



## **KIDS 2021-2022 Submission Details Document: TEST**

### **Introduction - General**

This document contains information specific to the submission of TEST records to the Kansas Individual Data on Students (KIDS) System for the TEST Collection. The TEST Collection focuses on gathering data for State assessments.

The TEST Collection record is uploaded by the school/district for State Assessment purposes. See the section below for uploading timeframes and who to upload.

#### **Tutorial: Uploading a TEST (Common Issues):**

Go through this tutorial to watch the basics of a TEST and how to handle common issues.

#### **Tutorial: Uploading a TEST (Submitting):**

Go through this tutorial to watch how to upload a TEST and work through the issues that may arise in a collection upload.

### **What's New**

- Name change - Eligibility for National School Lunch Program - Eligibility for National School Lunch Program and/or At-Risk Funding
- Update - State History/Gov Assessment - Update grades tested to 09, 12, or 16

## **Introduction - Submission Guidelines**

### **Records Unique in Batch By:**

- D2: Accountability School Identifier
- D13: State Student Identifier

### **Students to Submit**

- Grade Levels 8-17 who are eligible to take State assessments
- Grade Levels 5-17 who are eligible to take the KELPA assessment

### **Submission School**

Accountability School or the Attendance School.

- When both the accountability and attendance buildings submit TEST records for the same student for the same test subject, the last record submitted will be used to generate the test ticket in KITE.

### **Submission Window:** August 9, 2021 – June 24, 2022.

- AMOSS correction window for 2022 TEST will be July 5, 2022 – July 29, 2022.
- Submission window opens August 9, 2021 for cPass, ACT and WorkKey Assessments.
- Districts should submit their KIDS TEST ACT and/or ACT Workkeys Assessments records to KSDE August 9 – November 24, 2021.
- All other assessments should not be submitted on TEST records until after January 3, 2022. (From File Specs 21-22)

Students entering a school after March 21, 2022 do not have to be tested for:

- General Summative (Math, ELA, and Science)

**Student data submitted for TEST should be current as of the day the student takes the assessment.**

### **The Use of TEST Submissions**

- Current TEST records and test subjects will be used to provide information to Achievement and Assessments Institute (AAI) for State assessment test tickets.
- The assessment results of all students submitted to KIDS via a TEST record will be counted towards the Accountability School by KSDE for accountability purposes.

### KIDS Collection Field Requirements: TEST Record Type 2021-2022

Field Number	Excel Column	Field Name	TEST
D1	A	Record Type	R
D2	B	Accountability School Identifier	R
D3	C	Residence District Identifier	R
D4	D	Legal Last Name	R
D5	E	Legal First Name	R
D6	F	Legal Middle Name	O
D7	G	Generation Code	O
D8	H	Gender	R*
D9	I	Date of Birth	R
D10	J	Current Grade Level	R*
D11	K	Local Student Identifier	R
D12	L	Hispanic Ethnicity	R*
D13	M	State Student Identifier	R
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D21	U	First Instructional Date	C
D32	AF	Comprehensive Race	R
D33	AG	Eligibility for National School Lunch Program and/or At-Risk Funding	R*
D34	AH	Primary Disability Indicator	R*
D35	AI	Gifted Student Indicator	X
D37	AK	Residence of Homeless Student while Homeless	R*
D38	AL	ESOL /Bilingual Program Entry Date	X
D39	AM	First Entry Date into a School in the United States	X
D40	AN	First Language	R*
D41	AO	ESOL/Bilingual Program Participation Code	R*
D53	BA	Military Connected Student Indicator	R*
D62	BJ	Math Grouping Indicator 1	O
D63	BK	Math Grouping Indicator 2	O
D64	BL	English Language Arts - ELA Grouping Indicator 1	O
D65	BM	English Language Arts - ELA Grouping Indicator 2	O
D66	BN	Science Grouping Indicator 1	O
D67	BO	Science Grouping Indicator 2	O
D68	BP	Comprehensive Agriculture Grouping Indicator	O

