PIE ITEM FIELD TEST MANUAL

AUDIENCE AND PURPOSE

The PIE ITEM FIELD TEST MANUAL provides guidance for those participating in the PIE Item Field Test. Data managers are provided with information regarding receiving and distributing student usernames and passwords for participating students to teachers. Information regarding technology requirements and installing Kite Student Portal on testing devices is included for technology personnel. Test administration procedures and requirements are provided for test coordinators and test administrators.

ABOUT THE PIE ITEM FIELD TEST

Pathways for Instructionally Embedded Assessment (PIE) is a study aimed at improving assessments to better support classroom teachers. It is sponsored by the U.S. Department of Education and led by the Missouri Department of Elementary and Secondary Education (DESE) in partnership with ATLAS at the University of Kansas.

The purpose of the spring 2024 PIE Grade 5 Item Field Test is to try out newly developed mathematics assessment items aligned to skill development towards Missouri fifth-grade mathematics priority content standards. The data collected will be used to evaluate the items for potential future use in a full PIE-system pilot study planned for the 2024–2025 academic year.

PIE is a research and development project aimed at providing a universally designed, innovative assessment model that allows students to demonstrate competencies as they learn while also producing results that may be used for statewide summative assessment purposes. The PIE project team will design, develop, and evaluate a prototype integrated assessment model that provides multiple measures of student progress and achievement using instructionally embedded and end-of-year assessments that are aligned to research-based cognitive models of learning.

PIE is a four-year grant-funded project led by the Missouri Department of Elementary and Secondary Education (DESE) in partnership with ATLAS.

CONTENTS

CHAPTER 1: TEST COORDINATOR RESPONSIBILITIES

The test coordinator for a district or school participating in the PIE Item Field Test is the main point of contact between DESE, the Kite Service Desk, and the test administrator. Responsibilities of the test coordinator include monitoring and supporting assessment preparations and administration.

In preparation of the assessment window opening on March 4, 2024:

- Become familiar with the PIE Item Field Test by reading this manual.
- Provide the link to the PIE website to participating teachers who will be administering the PIE Item Field Test. Ask that they read the Testing Administration Chapter of the PIE Item Field Test Manual and view the recorded video on the PIE website.
- Request technology personnel at the school to install Kite Student Portal onto all devices that students will be using to complete the PIE Item Field Test. Guides and directions are available on the PIE website and in this manual.
- Work with schools and teachers to schedule time for students to access the PIE Technology Practice Test in order to become familiar with Kite Student Portal and item types. Approximately 30 minutes should be allowed for students to take the PIE Technology Practice Test. Work with schools and teachers to schedule time for the PIE Item Field Test. The test session should take 45–55 minutes for most students.

The PIE Item Field Test will be taken in Kite Student Portal and each student will need a username and password to complete the test. Since no actual student data is being used, student usernames and passwords will be generated for use in this test. Based on the information provided when agreeing to participate in the PIE Item Field Test, a list of student usernames and passwords for each participating teacher will be sent to the district or building test coordinator via a secure link from the Kite Service Desk. A security agreement for each participating teacher will be emailed for completion via DocuSign.

After receiving the student usernames and passwords:

- Provide the teacher with the list of student usernames and passwords.
- Verify that the teacher has signed the security agreement via DocuSign and that you have a copy of it.
- Remind the teacher that the student usernames and passwords do not contain any actual student data and were created specifically for the PIE Item Field Test. A student should be assigned one username and password from the list. Usernames and passwords should not be shared. A username and password should not be used by more than one student.

- If there are more students taking the PIE Item Field Test than there are student usernames and passwords, contact the Kite Service Desk.

During the PIE Item Field Test window from March 4 to March 22, 2024, test coordinators should:

- Provide guidance and support to test administrators as needed.
- Communicate any issues with test items to the Kite Service Desk.
- Ask test administrators to notify you when they have administered the PIE Item Field Test.

TESTING ADMINISTRATION

- Teachers administering the PIE Item Field Test should read the following, at minimum, prior to test administration:
  o Chapter 2: Designated Features and Accommodations
  o Chapter 3: Technology – Kite Student Portal
  o Chapter 4: Teachers and Test Administration
- Students cannot be required to use scratch paper, to show their work, or to use the online tools (for example, the highlighter).
- Students cannot be required to use specific test-taking strategies.
- Teachers may not grade scratch paper; scratch paper must be destroyed at the end of the test session.

LOCAL TEST WINDOWS

- Local districts and buildings should define and schedule test sessions for the PIE Technology Practice Test and the PIE Item Field Test.
- The PIE Item Field Test is untimed. Students should be given as much time as necessary to complete the test session. The session is estimated to last between 45 and 50 minutes. Building test schedules should account for students who need extra time to finish a test session. In most cases, students should finish the test session before the end of the school day. Students should **not** be held from lunch, recess, or required services, or be kept after school to complete the item field test session.

CHAPTER 2: DESIGNATED FEATURES & ACCOMMODATIONS

Students who use designated features and/or receive accommodations in instruction and in the assessment environment may use the following on the PIE Item Field Test.

- **Designated features** are those features that are available for use by any student for whom the need has been indicated by an educator (or team of educators

including the parents or guardians and the student if appropriate) who is familiar with the student's characteristics and needs.

- **Accommodations** are changes in procedures or materials that ensure equitable access to assessment content and generate valid assessment results for students who need them. Accommodations are generally available on an Individualized Education Plan (IEP), 504, or Individualized Learning Plan. Accommodations should be used on the PIE Item Field Test only if they have been a regular part of instruction.

Embedded accommodations should be selected in Kite and non-embedded accommodations should be provided at the local level.

Embedded Designated Features and Accommodations	Local Level Designated Features and Accommodations
Color Contrast	Bilingual word-to-word dictionary
Magnification	Oral reading by test administrator in native language for English learners
Reverse Contrast	Signing
Text-to-speech	Testing individually
Color Overlay	Test administered in several sessions or at a specific time of day
	Use of assistive devices

Braille is not available for the PIE item field test.

SUMMARY

- Accommodations should be used on the PIE Item Field Test only if they have been a regular part of instruction.
- Students with an IEP, 504, or ILP may only use accommodations documented on those plans.
- It is important to make sure students are familiar with the available accommodations.
- The text-to-speech accommodation (TTS) is a synthetic (computer-generated) voice.
- Whole-screen magnification is an option for any student. However, due to the variance of displays across devices, it is recommended to use the technology practice test to determine the best level of magnification for your student. For example, students who use large screen magnification should not use the iPad.

- Questions regarding accommodations for the PIE Item Field Test should be directed to the test coordinator.

ALLOWABLE PRACTICES

- Practices such as reading aloud an occasional word, an occasional distractor, an occasional stem, or an occasional question are considered acceptable assessment practice.
- Students who routinely use tactiles/manipulatives as part of instruction and assessment should be allowed to use tactiles as appropriate during the PIE Item Field Test. Tactiles specific to the PIE Item Field Test are not provided. Teachers may provide students with tactiles they normally use during instruction and assessment for use on the PIE Item Field Test.
- Teachers should use professional discretion regarding the number of times a student may request assistance.

CHAPTER 3: TECHNOLOGY – KITE® STUDENT PORTAL

Kite® Student Portal is the secure testing application used for the PIE Technology Practice Test and PIE Item Field Test administration. It covers the full screen of the device being used for the assessment administration, preventing students from accessing outside information during the assessment. Some Missouri district staff, educators, and students will be familiar with the platform, as it is the same platform used for the Dynamic Learning Maps alternate assessments.

This chapter is divided into sections to help you access information as easily as possible.

- The **Installation section** includes links to guides for installing Kite Student Portal on a particular type of machine or operating system.
- The **Kite Student Portal section** includes the procedures associated with logging into Kite Student Portal, using the assessment environment, and logging off. The instructions are written so that an educator can use them to give students an overview. The procedures are not written directly to students.
- The **Assessment Tools section** includes specific details about each of the tools available to students within the Kite Student Portal software.

The Kite Student Portal application icon is shown below:

Every effort was made to ensure that the graphics in this guide match what the users will see when using Kite Student Portal. Expect some slight differences depending on the computers and operating systems used to access Kite Student Portal.

For more information about the Kite® Suite, refer to the [PIE website.](#)

INSTALLING KITE STUDENT PORTAL

In most schools, technology personnel are responsible for the installation of Kite Student Portal onto testing devices. Kite Student Portal should be installed and configured on each assessment machine before beginning administration of assessments. For more information, refer to the installation guide provided in the next section for the desktop, laptop, or tablet computer being used.

