

# Interim User Guide 2017-2018

**KAP** KANSAS  
ASSESSMENT  
PROGRAM



**KU**  
AGILE  
TECHNOLOGY  
SOLUTIONS

The University of Kansas



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## Overview

The Kansas Assessment Program features three different forms of assessments: summative, interim, and formative (interim instructional).

### ***Summative***

Summative assessments evaluate the degree to which students have successfully learned all the material planned for teaching in a given time period (typically, one school year).

### ***Interim Predictive***

Interim predictive assessments are intended to be given more frequently than summative and are referred to as benchmark, diagnostic, and/or predictive. Periodic predictive assessment allows educators to evaluate students' knowledge and skills relative to a specific set of academic goals and are designed to inform decisions both at the classroom level and beyond, such as at the school or district level.

- ✦ Interim predictive assessments provide an estimate of future performance on Kansas summative assessments. These assessments allow educators to evaluate students' knowledge and skills relative to the Kansas College and Career Ready Standards.
- ✦ There are separate interim predictive assessments for English language arts and mathematics.
- ✦ There are three interim predictive assessments available each for English language arts and mathematics.
- ✦ These assessments are available during three two-week testing windows during the school year.
- ✦ Each interim predictive is composed of 25 test questions. Each test should take one class period.
- ✦ The interim predictive assessments are administered online via the KITE® Client (Student Portal). Refer to [www.ksassessments.org](http://www.ksassessments.org) website for the predictive testing windows.
- ✦ Each interim predictive English language arts or mathematics assessment includes test questions that parallel the summative assessment, including traditional and technology-enhanced/technology-enabled items, and cover more depth of knowledge levels.
- ✦ Each interim predictive assessment is designed to cover approximately one-half of the content standards assessed on the Kansas summative test. If all three interim predictive assessments are administered, a student will have been exposed to approximately one and one-half the content of the summative test.
- ✦ The specific content included in each interim predictive assessment was determined by data gathered during 2016-17, when items were administered as part of mini-tests, and the results of a teacher survey about when topics are typically taught during the school year.

### ***Interim Instructional (Formative) (Mini-tests)***

Formative assessment refers to the ongoing process of assessing what students have and have not learned for the express purpose of adjusting current instruction in the classroom to meet each student's needs.

The mini-tests, which are part of the Kansas interim assessment system, are designed to be used frequently during the course of instruction to provide feedback to help students, to evaluate students' learning, and to aid teachers in adjusting instruction.

### ***Interim Assessment Actionable Features for School and District Staff***

Features include the ability for educators to accomplish the following:

-  Administer three interim predictive assessments aligned to state curriculum standards, claims, and targets. Testing windows for the three predictive tests are posted at [www.ksassessments.org](http://www.ksassessments.org).
-  View and download results from interim predictive assessments, including student reports and building level information.
-  Administer mini-tests aligned to state curriculum standards, claims, and targets.
-  Build tests using mini-tests created by the Center for Educational Testing and Evaluation (CETE) that mirror summative assessment items.
-  Copy tests created by staff within their own building/district.
-  Assign mini-tests to students and schedule tests.
-  See immediate results from students' tests.

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## Administering an Interim Predictive Assessment

- ✘ Before administering an interim predictive test, districts must submit a TASC record through KIDS to roster students and teachers. Refer to KIDS information provided by KSDE if necessary. Also, educators must have an active account in Educator Portal. Contact your building or district testing coordinator if you do not already have one.
- ✘ The KITE system will automatically assign students with a TASC record to each predictive assessment.
- ✘ There are three separate interim predictive assessments available each for English language arts and mathematics.
- ✘ All interim predictive assessments are available during each of the three two-week testing windows. Refer to [www.ksassessments.org](http://www.ksassessments.org) website for the predictive testing windows. Teachers and school assessment coordinators should plan to utilize the predictive system and tests to the extent that resources allow.
- ✘ Each interim predictive test is composed of 25 test questions and should take about one class period to administer.
- ✘ The interim predictive tests are administered online via the KITE Client (Student Portal).
- ✘ Each student has a username and password. The username and passwords are the same for all assessments administered in the KITE Student Portal.
- ✘ Interim predictive tests do not use a Daily Access Code.
- ✘ Student reports for interim predictive assessment can be accessed in Educator Portal by clicking on the Interim menu and then the View Results tab.

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**ATTENTION: a guide to reporting for interim predictive can be found at [www.ksassessments.org](http://www.ksassessments.org). When users click on the link for Student Reports, if the test session is Interim Predictive, they will get a single PDF that has grouped student reports. This is similar to how reports are bundled for summative.**

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## Interim Instructional Tests Using Mini-tests

Before assigning interim tests, districts must submit a TASC record through KIDS to roster students with teachers. Refer to KIDS information provided by KSDE if necessary. Also, educators must have an active account in Educator Portal. Contact your building or district testing coordinator if you do not already have one.

To create an interim test, perform the following steps:

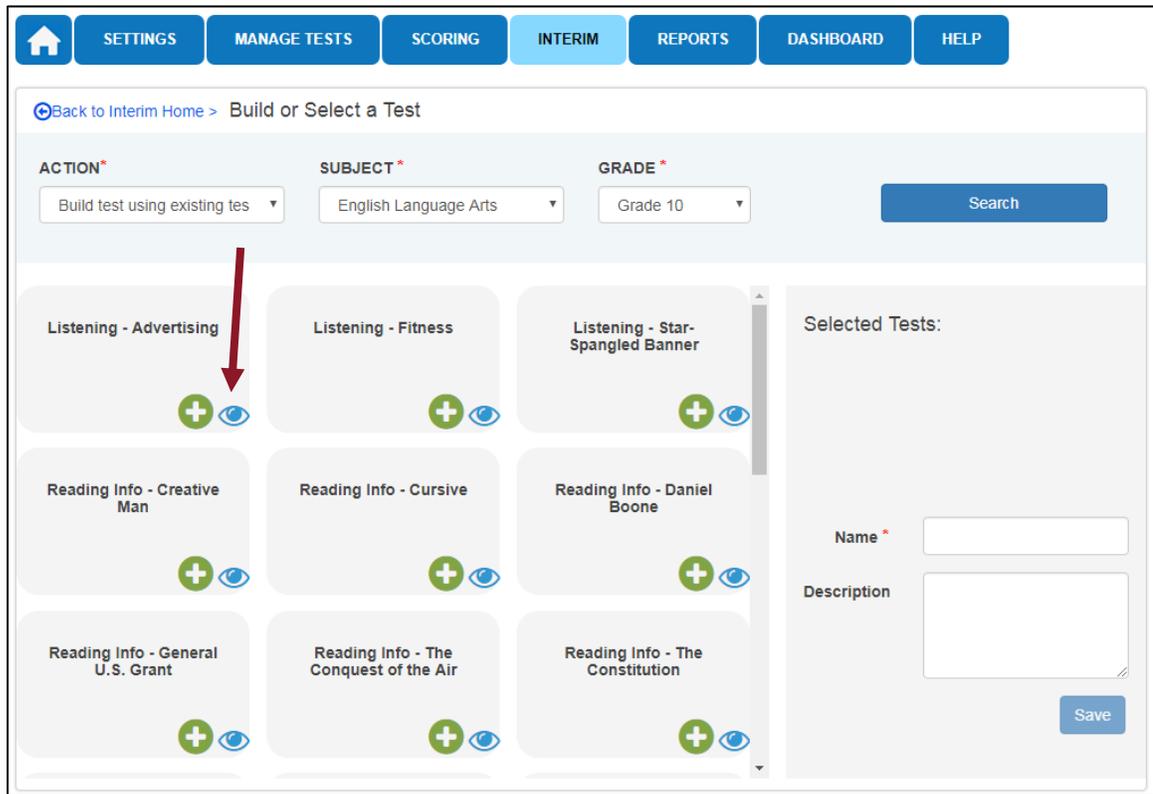
1. Log in to Educator Portal at [educator.cete.us](http://educator.cete.us).
2. Click the Interim menu. This is the Interim home page.
3. Click Build or Select a Test.

