

## Week of February 11 – 15, 2008

### PIP Table of Contents

02-11-08

Alternate Assessment for High School Science and High School

Social Studies (Jim Heiman) .....2

02-12-08 NO PIP

02-13-08

Important ESL Notice (Sabina Hacker) .....3

02-14-08

Options for the KAMM Assessments: A Compact Summary (Jim Heiman) .....4

CETE Teacher Logins and Passwords (Jim Heiman) .....6

Missing Graphic in KELPA K-1 Form 196 Test (Jim Heiman) .....7

02-15-08 NO PIP

***Alternate Assessment for HIGH SCHOOL Science  
and HIGH SCHOOL Social Studies***

PIP  
MEMO

02/11/08



**to:** High School Principals, High School School Test Coordinators, and High School Casa Managers for Alternate Assessments  
**from:** Jim Heiman, Assessment Coordinator  
**subject:** Setting Test Type for HS ALT Assessments in Social Studies and Science  
**date:** February 11, 2008

CETE tells me today (Friday, Feb 8) that for the alternate assessments in social studies World History counts for both world and US, and in science Life Science counts for both life and physical science.

The test registration procedures for this decision by KSDE are referenced on p. 3, paragraph 2 (last sentence) of the Implementation Guide: "Note that to successfully register a high school student for a Science Alternate Assessment, a value of 3 (Alternate Assessment) must be entered in KIDS field D75 (High School State Life Science Assessment); for a History/Government Alternate Assessment, a 3 must be entered in KIDS field D78 (High School State History/Gov Assessment: World Focus)."

For our district, this means that in KIDSWEB you register for life science alternate assessment only, and for social studies you enter for world history alternate assessment only. You do not have to worry about entering a 3 into field 75 or field 78. KIDSWEB takes care of that behind the curtain.

Please check your science and social studies alternate assessments registrations in KIDSWEB, and by the end of the day on Friday, February 15, make sure that you have registered those who will take an alternate assessment in science for life science only (NOT physical science) and for those who will take an alternate assessment in social studies for world focus only (NOT US focus).

We will do a district upload of fields 75 and 78 as early as possible during the week of February 18.

PIP  
MEMO

02/13/08



**to:** Principals and ESL Staff  
**from:** Sabina Hacker, ESL Director  
**subject:** Important ESL Notice  
**date:** February 13, 2008

Reminders from the ESL Department:

Kelpa P is a placement test for new students from another country or new enrollees (Example: Kindergarten). If a student enters our district from another school in the United States (Grades 1 thru 12), do not give the Kelpa P. It is important to first research their enrollment papers, call previous school, review transcripts, report cards and classes to see if the child has previously been identified ELL. If previous state did not identify the student as ELL, a move does not justify placement in the ESL program.

There is another issue that has surfaced. Some of our older struggling students (Grades 4 thru 12), are suddenly being recommended to be identified as ELL, even though they have been in school since Kindergarten. Proper investigation of the student's history is essential. A home language survey does not automatically label a student as ELL.

The KELPA window will open at the end of this week. New students (identified as ELL) will be given the KELPA. In this case, if the students previous school records have not been received or the student is new to the US, a temporary code should be emailed to [chayoun@kckps.org](mailto:chayoun@kckps.org) so that the student's name can be added to the ESL roster.

If additional tests and answer sheets are needed (besides the few extras provided in the tubs), please contact Samantha Bradshaw in DERA.

The ESL Department will be providing two mandatory training sessions for bilingual aides to address some of the issues mentioned above, as well as to prepare for the 2008-2009 school year.

**February 20, 2008:**

Identification of ELL students, assessment paperwork, and SILK basics.

Location: Ed Center-Computer Lab

Time: 1pm to 4pm

**March 12, 2008:**

Department communication/Groupwise, Building relationships, Intro preparation for bilingual calculator for 2008-2009

Location: Ed Center-Computer Lab

Time: 1pm to 4pm

Remember: Teamwork and keep building those relationships! :-)

PIP  
MEMO

02/14/08



**to:** Principals and School Test Coordinators  
**from:** Jim Heiman, Assessment Coordinator  
**subject:** Summary of Options for KAMM Assessments  
**date:** February 14, 2008

Following is an outline of options for obtaining materials and administering the KAMM assessments. If you are expecting KAMM paper to be delivered with your shipment, that will not occur. See below for how you will receive KAMM student paper and KAMM teacher read-aloud paper separately.

#### Student KAMM Paper

- If the student has not been designated as taking a KAMM assessment (either paper or KCA) in KIDSWEB, then set the test type to “KAMM English/Paper” in KIDSWEB and call Samantha Bradshaw for upload to KIDS. NOTE: Check CETE 2008 Student Editor. If student is already designated for KAMM, you do not have to call Samantha for an upload, but you should still set the KIDSWEB for “KAMM English/Paper”.
- The school test coordinator orders a paper copy of test for the student from DERA (attached).
- The student takes the KAMM assessment in the test booklet.
- The school test coordinator sends the student’s test booklet to Jim Heiman.
- DERA enters student responses through the KCA engine.

#### Student KAMM Paper with Adult Reader Paper Read-aloud

- All of the above Student KAMM Paper.
- The school test coordinator orders a paper copy of the test for the adult reader form DERA (attached).
- The school test coordinator follows all other procedures for the read-aloud, including applying for state permission if the student is part of a group read-aloud.

