

Memo to: Kansas District Test Coordinators
Date: January 2012
RE: Kansas English Language Proficiency Assessment (KELPA) materials and instructions

Your district's 2012 Kansas English Language Proficiency Assessment (KELPA) materials are enclosed. This letter describes all the materials you should receive and explains arrangements for the distribution, preparation, administration, and return of your district's materials. You should become familiar with the contents of this letter, the unique Test Administration Manual for each of the different grade group assessments, and the assessments. **It is vital that persons who administer the KELPA have completed training (see page 2) and have read the appropriate Test Administration Manual(s) in advance of the first day of testing.** If we can be of assistance, do not hesitate to contact CETE at (785) 864-3537 or contact the KSDE at (785) 269-1891.

The KELPA tests were developed for the Kansas Department of Education (KDSE) in order to measure the English language proficiency of English Language Learner (ELL) students as part of the No Child Left Behind (NCLB) federal mandate. All Kansas ELL students, grades K-12, are to be assessed in each of four domains: Listening, Speaking, Reading, and Writing. Five levels of the KELPA have been developed, each level appropriate for the assessment of students within specific grade level ranges: grades K-1, 2-3, 4-5, 6-8, and 9-12.

Who is to be tested?

All ELLs are to be tested with the KELPA every spring. Students are considered to be ELLs if they have a language other than English on the Home Language Survey **and** they scored less than fluent/proficient on the LAS Links, IPT, LPTS, or KELPA-P upon screening for English as a Second Language (ESL) eligibility at enrollment, or on the previous spring's KELPA.

- A student whose home language is other than English and who was not assessed for English proficiency upon enrolling in the district takes the KELPA. In addition, No Child Left Behind (NCLB) mandates that parents of ELLs who enroll at the beginning of the school year be notified of the student's eligibility for ESL services within 30 days. Parents of ELLs enrolling after the beginning of the school year must be notified of their child's eligibility for ESL services within two weeks. If a student qualifies for ESOL services, the KELPA should be administered during the spring administration

period(ESOL program participation codes: Blank=Not an ESOL eligible student and not an ESOL monitored student; 1=Title III funded; 2=State ESOL/Bilingual funded; 3=Both Title III and State ESOL/Bilingual funded; 6=Receives ESOL services and not funded with Title III and/or State ESOL Funding.)

- A student may exit an ESL program by scoring a “4/fluent” in all four domains **and** the composite category on the KELPA for two consecutive years. Then they must be monitored for two more years using monitoring criteria established at the district, which MAY include taking the KELPA. (ESOL program participation code: 4=Monitored ESOL student.) Direct any questions to KSDE, 785-296-1891 or 785-296-7929.
- If the parents of an ELL waived the student’s participation in an ESOL program and signed a consent form requesting that their child NOT receive any ESOL services, the student is not exempted from annual assessment and must take the KELPA. (ESOL program participation code: 5=ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services).
- If a student is in post-monitor status, that is, has scored “4/fluent” on all domains and the composite category on the KELPA for two consecutive years, followed by a two-year “monitored” period, but is not doing well in academic content areas due to language proficiency, then districts may choose to administer the KELPA to determine need for reclassification. While these students will be tested and have scores reported, their scores will not be included in any summary aggregation or disaggregation of a building’s or district’s KELPA results. (Do not identify the student with an ESOL program code, but submit a TEST request for KELPA, D84 code 2). Scores identifying students as less than fluent in any domain could be used to reclassify the student as an ELL in need of services the following year.

Information regarding the student’s name, building, state ID, grade level, and ELL identification must be submitted to the KIDS system by local school districts. In order for a student to receive a pre-slugged answer sheet, information in field D84 of the TEST request must be submitted by **January 6 2012**. If this information is not in the system, tests and answer sheets must be requested directly from CETE, cete@ku.edu, followed by a TEST submission update to the KIDS system. See your KIDS coordinator for details.