The screenshot displays the KITE Interim home page. At the top left is the KITE logo. To the right, it shows the user is logged in as [redacted] with a 'Sign Out' link. Below this are dropdown menus for 'Role:', 'Organization:', and 'Assessment Program:' (set to KAP). A navigation bar contains buttons for 'SETTINGS', 'MANAGE TESTS', 'INTERIM' (highlighted with a red box), 'REPORTS', and 'HELP'. The main content area features three cards: 'Build or Select a Test' (with a red arrow pointing to it), 'My Tests', and 'View Results'. The footer includes 'Educator Portal Feedback', '© 2017. University of Kansas', and 'Site Map'.

**Note: District Test Coordinator and Building Test Coordinators can view all tests and reports created by teachers in their corresponding district or building, but cannot edit the tests. Coordinators can also create and assign their own tests to students in their district or building.**

## Using Mini-test(s)

1. In the Action drop-down menu, select Build test using existing tests.
2. In the Subject drop-menu, select a subject: English Language Arts or Math.
3. In the Grade drop-down menu, select the grade.
4. Click Search.
5. Click the  icon to preview a specific test.



Back to Interim Home > Build or Select a Test

**ACTION\*** Build test using existing tests ▾

**SUBJECT\*** English Language Arts ▾

**GRADE\*** Grade 10 ▾

Search

Listening - Advertising + 	Listening - Fitness + 	Listening - Star-Spangled Banner + 
Reading Info - Creative Man + 	Reading Info - Cursive + 	Reading Info - Daniel Boone + 
Reading Info - General U.S. Grant + 	Reading Info - The Conquest of the Air + 	Reading Info - The Constitution + 

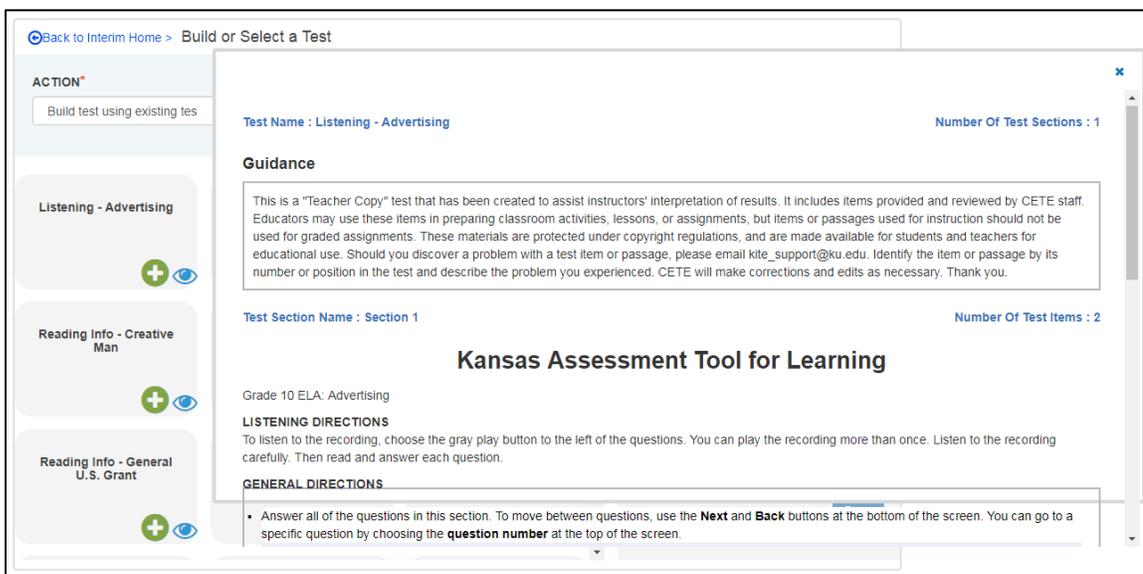
Selected Tests:

Name\*

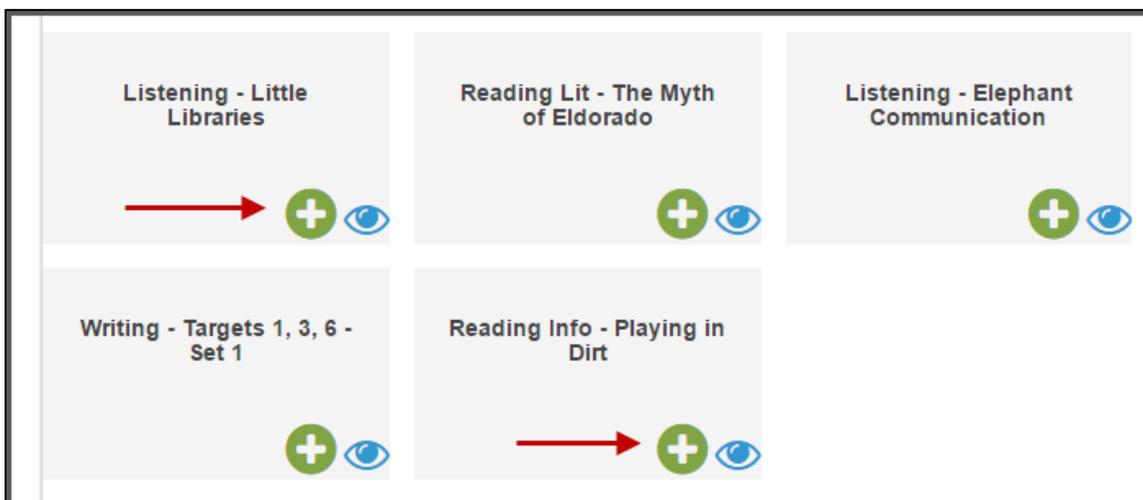
Description

Save

6. After clicking the  icon, the Preview screen appears. This screen allows the educator to view critical information about the test, including the number of questions, the actual questions, answers to the questions, and specific information about the mini-test.



