

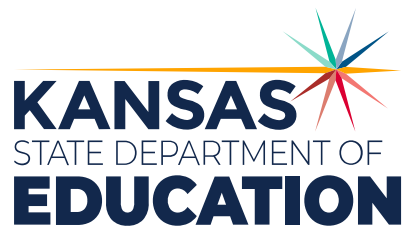
2023–2024



KELPA

Kansas English Language Proficiency Assessment

Screener Manual



Kansas State Department of Education
Landon State Office Building
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Topeka, KS 66612-1212
(785) 296-3201
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KELPA Screener Checklist

Note: For students who recently arrived, the “**KELPA Pre-Screener**” is a four-question survey in Kite Educator Portal used to determine if a rostered student should take the KELPA Screener.

Pre-Administration

Prior to administering the KELPA Screener, licensed educators should complete or collect the following:

- Establish a [Kite Educator Portal](#) account.
- Complete training (the same training that is required for the KELPA summative).
- Obtain a copy of the KELPA Screener Manual:
 - Go to <https://ksassessments.org>.
 - Click on **Resources**
 - Search for “**KELPA Screener Manual**”
- Review pages 15-20 of the KELPA Screener Manual for **materials** needed, **scripts**, and **directions**.
- Ensure student technology is available, updated, and charged in preparation for testing
- Obtain headphones for student use during the KELPA Screener.
- Kindergarten and First Grade will need to download the writing booklets found under the **Help** tab in the **Materials for KELPA Screener** topic in **Kite Educator Portal** to be prepared in the event that the student makes it to session 3.
- Obtain a copy of the **KELPA Screener Test Administration Directions for Session 3**, found under the **Help** tab in the **Materials for KELPA Screener** topic in **Kite Educator Portal**, to be prepared in the event the student makes it to session 3.
- Obtain a copy of the student’s testing ticket.

Administration

A **licensed educator** must administer the KELPA Screener. When administering the KELPA Screener, follow the same protocol as you would for any other state assessment.

Post-Administration

If the student completed Session 3:

- Prior to scoring Session 3, complete the **KELPA Screener Rater Training** for your grade band. Rater Training materials are found under the Help tab in the **Materials for KELPA Screener** topic in **Kite Educator Portal**.
- Score Session 3 using the **KELPA Screener Rubrics** that are found in the **Kite Educator Portal** under the **Help** tab.

For all students being screened:

- When the testing session has been completed, communicate results with appropriate district staff.

Special thanks to USD 443 Dodge City for providing this Checklist

Change Log

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

Change Logged	Page(s)	Description of Change
8/16	10 & 12	Delete student from KELPA Screener instructions added.
9/26	1 & 14	For students who recently arrived, the “KELPA Pre-Screener” is a four-question survey in Kite Educator Portal used to determine if a student should take the KELPA Screener.
9/26	25-26	Pre-Screener status available in the KELPA Screener Status extract.

Overview

The Kansas English Language Proficiency Assessment (KELPA) Screener determines student eligibility to receive services for English to Speakers of Other Languages (ESOL). The Screener is based on the KELPA assessment, which measures the English language proficiency of English learners (ELs). As outlined by the U.S. Department of Education and the U.S. Office of Civil Rights, identified ELs who are enrolled in Kansas schools are entitled to services that ensure the students can meaningfully participate in educational programs and services.

The KELPA Screener is based on [2018 Kansas Standards for English Learners](#). These standards were designed to streamline the process of learning in English. This allows students to gain English proficiency and simultaneously meet Kansas standards in other subjects. These standards correspond to four language domains: listening, reading, speaking, and writing.

Contact Information

Kite® Service Desk

For information about KELPA, KELPA Screener, Kite Student Portal, Kite Educator Portal, and technology troubleshooting, contact Kite Service Desk.

Contact Information

Call: 855-277-9752

Email: kap-support@ku.edu

Live Chat: Available within Kite Educator Portal

Hours of Operation

7:00 a.m. to 5:00 p.m. CT weekdays

6:00 a.m. to 6:00 p.m. CT weekdays (during summative assessment windows)

(Closed on state holidays and the week of Christmas through New Year's Day)

Additional information can be found on the [KAP website](#).

Kansas State Department of Education

For information regarding KELPA and KELPA Screener administration, contact the assessment team at the Kansas State Department of Education (KSDE). See Table 1 below for names and contact information.

Table 1: Contact Information for KSDE

Name	Title	Email Address	Phone
Julie Ewing	Assistant Director	jewing@ksde.org	785-296-2325
Beth Fultz	Director of Career Standards and Assessment	bfultz@ksde.org	785-296-3142

Assessed Students

Students who are new to a school district and whose *Home Language Survey* suggests they speak a language other than English in the home should take the KELPA Screener.

Timeline

The KELPA Screener is open for year-round use. If Educator Portal or Student Portal will be down for scheduled maintenance, a message will be displayed on the Kansas Assessment Program website and within Educator Portal.

KELPA Screener Design

The KELPA Screener consists of one brief practice session (3–5 simplified items) followed by three sequential sessions containing two or three domains, as Table 2 shows. At the end of Sessions 1 and 2, Student Portal displays an English proficiency determination of **Proficient** (prompts the student to advance to the next session) or **Not Proficient** (displays message that they are finished with the screener). Reports are available in Educator Portal under the REPORTS menu for students scoring **Not Proficient** on Session 1 or 2 shortly after completion. After completing educator scoring, reports for Session 3 will be available under the REPORTS menu and will display the **Proficient** or **Not Proficient** determination.

Table 2: Domains Assessed by Session

Session	Listening	Reading	Speaking	Writing
Practice ¹	N/A	N/A	N/A	N/A
1	Yes	Yes	No	No
2	Yes	Yes	No	Yes ²
3	No	No	Yes ³	Yes ³

¹ Not scored

² Computer scored

³ Educator scored

Testing Time

KELPA Screener assessments are untimed, and students should be given as much time as necessary to complete the assessment.

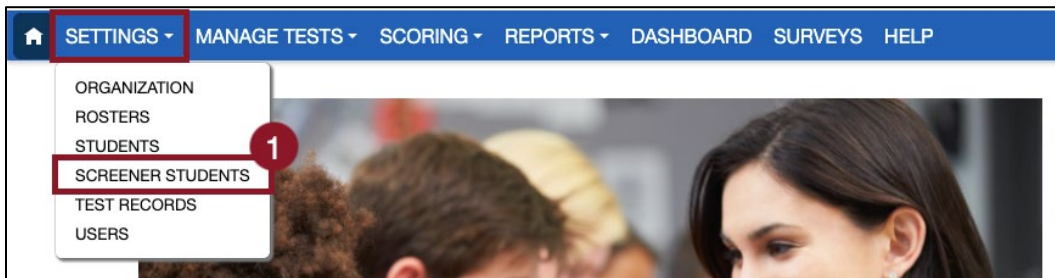
Registering Students

Users with the role of District Test Coordinator, District User, Building Test Coordinator, or Building User will manually upload students into Educator Portal to register and assign a KELPA Screener assessment. Users can enter information through the User Interface or through CSV Upload. Users must have the student's first name, last name, a local identifier, and enrollment information such as district, school, and grade. An Educator Identifier will also be needed to assign the scorer for the assessment.

