



PIE PILOT TEST COORDINATOR MANUAL



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AUDIENCE AND PURPOSE

The PIE PILOT TEST COORDINATOR MANUAL provides test coordinators supporting the PIE pilot test with information to support data management, data managers, technology personnel, and teachers. Assessment coordinators oversee the assessment process and serve as the main point of contact between DESE Assessment, PIE Service Desk agents, and district and building educators.

ABOUT THE PIE PILOT

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. For more information about the PIE project, please visit pie.atlas4learning.org.

The PIE pilot study will be conducted in Grade 5 classrooms throughout the 2024–2025 school year, ending before the Missouri state assessment testing window starts. PIE is aimed at helping teachers use assessments and assessment results to support **mathematics** instruction. Short diagnostic assessments that are embedded into instructional cycles and are grounded on research-based learning pathways can help teachers monitor where their students are in their learning progress toward mastery of grade-level skills.

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CHAPTER 1: TEST COORDINATOR RESPONSIBILITIES

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

In preparation of the instructionally embedded assessment window opening on September 16, 2024:

- Become familiar with the PIE pilot study by reading this manual and the PIE PILOT TEST ADMINISTRATION MANUAL.
- Work with the data manager at the district or building level to enter and maintain educator, student, and roster data in Educator Portal. Directions for completing data management tasks in Educator Portal are in the PIE PILOT EDUCATOR PORTAL USER GUIDE.
- Provide the link to the PIE website to participating teachers who will be administering the PIE assessments. Ask that they read the PIE PILOT TEST ADMINISTRATION MANUAL, PIE PILOT EDUCATOR PORTAL USER GUIDE Chapter 2 and complete training.
- Request that the school's technology personnel install or update Kite Student Portal onto all devices that students will be using to complete the PIE pilot. Guides and directions are available on the PIE website and in the PIE TECHNOLOGY SPECIFICATIONS 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.
- Monitor and support assessment preparation.

During the instructionally embedded window from September 16, 2024, to February 19, 2025:

- Support and monitor assessment process and completion.
- Serve as first point of contact for teachers.
- Communicate any issues with test items to the Kite Service Desk.
 - pie-support@ku.edu
 - [PIE pilot webpage](#)

During the final assessment window from February 24, 2025, to March 21, 2025:

- Support and monitor assessment completion.
- Serve as first point of contact for teachers.

- Communicate any issues with test items to the Kite Service Desk.
 - pie-support@ku.edu
 - [PIE pilot webpage](#)

SUPPORTING TEACHERS

The test coordinator is the person that teachers will reach out to regarding test administration questions, data and technology needs, and item issues. The PIE PILOT TEST ADMINISTRATION MANUAL contains information regarding features, accommodations, and tools provided both inside and outside Kite Student Portal—where the assessment is delivered to the student—as well as materials needed, allowable practices, scheduling and time limits, test security, and test administration guidelines.

IMPORTANT INFORMATION REGARDING TEST SECURITY AND REPORTING ITEM ISSUES

Test security is essential to obtain reliable and valid item performance statistics for the PIE pilot test study. Accordingly, Missouri 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 a PIE pilot test is administered.

NOTE: Test materials must never be copied, reproduced, or paraphrased.

While the PIE pilot study is intended to support teachers' classroom instruction, maintaining test security is important to the validity of assessment results. Therefore, we expect administrators and teachers to abide by the Test Security and Administration Guidelines in the PIE PILOT TEST ADMINISTRATION MANUAL. Teachers have been directed to follow the procedure below if a student questions the correctness of an item:

- 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 it to the district test coordinator, who will then forward the information to the Kite Service Desk.

REPORTING ITEM ISSUES TO THE KITE SERVICE DESK

When reporting item issues to the Kite Service Desk, follow the procedure below:

- State that this is for the PIE pilot test and provide the student SSID, content group name, teacher, building, and district.
- 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.
- 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.

Teachers are to report any breach of test security or any other deviation to the building test coordinator, who will report to the district test coordinator or DESE for guidance.

CHAPTER 2: OVERVIEW OF THE PIE PILOT

Below is an overview of the PIE pilot assessment and the Kite System used for the assessment.

DESCRIPTION OF THE PIE PILOT ASSESSMENT

Missouri DESE selected twenty-five of the Grade 5 priority mathematics content standards for the PIE assessments. For each of the prioritized Grade 5 mathematics standards included in the PIE project, learning progressions or "pathways" were developed based on research on how students learn.

By using learning pathways as the basis for assessments that are administered at instructionally relevant points in time, embedded assessments produce more fine-grained and timely information about student academic progress for teachers to inform their instructional decisions during the school year. Learning pathways depict learning targets and other significant knowledge, skills, and understandings (KSUs) supporting their development, including foundational cognitive skills, early academic skills, and the directional relationships between KSUs in a map view using nodes and connections.

The first two pathway levels (Levels 1 and 2) represent the relevant fundamental KSUs and the KSUs neighboring the learning targets of the grade-level content standards, respectively. The last level in the learning pathway (Level 3) represents the learning

targets of the content standards. Each learning pathway reflects an increase in complexity of KSUs from level to level.

The PIE pilot has two assessment windows: the instructionally embedded window and the final assessment window.

During the instructionally embedded window, teachers will create content groups of one or more standards (and their associated learning pathways) for instruction and assessment. Students will take a content group baseline assessment covering Level 1 KSUs prior to instruction. Teachers will then access a report containing mastery data for each student on each standard assessed to use in planning instruction. Midway through instruction, the students will be assessed again on the content group, this time on Level 1 and/or Level 2 KSUs. Again, the teacher will access a report containing mastery data to be used in guiding instruction. At the end of instruction, students will be assessed on Level 2 and/or Level 3 KSUs for the content group, and mastery data will be reported.

