

District and Building Test Coordinator Responsibilities



Communication

- Communicate information regarding assessments throughout the year to all personnel involved with assessments.
- Share assessment resources with personnel who will be involved with assessments.
- Establish a good working relationship with personnel who enter KIDS data and with technology staff and inform them of dates for data submissions.
- Establish and share the system your district will use to distribute Daily Access Codes for summative assessments.

Update Kite Roles

- Each district may only have one DTC.
- Please contact Julie Ewing, jewing@ksde.org --indicate your district number and name of the NEW DTC, their email address and name of former DTC.
- Update all other Kite roles within your district - changes should be updated by September 20.
- Deactivate users who are no longer in that role or who have moved from your district.
- Add any users who are new to a role or who are new to your district.
- If a user has changed to a different role please make that change.
- Refer to the Kite Roles and Permissions document in the Educator Portal (EP).

Test Security and Ethics Training

- Each DTC must complete KSDE Security and Ethics Training annually.
- DTC training completion and verification of agreement to abide by testing protocols must be completed by December 1.
- District and building staff sign off for completion and verification of agreement to abide by must be completed before KELPA assessment window opens for anyone administering a KELPA assessment, and before KAP testing window opens for anyone administering the Kansas Assessment Program Summative assessment in ELA, Math and/or Science.
- Ensure all staff are following test security and ethics requirements.
- Report any testing violations to Julie Ewing, jewing@ksde.org.

TEST Records

- TEST records to enroll students for KELPA assessments should be submitted beginning two weeks before testing window and must include the teacher's name and ID in the proctor fields.
- TEST records for KAP ELA, mathematics and science should be submitted two weeks prior to first day of the opening of the testing window.

TASC Records

- Submit TASC records to enroll students for Interim Predictive, Mini-Tests, and Second Grade Reading Assessment.

Personal Needs Profile Update/Entry

- Braille: Summative assessments in ELA, math and Science Braille assessments – enter PNP information and send TEST record for students who need Braille by end of day November 30.
- KELPA: at least two weeks prior to the start of the window.
- Summative assessments in ELA, math and science: at least two weeks prior to the start of the window.
- Students who need KSDE approval for text to speech for passages on the ELA Summative assessment –documentation due by 5:00 pm January 31.
- Note: PNPs can be updated at any time before testing begins, but must be done prior to testing.
- Students that have been approved for TTS Nonvisual- PNPs must be entered by February 28 at 5:00 pm to complete approval process.

Special Circumstances (SC) Codes

- KELPA coding completed by last day of testing window.
- DLM ELA, math and science completed by last day of testing window.
- KAP ELA, math and science completed by last day of testing window.

KELPA (Kansas English Language Proficiency Assessment)

- Ensure TEST records have been uploaded at least two weeks before testing window begins.
- Ensure teachers have received training in how to score listening and speaking items.
- Ensure teachers have appropriate roles in Kite.
- Communicate scoring method and procedures for entering scores into Kite.
- Train all staff in Security & Ethics Training before testing window begins.

Dynamic Learning Maps

- Ensure that students are enrolled and rostered in Educator Portal (manually or using the template).
- Ensure that teachers administering DLM complete the required Test Administrator training.
- Ensure that teachers complete First Contact Surveys and update PNPs before the fall test window opens.
- Remind teachers that DLM ELA and mathematics assessments are instructionally embedded and students are instructed and assessed in both the fall and spring window. The testing blueprint must be completely covered in each window.
- DLM science is not instructionally embedded and is assessed during the spring window. The fall window is optional.

AMOSS Data Check

- During July all assessment results will be in the KSDE Authenticated Web Application under AMOSS. This is the time to check data and make changes if needed.