Written Assessment Instructions for Coaches

Entering or Confirming Students, ID numbers, Passwords

1. During the Student Entry Period, enter student names online and assign them to the various Assessment events. For Regional and State, confirm advancing students.
2. At District, if you have any changes to your roster after the Student Entry Period ends, you must contact your host school, who will make them through their scoring interface. Any change will create a new student password which must be sent to the coach, then to the newly assigned student.
3. After the Student Entry Period or Regional or State Confirmation Period ends, the ASAP online system creates student ID numbers and assigns your students a unique password for each assessment event in which they compete. If they are competing in two events, for example, they will have two distinct passwords.
4. Login at http://my.kaac.com/login with your coach password and click the "Download List (CSV)" button at the bottom of the page. This is a CSV (Excel) file with your student ID numbers (100-, 200- and 300-level), their password(s), and their District (or Region) number. *You are responsible for relaying this information to your students (see below).*

Student Videoconferences

1. Your host school Contest Manager sets up monitoring videoconferences for students and should be working with you on how and when you will receive invite links to them. Email them if you are unsure. You are responsible for forwarding those links to your students prior to Saturday morning.
2. Students sign in to their videoconference 10-15 minutes before testing starts. If taking Math, your Contest Manager may have set a time for calculator check as well.
3. Students need four bits of information:
   a. Their password for each assessment event
   b. Their ID number (e.g. 105, 209, 312)
   c. Their District number (or Region number at Region)
   d. Your email

Testing and Results

1. At the designated time, proctors begin leading students through the login instructions. On Saturday a link will be posted at www.kaac.com for easy access to the student login page.
2. Student answers/results will be emailed to you at 9 PM Saturday.
3. A video from our Sixth Grade Showcase event shows the sign-in and testing process, and how to navigate the online testing platform:
   https://www.youtube.com/watch?v=d6KA62o54Qc