Kansas Assessment Examiner's Manual
2018-2019

General Assessments: English Language Arts ○ Mathematics ○ Science ○ KELPA2 ○ Dynamic Learning Maps®
Assessments ○ cPass® Assessments

Kansas State Department of Education

CONTENTS

Document Change History

The following table lists the changes made to this manual since its release.

Change Logged	Current Page	Description of Change

Contact Information

For help with administration and technology troubleshooting for Kansas assessments, districts may contact Agile Technology Solutions (ATS), an Achievement and Assessment Institute (AAI) center responsible for Kite® Suite. The Service Desk is available 7:00 a.m. to 6:00 p.m., Monday through Friday.

Service Desk

Toll Free: 855-277-9752

kap_support@ku.edu

Find additional information about the Kansas Assessment Program (KAP) and KELPA2 at ksassessments.org.

Kansas State Department of Education

For information regarding the Kansas assessment system, contact the assessment team at the Kansas State Department of Education (KSDE).

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SECTION 1: **ASSESSMENT OVERVIEW**

The Kansas Assessment Program (KAP), a program of the Kansas State Department of Education (KSDE), fulfills a mandate from the Kansas Legislature. KAP provides general education assessments, alternate assessments, career and technical education assessments, and an English language proficiency assessment.

The English language arts (ELA), mathematics, and science assessments are part of the federal elementary and secondary education legislation. The assessment program does the following:

- Measures specific claims related to the Kansas Standards.
- Reports individual student scores along with each student's performance level.
- Provides subscale and total scores that can be used with local assessment scores to assist in improving a building's or district's programs in ELA, mathematics, and science.

Test Administration Modes

The Kansas assessments are administered using Kite Student Portal, available from the KAP website (http://www.ksassessments.org/kite#downloads). The website contains separate instructions and files for Windows PCs, Macs, Chromebooks, and iPads.

Assessed Students

All eligible students must be assessed, including students with disabilities.

Score Reports

Assessment scores will be reported after results have been analyzed.

Alternate Assessments

Kansas is using the integrated model of the Dynamic Learning Maps® (DLM®) Consortium to assess students with the most significant cognitive disabilities. Alternate assessments are available for ELA, mathematics, and science. Throughout the school year, teachers choose Essential Elements (EEs), which are linked to the Kansas Standards, and then go to Kite Educator Portal to use testlets to measure student progress.

To find information about these assessments, visit the DLM alternate assessment website (http://dynamiclearningmaps.org/kansas) and also the DLM and EEs page on the KSDE website (http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments/Dynamic-Learning-Maps-DLM-Essential-Elements).

English Proficiency Assessment

Kansas will administer KELPA2 to English learners (ELs). The assessments measure English language proficiency in four domains: listening, reading, writing, and speaking. The grade bands assessed include Kindergarten, 1, 2–3, 4–5, 6–8, and 9–12. The test is delivered through Kite Student Portal except for Kindergarten and Grade 1 writing assessments, which are paper/pencil forms.

More information about KELPA2 and its administration can be found in the *KELPA2 Manual* and *KELPA2 Test Administration Directions* (ksassessments.org).

Career Pathways Assessments

Career Pathways (cPass®) assessments measure high school students' readiness for postsecondary education or entry into the workforce. Students may take assessments covering general career and technical education and comprehensive agriculture.

2018–2019 Kansas Assessment Program Overview

All tests are delivered in Kite Student Portal and include multiple-choice and technology-enhanced items. General summative assessments for science also include simulations. KELPA2 speaking and writing assessments are human scored. All other assessments are machine-scored. Interim assessments are optional. General summative, KELPA2, and DLM assessments are mandatory. cPass assessments are administered to students who choose to pursue them.

Assessment Type	Subject	Grades	Estimated Time to Complete[1]	Testing Window	Need Not Test Date[2]	Recently Arrived in U.S. Exemption Date[3]
General Summative Assessments	Mathematics	3–8, 10	Two sessions, 45–60 minutes each	03/11/19–04/26/19[7]	03/11/19	No exemption in math. Arrived after 03/11/18 counts for participation only.
	ELA	3–8, 10	Two sessions, 45–60 minutes each			Arrived after 03/11/18 exempted. Must take KELPA2.
	Science	5, 8, 11	Two sessions, 45 minutes each			No exemption in science. Arrived after 03/11/18 counts for participation only.
Interim Predictive Assessments[4]	Mathematics and ELA	3–8, 10	One session, 60 minutes	10/08–10/19 12/03–12/14 02/04–02/15	N/A	N/A
Dynamic Learning Maps Alternate Assessments[5]	Mathematics, ELA, and Science	Refer to grades for general summative assessments.	Varies	Instructionally-embedded assessments: 09/20–12/19 01/03–02/27 Year-end tests: 03/11–04/26	01/31/19	Follow exemption rules and dates from general summative assessments. KELPA2 participation not applicable to DLM students.
KELPA2 Assessments[6]	Four domains: reading, speaking, listening, writing	K–12	Varies. Refer to *Kansas Assessment Examiner's Manual.*	02/04–03/08 Human scoring completed by 03/29[7]	N/A	No exemption. Required for all identified EL students.
cPass Assessments	General Agriculture	9–12	Varies	11/01–12/14 03/11–04/26	N/A	N/A
AMOSS Data Check	All assessment data	K–12	N/A	07/08/19–07/26/19[8]	N/A	N/A

Notes

[1] Time estimates are for scheduling purposes only. Kansas Assessments are *untimed*. Please provide adequate time for students to finish.

[2] Date on or after which student entered the district.

[3] First entry by the student in a U.S. school.

[4] Teacher-assembled interim mini tests, which may be tailored to specific curriculum as needed, are available 09/17/18 and vary in length. For more info, see ksassessments.org.

[5] Headphones required.

[6] Headphones with microphone required.

[7] Testing and/or Scoring completed by 5 p.m.

[8] AMOSS data check - tentative

SECTION 2: **TEST COORDINATORS**

Test Security

Test security is essential for obtaining reliable and valid scores for accountability purposes. Accordingly, the Kansas State Department of Education (KSDE) must take every step to ensure the security and confidentiality of state testing materials. It is the responsibility of individuals who develop the tests, who administer the tests, and who use the results of the tests to follow test security laws, regulations, and procedures.

For more information about test security and ethics, see the following fact sheets and guidelines located on the KSDE's Assessment website:

- *Appropriate Testing Practices Fact Sheet*
- *Test Security and Ethics Fact Sheet*
- *Test Security Guidelines*

Test Security Guidelines

No one, including test coordinators, principals, or teachers, may review tests or analyze test items before, during, or after the assessment is administered.

- Test materials must never be copied, reproduced, or paraphrased.
- All chalkboards and whiteboards in rooms used for testing should be clean and have no information on them.
- It is recommended that the Building Test Coordinator do a walk-through of every room used for testing to make certain that all bulletin-board displays that could assist students in testing have been covered.
- The best practice is to have two people present when reactivating a student's test. Teachers may not reactivate student tests, but test administrators can. Note: If the status is In Progress Timed Out, the test

To reactivate a test, log in to Kite Educator Portal. Click the MANAGE TESTS menu.

Click the Test Coordination tab. Find and click the test session in which the student is enrolled.

If the student's test status is In Progress Timed Out, the user can log into the test session with the appropriate credential (e.g., the DAC), and the session does not need to be reactivated. Session status in Educator Portal will change from In Progress Timed Out to In Progress upon session login.

