



## Grade 2 Reading Assessment: Quick Start Guide

The Kansas State Department of Education (KSDE) launched the Grade 2 Reading Assessment in Spring 2023. This **optional** formative assessment serves as a bridge assessment, measuring both reading fundamentals and comprehension.

The Grade 2 Reading Assessment test window is **March 18 to April 19, 2024**.

### About the Assessment

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The KAP (Kansas Assessment Program) Grade 2 Reading Assessment uses kindergarten, first grade, and second grade Kansas English Language Arts Standards. All Grade 2 students are eligible to participate in this optional formative assessment.

The assessment consists of two, untimed sessions designed to be completed in 25-minute blocks. The first session contains 18 items. The second session contains 17 items. All items are machine-scored.

Universal tools will be available to all students in the assessment. Additional accommodations are available for students including Braille booklets and display enhancements. See the [Kite Educator Manual for Test Coordinators](#) for more information about Personal Needs and Preferences (PNP) settings. No TTS (Text To Speech) accommodations are available for this assessment.

### Information for Test Coordinators

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#### Install Kite Student Portal on Student Devices

The assessment is administered using the Kite<sup>®</sup> Suite assessment platform. Kite Student Portal must be installed on student testing devices. See the [Technology Coordinators page of the KAP website](#) for more information about installation.

#### Enroll Students

Students are enrolled in the Grade 2 Reading Assessment through a KIDS TASC record. Please contact your KIDS coordinator to submit this record. TASC records can be submitted at any time before the start of the window. However, please allow 48 hours before the start of the window for tests to be assigned.

Teachers/Proctors must have a Kite Educator Portal account to have students rostered to their account. However, teachers/proctors will not need to log in to Kite Educator Portal to administer the test.



## Student Usernames and Passwords

Student usernames and passwords are found by downloading the Student Login Usernames/Passwords extract in Educator Portal. Extracts are under the REPORTS menu DATA EXTRACTS tab. See the [Kite Educator Portal Manual for Test Coordinators](#) for more information about downloading usernames and passwords.

## Information for Teachers or Proctors

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### Administering a Practice Test (optional)

The Grade 2 Reading Assessment Practice Test is designed to expose students to question types used on the assessment and gain confidence navigating Student Portal. It can be accessed with an internet browser or the desktop app from home or school.

To access the practice test:

1. Open the Kite Student Portal application or go to <https://student.kiteaai.org>.
2. Enter Username: **read.practice** and Password: **APPLE**
3. Choose SIGN IN.
4. Choose PRACTICE FIRST on the welcome screen.
5. Choose Take Test.

### Administering the Assessment (Only Available in the Secure Kite App)

To begin a test session, students will need to perform the following steps on their testing device:

1. Open the Kite Student Portal application.
2. Enter username and password.
3. Select SIGN IN.
4. Select TAKE A TEST.
5. On the blue bar, select Reading (if needed).
6. Find the appropriate test session and select Take Test.

Once students select the appropriate test session, they will be logged in but should not start yet.

Say:

“This is a reading assessment. It gives us a chance to see how well you read and what you might need help with. Remember – Take your time and do your best. Reading is Fun!”

“You should see directions on your screen. Raise your hand if you do not.”

“Follow along as I read the directions out loud.”

“Read and answer all the questions. Ask your teacher if you need help.”



“Any questions?”

“After the last question, click the Review/End button. Raise your hand, and I will check your screen to make sure that you are finished. Do not click END until I check your screen.

If you finish early, (insert preferred activity) until the rest of the class is done.

You may review the directions, and when you are ready to start, click Begin.”

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NOTE: The Grade 2 Reading Assessment is comprised of two sessions. Once students complete the first session, they will return to the test selection screen. From there, they begin the second session or log out using the Close Kite button at the top of the screen.