7. Click the  in the upper right corner of the Preview screen to exit.
8. To select a test, click the  icon next to the test(s) you want to select.



**NOTE: a "test" can consist of one or more mini-tests compiled into a single test.**

9. To remove a test, click **x** under Selected Tests; the test is removed (see below).

Back to Interim Home > Build or Select a Test

ACTION\* SUBJECT\* GRADE\*

Build test using existing tes English Language Arts Grade 10 Search

Listening - Advertising Listening - Fitness Listening - Star-Spangled Banner

Reading Info - Creative Man Reading Info - Cursive Reading Info - Daniel Boone

Reading Info - General U.S. Grant Reading Info - The Conquest of the Air Reading Info - The Constitution

Selected Tests:

Reading Info - Creative Man x

Reading Info - Cursive x

Reading Info - Daniel Boone x

Name\* Reading Hour One

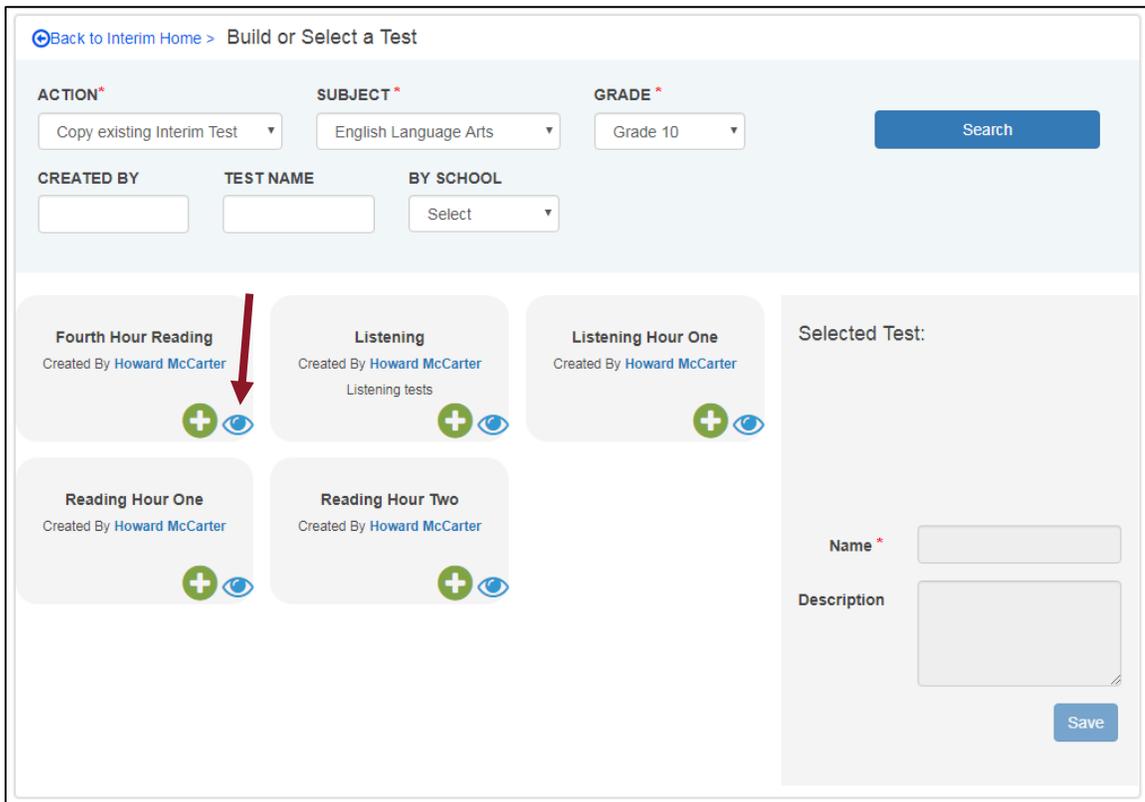
Description

Save

10. In the Name field, name the test (provide an optional description) (see above).
11. Click Save.
12. Then go to assign tests (see Assigning Tests below)

## Copying a Test Created within my District.

1. In the Action drop-down menu, select Copy Existing Interim Test.
2. In the Subject drop-down menu, select the appropriate subject: English Language Arts or Math.
3. In the Grade drop-down menu, select the appropriate grade.
4. Click Search.
5. Click the  icon to preview a specific test.



Back to Interim Home > Build or Select a Test

**ACTION\*** Copy existing Interim Test    **SUBJECT\*** English Language Arts    **GRADE\*** Grade 10    Search

**CREATED BY**    **TEST NAME**    **BY SCHOOL** Select

**Fourth Hour Reading**  
Created By Howard McCarter  
+ 

**Listening**  
Created By Howard McCarter  
Listening tests  
+ 

**Listening Hour One**  
Created By Howard McCarter  
+ 

**Reading Hour One**  
Created By Howard McCarter  
+ 

**Reading Hour Two**  
Created By Howard McCarter  
+ 

**Selected Test:**

**Name\***

**Description**

Save

6. After clicking the  icon, the Preview screen appears. This screen allows you to view critical information about the test, including the number of questions, the actual questions, answers to the questions, and specific information about the mini-test.



Herd, Stan. Interview. *Sidewalks IV*. Sidewalks Entertainment, 28 June 2011. Web. 11 Aug. 2012.

