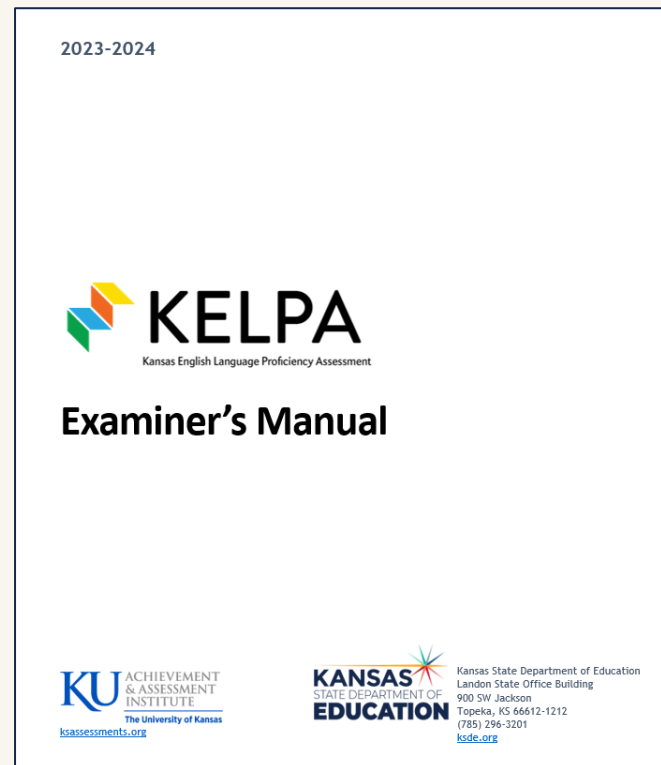
Special Circumstance (SC) Codes

- Students that <u>should</u> take the KELPA but <u>do not</u> take the KELPA **must** have an SC Code entered.

- Detailed information about SC Codes is available in the <u>Kansas Assessment Examiner's Manual</u> (pp. 13-17).

- **SC-11** specifically for KELPA students that cannot test in one specific domain due to a disability; must be approved by KSDE.

Monitored and Transitional ESOL students

- Students on monitored and transitional status **do not** take the KELPA.

- If you have trouble uploading TEST records to KIDS for monitored and transitional status students, it is because KSDE will not allow those students to be signed up for the KELPA assessment.

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KELPA Testing and Scoring Windows

- 2024 KELPA Testing Window

  January 29 – March 8

- 2024 KELPA Scoring Window

  January 29 – March 29

Grade K and Grade 1 Writing

- For some questions, students respond directly on the computer. These questions are machine scored. Other answers are written in a student test booklet and are human scored.

    - The test booklets will need to be retrieved from the Help tab in EP prior to testing

    - The test booklets will need to be scanned and uploaded through Survey tab after students complete them.

- The Test Administration and Scoring Directions documents provide further guidance and include the student test booklets.

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Prohibited Practices for KELPA

- In general, unless directly specified by the *KELPA Test Administration and Scoring Directions*, reading any text to students (including isolated words) in a KELPA domain-assessment is prohibited. Violations will result in the student being counted as not tested.

- Passages, items, response choices, or labels may *not* be translated into a student's first language or any language.

- Teachers and students may *not* bring pre-generated organizers, journals, logs, or notes into a test session. Students may create notes during a test session but are not required and should not be prompted to do so.

Accommodations for KELPA

- PNP must be compete before testing window opens.

- Accommodations must be documented on the student's Individualized Education Program (IEP), 504, or Individualized Learning Plan (ILP).

- Spanish translations are *not* included in KELPA.

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:
March 5

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Contact Information

- **Kite Service Desk**
  - 📞 (855) 277-9752
  - ✉️ kap-support@ku.edu

- **DLM Service Desk**
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