

# Kansas Computerized Assessment (KCA) Teacher Help Document



This user's guide is focused on how to prepare for and administer the state assessments via the KCA system.

This guide is intended to help teachers do the following:

- Understand how the Kansas Computerized Assessments (KCA) are administered
- Access KCA reports

## Step 1: Download the KCA Software

Before a student can take the KCA, the new KCA software must be loaded onto the testing computers. The KCA software provides for Practice and Formative Tests as well as the "Real" KCA tests to be taken by students. The software can be downloaded from <http://kca.cete.us/kca.html>. In addition, the new KCA tutorials require Flash v7r63 as a minimum to run the tutorials. You can upgrade to this Flash version by going to this link: <http://www.adobe.com/go/getflash/>. The technology specialist in your school district can assist you with this process.

## Step 2: Log in to the CETE website

Go to <http://www.cete.us> and log in. Contact your school principal or testing coordinator for your username and password. You may have multiple usernames and password as they are assigned by subject and grade level.

There are 2 levels of user access for the CETE website:  
**Site Level** – has access to entire school  
**Grade Level** – has access to one grade level and one subject.

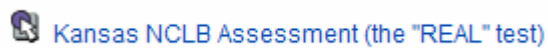
A screenshot of the 'Login (All Users)' form on the CETE website. The form has a title bar that says 'Login (All Users)' and a link for 'Having trouble?'. It contains two input fields: 'Username:' and 'Password:'. Below the password field is a 'Login' button. At the bottom of the form, there is a note: 'To view school or district summary reports, enter a district number in the username field and "guest" in the password field. If you are unsure of the district number, try using the [KSDE District Search](#).'

## Step 3: Determine Who Will Issue Testing Tickets for Your Students

For each testing session, students will need to be issued a test session ticket. These tickets can be issued by a teacher, administrator or a testing coordinator. If the tickets will be issued for you, skip to step 6. Ask your building principal how your school will issue testing tickets.

## Step 4: Select Test and Students to be Tested

For each testing session, students will need to be issued a test session ticket. To begin, click on the "KCA Main Page" link.



Click on "Kansas NCLB Assessment (the "REAL" test.)"  
Click on "Print Tickets."

1. **Print Tickets** - Start here by downloading your students' test session tickets.
2. **Monitor Status** - View the testing status of your students. **Reactivate** from here as needed.
3. **View Results** - Download your students' test results.
4. **Manage All** - Manage all tests for which results have been generated. This page is provided for your convenience and provides no additional functionality.

You may generate tickets for all students in your grade level or you may download tickets for specific students.

 [Download All Tickets](#)  
[Download Tickets For Specific Students](#)

Click Generate Tickets after selecting the students for the assessment.

Find students by any part of their name:  School-provided Group Name: ▼ Find

**Student Listing**

Next 12 >>

Now viewing 1-12 of

<input type="checkbox"/> Barnett, Tyler	<input type="checkbox"/> Bradley, [unclear]	<input type="checkbox"/> Labreckae
<input type="checkbox"/> Basic, Christopher	<input type="checkbox"/> Brewer, Jaquoria	<input type="checkbox"/> Champion, KeAndre
<input type="checkbox"/> Bauman, Noah	<input type="checkbox"/> Bruner, Wuakiya	<input type="checkbox"/> Clark, Shakira
<input type="checkbox"/> Bowden, Angela	<input type="checkbox"/> Canada, Garland	<input type="checkbox"/> Davis, Alexis

Check All
Uncheck All
Generate Tickets

Search for specific students in this box if desired.

### Step 5: Print Tickets

Once you select "Generate Tickets", a PDF file will open. The file contains directions, a testing roster, and student testing tickets. Click the print icon to print or the disk icon to save the file. After printing the tickets, you will need to cut apart the tickets and distribute them to the correct teachers.