REQUIRED SOFTWARE

Before students can take assessments, Kite Student Portal must be downloaded and installed on each supported testing device.

The supported testing devices are those with the following operating systems:

- Windows 8.1, 10, and 11
- iPadOS 14.3–17
- macOS 11.1–13.3

For more information about installing Kite Student Portal, refer to the installation guide for the operating system or device being used. Installation guides and a list of supported devices and operating systems can be found on the [PIE website](#).

Installation guides include:

- [Kite Student Portal Installation Guide for **Windows®**](#)
- [Kite Student Portal Installation Guide for **Mac®**](#)
- [Kite Student Portal Installation Guide for **iPad®**](#)
- [Kite Student Portal Installation Guide for **Chromebook®**](#)

KITE SERVICE DESK

The Kite Service Desk provides support for Student Portal. Service Desk representatives are available to assist you weekdays from 7am to 5pm CST.

If you need additional help, call or email the Kite Service Desk.

Phone: 844-675-4479

Email: kite-support@ku.edu

When contacting the Service Desk, **do not send** any Personally Identifiable Information (PII) about a student via email. PII includes such information as a student's first name, last name, birth date, etc. Do not send any information about the content of the test, such as the question or answer choices on a particular item. Information about items must remain secure.

Do send the student username and the error or concern you are reporting regarding the test taker or the assessment item.

KITE STUDENT PORTAL

This section of the PIE ITEM FIELD TEST MANUAL includes the procedures for students to get started taking an assessment. The procedures are written in a step-by-step format, but the information is primarily for test administrators who will be helping students log into Kite Student Portal and navigate through an assessment. This section includes the following procedures:

- Running Kite Student Portal
- Logging in
- Starting an assessment
- Navigating through Kite Student Portal
- Ending an assessment

RUNNING KITE STUDENT PORTAL

The process for opening and running Kite Student Portal varies depending upon the operating system or hardware in use. It is important to review the section that matches the equipment your students will be using.

Kite Student Portal should be used with a single monitor but may work when set up with multiple monitors. An error may occur when launching Kite Student Portal if more than three monitors are being used.

After Kite Student Portal is opened on a machine, the assessment environment is standardized across operating systems and hardware, with the exception that an iPad user will touch the screen instead of using a mouse.

Should Kite Student Portal lock up or display an error message on any device, you may need to quit the application by entering Cmd+Q on a Mac device or Ctrl+Q on a PC and then entering the quit password. To obtain the most current quit password, please call the Kite Service Desk. Chromebooks and iPads will need to be reset or rebooted.

Opening Kite Student Portal (Mac or Windows)

To open Kite Student Portal on a Mac or Windows device, the student should perform the following steps.

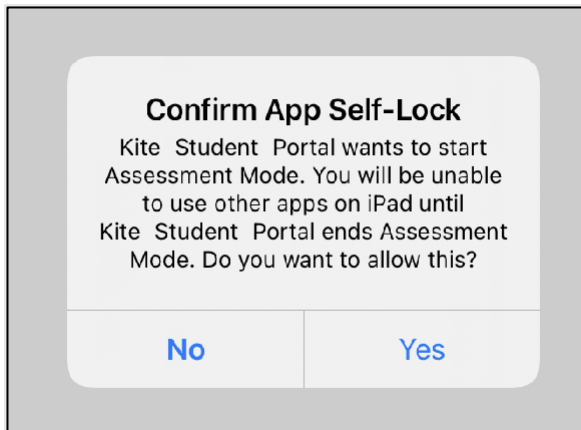1) Double-click the Kite icon on the desktop.

Opening Kite Student Portal (iPad)

To open the Kite Student Portal app on an iPad, the student should perform the following steps.
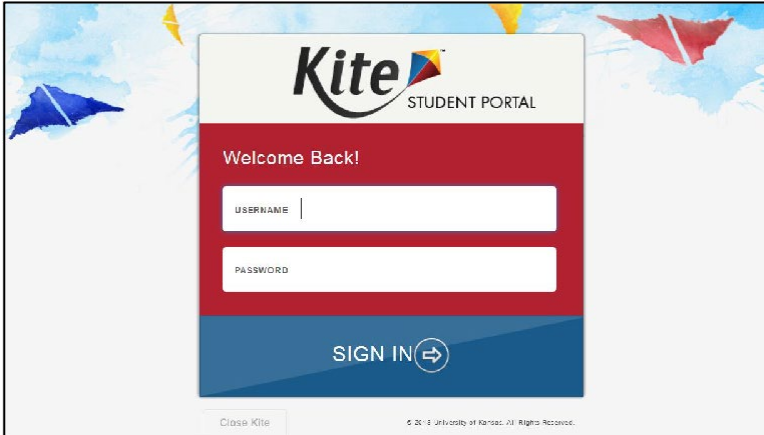
2) Tap the Kite icon.

3) The following pop-up message will appear. Tap **Yes.**
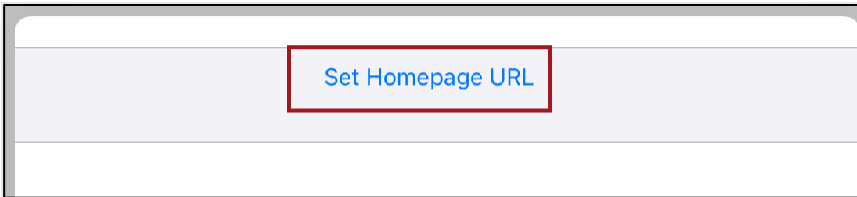

Note: If you tap **No**, a No Kiosk Mode Available pop-up appears. Tap **Retry** to Confirm App Self-Lock.

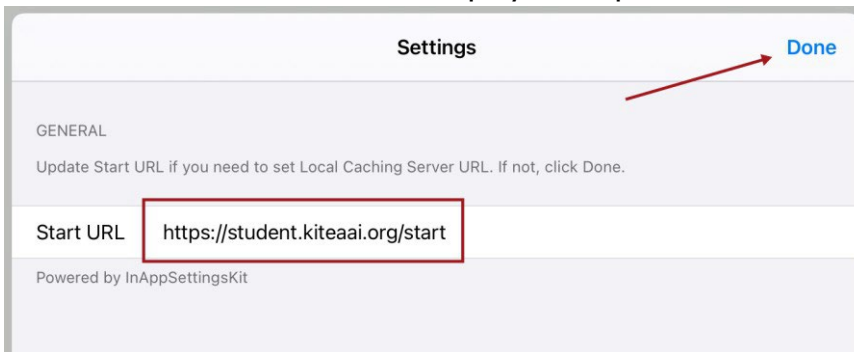4) Enter the student credentials on the login screen.

Note: If this is the first time that Kite Student Portal has been launched, the following steps should be taken.

   a) The following popup will appear. Tap **Set Homepage URL.**

   b) The correct Start URL will be displayed. Tap **Done.**

Opening Kite Student Portal (Managed Chromebook)

To open the Kite Student Portal app in Managed mode, the student should perform the following steps:

1) Open the Chrome App Launcher from the sign in screen.
2) Open the Kite Student Portal App.

To maximize the screen, select the maximize button in the upper right part of the screen.

LOGGING INTO KITE STUDENT PORTAL

Before students log into Kite Student Portal, they should have a student username and password for the assessment. These will be provided by your building or district test coordinator.

To log into Kite Student Portal, the student should perform the following steps.

1) Enter the username in the **USERNAME** field.
2) Enter the password in the **PASSWORD** field.
3) Select **SIGN IN.**
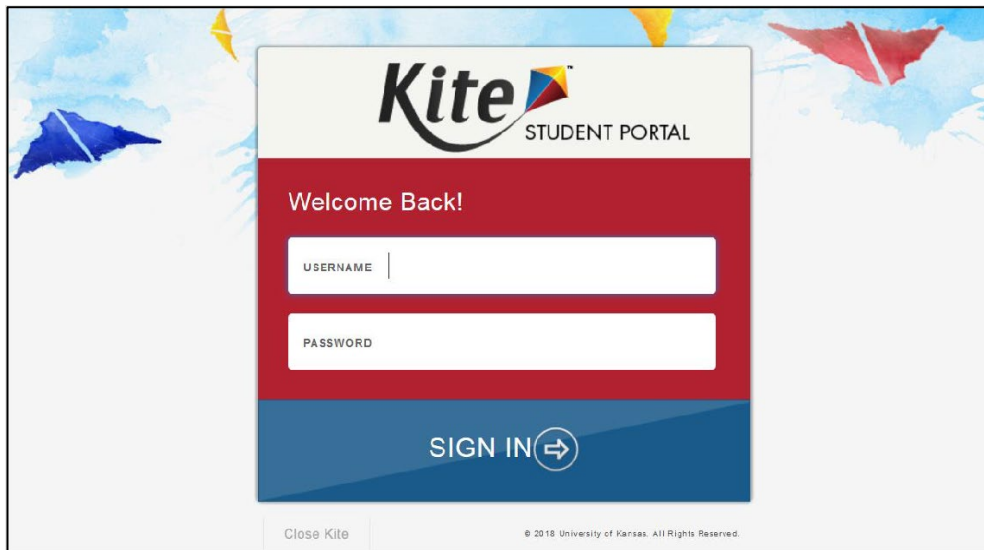
STARTING AN ASSESSMENT

To start an assessment, the student should perform the following steps.