User Interface

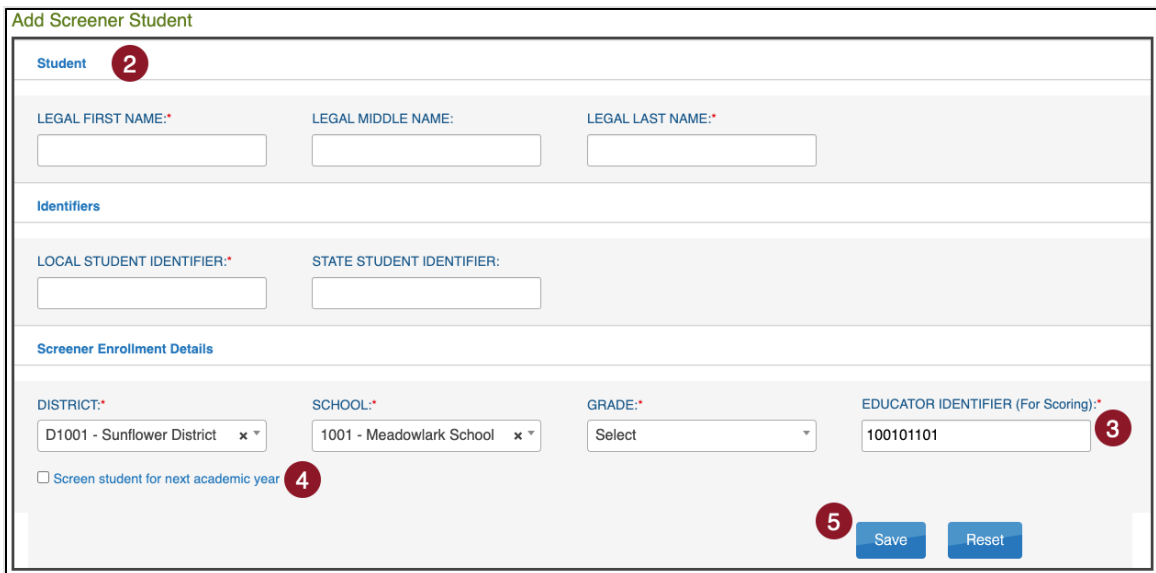
To register a student and assign a KELPA Screener assessment, perform the following steps.

1. Select **SETTINGS**, then **SCREENER STUDENTS**. The **Add Student** tab is displayed.



2. Enter student information into fields. Required fields are marked with a red asterisk (*). The State Student Identifier (SSID) will need to be provided once the student is fully enrolled through the KIDS (Kansas Individual Data on Students) system. Information about linking the SSID to a student's KELPA Screener record is shown below in the Linking Screener Students to Their State Student Identifier section.

NOTE: If you are participating in the Kindergarten Study in fall 2023, please put ENG at the end of the Local Student Identifier for students who are NOT potential English-learners.

A screenshot of the 'Add Screener Student' form. The form is divided into sections: Student, Identifiers, and Screener Enrollment Details. Red circles with numbers 2 through 5 highlight specific fields: 2 (Student section), 3 (EDUCATOR IDENTIFIER (For Scoring)), 4 (checkbox for 'Screen student for next academic year'), and 5 (Save and Reset buttons). The form includes fields for LEGAL FIRST NAME, LEGAL MIDDLE NAME, LEGAL LAST NAME, LOCAL STUDENT IDENTIFIER, STATE STUDENT IDENTIFIER, DISTRICT, SCHOOL, GRADE, and EDUCATOR IDENTIFIER (For Scoring). There are also dropdown menus for DISTRICT, SCHOOL, and GRADE, and a checkbox for 'Screen student for next academic year'.

3. The Educator Identifier will auto-populate with the current user's Educator Identifier if it has been entered into Educator Portal. A valid Educator Identifier tied to an active user must be entered to register the student and assign a scorer. An alert message will appear if an invalid Educator Identifier is entered. Click OK to return to the registration screen and enter a valid Educator Identifier. Students cannot be registered without being tied to a valid Educator Identifier. See Hand Scoring Session 3 Items in Speaking and Writing Domains below for more information about scoring the KELPA Screener.

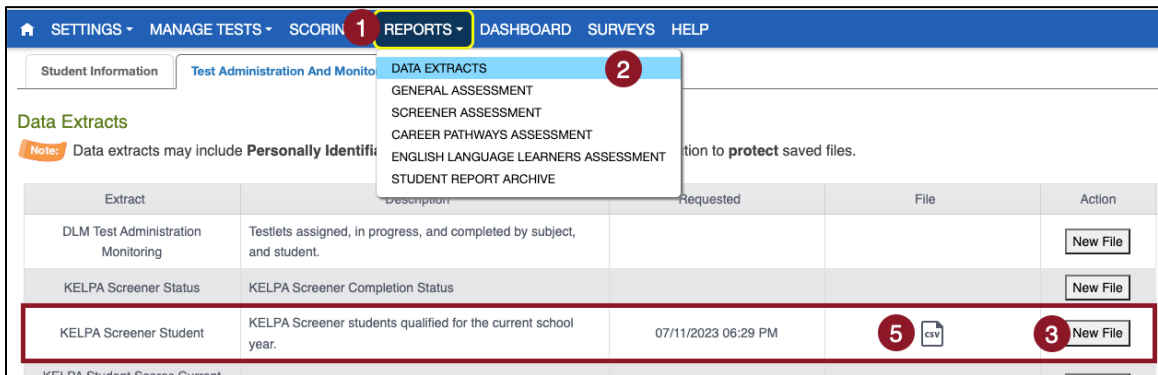
- If you are pre-screening a student for the following school year, check the box next to Screen student for next academic year. By checking the box, this student will remain a Screener Student for the next school year, allowing for easy report access and re-screening if necessary.
- Select Save. A Success message will appear on the screen when all required information is submitted. Repeat these steps to register additional students.

CSV Upload

Users can use a CSV upload to register students, assign Screener tests, link an SSID to a registered student, or update information such as student name or attendance school.

To use a CSV upload, perform the following steps.

- Select **REPORTS** from the navigation menu.
- Select **DATA EXTRACTS**.
- Select **New File** in the Action column on the KELPA Screener Student Extract row.
- Select **Ok**. The file will first show as IN QUEUE and then will change to a CSV file icon when ready to be downloaded.
- Select the **CSV file icon** in the File column.



- Save the file to your computer.
- Open and edit the KELPA Screener Student Extract CSV file and create or edit records.

Attendance _ District_ Identifier	Local_ Student_ Identifier	Student_ Legal_ First_Name	Student_ Legal_ Middle_ Name	Student_ Legal_ Last_Name	State_ Student_ Identifier	Attendance _ School_ Program_ Identifier	Current_ Grade_ Level	Educator_ Identifier	Reassign_ For_ Screen_ Next_Year
D1001	2555384	Babbie	Elnora	Ketteridge		1001	1	458210	
D1001	6841746	Blinni	Thomas	Biernat	458921535	1001	10	458210	
D1001	4906165	Craggie	Sibbie	Raun		1001	11	458210	

Column headings are described below in Table 3. All required fields must be entered, or the record will not be created or edited. “Editable” columns can be used to update a student’s record through the CSV Upload process.

Table 3: Field Descriptions for KELPA Screener Student Extract

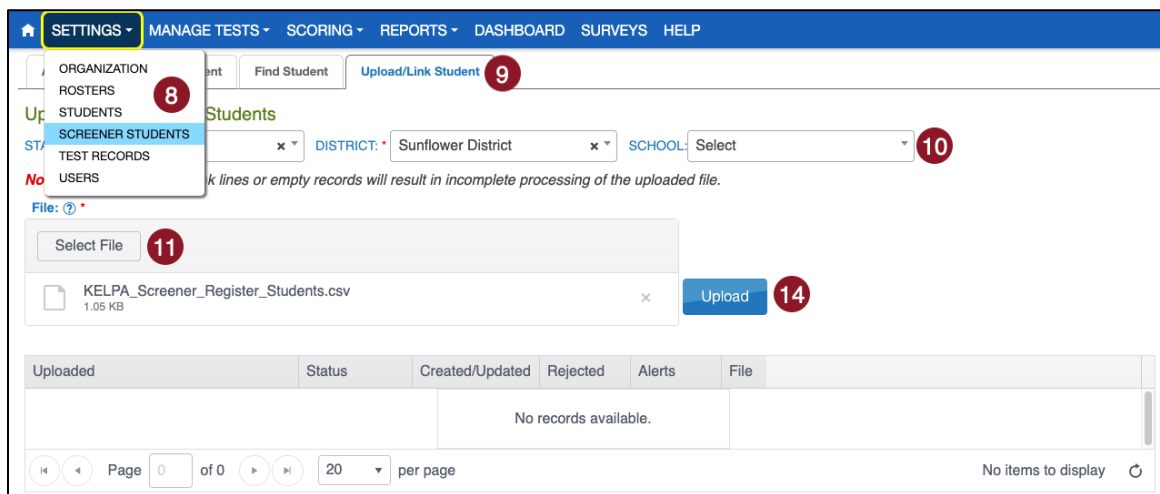
Column Name	Description	Required?	Editable?
Attendance_District_Identifier	District ID Example: D0123	Y	N
Local_Student_Identifier	Local ID used to identify student in local school information system (SIS) NOTE: If you are participating in the Kindergarten Study in fall 2023, please put ENG at the end of the Local Student Identifier for students who are NOT potential English-learners.	Y	N
Student_Legal_First_Name	Student’s legal first name	Y	Y
Student_Legal_Middle_Name	Student’s legal middle name	N	Y
Student_Legal_Last_Name	Student’s legal last name	Y	Y
State_Student_Identifier	SSID from KIDS system, when available	N	Y
Attendance_School_Program_Identifier	Building ID Example: 1001	Y	N
Current_Grade_Level	Student’s grade level (K or 1-12)	Y	Y*
Educator_Identifier	Educator ID of the user assigned to score Session 3	Y	Y**
Reassign_Screener	To reassign a screener assessment to previously registered students that have completed tests, type in Yes.	N	N/A
Screen_For_Next_Year	If this student should remain a Screener student for next school year, type in Yes.	N	N/A

