2023-2024 Kentucky Assessment and Accountability Frequently Asked Questions

The purpose of this document is to provide answers to frequently asked questions about testing and accountability for the 2023-2024 school year.

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ACT   **High School/Test Security**

Can a student be tested if the MyACT activity has not been completed?

It is the expectation of KDE that a pretest session is held for all students to ensure every student has the opportunity to complete the required pretest activities. ACT and the Office of Assessment and Accountability (OAA) allow two days after the exam to complete this activity on an emergency basis. The action cannot be completed on the morning of the exam. ACT highly discourages the activity from being conducted on the exam day after administering the assessment. **The student is expected to take the test even if the MyACT activity is not completed**. Please see Step 4: Preparation on the ACT-hosted website for guidance on the MyACT activities.

How is the EOS Parental Consent document collected, and when should the process start?

It is essential to have parental consent finalized when examinees conduct the non-test activity in MyACT to ensure students under 18 without consent do not opt into ACT's Educational Opportunity Service (EOS) opportunity or select organizations to send scores to during the non-test activity. MyACT activities that are not completed prior to testing need to be completed within two days after testing; however, never the day of testing.
The form is embedded into the Parental Consent Guidance. As a reminder, consent can be obtained through a google doc, email, or hard copy. If consent is not obtained from a parent and/or guardian, the student does not have permission to opt into the Educational Opportunity Service (EOS) system and send scores to up to four colleges for free; additionally, a score report can be sent for $18, if a student chooses to send more than four reports.

A student who was in grade 11 last year took the ACT and was retained in grade 11. Does the student retake the ACT?

Yes, any student retained in grade 11 should retake the ACT assessment.

If a student in the Early Graduate Pathway utilized the one-time state funded ACT exam in the Fall, can the student re-take the test this spring?

Unfortunately, if the early graduate pathway student utilized his/her one-time state funded ACT exam, he/she cannot re-test this spring.

ACT Test Setup/Administration

If a school has a student that is medically unable to take the ACT, should the school complete the medical exemption documentation for the ACT as with the other assessments?
OAA does not collect medical nonparticipation forms in SDRR since ACT is no longer directly a part of federal accountability but rather one of several tests that can demonstrate postsecondary readiness. The ACT is, however, still required by the state.

As such, districts have been directed to keep a copy of the medical nonparticipation form on file locally for any student unable to complete the ACT for medical reasons.

What should a school do if internet/connectivity issues occur during online administration?

Be sure to contact ACT immediately by phone at 319-337-1577. The customer service department will walk testing staff through problem-solving steps to assist with online testing.

Does ACT allow students to use a handheld calculator?

On the mathematics section of the ACT, a student can use either the online Desmos calculator or an approved handheld calculator from the calculator list, regardless of accommodation status. This ACT policy differs from the KSA policy, which does not allow handheld calculators unless stated on students' IEPs.

If a student receives extended time on the ACT, does the testing staff have to let the extended time elapse?

For standard-time students, yes, testing staff should allow for the full time to elapse on the ACT. However, testing staff does not have to allow the extended time to elapse for extended-time students.

On the state-funded ACT for the spring 2024, with the flexibility of testing on different days, is the school required to sequester kids?

No, online testing has different forms of the test; therefore, students do not have to be sequestered for the state-funded ACT.

When testing with the state-funded ACT and district-funded testing in the same testing window, can schools complete makeups with mixed groups of district- funded and state-funded?

No, the state-funded ACT exam must be administered separately from any district-funded or school-funded ACT exam on all test occasions.

Will a school need to file an irregularity report if the school uses the late start policy testing after 9:00 am?

Yes, if using the ACT late start policy, the test administrator will need to file an irregularity form. For online testing, please see page 60 of the Online Test Administration Manual. For accommodation paper irregularities, please see page 127 of the Accommodations Paper TA manual.

For ACT, is there a specific protocol for destroying testing tickets, or does the DAC just collect all and shred secure materials?

The ACT and KSA differ in this policy. For the ACT, authorization tickets and scratch paper should not be securely shredded. The secure materials must be returned to ACT. Seal codes for the ACT are not provided on paper but should be delivered to students verbally. KSA test tickets and seal codes are secure as well; however, those secure items are shredded by the DAC for KSA.

Test Security

Is each District Assessment Coordinator (DAC) required to set up a Core/Caveon account?

Yes. All DACs must have a CAVEON Core account. DACs will want to work with BACs on testing irregularities that could be submitted on CAVEON Core as an allegation. However, only a DAC can file an allegation. The following link is intended for DACs to report allegations of inappropriate testing practices and submit the required documents found at [Allegation (ky.gov)](Allegation). Additional information can be found on the KDE website at Allegation Reporting.

Is CAVEON CORE used to report testing irregularities?

Testing irregularities are not reported. Allegations are reported. The determination if a testing irregularity is an allegation should be made by the DAC. A test irregularity is an unplanned occurrence during a test administration that may be resolved at the district level or could result in additional investigations by the state. These investigations may lead to the reporting of an allegation. An allegation is when proper procedures are not followed. If you have questions, contact dacinfo@education.ky.gov.

ACCESS

When will the ACCESS rosters close?

The ACCESS and Alternate ACCESS rosters will close on March 7 in the Student Data Review and Roster (SDRR) application. As a reminder, ACCESS and Alternate ACCESS Rosters are for nonparticipation only. However, the ACCESS and Alternate ACCESS rosters will reopen during the spring rosters starting late April.

