

## 2010 Kansas English Language Proficiency Assessments (KELPA)

### Principal Information Memorandum

The Kansas assessments are a program of the Kansas State Board of Education mandated by the Kansas Legislature and the US Department of Education. In addition to the general assessments, this spring ELL students in your building are required to participate in the Kansas English Language Proficiency Assessments (KELPA). You should become familiar with the contents of this letter, the unique Examiner's Manual for each of the different grade group assessments, and the assessments themselves. We must emphasize the importance for you and your staff to review and become thoroughly familiar with the manuals as soon as possible, and certainly before your students are tested. Persons (teachers, counselors, ELL and special education personnel, etc.) who will be administering these tests must carefully go over the appropriate manual(s) well in advance of the days of testing. All assessments call for teacher-led student activities during testing about which personnel administering a test must be aware and prepared. If at any time you have questions regarding the assessment that cannot be answered by your district test coordinator or from information in the Manuals, please contact our office for assistance at (785) 864-3537.

The KELPA tests were developed 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 domain areas: Speaking, Listening, 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?

The criterion for determining who is required to participate annually in KELPA testing is **“any student identified as English Language Learner (ELL)/Limited English Proficient (LEP) based on last year’s KELPA administration (Spring 2009) as being “not proficient” or according to the Language Assessment Scales (LAS), the Idea Proficiency Test (IPT), or the Language Proficiency Test Series (LPTS).”** Other circumstances that might dictate whether a student is or is not tested using the KELPA include:

1. A student whose home language is other than English and who may not have been assessed for English proficiency after enrolling in the district needs to take the KELPA. No Child Left Behind (NCLB) mandates that students who enroll at the beginning of the school year and have a home language other than English be assessed within 30 days after enrolling in the district. Those students enrolling after the beginning of the school year must be assessed for their English proficiency within two weeks. Currently, the LAS, the IPT, the LPTS, and the KELPA-P are the assessments used by Kansas school districts to determine ELL/LEP identification and placement. One of the latter tests should first be

given; then, if the student qualifies for ESL services, the KELPA would need to be administered during the Spring administration period.

2. Even if the parents of an ELL student waived the student's participation in an "English as a Second Language (ESL)" program and signed a consent form requesting that their child NOT receive any ESL services, the student is not exempted from annual assessment and must take the KELPA. **Note: Students who meet this description must be coded as a "5 – ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services" in the state's KIDS database.**
3. A student may exit an English as a Second Language (ESL) program by achieving the fluent performance level on all four domains and the composite score for two consecutive years. Then they must be monitored for two more years and are required to take the KELPA. **Note: Monitored students must be coded as a "4 – Monitored ESOL student (status after scoring proficient on KELPA" in the state's KIDS database.** Direct any questions to KSDE, 785-296-1891 or 785-296-7929.
4. If a student is in **monitor status**, i.e. has exited the program by achieving the fluent performance level on all four domains and the composite score for two consecutive years, districts may elect to administer the KELPA for monitoring purposes. **Note: Monitored students must be coded as a "4 – Monitored ESOL student (status after scoring proficient for two consecutive years on KELPA) in the state's KIDS database.** Direct any questions to KSDE, 785-296-1891 or 784-296-7929.
5. If a student is in **post-monitor status**, i.e. completed 2-year fluent status followed by 2-year monitor status, 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. Scores identifying students as less than fluent in any domain could be used to reclassify them as English Language Learners in need of services.

**Information regarding the student's name, building, state ID, and test type for preslugged answer sheets is submitted to the KIDS database by local school districts. In order for a student to have received a preslugged answer sheet the information (D82) must have been submitted to the KIDS database via a TEST record by January 8, 2010. See your KIDS coordinator for details. If not in the system, tests and answer sheets must be requested directly from CETE, [cete@ku.edu](mailto:cete@ku.edu).**

### Features and Requirements Associated with the 2010 KELPA

- The 2010 KELPA testing window defined by KSDE begins on February 5, 2010. All assessments are to be completed by May 1, writing sections scored locally, and materials returned to CETE no later than May 15, 2010. Plan adequate time for scoring the Grades 2-12 writing samples and getting information coded onto the answer sheet.
- Administering the KELPA requires prior training. An explanation of test procedures and scoring rubrics is available on CD from KSDE or in the form of podcasts at <http://title3.greenbush.us/kelpod/index.html>. Self training and practice must be completed before administering the test. It is important that local personnel review and carefully study the KELPA Examiner's Manual in advance of the first day of testing. Manuals provide details as to exact administration and scoring procedures. Examiners are also strongly advised to complete a run-through of the actual assessment in order to be aware of exactly what is expected of students and of the examiner. Teachers may NOT deviate from the assessment format specified in the grade level Examiner's Manuals. Most students will be able to complete the assessment for each domain within a 15 - 45 minute time span. The format for the KELPA Assessments requires approximately 60-90 minutes for completion of all sections (Reading, Writing, Listening, and Speaking). For any one student, the KELPA is to be completed within two weeks from the time 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 of the KELPA assessment solicits a writing sample from the student which is scored locally. Those scores are to be 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.