*To edit a student’s grade, also type ‘Yes’ in the Reassign_Screener column. Note: This will create a new Screener test for the student.

**To assign a different educator to score a completed Session 3, change the Educator ID and leave the Reassign_Screener column blank. To assign a different educator to score a new Screener test for a student, also type ‘Yes’ in the Reassign_Screener column so the new Screener test can be reassigned.

After creating or editing rows, the file can be uploaded using the following steps. The upload will update any changed information on existing student records, will reassign a Screener test when applicable, and will create new records for students who did not have entries previously but now do.

























8. Select **SETTINGS**, then **SCREENER STUDENTS**.
9. Select the Upload/Link Student tab.
10. The STATE and DISTRICT drop-down menus auto-populates with your organization.
11. In the File field, select the **Select File** button.
12. Select the appropriate CSV file from your computer.
13. Select **Open**.
14. Select **Upload**.



15. The final step to uploading student records is to verify that all records have been uploaded successfully. If a record fails, download the CSV file to see a message describing why the record failed.

Note: Fields marked with a red asterisk (*) are required.

Table 4: Upload Fail Descriptions for Registering Students

Status Message	Description																								
Failed	<p>The CSV file failed to upload.</p> <p>Click the CSV file under the file column to understand why they failed.</p>																								
	<table border="1" data-bbox="409 363 1219 575"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Rejected: [value]	<p>Records were not created and were rejected. Rejected column represents number of records that failed validation.</p> <p>Click the CSV file under the file column to understand why they were rejected.</p>																								
	<table border="1" data-bbox="409 751 1219 963"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Alerts: [value]	<p>Records were created but there are alerts that should be reviewed.</p> <p>Click the CSV file under the file column to view the issue.</p>																								
	<table border="1" data-bbox="409 1436 1219 1648"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td style="border: 2px solid red;">2</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					

View Registered Students

To view names of students registered for the KELPA Screener assessment, perform the following steps:

1. Select **SETTINGS**, then **SCREENER STUDENTS**.
2. Select the View Student tab. The STATE and DISTRICT drop-down menus auto-populates with your organization. Select the SCHOOL from the drop-down menu, if desired.
3. Select **Search**.
4. Select a student record.
5. Select **View** to see details about a student, including enrollment and roster information.
6. Select **Edit** to edit student name (first, middle, or last), local identifier, or state student identifier. For more information about Editing Student information, see the Edit Registered Student Records section.
7. Select **Delete** to remove a student from the KELPA Screener test assignment.
8. Select **Export to Excel** to download an .xlsx file containing the information shown in the table. Show or hide columns in the table to add or remove data from the export file.

The screenshot shows the 'View Screener Students' interface. At the top, there is a navigation bar with 'SETTINGS' (1) and 'MANAGE TESTS'. Below this, there are tabs for 'Add Student', 'View Student' (2), and 'Upload/Link Student'. The main area has a search section with 'STATE:' (Kansas), 'DISTRICT:' (Abilene), and 'SCHOOL:' (Select). A 'Search' button (3) is below. A table with columns 'Local Identifier', 'State Student Identifier', 'First Name', 'Last Name', and 'Middle Name' is shown. One row is highlighted in blue (4). Below the table are buttons for 'View' (5), 'Edit' (6), 'Delete' (7), and 'Export to Excel' (8). At the bottom, there is a pagination control showing 'Page 1 of 1' and '10 per page'.

The screenshot shows the 'View Screener Student Record - Danita Drusilla Biasio' page. It has a title bar with a close button. The main content is divided into sections: 'Student' with an 'Edit' link, 'Local Student Identifier: 1768147' and 'Student State ID:', 'Details' with 'Last Name: Biasio', 'First Name: Danita', and 'Middle Name: Drusilla', and 'School Enrollment' with a link to '- Oskaloosa Public Schools (D0341)'. At the bottom, there is a table with columns 'School', 'Educator', 'Roster', and 'Grade'.

School	Educator	Roster	Grade
Meadowlark Elem	Sean Smith	ELP-S.Smith Screener	ELP Grade 2

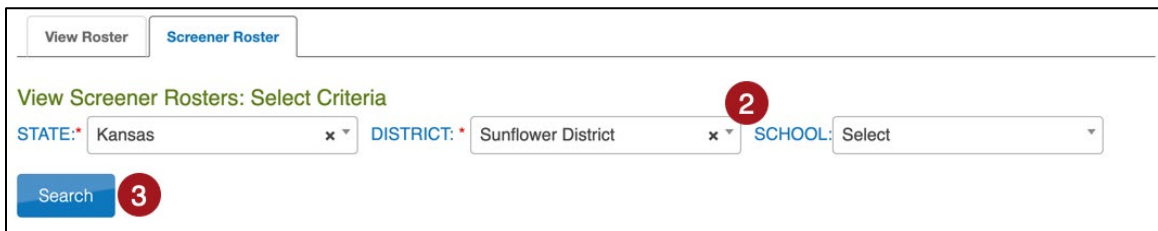
View Rosters

To view rosters for the KELPA Screener assessment, perform the following steps:

1. Select **SETTINGS**, then **ROSTERS**.



2. On the Screener Roster tab, complete the **DISTRICT** and **SCHOOL** fields, as appropriate.
3. Select **Search**.



4. All Rosters will be displayed on a grid. Select a row to view more information about the roster, including a list of students assigned to the roster.

Edit Registered Student Records

Users with the role of DTC, DU, BTC, or BU may edit certain fields in a student record and delete a student from KELPA Screener. These fields include first name, middle name, last name, local student identifier, and state student identifier.

NOTE: Records can also be edited through CSV Upload. Use the CSV Upload to edit a student's attendance school or grade. You will need to type 'Yes' in the Reassign_Screener column for these changes because a new Screener must be reassigned.

To edit one of these fields, perform the following steps:

1. Select **SETTINGS**, then **SCREENER STUDENTS**.
2. Select the View Student tab. The STATE and DISTRICT drop-down menus auto-populates with your organization. Select the SCHOOL from the drop-down menu, if desired.
3. Select Search
4. Select a student record.
5. Select
 - a. **Edit** to change student information such as names or local/state identifiers.
 - b. **Delete** to remove a student from KELPA Screener.

Local Identifier	State Student Identifier	First Name	Last Name	Middle Name

LEGAL FIRST NAME:*	LEGAL MIDDLE NAME:	LEGAL LAST NAME:*
<input type="text" value="Danita"/>	<input type="text" value="Drusilla"/>	<input type="text" value="Biasio"/>
Identifiers		
LOCAL STUDENT IDENTIFIER:*	STATE STUDENT IDENTIFIER:	
<input type="text" value="1768147"/>	<input type="text"/>	
<input type="button" value="Save"/>		

Finding Students

To find a student's record using the Local Student Identifier, perform the following steps:

1. Select **SETTINGS**, then **SCREENER STUDENTS**.
2. Select the **Find Student** tab.
3. Complete all fields, including the **LOCAL STUDENT IDENTIFIER**.
4. Select **Search**.