If a student moved during the ACCESS window and was not tested, does the school need to submit this information somewhere?

Districts will need to submit a "withdrew during the test window" nonparticipation in SDRR for students who moved during the test window and did not fully test.

Student Data Review and Roster (SDRR)

Testing Window/Important Dates

When will the spring testing windows open in SDRR?

The spring testing windows open in late April in SDRR for the Kentucky Summative Assessments (KSA), Alternate Kentucky Summative Assessments (AKSA), ACCESS, Alternate ACCESS and Postsecondary Readiness. The spring rosters in SDRR will close mid-June for new tickets.

When specifying start dates in SDRR, do all levels begin testing on the first day of the last 14 days?

The DAC will specify the district start date by level. The levels (elementary, middle and high) may

have different start dates in SDRR. Districts may begin testing on or after the first day of the last 14 instructional days. Although schools may choose to begin testing on different days, KDE will

view the date provided by the DAC as the start date for all schools at a level for making nonparticipation determinations. The District Test Window Collection window is March 12- 28 for the DAC to enter start dates in SDRR.

What date should all demographic data and IEPs be locked for the information to pull into SDRR when it opens? Should it be prior to April?

Demographics are based on the 1st day of the district's 14-day summative window. Changes, including unlocking of IEPs, need to be made in Infinite Campus (IC) no later than the end of the school day on Friday in order to be reflected on the SDRR roster when it opens late April. However, any demographic changes made in IC after SDRR opens, will be reflected on the roster in SDRR the next school day. Please make sure that during the roster phase, that the IEPs are completed appropriately and locked at the end of each school day, so that the information is correct the next day in SDRR. For IEP issues, please contact Amy Patterson.

How is accountability determined?

The accountability is determined as of the first day of your district's 14-day spring summative test window regardless of when the school begins testing. For accountability determination resources, refer to the 100-day tool and 100-day quiz in SDRR.

When will spring rosters and a SDRR sandbox be available?

Spring rosters will open in SDRR in late April. Districts will have access to the sandbox (training site) prior to the opening of spring rosters for training purposes.

Student Demographics

Is there a specific date to check all identifying student information for the data to roll into SDRR?

Demographics are based on the 1st day of the district's 14-day summative window. Changes, including unlocking of IEPs, need to be made in Infinite Campus (IC) no later than end of the school day on Friday in order to be reflected on the SDRR roster when it opens late April. However, any Demographic changes made in IC after SDRR opens, will be reflected on the roster in SDRR the next school day. Please make sure that during rosters, that the IEPs are completed appropriately and locked at the end of each school day, so that the information still is correct the next day in SDRR. For IEP issue, please contact Amy Patterson.

Should IEPs be locked or unlocked for roster pull?

The IEPs should be locked prior to roster pull. Unlocked IEPs are not reflected in State Edition of IC or SDRR.

What if changes made in IC did not appear the next day in SDRR?

Districts should contact KDEdatarequest@education.ky.gov if the changes are not reflected the next day in SDRR. For IEP issues, please contact Amy Patterson.

Is the 100-day accountability requirement in place this year?

Yes, accountability is based on 100-day enrollment this year.

Where will 100-day students appear? Where is the 100-day tool located?

The spring testing windows open in SDRR, the student listings will reflect the 100-day students for each school, district or state. For accountability determination resources, refer to the 100-day tool and 100-day quiz in SDRR.

Where are changes made to the student's graduation Cohort?

For Cohort Preliminary Report with 4 and 5-year Adjusted Cohort Student Listing changes, districts will need to make the changes in IC. When checking for changes made in IC, please note the On-Time Status Last Updated and Next planned update dates in red, in the cohort sections of SDRR.

Where do 504 students go in SDRR?

504 students are not reflected in SDRR. If districts want a place to add 504 information, the only place is in the annotation's column of SDRR. This is for school use only.

If a student with an IEP exits services during the test window (but after the students have completed testing), can we reverse their status?

No, the IEP status is established as the first day of the district's 14-day summative test window.

If a student is newly eligible for an IEP during the 14-day window, is it reflected in SDRR?

No. The IEP demographic data status is reflected as the first day of the 14-day district's summative test window.

How are homeschool students coded in IC?

Homeschool students receiving services should be reflected in IC as Secondary (S) Enrollment. The SDRR student listings only reflect Primary (P) Enrollment.

If a child is being educated within a district at another school due to receiving certain special education services not being available at the child's home school, will the home school still receive accountability, or will the accountability for the child go to the school providing the services?

By default, accountability is tracked back to the Primary Enrollment in IC. If the district desires accountability to track to the home school, which is not the student's primary enrollment, a ticket must be requested in SDRR and a comment from the DAC must be included in the ticket request, verifying the student's home school location along with an explanation as to why the student's primary enrollment is not the home school, in order for approval to be granted.

If a student is in an A1 and goes to an alternative program and returns to the A1 before testing, which school is accountable?

Accountability is not based on where the student is tested, the determination for the 100- day entity (e.g. school, district, or state) is made as of the first day of the district's 14-day summative test window. Assuming the student was not court-ordered, or agency placed, the student will typically track back to the A1 school where they had at least 100 days of enrollment. For more accountability determination resources, refer to the 100-day tool and 100-day quiz in SDRR.

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E D U C A T I O N
Medical Nonparticipation

How can you request nonparticipation for specific content?

Districts will submit nonparticipation for specific content for Kentucky Summative Assessment (KSA) and Alternate Kentucky Summative Assessment (AKSA) only from the nonparticipation column on the student listings in SDRR.