 Save a Copy
 

 Search

**NCLB Test Session Ticket**  
**Grade 3 Mathematics**  
**Form 876 (not KAMM!) Part 1**

Group/Teacher: Jones  
 Student Name: Student, Joe  
 State Student ID: 1111111111  
 Username: jstudent  
 Password: hero653  
 Session ID: 189933

Example of a student testing ticket. A student's Test Session Ticket (think of it as a boarding pass) can only be used once.

## Step 6: Read the Teacher Instructions/Tutorial/Examiner Manual

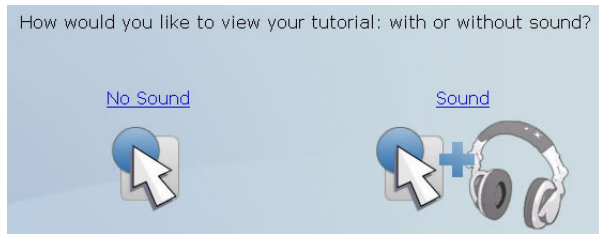
Before your students are assessed, it is important that you understand how to properly administer the KCA. The Teacher Tutorial is designed to assist teachers in learning about the features of the Kansas Computerized Assessment (KCA), and provide information regarding how to properly administer the KCA assessments. To access the tutorial, go to <http://kca.cete.us/tutorials/teacher/welcome.html>.

It is essential that persons who will administer the KCA review and be familiar with testing provisions detailed in the KSDE Examiner Manual that is located at <http://kca.cete.us/documentation/manuals/manuals.htm>. The manual contains important details regarding testing of special needs populations and they must be reviewed.

## Step 7: Review KCA Tutorial and Practice Assessment With Students

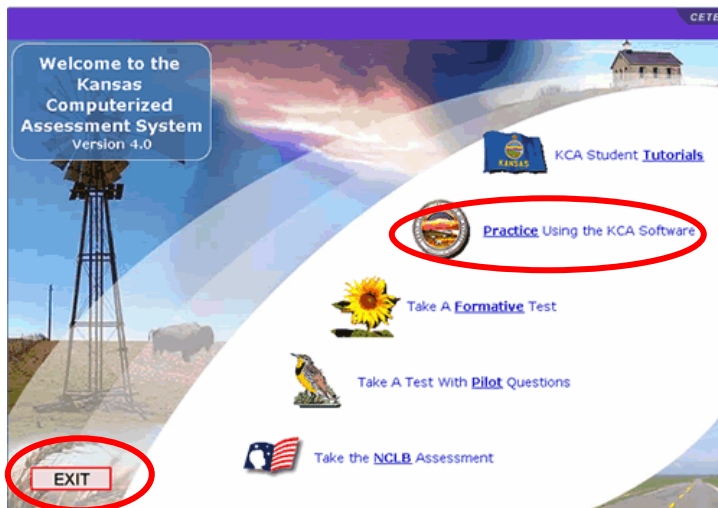
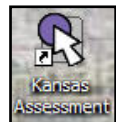
Students need to be familiar with the format of the assessment and the tools available to them before taking the KCA.

The KCA Student Tutorial can be viewed at <http://kca.cete.us/tutorials/studentTutorials.html> or accessed through the KCA software. The tutorial will appear on the bottom left corner of the screen.



You have the option of viewing the tutorial with or without sound. You will be able to pick your grade level and subject for the tutorial. Tutorials can be individually administered or shown to a whole group. (Note – the tutorial and practice assessment prepares students for both the “real” assessment as well as formative assessments.)

Next have student take a practice assessment. To begin, students will need to click on the KCA icon on the desktop. Once the program opens, select “Practice Using the KCA Software.” Students will be asked to select a subject and a grade level before they begin. There will be two practice tests for each grade level and subject. The student will be asked to select which practice test they would like to start. Testing tickets are NOT needed to take the practice assessments.



Click on “Practice Using the KCA Software.”

Remember: The practice assessments are provided so students can practice the "format" of the assessments. The results of any practice assessment will not be collected or available to teachers or administrators. Teachers may help students with questions or show how to use the tools on practice assessments.