For all other reactivations, click the Monitor tab. Select the student by checking the box before the Student Record. Click the Reactivate button, which changes test status to In Progress.

The student can now log into the test and use the DAC to resume testing. Answers previously entered by the student are saved.

can be re-entered using the appropriate DAC. No additional action is needed. Answers previously entered by the students are saved.

- The District and Building Test Coordinator must keep a log of all reactivations.
- Once a student's test is marked complete, the student's test cannot be reactivated.

Testing Administration

- Distribute the *Kansas Assessment Examiner's Manual* and have test administrators read the following prior to test administration:
  - Section 3: Accommodations
  - Section 4: Teachers
  - Section 5: Test Administration
- Test proctors should sign either the *Agreement to Abide by Guidelines* or a similar district-designed document. This must be completed prior to test administration and upon completion of Test Security and Ethics training in your school district.
- Students cannot be required to use scratch paper, to show their work, or to use the online tools (for example, the highlighter).
- Students cannot be required to use specific test-taking strategies.
- Teachers may not grade scratch paper.
- Students in grades 6–8, 10, and 11 may use handheld calculators during specific sections of the test.

The District or Building Test Coordinator will log in to Educator Portal to access data extracts that show the randomly generated DACs, which are linked to grade, subject, and test session (but not to an individual student).

DACs are available the day before testing beginning at 2:30 p.m. or the entire day of testing. Educator Portal also includes the option to bundle DACs by selecting associated checkboxes.

Local Test Windows

- Local districts and buildings should define and schedule test windows for each content assessment. Each of a building's content cohort windows should be no more than three weeks for a subject at a grade level at the building level.
- Testing schedules will be part of the monitor visits.
- The Kansas assessments are untimed. Students should be given as much time as necessary to complete each test session.
- Building test schedules should account for students who need extra time to finish a test session. Students should finish each test session before the end of the school day.

Adding Projected Test Windows and Scoring Dates in Educator Portal

- KSDE and the Center for Testing and Evaluation (CETE) request that districts add projected testing schedules and scoring dates in Educator Portal using the Projected Testing feature.
- Projected test windows and scoring dates allow KSDE, Kite staff, and users to understand projected testing loads for each day of the test window.
- The Projected Testing feature can be accessed via the MANAGE TESTS menu in Kite Educator Portal.
- Please see the *Kite Educator Portal Kansas Assessment Program District Test Coordinator Manual* (https://ksassessments.org/sites/default/files/documents/Kite/KAPEPManualFinal.pdf) for more information about creating or uploading projected testing schedules.

Registering Students for Testing

- Districts must first register all eligible students via a TEST record submission in KIDS for the appropriate assessment (general, cPass, or KELPA2). To help schools sort and distribute usernames and individual passwords, a Kite grouping feature has been added that allows districts to organize by desired variables. For example, a school can use the two grouping fields on the TEST record to enter a teacher name and class name (for example, Grouping field 1 = Sarah Smith; Grouping field 2 = 1st pd Alg I). TASC records must be submitted to KIDS for rosters to be available for interim assessments.
- Please refer to the Dynamic Learning Maps (DLM) manuals for information regarding registering students for alternate assessments in math, science, and ELA. Rather than the KIDS system, DLM assessment uses direct uploads to Kite Student Portal to roster students.

Submission of TEST and TASC Records to KIDS

For a student to access summative assessments using Kite Student Portal, information must be submitted to the KIDS system via a TEST record (see the KIDS coordinator for details). Also, TASC records must be submitted to allow teachers access to student rosters for interim assessments. For additional information, visit the KIDS website (http://kidsweb.ksde.org/).

Audits

- Within Educator Portal, District Test Administrators can generate data extracts from the Reports tab to determine the number of braille forms requested. Braille forms are available for ELA, mathematics, and science general assessments.
- Documentation of accommodations will be part of the checklist while visiting districts during test administration.

Guidelines for Submitting EXIT Records

- Schools must submit an EXIT record for any student who stops attending the school.
- It is recommended that EXIT records be sent to the KIDS collection as soon as possible when membership ends. It is the discretion of the schools and districts to determine at what point an EXIT record is submitted when a student is gone for an extended period.
- Keep in mind that during a testing window, if an EXIT record is not submitted for a student no longer attending, that student will be recorded as "not tested," which will negatively affect the school's participation rate.
- If a student transfers to a different school within the same district, sending an EXIT record is required to guard against unresolved exits on the Dropout/Graduation Summary Report and to ensure that there is only one accountability school designated for the student. This information is important for determining performance or participation for a school and district as well.
- If an EXIT record was accidentally submitted for a student who did not actually leave, submit an EXIT record with the same State Student Identifier, Accountability School, and Exit Date with a code of 99 in the Exit/Withdrawal Type field to undo the previous EXIT record in KIDS.

Educator Portal Functions

Teachers and test administrators using Educator Portal will typically be able to

- view individual student demographic information.
- view rosters for DLM, cPass, and interim assessments.
- enter student PNP information to control and record accommodations available to students.
- create interim test sessions and assign students to them.
- print student usernames and passwords for interim tests.

For teacher accounts to function correctly, TASC records must be submitted to KIDS to create rosters for interim assessments. All other Educator Portal menus and functions are available only to users with a building-level or district-level account. Only users with a building-level or district-level account may reactivate student accounts on the summative assessment or mark a student account complete on the Monitor screen.

Note: Verify data and report any errors to your district or the Service Desk.

Kite Teacher Account Access

Teachers and test administrators access Educator Portal using a supported browser. The username is the user's professional email address. After setting up an account and activating it, the user is prompted to create a case-sensitive password. If a teacher or test administrator does not have access from a previous year or is having difficulty with accessing the system, please contact the Service Desk at kap_support@ku.edu or 785-864-3537 or 855-277-9752 (toll free).

Complete documentation for using Educator Portal, a component of Kite Suite, is available online (https://ksassessments.org/kite/documentation).

To download Kite Student Portal, visit https://ksassessments.org/kite. View separate instructions or downloads for Windows PCs, Macs, Chromebooks, and

Personal Needs Profiles (or Access Profile)

Teachers edit individual student records in the Personal Needs Profile (PNP) to control the types of accommodations that are presented in the student's test. Accommodations are found in the PNP's four categories.

- Display Enhancements
- Language & Braille
- Audio & Environment Support
- Other Supports

English Learner Students

Assessment	Recent Arrivals	Nonrecent Arrivals
Mathematics and Science	Must take assessment; results count only for participation	Must take assessment; results count for participant accountability
ELA	Not required to take assessment but must take KELPA2	Must take assessment; results count for participant accountability
KELPA2	Must take KELPA2; results used for participation calculations in ELA	Must take KELPA2 until Proficient score is reached one time

- Recent arrivals to the United States (formerly known as newcomers) are defined as English learner (EL) students who have attended any US school for less than one calendar year before the first day the assessment window opens.
- For the 2018–2019 testing year, ELs who first attended school in the United States on or after March 11, 2018, are considered recent arrivals.
- EL students' first date of education in the United States is a data element submitted to the KIDS database by the local school or district.
- ELs who first attended school in the United States after March 11, 2018, must take the mathematics and science assessments, which will count only for participation.
- ELs who first attended school in the United States after March 11, 2018, are not required to take the ELA assessment but must take KELPA2.
- ELs must take all assessments on grade level. Any student who is tested off grade level will be considered as not tested.