How much flexibility is provided with doctor signatures?

The Superintendent or the DAC may sign the medical nonparticipation form in lieu of the doctor's signature.

Would a medically fragile student or student who lives with a medically fragile person be approved for medical nonparticipation?

Each medical nonparticipation is reviewed on a case-by-case basis. Please provide as much detail on the student's situation from the school's perspective. Note: A nonparticipation **cannot** be approved for a handicapping condition. Rather, there must be an acute medical condition. Moreover, accommodations should be made to enable the student to participate in testing, whenever possible.

What are some examples of mental, emotional, and/or physical issues that could be considered for medical nonparticipation?

All medical nonparticipations have to be reviewed on a case-by-case basis. A few examples for medical nonparticipation might include mental health crisis, death of a close family member, etc. Contact dacinfo@education.ky.gov if you have questions.

Is attending school virtually a basis for medical nonparticipation?

No. The basis for medical nonparticipation is an acute medical situation as described in the Help document in SDRR. Each medical nonparticipation is reviewed on a case-by- case basis. Schools are to make arrangements to have the virtual students come to the school, a designated place in the community, or at the student's home following Administration Code and KSA technology guidelines.

How does a school handle ACT medical nonparticipation, and why will it not be included in SDRR rosters?

The ACT medical nonparticipations are to be kept on file in the district. ACT is one of the assessments that can be used to demonstrate academic readiness for the Postsecondary Readiness Indicator.

The district has a half day on Friday, does that count as a testing day?

Half days are instructional days and will count as a testing day toward the district's 14-day testing window.

When will districts enter district test window dates into SDRR?

March 12-28 is the window for the District Test Dates collections for elementary, middle and high school in SDRR. Note: It is crucial that all IC school calendars are checked for accuracy early (prior

to March 10 to allow for updates in IC), including preschools/alternative programs that may impact the district calendar. There will only be a couple of times (Mondays, March 20 and 27) that IC will refresh any changes made to school calendars during the KSA District Test Window collection in SDRR.

For KSA, do DACs need to set a "district official" testing window and record this somewhere? (Before approving testing schedules for schools)? Testing is the last 14 instructional days, however, SDRR asks for specific dates for our district testing window. Do staff have guidance for this step?

Yes. District testing windows (elementary, middle and high school) for KSA will be documented during March 12-28 in SDRR during the District Test Collection window. DACs will enter the district starting date for each level The [SDRR February DAC Training Video and PPT](#) and the "I Need Help" in SDRR are great resources to assist DACs with this task.

During the testing window, if an IEP is opened/ not locked and SDRR is open, what happens?

SDRR is updated from IC nightly. If the IEP is not locked and is open, then SDRR will not reflect the student having an IEP the next day. To correct, lock the IEP, and it will resync to IC nightly.

Do medical nonparticipations get marked in IC?

No. Nonparticipations for spring testing can be requested on the student listings in SDRR.

In the [KSA Training PowerPoint](#), there's a slide that says for emergency forms, the district will keep these. Do staff print various forms and from where? Should staff give these to each school for "just in case" purposes, are these submitted online, what is the process and how exactly do staff prepare? Should the forms be given to the BACS?

[Medical Emergency forms](#) as well as other forms needed by the district are located on the [Forms](#) page of the KDE website. Medical emergency forms are completed for a student who may need this. BACs do not need to print these if they are not needed.
Medical Emergency forms are kept on file in the district. They are not submitted in SDRR.

[SDRR PowerPoint](#) notes Lunch, EL, and IEP status will be as of the first day of the 14-day window. Will those three items no longer sync to IC nightly after that date? If it continues to sync and something changes, do we need to file a ticket to change it back? For example, if a student is placed or released late in the year.

It depends. Lunch, EL and IEP status will be synced nightly. However, these values will only change if the value that was effective on the first day of the 14-day testing window changes. For example, if the first day of the window was April 17 and the student's lunch status is free on that date and the student's lunch status became reduced on April 18, the student will still show a free lunch status in SDRR. However, if the effective date was April 17, then the student's status will show updated the next day as reduced.

Are first year EL students required to take the QSCS Survey?

No. First year EL students do not take the QSCS Survey. The Test Administrations Manual - states that **First Year English Learners (ELs)** students are required to take four multiple-choice or one extended response in both the mathematics and science tests for federal participation.

Documentation shall be maintained at the school/district. **Second Year ELs** students who are in their second year or later of enrollment in U.S. schools shall participate in the Spring 2024 KSA and QSCS Survey.

When do medical nonparticipations have to be submitted in SDRR?

Medical nonparticipations are submitted in SDRR during the spring rosters and during data review in the fall.

<p align="center">Kentucky Summative Assessment (KSA)</p>

Is the KSA window for the entire 14 days?

Yes, the KSA window is the entire 14 days. Initial and make-up testing will take place in the last 14 days of each district's school year.

Do we have to set a consecutive 5-day window?

No, there is no longer a 5-day window. Each district will have up to 14 days to complete the initial and make-up portions of the KSA. Districts are required to submit their testing window start dates in SDRR, by level (elementary, middle and high). Testing should begin as close to the district start date as possible, but not before the date indicated by the DAC. All levels will have until the last day of school to test students and make-up tests should be administered as needed up to (and including) the last day of school.

Can each individual school in a district have their own testing schedule as long as testing is completed in the 14-day window?