Field Number	Excel Column	Field Name	TEST
D69	BQ	Animal Systems Grouping Indicator	O
D70	BR	Plant Systems Grouping Indicator	O
D71	BS	KELPA Grouping Indicator 1	O
D72	BT	KELPA Grouping Indicator 2	O
D73	BU	State Mathematics Assessment	O
D74	BV	State English Language Arts - ELA Assessment	O
D75	BW	State Science Assessment	R*
D76	BX	State History/Gov Assessment	R*
D80	CB	Comprehensive Agriculture Assessment	R*
D81	CC	Animal Systems Assessment	R*
D82	CD	Plant Systems Assessment	R*
D83	CE	Kansas English Language Proficiency Exam (KELPA)	R*
D84	CF	KELPA Proctor ID	R*
D85	CG	KELPA Proctor First Name	R*
D86	CH	KELPA Proctor Last Name	R*
D87	CI	American College Testing (ACT) Assessment	X
D88	CJ	ACT Work Keys Assessment	X
D90	CL	User Field 1	X
D91	CM	User Field 2	R*
D92	CN	User Field 3	R*

Blank	Values submitted in these fields will not be validated or stored on the indicated Record Type.
C	Required = Conditionally required. Required if certain conditions are met.
E	Must be blank
O	Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.
R	Required = Must contain a valid non-blank value; Zero is considered a non-blank value.
R*	Required = Must contain one of the provided valid values.
X	Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.

Optional fields are validated and stored, if submitted. All other data fields that are neither required nor optional for TEST may be left blank. Values in data fields that are neither required nor optional for TEST are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plan); exit data fields MUST be blank on TEST records or an error will be generated.

## Assessments Overview

### **ACT WorkKeys Assessment:**

- An indication the student will take the ACT WorkKeys Assessment: D10: Current Grade Level must equal 16.

### **American College Testing (ACT) Assessment:**

- An indication the student will take the American College Testing (ACT) Assessment: D10: Current Grade Level must equal 16.

### **Career Tech Ed Pathways Assessments (cPass):**

- Students in Grade Levels 14-17 have the opportunity to take CTE assessments

### **Dynamic Learning Map (DLM):**

- DLM assessments will be administered through KITE: Data to populate the test ticket will not be submitted to KIDS.

### **English Language Arts (ELA) and Math Assessments:**

- Grade levels 8 - 13, and 15

### **History/Government Assessment:**

- Grade Levels 09, 12, 16.
- Will not be administered through KITE.
- A TEST Record will be submitted to KIDS to indicate a History/Gov Assessment is requested.
- EOYA Records will be submitted to KIDS for all scores. (See Submission Details Document-EOYA for more information).

### **Interim:**

- TEST records are not used to set up Interim assessment:
- TASC records will be used to set up Interim assessments.
- Records do not cross populate.

### **Kansas English Language Proficiency Assessment (KELPA):**

- KELPA will be administered through AAI: The indication of KELPA on a TEST record will generate a test ticket in KITE.

### **Science Assessment:**

- Grade Levels 10, 13, and 16

## Best Practice and Recommendations for Shared Students

There are multiple situations where schools share a student. Please review the scenarios below when working on TEST data.

- In cases where schools (public and private) share a student and both schools will be assessing the student in different subject areas, both public and private schools will see an increase in gained/lost claiming emails sent from KSDE to reflect that the student has more than one Accountability School submitting TEST records.
- Both schools should be careful to only submit records for subject areas they intend to test a shared student to ensure accuracy when test results are used to determine each school's accountability measures.
- As long as accurate TEST records are submitted from each school with the appropriate building codes for the Accountability School, a school does not need to 'reclaim' a student to administer the requested state assessment to the student.

### Scenario One

Public school (1111) is providing math instruction and assessing a student in math and Private school (2222) is providing instruction in all other assessed content areas. The private school will be assessing the student in ELA, science, and history/government.

What their TEST record will look like:

Public School TEST record (1111):	Private School TEST record: (2222)
<ul style="list-style-type: none"><li>• Accountability School: 2222</li><li>• Funding School: 1111</li><li>• Attendance School: 1111</li><li>• State Mathematics Assessment: 2</li></ul>	<ul style="list-style-type: none"><li>• Accountability School: 2222</li><li>• Funding School: 1111</li><li>• Attendance School: 2222</li><li>• State English Language Arts—ELA Assessment: 2</li><li>• State Science: 2</li></ul>

### **Scenario Two**

Public school (1111) is providing math instruction and will be assessing a student in math. Another public school (2222) is providing instruction in all other assessed content areas and will be assessing the student in ELA, science, and history/government.