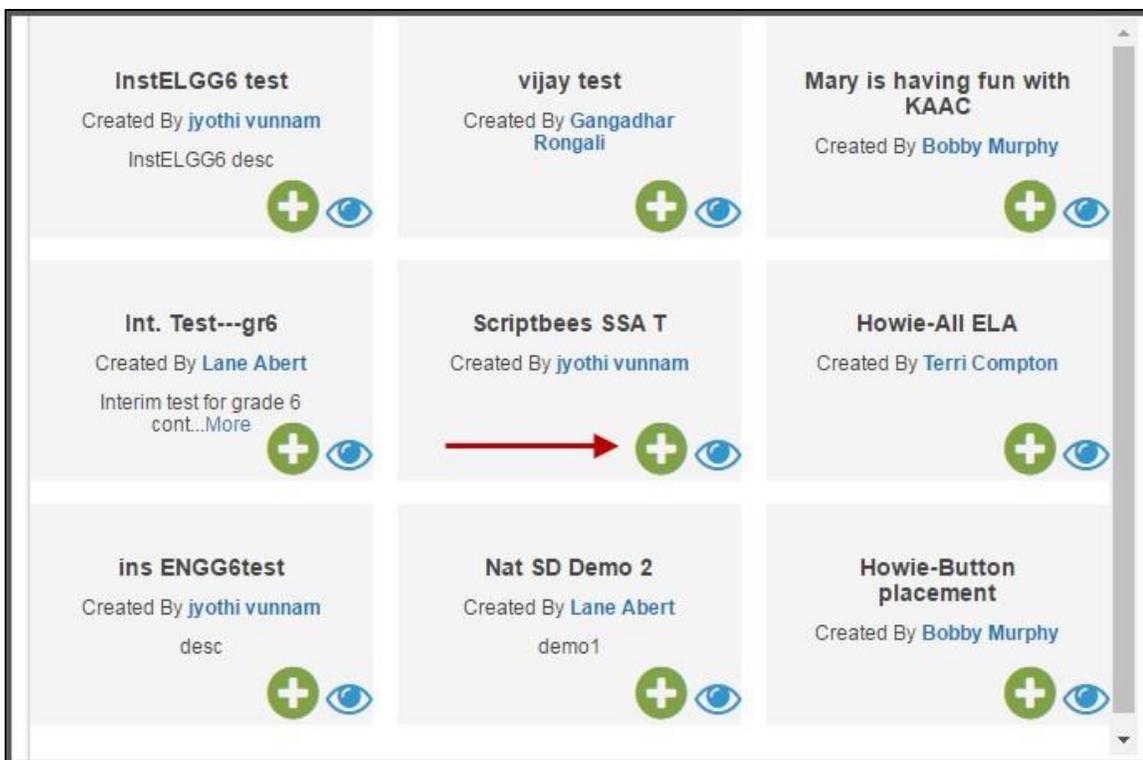
Spooky. "Stan Herd Uses Crop Fields as Canvases for His Art." *OddityCentral.com*. Oddity Central, 25 Aug. 2011. Web. 12 Aug. 2012.

"Stan Herd." *MillerMeiers.com*. Miller Meiers. Web. 12 Aug. 2012.

"Playing in Dirt" by Gillian Luellen, copyright © 2012 by The University of Kansas.

	Content Code
1. Read the sentence from the text. "When he moved from painting on canvas to creating large murals, he realized how much he enjoyed working on a bigger <u>scale</u> ."	

7. Click the  in the upper right of the Preview screen to exit.
8. To select a test, click the  icon next to the test you want to select.



<b>InstELGG6 test</b> Created By <b>jyothis vunnam</b> InstELGG6 desc  	<b>vijay test</b> Created By <b>Gangadhar Rongali</b>  	<b>Mary is having fun with KAAC</b> Created By <b>Bobby Murphy</b>  
<b>Int. Test---gr6</b> Created By <b>Lane Abert</b> Interim test for grade 6 cont...More  	<b>Scriptbees SSA T</b> Created By <b>jyothis vunnam</b>  	<b>Howie-All ELA</b> Created By <b>Terri Compton</b>  
<b>ins ENGG6test</b> Created By <b>jyothis vunnam</b> desc  	<b>Nat SD Demo 2</b> Created By <b>Lane Abert</b> demo1  	<b>Howie-Button placement</b> Created By <b>Bobby Murphy</b>  

9. After selecting tests, they appear under Selected Tests on the right side of the page.

Back to Interim Home > Build or Select a Test

**ACTION\*** Copy existing Interim Test **SUBJECT\*** English Language Arts **GRADE\*** Grade 10 **Search**

**CREATED BY** **TEST NAME** **BY SCHOOL** Select

**Fourth Hour Reading**  
Created By Howard McCarter

**Listening**  
Created By Howard McCarter  
Listening tests

**Listening Hour One**  
Created By Howard McCarter

**Selected Test:**  
Fourth Hour Reading ✕

**Name\*** Fourth Hour Reading

**Description**

**Save**

10. To remove a test, click ✕ under Selected Tests; the test is removed.
11. The name of the test appears in the Name field.
12. Provide a description if you would like.
13. Click Save.
14. Then go to assign tests (See assigning tests below)

## Assigning Tests

Educators can assign tests to students rostered to them via KIDS TASC records and are able to create their own student groups to facilitate future assignment. These student groups can be saved and used for faster test assigning.

### ***Assigning Tests by Grade (use Roster for BTC and Teacher)***

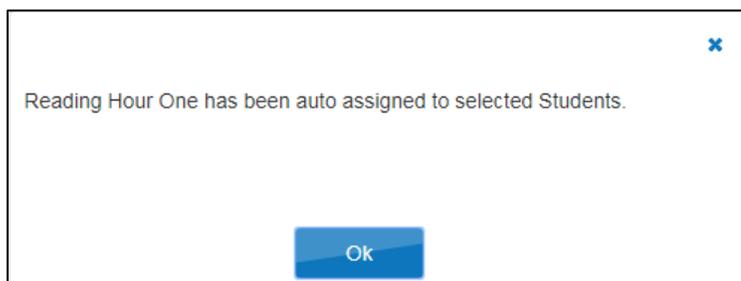
To assign a test to a certain grade of students, perform the following steps listed below:

1. On the Assign Test screen, Click on the blue tab, AutoAssign to Grade/Roster.

#### **District Test Coordinators View**

#### **Building Test Coordinator and Teacher View**

2. Choose the Grade and Subject. BTC and Teacher choose by Roster.
3. Click Assign. A message will appear confirming that the test is assigned.

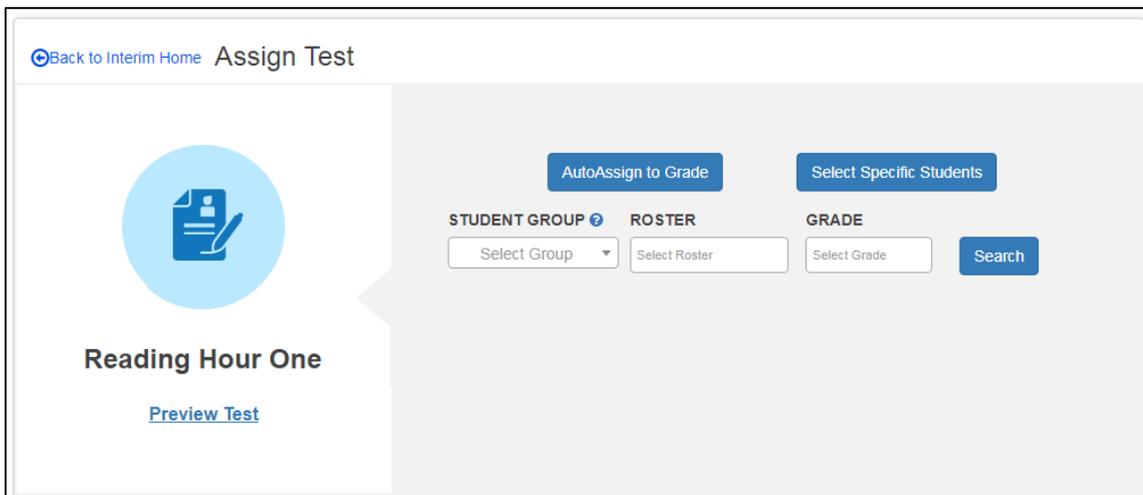


**NOTE: students added to roster/grade after the test was originally assigned will automatically get assigned to the test.**