Gifted Students

Gifted students are to be assessed with the general assessment at the grade level in which

they are enrolled.

Students with 504 Plans

Students with 504 plans should be assessed with the general assessment. Accommodations contained in their plan are applied when taking the test. Allowable accommodations on state assessments can be found on the assessment page of KSDE's website (http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments).

Students with Disabilities

Students who have been identified as having a disability and who have an Individualized Education Program (IEP) participate in state assessments. All students must be tested. Students with an IEP may be tested using one of the following assessment options:

- general assessment with accommodations, as appropriate
- DLM alternate assessment (ELA, mathematics, and science)

It is the responsibility of the IEP team to determine which assessment is appropriate for the individual student. Guidance for IEP teams on determining the appropriate assessment for a student is found on the assessment page of KSDE's website (http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments).

Alternate Assessment Participation

To determine which students should be assessed with alternate assessments, refer to the *Dynamic Learning Maps Participation Guidelines for Kansas* on DLM's website (https://dynamiclearningmaps.org/sites/default/files/documents/StateBonusItems/DLM_Participation_Guidelines_KS_20180830.pdf).

Special Circumstances Codes

A special circumstances (SC) code indicates the reason a student was not assessed. In some cases, the code excludes the student from the Every Student Succeeds Act (ESSA) or accountability calculations. Test coordinators enter the SC codes as seen in the following chart via Educator Portal. Codes marked "contact KSDE" must be approved by Lee Jones or Juanita Anderson at KSDE. Students must be enrolled in an assessment to be able to have an SC code.

Entering Special Circumstances Codes in Educator Portal

In the event that a student cannot take or complete a high-stakes, summative assessment, the Test Coordinator at the building or district level will need to enter the SC code in Educator Portal by performing the following steps:

SECTION 2: TEST COORDINATORS

1. Log in to Educator Portal.
2. Click MANAGE TESTS.
3. Select the Test Coordination tab.
4. Select the appropriate choices from the drop-down menus.
5. Click Search.
6. Locate the session that needs to be updated.
7. In the Test Session Name column, select the name of the test.
8. Select the appropriate student.
9. In the Special Circumstance column, select the applicable circumstance.
10. Click Save.

Codes

Category	Situation	Description	Testing Requirements, ESSA Implications, Notes	SC Code
Suspension	Long-term suspension	Grades 3–8: Student is suspended more than 4 weeks, overlapping testing window. Grades 10–11: Student is suspended for greater than 4 weeks during the second semester.	Student need not be tested and does not count against building for participation.	**SC-01**
Truancy	Student is truant at beginning of local testing window and has unexcused absences for greater than 2 consecutive weeks at the time of testing.	Papers have been filed for Child in Need of Care.	Student need not be tested and does not count against building for participation.	**SC-04**
Truancy		No truancy paperwork filed with county attorney	Student is required to be tested. If the student is not assessed, the student will be *counted as not tested* and will count against the school for participation.	**SC-05**
Absences	Chronic absences	Excessive and intermittent absences throughout the state testing window	Student is required to be tested. If the student is not assessed, the student will be *counted as not tested* and will count against the school for participation.	**SC-07**
Absences	Catastrophic illness or accident	Student has been seriously disabled by accident or illness.	Student need not be tested and does not count against school for participation. Must be approved by KSDE.	**SC-08**
Private, non-accredited, or home school	Student is enrolled in a private, non-accredited school or is home schooled AND attends a public school.		Student MUST be tested in any assessed content area in which they are attending. Refer to KIDS documentation for appropriate enrollment and TEST codes.	**SC-16**
Previously tested at this grade level	Student took this grade level assessment last year.	A retained student took the same grade-level assessment last year.	Student is required to be tested. Test counts for participation. Score will not be included in accountability calculations.	**SC-20**

Category	Situation	Description	Testing Requirements, ESSA Implications, Notes	SC Code
In jail or special center	Incarceration in an **adult facility**	If student is incarcerated in an adult facility, USDOE says the student need not be tested.	Student need not be tested. This does not count against school for participation.	**SC-24**
In jail or special center	Student is in a **special** treatment center or **residential** care center (long-term placement).	Student is in a substance abuse, mental, or behavioral treatment center.	Student must be tested. If the student is not assessed, the student will be *counted as not tested* and will count against the school for participation.	**SC-25**
In jail or special center	Student is in a **special detention center** (short-term placement facility).	Student is in a juvenile detention center.	Student **need not be tested**. This does not count against school for participation.	**SC-26**
Parent refusal	Parent refusal	Parent refuses to allow student to be assessed.	Student must be tested. If the student is not assessed, the student will be *counted as not tested* and will count against the school for participation.	**SC-27**
Cheating	Student is cheating.	Student is observed to be engaged in some inappropriate testing practice.	Notify your district test coordinator, who will call KSDE about possibly giving another form of the test. Test is invalid and the student is counted as *not tested*. Student **counts against the school for participation**.	**SC-28**
Homebound	Student is receiving homebound instruction.	General education or IEP student is receiving homebound services.	Student must be tested. If the student is not assessed, the student will be *counted as not tested* and will count against the school for participation.	**SC-31**
Foreign exchange student	Foreign exchange student	Student is required to be tested.	Student must be tested. If the student is not assessed, the student will be *counted as not tested* and will count against the school for participation. The score will not be included in ESEA calculations.	**SC-32**
Prohibited practices	English language arts	English language arts assessment PASSAGE was read to student.	Student counts as *not tested*. If this is discovered before the test window closes, notify your district test coordinator, who will notify KSDE.	**SC-34**
Prohibited practices	Math	Student used a calculator on the non-calculator portions of the assessment.	Student counts as *not tested*. If discovered before the test window closes, notify your district test coordinator, who will notify KSDE.	**SC-36**
Prohibited practices	Math	Student used either a teacher-generated or a student-generated math journal.	Student counts as *not tested*. If this is discovered before the test window closes, notify your district test coordinator, who will notify KSDE.	**SC-37**
Other	Other reason for ineligibility	Contact your district test coordinator, who will notify KSDE.	Student need not be tested and does not count against the school for participation. Must be approved by KSDE.	**SC-39**
Left (moved) during testing	Student took one full test and then moved during testing.	The student took one assessment at school and then moved before taking all of the required assessments.	Student is not tested this year on this assessment at this school. This does not count against this school for participation. Should be used if this is not the student's accountability school for this assessment.	**SC-41**

SECTION 2: TEST COORDINATORS

Category	Situation	Description	Testing Requirements, ESSA Implications, Notes	SC Code
Mis-administration of assessment	Teacher incorrectly or unethically administered assessment.		Students count as **not tested**.	**SC-98**

SECTION 3: ACCOMMODATIONS

Overview

- Accommodations should be used on the state assessments only if they have been a regular part of instruction. Refer to the Tools and Accommodations for the Kansas Assessment Program (KAP) on the Kansas State Department of Education's (KSDE) website (http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments).
- Students with Individualized Education Program (IEP), 504, ESOL, and/or Student Improvement Team (SIT) plans may use only accommodations documented on those plans.
- Accommodations must be recorded in a Personal Needs Profile (PNP) or Access Profile in Educator Portal.
- When indicating need for a read-aloud accommodation in a student's PNP, under text-to-speech (TTS), the only option allowed is a Synthetic (computer-generated voice), which is the default.
- To use an accommodation other than one listed, contact the District Test Coordinator, who will send the request to KSDE. If the accommodation changes the construct being tested, the student will count as not tested.
- Keyword translation allows students to view Spanish translations of critical vocabulary in math and science.
- Whole screen magnification is an option for any student.
- Students who use large screen magnification should not use the iPad.
- For additional information about accommodations, guidelines about the read-aloud accommodation, or Kite tools, review Kite documentation on the KAP website (https://ksassessments.org/accommodations).

