



Kansans **CAN**

Test Coordinators

2017-2018

Kansas State Department of Education

Keep Up-to-Date with Changes

- Subscribe to the KSDE Test Coordinators listserv: contact mstephenson@ksde.org or ljones@ksde.org
- Kansas Assessment Program (KAP) www.ksassessments.org current information about KITE
- KSDE website www.ksde.org search alphabetically for assessments, mathematics, ELA, etc.
- Dynamic Learning Maps (DLM) www.dynamiclearningmaps.org/Kansas

Testing Windows

- KELPA2—grades K-12; February 1-March 9, scoring by March 30
- ELA and mathematics—grades 3-8, and 10; March 13-April 27
- DLM ELA and mathematics instructionally embedded; September 20-December 20 and January 3-February 28. Spring March 13-April 27
- Science—grades 5, 8, and 11; March 13-April 27
- DLM Science; March 13-April 27
- History/government—grades 6, 8, and 11; March 13-April 27, scoring by May 11
- Alternate history/government (in DLM); March 13-27, no human scoring

www.ksassessments.org Dates and details for all 2017-2018 KAP assessments

Test Coordinators' Responsibilities

- Coordinate with data/KIDS personnel to get students registered for assessments. DLM and KAP assessments are different.
- Coordinate with technology personnel to have KITE client installed on computers for students to take the assessments.
- Provide security and ethics training for staff administering assessments.
- Provide updates to staff regarding assessments and KITE.
- Provide updates to staff regarding Dynamic Learning Maps (DLM).
- Provide updates to staff regarding KELPA2.

Test Coordinators' Responsibilities(2)

- KITE Educator Portal
 - ❖ Assist staff in getting accounts
 - ❖ Assign roles
 - ❖ PNP's—accommodations
 - ❖ SC codes—special circumstances
 - ❖ Reactivations
 - ❖ Monitor assessments
 - ❖ Reports-Data Extracts
 - ❖ Reports-Student Results

KIDS Records Submissions

Summative Assessments

- TEST records are required for ELA, mathematics, science, history/government and KELPA2 assessments. There is not a need to send TEST records early in the school year, so communicate with the KIDS coordinator the best time to send them.
- Grouping indicators are NOT required but may be helpful for distributing student logins and passwords and individual student reports
 - ❖ Grouping Indicator 1 is used for sorting the above.
 - ❖ Grouping Indicator 2 is the secondary way to sort.
- cPass assessments also require TEST records and can be submitted any time.

Interim Assessments

- TASC records are required for interim assessments to create rosters of students for teachers and for students to access the mini tests and predictive interims.
- Interim assessments are ONLY available for ELA and mathematics for grades 3-8 and 10.

Accommodations

- Accommodations provide an individual student access to the assessments but do not change what the assessment is measuring.
- The need for an accommodation must be documented in an IEP, 504 plan, or student assistance plan.
- Test coordinators should keep a file of documentation of accommodations for all students either at the building or district.
- Accommodations are entered in the student's Access Profile (PNP) in the KITE Educator Portal
- Refer to the KSDE Accommodations Manual and the KAP Tools and Accommodations document for guidance on available accommodations.

Special Circumstances Coding (SC)

- SC codes are used to document special circumstances affecting assessments. The student must be registered for testing first.
- In some cases the coding may record why a student did poorly (e.g. truancy, chronic absences, etc.) but will not exclude the student from accountability calculations.
- In other situations, the code will exclude the student from accountability calculations.
- The full list of codes along with descriptions is included in the Kansas Assessment Examiner's Manual.
- SC codes will be entered in the KITE Educator Portal by test coordinators.
- Contact Lee Jones for circumstances that require KSDE approval.

Kansas Assessment Program (KAP)

The Kansas Assessment Program website provides access to specific information about administering and monitoring assessments through KITE,

- News and updates
- Downloads for KITE Client
- KITE Educator Portal Manual
- Log in to Educator Portal
- “How to” videos
- KITE FAQ’s
- Interactive demos

KITE Suite

- KITE Client is the software that students use to take the assessment. It must be loaded on every device that will be used for KAP assessments.
- The KITE Educator Portal is the administrative part of KITE that is used by test coordinators, teachers and administrators.
 - ❖ Add users
 - ❖ Assign roles
 - ❖ Enter PNP information
 - ❖ Enter SC codes
 - ❖ Administer DLM, cPass, KELPA2 or interim assessments
 - ❖ Monitor assessments
 - ❖ Reports

Dynamic Learning Maps

- Main Page Tabs
 - ❖ Professional Development
 - ❖ Assessment Resources
 - ❖ States
- Kansas Page
 - ❖ Assessment Coordinator Manual
 - ❖ Data Management Manual
 - ❖ Test Administration Manual
 - ❖ Educator Portal User Guide
 - ❖ Blueprints
 - ❖ Guide to Required Test Administrator Training
 - ❖ Teacher Resource Page

Security and Ethics Training

- Test Security and Ethics training must be provided for every individual who will be involved in the Kansas Assessment Program.
- The District Test Coordinator must have on file documentation of that training including dates and a log of who received the training.
- A copy of the signed agreement to abide by the Test Security and Ethics training from each individual involved with assessments must be retained by the District Testing Coordinator or Building Test Coordinator.

Contacts and Resources

In addition to information sent out periodically on listservs, listed below are resources and contacts that are available to you regarding state assessments.

- Dynamic Learning Maps (DLM) <http://dynamiclearningmaps.org/content/operational-testing> Select Kansas from the state drop down menu.
- KSDE <http://www.ksde.org> Search alphabetically for assessments or individual content areas.
- Kansas Assessment Program (KAP) <http://ksassessments.org>
- Kansas Individual Data on Students (KIDS) <http://kidsweb.ksde.org>
- KIDS helpdesk, KIDS@ksde.org, 785-296-7935
- KITE helpdesk, kap_support@ku.edu, 855-277-9752
- DLM helpdesk, DLM-support@ku.edu, 855-277-9751
- DLM, Lee Jones, ljones@ksde.org, 785-296-4349

Contacts and Resources (2)

- K-ELPA, Julie Ewing, jewing@ksde.org, 785-296-4906
Regina Peszat, rpeszat@ksde.org, 785-296-1891
- ELA, Suzy Myers, semyers@ksde.org, 785-296-5060
- Mathematics, Melissa Fast, mfast@ksde.org, 785-296-3486
- Science, Lizette Burks, lburks@ksde.org, 785-296-8108
- History/government, Don Gifford, dgifford@ksde.org, 785-296-3892
- cPass, Jay Scott, jscott@ksde.org, 785-296-4351
- KSDE Authenticated Applications,
<https://online.ksde.org/authentication/login.aspx>
- Assessments, Lee Jones, ljones@ksde.org, 785-296-4349
- Assessments, Mark Stephenson, mstephenson@ksde.org, 785-296-3379
- Assessments, Beth Fultz, bfultz@ksde.org, 785-296-2325