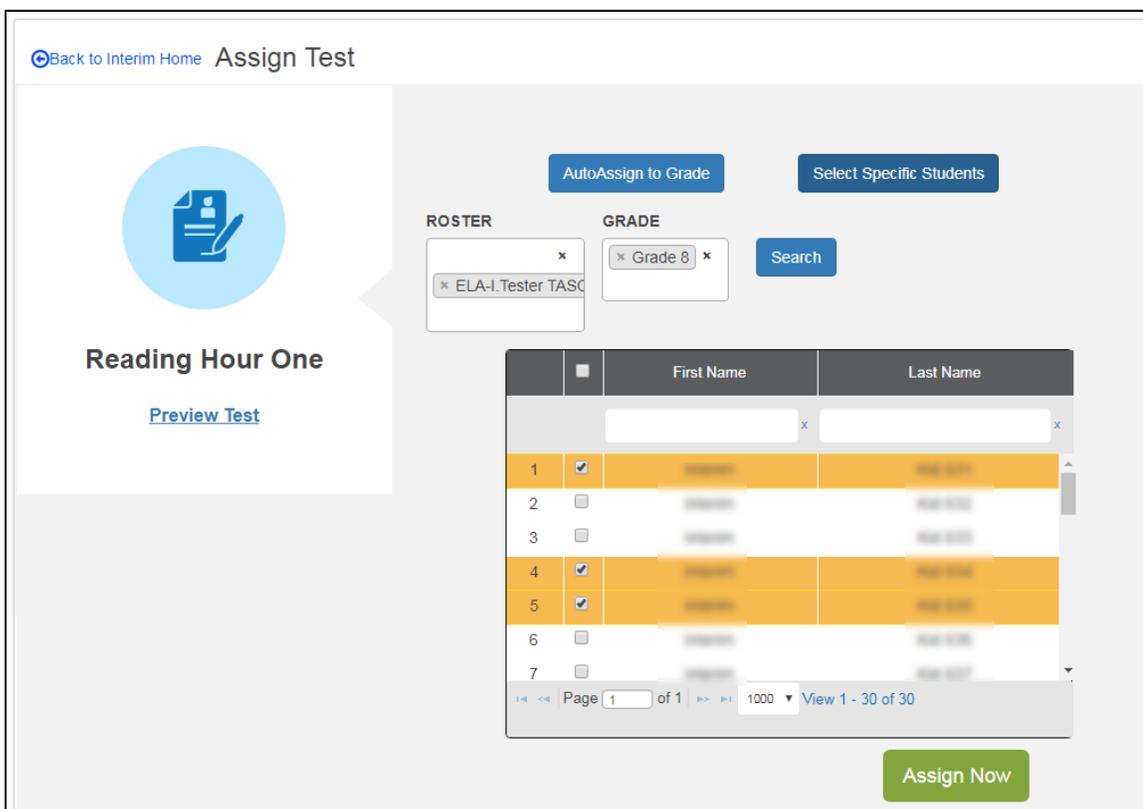
## Assigning Tests by Student

To assign a test to specific students, perform the following steps:

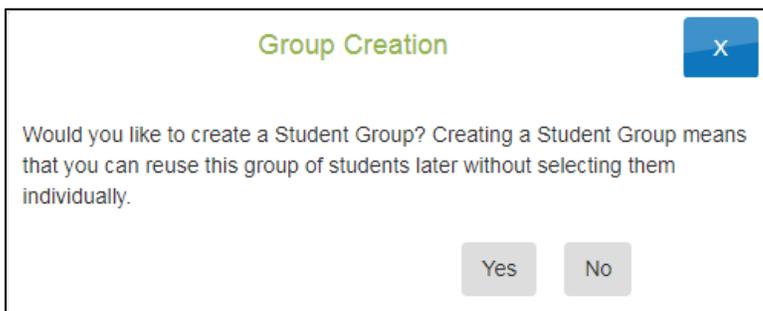
1. On the AssignTest creation screen, click Select Specific Students.



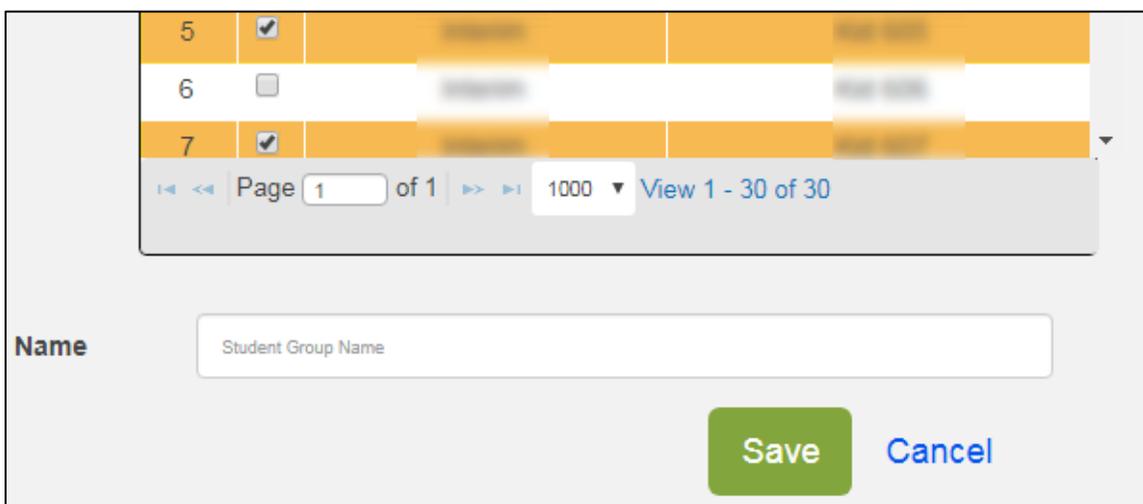
2. Select the roster and grade (or group) you want to select students from.
3. Click Search.
4. A table will appear to select students to assign to test.