Accommodations Prohibited for All Students

- **In general, reading to students any text (including isolated words) in the passages on the English language arts (ELA) test is prohibited.** Violations will result in the student being counted as not tested. For a very limited number of students, such as those who cannot access printed text because of blindness, low vision, or print disability, and who lack adequate braille-reading skills, the use of Text-to-Speech software may be permitted. Contact Lee Jones at KSDE, 785-296-4349, to provide this accommodation for a student.
- Use of teacher-generated or student-generated journals and logs is prohibited. Notes cannot be created outside of the test session.

Accommodations for English Learners

- Directions may be read to the student in English. All directions are read by the computer in English.
- ELA passages, test questions, answer choices, labels, graph titles, and other items may not be translated into the student's native language.
- **Students may use electronic translators and word-to-word translators for directions (including ELA), test questions, and answer choices. Students may not use them for ELA passages.**
- Certain Spanish words and terms in the mathematics assessment and science assessment are available. Students literate in Spanish may use the Spanish Keyword Translation feature.
- To use Spanish Keyword Translation, students must have the PNP setting for this feature enabled in Educator Portal.

Recording Accommodations

- Testing accommodations should be entered into the student's PNP, which should be updated to ensure proper accommodations.
- TTS requires a local building or district administrator to enter the support in the Audio & Environment Support section of the student's PNP. Students receiving read-aloud via headphones may take the test in the typical group setting.
- Buildings and districts may continue to use the following accommodations but need not report them to KSDE:
  - separate, quiet, or individual setting
  - frequent breaks
  - student dictation of answers to scribe
  - student use of communication device
  - American Sign Language (ASL) delivery of directions to student
  - student response in ASL
  - student use of braille writer or slate and stylus
  - student self-reading aloud of assessment
  - student use of translation dictionary

Text-to-Speech Accommodation Policy

- A student who needs a TTS accommodation is one whose ability to convey knowledge of the content area is **severely limited by his or her ability to read the assessment materials** and who would not be successful in the classroom without the read-aloud accommodation. To use the TTS accommodation on the state

assessment, **the student must have the read-aloud accommodation provided in the classroom on a regular basis** (that is, as an on-going practice for both classroom instruction and classroom assessment). Neither English learners (EL) nor students who receive Title I or special education services automatically qualify for the TTS accommodation.

- TTS may **not** be employed for the reading of ELA passages.
- It is the local district's responsibility to define "severely limited" and to quantify a "regular basis" for classroom instruction and assessments. Districts may provide their own tools and resources for determining need of the TTS accommodations. However, KSDE's expectation is that qualified students are more than one year below grade level in ELA and that they use the accommodation at least 50% of the time on classroom assignments and 100% of the time on classroom assessments that contribute to classroom grades. For a very limited number of students, such as those who cannot access printed text because of blindness, low vision, or print disability, and who lack adequate braille-reading skills, a TTS of reading passages in ELA may be permitted and is an IEP team decision. Contact Lee Jones at KSDE, 785-296-4349, to provide this accommodation for a student.
- The read-aloud accommodation does not refer to an adult reading an occasional word, an occasional distractor, an occasional stem, or an occasional question to the student. However, an adult reading any words in the ELA passage is prohibited.
- TTS for test directions is available for all students for all content assessments.
- TTS is available on the science assessment for all students.

Documenting Need for Text-to-Speech

- A student's need for the TTS accommodation must be documented on one of the following plans: pre-intervention plan (student improvement plan), EL plan, 504 plan, or IEP.
- The following information must be included in the plan that documents the student's need for the TTS accommodation:
  - student name
  - student grade
  - building/district name
  - evidence documenting need for the TTS accommodation, including but not limited to the following:
    - ELA test scores
    - progress monitoring data
    - ELA level of instructional materials used in the classroom
    - documentation that the read-aloud accommodation is used in the classroom for both instructional materials and assessments and the date that this accommodation was implemented

- signatures of team members involved in recommending the read-aloud accommodation, including, at minimum, the student's teacher and a building administrator (for plans other than IEPs)
- any other documentation required for providing accommodations to students with an IEP
- A copy of the student's plan or a summary sheet must be kept on file with the District Test Coordinator. KSDE will be monitoring 5% of assessment administrations this year and may ask to see documentation for accommodations.

Allowable Practices

- Practices such as reading aloud an occasional word, an occasional distractor, an occasional stem, or an occasional question are considered acceptable assessment practice that does not require special documentation, with the exception of any text within an ELA passage.
- **Teachers, test administrators, and proctors may not read anything aloud for a student from an ELA passage.** A very limited number of nonvisual students may have the passages read aloud using the TTS feature.
- Teachers should use professional discretion regarding the number of times a student may request assistance.

Kite Text-to-Speech Feature

A computer-generated voice is provided in Kite Student Portal, the online environment where students take tests.

- For ELA and math items, in order to receive TTS, the student's PNP in Educator Portal must have Spoken Audio with Synthetic selected under Voice Source.
- The option called Read at Start does not have a functional use in the system at this time. It can be set to False or True.
- Spoken Preference indicates which elements of a question should be read to the student. The default is Text & Graphics.
- For students who receive daily instruction orally and through computerized TTS systems and who have received permission from KSDE for the reading passages to be read aloud, select NonVisual under Spoken Preference.

The audio voice will read entire questions and answer choices to the student. Students should adjust and set the audio volume before launching Kite Student Portal.

American Sign Language Accommodation

ASL is available for math and science items. The PNP must be marked to receive this accommodation. Directions in ASL are not offered in Kite Student Portal. The teacher may sign directions to the student.

Kite American Sign Language Feature

- When ASL videos are available, an ASL icon is displayed on the screen's right side. After clicking the ASL button, the video is shown in a window that can be resized by expanding the lower right side of the window.

- To display contents and to pause the video, choose the Play/Pause Control. To move between multiple passages, click the Next and Back buttons; however, fast-forwarding or rewinding cannot be done. The progress bar displays the time progression of the video.

Braille Accommodation

- All students take the state assessment by computer except in extremely unusual circumstances. Those who use braille accommodations in the classroom may request braille test forms.
- A student's need for the accommodation must be documented on one of the following plans: pre-intervention plan (student improvement plan), EL plan, 504 plan, or IEP.
- Questions to ask about the student when considering a braille form accommodation include the following:
  - Has the student used the computer for the interim assessment(s)?
  - Does the student have barriers to using the computer in individual or group instructional settings that require alternative assignments when the class is using the computer?
- The following information must be included on a student improvement plan, EL plan, 504 plan, or IEP that documents student need for a braille accommodation:
  - student name,
  - student grade,
  - building/district name, and
  - evidence documenting the need for the accommodation, including but not limited to the following:
    - progress monitoring data,
    - ELA level of instructional materials used in the classroom,
    - documentation that the accommodation is used in the classroom for both instructional materials and assessments and the date that this accommodation was implemented, and/or
    - signatures of team members involved in recommending the accommodation, including the student's teacher and a building administrator.