\*\*\*Note that these are secure test materials. Local school personnel are NOT to keep or make copies of the test or the items. Test questions are not to be used for the development of instructional materials or used 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 are to return all test booklets and manuals to the district's Test Coordinator.

**KELPA Domains and Administration Time\*\***

	<b>Listening</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
<b><u>Grades K – 1:</u></b>	<i>Individually administered and teacher scored: 18 items; 25 minutes</i>	<i>Individually administered and teacher scored: 24 items; 30 minutes</i>	<i>Individually administered and teacher scored: 13 items; 25 minutes</i>	<i>Individually administered and teacher scored: 9 items; 25 minutes</i>
<b><u>Grades 2 - 3:</u></b>	<i>Group administered: 22 items; 25 minutes</i>	<i>Group administered: 23 items; 30 minutes</i>	<i>Group administered and Part 1 locally scored: prompt + 15 items, 45 minutes</i>	<i>Individually administered and teacher scored: 9 items; 20 minutes</i>
<b><u>Grades 4 - 5:</u></b>	<i>Group administered: 21 items; 25 minutes</i>	<i>Group administered: 24 items; 30 minutes</i>	<i>Group administered and Part 1 locally scored: prompt + 15 items, 45 minutes</i>	<i>Individually administered and teacher scored: 9 items; 20 minutes</i>
<b><u>Grades 6 - 8:</u></b>	<i>Group administered: 22 items; 25 minutes</i>	<i>Group administered: 29 items; 30 minutes</i>	<i>Group administered and Part 1 locally scored: prompt + 17 items, 45 minutes</i>	<i>Individually administered and teacher scored: 9 items; 20 minutes</i>
<b><u>Grades 9 - 12:</u></b>	<i>Group administered: 23 items; 25 minutes</i>	<i>Group administered: 28 items; 30 minutes</i>	<i>Group administered and Part 1 locally scored: prompt + 17 items, 45 minutes</i>	<i>Individually administered and teacher scored: 9 items; 20 minutes</i>

\*\*Times are approximate and do not include time for answer sheet completion, materials distribution, etc. Times indicated are intended to assist planning; these are NOT time limits which would be strictly imposed. Continue to test students who may require and benefit from additional time.

Check that you have received the following materials from your district test coordinator:

1. **KELPA test booklets for each ELL student at the grade(s) they will be tested in your building.** Check that the test booklets you received are appropriate for the grade level for students being tested in your building. The grade range and test form of the examination are printed on the cover of each booklet.
2. **Examiner's Manuals.** A separate examiner's administration manual covering each grade range (K-1, 2-3, 4-5, 6-8, 9-12) has been prepared for the KELPA test forms. Each manual presents specific information for administering each of the four domain area assessments including scripted text identifying exactly what the examiner is to do and say. Also included are scoring rubrics, where appropriate, and procedures for scoring and recording scores. **It is imperative that teachers/test administrators read the manual for tests they will administer in advance of your building's scheduled dates for testing. There are directions and instructions presented in the manuals that must be attended to in advance of the day of testing.**
3. **KELPA Answer sheets.** Your answer sheets are available from your district Test Coordinator. Students at grades 2 - 12 are to receive a common answer sheet. A separate response form (answer sheet) has been prepared for examiners to use when administering the K-1 KELPA forms. Each answer sheet captures information from all four KELPA test domain areas. You should have received "pre-slugged" answer sheets for your ELL students who were entered into the state's KIDS database prior to January 8. Blank answer sheets are available from your test coordinator should you have students who were recently enrolled in your district. **If you need additional answer sheets, contact your Test Coordinator. Answer sheets MAY NOT be photocopied.**

Note that pre-slugged answer sheets have been sent for students coded as a "4 – Monitored ESOL student (status after scoring proficient on KELPA for two consecutive years)" in the state's KIDS database. Districts have the option to use KELPA to evaluate any student coded "4" to determine further need for services (see explanation page 2, item 4 above). This coding can be found on the front of the answer sheet in the space labeled ESOL Code.

