
Chapter 12: Kansas Assessment Program (KAP) Appendix

This Appendix contains information specific to the Kansas Assessment Program (KAP). This information may not apply to you if you are a member of a different organization.

Chapter Contents

Chapter 12: Kansas Assessment Program (KAP) Appendix	12.1
Releasing Additional Stages in a Summative Test	12.2
Data Extracts and Reports.....	12.4
Creating a Data Extract.....	12.5
Student Login Usernames/Passwords.....	12.7
KAP Test Administration Monitoring	12.8
Test Tickets.....	12.11
Interim Assessments	12.13
KELPA2 Scoring	12.14
KAP History, Government, and Social Studies Scoring.....	12.15
Changes to the Chapter	12.16

Releasing Additional Stages in a Summative Test

Note: Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

In most cases, the second stage of a summative test will be automatically released to the student after that student has completed the first stage using KITE™ Client software. If this does not occur automatically, District and Building Test Coordinators can release the second stage by ending the test session for the previous stage. To end a test session, perform the following steps:

1. Log in to Educator Portal.
2. Click the Manage Tests menu.



3. Click the Test Coordination tab.



4. In the Select Action drop-down menu, click View Test Sessions.
5. Complete the appropriate fields.

ASSESSMENT PROGRAM:* Select	TESTING PROGRAM:* Select	SCHOOL:* Select
SUBJECT: Select	GRADE: Select	

Hint: Fields marked with a red asterisks are required.

6. Click Search.
7. In the Test Session Name column, click the name of the test session you need to release.

School ID	Test Session Name	Test Materials	Subject	Grade	V
	Test Session Name				

View Test Session Detail Page 1 of 10 View 1 - 2 of 2

8. Click the Monitor tab.
9. Click the box next to the student's name whose test needs to be ended.
10. Click End Test Session.

	Name	Status	# Unanswered Items																
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		In Progress																	
<input type="checkbox"/>		In Progress	N/A	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
<input type="checkbox"/>		In Progress	N/A	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
<input type="checkbox"/>		In Progress	N/A	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
<input checked="" type="checkbox"/>		In Progress	N/A	●	●	●	●	●	●	●	●	○	○	○	○	○	○	○	
<input type="checkbox"/>		In Progress	N/A	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
<input type="checkbox"/>		In Progress	N/A	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
<input type="checkbox"/>		In Progress	N/A	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	

- Answered, - Unanswered, ** - Not Available

Note: Have the student check to see if they can access the next stage of the test.

Data Extracts and Reports

Depending upon your organization and role in Educator Portal, you may be able to generate and print reports and data extracts.

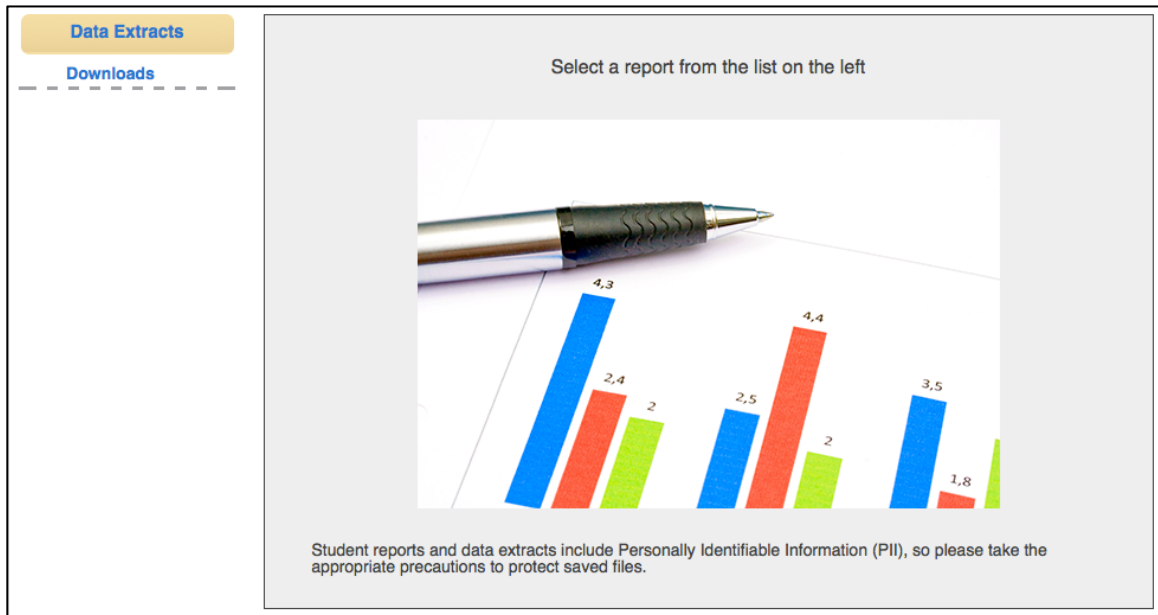
Creating a Data Extract

To create a data extract, perform the following steps.