Individual schools in a district may have their own testing schedule. Each school will need to follow the content order: reading, mathematics, science, social studies, editing and mechanics, and on-demand writing with the Quality of School Climate and Safety (QSCS) survey being administered first. The only exception to the survey being administered out of order is if the student missed the first day of testing and had to complete the survey as a makeup. Students should complete the test in a single continuous test session per section (part) in each content area, though there may be exceptions for students with accommodations. As a test security measure, each grade level within the same school (all of third for example) should complete the same content test each day.

Please note: OAA is recommending that testing begin as early in the 14-day window as possible to ensure all students have an opportunity for a successful test administration. If a student gets ill and is not assessed due to the school having a later testing schedule, the student may not be eligible for a nonparticipation in SDRR, and the school could receive the lowest score possible for that student's missing test in accountability.

For example, ES level should start on 4/30 (based on the district ES level start date submitted in SDRR), but the school doesn't start testing until 5/6 and the student is sick beginning on 5/6. The student may not be eligible for nonparticipation, if there were days that the student could have been tested prior to the illness, because of the district start date of 4/30. For questions linked to

medical nonparticipations, OAA will use the date submitted by the district in SDRR in order to assist in making determinations of when testing was available to begin.

May students have a short break during the administration of an assessment with two parts?

It is a local decision on whether a scheduled break for all students is given in between parts of the test. If needed, students may take a short break (up to 15 minutes) in between parts A and B. Test administrators should not distribute/display the seal code for part B if a break is planned. If a break is provided, the test will have to be exited and resumed. This is completed directly in TestNav 8. Directions on how to exit and resume testing can be found in the Monitoring the Online Test Session section of the TAM. PAN will log all start and stop times and their duration.

What are the options for taking breaks for tests that have 2 parts?

Breaks are permitted for content tests that have two parts (reading, mathematics and social studies). The test administrator scripts located on the [Resources page of the KY Portal](#) will give specific directions for three testing options: 1) Continue testing Part B immediately after Part A; 2) Take a break after Part A; or 3) Test Part B on another day.

Since testing times are estimated for 2024 should the times be split evenly for content tests that have 2 parts (for scheduling purposes)? For example, the recommended time for reading is 120-140 minutes, so should each part be 60-70 minutes?

Yes. The test administrator scripts located on the [Resources page of the KY Portal](#) will give directions for each part of the test with a recommended time for each part. The recommended times are split evenly between parts.

Can two content areas be scheduled on the same day for the same grade? For example, can grade 11 science and social studies be scheduled on the same day?

Yes, multiple contents may be administered on the same day. This is a change from 2023. As a reminder, each test section started must be completed by the end of the day. **What are the recommendations for a student being sequestered and awaiting a makeup session (because they missed part of a test on a previous day)?**

Students waiting to be makeup tested may participate with peers in regular class activities and assignments. No test prep activities may be worked on for the content test they are waiting to take. These students must be sequestered from peers during unstructured times (e.g., lunch, recess, etc.).

Are there alternate places, dates and times for virtual students to test?

All students who are in person and virtual are expected to participate in the KSA during the testing window. Students and proctors can meet at off-site destinations to complete the KSA if students are not able to test at school. This will need to be approved by the OAA. If you are a district that is allowing virtual students to test after school hours, contact OAA for approval. OAA will contact Pearson with this information so the testing hours may be extended within TestNav. Pearson would need the following information: district and school name, grade, session name and content. These sessions **must** be prepared and started before Pearson can change the after-hours

setting. All testing environments where a test will be administered should follow local district safety protocols and test security must be maintained at all times.

Can a school schedule to test at any point during the 14 days if the correct order is followed?

Yes, however OAA strongly recommends testing at the start of your testing window. Please keep in mind that the 14 instructional days includes the make-up testing.

When scheduling sessions, since 5th and 8th have more tests to take, may schools administer the reading on day 1 following the survey, while the 3rd, 4th, 6th, 7th wait until the next day to begin reading? Specifically, day 2 would begin the mathematics for the 5th/8th while 3rd, 4th, 6th, 7th are beginning the reading?

Yes, this would be an acceptable schedule for KSA as long as the individual grade levels are completing the same content area on the same day.

For the same grade level, can different classrooms or groups test the same content at various times of the day or on different days of the week (e.g., Ms. Smith's 4th grade tests take reading on Monday, but Ms. Jones' 4th grade takes reading on Tuesday)?

The same grade level may administer the same content at different times on the *same day*. However, to adhere to test security, in the same school the same grade levels may not administer the same content on different days such as noted in the example above.

Testing is the last 14 days of school, including the last day of school (even if it is an early release day) correct?

Early release days are instructional days and will count in the district's 14-day testing window.

Testing Environment

When you say times are approximate/no real time limit, should there be some sort of cut off or should you still allow students to work as long as they are progressively working?

OAA encourages test administrators to adhere to the recommended time limits for each content area test; however, if students are diligently working, they are not prohibited from continuing.

Do we need to report students who work past the estimated test time to OAA or just document in the district?

OAA is not currently collecting that data; DACs and BACs will need to document within

the district.

Can testing staff move a student to another room if everyone else is finished, and when moving a student who is working past the recommended time, does the test have to be paused and resumed?

Yes, testing staff can move a student in need of extended time (accommodated or diligently working) to another room to complete testing. Since the testing is online, you will want to exit the test session, move the student, then resume the session. Directions on how to exit and resume testing can be found in the TAM. PearsonAccess^Next will log all start and stop times and

their duration.