4. **Return Cover Sheets** for your return of these KELPA assessment materials (last pages of this letter) to your district's test coordinator. All materials, including audio CDs, Manuals, answer sheets and booklets are to be returned to your test coordinator, who then returns all district material to us. The Return Cover sheet is to be used by you when returning completed answer sheets and other assessment materials to your district test coordinator. Each sheet asks for information about the quantity of completed assessment materials being returned from your building at each grade. These sheets may be useful to you for verifying the receipt of completed materials from your instructors administering the assessments. These header sheets are then to be returned to your test coordinator to help track down materials should

questions arise some time later regarding receipt of material or return of complete building assessment scores, etc.

5. **Audio CDs** to standardize administration of the LISTENING portion of the KELPA are included with your materials. A CD presents the audio for a specific grade group, i.e., 2-3, 4-5, 6-8, 9-12, and test form. Make sure that the appropriate CDs are included and used for the test form number on the Examiner's Manual and the set of student test booklets sent to your building. No CDs are provided for the K-1 forms of the assessment.

If you discover you have insufficient materials, contact your district test coordinator immediately for these supplies.

### **ADMINISTRATION OF THE ASSESSMENTS**

The administration of the assessments may occur from receipt of materials onward. The testing period must be arranged with your test coordinator. Local scoring of the performance assessments items (in Writing and Speaking at grades 2 - 12; and all areas at grades K-1) must be completed and student scores recorded onto student answer sheets. Discuss with your test coordinator when s/he expects completed materials to be returned to her/him. Guidelines and requirements for scoring open-ended items are provided in the Manuals. It is vital that these guidelines and scoring rubrics be followed precisely to assure valid and reliable scoring and scores.

As all test parts for K-1 students and the Speaking assessments for all students are individually administered, we have written instructions that direct the scoring and/or recording of responses be completed directly onto a student's individual answer sheet by the examiner as the test questions are being administered to the student. This is the most efficient means of getting student responses onto an answer sheet. Scoring guidelines or rubrics are provided for each test question or item in the administration procedures for all K-1 assessments and in the Speaking test administration sections of the grades 2-12 manuals.

The grades 2–12 students' direct writing responses also are to be scored locally (ratings from only one local rater is required) using the scoring rubric given in the Examiner's Manuals. The writing rubric requires that five score judgments (ratings) be made on each student's writing sample. Once scoring has been done, the score 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.

**Note:** When a rater is recording the 5 writing sample scores on a student's answer sheet, he/she needs to make sure that the **prompt choice selected** by the student **is also coded**.

The exact administration format and scoring rubrics are detailed in the specific grade level Examiner's Manual. As noted previously for each content area, KELPA requires that the student engage in four separate assessment tasks (Listening, Reading, Writing,

and Speaking). Once begun for a student, the entire KELPA assessment must be completed within two weeks. Multiple domains (e.g., a block of time to cover reading, writing and listening) can be scheduled to be tested on one day, but back-to-back sessions are not advised for younger students. As the Speaking assessment domain is individually administered for all students, this test session for grades 2 - 12 students may occur before or following the objective assessments in reading, writing and listening depending on planning, scheduling and the individual student. The same consideration, planning for the individual student, needs to be considered for the one-on-one testing required by the K-1 KELPA. Planning the administration for the individually administered KELPA components is a local decision.

Teachers are not to deviate from the formats and script presentations as called for in the manuals unless alternatives are directly stated. Remind all educators of their professional responsibility to follow the procedures as detailed in the Examiner's Manual.

### **SPECIAL CONSIDERATIONS**

As part of the state's mandated assessment, certain background information is needed about the students being tested. Most of the information for ELL students is available as part of the state's KIDS database. We have used the data from KIDS to print information onto the answer sheet for a student (e.g., Name, USD, Building, Grade, ESOL Code, State ID, etc.). Some information requested, however, (e.g., test form, accommodations, etc.) is not available and will need to be supplied locally. In these cases, any requested information 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 to be tested, then an answer sheet will need to be completed for the student by supplying all requested information. Blank answer sheets should have been sent to your district for this purpose. **Of greatest importance for these latter students is that the coding of the student's State ID number must be accurate and correspond to the number assigned them in the KIDS database.** Each individual student answer sheet is to be used to record the student's score or response to the test questions during administration of the test, thus this background information should be completed for a student prior to testing.

In addition to the student's state ID number, the information that must be supplied for each student in an identified area is the following:

- A. Student's name (Last, First, Middle Initial)
- B. USD Number
- C. Building Code (Number)
- D. Current grade level of the student
- E. Test Form
- F. Special Circumstances (SC): If a qualified student was not tested, an answer sheet should be completed for the student and this column must be coded. The guidelines for coding SC have been given to your Test Coordinator.