1) Select **TAKE A TEST** or **PRACTICE FIRST.**
   Note: Select **TAKE A TEST** to access the PIE Field Test. Select **PRACTICE FIRST** to access the **Technology Practice Test.**

2) Select **TAKE TEST.**

Please select a practice test to take.

Pathways for Instructionally Embedded Assessment

Practice

| Mathematics | PIE Technology Practice Test
School ID: PIE_SCH | Take Test ⊕ |

3) Select **BEGIN** (or **NEXT**).
    Note: The green button will say either **BEGIN** or **NEXT**.

Specific directions for the Technology Practice Test and the PIE Field Test are found in Chapter 4 of this manual.

NAVIGATING THROUGH KITE STUDENT PORTAL

Several features are available to help students gauge their progress while taking an assessment. This section briefly describes features that you may want to point out to your students. The section contains graphics from the general user interface.

MAIN ASSESSMENT WINDOW

An example of the main assessment window is shown below. The **navigation bar** is at the top of the screen. The **Toolbox** is on the left side of the screen. The **text-to-speech (TTS) player** and the **navigation buttons** are on the bottom of the screen. A **help icon** and a **flag** that the student can use to mark a question for review before finishing the assessment are located at the upper right side of the screen.

Note: The help icon will only display if help exists for the particular assessment question.
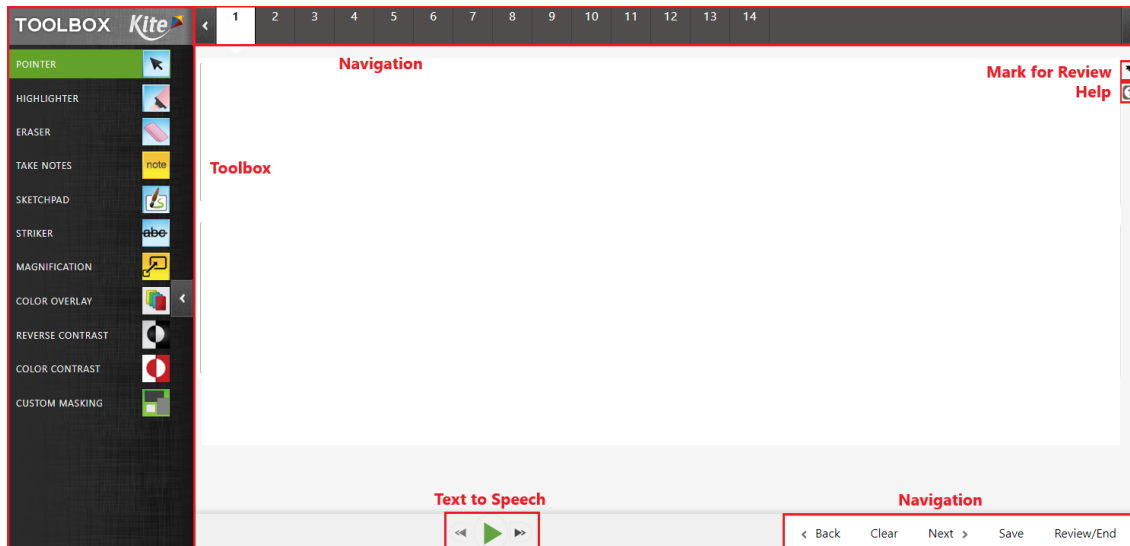
Sometimes the screen displays a passage with questions that are related to that passage. In these cases, the student has additional choices for displaying the assessment questions.

FLAGGING A QUESTION – MARK FOR REVIEW

Students can select the **flag icon** at the upper right side of the main window to mark a question for later review within the assessment session.
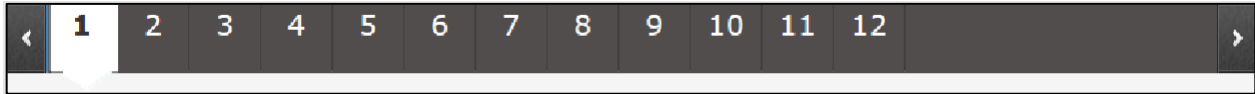

Flagged questions are also marked on the review page at the end of the assessment.
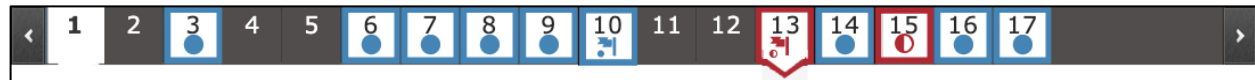
NAVIGATION BAR

The **navigation bar** at the top of the window shows a number for each question in the assessment. Students can select a number to go to a specific question.

The number of the open question appears on a white background with a triangle pointing downward.

Interacting with the items may produce the icons shown in the image below and described in the following table.

Item Icons	Icon Meaning
15	Unanswered
15	Answered
15	Partially answered (multi-part item with at least one part unanswered)
15	Flagged and unanswered (marked for review)
15	Flagged and answered (marked for review)
15	Flagged and partially answered (multi-part item with at least one part unanswered)

HELP

The **help button** displays additional information about how to manipulate and respond to the particular question type, not the content.

When a student selects the help button, a window displays additional information. Select the blue X to close the help window.
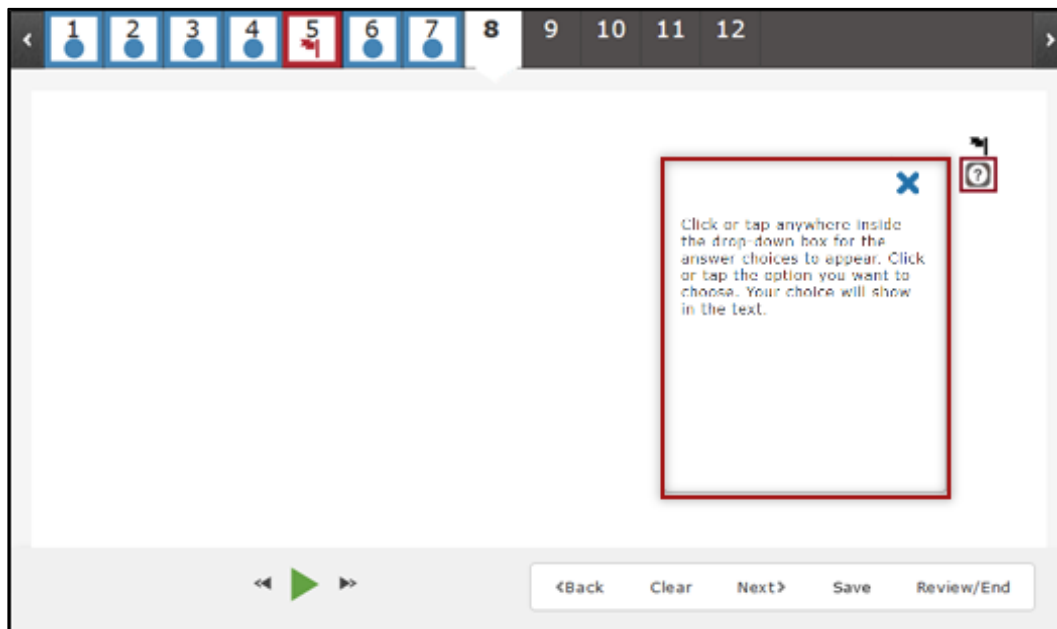
SAVE

The **save button** allows a student to save their answers without submitting the assessment. The student can return to complete the assessment at another time.

Your responses will be saved but not submitted and you will be logged out of the test. Do you want to continue?