Can students who test online still have scratch paper and pencil? Can grid/graph paper be used for scratch paper?

Yes, students who are testing online may use scratch paper and pencils during the assessment for all KSA content areas. Graph/grid paper is acceptable.

Are there other physical materials needed for the online testing besides scratch paper?

Students need their test tickets, scratch paper and pencil to write with. Tools such as protractors, rulers, dictionaries, etc., are embedded in TestNav as needed.

Are students allowed to work on the second section of a two-part assessment while classmates are still working on the previous section (e.g., if a student finishes Mathematics Part A, can the student begin Mathematics Part B)?

Yes, given the school has scheduled for Parts A and B to be administered on the same day in the same test administration. In that case, if a student completes Part A, the student can enter the seal code for Part B and begin that portion of the assessment.

If there are 2 seal codes, how will students be able to move on?

If Parts A and B are scheduled to be administered on the same day in the same test administration, the seal code for Part B can be written on the board allowing students to move on to Part B when they finish Part A.

Can we administer multiple grades/content areas in the same room for makeup or virtual students?

Virtual students and students needing to complete makeups would be the only exception to testing grades together to accommodate time restrictions that the school or district may face. The intent for testing during the 14-day window is to test each grade independently. This is due to the impact of testing such a large number of students in the same location, using multiple scripts and the overall effect it could have on both students and test administrators.

If a student has to leave with a partially finished test (got sick, etc.) and does not come back to test, can he or she be marked so their score is not counted?

If a student gets sick and is unable to return at any point during the testing window, a medical nonparticipation will need to be filed. Scores, by KSA content area, will not be

reported for students who have been approved for a medical nonparticipation in that content area.

If the student leaves during the test and does not return, their test needs to be "Marked Complete." When the test is marked complete in PAN, test coordinators will need to indicate a reason why the student did not finish.

If we know a student will be out during the testing window (non-COVID related), can we test them prior to the other students testing?

Yes, the district must notify the Division of Assessment and Accountability Support (DAAS)

through DACInfo of any students testing early.

If a student tests partially at one school and then moves to another school, should the second school finish the testing?

Yes, if there is adequate time remaining in the second school's 14-day testing window, then testing will need to be completed.

If mathematics is given in two test administrations, do we have 60 minutes for each?

For scheduling purposes, if an assessment is given in two distinct test administrations, assume half the time for each section for all content areas.

Students will have 120 minutes to complete both portions of the mathematics assessment and can work at their own pace if scheduled together. Once a student finishes Mathematics Part A, the student can then move on to Mathematics Part B.

If administered on the same day, can a break be scheduled between Parts A and B?

Yes, a break can be scheduled between Parts A and B of the KSA. To plan for breaks reference the TAM in the section, **Exiting or Submitting the Test Temporarily.**

Can a large library with easily designated spaces such as Space A and Space B be used for separate makeup?

Yes, if there is adequate space between the two designated testing spaces to ensure students are not distracted by the other test proctors.

Are motivational posters considered content?

Motivational posters that do not contain content may remain on the walls.

The time frames seem long. Are the times given a recommended time or a set time frame?

These are estimated or recommended test times for each content area. Students showing continued progress are allowed to continue testing when the recommended time has expired. Students who are not diligently working once the recommended time has expired cannot continue. If all students complete the assessment before the recommended time has expired, it is not necessary to continue waiting. The OAA will make adjustments for upcoming years based on the outcome of the recommended testing times this spring.

Test Content

Is there an items and times chart for this year?

Yes, testing staff can find an Items and Times Chart along with other KSA resources in the February DAC Trainings and Resources Google folder.

Are reference sheets for writing available online?

Yes, the writing reference sheets and rubrics can be found on the KDE website on the Kentucky Summative Assessments (KSA) page. While testing On-Demand Writing in TestNav, students will

have access to the Writer's Reference Sheet within the "Exhibits" icon. Hard copies of Writer's Reference Sheets are not permitted during testing unless a student is testing via paper/pencil.

How is editing and mechanics factored into the writing score?

Students in grades 5, 8 and 11 will receive a scale score and performance level score for editing and mechanics and on-demand writing separately. A decision matrix combines the editing and mechanics and on demand writing performance to provide a combined writing performance level for accountability.

Do the character counts in the practice tests match the real test character counts?

Yes. The character count for On Demand Writing is 10,000. For all other content areas the short answer character limit is 3,000 and 6,000 for extended responses.

Are there mathematics reference sheets?

Mathematics reference sheets are no longer provided. Instead, the formulas are embedded within specific assessment items.

Do the mathematics and ODW reference sheets show up in practice tests?

The writing reference sheets are available in the Kentucky Portal for the On Demand Writing practice tests. The Writer's Reference Sheet can be accessed within the "Exhibits" icon on the right side of the screen. Mathematics reference sheets are no longer provided. Instead, the formulas are embedded within specific assessment items.

Has the type of On-Demand Writing (ODW) question been determined?

The ODW blueprint focuses on C.1. Students will respond to one prompt, which is based on a text set.
Grade 5: Opinion
Grade 8: Argumentative
Grade 11: Argumentative

In the Testing Items and Times Chart, it says Parts. Is that just for one passage?

Parts represents the number of sections each content test contains. Reading, mathematics and social studies have two parts (Part A and Part B). All other content areas have one part. The number of passages are listed in the Testing Items and Time Chart. Note: On-demand writing consists of one text set with multiple articles.

What does TE mean?