The screenshot shows the application's navigation menu with 'SETTINGS' highlighted. A dropdown menu is open under 'SETTINGS', with 'SCREENER STUDENTS' selected. The main interface shows the 'Find Student' tab active. The 'LOCAL STUDENT IDENTIFIER' field is empty, and the 'Search' button is visible. Red circles 1, 2, 3, and 4 mark the 'SETTINGS' menu, the 'Find Student' tab, the 'LOCAL STUDENT IDENTIFIER' field, and the 'Search' button respectively.

5. Student information can be viewed and edited from this screen.

The screenshot shows the 'View Screener Student Record' page for Danita Drusilla Biasio. The page displays student details, including the Local Student Identifier (1768147) and Student State ID. The 'Details' section shows Last Name: Biasio, First Name: Danita, and Middle Name: Drusilla. The 'School Enrollment' section shows enrollment at Meadowlark Elem, Oskaloosa Public Schools (D0341), with Educator Sean Smith, Roster ELP-S.Smith Screener, and Grade ELP Grade 2.

School	Educator	Roster	Grade
Meadowlark Elem	Sean Smith	ELP-S.Smith Screener	ELP Grade 2

Registering Educators

Educators who administer or score the KELPA Screener **must** already have an Educator Portal account with an associated Educator ID before registering students. Refer to the [Kite Educator Portal Manual for Test Coordinators](#) for more information about creating accounts and assigning roles.

Educator Training

All educators administering and scoring the KELPA Screener must complete the same training that is required for KELPA summative assessment. Training information is available in the [KELPA Examiner's Manual](#).

Pre-Screener for KELPA Screener

For students who have recently arrived in the United States, the KELPA Pre-Screener is a four-question survey in Kite Educator Portal used to determine if a student should take the KELPA Screener. To assess a student, follow these steps:

1. Select **SETTINGS** from the navigation menu.
2. Select **ROSTERS**.
3. Select the **Screener Roster** tab.
4. Select a **Roster** from the grid and a student grid displays.
5. Select a **student** and select the **KELPA Screener Evaluation** button.

Local Student Identifier	Last Name	First Name	Middle Name	Grade	State Stud
5649873	Rabbit	Harvey		ELP Grade 5	

6. Complete the Pre-Screener survey and follow the instructions to select Submit for Screener, Bypass Screener, or Cancel.

Note: This only applies to students who have recently arrived in the United States for the first time.

Teacher Prompt: Hi, my name is _____. What's your name? What do you like to do for fun? What is your favorite animal? Tell me more about it.

Did the student state their name correctly? NO

Did the student state an activity? NO

Did the child state their favorite animal? NO

Did the child state the information in a complete sentence? NO

Instructions:

- If the student can answer at least two questions, click Submit for Screener.
- If the student fails to answer at least two questions, click Bypass Screener.
- If the teacher believes the student's non-response is due to fear, cease testing. Evaluate at another time.

Submit for Screener Bypass Screener Cancel

Note: “Submit for Screener” indicates the student should be further evaluated with the Screener. “Bypass Screener” indicates the student would not pass the Screener and qualifies for ESOL services.

Accommodations

Student Portal offers several tools for students to use while taking the KELPA Screener. Students can gain experience with these tools in the practice session.

Reading any text to students in the KELPA Screener is prohibited (including isolated words) unless specified by the *KELPA Screener Test Administration Directions for Session 3*. Passages, test questions, answer choices, labels, and other items may not be translated into any language, including a student's first language.

Test Assignments and Student Usernames and Passwords

After registering students, users with the role of DTC, DU, BTC, or BU can view student information, test assignments, and roster assignments. To view test assignment information, perform the following steps:

1. Select **MANAGE TESTS** from the navigation menu.
2. Select **TEST COORDINATION**.
3. Complete all fields in the Select Criteria section. Select **Screener** from the TESTING PROGRAM drop-down menu. Select **English Language Proficiency** from the SUBJECT drop-down menu.
4. Select **Search**.

The screenshot shows the 'MANAGE TESTS' navigation menu with 'TEST COORDINATION' selected. Below the navigation, there are search criteria fields: 'ASSESSMENT PROGRAM' (KELPA), 'TESTING PROGRAM' (Screener), 'SCHOOL' (Meadowlark School), and 'SUBJECT' (English Language Pr...). There is also a 'GRADE' dropdown set to 'Select' and a 'Search' button. Red circles with numbers 1 through 4 highlight the navigation menu, the 'TEST COORDINATION' tab, the 'TESTING PROGRAM' dropdown, and the 'Search' button respectively.

5. In the Tickets column, select the PDF icon to download student usernames and passwords for those students who are assigned.
6. In the Test Session Name column, select a hyperlinked session name to see the students who are assigned. Review the information on the screen. You can also download student usernames and passwords from this screen.

School ID	Test Session Name ↑	Tickets	Test Materials	Subject
3991	1001 Grade7 ELP S Practice Session			English l
3991	1001 Grade7 ELP S Session 1.(Listening, Reading)			English l
3991	1001 Grade7 ELP S Session 2.(Listening, Reading, Writing)			English l
3991	1001 Grade7 ELP S Session 3.(Speaking, Writing)			English l

Page 1 of 1 10 per page 1-4 of 4 items View Tickets

Technology Needed: Kite Student Portal

The KELPA Screener is administered through Student Portal, which must be installed on devices on which students will test. Please visit the [Technology Coordinators page](#) on the KAP website to view all resources pertaining to the installation of Kite Student Portal.

Materials Needed for Testing

Secure Documents (for Session 3)

Students who continue to Session 3 will answer speaking and writing domain items. The *KELPA Screener Test Administration Directions for Session 3* is a secure document with administration instructions and scripts. The file is located via the HELP menu in Educator Portal.

Additionally, item files for paper-based kindergarten and grade-1 writing constructed-response paper-pencil booklets are located in the HELP menu in Educator Portal.

All secure documents must be stored securely. Copies may not be retained, and electronic files must be stored securely. Printed documents must also be stored securely and then destroyed, preferably shredded, after use.

Additional Materials

To successfully administer the KELPA Screener, obtain the following materials for each student:

- a pencil for taking notes
- blank scratch paper
- headphones for listening to audio
- a microphone for recording speaking responses in the practice session and Session 3 (can be integrated into the headphones)
- KELPA Screener Kindergarten Writing Booklet; KELPA Screener Grade 1 Writing Booklet

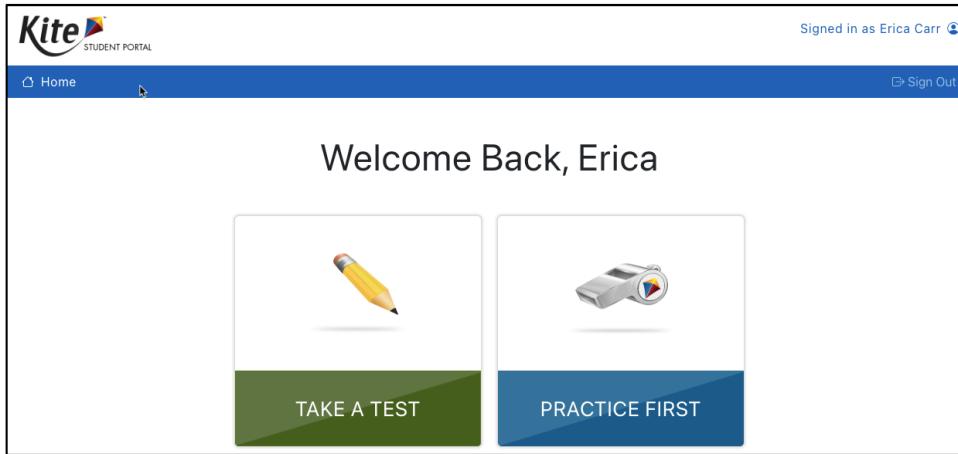
Practice Session

Before beginning the KELPA Screener, students **must** complete a brief practice session. The practice session is the first set of questions the student sees. It is **not** scored. This session allows them to become familiar with Student Portal and the format and procedures for responding to different types of items, as well as experience accommodation tools and settings as needed.