YES   NO
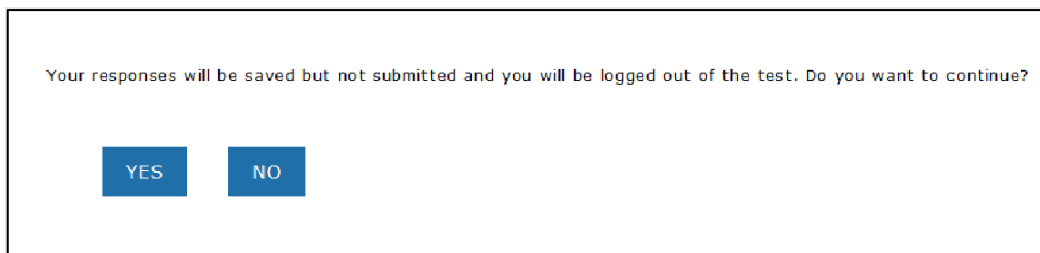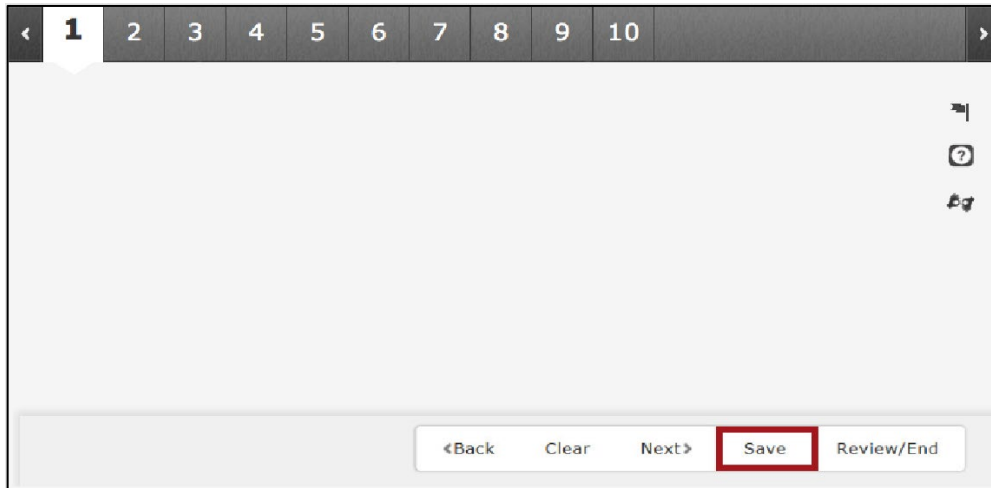
TEXT-TO-SPEECH PLAYER

The **text-to-speech (TTS) player** plays audio files that correspond to the content on the screen. Content sections highlight on the screen as it is read by a synthesized voice.

Select the green **play button** to listen and select the **black parallel lines** to pause the TTS. Skip forward or back to the beginning of an audio segment using the **double arrows.**
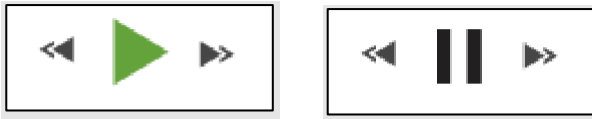
NAVIGATION BUTTONS

Buttons at the bottom of the screen can be used to return to the previous question or screen, clear an answer, go forward to the next question, save, or review and end the assessment. To return to the directions, navigate to the first question and select the **Back** button.

ENDING AN ASSESSMENT

Ending an assessment is a two-step process. First, the students use the review screen to see if they have entered an answer for each question. After reviewing for completeness, the students end their assessment by selecting **END.**

USING THE REVIEW SCREEN

When an assessment is finished, select **Review and End** at the bottom of the screen to display the review screen. On the review screen, students review which questions they have answered or marked for review. The review screen does not show the answers the student entered.

Students can select the red or blue box beneath a number to return to that question.

Students can also select **Go Back** to return to the assessment.
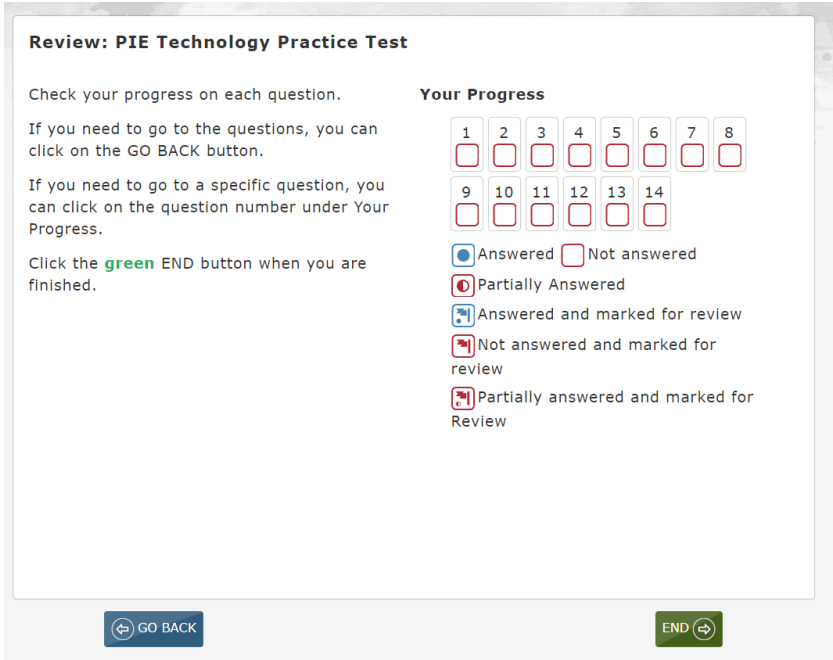
ENDING AN ASSESSMENT

After reviewing answers, the student ends the assessment by performing the following steps.

1) On the Review screen, select **END.**
2) On the Confirmation screen, select **YES.**
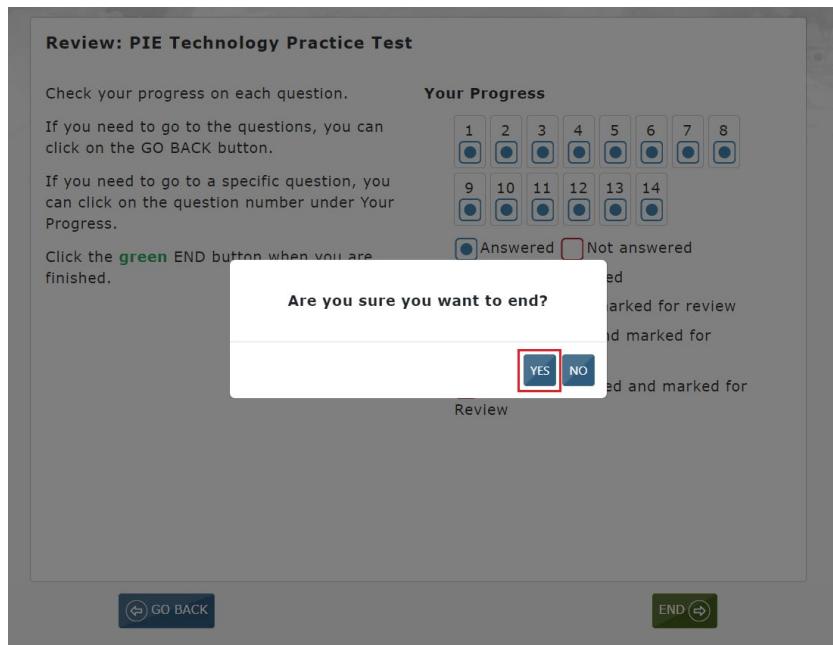
3) Select **Sign Out** at the top of the screen.

Note: The students should always use the **Sign Out** button when finished. If the student uses a Mac or Windows device, select **Close Kite** at the end.

ASSESSMENT TOOLS

TOOLBOX

Kite Student Portal includes a number of tools that students can use while taking an assessment. These tools are available on the left side of the screen below the Kite logo.