1. Log in to Educator Portal.
2. Click the Reports menu.



3. Under Data Extracts, click Downloads.



4. Locate the line for the file you wish to create.

- In the Action column, click the New File button.

STANDARD DATA EXTRACTS (CSV FILE)

Extract	Description	Requested	File	Action
Current Enrollment	Student enrollment information. File may also be used to upload enrollment information.			New File
Accessibility Profile	Student Personal Needs Profile (PNP) for students with any PNP selections.			New File
Roster	Student assignment specific to educator and subject.			New File
Users	Educator Portal users and their role(s) by organization.			New File
				New File
				New File
				New File
				New File

Note: Student data extracts include **Personally Identifiable Information (PII)**, so please take the appropriate precautions to **protect** saved files.

- If a window displays, use the drop-down menus to select information.

Note: Depending on your role, the data extract may or may not require you to select additional filters.

Hint: Fields marked with a red asterisks are required.

- Click OK.

Note: If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Click Yes.

- When the file is generated, click the CSV icon.

Requested	File	Action
	CSV	New File

- Open or save the CSV file.

Student Login Usernames/Passwords

Student Login Usernames/Passwords creates a CSV file with student login username and password information. Student login usernames and passwords are used to log into the KITE Client software. Some summative tests also require a daily access code. For more information on viewing and printing daily access codes, refer to Chapter 6 of the Educator Portal User Manual.

Note: This file includes login usernames and passwords for summative (high-stakes) testing. Use appropriate precautions in the storage and distribution of this file.

Name of the File

When you save the Student Login Usernames/Passwords download, the file will have the following name:

Student_Extracts_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about students' user IDs and passwords. Each student appears on one or more lines. See the example below.

1	Student Last Name	Student First Name	State Student Identifier	Student Login Username	Student Login Password
2	Sample1	One			
3	Sample1	One			
4	Sample2	Two			
5	Sample2	Two			
6	Sample3	Three			
7	Sample3	Three			

KAP Test Administration Monitoring

Note: The file does not list interim tests, practice tests, or testlets. Instead, it includes the auto-enrolled, summative, high-stakes tests.

Test Administration creates a CSV file that lists the auto-enrolled, summative, high-stakes test sessions in which a student is enrolled. For each test session, you can view the status of the test, e.g., “Not Started,” “In Progress,” or “Complete”. As students finish parts and sections of a test, you can see the time and date each part was started and ended, the number of sections in the test, the number of items (questions) in a section, and the number of items omitted. For each test session in which they are enrolled, students will have a row in CSV. Auto-enrolled, summative, high-stakes assessments have a maximum of four parts.

Name of the File

When you save the Test Administration download, the file will have the following name:

KITE_Test_Administration_Status_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about students enrolled in test sessions and the status of each test. See the example below.

	L	M	R	T	X	Y	Z	AA	AB	AC
1	Student Last Name	Student First Name	Test Session Name	Test Status	Part 1 Status	Part 1 Start DateTime	Part 1 End DateTime	Part 1 Ticket Sections	Part 1 Total Items	Part 1 Omitted Items
2	Sample1	One		Not started	Not started			1	10	10
3	Sample1	One		Not started	Not started			1	10	10
4	Sample2	Two		Complete	Complete	01/01/2016 12:00 PM CST	01/01/2016 1:00 PM CST	1-2	10	
5	Sample2	Two		In progress	In progress	01/01/2016 12:00 PM CST		1-2	10	5
6	Sample3	Three		In progress	In progress	01/01/2016 12:00 PM CST		1	10	6
7	Sample3	Three		Not Started	Not Started			1	10	10

You may see the following terms in the file:

- Not Started – indicates that the student has not started a test or a part of a test.
- In progress – indicates that the student was logged into a test or a part of a test when the file was created.
- Complete – indicates that the student has completed a test or a part of a test. When a part is complete, you will see both a start and end time.
- N/A – indicates that no status is available for the part of the test because the test does not include that part.

Some columns on the file that may be of particular interest are described in the table below.

Column Name	Description
Test Status	Indicates the status of the test when the file was created. Options include: Not Started, In progress, and Complete. Hint: New tests appear once the previous test is completed.
Special Circumstances	The column will be labeled Special Circumstances. The column displays the circumstance affecting testing.
Last Reactivated Date Time	Displays the date and time that the test session was reactivated for a student. The format used is MM/DD/YYYY HH:MM AM/PM and time zone. Note: The reactivation date and time will be included in the CSV even after a test has been completed.
Part ## Status	Indicates the status of a part of a test session. Options include: Not started, In progress, Complete, and N/A. Note: The ## symbols will be a number (1-4).
Part ## Start DateTime	Displays the date and time that the part of the test session was started. If the test has not started, this field will be blank. The format used is MM/DD/YYYY HH:MM AM/PM and time zone. Note: The ## symbols will be a number (1-4).
Part ## End DateTime	Displays the date and time that the part of the test session was completed. If the test is not started or in progress, this field will be blank. The format used is MM/DD/YYYY HH:MM AM/PM and time zone. Note: The ## symbols will be a number (1-4).