- No answer sheets may be generated by the school or district.
- District- or building-level personnel will work in pairs to enter student answer choices in Kite Student Portal.
- Documentation of the need for accommodations must be kept on file by the District Test Coordinator. KSDE staff will monitor 5% of all test administration sessions and will ask at each monitoring visit to see documentation of accommodations.
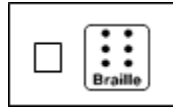
Obtaining and Distributing Braille Forms

- Title I monitoring and US Department of Education Peer Review findings require implementation of additional security measures involving access to braille forms.
- The District Test Coordinator will:
  - deliver the braille forms to appropriate Building Test Coordinators.
  - make sure the Building Test Coordinator is aware that student responses on accommodated test forms must be entered into Kite Student Portal by pairs of district- or building-level personnel.
  - mail all unused tests to CETE and maintain documentation of test security.
- The Building Test Coordinator (when designated) will:
  - allow only the practice tests (in the test booklets) to be administered once the booklets are delivered to the building. Tests should not be copied or taken out of the building.
  - return all tests to the District Test Coordinator immediately after the assessment has been completed.
  - maintain documentation of test security.

Adaptive Test Process for Braille forms

ELA tests have two adaptive sessions. A pair of district- or building-level personnel must enter student responses for Session 1 before the student can begin Session 2. After Session 1 responses are entered into Kite Student Portal, the District or Building Test Coordinator can confirm which Session 2 test the student should receive. To obtain the Test ID for the Session 2 test that should be given to a student, perform the following steps.

1. Log in to Educator Portal.
2. Click MANAGE TESTS.
3. Select the Test Management or Test Coordinator tab.
4. Complete the appropriate fields.
5. Click Search.
6. Click the Test Session Name.
7. Click the braille symbol next to the student's name.

The Session 2 Test ID displays. Match this Test ID to the Test ID on the cover of the braille booklet.

SECTION 4: **TEACHERS**

Scheduling and Time Limits

- English language arts (ELA) assessments are adaptive, with sequential sessions that can be completed in one testing period for students in higher grades. Mathematics and science are not adaptive and can be completed in one testing period.
- In general, the entire session of an assessment should be completed in one testing period. However, for students in grades 3 and 4, students with disabilities, and English learners (ELs), each test session may be administered over two separate testing periods. The two separate sessions must be conducted on the same day.
- It is recommended that all test sessions be administered on consecutive calendar days.
- All assessments are untimed. Each student must be allowed as much time as necessary and reasonable to complete each test session in one sitting.
- If a student does not complete a test session within the time given to the class, the student may be allowed more time provided that the student makes a serious attempt to complete the test **and** that the student is provided additional time immediately following the unfinished session.
  - o If the test session is during the last period of the day, the student may finish after school or the next school day; however, this will require reactivation. If administrators are concerned about students not finishing within a testing period, it is advisable for students to not take the test in the last period of the day.

Test Security and Administration Guidelines

Educator/Test Proctor Responsibilities

- Attend training and sign an agreement to abide by Kansas State Department of Education (KSDE) test security, ethics of testing, and regulations before local testing begins.
- Follow procedures outlined by the District/Building Test Coordinator.
- Follow test procedures outlined in the manual and in the training received regarding security and ethical practices for testing.
- Follow established district/building procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings, etc., upon completion of each test session and the entire test.
- Remove or cover (with opaque material) bulletin-board displays, charts and diagrams, and other instructional material that could give assistance or advantage during testing.

- Support the enforcement of usernames and passwords in Educator Portal being exclusive to the user and rights permitted for that user. Usernames and passwords should never be shared or exchanged.
- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
- Do not say or do anything that would let a student know whether an answer is correct.
- Do not ask students the way in which they arrived at an answer.
- Do not tell students to redo a specific item or to review any specific part of the test once testing has begun.
- Verify the Review/End Screen upon completion of the test to ensure that all test items have been answered before a student exits the test.
- Do not go back and review each item individually with the student, simply direct students to answer items that did not have a check mark to indicate that the question was answered.
- Do not store or save on computers or personal storage devices any test items; test items must never be shared via email or other file sharing systems or reproduced by any means.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the Building Test Coordinator, who will report to the District Test Coordinator/KSDE for guidance.

For acceptable and unacceptable testing practices, see the KSDE's *Kansas Assessment Fact Sheet* (https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/Assessments/Appropriate%20Testing%20Practices%20Fact%20Sheet%202018-2019.pdf?ver=2018-08-28-155006-917)

Important Information Regarding Test Security and Reporting Item Issues

Because of test security issues, we expect administrators and teachers to abide by the Test Security and Administration guidelines in this manual. If a student questions the correctness of an item, follow this outlined procedure.

1. To the student, repeat the information from the directions, teacher print directions, or Kite directions: "Choose the answer that you think is best. There is one correct or best answer to each question. Carefully read the question. Work the problem." *It may be appropriate in certain circumstances to tell the student or reader that the concern will be forwarded to KSDE for review and analysis.*
2. Collect the following information and forward the information to the District Test Coordinator, who will then forward the information to the Kite Service Desk and Lee Jones at KSDE.

Reporting item issues

- Student ID only; do not include the name, building, or district
- Content area of the test (for example, ELA, math)
- Session number and item number
- Report the issue, not the item (for example, no correct answer, multiple correct answers, a word is misspelled, the sentence is grammatically incorrect, etc.)
- Do not forward the item, the item stem, any answer choices, or narrative descriptions of the item via email (these are live, secure test items)
- Do not take or send pictures of the item

Guidelines for Students

- Students may use blank paper to show and check their work. The paper must be collected and destroyed at the end of the test session.
- The use of electronic devices (including cell phones, smart watches, and similar devices) is not allowed on any portion of the assessment.
- Students are allowed to use scratch paper, graph paper, and manipulatives on the mathematics and science assessments.
  ELs may use bilingual translation dictionaries for mathematics and science assessments.
- Textbooks, dictionaries, and other curricular materials should not to be used.
- Before submitting answers, students should stop at the Review/End Screen and raise their hand. A student should return to the previous test section only to answer skipped or omitted items. The teacher may confirm that all questions have been answered. Once confirmed, the student may submit answers.
- Students should make up any test session that occurred when the student was absent.

Testing Using a Tablet Device

Students who are testing using a tablet device (for example, iPad) may not access other applications or websites during testing. Kite Student Portal for iPad has a new auto-lock feature that prevents users from using other apps until Kite Student Portal is ended. This means that Single App Mode (SAM), Autonomous Single App Mode (ASAM), and Guided Access will not be required for testing via iPad. After selecting a test, a pop-up window displays that allows the user to confirm use of the auto-lock feature. Additionally, students may not use dictionary look-up features. See Kite iPad documentation on the KAP website (https://ksassessments.org/sites/default/files/documents/SP_04_Install_iPad.pdf) for additional information on how to secure iPads for testing.

Resource Sheets on the Mathematics Assessment

Grades 4–8 and grade 10 (Session 1 only)

An online resource sheet is available in the Kite Student Portal toolbox for items on Session 1. Students are also permitted to use a clean printed copy of the KAP grade-specific resource sheet, which can be found on the KAP Mathematics webpage (https://ksassessments.org/math).