Closed Toolbox	Open Toolbox
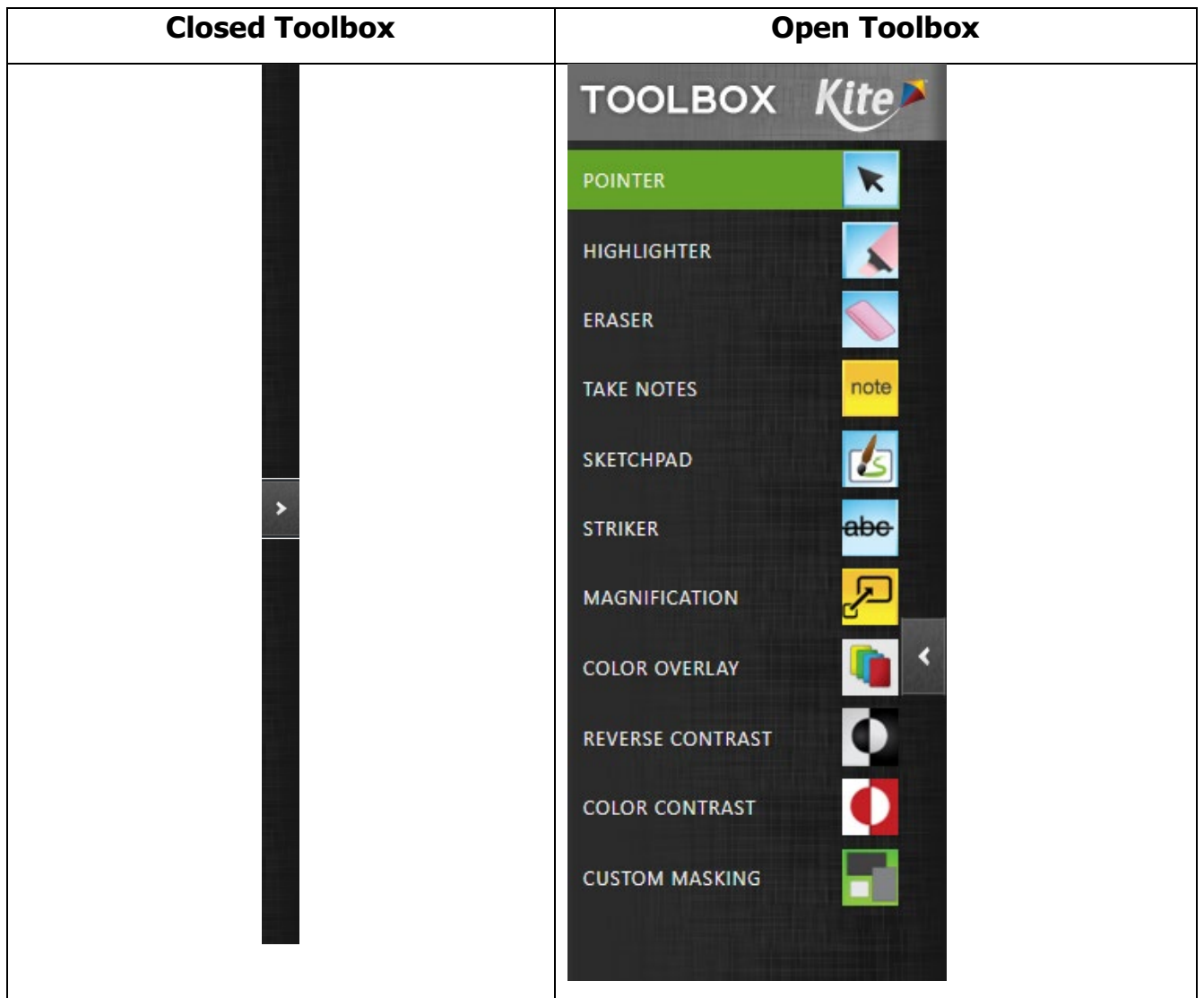
The **Toolbox** slides out from the left side of the screen when the user selects the white arrow icon in the left margin. Depending on the assessment settings, different selectable tool options display in the Toolbox.

Move the cursor over the arrow icon in the left margin and select to open. Available labels and tool icons appear to describe each tool. Select the arrow icon again to close the Toolbox.

When activated, some tools display a movable pop-up window. It may initially cover part of the content but can be moved by selecting and dragging. These windows are shown in the detailed description of each tool in the next section.

Once selected, many of the tools open a window where the student uses, manipulates, or turns off the tool. Each of these windows can be closed by selecting the circled X on the upper left side of the tool window.

Some tools, such as reverse contrast, are turned off by selecting the tool a second time.
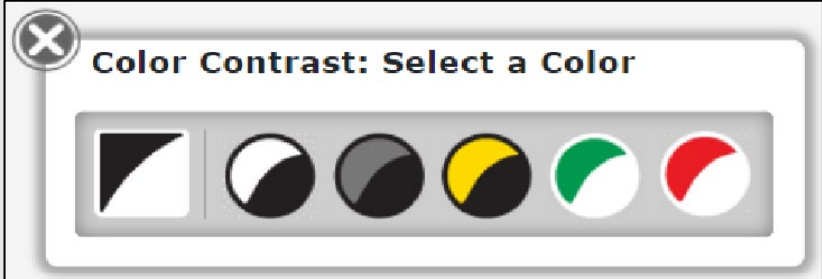
Other tools, such as the highlighter and strikethrough, change the cursor from a pointer arrow to another icon. To remove the highlighting or strikethrough marks, use the eraser tool. To turn off the tools, select the tool a second time or select the pointer tool.

Tool Descriptions

Color Contrast

The color contrast tool allows a student to change the color of the assessment font and the background. The upper (left) portion of the circle indicates text color, while the lower (right) portion of the circle indicates background color.

The color contrast tool and color overlay tool cannot be applied simultaneously. In the example below, the colors would change to yellow text on a black background.

Icon	Tool
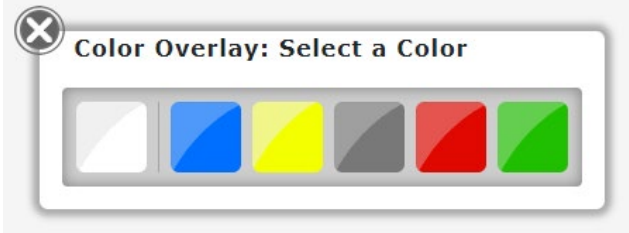
Reverse Contrast

The reverse contrast tool allows a student to change the assessment background to invert the background color and foreground color; for example, inverting the background color from white to black and the foreground color from black to white.

Icon	Tool
	The reverse contrast tool does not open a separate window; instead, it changes the text and background colors.
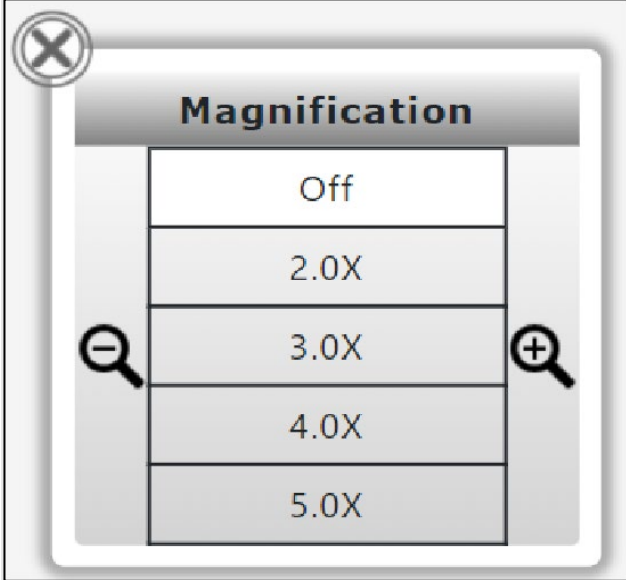
Color Overlay

Icon	Tool

Displays a light color background on the screen behind content with options for blue, yellow, grey, red, and green.

Magnification

The magnification tool allows a student to enlarge the screen during an assessment. Students can select a magnification level (2.0X, 3.0X, etc.) or use the magnifying glasses to zoom in and out.

Icon	Tool

Masking

The masking tool allows a student to mask, or cover, parts of the assessment. After a student selects the masking button, a black box appears.

The student can move the masking box by dragging it to different areas of the screen.

Note: Each time the student selects the masking icon, another masking box displays.

To close or remove the masked areas, select the X for each box.