Technology Enhanced (TE) Items include specialized interactions for collecting response data. These include interactions and responses beyond traditional selected-response or

constructed-response. Some examples of TE items include Drag and Drop, Number Line, Fill-in-the-Blank, Line-graph, System of Equations, Function Graph, etc.

How exact do fill-in-the-blank responses need to be (e.g., if the answer is 1.1, will it count it correct if they put 1.10)?

Equivalent answers are accepted. In this example, both 1.1 and 1.10 would be correct.

Are there extended responses in mathematics?

Yes, mathematics will contain multiple choice (MC), multiple select (MS), technology enhanced (TE)-(no TE on Form 1) short answer (SA) and extended response (ER). The only grade where ER will not be part of an assessment is at Grade 3.

KSA Scoring

What are the maximum possible points earned for test questions?

Multiple choice questions are worth 1 point.
Multiple select, technology enhanced, short answer items are worth up to 2 points. Extended response questions are worth up to 4 points.

How are multiple-select items scored?

Multiple-select questions require students to select the **two** best or correct answers from a menu of five choices.

If the student selects two or fewer answer choices, the scoring system will assign one point to each selection that is correct up to two points for the two correct responses. If students select more than two answers, the scoring system will not assign credit for any correct responses.

For example, a question with a correct answer of both A and D would receive the score indicated below, depending on the student's response:

Only marked D (selected two or fewer answers; one answer correct) => Score of 1. Marked B & C (selected two or fewer answers; neither answer correct) => Score of 0 (zero)
Marked B & D (selected two or fewer answers; one answer correct) => Score of 1. Marked A & D (selected two or fewer answers; both answers correct) => Score of 2.

Marked A, B & D (selected more than two answers; unable to score) => Score of 0 (zero) Notice that if the student marks **more than** the two responses required by the question, the student earns 0 (zero) points even if one or two of the answers is correct.

How are On Demand Writing responses scored?

On Demand Writing responses are evaluated on traits as described in the KSA writing rubrics:
- KSA Opinion Rubric Grade 5
- KSA Argumentation Rubric Grade 8
- KSA Argumentation Rubric Grade 11

Each trait is scored twice, once by Pearson's Intelligent Essay Assessor and once by a human scorer. Those two scores are combined for a total of up to 8 points per trait. If the two scores are non-adjacent (more than one point difference), then a supervisor will score the trait a 3rd time to determine the score. Previously the ODW was not scored by trait but the move to trait scoring was made to provide more information on the student's score.

The KY Standards website provides instructional support for using the composition rubrics on the [Composition Resources webpage](#).

In order to create a common point of reference across the assessments in different grades, measures of student performance on the KSA (points) are translated to a scale score that ranges from 400 to 600 points for all content areas. The student's scale score determines the assigned performance level (NAPD).

Note: the AKSA is administered in a one-on-one setting and answer choices are all multiple choice. AKSA scores range from 0-30 points for reading, mathematics, science and social studies and 0-15 points for editing and mechanics and on-demand writing.

Quality of School Climate and Safety (QSCS) Survey

Does the QSCS survey need to be administered before the content area tests?

Yes. The Administration Code ([703 KAR 5:080](#)) specifies that test sections shall be administered 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. This also applies to online testing.

Depending on grade level, initial in-person testing should be completed in content order: survey, reading, mathematics, science, social studies, editing and mechanics and on- demand writing.

Students who are absent or missed test sections (including the QSCS survey) for any reason may complete those sections during make-up sessions.

Does the QSCS Survey have to be taken just prior to the reading assessment in the same test administration?

The survey should be administered prior to the reading assessment; however, it may be taken as a separate test administration. Students who are absent or missed test sections (including the QSCS survey) for any reason may complete those sections during make-up sessions.

If a student is absent on the day the QSCS survey is administered, should we keep them on schedule with their peers with other content areas or wait until they have completed the Survey?

The preferred scenario is that students test with their peers whenever possible. Therefore, students may join their peers in the assessment(s) scheduled on the day the students return. The test sections missed when absent (including the survey) can be taken during a makeup up session.

Can the Quality of School Climate and Safety (QSCS) survey questions be shared with students?

The QSCS survey questions are not considered secure test items; however, the survey is a state-

required assessment included in accountability and student responses are confidential. Therefore, school staff and test administrators should abide by the Administration Code regulation in regard to the published survey questions and the operational survey administered during the KSA window.

Teachers may review the survey with students in advance of the test, but only for the purpose of ensuring students understand the questions. School staff should not administer the survey outside the TestNav test session during the KSA window, nor should students be encouraged to provide any specific responses to the questions.

Pearson Access Next (PAN) and TestNav

What is the date that we can begin adding rosters in PAN? What is the deadline?

Test session development/rosters are available beginning on March 25. The timelines for test sessions are March 25-May 31. Specific dates tied to KSA can be found in the [KSA Important Dates](#) document.

Is it necessary to set up different testing sessions in PAN for students that get accommodations if they are testing at the same time as the students without accommodations?

Accommodations should be set up before creating a test session and do not require a separate session. Only Proctor Read Aloud sessions would need to be created separately.

How will the reader accommodation work using Form Group Read Aloud?

A separate test session must be created for students using the Proctor Read Aloud reader accommodation. Pearson will provide guidance in the Creating Test Sessions Guide that will be placed on the [Kentucky Portal](#).

If students are prejudicated/adjudicated in a district facility, how do work requests and sessions work in PAN?