Column Name	Description
Part ## Ticket Sections	<p data-bbox="690 268 1356 327">Lists the test sections that are included in the part of the test. A test part may have more than one section.</p> <hr/> <p data-bbox="690 363 1274 394">Note: The ## symbols will be a number (1-4).</p> <hr/>
Part ## Total Items	<p data-bbox="690 441 1372 472">Lists the total items (test questions) in the part of the test.</p> <hr/> <p data-bbox="690 508 1274 539">Note: The ## symbols will be a number (1-4).</p> <hr/>
Part ## Omitted Items	<p data-bbox="690 577 1339 636">Lists the total items (test questions) that have not been answered in the part of the test.</p> <hr/> <p data-bbox="690 672 1274 703">Note: The ## symbols will be a number (1-4).</p> <hr/>

Test Tickets

Note: The file does not list interim tests, practice tests, or testlets. Instead, it includes the auto-enrolled, summative, high-stakes tests. Access to this file is limited to the roles that can print high-stakes test tickets.

Test Tickets creates a CSV file with the test ticket information for each auto-enrolled, summative, high-stakes test session. For each test session, you can see the student's login username and password. In addition, you can see whether or not a student has started a particular test and each part of a test.

Note: This file includes usernames and passwords, for summative (high-stakes) testing. Use appropriate precautions in the storage and distribution of this file.

Name of the File

When you save the Test Tickets download, the file will have the following name:

KITE_Test_Ticket_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about test tickets. The student's username and password are included in this file. A student may appear on more than one line if they are enrolled in more than one test session. See the example below.

	L	M	O	R	T
1	Student Last Name	Student First Name	Student Login Username	Student Login password	Test Session Name
2	Sample1	One			
3	Sample1	One			
4	Sample2	Two			
5	Sample2	Two			
6	Sample3	Three			
7	Sample3	Three			

Much like the Test Administration file, you can see information for the overall test session and for each part of the summative test.

M	T	V	W	X	Y	Z	AA	AB
Student First Name	Test Session Name	Test Status	Part 1 Status	Part 1 Ticket Sections	Part 1 Student Login Ticket	Part 2 Status	Part 2 Ticket Sections	Part 2 Student Login Ticket
One		Not started	Not started	1		N/A		
One		Not started	Not started	1		N/A		
Two		Complete	Complete	1-2		In progress	3	
Two		In progress	In progress	1-2		N/A		
Three		In progress	In progress	1		N/A		
Three		Not Started	Not Started	1		N/A		

You may see the following results in the file:

- Not Started – indicates that the student has not started a test or a part of a test.
- In progress – indicates that the student was logged into a test or a part of a test when the file was created.
- Complete – indicates that the student has completed a test or a part of a test. When a part is complete, you will see both a start and end time.
- N/A – indicates that no status is available for the part of the test because the test does not include that part.

Some columns on the file that may be of particular interest are described in the table below.

Column Name	Description
Test Status	Indicates the status of the test when the file was created. Options include: Not Started, In progress, and Complete.
Part ## Status	Indicates the status of a part of a test session. Options include: Not started, In progress, Complete, and N/A. Note: The ## symbols will be a number (1-4).
Part ## Ticket Sections	Displays the sections of the test that are covered by the part and that will use the login ticket number provided in the next column. Note: The ## symbols will be a number (1-4).
Part ## Student Login Ticket	Displays the ticket number (activation code) the student will use to access that part of the test. Note: The ## symbols will be a number (1-4).

Interim Assessments

Instructions for building and assigning interim assessments are published in the 2017-2018

Interim User Guide available

at http://www.ksassessments.org/sites/default/files/documents/interim/Interim_Assessment_User_Guide.pdf

KELPA2 Scoring

Instructions for scoring KELPA2 assessments are published in the KELPA2 scoring manual available

at http://www.ksassessments.org/sites/default/files/documents/KELPA2_Scoring_Manual.pdf

KAP History, Government, and Social Studies Scoring

Instructions for scoring History, Government, and Social Studies (HGSS) assessments are published in the KITE HGSS scoring manual available

at <http://www.ksassessments.org/sites/default/files/documents/HGSS%20Scoring%20Manual.pdf>

Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of Change
03/06/2018	12.2-12.3, 12.5	Updated graphics
03/06/2018	12.13	Updated date and link.
03/06/2018	12.14-12.15	Added sections.