Icon	Tool
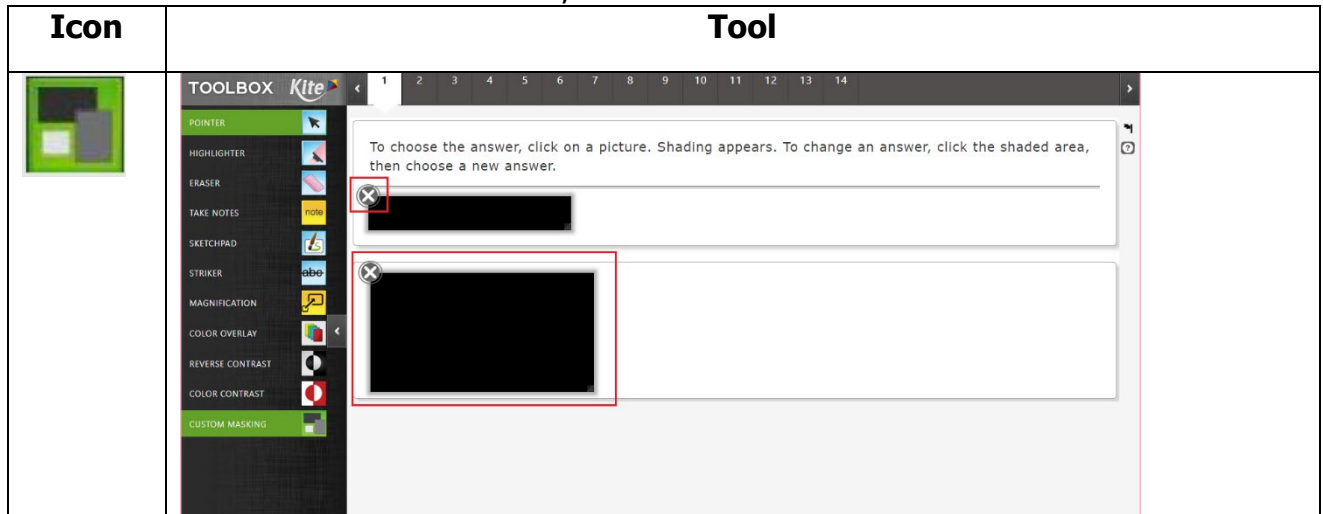
Eraser

The eraser tool allows the student to remove highlighter and strikethrough effects. To switch off from using the eraser, select the eraser icon or the pointer tool.

Icon	Tool
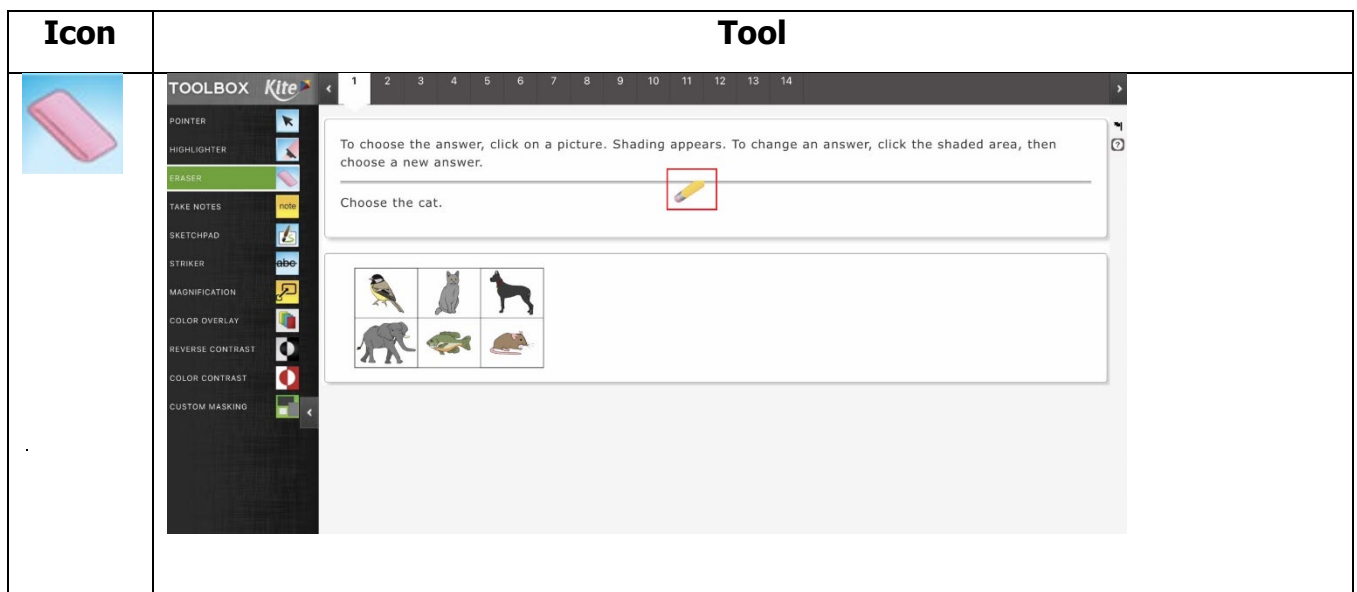
Note: This tool changes the cursor from an arrow or marker to a pencil eraser.

Highlighter

Note: The highlighter tool is intended for use with text passages.

Icon	Tool
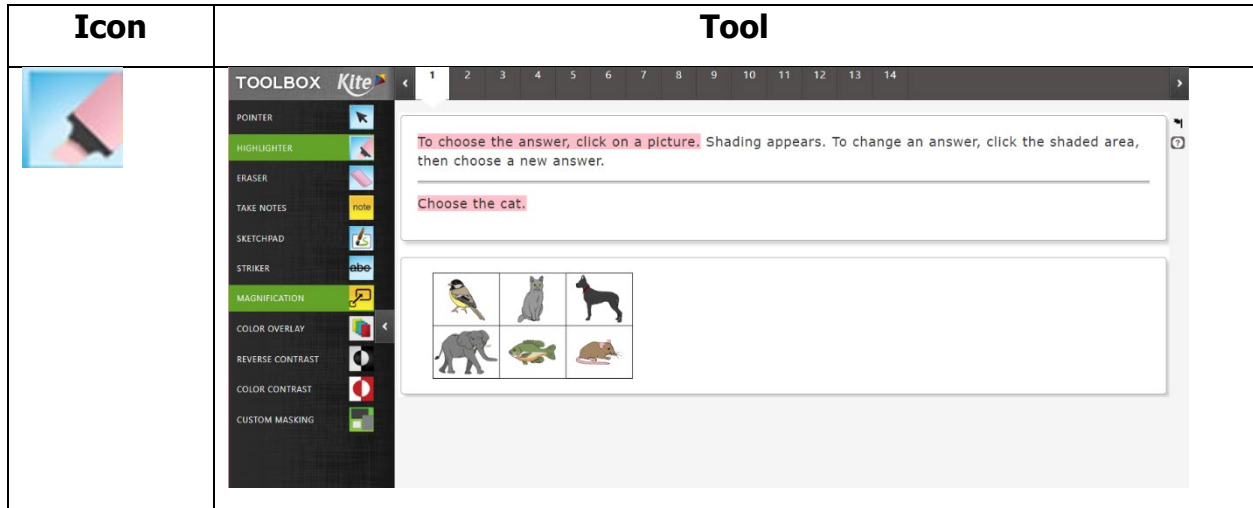
The highlighter tool allows a student to select and highlight text. The student can drag the highlighter to highlight a word or area. The highlighting remains on the screen until the student removes it using the eraser tool.
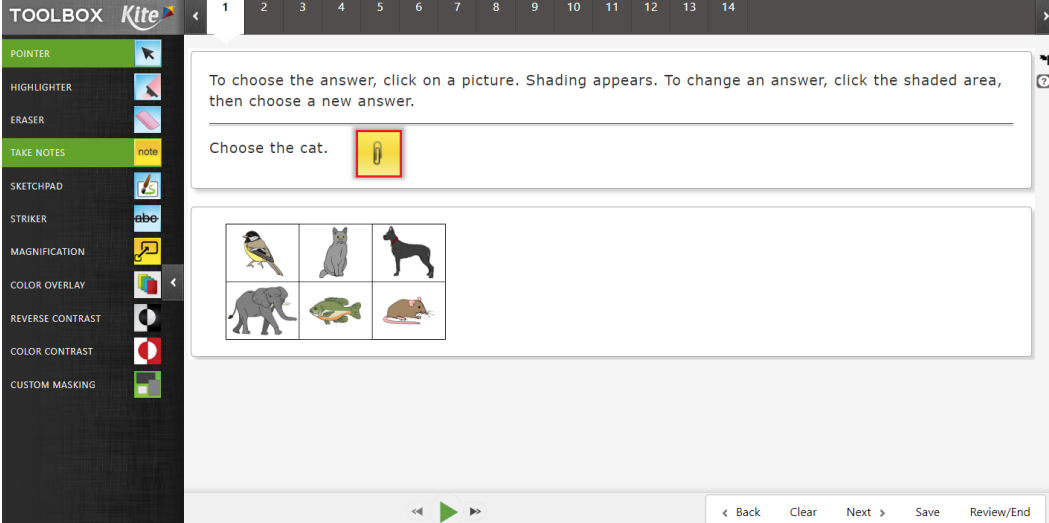
Note: This tool changes the cursor to a pink highlighter.