Each practice item contains a video that shows the student how to answer the item correctly. There is also an audio file that reads the directions. There is also a prompt that tells the student to answer the question correctly before continuing. If the need is determined by the educator, the educator may demonstrate how to answer technology enhanced items by physically interacting with the item themselves.

Script: Practice Session Directions to Students

To begin, open Student Portal on the student's machine. The student should log in with their username and password. The following screen will appear:

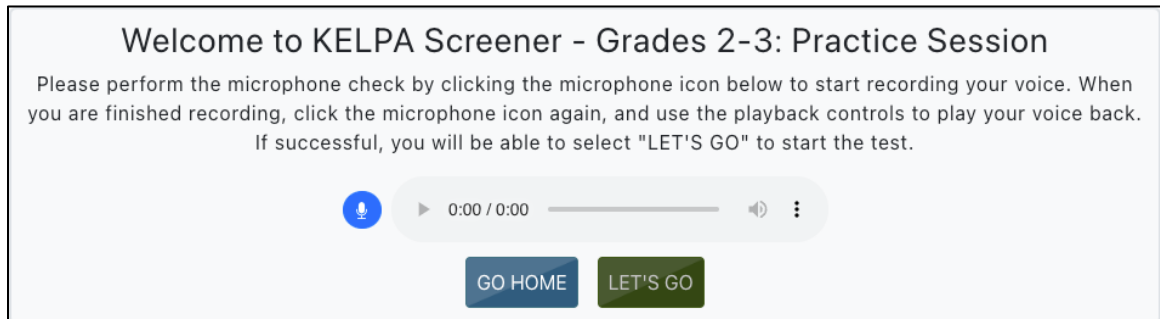


Say: “This first part is just for practice. Take as much time as you need. The real questions will look very similar to these practice questions.

Select **Take A Test**.

Select the **microphone icon**. It will turn red. Say a few words into the microphone. Then select the **microphone icon** again. Select the **play icon** to hear your recorded voice.


When you're ready, select **LET'S GO**.”



(Pause and make sure students see the instructions screen.)

Say: “Select **READ** to listen to the instructions. When you are finished listening, select **BEGIN**.”

Wait for the student to listen to the instructions. Once they have selected **BEGIN**, the first practice item will display.

Say: “To use the tools, select the **arrow** at the left side of the screen. To see a video of how to answer correctly, select the **video icon**  in the upper right corner. Some questions and answer choices can be read aloud by clicking on the **play buttons**.”

When you've answered the question, select **Next** to go to the next question. If you do not understand what to do, raise your hand."

The student will work through all practice items. Encourage the student to watch each video to answer the questions and use the tools appropriately. If a question is answered incorrectly, a popup message will prompt the student to TRY AGAIN or CONTINUE.

When they have answered all questions, prompt the student to select **REVIEW/END** at the bottom of the screen. On the Review/End screen, make sure that blue circles appear next to all items, indicating the student has answered each item.

Say: "We are finished practicing. Select **END** and we'll continue with the real questions."

The student is now ready to begin Session 1.

Administering Session 1 and Session 2

Session 1 and Session 2 contain listening, reading, and/or computer-scored writing items. Make sure students have all their materials. Scripts for the proctor are available below.

NOTE: Lines highlighted in gray do not need to be read when the Screener is completed in one sitting or a short timeframe.

Script: Session 1 Listening and Reading Directions to Students

Say: “This is a listening and reading test to show how well you listen and read in English. Take your time and do your best work.
If you do not understand what to do, raise your hand.
Answer as many questions as you can. Take as much time as you need.
Now, select **Take Test** to begin Session 1.”

(Pause and make sure students see the instructions screen.)

Say: “At (insert time agreed upon with the Test Coordinator), I will stop the test. If you need more time, I will tell you how to continue testing.
When you have answered the last question, choose the **REVIEW/END** button. Raise your hand, and I will check your screen to tell you if you are finished or if you need to answer more questions.
Are there any questions?”

(Pause)

Say: “Now, silently read or listen to the directions. Raise your hand if you have any questions or do not understand.
When you are ready, start the test.”

The student will then work through Session 1. See the Test Completion section below for details on ending the session, viewing status, and test management options in Educator Portal.

***Important:** If the student is **Not Proficient** after Session 1, stop; the student has finished testing. See the Reports section for instructions on how to download a student’s score report.*

If the student answers enough items correctly in Session 1, the student moves on to Session 2.

Script: Session 2 Listening, Reading, and Writing Directions to Students

Say: “You completed Session 1. Session 2 is a listening, reading, and writing test to show how well you listen, read, and write in English. Take your time and do your best work. Some questions and answer choices can be read aloud by clicking on the **play buttons**. If you do not understand what to do, raise your hand. Answer as many questions as you can. Take as much time as you need. Now, log in to Kite Student Portal.”

(Pause and help students log in.)

Say: “At (insert time agreed upon with the Test Coordinator), I will stop the test. If you need more time, I will tell you how to continue testing. When you have answered the last question, choose the **REVIEW/END** button. Raise your hand, and I will check your screen to tell you if you are finished or if you need to answer more questions. Are there any questions?”

(Pause)

Say: “Now, silently read or listen to the directions. Raise your hand if you have any questions or do not understand. When you are ready, start the test.”

***Important:** If the student is **Not Proficient** after Session 2, stop; the student has finished testing. See the Reports section for instructions on how to download a student’s score report.*

If the student passes Session 2, then the student moves on to Session 3.

Administering Session 3

Session 3 contains speaking and constructed-response writing items. For this reason, special considerations must be made before administering Session 3.

- The scripts for administration and items are in the *KELPA Screener Test Administration Directions for Session 3* document. For information about accessing this file, see the Materials Needed for Testing section. All copies must be stored securely at the end of the assessment.
- Kindergarten and grade 1 writing items are administered in paper-pencil format. Master copies of the kindergarten and grade 1 paper-based writing booklet are found on the HELP menu in Educator Profile. All copies must be stored securely at the end of the assessment.
- Before launching the Session 3 assessment, which includes speaking domain items, Student Portal will again prompt students to test sound and recording volumes, just as it did before the practice session. Follow the directions on the screen.
- Educators may score speaking items by listening to the student in person while the student is recording a response in Student Portal (simultaneous scoring) or score each item individually after the student has recorded all responses in Student Portal (deferred scoring). Each district should determine which scoring option to use **before** test administration. **All** students should record speaking items, regardless of the scoring option chosen. Use the rubrics found in the *Rubrics for KELPA and KELPA Screener* file.
- Students may redo recordings. Simply record a new response (maximum 3 attempts).

Script: Session 3 Speaking and Writing Directions to Students

For the Session 3 administration script, item scripts, and instructions for administering, see the *KELPA Screener Test Administration Directions for Session 3* file in the HELP menu of Educator Portal.

Test Completion

Teachers must verify that all items have been answered (blue circles) via the Review/End screen in Student Portal before a student ends and exits a session.

Review: KELPA Screener - Grades 2-3: Practice Session

After you choose the **green** END button, you will be taken to the first session.

Your Progress

1 2 3 4 5

Answered Not answered

Partially Answered

Answered and marked for review

Not answered and marked for review

Partially answered and marked for Review

Select **END**, and a continue message or an end message appears. This tells the student to continue to the next session, or that the student has completed KELPA Screener.

Please continue to the next session of the KELPA Screener.

Thank you. You have completed KELPA Screener.

If the test administrator is unable to view these messages before exiting, there are three ways to determine whether a student should continue the assessment or is finished.

First, check a student's Student Portal test selection screen to see if the next session appears. If there are no sessions available in Student Portal, the student has finished testing. If the next session appears, the student should continue testing.

Second, look in Educator Portal under the REPORTS menu for a completed score report (see Reports section for more detail). If a report is available, the student has finished testing. If there is no report available, the student should continue testing or the teacher should look to score the session.