What their TEST record will look like:

TEST Record for Public School: (1111)	TEST Record for Public School: (2222)
<ul style="list-style-type: none"><li>• Accountability School: 2222</li><li>• Funding School: 2222</li><li>• Attendance School: 1111</li><li>• State Mathematics Assessment: 2</li><li>• State English Language Arts—ELA Assessment: 0</li><li>• State Science: 0</li></ul>	<ul style="list-style-type: none"><li>• Accountability School: 2222</li><li>• Funding School: 2222</li><li>• Attendance School: 2222</li><li>• State English Language Arts—ELA Assessment: 2</li><li>• State Science: 2</li><li>• State Mathematics Assessment: 0</li></ul>

### **Scenario Three**

Public school (1111) is assessing a student in all content areas, but they are not the Accountability School for the student. Another public school (2222) is the Accountability School for the student in all assessed content areas, but they are not providing instruction in a building on their campus and contract with another district or program to provide education services. Either school can submit the TEST record, but both should communicate with the other for clarification.

What their TEST record will look like:

TEST Record for Public School assessing the student but not accountable: (1111)	TEST Record for Public School accountable but not assessing: (2222)
<ul style="list-style-type: none"><li>• Accountability School: 2222</li><li>• Funding School: 2222</li><li>• Attendance School: 1111</li><li>• State Mathematics Assessment: 2</li><li>• State English Language Arts—ELA Assessment: 2</li><li>• State Science: 2</li></ul>	<ul style="list-style-type: none"><li>• Accountability School: 2222</li><li>• Funding School: 2222</li><li>• Attendance School: 1111</li><li>• State Mathematics Assessment: 2</li><li>• State English Language Arts—ELA Assessment: 2</li><li>• State Science: 2</li></ul>

**Accredited Private Schools: Accredited private schools should submit TEST records according to the guidance outlined above.**

## Guidance

The list of recommendations, notes, and submission tips below apply to the TEST Record. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How one data element is reported may change for other submissions from the recommendations appearing below.

**Accountability School is '0001' or '0002':** When '0001' or '0002' is entered in the Accountability School, the Attendance School must contain a valid school ID number or district central office of the submitting district. These students' assessment results will be included in the accountability determinations of the Attendance School.

### Clearing a Test Subject: 'C' Code

In order to clear a particular test subject from a previously submitted TEST record, the school/district should send another TEST record with the exact same data including the Accountability School and the Attendance School for that student with a 'C' = clear test subject indicator, code in the test subject field to be cleared.

- The 'C' code can be sent for any grade level for all assessment subjects. The 'C' code removes that specific test subject from the student's list of assessments, but does not "clear" a student from the test roster for a particular subject area when a TEST record was erroneously submitted for that student.
- For example, if "Jane Doe" was submitted on a TEST record as taking the ELA and mathematics assessments but the ELA assessment was a mistake, then another TEST record should be submitted for "Jane Doe" with a 'C' in the ELA subject field. Because the 'C' code is specific to a test subject area, submitting a 'C' code for a particular subject would not impact the rosters of any other assessments for which "Jane" was registered (in this example, mathematics).
- Submitting a TEST record with a 'C' value for an assessment that has already been started or has been completed by a student will NOT serve to remove that student's assessment results from calculations. KSDE staff will investigate situations such as these to determine whether the 'C' code was submitted in error, or if further action is needed. Schools can access the Cleared Assessments Roster report in KIDS for a list of students for whom a TEST Record with a 'C' code has been submitted.
- Clear Codes and EXIT Records: The 'C' code should not be confused with the submission of EXIT records to KIDS. The 'C' code allows schools to remove students from assessment rosters if they were submitted in error as taking an assessment. EXIT records, in contrast, are submitted for students who are no longer in membership. EXIT records will remove students from a school or district's state assessment roster and the accountability performance and/or participation calculations (depending on the exit and school entry dates for that student); but unlike the 'C' code, EXIT records are not subject-specific. Consequently, submitting an EXIT record to KIDS will remove a student from the school's roster for all test subjects (depending on the exit and school entry dates for that student) unless the student has already completed a particular assessment.