Features and Requirements Associated with KELPA Assessments

- The KELPA testing window defined by KSDE begins on February 6, 2012 and ends on April 30, 2012. Writing samples are scored locally and student answer sheets should be returned to CETE no later than May 11, 2012. Plan adequate time for scoring the Grade 2-12 writing samples and coding the results on student answer sheets before mailing.
- Administering the KELPA requires prior training. Self-training modules must be completed before administering the test, and should be reviewed as needed. The modules are available at <http://title3.greenbush.us/kelpod/index.html>; they are also available on CD by request to pfarrar@ksde.org or 785-296-1891. Examiners should be licensed

personnel with ESOL endorsement, or if unavailable, a closely related content area that uses language performance assessments and rubrics. It is important that each examiner review administration and scoring procedures by carefully studying the KELPA Test Administration Manual in advance of the first day of testing. Examiners are also strongly advised to complete a run-through of the actual assessment in order to know what is expected of the examiner and of students. Examiners may NOT deviate from the assessment format specified in the grade level Test Administration Manuals.

- The format for the KELPA Assessments requires approximately 60-90 minutes for completion of all sections (Reading, Writing, Listening, and Speaking), with variations by individual students from 15-40 minutes per section. For any one student, the KELPA is to be completed within two weeks from the day the assessment begins. The K-1 assessment is administered entirely one-on-one (individually). At grades 2 - 12, the Speaking component is to be administered individually. At grades 2 – 12, the Writing component solicits a writing sample from the student, with a time limit of 20 minutes. The writing sample is scored locally and recorded on the student answer sheet for return to CETE.
- **The use of language support during this assessment (i.e., dictionaries, translation dictionaries, translators, word lists, etc.) is not allowed.** Teachers should also cover “word walls” that students normally have access to when writing something.

KEEP TEST MATERIALS SECURE. Do NOT to keep or make copies of the test or the items. Do NOT use test questions to develop instructional materials or to build sample tests or assessment tools. Others are NOT permitted to review these materials unless designated by the building principal or district test coordinator. When finished administering the test, local personnel should return all test booklets and manuals to the district’s Test Coordinator.

Contents of Shipment

Check all materials to assure that items on the enclosed packing list have been received. If there are missing items, e-mail CETE at cete@ku.edu. Answer sheets are mailed separately (see next section.) The shipment should include the following:

- KELPA test booklet in the appropriate grade band for each ELL student, based on KIDS’ information submitted by the district.
- A Test Administration Manual specific to each test form is included for approximately every 10 student booklets received. Each manual includes scripted text identifying exactly what the examiner is to do and say. Also included are scoring rubrics needed and procedures for scoring and recording scores. We strongly advise that the test coordinator read all the Test Administration Manuals and be knowledgeable of the content and directions. It is imperative that all examiners complete the self-training modules, then read the manual for tests they will administer in advance of the district's scheduled test dates.

- Audio CDs of the LISTENING portion of the KELPA are required to standardize administration. A CD presents the audio for a specific grade group (i.e., 2-3, 4-5, 6-8, 9-12) and test form. No CDs are provided for the K-1 forms of the assessment. Make sure that one CD matches each test form, Test Administration Manual, and set of student test booklets sent to a building. Approximately one CD per 10 students has been included in your shipment. Please e-mail us at cete@ku.edu if you need additional copies. Please return the CDs to CETE with the answer sheets.
- Return Cover Sheets should be used for returning all answer sheets and CDs to CETE. Note, there is a separate cover sheet for each group, K-1 and 2-12. **Prior to sending, separate the answer sheets into two groups: a K-1 group and a 2-12 group.** Include the appropriate cover sheet for each group. We will use the cover sheets to verify that we have received all materials from your district; please include them when returning your materials for processing.