- G. Date of Administration: The student or teacher should code the date the student begins the assessment.
- H. ACCD: If the student receives an accommodation during testing, code the accommodation type. A list of codes has been given to the Test Coordinator. Accommodations may be coded on the answer sheet or entered on-line through the CETE Student Editor.

### **ACCURACY OF BUILDING SCORE REPORTS AND REPORT CARDS**

As building principal you must assure the accuracy and completeness of the identifying/demographic information that is recorded on students' answer sheets. Please advise personnel to check each student's answer sheet carefully to insure the accuracy of the bubbled State Student ID, Grade and Test Form information recorded by their students.

### **TEST SECURITY**

As previously noted, the KELPA Assessments are to be handled and treated as secure test documents. Instruments and items are not to be copied or disseminated to unauthorized personnel at any time before or after testing. All staff must be informed that these tests and their items are **not** to be included or used in instruction or for teaching materials following testing.

Following testing (and completion of the scoring of student direct writing responses if completed at the building level), ALL test booklets, unused answer sheets, and CDs **MUST** be returned to your test coordinator. It is necessary that staff return all test documents to you. You must account for the documents received from the test coordinator, distributed to your staff, and returned to you. Security of test documents is a growing concern by policy makers and education officials alike. Discuss with your test coordinator your district plan for the receipt and return of all test documents.

### **RETURNING MATERIALS**

Discuss arrangements for returning materials with your test coordinator. You need to attend to the following particulars:

1. **ARRANGE MATERIALS FOR RETURN TO YOUR TEST COORDINATOR AS CALLED FOR IN YOUR (Building Principal) RETURN COVER SHEET. Do not send materials directly to us.**
2. **Make sure that the Form Number information on each student's answer sheet has been completed correctly. **Any inaccuracy in the Test Form grid coding will cause the student responses to be scored against a wrong key and will produce inaccurate student, building, and district performance results.****

3. Local scoring of the students' direct writing responses is required for students in grades 2 – 12. Make sure this scoring has occurred and scores recorded on each student's answer sheet if this is a local school responsibility.
4. Check that you have received **all** test materials from your teachers. All materials must be returned at one time.
5. Complete a **Return Cover Sheet** for each grade grouping. Include these with the materials being returned as called for in your Return Cover Sheet form.

### ***K-1 KELPA Return Cover Sheet for Building Principals***

USD Number \_\_\_\_\_

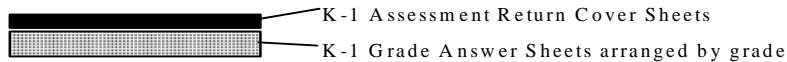
Building Name \_\_\_\_\_

School Code \_\_\_\_\_

Building Principal \_\_\_\_\_

Phone: \_\_\_\_\_

**Instructions:** Place this sheet on top of your KELPA K-1 student answer sheets when returning them to your Test Coordinator. Provide complete and accurate information below so that we may verify that your district's report of results contains information on all materials sent to us for scoring. **DO NOT USE ANY OTHER PAPERS, CLIPS, RUBBER BANDS, ETC. TO SEPARATE GRADES OR CLASSES**



List below the number of student answer sheets being returned.

\_\_\_\_\_ K-1 Student Answer Sheets

Please return all audio CDs.

DOUBLE CHECK...

- You received all materials from grades being tested in your building.
- Package all materials **securely** and return them to your Test Coordinator.

***KELPA Grades 2-12 Return Cover Sheet for Building Principals***

USD Number \_\_\_\_\_

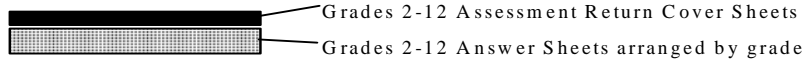
Building Name \_\_\_\_\_

School Code \_\_\_\_\_

Building Principal \_\_\_\_\_

Phone: \_\_\_\_\_

**Instructions:** Place this sheet on top of your KELPA 2-12 student answer sheets when returning them to your Test Coordinator. Provide complete and accurate information below so that we may verify that your district's report of results contains information on all materials sent to us for scoring. **DO NOT USE ANY OTHER PAPERS, CLIPS, RUBBER BANDS, ETC. TO SEPARATE GRADES OR CLASSES**



List below the number of student answer sheets being returned.

\_\_\_\_\_ 2-12 Student Answer Sheets

Please return all audio CDs.

DOUBLE CHECK...

- You received all materials from grades being tested in your building.
- The answer sheets are coded with all required information, test form, Writing Scores and Prompt Choice
- Package all materials **securely** and return them to your Test Coordinator.