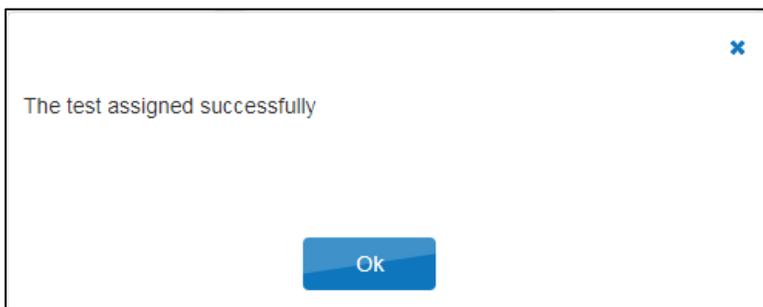
- Once you have selected students you want assigned to test, click Assign Now.
- A message will then appear, Would you like to create a Student Group? Creating a Student Group means that you can reuse this group of students later without selecting them individually. Click Yes if you would like to create group from the selected students (this will then prompt you to create a name for your group you just created). Click No if you would not like to create a group.



- Name your group.
- Click Save



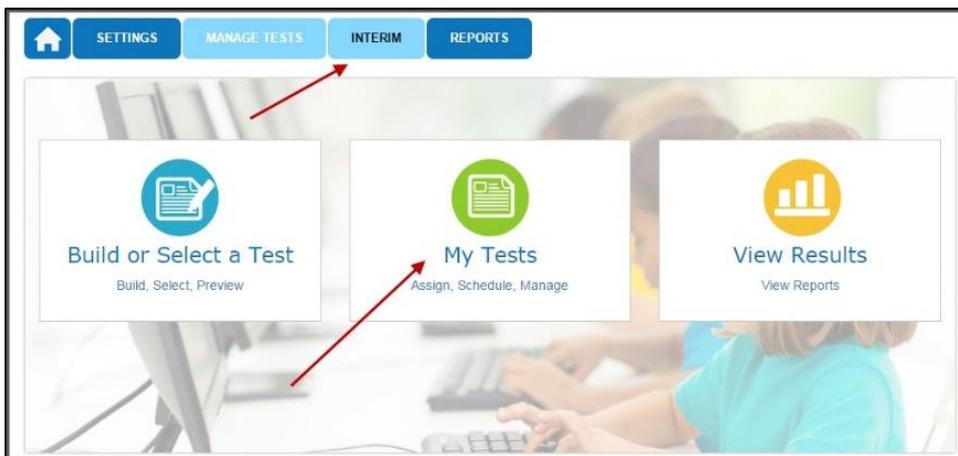
- Message will appear stating that, *The test assigned successfully.*



## Managing Tests

To manage tests, perform the following steps:

1. From the home page of Educator Portal, click the Interim menu.
2. Click on My Tests.



3. The My Tests screen appears. Hover over the icons to view all actions that can be performed, including assigning, scheduling, editing, deleting, and previewing a test.

[Back to Interim Home](#) > My Tests

My Tests

	ACTIONS	NAME	DESCRIPTION	STATUS	STUDENTS ASSIGNED	STUDE ATTEM
1		F561 Test ELA G5	Predictive_July_1660_Grade 5... <a href="#">More</a>	Assigned	30	0
2		Listening	Listening tests	Assigned	30	0
3		Fourth Hour Reading		Assigned	0	0
4		Reading Hour One		Assigned	30	0
5		Reading Hour Two		Assigned	3	0
6		Listening Hour One		Not Assigned	0	0

Columns Legend Manage Groups Page 1 of 1 10 View 1 - 6 of 6

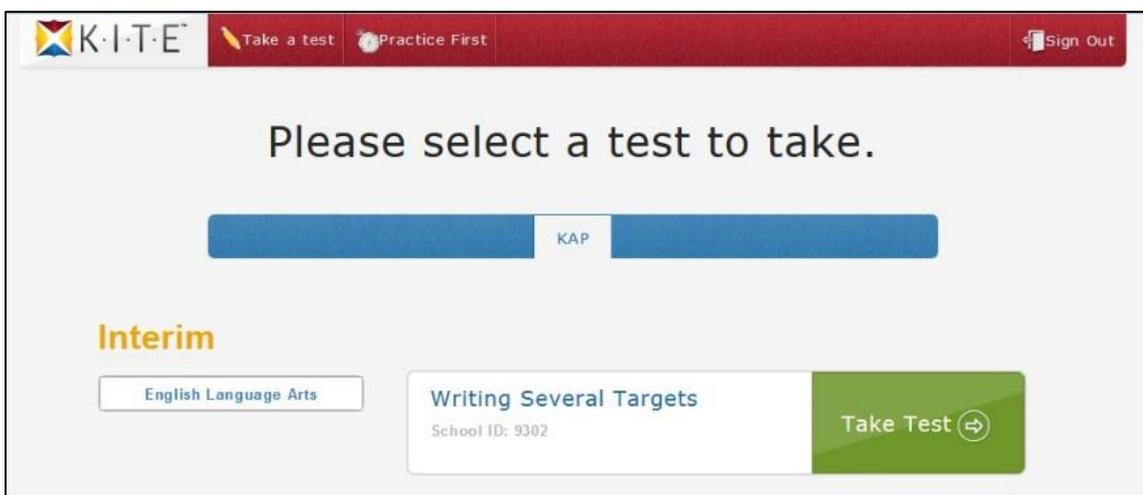
**NOTE: predictive tests will be listed on My tests page in the same way that other Interim tests are listed with the following restrictions to actions: cannot delete, preview, edit, reuse, assign, start, stop tests.**

**NOTE: with the assign icon, students may be added even after the test was assigned.**

## Taking the Test

The assigned interim tests are available to students in KITE Client in the Interim category. Interim predictive tests will only be available in KITE during the fall, winter, and spring predictive test windows. Interim instructional (formative mini-tests) will be available as long as the tests are assigned to the students in Educator Portal through the end of the year.

**NOTE: students will be able to select “Save” for interim if they haven’t completed the test and want to continue taking it later.**



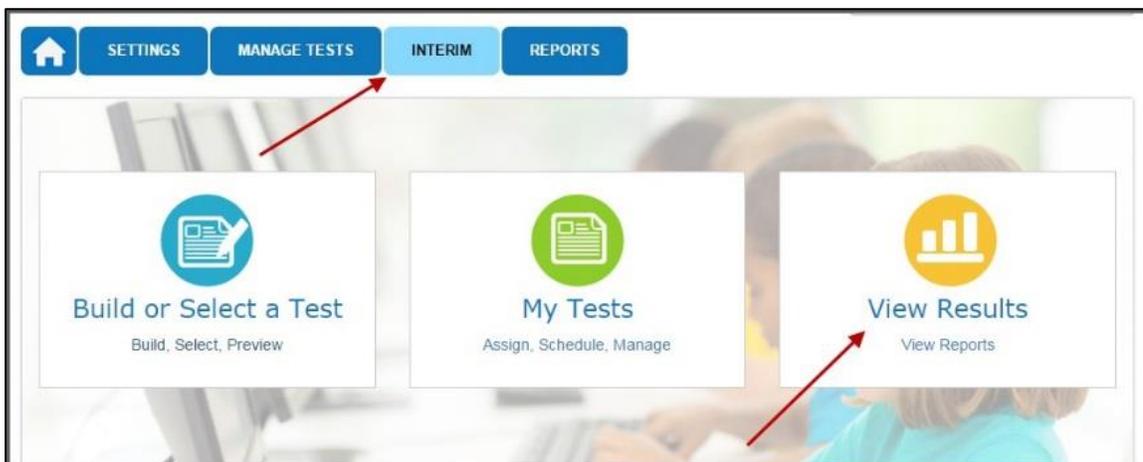
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## Viewing Interim Results