Answer Sheets

Answer sheets will be shipped under separate cover, directly from the vendor. You will receive a pre-slugged answer sheet for each ELL student for whom a test request has been submitted to KIDS **by January 6, 2012**. Students at grades 2 - 12 use the same answer sheet. For each K-1 student, examiners use an answer sheet unique to the K-1 forms. Both answer sheets capture information from all four KELPA test domains – Listening, Speaking, Reading, and Writing. A 3% overage of blank answer sheets is included for students who enroll in the district after the January deadline above. If more blank answer sheets are needed, please send an e-mail request to cete@ku.edu. Answer sheets MAY NOT be photo-copied. Note that pre-slugged answer sheets are also provided for students coded as a “4 – Monitored ESOL student,” for which assessment is optional (see explanation page 2, item 4 above). This coding is printed on the front of the answer sheet in the space labeled ESOL Code.

Distribution of Materials

It is the test coordinator’s responsibility to distribute test materials to the buildings in each district. **Each building principal must receive a copy of this memo**, the necessary quantities of appropriate test booklets for the grades in the building, answer sheets for the grade levels and students being tested, and Listening Test CDs and Test Administration Manuals with form numbers matching those on the student test booklets.

Administration of KELPA

As required by KSDE, the administration of the KELPA may occur at any time between **February 6 and April 30, 2012**. Materials must be returned no later than **May 11, 2012**. KELPA requires that the student engage in four separate assessment tasks (Reading, Writing, Listening, and Speaking). Once a student begins the assessment, the entire KELPA must be completed within two weeks. Although multiple domains (e.g., a block of time to cover Listening, Reading, and Writing,) can be scheduled to be tested on one day, back-to-back sessions are not advised for younger students. Planning the administration of the individually

administered K-1 KELPA components is a local decision. Local scoring of student performance assessment components (e.g., speaking and writing samples) must be completed and recorded onto student answer sheets before the answer sheets are returned to CETE. Allow time for scoring at the local level and still be able to meet the return deadline

Since the Speaking domain is administered individually for all students, for students in grades 2 – 12 this test session may occur before or following the test sessions for Reading, Writing and Listening, depending on planning, scheduling and the individual student.

All test parts for K-1 students and the Speaking assessments for all students are individually administered. Instructions require scoring and/or recording of responses directly onto a student's individual answer sheet by the examiner as the test questions are administered to the student. Scoring guidelines or rubrics are provided in the K-1 test administration manual for all items in each domain. Scoring guidelines or rubrics are also provided in the grades 2-12 manuals for the respective Speaking domain tests.

The grades 2–12 students' writing samples (Writing, Part 1) should be scored locally using the scoring rubric provided in the Test Administration Manuals. Ratings from only one local rater are required, but two are recommended. The writing rubric requires that five ratings be completed on each student's writing sample. The scored ratings for a student are to be recorded on the back of the student's answer sheet in the grid area labeled "Writing Part 1 Local Rating." The most efficient procedure would be to record ratings on the answer sheet as writing samples are being read and judgments are being made. Make sure that the topic choice selected by the student is also coded.

Teachers should not deviate from the formats and script presentations described in the manuals, unless alternatives are directly stated. Remind all educators of their professional responsibility to follow the procedures as detailed in the Test Administration Manuals.

Accurate District and Building Reports

Test coordinators need to ensure the accuracy and completeness of the identifying/demographic information that is recorded on students' answer sheets. Accurate information is needed so that the system can 1) match data records to students in the KIDS system, 2) prepare accurate building and district score reports, and 3) prepare building report cards. Errors in this information will result in inaccurate reports. Please advise building personnel to check each student's answer sheet carefully to ensure the accuracy of the coded information.

We have used data from KIDS to print information on the answer sheet for a student, however a few details (e.g., test form, accommodations, etc.) should be recorded locally. Any information listed below, that is not pre-slugged on the answer sheet for a student, must be completed.