The third way to determine whether a student needs to continue testing is through test monitoring. A DTC, DU, BTC, or BU can monitor test sessions in the TEST COORDINATION menu under MANAGE TESTS (see Monitoring Test Completion section for more detail).

When students have completed each testing session, collect all materials. Scratch paper must be collected and destroyed after all sessions are complete.

Unexpected Interruptions

Student responses save as the student advances to the next items. If a student's session ends before the student is finished (e.g., computer shutdown or freeze, fire alarm, switch to different testing device), the student should just re-use the username and password to log in again when the interruption passes. There is no need for reactivation.

Monitoring Test Completion

DTCs, DUs, BTCs, and BUs can monitor test status in Educator Portal. Status information may include which students have finished testing, which students have sessions to finish, and which students have incomplete tests. This monitoring function shows which items a student has completed but does not display student responses.

Monitor Test Completion in Educator Portal

To monitor student testing status, perform the following steps:

1. Select **MANAGE TESTS** from the navigation menu.
2. Select **TEST COORDINATION**.
3. Complete all fields in the Select Criteria section. Select **Screener** from the TESTING PROGRAM drop-down menu. Select **English Language Proficiency** from the SUBJECT drop-down menu.
4. Select **Search**.

View Test Sessions: Select Criteria

ASSESSMENT PROGRAM:*
KELPA

TESTING PROGRAM:*
Screener

SCHOOL:*
Meadowlark School

SUBJECT:
English Language Pr...

GRADE:
Select

Include completed Include expired

5. In the Test Session Name column, select one of the hyperlinked session names.

School ID	Test Session Name	Tickets	Test Materials	Subject
3991	1001 Grade7 ELP S Practice Session			English L
3991	1001 Grade7 ELP S Session 1 (Listening, Reading)			English L
3991	1001 Grade7 ELP S Session 2 (Listening, Reading, Writing)			English L
3991	1001 Grade7 ELP S Session 3 (Speaking, Writing)			English L

Page 1 of 1 10 per page 1-4 of 4 items

6. Select the **Monitor** tab.
7. Review the information on the screen:
 - **Overall status** indicates whether a student has started a test, completed the test, or testing is in progress.
 - **# Unanswered Items** represents the number of items that were not answered after a student completed a test.
 - **Section 1** includes item number columns corresponding to items in Session 3. The solid blue circles indicate that the student has completed the item. An empty circle indicates that the student has not completed the item or that it is a K–1 constructed-response writing item that is answered via paper-pencil outside of the Kite system.

Students **Monitor** 6

<input type="checkbox"/>	Student Name	Overall Status	# Unanswered Items	Section 1			
				1	2	3	4
<input type="checkbox"/>	Danita Biasio	Complete	0	●	●	●	
<input type="checkbox"/>	Herminia Bodsworth	Complete	0	●	●	●	
<input type="checkbox"/>	Patricio Busson	Pending	N/A	○	○	○	
<input type="checkbox"/>	Edithe Jerosch	Complete	9	○	○	○	
<input type="checkbox"/>	Kitty Nevins	Pending	N/A	○	○	○	
<input type="checkbox"/>	Tabby Strutz	Pending	N/A	○	○	○	

Page 1 of 1 10 per page 1-6 of 6 items

● - Answered, ○ - Unanswered, ** - Not Available

Monitor Test Completion with an Extract

To monitor test completion using the KELPA Screener Status Extract, perform the following steps:

1. Select the **REPORTS** menu.
2. Select **DATA EXTRACTS**.
3. Select **New File** in the Action column on the KELPA Screener Status row.

The screenshot shows the top navigation bar with 'REPORTS' selected (1). A dropdown menu is open under 'REPORTS', with 'DATA EXTRACTS' selected (2). Below the menu is a table of data extracts. The 'KELPA Screener Status' row is highlighted with a red box, and its 'Action' column contains a 'New File' button (3).

Extract	Description	Requested	File	Action
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.			New File
KELPA Screener Status	KELPA Screener Completion Status			New File
KELPA Screener Student	KELPA Screener students qualified for the current school year.	07/11/2023 06:29 PM	CSV	New File
KELPA Student Scores Current Students	Year to year student scores for currently enrolled students			New File

4. Filter by School and Roster, if desired. Select **Ok**. The file will first show as IN QUEUE and then will change to a CSV file icon when ready to be downloaded.

The 'Create Extract' dialog box is shown. The 'Assessment Program' is set to 'KELPA'. The 'School' and 'Roster' dropdowns are both set to 'Select' (4). The 'Ok' button is highlighted with a red box.

5. Select the **CSV file icon** in the File column. Open the extract in a spreadsheet software to view the information.

I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Prescreen Evaluation	Practice Screener Test Session	Practice Session Status	Screener Test Session 1	Session 1 Status	Screener Test Session 2	Session 2 Status	Screener Test Session 3	Session 3 Status	Scoring Assignment	Scoring Status	Report Generated	Proficiency	Completion Date

Selected column headings are described below in Table 5.

Table 5: Selected Field Descriptions for KELPA Screener Student Status Extract

Column	Column Name	Description
I	Prescreen Evaluation	<ul style="list-style-type: none"> • [BLANK] – Session has not been started yet InProgress – Student has begun the session • Completed – Student has completed the Prescreen
J, L, N, P	Session Names	<p>Session names reflect the year, building, grade, assessment program, session number, and domains (if applicable) Example: 2023_1001_Grade2_ELP_S_Session 1 (Listening, Reading)</p>
K, M, O, Q	Session Statuses	<ul style="list-style-type: none"> • [BLANK] – Session has not been started yet • InProgress – Student has begun the session • Completed – Student has completed the session • Passed – Student has passed the session • Failed – Student has failed the session
R	Scoring Assignment	<p>Scoring assignment names reflect year, building, grade, assessment program, session number, domains, assigned scorer, and educator ID Example: 2023_1001_Grade2_ELA_S Session 3 (Speaking, Writing) ELP-S.Smith Screener_123456789</p>
S	Scoring Status	<ul style="list-style-type: none"> • [BLANK] – Scoring not needed • Pending – Student has completed Session 3 and the test is ready to be scored • InProgress – One or more items has been scored, not all • Completed – Scoring has been completed by scorer
T	Report Generated	<ul style="list-style-type: none"> • Yes – Report has been generated either by the system or manually after scoring completed • No – Report was not generated because a) test unfinished by student, b) scoring unfinished by educator, or c) report not generated by educator.
U	Proficiency	<ul style="list-style-type: none"> • Proficient - The student has been scored Proficient. • Not Proficient – The student has been scored Not Proficient.
V	Completion Date	The date when the student finished taking the KELPA Screener and all scoring, if needed, was completed.

Hand Scoring Session 3 Items in Speaking and Writing Domains

Session 3 items must be hand scored locally by educators. Educators may choose to score items as the sessions are administered (simultaneous scoring) or at a separate time (deferred scoring). Educators associated with the student at registration are assigned as scorers. At all times, the scorer **must** maintain the security of the rubrics and scoring documents. Users with the roles of District Test Coordinator, District User, Building Test Coordinator, or Building User may also score Session 3. Table 6 lists the number of items that require hand scoring by grade level or band and domain.

NOTE: Specific rubrics and guidance for item scoring at each grade level or band are located in the *Rubrics for KELPA and KELPA Screener and KELPA Screener Rater Training Materials*. Download these documents in the HELP tab in Educator Portal. The rubrics and rater training materials must be kept secure at all times.

Table 6: Number of Items Requiring Hand Scoring

Grade or Grade Band	Speaking	Writing
K	5	1
1	5	1
2–3	5	2
4–5	5	1
6–8	5	1
9–12	5	1

Scoring Responses in Kite Educator Portal

To score responses, perform the following steps:

1. Select the **SCORING** menu.
2. Select **KELPA SCREENER**.
3. Complete the appropriate fields.

NOTE: Fields marked with red asterisks are required.