Resource sheets may **only** be used during Session 1 and may **not** be used during Session 2.

Grade 4 and Grade 5

Session 1	Session 2
Calculator not available	Calculator not available
Resource available	Resource not available

Grades 6 – 8 and Grade 10

Session 1	Session 2
Section 1	**Section 1**
Calculator not available	Calculator not available
Resource available	Resource not available
Section 2	**Section 2**
Calculator available	Calculator available
Resource available	Resource not available

Calculators on the Mathematics Assessment

Grades 6–8 and grade 10

Both test sessions will begin with the calculator-inactive section. During Section 1, students should not have a handheld calculator and the online calculator tool will not be available in the Kite Student Portal. During Section 2 students may use a handheld calculator and the online calculator tool will be available in the Kite Student Portal.

- Students in grades 6, 7, and 8 have access to a basic four-function calculator and a scientific calculator (TI-30XS Multiview).

- Students in grade 10 have access to a basic four-function calculator and a graphing calculator (TI-84).
- Calculators are not available for students in grades 3, 4, and 5.

Beyond using online calculators available in the Kite Student Portal, students are also permitted to use their own calculators on parts of the test where the calculator tool is available. Students may use **only** approved handheld calculators. Use of a calculator app or website on a phone or other device is **not** permitted on the assessment.

- Students in grades 6, 7, and 8 are limited to using a scientific calculator.
- Students in grade 10 are limited to using a scientific calculator or a graphing calculator.
- Students do not have access to the calculator on test items that require students to demonstrate direct knowledge of computational skills. These items are contained in Section 1 of the test, and the calculator tool is unavailable.

If students choose to use a handheld calculator, the memory must be cleared both before **AND** after each testing session. Search online for specific instructions regarding how to clear the memory for the different types of calculators students will use in your classroom.

At the break between the calculator-inactive and calculator-active sections, students may get out a handheld calculator. You may want to have students raise their hand when they complete the calculator-inactive section so that you know who is permitted to use a calculator. The calculator-inactive section has 10 or fewer items, so you will be able to tell which section the student is working on by looking at the progress bar across the top of the screen.

Calculators on the Science Assessment

The calculator needed for the science assessment is available in the Kite Student Portal toolbox. When students choose to use a handheld calculator, the memory must be cleared both before **AND** after each testing session. Search online for specific instructions regarding how to clear the memory for the different types of calculators students will use in your classroom.

Approved Manipulatives for Mathematics and Science Assessments

- Manipulatives routinely used in the classroom may be used by students on Kansas assessments.
- The manipulative must be chosen by the student. The teacher may neither suggest a particular manipulative nor insist that a manipulative be used. If you have a question about whether a particular manipulative is allowed, please email Melissa Fast (mfast@ksde.org) for mathematics and Lizette Burks (lburks@ksde.org) for science.
- Students are allowed to use graph paper and blank paper.
- Textbooks, dictionaries, and other instructional/curricular materials (other than allowed manipulatives) are not to be used during testing. This includes classroom posters, teacher- or student-generated journals, and other instructional materials that may have been used during the course of instruction and/or permitted during previous years' testing.
- Graphic organizers generated solely by the student on blank paper during the assessment are allowed on any test section.
- Computation tables or fact tables prepared **in advance** may not be used on any portion of the test.
- Detailed information regarding mathematics manipulatives can be found on the Resources page of KSDE's Mathematics website (http://community.ksde.org/Default.aspx?tabid=5418).

Measurement tools such as rulers, meter sticks, protractors, or compasses cannot be labeled to indicate what they measure. For instance, a meter stick may have "cm" labeled on it, but the stick may not be labeled that it measures length; a protractor may have "degrees" labeled on it, but it may not be labeled that it measures angles.

Use of manipulatives is optional. Manipulatives will not be useful on the assessment if they have not been used regularly during the year. A sample list of allowable manipulatives can be found at KSDE's Mathematics website (https://community.ksde.org/Default.aspx?tabid=5418).

Aids Allowable during the Mathematics Assessment

To determine whether a manipulative is acceptable to use on the mathematics assessment, read and answer questions in KSDE's *Rubric for State Assessment Manipulatives for Mathematics* (https://community.ksde.org/LinkClick.aspx?fileticket=wq5ioPIk-7Y%3d&tabid=5418&mid=14306)

Detailed information regarding mathematics materials and manipulatives can be found on the Resources page (https://community.ksde.org/Default.aspx?tabid=5418) of KSDE's Mathematics website.

Agreement to Abide by Guidelines

The following is a sample agreement to abide by the guidelines in this manual. To use this agreement, make a copy of this page for appropriate staff members. Districts may modify the sample or use a district-developed agreement.

The signed agreement should be kept on file by the building principal.

I have read and understand the information in this document and agree to abide by the guidelines set forth.

_____   _____
Signature   Date

Trainings Attended and Review of Material

Districts may use the following as evidence that a staff member has attended training sessions or reviewed the KSDE materials on test security, ethical test practices, and use of the read-aloud accommodation. Staff members may attend training, review the materials, or both.

Topic	Date Attended Training	Date Reviewed Materials
Test Security	_____	_____
Ethical Test Practices	_____	_____
Read-Aloud Guidelines	_____	_____

I understand the information presented in trainings and/or materials listed above and agree to abide by the guidelines set forth.

Staff member signature _____

SECTION 5: TEST ADMINISTRATION

General Directions to Teachers

- The directions in this manual must be followed to ensure uniform testing conditions.
- **These are secure test materials.** Test questions are not to be used for development of instructional materials or to build sample tests. No other use of these materials is permitted.
- Teachers must read and abide by testing practices found in this manual.
- Conduct testing sessions in a serious manner that encourages and motivates students to do their best.

Preparing Students for Testing

The Center for Educational Testing and Evaluation (CETE) has provided Technology Practice tests (https://ksassessments.org/kite-technology-practice) to allow students, parents, teachers, and other interested parties to see and experience Kite Student Portal prior to the assessment. These materials include information about and examples of the technology-enhanced item types students will encounter. Educators are strongly encouraged to ensure that Kite Student Portal is installed on all machines intended for assessment and to provide students opportunity to use the practice materials to familiarize themselves with Kite Student Portal, Kite tools, and item types before testing.

Room Preparation

- Remove or cover (with opaque material) bulletin-board displays, fact tables, charts and diagrams, and any other instructional materials that may give assistance or advantage during testing.
- Have appropriate manipulatives available for the mathematics and science assessments. Use of manipulatives is optional; a teacher may not require the use of manipulatives.

Materials Needed for Testing

There are **no** student tickets available for English language arts (ELA), math, and science summative testing.

- Obtain students' individual usernames and passwords by downloading the *Student Login Usernames/Passwords* extract. Extracts are found in Kite Educator Portal under Reports --> Downloads. Do not select a grade or subject.
  Reminder: Individual usernames and passwords remain the same for an entire school year. If the student participated in interim testing this year, the student's username and password are also found on the student's interim test ticket in the interim system.