If it is school to school, you don't have to do a work request. If coming from out of district, you will need to do a work request if they will be with your facility during the assessment window.

If a student is absent on Day 1, should we take the student out of that session in PAN and create a new makeup session or can the student remain in the open session for as long as needed allowing time for each student to finish?

A new session does not need to be created for a student who was absent on the first day of testing. Sessions can remain open until all students have completed the assessment. After all students within that session have finished testing, it should be closed. Once a session is closed in PAN, it cannot be reopened. Note: DACs and BACs will have an opportunity to override Part A to allow students who were absent the ability to test Part B of the same content area with the rest of the class. There are multiple steps required to complete this process. If interested email DAC Info and include "Part A Override" in the subject line.

Is there a way in PAN to copy and paste students from one test session to another?

There is no way to copy and paste students from one session to another, but instructions are

included in Creating Test Sessions Guide within the Guidance Documents tab on the Resources page of the Kentucky Portal on how to create a "class". Creating a "class" will save time when testing a large number of students.

What are the steps to run the extract in PAN to see the accommodation(s) for our students?

Steps to view accommodations are included in the TTS and IEP/504 Directions within the Guidance Documents on the PAN tab of the KY Portal. A Student Registration Export (SRE) will need to be run to view all students with TTS and IEP/504 Calculator accommodations.

Can testing sessions be left open overnight to test makeup sessions the next day, or should the session be closed and a new session started the following day for makeup sessions?

The session should be left open until all students in that test session roster have completed testing.

Should we delete students from PAN that withdraw after March 25 and do not test (different from Work Request) e.g. home school?

Do not delete the student; do not add them to a session. If the student withdraws after you have added them to a session, remove them from the session.

When will the Test Administration Manuals (TAM) and grade level scripts be available for review and links be active in the KY Portal?

The TAM for the Spring 2024 administration of the KSA will be available soon. It will be located on the KDE KSA webpage and on the Kentucky Portal. As of the release of this document, the scripts are being reviewed and will soon be available.

Will students with the reader accommodation need a separate session created in PAN or are the students added to the class session if testing on the same day?

A separate test session must be created for students using the Proctor Read Aloud reader accommodation. All students using the Proctor Read Aloud can be entered into the same session in PAN. This will print a proctor ticket. The test may then be administered to small groups of up to 4 students who are receiving the human reader accommodation.

If a student gets a human reader, how should that be indicated in IC and PAN?

Student accommodations should be appropriately assigned in Infinite Campus (IC). If a student receives Text to Speech (TTS) or the proctor read aloud feature is assigned, that should be marked appropriately in PAN. If a human reader is provided and plans to read directly to the student then nothing would need to be marked in PAN.

Can the BAC set up a read aloud session for one student only?

Yes. The ability to add as many students or as few as one is permitted when creating the read aloud sessions. However, as noted above no more than four students may be tested together. Pearson will provide guidance that will be placed in the Kentucky Portal.

Alternate KSA (AKSA)

What are the AKSA testing window dates for 2023-2024

Window 1 was Nov. 13-Dec. 15, 2023. Window 2 is April 15-May 24. Districts reserve the right to conclude testing before May 24 if they choose. The TAR window is Oct. 2, 2023- May 24, 2024. The last day to enter scores is May 31.

What is the procedure if any test materials are missing or damaged?

If any test materials are missing or damaged, this should be communicated immediately to the DAC, BAC, DoSE, or district alternate assessment administrato**r. Additional materials/copies may be used from the district binder provided to each DAC.**

How many content areas per day can be completed? Can we have multiple sessions per day?

Only one content area may be administered to an individual student each day unless approved by KDE.

How does medical nonparticipation work for students on Alternate KSA?

Medical nonparticipation requests are submitted through SDRR during the Window 2 administration. Those requests are reviewed and approved by a team.

What happens if a student is identified for the Alternate Assessment Program after Window I Makeup, March 22?

Students are allowed to make up Window 1 during Window 2. If students are identified after March 22, please notify dacinfo@education.ky.gov. The administration of both windows will ensure that the student receives a complete test score.

Accommodations

Reader

Are there practice tests with Text-to-Speech active?

There are practice tests with Text-to-Speech active in the Kentucky Portal. Select the Accommodated Practice test to utilize this function.

What are the expectations for human readers versus the text reader for KSA and ACT on spring administration for state assessments?

The Junior State ACT and KSA are online-based administrations. Paper testing will only be available for accommodations with no online equivalent, including Non-College Reportable (NCR) accommodations for the ACT. Some approved accommodations that specify paper testing have online equivalents with different formats. For example, a Human Reader accommodation converts to Text-to-Speech for online delivery. The move to online testing, including Kentucky Summative Assessment (KSA), is to prepare students for the world they live in past high school. A student that requires a human reader will not have this accommodation once he/she graduates.

Therefore, it is essential to prepare students for life outside of high school by including text-to-speech in routine instruction.

Text-to-speech is moving into replacing human readers when appropriate. As far as the KSA or ACT, in large part, the move to TTS comes from the Inclusion of Special Populations regulation, which says that assistive technology must always be considered first over adult-provided accommodations and that a shortage of workstations, software, physical space, or lack of training shall not be used as a reason for failing to provide assistive technology as an accommodation. The ARC and the student IEP are the authority on the student's accommodations. However, the district and school staff should ensure the ARC is making the best decision for the student and are attempting and moving to include technology for all students.