**Practice Using the KCA Software**

If you are not taking a KCA Practice Test, use the **Back to First Page** button to return, and make another choice.

To login please enter the following information:

Your Username: guest  
**Your Password: kca**  
 Your Session ID: 10

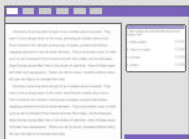
Enter Password now :

Your Username   
 Your Password   
 Your Session ID


Students will be asked to log in. The username and session ID are already entered. The password is provided and will need to be typed in by the student.

How do you want to see the questions ?


See text and one question




See text and two questions



See text and all questions




See only text






If students are taking a reading test, they will be asked how they want to see the questions. Students can switch views anytime during the assessment.

**Kansas Computerized Assessment**


 **This is the last question. What would you like to do?**


When students finish, they can review questions before ending the test by clicking on Review/End.


**Summary**


 = Answered    
  = Answered & Marked for Review  
 = Not Answered    
  = Not Answered & Marked for Review


Review your Answers

Q1 

Q2 

Q3 

Q4 

Q5 

A summary will appear so students can easily see if they have answered all of the questions or want to review any of their answers.

## Step 8 : Administer the KCA

Now you are ready for students to take the KCA. Keep in mind these things as you prepare for KCA testing:

When students arrive at the KCA test site (computer lab, etc.) each student is then to be given her/his test session ticket (from step 5) for the part of the assessment the student will take during that test session. Like paper and pencil assessments, the KCA is organized in three separate test Parts (1, 2, and 3) for reading and mathematics.

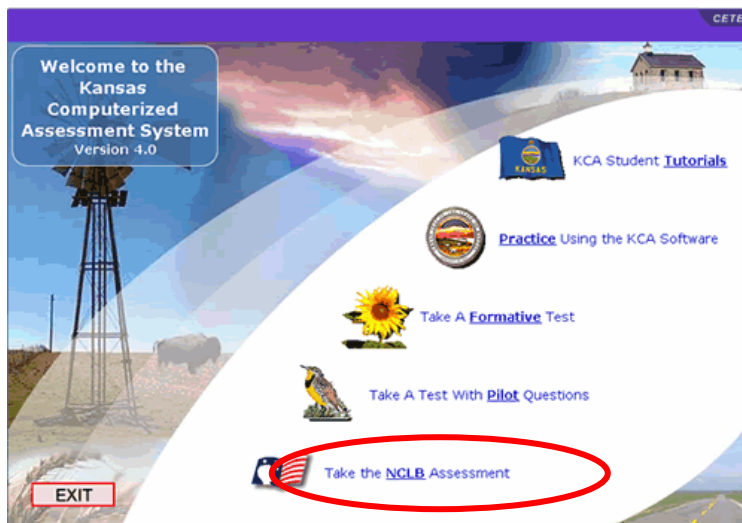
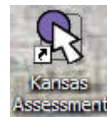
NCLB Test Session Ticket	
Grade 2 Mathematics	
Form 876 (not KAMM!) Part 1	
Group/Teacher:	Jones
Student Name:	Student, Joe
State Student ID:	1111111111
Username:	jstudent
Password:	hero653
Session ID:	189933

The students' Test Session Tickets identifies the Test Form they will be taking. Computer monitors may be large and sitting next to a student taking the same Form could be a problem. Give the following instruction as appropriate: "The person on your right and left must not have the SAME Test Form number on their session ticket as yours."

Students may use scratch paper while taking the KCA – have some available for students to use. The KCA mathematics engine does provide an on-screen calculator for the appropriate assessment parts. Students taking a mathematics test may use a local calculator if desired and allowed by the school (only provide for Parts 1 and 2 at all grades); however, students are **not** permitted use of a calculator on any portion of the Part 3 assessment. At grades 8 and 10, graphing calculators are permitted when taking Parts 1 and 2.

At each grade in each content area multiple test forms are in use (from 3 to 5 test forms). Paper booklets/copies of these forms are not available, and educators are not to take steps to create their own copies for their or student use before, during or after testing.

