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 that will be involved with assessments.
- Establish and describe the system used for sharing Daily Access Codes with staff.
- Establish a good working relationship with personnel who enter KIDS data and with your technology staff and inform them of dates for data submissions.

Test Security

- Complete Test Security and Ethics online training provided by KSDE and KAP by November 8.
- Provide Test Security and Ethics training for all personnel that will be involved with assessments.
- Document which individuals have received training, when the training was provided, and the way in which the training was provided; documentation must be kept at the district and the building level.
- Report any Test Security and Ethics violations or concerns to Lee Jones, ljones@ksde.org.

Kite Educator Portal

- Inactivate users in Educator Portal for staff who have left the district and/or changed roles with the district; this task should be completed by the end of September.
- Ensure that all personnel who need Educator Portal accounts have them and the proper roles are assigned.
- Learn the features of Educator Portal and share/discuss with staff.
- Review and save student reports at the end of the school year as needed.

Dynamic Learning Maps

- Ensure that enrollment and roster uploads are submitted for DLM.
- Ensure that teachers administering the DLM assessment are completing the required Test Administration training by early September.
- Monitor participation and completion of assessments for DLM embedded assessments and the year-end assessments.
- Ensure that teachers complete First Contact Surveys and enter PNPs for students prior to September 20.
- Be sure teachers understand DLM ELA, mathematics assessments are instructionally embedded and students are instructed and assessed in two windows; September 20-December 20 and again February 3-May 15.
- DLM science is not instructionally embedded and is assessed during the February 3-May 15 window.
- SC codes must be entered in Educator Portal by April 29.

KELPA

- Attend KELPA virtual training January 15 or watch recorded training when posted.
- TEST records must be submitted to KIDS by mid-January with the teacher ID and name in the proctor fields. PNPs need to be entered in Educator Portal by January 20.
- Scoring for KELPA speaking and writing **must** be completed by March 27 @ 5:00 P.M.
- Any SC-codes must be entered in Educator Portal by March 25.

Kansas Assessment Program

- TASC records must be submitted to KIDS with teacher ID and name in the proctor field for the Predictive Interim Assessments and the Interim Mini-Tests to be accessed by students and for reports to be available to staff. The mini-tests will be available for use September 16. The interim assessments are available for ELA and mathematics.

- Requests for Braille assessment materials must be submitted no later than November 8. TEST records must be submitted to KIDS for those students so Braille can be entered in their PNP.

- TEST records must be submitted to KIDS for the spring assessments and PNPs entered in Educator Portal by March 2.

- SC codes must be entered in Educator Portal by April 29.

- Results will be available in Educator Portal the week of May 11 or 18. DLM assessment results will be available in June.

- Develop a plan to distribute individual student score reports and parent letters for KAP assessments and DLM assessments.

ACT, ACT WorkKeys and PreACT 8/9 (DTCs and High School BTCs)

- Receive implementation training for ACT, ACT WorkKeys and PreACT 8/9.

- Manage local administration of ACT, ACT WorkKeys and PreACT 8/9.