Note

The note tool allows students to make notes about an assessment question. Student notes are not saved. The student can delete a note by selecting the X in the top left corner.

Icon	Tool
note	

Note: Select the minus symbol (next to the X) to minimize the note (displays as a paperclip icon). Select the paperclip to reopen the note.
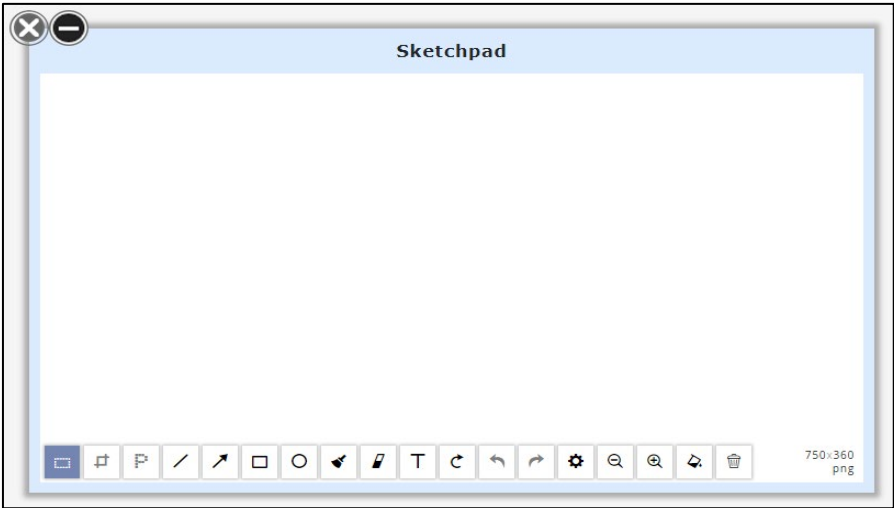
Pointer

The pointer tool is the tool that students use most. The pointer allows a student to select content in an assessment.

Sketch Pad

The sketch pad tool provides a student with an area to draw; work with shapes and lines; and add text, arrows, and colors.

Icon	Tool

Striker

Icon	Tool

The striker tool allows a student to mark a line through multiple-choice response options. The strikethrough line remains on the screen until removed using the eraser tool.

Note: The strikethrough tool changes the cursor from an arrow to a blue marker. If used on a graphic, the graphic will become faded.

CHAPTER 4: TEACHERS AND TEST ADMINISTRATION

SCHEDULING AND TIME LIMITS

- In general, the PIE Item Field Test session **should be completed in one testing period.** However, for students who need additional time, the test session may be administered over two separate testing periods. The two separate periods should be conducted on the same day.
- **All assessments are untimed.** Each student must be allowed as much time as necessary and reasonable to complete each test session in one sitting. For planning purposes, teachers should allow students 30 minutes to take the PIE Technology Practice Test. The PIE Item Field Test session should take between 45 and 55 minutes for most students.
- If a student does not complete a test session within the time given to the class, **the student may be allowed more time** provided that the student makes a serious attempt to complete the test and that the student is provided additional time as soon as reasonably possible. If the test session is during the last period of the day, the student may select the Save button to finish after school or the next school day. If administrators are concerned about students not finishing within a testing period, it is advisable for students to not take the test in the last period of the day.

TEST SECURITY AND ADMINISTRATION GUIDELINES

Assessment administrators should follow the PIE Item Field Test procedures outlined by the district or building test coordinator.

TEST SECURITY

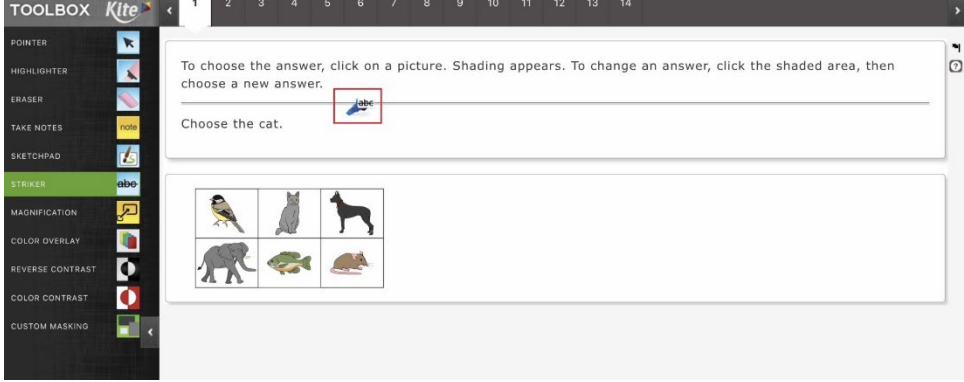Test security is essential to obtain reliable and valid item performance statistics for the PIE Item Field Test study. Accordingly, the Missouri Department of Elementary and Secondary Education (DESE) along with its research partner ATLAS must take every step to ensure the security and confidentiality of state testing materials.

No one, including test coordinators, principals, or teachers, may review tests or analyze test items before, during, or after the time in which the PIE Item Field Test is administered.

- Test materials must never be copied, reproduced, or paraphrased.

- All chalkboards and whiteboards in rooms used for testing should be clean and have no information on them.
- It is recommended that the building test coordinator do a walk-through of every room used for testing to make certain that all bulletin board displays that could assist students in testing have been covered.

TEST SECURITY AGREEMENT

Every teacher who administers the PIE Item Field Test must sign the Test Security Agreement. A test security agreement will be sent to each teacher and is completed via DocuSign. The teacher must sign the agreement prior to administering the PIE Item Field Test.

IMPORTANT INFORMATION REGARDING TEST SECURITY AND REPORTING ITEM ISSUES

Because of test security issues, we expect administrators and teachers to abide by the Test Security and Administration Guidelines in this manual. If a student questions the correctness of an item, follow this outlined procedure.

1) To the student, repeat the information from the directions and say: "Choose the answer that you think is best," "There is one correct or best answer to each question," "Carefully read the question," or "Work the problem." It may be appropriate in certain circumstances to tell the student or reader that their concern will be forwarded to the Kite Service Desk for review and analysis.
2) Collect the following information and forward the information to the district test coordinator, who will then forward the information to the Kite Service Desk.

Reporting item issues

- State that this is for the PIE Item Field Test, and provide the username, teacher, building, and district.
- Report the issue, **not** the content of the item (for example, "no correct answer in item 1," "multiple correct answers in item 2," "both A and C are correct in item 3," "a word is misspelled in item 4," "sentence is grammatically incorrect in item 5," etc.).
- Do **not** forward the item, item stem, any response choices, or narrative descriptions of the item via email (these are live, secure test items).
- Do **not** take or send pictures of the item.

Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the building test coordinator, who will report to the district test coordinator or DESE for guidance.

- These directions must be followed to ensure uniform testing conditions.
- These are secure test materials. Test questions are not to be used for development of instructional materials or to build sample tests. No other use of these materials is permitted.
- Teachers must read and abide by testing practices in this manual.
- Conduct the PIE Item Field Test in a serious manner that encourages and motivates students to do their best.

PREPARING FOR TESTING

TECHNOLOGY PRACTICE TESTS

Technology Practice Tests are available to allow students, parents, teachers, and other interested parties to see and experience Kite Student Portal prior to assessments. The Technology Practice Test provides an opportunity for students to navigate an assessment, learn about commonly used tools, respond to various item types, and get helpful information. The Technology Practice Test focuses on simple items, successful manipulation of each item type, and a cursory look at tools.

Educators are strongly encouraged to ensure that Kite Student Portal is installed on all machines intended for assessment and to provide students with opportunities to use Technology Practice Tests to familiarize themselves with Kite Student Portal before testing.

STUDENTS LOGGING INTO KITE STUDENT PORTAL

Provide students with the following steps for accessing Kite. **Say each step to the students, assisting students as needed.**

- "Click the Kite icon."
- "Enter the username and password."
  - Username: demo.pie
  - Password: SWAPS
  - **Note:** For the Technology Practice Test, all students use the same username and password. Provide the username and password to all students. It is acceptable to write the username and password on a whiteboard or project them, as they are not secure.
- "Click SIGN IN."
- "Click Practice First."

