

# Using the Kite® Collector App to Provide Feedback About DLM® Assessments

Slide 1: This presentation explains to District and Building Test Coordinators how to use the Kite® Collector app to provide feedback about the testlets that comprise the DLM® alternate assessment. This feedback tool is NOT related in any way to New York’s Annual Professional Performance Review (APPR) requirements.

Slide 2: In the past years, the New York State Education Department staff conducted test administration observations, but please note that these observations were never intended to evaluate the teacher’s performance as a test administrator. They were simply conducted to better inform the DLM system about the overall test administration experience. The State is asking DTCs and BTCs to participate this school year by completing one or more test observation surveys. This feedback process is strongly recommended, but not mandatory. Please note that teachers have their own opportunity to share their perspectives and experiences with administering testlets via the Teacher Survey, but the process discussed in this presentation is for DTCs and BTCs to participate.

Slide 3: As an overview of the process, this feedback is collected annually. The feedback is anonymous, as, again, the purpose is not to evaluate the teacher but, rather, the test administration process. This helps the DLM consortium make improvements. This feedback also provides evidence of validity for the assessment system.

Slide 4: The feedback survey should be conducted by DTCs or BTCs. Again, this process is in **NO** way an evaluation of the test administrator, which should be explicitly communicated to the teacher. However, this presentation will use the term “observation” because the name of the form completed for this process is titled Test Administration Observation Survey. Reassure the teacher the observations collected are completely anonymous and not linked to teacher performance, their Annual Professional Performance Review, or APPR, or student assessment results in any way.

Slide 5: This process is completed in an application called Kite Collector. Just as Educator Portal and Student Portal are components of the Kite system usually used for the DLM alternate assessment, Kite Collector is another component used specifically for surveys such as the Test Administration Observation. An easy way to use Kite Collector and submit the survey is to download the Kite Collector app from the Apple App Store or from Google Play. However, the URL for the web version is provided onscreen here. The app works on iPhones, iPod Touch devices, iPads, and Google devices.

Slide 6: Shown here is the login screen. All staff who conduct this process will use the same login information, which further supports the anonymity of the data. Enter Atlas as

the client name, NY as the state, StateUserNY as the username, and AtlasNY as the password. Enter this information exactly as shown here.

Slide 7: Be aware that the mobile device must be connected to the internet to be able to login. However, once logged in, the app can be used without internet connectivity. The data will be stored on the device until it is reconnected to the internet as long as Submit is selected before closing the application. Submit completed surveys before closing the application to avoid losing data.

Slide 8: Once logged in, the School and Principal fields will be prepopulated with the generic “NY district” and “NY school”, respectively. To begin the survey, select either computer-delivered or teacher-administered depending on the type of testlet administered during the observation. As a reminder, computer-delivered items are written to the student, and the student interacts with the testing device as independently as possible, although the test administrator can navigate through the testlet and even enter the student’s chosen responses if needed. Everything in a teacher-administered testlet is written and directed to the teacher. The testlet tells the test administrator what to say and do, and the test administrator enters the appropriate responses based on their interaction with the student. If unsure which type of testlet is to be administered, ask the test administrator to confirm the testlet type, which is indicated on the Testlet Information Page, commonly referred to as the TIP.

Slide 9: Before the test administration session starts, remind the teacher you are simply there to observe what the teacher normally does during DLM assessments. The observation is to support documentation of the assessment. Ask the teacher to arrange the testing session as usual. Based on that arrangement, place yourself where you can unobtrusively observe, preferably outside the student’s line of vision but where you can still see the screen, if the testlet is computer-delivered. If the testlet is teacher-administered, place yourself behind the teacher and student, facing the computer. Note that if the student is completing multiple testlets during the sessions, you will need to complete a separate survey for each testlet.

Slide 10: During the session, do not record anything in the survey that could be used to identify the student by name. Document your observations in each section of the survey as thoroughly as possible but avoid interrupting the testing process.

Slide 11: Shown here are some of the items in the survey for a computer-delivered testlet. The complete list of questions for both teacher-administered and computer-delivered items are provided as resource for this module.

Slide 12: After the session is complete, follow up with the teacher if you need them to clarify anything before you submit the survey in the app. Encourage the teacher to ask you any questions they may have as well. If you completed the survey without internet connectivity, remember to select Submit to save the observation on your mobile device.

When your observation is successfully saved to your device, you will receive the confirmation message shown here.

Slide 13: If you submit the survey directly after the observation, you will receive this confirmation message.

Slide 14: To recap the key points of this presentation, the purpose of this protocol is to give observers a standardized tool to record information about how a DLM testlet was delivered. This observation survey should only be used when observing the testing session for information purposes. It should not be used when the primary purpose of the visit is to evaluate or coach the teacher or monitor student performance. Observers complete one survey questionnaire per testlet. The survey questions are different depending on the type of testlet involved, computer-delivered or teacher administered. To familiarize yourself with the questions in advance, refer to the document included as a resource for this module titled Kite Collector Questions for Test Administration Observations. These questions are for reference only. Paper forms are not accepted for test administration observations; Kite Collector must be used, whether the mobile app or the web version.