- If a student was submitted on a TEST record as taking the ELA, mathematics, and science assessments at School A but they moved to Nebraska before the testing window opened, then School A would submit an EXIT record for that student not another TEST record with 'C' codes

**Eligibility for National School Lunch Program:** An indication of the student's eligibility for free or reduced-price lunch program. This eligibility is established through the Direct Certification process or the National School Lunch Program application. Approved Community Eligibility Provision (CEP) schools should NOT report 100% in this field. Rather, (CEP) schools should report only students that are eligible for free or reduced lunch based on a completed Household Economic Survey form for each student reported. Non-CEP schools do not need to change the way this data has been reported.

**End of Pathways cPass Assessments:** are separated into individual content area assessments-

- Comprehensive Agriculture
- Animal Systems
- Plant Systems

Please note for the cPass assessment, if you find that you sent the wrong option for a cPass assessment, you will first clear a previously submitted cPass assessment by sending a 'C' before you can update the test type. It will not update by simply sending an updated TEST record like it does for other assessments.

#### **First Instructional Date:**

First Instructional Date is required for students with certain qualifying conditions of:

- D34: Primary Disability Indicator = 'WD'
- D35: Gifted Student Indicator = 'GI'
- D37: Residence of Homeless Student while Homeless > 0
- D53: Military Connected Student Indicator > 0

If the other D21 conditions are true, but not reported on the TEST collection, this field should remain blank.

It is the month, day, year on which the student first receives instructional services during the current school year. If the student should leave and then re-enroll, this date should reflect the most recent instructional start date.

#### **Foreign Exchange Students:**

Foreign exchange students will be treated as other students. If they arrived prior to the "need not test date" they will need to be assessed. Foreign exchange students will count for accountability. They are students of the district they attend,

**Grouping Indicators:** Grouping indicators are used to indicate the method by which the district wants test tickets sorted for distribution to the schools.

- Grouping Indicator 1 is the primary way by which the district wants a particular assessment test tickets sorted for distribution to schools.
- Grouping Indicator 2 is the secondary way by which the district wants a particular assessment test tickets sorted within Grouping Indicator 1.

Example: Grouping Indicator 1 = Mrs. Smith and Grouping Indicator 2 = 1st period.

**Grade Level Value '33':**

Grade level value '33' is for students who are three years old on or before August 31 of the current school year and who meet the at-risk criteria for the Preschool-Aged At-Risk program and do not have an IEP for a disability.

**Proctor Fields:** The purpose of these fields is to give schools the ability to add the licensed educator who will be scoring the KELPA. The fields allow the user to ensure that the correct educator is provided for this student. A proctor must be a licensed educator with an Educator ID and have an academic connection to the student. *The proctor must be connected to the district in the Educator Data Collection System for records to be accepted, which means they need to be added substantially in advance of submission of the Licensed Personnel Report.*

- Provides access to the student in the Educator Portal in KITE.
- There is a limit to one proctor per student.
- This is not intended to be for non-licensed paras.
- This is not intended to link a licensed educator with no academic connection to the student.
- This is not necessarily the person sitting in the room administering the assessment.

**Reporting the Attendance School:** The Attendance School field on the TEST record is used to determine where students will physically take assessments.

**School Entry/EXIT Withdrawal Dates:** School Entry Date should be based on the date the student entered the Accountability School or Attendance School, depending upon which school is submitting the TEST record.

- In the case where the student's Accountability School is marked with a '0001' or '0002', the School Entry Date should report the date the student entered the Attendance School.
- This date only changes when the student's building number changes (i.e. transfer, matriculate to the next grade building, enters from another school)

EXIT/Withdrawal dates are to be indicators of when a student's affiliation with a school ended, not an indication of the date a school submitted the EXIT record to KIDS.

- It is our best practice recommendation that when a student does not return in the fall as expected that the last day in membership from the prior school year be used as the Exit/Withdrawal Date rather than a date in the current school year.
- Furthermore, a student that leaves mid-year should be exited as of their last day of attendance.

**Students Moving Between Schools during the Assessment Window:** March 21—April 29, 2022 TEST records are unique by Accountability School; Attendance School; Student State ID (SSID); and assessment subject area, different Accountability schools can submit TEST records for the same student.

- If a student takes the ELA assessment at School A, but moves and takes the mathematics assessment at School B, then School A would submit a TEST record for the ELA assessment and School B would submit a TEST record for the mathematics assessment.