The final assessment window will assess the 25 priority content standards included in the PIE project across two test sessions.

DESCRIPTION OF THE KITE SYSTEM

The Kite System is the technology platform used to assign and deliver PIE assessments. It consists of two parts: one for students and one for educators. 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® (DLM®) alternate assessments.

Kite Student Portal is the customized, secure interface used to deliver the assessment to students. Students have accounts in Student Portal. Educators and staff do not have accounts in Student Portal. Each year, the most current version of Student Portal must be installed on the student's testing device.

Students have their own unique username and password. The student signs into Student Portal.

Once Student Portal is launched, other websites or other applications cannot be accessed during the assessment. On iPads, Student Portal has an auto-lock feature that prevents students from using other apps while Student Portal is in use.

Staff and educators have accounts in Kite Educator Portal. Educator Portal is the administrative application through which staff and educators manage student data, create content groups, assign instructionally embedded tests, and retrieve reports and extracts. Users can access Educator Portal online using a supported browser. For information on how to work within Educator Portal, see the PIE EDUCATOR PORTAL USER GUIDE on the PIE website.

CHAPTER 3: UNDERSTANDING OTHER ROLES

Below is an overview of the other roles and responsibilities that test coordinators may support.

DATA MANAGER ROLE AND RESPONSIBILITIES

Data managers are responsible for gathering, editing, and uploading user, enrollment, and roster data in Educator Portal for those participating in the PIE pilot.

A data manager would have the Educator Portal role of District Test Coordinator (DTC), District User (DUS), Building Test Coordinator (BTC), or Building User (BUS). A district level user has access to data for the district and a building level user has access to data for the building. The DTC role must be assigned by a state level user. Specific information regarding the permissions within Educator Portal for each role is provided in the [PIE EDUCATOR PORTAL USER GUIDE](#).

A data manager will be responsible for adding users to Educator Portal, especially teachers. Teachers must have accounts in Educator Portal to complete training and create content groups for assessment and to assess students. Once teachers have been added to Educator Portal, Grade 5 students who will be participating must be enrolled.

After students are enrolled, the data manager will create rosters, which connect the students to a teacher for assessment.

Data managers will also have access to extracts and reports to verify data and monitor assessment completion.

Step-by-step instructions to complete data management tasks are in the [PIE PILOT EDUCATOR PORTAL GUIDE](#).

TEACHER ROLE AND RESPONSIBILITIES

Teachers may also be referred to as test administrators.

Teachers must have an Educator Portal account with the role of teacher to complete the PIE training course. The training course will provide teachers with information about: the PIE learning pathways; how to create and plan instructional cycles around groups of Grade 5 mathematics content standards, based on the learning pathways and local curricular materials and pacing guides; how to use the Kite System to enter content groups and assign assessments; and how to access and use assessment results to inform next steps in instruction.

Teachers may also complete the Personal Needs and Preferences (PNP) Profiles in Educator Portal for students needing designated features and accommodations. These tasks can be completed prior to the instructionally embedded window opening.

During the instructionally embedded window from September 16, 2024, to February 19, 2025, teachers will create content groups in Educator Portal. Once a content group has been created, the teacher will assign a baseline assessment for students to complete. Following the baseline assessment, teachers will access a report that contains baseline assessment mastery data about each student for each content standard in the content group. Teachers will then use that data to inform instruction.

After providing instruction aligned to the first two levels of the learning pathways for the standards in the content group, the teacher will assign the midway assessment for students to complete. A report containing midway assessment mastery data will be available to inform further instruction. At the end of the unit, the teacher will assign the end of unit assessment for students to complete. A mastery report for that content group unit of instruction will be available.

During the final assessment window from February 24, 2025, to March 21, 2025, teachers will schedule time for students to complete the Final Assessment, which will be delivered in two sessions. Educators have discretion about when the two sessions are scheduled. They may be administered consecutively with a short break between them or on separate days.

Resources available to teachers are the training modules, the PIE PILOT TEST ADMINISTRATION MANUAL, the PIE PILOT EDUCATOR PORTAL USER GUIDE, and the PIE website.

TECHNOLOGY SPECIALIST ROLE AND RESPONSIBILITIES

Technology personnel prepare the network and devices for assessment administration.

Preparing the network will include modifying spam lists and favorites lists, whitelisting websites, and verifying the network meets requirements.

Preparing devices will include verifying that all testing devices meet operating system and screen requirements, installing or updating Kite Student Portal on testing devices, and installing Adobe Reader or another PDF reader on computers used by educators to access Educator Portal.

Resources available to the technology specialist include the PIE PILOT TECHNOLOGY SPECIFICATIONS MANUAL, the PIE pilot webpage, and the Kite Service Desk.

CHAPTER 4: 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 pilot.

- **PIE website:** <https://pie.atlas4learning.org/>
- **Missouri Department of Elementary and Secondary Education (DESE):**
 - DESE Assessment
 - assessment@dese.mo.gov
 - Shaun Bates
 - Standards, Curriculum, and Assessment Coordinator
 - DESE
 - Office of Quality Schools
 - shaun.bates@dese.mo.gov
 - Mary Majerus, Ed.D.
 - Mathematics Pathways Director
 - DESE
 - Office of Quality Schools
 - Mary.Majerus@dese.mo.gov
- **Service Desk:** pie-support@ku.edu, 844-675-4479