To begin testing, click on the KCA icon on the desktop.



The student will need to select "Take the NCLB Assessment."

Your Username

Your Password

Your Session ID

The student will then be asked to log in using the information on their testing ticket.

**Kansas Assessment Survey**

**Directions:** You have just taken the Kansas Computerized Assessment. Please respond to the following questions to provide your opinions about the experience. Read each statement or question, then select the response choice that best indicates your opinion. When you have answered the last question, please click the SUBMIT button.

It was hard to concentrate while taking the test on the computer.

Strongly Agree  
 Agree  
 Disagree  
 Strongly Disagree

I was nervous when I took the test on the computer.

When they are finished, students may have a short survey to fill out. Results of the survey are used to determine how comfortable students feel about computer testing.

**Step 9 – Monitor Status**

Want to know who has tested, who needs to finish, or who stopped in the middle of a test? CETE makes it easy to monitor your students during testing. Log back in to the CETE web site at <http://www.cete.us>. On the left side of the screen, click on KCA Main Page. Then click on "Kansas NCLB Assessment (the "REAL" test.)"

1. [Print Tickets](#) - Start here by downloading your student tickets
2. **Monitor Status** - View the testing status of your students
3. [View Results](#) - Download your students' test results
4. [Manage All](#) - Manage all tests for which results have been downloaded for convenience and provides no additional functions

Click on "Monitor Status."

All of the students for the grade level and subject being tested will appear with the status of their testing. This section will also allow for reactivation of a student's test in case a test session was ended mistakenly or due to forces beyond anyone's control (power failure, etc.).

Pick the subject and test you want to monitor. All of the students will appear with the status of their testing. This section will also allow for reactivation of a student's test in case a test session was ended mistakenly or due to forces beyond anyone's control (power failure, etc.).

**Student Listing**

Now viewing 1-10 of 21.

Name	Part 1	Part 2	Part 3	Total
Doe14, Jane	<input type="checkbox"/> <input checked="" type="checkbox"/> 0:00:01:16	<input type="checkbox"/> <input type="checkbox"/> 0:00:00:00	<input type="checkbox"/> <input type="checkbox"/> 0:00:00:00	<input type="checkbox"/> <input type="checkbox"/> [...]
Doe15, Jane	<input type="checkbox"/> <input type="checkbox"/> 0:00:00:00	<input type="checkbox"/> <input type="checkbox"/> 0:00:00:00	<input type="checkbox"/> <input type="checkbox"/> 0:00:00:00	<input type="checkbox"/> <input type="checkbox"/> [...]

In order to reactivate a student testing session, click on the box next to the student's testing session and click "Reactivate". After reactivation, the original session ticket will be valid again.

Students who are "bounced" or "kicked

out" of the system without officially ending the test part do NOT need to be reactivated if they have been taking the same test part for less than 90 minutes. This means a student CAN use her/his test session ticket AGAIN within 90 minutes of starting the test without needing to be reactivated.

Another excellent tool to help you monitor the status of your KCA testing is the use the Audit Spreadsheet. To access the Audit Spreadsheet, click on "KCA Main Page." Then click on "Kansas NCLB Assessment (the "REAL" test)."

1. [Print Tickets](#) - Start here by downloading your students' test session tickets.
2. [Monitor Status](#) - View the testing status of your students. Reactivate students who have not started testing.
3. [View Results](#) - Download your students' test results.
4. [Manage All](#) - Manage all tests for which results have been generated. This tool is for convenience and provides no additional functionality.
5. [Audit Spreadsheet](#) - Find out who has been tested and who hasn't. This report lists each student once for each subject and indicates the student's testing status for that subject. Use this report to verify that all students in your district have been tested. If a student has no status, then the student will need to be reactivated.

Click on "Audit Spreadsheet."

Click "Save" and then "Open." The spreadsheet opens in Excel.



