**K-ELPA Information**

**As of January 10, 2017**

ESL Staff and Building Administrators,

We wanted to put out some information that we know as of date regarding the K-ELPA assessment. Please read and act accordingly to requests, and use to begin to plan for the assessment that will take place February 1-March 10.

Please keep in mind that this is information that we know as of right now, more information will be coming so please be flexible ☺

1. A certified staff member must be assigned as your K-ELPA assessment coordinator. This individuals full name as it appears in their email must be sent to Kristen Scott by Wednesday, January 18. It must be a certified staff member due to information that must be logged into the state system.

This individual will be responsible for placing all hand scored items (from the speaking and writing) into the KITE system.

1. It is important that all EL students are identified and placed into our system before we do our upload to the state.
2. Attached are the K-ELPA examiner’s manual as well as a guiding document for the demonstration modules. Any individual that will give the assessment is required to read the examiner’s manual. The demonstration tests are just so students become familiar with the assessment through KITE. Please keep in mind that this is the same assessment as last year, it is just being delivered though KITE now. Therefore, tickets, daily access codes, and other information that you are use to using with KAP, will also be used with K-ELPA.
3. The four domains: reading, writing, listening and speaking will be assessed. You may give the assessments in any order. When creating your assessment schedule you should keep in mind however that all speaking portions will be hand scored, and portions of the writing assessment. Below is the breakdown of the hand scoring:

**Speaking** **Writing**

 K 25 of 25 5 of 15

 1 18 of 18 4 of 18

 2-3 16 of 16 4 of 16

 4-5 16 of 16 6 of 16

 6-8 16 of 16 6 of 12

 9-12 15 of 15 7 of 10

We do not have information as of yet what the hand scoring will look like, how it is done, etc. As soon as that information is made available we will put it out to the system. There will be a training session required for anyone who will do the hand scoring. Even though one individual is designated as the person placing all scores into KITE, that does not mean that this person is responsible for doing all of the hand scoring.

All hand scored information must be into the system by March 30th. This is a tight deadline, but scoring can begin once the assessment begins. You may want to consider doing speaking and writing first, so you can begin scoring, while students are working on the reading and listening. This is just a suggestion.

1. Headphones with microphones are being used again. Please locate the ones that the district provided to you last year and make sure they are working properly. The district did the one-time purchase for buildings last year with the understanding that they would be used again. If you need more headphones with microphones this will come at the expense of the building now.
2. I-Pads can be used, but they cannot be used for the speaking portion of the assessment; you must use a laptop or desktop for this portion.
3. In regards to accommodations; since this is a language proficiency assessment, those traditional accommodations really will not apply. If you do, however, feel that there is an accommodation that will need to be in place for a particular student, you must contact Kristen Scott and explain this situation; if it is then deemed that the accommodation is appropriate, we will take care of putting the information into the system.
4. If ESL staff are not familiar with testing on the KITE platform; we are working on a guiding document to assist you with that process if necessary. In the mean time if you want to reach out to colleagues in your building who are familiar with the testing platform you may certainly do so.
5. In consideration, as our population continues to grow, buildings should take full ownership of this assessment. It should no longer just fall to the ESL staff to administer; this takes time from what they should be doing which is teaching. All staff teach EL students now, therefore, the more staff involved in this assessment the better for the building and students.