



Administration Code
Check for Understanding
Modules 1 – 6
Answer Key

Office of Assessment and Accountability
Division of Assessment and Accountability Support

The following information is a direct representation of the Administration Code regulation training provided by the Kentucky Department of Education. This document is provided as a resource service to Kentucky public school districts for training purposes only.

Administration Code

Check for Understanding 1 – Answer Key

1. Is it acceptable to do scrimmages or test prep activities?

(YES) it is acceptable, if feedback is provided to enhance student learning. Scrimmages, content review, benchmark testing types of activities are acceptable, if results are used to guide further instruction and to identify and improve areas of student weakness.

2. Is it acceptable to do a content review prior to testing?

(YES) It is acceptable, if it is a part of ongoing instructional practice. Regular Review of content as part of the ongoing year-long instructional practice.

3. Are sites visited during testing only chosen randomly by OAA?

(NO) OAA site visits are selected both randomly and purposefully.

Check for Understanding 2 – Answer Key

1. Is it acceptable to take photos of test items for use next year so that you know you are teaching the correct content?

(NO) It is not acceptable to take pictures of test items for use next year so that you know you are teaching the correct content. Concepts appropriate for curriculum instruction can be found in Kentucky's content standards. Test administrators may use released test items and support materials posted on the KDE website to help prepare their students for the assessment.

2. Is it acceptable for testing staff to receive or access Test Administration Manuals prior to the first day of testing?

(YES) It is acceptable for teachers to receive paper or electronic Test Administration Manuals prior to the first day of testing.

3. Is it acceptable to read only the bold type instruction script in the TAMs and skip the test administrator directions if you have been a test administrator in previous years?

(NO) It is not acceptable to read only the bold type instruction script in the TAMs and skip the test administrator directions, if you have been a test administrator in previous years. Test manuals are updated yearly.

Check for Understanding 3 – Answer Key

1. Is it acceptable for a teacher to use his/her personal cellphone to communicate with another teacher about a testing situation in the classroom?

(NO) It is not acceptable for a teacher to use his/her personal cellphone to communicate with another teacher about a testing situation in the classroom.

2. Is it acceptable to allow general education students to use a handheld calculator instead of the online calculator?

(NO) It is not acceptable to allow students to use handheld calculators instead of online calculator, unless the online calculator is not functioning, or the student has a disability requiring a handheld calculator.

3. Is it acceptable to leave content on the walls in the testing room when administering a field test?

(NO) It is not acceptable to leave content visible during any state assessment, operational or a field test.

4. Is it acceptable to allow students to read library or personal books as each student finishes and test materials are collected?

(YES) It is acceptable to allow students to read library or personal books as each student finishes and test materials are collected. This is a local decision to allow this practice or not.

Check for Understanding 4 – Answer Key

1. Are seating charts required for makeup testing sessions?

(YES) It is required to create seating charts for all test sessions – group and individual.

2. Is it acceptable to announce on the intercom each day the results of the Good Faith Effort Checklist?

(NO) It is not acceptable to announce on the intercom each day the results of the Good Faith Effort Checklist.

3. Is it acceptable to let students know that they are doing a good job on test responses?

(NO) It is not acceptable to let students know that they are doing a good job on test responses.

4. Is it acceptable on a Good Faith Effort Checklist to require students to use a strategy they learned in class when answering test questions?

(NO) It is not acceptable on a Good Faith Effort Checklist to require students to use a strategy they learned in class when answering test questions. Requiring a certain strategy interferes with student ownership.

Check for Understanding 5 – Answer Key

1. Is it acceptable to indicate to a student the appropriate work area in a test booklet or student response booklet after a testing session has begun?

(YES) It is acceptable to indicate to a student the appropriate work area in a test booklet or student response booklet after a testing session has begun. Report the incident to the BAC who will then provide further details. - Administering test sections in the order in which they appear in the test booklets, with students of the same grade being simultaneously tested in the same content area and test session in a given school.

2. Is it acceptable to point out to a student that he/she probably hasn't written enough for a constructed response?

(NO) It is not acceptable to point out to a student that he/she probably hasn't written enough for an extended response. It is not acceptable to encourage students to edit their responses by providing evaluation of student work.

3. Is it acceptable to allow a student a few more minutes beyond stop time to finish an exam if he/she has been working diligently?

(NO) It is not acceptable to allow a student a few more minutes beyond the stop time to finish an exam if he/she has worked diligently. - It is acceptable for test administrators to observe any time limits and follow the specific directions in the provided manuals. At times, this may vary with different assessments, for various reasons. However, the overall general rule is that unless otherwise stated in the TAM or training of a specific assessment, is not acceptable to allow a student a few more minutes beyond the stop time.

4. Which of the following are good active monitoring practices during a test session? Select all that apply
- A. Observing the room from the sides
 - B. Checking email
 - C. Walking up and down the aisles
 - D. Grading papers
 - E. Indicating the student has not provided enough information

A. Observing the room from the sides and C. Walking up and down the aisles

Test administrators circulating throughout the testing site during testing sessions. Principals and district administrators shall ensure that proper monitoring occurs.

Administration Code

Check for Understanding (6) Answer Key

1. Is scratch paper considered secure material?

(YES) Scratch paper is considered secure materials.

2. Are those who request to review secure test materials required to sign a nondisclosure form?

(YES) A nondisclosure form is required for anyone reviewing secure test materials.

3. Who submits an allegation online to KDE?

DAC