

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 and share the system your district will use to distribute Daily Access Codes.
- Establish a good working relationship with personnel who enter KIDS data and with technology staff and inform them of dates for data submissions.

Update Kite Roles

NEW DTC/DTC change:

- Each district may only have one DTC.
- Please contact Julie Ewing, jewing@ksde.org --indicate your district number and provide the name of the NEW DTC along with their email address.

Update all other Kite roles within your district - changes should be updated by September 30, 2020

- 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 2019-2020 Kite Roles and Permissions document in the Educator Portal (EP)

Test Security and Ethics Training

- Materials available to the field – October 5, 2020
- DTC sign off of training completion and verification of agreement to abide by must be completed by November 30, 2020
- District and building staff sign off for completion and verification of agreement to abide by must be completed by February 15, 2021 for anyone administering a KELPA assessment, and by April 1, 2021 for anyone administering the Kansas Assessment Program Summative assessment in ELA, Math and/or Science.

Dynamic Learning Maps

- Ensure that enrollment and roster uploads are submitted.
- Ensure that teachers administering DLM complete the required Test Administrator training.
- Ensure that teachers complete First Contact Surveys and update PNPs prior to September 14, 2020.
- Remind teachers that DLM ELA and mathematics assessments are instructionally embedded and students are instructed and assessed in the fall window (September 14-December 18) and in the spring window (February 1-May 7). The testing blueprint must be completely covered in each window.
- DLM science is not instructionally embedded and is assessed during the February 2-May 7 window.

TEST Records

- TEST records to enroll students for KELPA assessments should be submitted by February 1 and must include the teacher's name and ID in the proctor fields.
- TEST records for KAP ELA, mathematics and science should be submitted by March 18.

Personal Needs Profile Update/Entry

- Braille: Summative assessments in ELA, math and Science Braille assessments – enter PNP information for students who need Braille by end of day November 9, 2020
- KELPA: at least two weeks prior to the start of the window (Feb 1, 2021)
- Summative assessments in ELA, math and science: at least two weeks prior to the start of the window (March 18, 2021)
- Students who need KSDE approval for text to speech for passages on the ELA Summative assessment – January 31, 2021
- Note: PNPs can be updated at any time with the exception of text to speech for passages, but it is best to have all other PNPs done prior to testing.

Special Circumstances (SC) Codes

- KELPA coding completed by April 16, 2021
- DLM ELA, math and science completed by April 30, 2021
- KAP ELA, math and science completed by May 14, 2021

Updated 10/9/2020