### *Predictive*

To view results from an assigned interim predictive test completed by any student, perform the following steps:

1. From the Educator Portal home page, click the Interim menu.
2. Click View Results.



3. Click the appropriate Student Reports or Building Summary Report.

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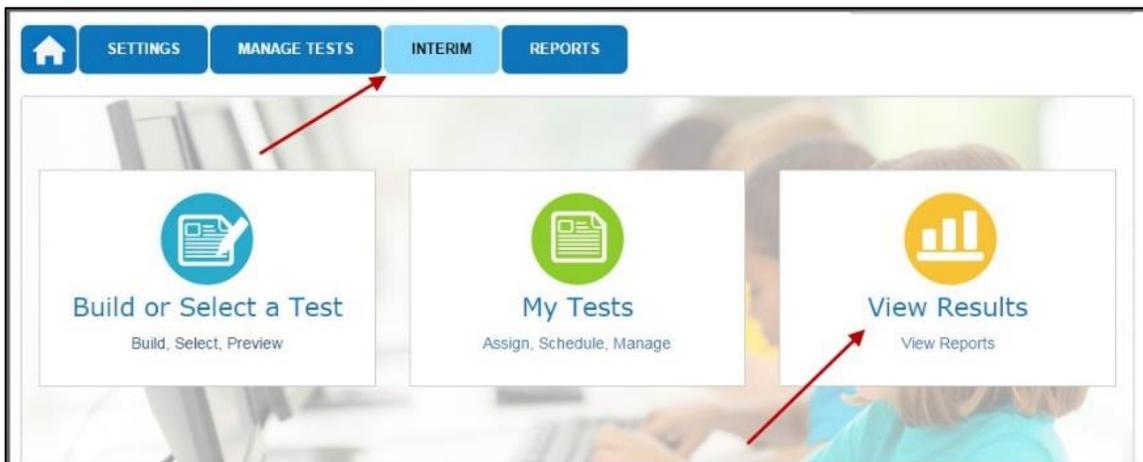
**ATTENTION: a guide to reporting for interim predictive can be found at [www.ksassessments.org](http://www.ksassessments.org). When users click on the link for Student Reports, if the test session is Interim Predictive, they will get a single PDF that has grouped student reports. This is similar to how reports are bundled for summative.**

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## Interim Instructional for Mini-tests

To view results from an assigned interim test completed by any student, perform the following steps:

1. From the Educator Portal home page, click the Interim menu.
2. Click View Results.



3. Click the appropriate Test Summary, Item Report, or Student Report on the right hand side of the screen.
  - a. **Test Summary:** Data for each student's score per item and for the test.
  - b. **Item Report:** Data for each item with aggregated student response analysis.
  - c. **Student Report:** More comprehensive data for each student's performance on each item (ideal for sharing with student).
  - d. **Student Activity Report:** Summary of all testing within my organization.

Generate Reports				Student Activity Report
TEST NAME	TEST DESCRIPTION	STUDENTS ASSIGNED	STUDENTS ATTEMPTED	GENERATE REPORTS
Reading Hour One		30	1	Test Summary   Item Report   Student Report
Reading Hour Two		3	1	Test Summary   Item Report   Student Report

- View each report type in a table on screen or click “Export CSV” to download and open a CSV export.
- Test Summary: Screen and CSV Export

Test Summary Report for Reading Hour Two, Generated 9/14/2017, 9:51:26 AM

[Export CSV](#) [Refresh Grid](#)

First Name	Last Name	Student Id	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
Interim	Kid 631	X124086	1.00	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	0.00	1.00
Interim	Kid 634	X124089	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
1	First Name	Last Name	Student Id	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16														
2	Interim	Kid 631	X124086	1	1	1	1	0	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
3	Interim	Kid 634	X124089	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	Interim	Kid 635	X124090	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

- Item Report: Screen and CSV Export

Item Report for Reading Hour Two, Generated 9/14/2017, 9:55:06 AM

[Export CSV](#) [Refresh Grid](#)

In response columns, \* indicates the correct answer. Technology enhanced items (e.g., matching) show "N/A"

Item Number	Item Type	Scoring Type	Total Correct	Total Correct %	Total Incorrect	Total Incorrect %	Max Score	R1	R1#	R1%	R2	R2#	R2%	R3	R3#	R3%
Q1	MC-K	CORRECTONLY	1	100%	0	0%	1	Opt1 *	1	33.33%	Opt2	0	0%	Opt3	0	0%
Q2	MC-K	CORRECTONLY	1	100%	0	0%	1	Opt1	0	0%	Opt2	0	0%	Opt3	0	0%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	R1	R1#	R1%	R2	R2#	R2%	R3	R3#	R3%
1	Item Num	Item Type	Scoring Ty	Total Corr	Total Inco	Total Inco	Total Inco	Max Score	R1	R1#	R1%	R2	R2#	R2%	R3	R3#	R3%	R4									
2	Q1	MC-K	CORRECTC	1	100%	0	0%	1	Opt1 *	1	33.33%	Opt2	0	0%	Opt3	0	0%	Opt									
3	Q2	MC-K	CORRECTC	1	100%	0	0%	1	Opt1	0	0%	Opt2	0	0%	Opt3	0	0%	Opt									
4	Q3	MC-K	CORRECTC	1	100%	0	0%	1	Opt1	0	0%	Opt2	0	0%	Opt3	0	0%	Opt									
5	Q4	MC-K	CORRECTC	1	100%	0	0%	1	Opt1	0	0%	Opt2 *	1	33.33%	Opt3	0	0%	Opt									

- Student Report: Screen and CSV Export

Student Report for Reading Hour Two, Generated 9/14/2017, 11:35:03 AM

[Export CSV](#) [Refresh Grid](#)

In "correct answer" column, technology enhanced items (e.g., matching) show "N/A"

First Name	Last Name	Student ID	Test	Total Points	Total %	Completion Date	Question	Student Response	Correct Response	Score	%	Item Type	Scoring Type
Interim	Kid 631	X124086	Reading Hour Two	32	86.48%	Sep 14, 2017	Q1	Opt 1	Opt 1	1	100	MC-K	CORRECTON
Interim	Kid 631	X124086	Reading Hour Two	32	86.48%	Sep 14, 2017	Q2	Opt 4	Opt 4	1	100	MC-K	CORRECTON