#### Student KAMM KCA

- If the student has not been designated as taking a KAMM assessment (either paper or KCA) in KIDSWEB, then set the test type to “KAMM English/KCA” in KIDSWEB and call Samantha Bradshaw for upload to KIDS. NOTE Check CETE 2008 Student Editor. If student already designated for KAMM, you do not have to call Samantha for an upload, but you should still set the KIDSWEB for “KAMM English/KCA”.
- If student not designated for KCA KAMM in KIDSWEB, call Samantha Bradshaw (627-2151) for upload to KIDS.
- Student takes KAMM on computer.

#### Student takes KAMM KCA with Adult Reader Paper Read-aloud

- All of the above Student KAMM KCA..
- The school test coordinator orders a paper copy of the test for the adult reader from DERA (attached).
- The school test coordinator follows all other procedures for the read-aloud, including applying for state permission if the student is part of a group read-aloud.

**Order Form and Procedures for Student KAMM Paper Tests  
 Controlled Documents Inventory for KAMM Paper**

DEFINITION: A Student KAMM Paper test is one in which the student answers test items in the test booklet itself. No computer is involved for the student. If a read-aloud is required, the adult reader reads from another paper copy of the assessment.

The only purpose of this form is to order the paper copy of those tests directly from DERA. CETE is sending the KAMM pdf files directly to the district instead of to the schools, and CETE has informed us that DERA is responsible for printing them and sending them to schools. No additional action is required from what you have already done for KAMM or for Read-alouds.

1. The school test coordinator, instructional coach, or principal saves this order form to the computer's hard drive, completes the form, and sends it as an email attachment to Dr. Jim Heiman ([jiheima@kckps.org](mailto:jiheima@kckps.org)). This form also becomes your KAMM Paper Controlled Documents Inventory.
2. DERA will send to the school test coordinator the materials requested on the form.
3. Student answers test questions in the test booklet.
4. Test administrator checks in tests to building test coordinator daily.
5. At conclusion of test, test administrator checks to make sure that student's name and state id are on the cover of each test.
6. After checking materials, immediately turn in all copies of tests to Dr. Heiman.
7. DERA will input student responses through the KCA system.
8. If Read-aloud: In CETE 2008 Student Editor, test coordinator enters Accommodation 6 or 8 for individual or group read-aloud respectively.
9. Maintain test security at all times.

Name of School \_\_\_\_\_

Name of School Test Coordinator \_\_\_\_\_

Date \_\_\_\_\_

<u>Student Last Name</u>	<u>Student First Name</u>	<u>Student State ID</u>	<u>Grade</u>	<u>Subject</u> R=Rdng M=Math S=Science H/G=Hist/Govt	<u>Read-aloud</u> (For No, Leave Blank; for Yes, Y and Subject Code)	<u>Name of Adult Reader</u>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(NOTE: Add rows as necessary by clicking next to 10, then clicking on Table, Insert, Rows Below)

## *CETE Teacher Logins and Passwords*

**PIP**  
MEMO

02/14/08

**to:** Principals and School Test Coordinators  
**from:** Jim Heiman, Assessment Coordinator  
**subject:** CETE Logins and Passwords for Teachers Administering KCA  
**date:** February 14, 2008



1. Information about teacher logins and passwords has not been updated in the KCA Principals Guide or the KCA Teachers Guide, which have been available at the KCA Main Page. Those guides are now being updated to reflect changes in how teacher logins and passwords are assigned.
2. Teachers administering KCA assessments need to reactivate students who are unable to proceed with testing because of computer difficulty. Teachers will also want test results for their students as soon as possible after testing.
3. A CETE login and password will permit teachers to perform such functions. No longer will the principal distribute logins. Instead, teachers apply for a personal login by setting their web browsers to [cete.us](http://cete.us) and following these procedures:
  - a. Under "Login (All Users)" in the top right-hand corner, click on "Need a new account?"
  - b. Click "Yes" to the Security Alert.
  - c. Click on the down arrow in the "Account Type" box and scroll down to "Teacher".
  - d. Click on the down arrow to the right of the District box and scroll down to "D0500 Kansas City". Click "Continue".
  - e. Fill in the information requested in the login, current information, and security boxes and click on "Continue" until you complete the process.
  - f. An email will automatically be generated and sent to your principal.
  - g. Upon the principal's approval the login and password are activated immediately.
4. Call Jim Heiman (cell phone 913-645-3538) if you have questions.

## *Missing Graphic in KELPA K-1 Form 196 Test*

PIP  
MEMO

02/14/08

**to:** Elementary School Principals and Elementary School Test Coordinators  
**from:** Jim Heiman, Assessment Coordinator  
**subject:** Missing Graphic on KELPA Kindergarten-Gr 1 Form 196  
**date:** February 14, 2008



Please ALERT anyone administering the Speaking portion of the KELPA K-1 Form 196 test BEFORE that test is administered to any students.

1. The Kindergarten-Grade 1 test is missing a 3-frame graphic of a boy and a bicycle on Item 8 of the Speaking test. The graphic is missing from the student test Speaking section, Question 8, page 4. The graphic does appear in the *Test Administration Manual* for the KELPA, Grades K-1 Form 196 test page 38.
2. You may copy the graphic from page 38 of the Examiner's Manual, cut out the three frames of the boy and his bicycle and allow the student to have the graphic while orally responding to the spoken prompt.
3. Be sure to keep the graphic cut-out with your Examiner's Manual. Turn in both to DERA at Check-in. The graphic is part of a secured section of the K-1 KELPA assessment.
4. If you have questions, call Jim Heiman (cell 913-645-3538).