If a pre-slugged answer sheet does not exist for a student, then an answer sheet must be completed with **all** information on the list below. Blank answer sheets are available for this purpose. **It is important that the student's State ID number is exactly the same as the**

number assigned to them in the KIDS database. The following information must be supplied for each student:

1. USD Number
2. Building Code Number
3. Current grade level of the student
4. Group (optional field for teacher's name)
5. ESOL Code (see pg. 2 or KIDS specification field D42)
6. Printed Student's name (Last, First, Middle Initial)
7. Student's State ID (from KIDS database)
8. Building Code Number (darken circles)
9. Current grade level of the student (darken circles)
10. Test Form: (three-digit Form Number must be provided)
11. Special Circumstances (SC): If a qualified student was not tested, complete an answer sheet and code this column. The appropriate code is provided by KSDE. Call Cheryl Randall (785-296-3996) or Dave Bowman (785-296-4349).
12. Date of Administration
13. ACCD: If the student receives an accommodation during testing, code the accommodation type using the guidelines found on page 32 of the 2011-2012 Kansas Assessment Examiner's Manual on the KSDE website at http://www.ksde.org/LinkClick.aspx?fileticket=XWM0Fix_aTc%3d&tabid=420&mid=1712&forcedownload=true The coding instructions are found under the 2011-2012 Accommodation Codes section.

Students Enrolling During the Test Window

ELL students who enroll after **January 6, 2012** should use blank, rather than a pre-slugged answer sheets. Extra copies are supplied for this purpose. If more are needed, contact CETE. Use the data list above to complete each answer sheet. It is essential to also complete the new student entry in the KIDS system and submit a TEST request BEFORE the KELPA score sheets are processed by CETE.

Test Security

KELPA Assessments should be treated as secure test documents. Student booklets or individual items should not be copied or disseminated to unauthorized personnel at any time before or after testing. All staff must be informed that the tests and items should not, **in any way**, be used as instructional materials following testing.

After testing is complete, Principals must return all test documents to the test coordinator (test booklets, answer sheets, CDs, manuals, etc.). Principals must account for the documents received and distributed to their staff. The test coordinator must account for all documents distributed and returned. Once accounted for, the test coordinator should supervise the destruction of all test booklets. ALL extra student test booklets, extra manuals, and unused answer sheets in the district MUST be destroyed. Return the audio CDs to CETE with the

completed answer sheets. Security of test documents is the responsibility of all who participate in this process. We must have your cooperation and support regarding these procedures.

Parents

These assessments are often of interest to parents. We welcome and encourage inspection of them by parents. Parents may review the assessments under your supervision or the supervision of the building principal. Persons inspecting an assessment are not permitted to record actual test items, take notes that would allow reconstruction of the test questions, or in any way copy part or all of a test. In short, test security should be maintained. If a parent wishes to review a test after documents have been destroyed, contact CETE for materials.

Return Materials

Return all completed KELPA answer sheets and audio CDs to CETE at one time using return cover sheets provided. Note that answer sheets should be separated into two groups, a K-1 group and a 2-12 group, with a separate cover sheet for each group. We will use the cover sheets to verify that we have received all materials from your district; please include them when returning your materials for processing. If you have questions, please contact CETE (785-864-3537). Return materials no later than May 11, 2012 to:

Center for Educational Testing and Evaluation
KELPA MATERIALS ENCLOSED
1122 West Campus Road – Room 735
University of Kansas
Lawrence, KS 66045-3101

Reports

Test results will be posted approximately two weeks after materials are returned to CETE. They can be accessed by authorized district personnel using the Management and Reporting Tool at www.cete.us. The menu on the left provides a link for KELPA reports.

On behalf of KSDE and CETE, we thank you for your cooperation. We value your willingness to work with us and we welcome any ideas that will strengthen the quality and utility of Kansas assessment programs. If we can be of assistance, do not hesitate to contact CETE at (785) 864-3537 or contact the KSDE at (785) 269-1891.