4. Select **Search**.

The screenshot shows the Kite Educator Portal interface. At the top, there is a navigation bar with the following items: HOME, SETTINGS, MANAGE TESTS, SCORING (highlighted with a red circle 1), REPORTS, DASHBOARD, SURVEYS, and HELP. Below the navigation bar, there is a section for 'Screener Scoring' with a sub-section 'Score Screener Tests: Select C'. A dropdown menu is open under 'SCORING', showing options: MANAGE SCORING, MY SCORING, and KELPA SCREENER (highlighted with a red circle 2). Below this, there are three required fields: 'SCHOOL *' (populated with 'Meadowlark School' and marked with a red circle 3), 'SUBJECT *' (empty), and 'GRADE *' (empty). A 'Search' button is located at the bottom right, marked with a red circle 4.

5. A list of available scoring assignments is displayed.

6. Select the test to score.

Select Assignment To Score

Assignment ↑	Subject	Grade	# of Students	# of Students Sc
1001_Grade7_ELP_S Session 3 (Speaking, Writing)_ELP-S.Smith Screener	English Language Proficiency	ELP Grade 7	5	2

Page 1 of 1 10 per page 1-1 of 1 items

7. Scroll to the right to see the items to score.

8. Select an item to score. Use the scoring legend to see which responses are ready to score.

Select a student and item you want to score.

Student ↑	Scoring Status	Generate Report	1	2	3	4
Danita Drusilla Biasio - 1768147	In-Progress	<input type="checkbox"/>	★	★	★	★
Herminia Reginauld Bodsworth - 9183428	Not Scored	<input type="checkbox"/>	☆	☆	☆	☆

Generate Report

Page 1 of 1 10 per page 1-2 of 2 items

☆ No answer recorded
 ★ Ready To Score
 ★ Scored
 ✎ Edit Score

Note: Users with the role of District Test Coordinator, District User, Building Test Coordinator, or Building User have access to edit scores entered by another user.

9. Review the Question Prompt and Student Response, then select the appropriate score from the Scoring Criteria table. The information in the Scoring Criteria table is the same information found in the scoring rubric.

EL.W.6.4_2019_02 [View Stimulus](#)

Question Prompt

0:00 / 0:12

Student Response

Writing Rubric - Grades 9-12

Scoring Criteria	3	2	1	0	Total Score
	EXHIBITING PROFICIENCY	APPROACHING PROFICIENCY	DEVELOPING PROFICIENCY	NO EVIDENCE OF	

NOTE: Select **View Stimulus** to see the item stimulus. For kindergarten and grade 1 constructed-response writing, items in the test prompt the student to respond on paper. Use the student’s paper response to score the item.

10. Complete the drop-down menus below the Scoring Criteria table for Non-Score Reason, if applicable (see Table 7), and Scorer.

Table 7: Non-Score Reasons

Non-Score Reason	Explanation
Blank	The student does not answer or refuses to answer.
Harm to Self or Others	The student response indicates that they may cause harm to self or others.
Insufficient	The student does not provide enough information to adequately address the prompt.
Off Task	The student is off topic or off task and does not address the prompt.
Response Not in English	The student provides a response that is not in English.

NOTE: When entering a score greater than zero (0), only the Non-Score Reason Harm to Self or Others may be selected. All other Non-Score Reasons are available when the score is zero (0).

11. Select **Next Student**, **Next Item**, or **Quit Scoring**.
12. If all items are scored, a score report may be created for the student. Select **Generate Score Report**. For information about accessing score reports, see the Reports section.

The screenshot shows a scoring interface with the following elements:

- Non Score Reason:** A dropdown menu currently set to "Select", highlighted with a red circle containing the number 10.
- Scorer:** A dropdown menu set to "Timothy Thomas", highlighted with a red circle containing the number 11.
- Submit Score:** A light blue button.
- Next Student:** A blue button, highlighted with a red circle containing the number 11.
- Next Item:** A blue button.
- Generate Report:** A blue button, highlighted with a red circle containing the number 12.
- Quit Scoring:** A blue button.
- Message:** "When done, click submit score to save the score" in green text.

NOTE: Until all scoring is complete on Session 3, the **Generate Report** button will be disabled.

Monitoring Scoring Completion

Educator Portal users with the role of District Test Coordinator, District User, Building Test Coordinator, or Building User can monitor scoring completion.

Monitor Scoring in Educator Portal

To monitor scoring completion, perform the following steps:

1. Select the **SCORING** menu.
2. Select **MANAGE SCORING**.
3. Select the **Monitor Scores** tab.
4. Complete the appropriate fields. The DOMAIN will be Screener Session 3.

NOTE: Fields marked with red asterisks are required.

5. Select **Search**. A table with student names and overall scoring status displays. Scroll to the right to view scores.

The screenshot displays the Educator Portal interface. The top navigation bar includes 'SETTINGS', 'MANAGE TESTS', 'SCORING', 'REPORTS', 'DASHBOARD', 'SURVEYS', and 'HELP'. The 'SCORING' menu is expanded, showing 'MANAGE SCORING', 'MY SCORING', and 'KELPA SCREENER'. The 'Monitor Scores' tab is selected. Below the navigation, there are four dropdown menus: 'SCHOOL:' (KELPA Verify Tests School), 'SUBJECT:' (English Language Proficie...), 'GRADE:' (ELP Grade 2), and 'DOMAIN:' (Screener Session 3). A 'Search' button is located to the right of the 'DOMAIN:' dropdown. Below the search filters is a table with the following data:

Student Last Name	Student First Name	State Student ID	Stage	Overall Status
v	Thadeus		Screener Session 3	COMPLETED
inihan	Kayne		Screener Session 3	Not Started
sey	Archy		Screener Session 3	Not Started

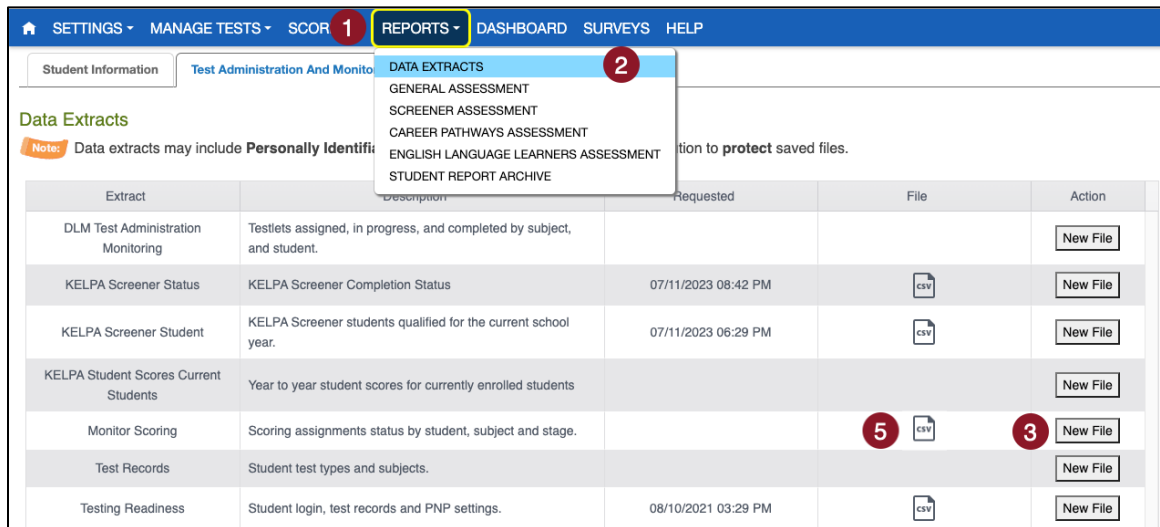
At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and '10 per page'. A green download icon is located below the 'Search' button.

NOTE: After selecting Search, a CSV file may be downloaded for the grade and session by using the green download icon underneath the Search button.