- Obtain Daily Access Codes (DACs), which differ by subject, grade, and session, but are the same for all students in a particular grade, even if they are in separate buildings or districts. DACs are found under MANAGE TESTS --> Test Coordination --> View Daily Access Codes.
  - DACs are retrievable at 2:30 p.m. the day before testing by District Test Coordinators and Building Test Coordinators; the codes expire at 5 p.m. on the testing day. If students need to finish the test the following day, students use the DAC for the present (not past) day.
  - Math test sessions at grades 6–8 and 10 contain a section break between calculator-inactive and calculator-active items. Students will **not** need to enter a code between these sections. Additionally, students cannot return to the previous section, which is stated on the Review/End Screen.
- Ensure the student is taking the correct test (for example, the ELA assessment instead of the mathematics assessment).

Obtain the materials listed in the following checklist:
- ☐ pencils for each student to work problems on scratch paper
- ☐ blank scratch paper
- ☐ manipulatives for mathematics and science assessments
- ☐ clock visible to students
- ☐ bilingual dictionaries for English learner (EL) students
- ☐ headphones

Beginning the Test Session
- For students who have difficulty logging in to Kite Student Portal, teachers may prepare the student's computer in advance by activating software and logging in to Kite Student Portal using the student's username and password.
- Instruct students to enter the DAC.
- Do not let a student take the wrong test or form type for any reason (for example, taking the ELA assessment instead of the mathematics assessment).
- Tell students what they should do if they finish the assessment early. Students who finish before others must not disrupt the testing environment.

Test Access for Students Who Have Moved
- Do not send test-access information of students now in a different school or district to the new school.
- If a student uses test-access information from a previous school, a reporting error will result.

Notes about the KIDS System

- Information regarding the student's name, attendance school, accountability school, student ID, and TEST records are submitted to the KIDS system by local school districts.
- Contact the District Test Coordinator to determine the procedures used for correcting errors in KIDS.

Scripts

- Scripts for teachers have been provided in this manual. Scripts must be used with all students testing via Kite Student Portal. For students with disabilities, the directions may be clarified or paraphrased.
- You may not give instructions in addition to those in the manual.

Students Logging in to Kite Student Portal

- The script includes directions to use when students log in to Kite. The following steps are used:
    1. Click the Kite icon (it may take a few seconds to open).
    2. Enter username and password.
    3. Click SIGN IN.
    4. Click TAKE A TEST.
    5. Select the appropriate test. Click Take Test.
    6. Walk around the room to verify that students have logged in properly.
- Students should be on the directions page. They will then read general directions that state the following information:
    - Use the scroll bar to see all of the question and answer choices.
    - Use the help icon for directions about answering different question types.
    - To move between questions, use the Next and Back buttons at the bottom of the screen or select the question number at the top of the screen.
    - At the top of the screen, unanswered question numbers are gray, and answered question numbers are green with a white checkmark.
    - Use the flag icon as a reminder to return to a question. When you use the flag icon, question numbers at the top of the screen are blue with a white flag.

Proctoring Guidance during Testing

- Move quietly around the room.
- Ensure that each student is taking the assigned assessment.
- Ensure that students are following instructions and are on task.
- Ensure that students use calculators only on the correct section of the test.
- Regularly check that students are indicating their answers properly.

- Give assistance to any student having problems following instructions.
- Periodically remind students of the time during the test session.
- Ensure that students who finish early do not interact with or disturb other students.
- If a student appears to be answering randomly or is not showing effort, immediately stop the test session for that student. Contact the Building Coordinator about the student's test session. The session may be reactivated and the student allowed to complete the assessment. For example, following discussion with the student, the test session may resume after the school day on the student's own time.

Adaptive Test Process

All students take ELA Session 1, which has a DAC. After completing Session 1, the computer calculates a student's score and chooses the appropriate level of Session 2 testing for the student, who will enter a new DAC to begin testing. In most cases, the second session of a summative test will be automatically released to the student after completion of the first session once calculations have been done. If the session is not automatically released, a District and Building Test Coordinator can release the second session by ending the previous test session. To end a test session, perform the following steps:

1. Log in to Educator Portal.
2. Click the MANAGE TESTS menu.
3. On the Test Coordination tab in the Test Session Name column, click the test to end.

Test Completion

- Before a student exits the test, teachers must verify that all test questions have been answered via the Review/End Screen in Kite Student Portal.
- When students have completed the first assessment session, collect all materials.
- Scratch paper and graph paper must be collected and destroyed.

Monitoring Student Testing Status

- The Test Coordinator has the ability to monitor which students have finished testing, which students have sessions to finish, and which students have incomplete tests.
- Depending on the user's role and type of test, some individuals can monitor test sessions in real time using Kite Educator Portal. This monitoring function shows which questions a student has completed but does not display student answers.
- Real-time monitoring increases the load on Kite Student Portal and local bandwidth. To keep real-time monitoring to a minimum during the spring summative high-stakes test sessions, only users with the following roles can monitor student progress using Educator Portal.
  - Building Principal
  - Building Test Coordinator
  - District Test Coordinator

Reactivating Student Test Sessions

- If a student's session ends before the student is finished, the student may reuse the username, password, and DAC to log in again within 90 minutes of the original login. After 90 minutes have passed, the student's test session must be reactivated.
- To reactivate a test session for a student, contact the District or Building Test Coordinator and give the student's name, grade level, subject, and the reason for reactivation.

District and Building Test Coordinators can monitor test sessions. This feature allows the user to verify which students have completed testing.

To monitor a test, log in to Kite Educator Portal.

In QUICK LINKS on the right-hand side, click Monitor Session.

Alternatively, from the main screen of Educator Portal, click the MANAGE TESTS menu.

Summative tests are on the Test Coordination tab. Interim test sessions are on the Test Management tab.

Click the test session you are monitoring.

SECTION 5: TEST ADMINISTRATION

Script: Mathematics Directions to Students

Tell students to complete the following steps:
- Click the Kite icon.
- Enter username and password.
- Click SIGN IN.

Walk around the room to verify that students have logged in properly.

Say: "You are about to take the Kansas mathematics test. In this test, you will show your knowledge of skills and concepts in mathematics. Take your time and do your best work. You may take as much time as you need."

"Does anyone need scratch paper?" (Provide scratch paper as needed.) "If you decide later that you need scratch paper, raise your hand, and I will bring it to you."

For grade 4 and higher (Session 1 only):
Students may use the online resource sheet in the Kite Student Portal or a clean printed copy of the grade-specific resource sheet during Session 1.

Say: "You may use the online resource sheet or a printed copy of the resource sheet."

For grade 6 and higher only:
*Both test sessions will begin with the calculator-inactive section. During Section 1, students should **not** have a handheld calculator and the online calculator tool will **not** be available in the Kite Student Portal. Once students complete Section 1, students may use a handheld calculator and the online calculator tool will be available in the Kite Student Portal.*

Say: "You may use the online calculator tool or a handheld calculator on some sections of the test. You cannot move between calculator-inactive sections and calculator-active sections of the test. Check your work in the calculator-inactive section before moving to the calculator-active section."

Tell students to complete the following steps:
- Click TAKE A TEST.
- Select the appropriate test. Click Take Test.

Walk around the room to verify that students have selected the appropriate test.

Say: "At (*insert time*), I will stop the testing session. Many of you will be finished, but some of you may need more time. If you need more time, I will tell you how to continue testing. Does anyone have any questions?"

"In a moment you will silently read or listen to the directions. Raise your hand if you have any questions or do not understand the directions. You may return to the main directions screen once you have started the test. When you have answered the last question, choose the Review/End button. Raise your hand, and I will check your screen to make sure that you have completed all of the test questions."