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	First Name	Last Name	Student Id	Test	Total Poin	Total %	Complectic	Question	Student R	Correct Re	Score	%	Item Type	Scoring Ty	Max Score	
2	Interim	Kid 631	X124086	Reading H	32	86.48%	#####	Q1	Opt 1	Opt 1	1	100	MC-K	CORRECTC	1	
3	Interim	Kid 631	X124086	Reading H	32	86.48%	#####	Q2	Opt 4	Opt 4	1	100	MC-K	CORRECTC	1	
4	Interim	Kid 631	X124086	Reading H	32	86.48%	#####	Q3	Opt 4	Opt 4	1	100	MC-K	CORRECTC	1	

8. Student Activity Report:

Student Activity Report

**SUBJECT \***

x English Language A

Select All

**GRADE \***

x Grade 3

x Grade 5

Select All

**STUDENT \***

x [blurred]

x [blurred]

x [blurred]

x [blurred]

Select All

Search

Student Activity Report generated on 9/14/2017, 1:51:28 PM

[Export CSV](#) [Refresh Grid](#)

First Name	Last Name	Student ID	Status	Test	Total Points	Total %	Completion Date
x	x	x	x	x	x	x	x
[blurred]	[blurred]	[blurred]	Unused	Learning Hour Two	-	-	-
[blurred]	[blurred]	[blurred]	Complete	Learning Hour Two	4.00	66.67%	Sep 14, 2017

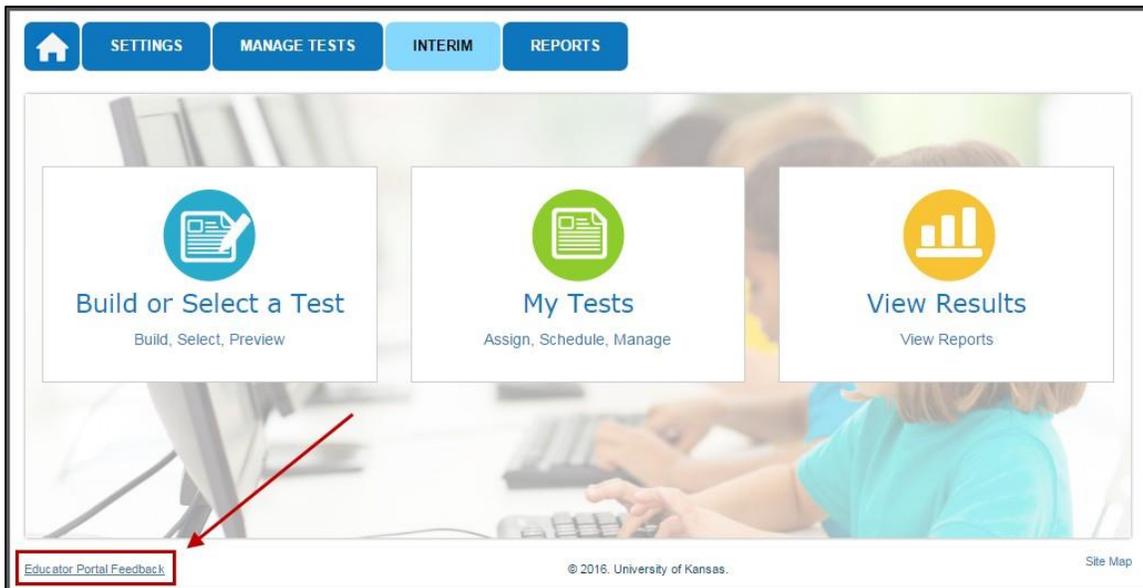
  

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Student Id	Status	Test	Total Points	Total %	Completion Date	
2	[blurred]	[blurred]	[blurred]	Unused	Learning Hour Two	-	-	-	
3	[blurred]	[blurred]	[blurred]	Complete	Learning Hour Two	4	66.67%	14-Sep-17	
4	[blurred]	[blurred]	[blurred]	Unused	Learning Hour Two	-	-	-	

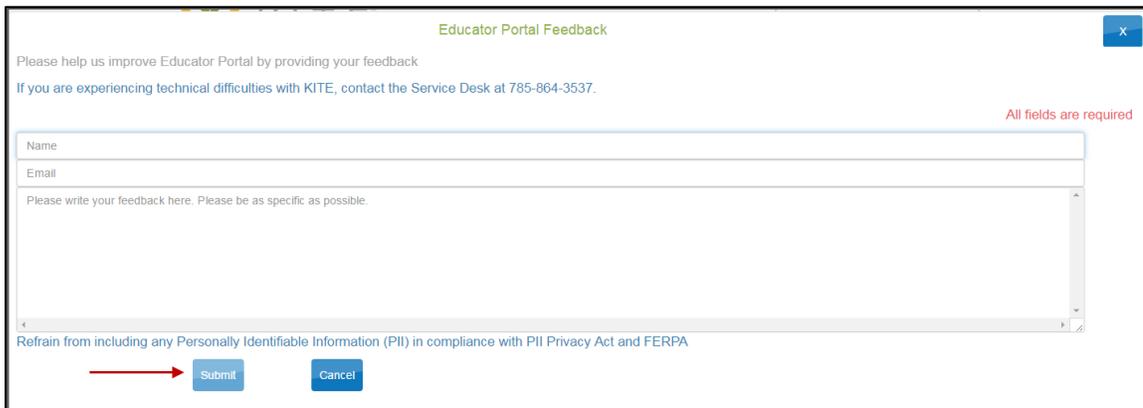
## Providing Feedback to KITE

To provide feedback on the interim interface, content, or local needs complete the following steps:

1. On the bottom left of the interim home page, click the Educator Portal Feedback.



2. Enter your name, email address, and a specific description of your feedback in the provided fields.
3. Click Submit when you are finished.

A screenshot of the 'Educator Portal Feedback' form. The title is 'Educator Portal Feedback' with a close button (X) in the top right. The instructions read: 'Please help us improve Educator Portal by providing your feedback' and 'If you are experiencing technical difficulties with KITE, contact the Service Desk at 785-864-3537.' There is a red note: 'All fields are required'. The form has three input fields: 'Name', 'Email', and a large text area for feedback with the prompt 'Please write your feedback here. Please be as specific as possible.' Below the text area is a disclaimer: 'Refrain from including any Personally Identifiable Information (PII) in compliance with PII Privacy Act and FERPA'. At the bottom, there are 'Submit' and 'Cancel' buttons, with a red arrow pointing to the 'Submit' button.

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## Getting Help

Common tasks are described in this manual, but if you need additional help, call or email the Service Desk.

Hint: Check your organization's website for a toll-free number for the Service Desk.

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**Phone:**        **1-855-277-9752**

**Email:**        **kite-support@ku.edu**

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