Monitor Scoring with an Extract

To monitor scoring using the Monitor Scoring Extract, perform the following steps:

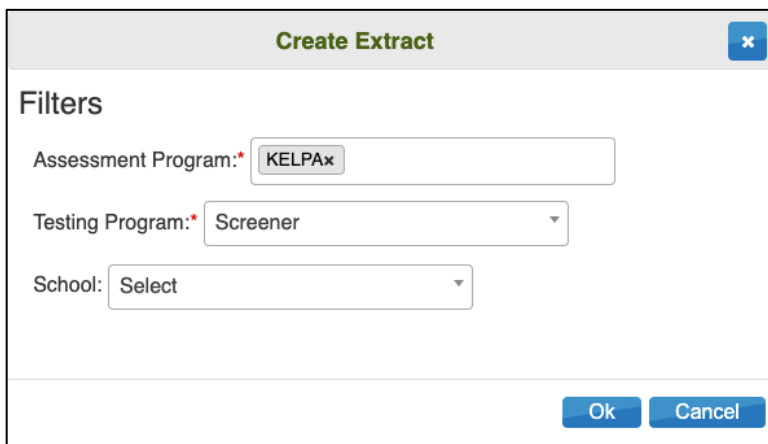
1. Select the **REPORTS** menu.
2. Select **DATA EXTRACTS**.
3. Select **New File** in the Monitor Scoring Extract row to generate the extract.



The screenshot shows the 'REPORTS' menu with 'DATA EXTRACTS' selected. A dropdown menu lists various assessment types, including 'GENERAL ASSESSMENT', 'SCREENER ASSESSMENT', 'CAREER PATHWAYS ASSESSMENT', 'ENGLISH LANGUAGE LEARNERS ASSESSMENT', and 'STUDENT REPORT ARCHIVE'. Below the menu is a table of data extracts.

Extract	Description	Requested	File	Action
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.			New File
KELPA Screener Status	KELPA Screener Completion Status	07/11/2023 08:42 PM		New File
KELPA Screener Student	KELPA Screener students qualified for the current school year.	07/11/2023 06:29 PM		New File
KELPA Student Scores Current Students	Year to year student scores for currently enrolled students			New File
Monitor Scoring	Scoring assignments status by student, subject and stage.			New File
Test Records	Student test types and subjects.			New File
Testing Readiness	Student login, test records and PNP settings.	08/10/2021 03:29 PM		New File

4. Complete the appropriate fields. The Testing Program will be Screener.



The 'Create Extract' dialog box shows the following filters:

- Assessment Program:
- Testing Program:
- School:

Buttons: [Ok](#) [Cancel](#)

5. After the file is generated, select the **CSV icon** to open the extract in a spreadsheet software application and view the information.

Reports

Reports automatically generate in Educator Portal for any student determined to be **Not Proficient** in Session 1 or Session 2. For those students who take Session 3, a report must be manually generated when all items in Session 3 are scored.

Generate Report

Reports are generated in Educator Portal in one of two ways. On the Scoring screen, a report can be generated once all items are scored for a particular student (see Scoring Responses in Kite Educator Portal section, above). A report may also be manually generated from the scoring screen.

To manually generate a report after all scoring is complete, perform the following steps:

1. Select the **SCORING** menu.
2. Select **KELPA SCREENER**.
3. Complete the appropriate fields.
4. Select **Search**.

The screenshot shows the top navigation bar of the Educator Portal. The 'SCORING' menu is highlighted with a yellow box and a red circle with the number 1. A dropdown menu is open under 'SCORING', with 'KELPA SCREENER' selected and highlighted in blue, and a red circle with the number 2 next to it. Below the menu, there are three dropdown fields: 'SCHOOL' with 'Meadowlark School' selected and a red circle with the number 3 next to it; 'SUBJECT' with 'Select' selected; and 'GRADE' with 'Select' selected. A red circle with the number 4 is next to the 'Search' button.

NOTE: Fields marked with red asterisks are required.

5. A list of available scoring assignments is displayed.
6. Select the assignment for which reports are needed.

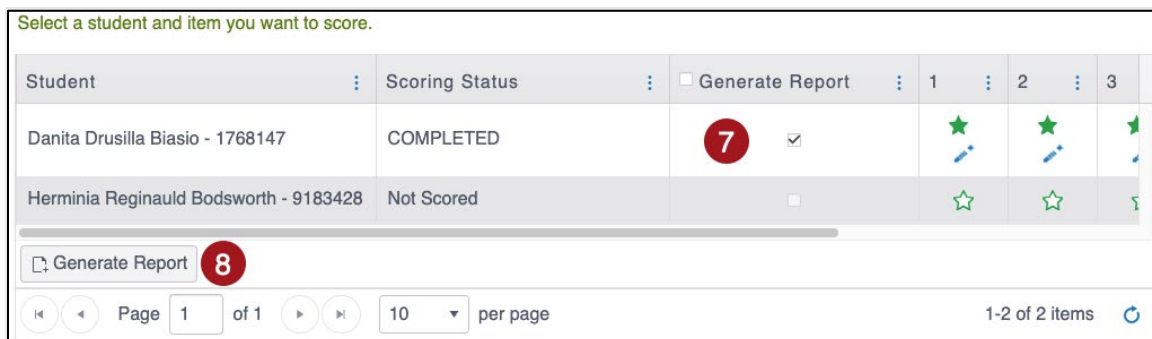
The screenshot shows a table titled 'Select Assignment To Score'. The table has five columns: 'Assignment ↑', 'Subject', 'Grade', '# of Students', and '# of Students Sc'. The first row is highlighted in blue and has a red circle with the number 6 next to it. The table also includes a pagination bar at the bottom with 'Page 1 of 1', '10 per page', and '1-1 of 1 items'.

Assignment ↑	Subject	Grade	# of Students	# of Students Sc
1001_Grade7_ELP_S Session 3 (Speaking, Writing)_ELP-S.Smith Screener	English Language Proficiency	ELP Grade 7	5	2

7. Select the **checkbox** in the Generate Report column for each student needing a report generated.

Note: Until all scoring is complete on Session 3, the Generate Report checkbox will be disabled.

8. Select the **Generate Report** button. This process takes time. Please be patient.

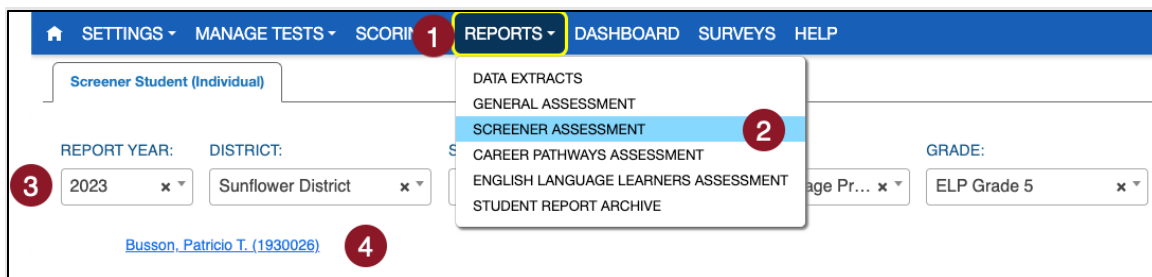


9. Once the report has been generated, follow the process below to access the report.

Access Report

To access score reports, perform the following steps:

1. Select the **REPORTS** menu.
2. Select **SCREENER ASSESSMENT**.
3. Complete the appropriate fields.
4. Select a student to download the report.



Linking Screener Students to Their State Student Identifier

After screening, **it is essential that the student's KELPA Screener record be linked with an SSID**. If a student transfers to another district in Kansas, the same SSID will connect the student to their Screener report. Screener reports will be available only during the academic year in which they were administered. For the reports to be available to other districts, students must be linked with their SSID **before the end of July each year**.

For this reason, all District Test Coordinators should make a habit of linking KELPA Screener students to their SSID as soon as it is available. KELPA Screener student data are removed at the end of July each year. Unless linked with an SSID, the student's Screener report will be removed, and those data will be lost.

To link a screened student to an SSID, see the Registering Students section, and edit the student record either through the User Interface or through CSV upload.

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

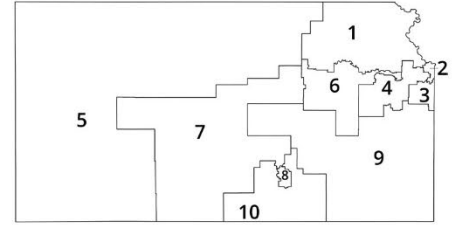
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

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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Jan. 13, 2023