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#### Tips for Teacher/Proctor

There are tools available in the Kite Student Portal that students may use, including:

- **Highlighter**-to highlight text.
- **Eraser**-to remove highlighting or striker marks.
- **Striker**-to cross out answer choices.
- **Tags**-to help when reading passages.
- **Guide Line**-to help follow the text in passages.
- **Magnification**-to make text larger.

To navigate through the assessments, students should use:

- **Scroll Bars**-use to see all of the question and the answer choices.
- **Next and Back Buttons**-use to move between questions.
- **Item Numbers**-use to move to that item (unanswered item numbers are **gray**, and answered item numbers are white with a **blue** dot.
- **Help Icon**-use for directions about answering different question types.
- **Flag Icon**-use as a reminder to return to a question. Item numbers are marked with a flag. Unanswered items are marked with a **red** flag. Answered items are marked with a **blue** flag and a **blue** dot.

Once students have begun, the test administrator should move around the room to monitor students. Test Administrators may read, paraphrase, or define directions for students who request assistance with how to show their responses. Test administrators should never read any part of the passage to a student.



If you see a red box on the Review/End screen as shown below, direct the student to try again.

## Review: Test

Are you done?

Red boxes  mean you are not done. Ask your teacher for help.

Blue dots  mean you are done. You can choose end.

### Your Progress

1	2	3	4	5	6	7
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	9	10	11	12	13	14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Answered  Partially Answered
- Not answered
- Answered and Marked for Review
- Partially Answered and Marked for Review
- Not Answered and Marked for Review

## NEW! Monitoring Test Completion

Teachers and test coordinators can monitor test completion to ensure that all students complete testing. To access the monitoring screen, perform the following steps.

1. Select Manage Tests from the navigation menu.
2. Select Test Management.
3. Select your District and School.
4. Select Summative in the Testing Program menu.
5. Select English Language Arts from the Subject menu.
6. Select Grade 2 from the Grade menu.
7. Select Search.
8. Select the Test Session name. This will open a new window.
9. Select the Monitor tab. A key is shown that indicates if students have answered all questions.
10. Select Refresh to update the table periodically.



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## Retrieving Reports

The reports in Educator Portal are created shortly after the test window closes. For district-level users, the reports available include Student (Individual), Students (Bundled), School Summary, and District summary.

To access reports, perform the following steps.

1. Select Reports from the navigation menu.
2. Select General Assessment.
3. Select the desired report tab.
4. Use the dropdowns to select the report criteria (Reading, Grade 2).
5. After selecting all criteria, select a link to open a PDF report.

*Coming Soon!* A data extract containing Grade 2 Reading Assessment student scores is being developed. When this feature is ready, we will make an announcement in Educator Portal and the KAP website.

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## Kansas State Department of Education (KSDE)

For information about Kansas assessments, contact the assessment team at KSDE:

- Julie Ewing, Assistant Director, [jewing@ksde.org](mailto:jewing@ksde.org), 785-296-2325
- Beth Fultz, Director, Career, Standards & Assessment, [bfultz@ksde.org](mailto:bfultz@ksde.org), 785-296-3142

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## Kite Service Desk

For help with the Grade 2 Reading Assessment administration and technology troubleshooting, districts may contact the Kite Service Desk. The Kite Service Desk is available to assist you from 7:00 AM to 5:00 PM Central time weekdays during non-testing season with extended hours of operation from 6:00 AM to 6:00 PM Central time weekdays during the assessment window (closed on state holidays). The Kite Service Desk is unavailable the week of Christmas through New Year's Day.

### Service Desk

Phone: 855-277-9752

Email: [kap-support@ku.edu](mailto:kap-support@ku.edu)

Additional information about the Kansas Assessment Program can be found at [ksassessments.org](http://ksassessments.org).



## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

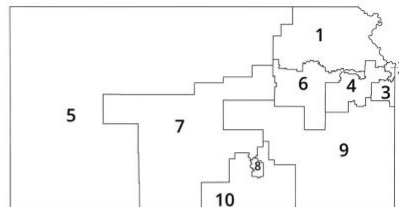
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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