- If a student moves within the same school district during the assessment window, the test will follow the student and the remainder of the assessment should be completed at the student's new building.

**Students taking Multiple Assessments:** For students taking multiple assessments, a school can submit separate TEST records for each assessment subject OR one TEST record that includes information for all assessments.

- For example, if a student is taking the ELA and mathematics assessments, then his school could submit one TEST record with the appropriate test type information in the corresponding assessment fields, OR the school could submit a TEST record for the ELA assessment and a separate TEST record for the mathematics assessment.

**TEST Records with '0' in an Assessment Subject Area:** Submitting a TEST record with a '0' in a test subject field that previously contained a value will not remove a student from the test roster for that subject.

- For example, if a student was submitted on a TEST record as taking the ELA assessment and then another TEST record is subsequently submitted for that student with a '0' in the ELA assessment field, nothing will happen that student will not be removed from the ELA assessment roster. Only the submission of an EXIT record, if applicable, removes the student from the Accountability School's state assessment roster.

#### **Updating Earlier TEST Submissions:**

- If a school/district submits a TEST record for a student early in the submission window and the student's demographic and test information does not change, the school/district does not need to submit any other assessment information for that student.
- If a TEST record is submitted for a student and that student's demographic and/or test information changes (i.e., the student was submitted on a TEST record as not taking the mathematics assessment but he/she will actually take the math assessment), then another TEST record (with the same Accountability and Attendance schools) must be submitted for that student in order to correct/update the information.
- If a student is taking more than one assessment and the student's demographic and/or test information does not change for every test type, then send the updated TEST record with the updates indicated for only the test type(s) that it applies to at the time the student takes the assessment.

## Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional TEST records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the [KIDS Project Report Descriptions](#) website.

### Assessment Reports:

- Cleared Assessments Roster
- TEST Records for cPass Assessments
- TEST Records for KELPA Assessments
- TEST Records for State Assessments

### Standard Reports:

- Accepted Records by Type-TEST
- Current Year Accountability Students (Best to look at from July – June of a school year.)

## Resources

Consult the following documents for additional information when preparing your TEST submissions. Unless specified otherwise below, the most recent version of all documents is located on the [KIDS Project Document](#) website.

### Documents:

- Guidelines for Determining KIDS Collection Building Identifier: This document reviews the guidelines for determining the Accountability School when more than one school provides education services to a student.
- KIDS 2021-2022 File Specifications Document: This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- KIDS 2021-2022 Submission Details Documents—TEST: This document contains information specific to the submission of the TEST data collection for interim assessments.
- KIDS 2021-2022 User's Guide: This document is the comprehensive manual of submitting and processing student records in the KIDS Collection System. However, this manual does not contain specific information on each record type.

### Miscellaneous Documents: (Found on the KSDE website)

- 2021-22 Kansas Assessments Overview document contains important dates regarding state assessments. It may be found on the [Assessment](#) page on the KSDE website.
- KSDE Accommodations Manual: This document contains a wide variety of general assessment information. It may be found on the [Assessment](#) page on the KSDE website.
- State Assessments and KIDS Data: This document provides an overview of what KIDS data are necessary for assessments in KITE.

### Technical

In preparing your TEST submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- Accountability Helpdesk: 785-296-1978 or [amoss@ksde.org](mailto:amoss@ksde.org)
- Assessments: [Julie Ewing](#) at [jewling@ksde.org](mailto:jewing@ksde.org)
- cPass: Lee Jones at [LJones@ksde.org](mailto:LJones@ksde.org)
- KITE assistance: [kap\\_support@ku.edu](mailto:kap_support@ku.edu)
- DLM: Cary Rogers at [crogers@ksde.org](mailto:crogers@ksde.org)
- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org)
- KELPA: [Nicole Primm](#) at [nprimm@ksde.org](mailto:nprimm@ksde.org), or [Julie Ewing](#) at [jewling@ksde.org](mailto:jewing@ksde.org)
- TEST Collection training: visit the Collection Webinars & Self-Paced link from KIDS Training in the [KSDE Training Portal](#).

## Revision History

Version	Date	Changes
17.00	8/01/21	Update for the 2021-2022 school year.
17.10	2/10/2022	Updated documentation regarding proctor information for KELPA

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204.