The spreadsheet (updated nightly) lists each student once for each subject and indicates the student's KCA or alternate assessment status for that subject. Use this report to verify that all students in your district, building, or class have been tested. If a student has no status, then the student will need to have either a KIDS exit record, a CETE Not Tested code, or a Paper and Pencil answer sheet submitted. There should be 3 completed KCA test parts for KCA-tested students and 15 alternate assessment ratings for alternate assessment students. If the number of ratings is less than 15, that indicates that all three required raters have not entered their rating data.

### Step 10: Student Reports

Results from the KCA become available immediately to local educators when the student completes all parts of the KCA assessment. No results are reported when a Practice Test is taken as this is not its purpose. To access reports, click on the "KCA Main Page" link. Click on "Kansas NCLB Assessment (the "REAL" test)."

1. [Print Tickets](#) - Start here by downloading your students' test session tickets.
2. [Monitor Status](#) - View the testing status of your students. Reactivate students who have not started testing.
3. [View Results](#) - Download your students' test results.
4. [Manage All](#) - Manage all tests for which results have been generated. This tool is for convenience and provides no additional functionality.

Click on "View Results."

-  [Download All Results \(PDF\)](#)
-  [Download All Results \(XLS\)](#)

You can choose between PDF reports or XLS reports (Excel). Click on the desired format.

### Helpful Hints and Tips

To view the complete KCA Administrative Manual, log on to the CETE website <http://www.cete.us>, click on KCA Main Page and scroll down.

For assistance, please contact your school district's testing office, or call CETE at (785-864-3537 or 785-864-0730.

Checklist of Test Strategies Educators	Checklist of Test Strategies Parents
<ul style="list-style-type: none"> <li>- DO provide structured lessons with advance organizers and opportunities for review</li> <li>- DO emphasize learning over grades or rewards</li> <li>- DO communicate the importance and seriousness of testing</li> <li>- DO promote an honest, open atmosphere regarding testing and grading</li> <li>- DO listen to and consider students' comments about tests</li> <li>- DO understand and communicate to students the purposes and characteristics of the tests they take and the uses of the results</li> <li>- DO use varied assessment techniques</li> <li>- DO provide students with practice in tested skills and test formats</li> <li>- DO give frequent, brief tests for (primarily) instructional purposes</li> <li>- DO ensure that testing conditions are safe, comfortable, and distraction-free</li> <li>- DO promote mastery of tested knowledge or skills</li> <li>- DO teach appropriate test-taking skills</li> <li>- DO use praise to support student effort and achievement</li>   <li>- DON'T introduce additional pressure or anxiety into high-stakes testing situations</li> <li>- DON'T communicate unrealistic or overly high expectations</li> <li>- DON'T use "pop" quizzes</li> <li>- DON'T use timed (speeded) tests unless speed of response or ability to work under pressure are the characteristics intended to be measured</li> <li>- DON'T use grades punitively</li> <li>- DON'T let test motivation or test preparation activities heighten test anxiety</li> </ul>	<ul style="list-style-type: none"> <li>DO emphasize learning over grades or rewards</li> <li>- DO communicate the importance and seriousness of testing</li> <li>- DO understand and communicate to students the purposes and characteristics of the tests they take and the uses of the results</li> <li>- DO provide students with frequent review and practice in tested content</li> <li>- DO encourage independence, self-confidence, and self-efficacy in children</li> <li>- DO maintain open communications and positive family relationships</li> <li>- DO use praise to support student effort and achievement</li> <li>- DO review student work for deeper understanding</li>   <li>- DON'T introduce additional pressure or anxiety into high-stakes testing situations</li> <li>- DON'T communicate unrealistic or overly high expectations</li> <li>- DON'T use grades punitively</li> <li>- DON'T permit actions that threaten the validity of test scores (e.g., cheating)</li> <li>- DON'T overemphasize test results or consequences</li> </ul>
<p>This information has been taken and abstracted from: Addressing Test Anxiety in a High-Stakes Environment. by Cizek &amp; Burg, Corwin Press (2005)</p>	