Walk around the room to verify that students have logged in properly.

Say to students:

"Practice using the tools and moving through the test. Instructions are given above each question. When you are ready to start the practice test, click the **green** BEGIN button.

Check your progress on each question. If you need to go back to any questions, you can click on the GO BACK button.

If you need to go to a specific question, you can click on the question number under Your Progress.

Click the **green** END button when you are finished."

While students are practicing with the tools, test administrators may want to point out the following tools, navigation, and icons for students.

TOOLS

Tools are available to help as you read and answer different types of questions. Some of the available tools are described in the list. More tools are available in the Toolbox.

- – You may use the highlighter tool to highlight text.

- – You may use the eraser tool to remove highlighting or striker marks.

- – You may use the striker tool to cross out answer choices.

- – You may use the notes tool to type notes.

- – You may use the sketch pad tool to draw and write notes.

- – You may use the magnification tool to make text and graphics larger.

NAVIGATION

- Use the scroll bar to see the entire question and all the answer choices.
- To move between questions, use the Next and Back buttons at the bottom of the screen, or choose the question number at the top of the screen.

- At the top of the screen, unanswered question numbers are **gray**, partially answered question numbers are white with a half **red** dot, and answered question numbers are white with a **blue** dot.

- – You may use the help icon for directions about answering different types of questions.

- – You may use the flag icon as a reminder to return to a question. When you use the flag icon, question numbers at the top of the screen are marked with a flag.

- – Unanswered question numbers are marked with a red flag.

- – Answered question numbers are marked with a blue flag and a blue dot.

THE PIE FIELD TEST SESSION

ROOM PREPARATION

Remove or cover (with opaque material) bulletin board displays, fact tables, charts and diagrams, and any other instructional materials that may give assistance or advantage during testing.

STUDENT LOGINS FOR THE PIE FIELD TEST

A list of usernames and passwords will be sent to the district or building test coordinator for use by students during the PIE Item Field Test. Assign each student participating in the PIE Item Field Test a username and the corresponding password. Student usernames and passwords should **not** be shared.

TEST ACCESS FOR STUDENTS WHO HAVE MOVED

Do not send test access information to another school for a student now in a different or new school or district.

MATERIALS NEEDED FOR TESTING

A list of usernames and passwords will be sent to the district or building test coordinator for use by students during the PIE Item Field Test. Assign each student

participating in the PIE Item Field Test a username and the corresponding password. Student usernames and passwords should **not** be shared.

Provide the following materials as needed:

- pencils for each student to work problems on scratch paper
- blank scratch paper
- the MAP Math Reference Sheet Grades 3–5 may be provided if used as a part of regular instruction
- bilingual word-to-word dictionaries for English learner (EL) students
- headphones
- hand-held calculators if required by a student's IEP
- locally-provided tactile materials if required by a student's IEP

TEST ADMINISTRATION GUIDELINES FOR TEACHERS

- Follow established district and building procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings upon completion of the PIE Item Field Test.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material that could give assistance or advantage during testing.
- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
- Student usernames and passwords should not be shared or exchanged.
- Verify the Review/End Screen upon completion of the assessment to ensure all items have been answered before a student exits the test.
- **Do not** store or save any items on computers or personal storage devices; test items must never be shared via email or other file-sharing systems or be reproduced by any means.
- **Do not** say or do anything that would let a student know whether a response is correct or incorrect.
- **Do not** ask students how they arrived at a response.
- **Do not** tell students to redo a specific answer or to review any specific part of the assessment once testing has begun.
- **Do not** go back and review each item individually with a student; simply direct students to answer items that did not have a blue dot to indicate that the item was answered.

PROCTORING GUIDANCE DURING TESTING

- Move **quietly around the room.**

- Ensure **that each student is taking the assigned assessment.**
- Ensure **that students are following instructions and are on task.**
- Regularly **check that students are indicating their responses properly.**
- Give **assistance to any student having problems following instructions.**
- Periodically **remind students of the time during the test session.**
- Ensure **that students who finish early do not interact with or disturb other students.**
- If a student appears to be responding randomly or is not showing effort, immediately pause the test session for that student. Contact the building test coordinator about the student's test session and follow local procedures. The session may be **restarted, and the student allowed to complete the assessment.**

TEST ADMINISTRATION GUIDELINES FOR STUDENTS

- Students may use blank paper to show and check their work. The paper must be collected and securely destroyed at the end of the test session.
- The use of electronic devices (including cell phones, smart watches, and similar devices) is not allowed on any portion of the PIE Item Field Test.
- EL students may use bilingual word-to-word dictionaries for the PIE Item Field Test.
- Textbooks, dictionaries, and other curricular materials may not be used.
- Before submitting answers, students should stop at the Review/End Screen and raise their hand. When possible, a student should return to the previous test section only to answer skipped or omitted items. The teacher may confirm that all items have been answered. Once confirmed, the student may submit responses.
- Students who were absent during the PIE Item Field Test administration may take the PIE Item Field Test at the district's discretion.

STUDENTS LOGGING INTO KITE STUDENT PORTAL FOR THE PIE FIELD TEST

The Script for teachers is provided in this manual. The Script below must be used with all students testing via Kite Student Portal. For students with disabilities, the directions may be clarified or paraphrased. You may **not** give instructions in addition to those in the manual. For students who have difficulty logging in to Kite Student Portal, teachers may prepare the student's computer in advance by launching the application and logging in using the username and password assigned to the student.

SCRIPT: PIE ITEM FIELD TEST DIRECTIONS TO STUDENTS

Tell students to complete the following steps.

1) Click the Kite icon.
2) Enter your assigned username and password.

3) Click SIGN IN.

Walk around the room to verify that students have logged in properly.

Say: "You are about to take the PIE Mathematics Item Field Test. In this test, you will show your knowledge of skills and concepts in mathematics. Take your time and do your best work. You may take as much time as you need."

"Does anyone need scratch paper or a pencil?" (Provide scratch paper and writing utensils as needed.) "If you decide later that you need scratch paper, raise your hand, and I will bring it to you."

Tell students to complete the following steps.

4) Click TAKE A TEST.
5) Click **Take Test.**

Students can use the arrow in the middle left of the screen to access the tools menu.

Walk around the room to verify that students have successfully accessed the PIE Item Field Test.

Say: "At (*insert time*), I will stop the testing session. Many of you will be finished, but some of you may need more time. If you need more time, I will tell you how to pause the test and when you will continue testing. Does anyone have any questions?"

"In a moment you will silently read or listen to the directions. Raise your hand if you have any questions or do not understand the directions. You may return to the main directions screen once you have started the test.

When students are ready, say the following.

Say: "Read and think about each question carefully. You may use scratch paper and the available tools to help you answer the questions.

You are **not allowed** to use a calculator during this test."

Remind students of the following items before they begin the PIE Item Field Test.

"You may need to use the scroll bar to see the entire question and all the answer choices.

"Remember to use the help icon for directions about answering different types of questions."

"Use the flag icon as a reminder to return to a question if you want to go back and review the question."

"Remember to check your progress on each question."

Students may begin if there are no additional questions.

Say: "When you are ready to start the test, click the **green** BEGIN button. When you have answered the last question, choose the **Review/End button.** Raise your hand, and I will check your screen to make sure that you have completed all the test questions."

"After you choose the **green** END button, you cannot return to these questions."

TEST COMPLETION

- Before a student exits the test, teachers must verify that all test items have been answered via the Review/End Screen in Kite Student Portal.
- When students have completed the first assessment session, collect all materials.
- Scratch paper and graph paper must be collected and destroyed.

CHAPTER 5: CONTACTS

CONTACTS

In addition to information sent to participating school districts and school buildings, the resources and contacts listed below can provide information regarding the PIE Item Field Tests.

- **PIE website:** https://pie.atlas4learning.org/
- **DESE:**
  - DESE Assessment
    - assessment@dese.mo.gov
  - Shaun Bates
    - Standards, Curriculum, and Assessment Coordinator
    - Missouri Department of Elementary and Secondary Education (DESE)
    - Office of Quality Schools
    - shaun.bates@dese.mo.gov
  - Mary Majerus, Ed.D.
    - Mathematics Pathways Director
    - Missouri Department of Elementary and Secondary Education (DESE)
    - Office of Quality Schools
    - Mary.Majerus@dese.mo.gov

- **Service Desk:** kite-support@ku.edu, 844-675-4479