"You may begin reading the directions, and when you are ready, choose BEGIN."

Script: English Language Arts Directions to Students

Tell students to complete the following steps:
- Click the Kite icon.
- Enter username and password.
- Click SIGN IN.

Walk around the room to verify that students have logged in properly.

Say: "You are about to take the Kansas English language arts test. In this test, you will show your knowledge of skills and concepts in English language arts. Take your time and do your best work. You may take as much time as you need."

Tell students to complete the following steps:
- Click TAKE A TEST.
- Select the appropriate test. Click Take Test.

Walk around the room to verify that students have selected the appropriate test.

Say: "At (*insert time*), I will stop the testing session. Many of you will be finished, but some of you may need more time. If you need more time, I will tell you how to continue testing. Does anyone have any questions?"

"In a moment you will silently read or listen to the directions. Raise your hand if you have any questions or do not understand the directions. You may return to the main directions screen once you have started the test. When you have answered the last question, choose the Review/End button. Raise your hand, and I will check your screen to make sure that you have completed all of the test questions."

"You may begin reading the directions, and when you are ready, choose BEGIN."

Script: Science Directions to Students

Tell students to complete the following steps:
- Click the Kite icon.
- Enter username and password.
- Click SIGN IN.

Walk around the room to verify that students have logged in properly.

Say: "You are about to take the Kansas science test. In this test, you will show your knowledge of skills and concepts in science. Take your time and do your best work. You may take as much time as you need."

"Does anyone need scratch paper?" (Provide scratch paper as needed.) "If you decide later that you need scratch paper, raise your hand, and I will bring it to you."

Tell students to complete the following steps:
- Click TAKE A TEST.
- Select the appropriate test. Click Take Test.

Walk around the room to verify that students have selected the appropriate test.

Say: "At (*insert time*), I will stop the testing session. Many of you will be finished, but some of you may need more time. If you need more time, I will tell you how to continue testing. Does anyone have any questions?"

"In a moment you will silently read or listen to the directions. Raise your hand if you have any questions or do not understand the directions. You may return to the main directions screen once you have started the test. When you have answered the last question, choose the Review/End button. Raise your hand, and I will check your screen to make sure that you have completed all of the test questions."

"You may begin reading the directions, and when you are ready, choose BEGIN."

SECTION 6: **RESOURCES**

Contacts

In addition to information sent out periodically on distribution lists, the resources and contacts listed below can provide information regarding state assessments.

*****

KSDE: http://www.ksde.org/. Search alphabetically for assessments or individual content areas.

- Assessments: Lee Jones, ljones@ksde.org, 785-296-4349
- Assessments: Juanita Anderson, janderson@ksde.org, 785-296-1978
- Assessments: Beth Fultz, bfultz@ksde.org, 785-296-2325

KSDE authenticated applications: https://apps.ksde.org/authentication/login.aspz. AMOSS and KIDS

Kansas Assessment Program: http://ksassessments.org/. Contains news, updates, and Kite documentation

- ELA: Sarah Perryman, sperryman@ksde.org, 785-296-8107
- Mathematics: Melissa Fast, mfast@ksde.org, 785-296-3486
- History and Government: Don Gifford, dgifford@ksde.org, 785-296-3892
- Science: Lizette Burks, lburks@ksde.org, 785-296-8108
- Elementary: Cynthia Hadicke, chadicke@ksde.org, 785-296-2749
- KAP: Mary Matthew, mmatthew@ku.edu

KELPA2: http://www.ksassessments.org/kelpa2

- Julie Ewing, jewing@ksde.org, 785-296-4906
- Nicole Primm, nprimm@ksde.org, 785-296-5060

KIDS Help Desk: KIDS@ksde.org, 785-296-7935

Service Desk: kap_support@ku.edu, 855-277-9752

Dynamic Learning Maps Alternate Assessment: http://dynamiclearningmaps.org/kansas

- Service Desk for DLM assessments: DLM-support@ku.edu, 855-277-9751
- DLM assessments: Cary Rogers,crogers@ksde.org, 785-296-0916

cPass assessments: https://careerpathways.us/

Glossary

accommodations: Tools and procedures in the areas of presentation, response, setting, and timing or scheduling that provide equitable access during instruction and assessments for all students. Accommodations do not reduce learning expectations; they provide access.

alternate assessment: A state assessment for students with disabilities who require substantial adjustment to the general curriculum.

ASL: American Sign Language

ATS: Agile Technology Solutions

BTC: Building Test Coordinator

CETE: The Center for Educational Testing and Evaluation

DAC: Daily Access Code

DLM: Dynamic Learning Maps. See *alternate assessment*.

DTC: District Test Coordinator

ELA: English language arts

Educator Portal: Part of the Kite Suite used to set accessibility options, assign tests, monitor test sessions, and view student results

EL: English learner. Also referred to as English Language Learner (ELL) or English as a Second Language (ESL) student.

ESSA: Every Student Succeeds Act

EXIT record: A record submitted to the KIDS system that indicates the student is no longer enrolled in the school or district

HGSS: History, government, and social studies

interactive demos/technology: Practice tests for students to become familiar with technology-enhanced items on the assessments

interim test: Assessments taken before summative testing for use in teaching and assessing subject knowledge

KELPA2: Kansas English Language Proficiency Assessment. KELPA2 is required for all English learners until they reach proficiency.

KIDS SID #: A student's state student ID number

KIDS: Kansas Individual Data on Students. A student-level record system maintained by KSDE that contains demographic information as well as data regarding the student's grade level, district, school, EL status, and so forth.

Kite Suite: A suite of computer-based applications that includes Educator Portal and Kite Student Portal

Kite Student Portal: Web-based software that students use to complete assessments

local testing window: The time period an individual school will administer the state assessment; may vary among schools in the same district. For instance, a school may decide that it will administer the English language arts assessment from March 14 until March 21, while another school in the same district may have a different test window.

manipulatives: Physical objects used as an aid in understanding abstract concepts

PNP: Personal Needs Profile, also known as an Access Profile. The PNP defines a learner's needs and preferences for digitally-delivered testing resources or services and can be accessed in the Student Record in Educator Portal. The PNP includes display enhancements, braille, key word translation, audio, and other supports.

QPA: Quality Performance Accreditation. Kansas uses this system for accrediting schools.

reactivation: A way to reset a student's testing status. When a student has exited a test session, the student is not allowed to go back to that session unless it has been reactivated.

read-aloud: An accommodation during testing. See *Text-to-Speech Accommodation Policy*

recent arrivals: EL students whose first education in the United States occurred one year or less before the opening of the testing window and previously were known as "newcomers"

SC codes: Special Circumstances codes. These codes document unusual testing circumstances, for example, truancy

summative assessment: Annual computer-delivered state assessment in Kansas with all items linked to the Kansas College and Career Readiness Standards

TASC records: File records submitted to KIDS that connect students, teachers, and courses with light validation. TASC records are used for interim assessments.

TEST records: File records submitted to KIDS that detail assessment information for students, including the test content area, testing mode, and grade level

test session: The time or period set aside for testing. Each session takes approximately 45 minutes and may have more than one session.

test type: The assessment type the student will take, either the general assessment or the alternate assessment

test window: The date range when assessments may be administered

TTS: Text-to-speech (TTS). The TTS system presents students with a computer-synthesized audio representation of the text associated with the content on the screen.