Virtual School Instructions for Remote KAP Summative Assessments 2024

Scheduling an exam: https://monitoredu.com/examrequest
Make sure to choose *Kansas State Department of Education*

What to put in the form
- Your Name (first and last)
- Your email address
- Your USD # and district name (under School/Organization Name)
- Start time for exam (this is the time the student can log into test session and begin set up)
- End time- enter time 30 minutes later than start time of exam. This is the time a student can no longer enter the test session. Set up is over and testing will begin. Students that have not entered the test session by this time will need to reschedule if possible, or not test.
- Exam Name (ELA part 1, part 2 or both; Math part 1, part 2 or both; Science part 1, part 2 or both)
- Time zone- Central
- Exam length- leave blank
- Number of Students Testing - 10 students maximum can be scheduled at a time
- Exam Link - Enter the word "Kite"
- Exam Codes - Enter the words "Daily Code"
- Extra notes about the exam - notes about accommodations or anything else –
- Who should we contact in the event of an emergency? - Your contact information including phone number.

You may request more than one exam at a time. Once you have completed your request, hit submit. MonitorEDU will confirm availability and send you a confirmation email.

You will share the scheduled time and link with your student along with your email. Make sure the student has their Kite Student Portal username and password.

The proctor from MonitorEDU will give the student the Daily Access Code on test day but will not have the user login information.

On the day of the exam

When the student connects to the proctor, you will be emailed a meeting invitation. Please join the student's individual proctoring meeting (On Google Meets) and verify to the proctor via the meeting chat that the student is who they say they are. If there is an issue with their identification, please contact MonitorEDU immediately- do not discuss it with the proctor or the student.

Virtual School Instructions for Remote KAP Summative Assessments 2024

Main contacts:

Delaney- Exam Coordinator: delaney@monitoredu.com She handles scheduling, reports, changes to schedules etc.

Chelsea-Director of Proctoring: chelsea@monitoredu.com She can answer any questions that you may have regarding a proctoring session.

If you need immediate assistance and can't reach Delaney or Chelsea, you can email mod@monitoredu.com or leads@monitoredu.com and someone will be able to assist you.

Please refer to the student guide for specific instructions for student testing