There will be very few exceptions/examples of when it would be appropriate for a human reader in grades 5-12. Grades 3 and 4 could be used as years where students are learning the technology and transitioning.

The TTS in TestNav is a read-write product. There is a free Google Chrome extension (Read Aloud) that has the same basis as the text-to-speech available in Test Nav, so that is an option for discussion. We also have the practice tests with the text-to-speech enabled (the ones that say "Accommodated"). With the move to online testing and the use of technology, this is going to be a place where Special Education, and assessment come together so that instruction and assessment all align.

Is it required that the human reader use their own computer, or can human reader use the student's computer?

In the Proctor Read Aloud Session, a proctor test ticket may be printed for the proctor to read from their own computer. However, a human reader may also read from the student's computer. If the option to print a proctor ticket is chosen, it is advisable to print the Proctor Testing Ticket on a different color paper to distinguish it from the student test ticket(s). Please be aware, if a student uses a Proctor Test Ticket to take the assessment the answers will not be saved or reported.

How does the online text reader accommodation work?

To turn on the TTS functionality in PAN, there are two boxes that need to be checked (TTS and TTS Form 1 Flag). Further detailed instruction can be found on the Kentucky Portal under the PAN Guidance Documents tab.

Calculator

Can a handheld calculator be used by any student, and can a student using a handheld calculator do so in the general education room?

Only students who have handheld calculator indicated on an IEP or 504 may use an approved handheld calculator on the KSA. To find a list of prohibited calculators and approved types of calculators per grade level, please reference the KDE Calculator Policy. General education students or students marked for online calculator must use the Desmos calculator provided within the TestNav platform. There is no KDE policy for testing location and handheld

calculators; however, it is best practice for students using a handheld calculator to test in a separate location.

If a student who has a handheld calculator marked on their IEP or 504 is using an approved calculator that doesn't match their grade band type (elementary is using scientific calculator in instruction), can the student still use a handheld calculator on both sections, or does it have to match what is provided online (4 function for elementary, etc.)

A student who has a handheld calculator marked on their IEP or 504 may use the handheld calculator used in daily instruction if it is an approved calculator per the KDE Calculator Policy. It is important that the calculator does not have extra functions (simplifying/converting fractions, rounds numbers, automatically does order of operations, etc.) that could provide an unfair advantage over peers without accommodations using the online calculator built into TestNav.

How does the online calculator form work?

The online calculator is available on all content. For Math, the online calculator is only available on Part B, unless the student has an accommodation that would allow them to have the online calculator on Math Part A. DACs and BACs will be able to turn on the online calculator for Math Part A for students whose IEP/504 indicates that they are eligible for the calculator. For the student to receive the IEP calculator functionality, it will need to be turned on in PAN. There is a box labeled IEP/504 Calculator that will need to be checked. Detailed information can be found on the Kentucky Portal under the guidance document tab.

Is the calculator on the Desmos site or the app/extension the exact same online calculator that is on the KSA?

The online calculators on the KSA are the most up-to-date versions from Desmos. However, some functionalities that are available on the Desmos site are not available on the KSA. The calculators included in the online practice tests in the Kentucky Portal are reflective of the calculator found in TestNav. Standalone practice with the testing versions of these calculators is also available on the Desmos practice site (select Choose Assessment, then Kentucky Assessments).

Can the spreadsheet used to export/import students for TTS be the same spreadsheet to import/export student registration for a calculator?

Pearson has indicated this is possible. Please visit the Student Registration Export/Import for Text to Speech and IEP/504 Calculator for specific guidance.

If a student has handheld calculator as their KSA option on their IEP, will the DESMOs calculator still appear for them on the Math Part A section of the online test?

The online DESMOS calculator will only be available for students in Math Part A if the calculator option has been selected within PAN.

Does the accommodation have to be specifically marked as "hand-held?"

For a student to be able to use a hand-held calculator during the assessment, their plan must specifically list hand-held calculator as an accommodation. Hand-held calculators must comply with the KDE Calculator Use Policy.

Extended Time

Will students with extended time on a plan be able to utilize additional time as well (besides what is specified in the plan) if the students are progressively working?

For the 2024 Spring administration of the KSA, students with plans that specify extended time are also entitled to additional flexible time as long as they are progressively working.

Scribe

Is Speech-to-Text going to be an option for Spring test administration?

Speech-to-Text was piloted in Fall 2021**.** This pilot yielded valuable information about the functionality of this feature within TestNav. Speech-to-Text will **not** be an option for Spring 2024 test administration. Another product like Google Docs or voice typing may **not** be used for speech-to-text in place of a scribe due to test security concerns.

What happens if a student's IEP has Speech-to-Text on their plan, however, this feature is not available in TestNAV? How should the district provide this accommodation?

If a student is capable of typing their answers independently, it is encouraged to permit them to do so. However, for students who cannot type their answer, then the district would be permitted to provide a scribe for those students. If a scribe is provided, the scribe must follow all guidelines for that accommodation.

Paraphrasing

Please explain paraphrasing now within the regulation.

Paraphrasing/Simplified Language is not a supported accommodation for state assessments. The proctor may only paraphrase or simplify directions; test questions or answer choices may not be altered. Once time begins on a state assessment, nothing can be paraphrased. Note: this is not a change in policy. An accommodation is a support for inclusion of special populations. Because paraphrasing can be used on <u>test directions</u> <u>only</u> for <u>all</u> populations, it is not a support for special populations and is therefore not an accommodation**.**

Can scripts be automatically paraphrased, or must the scripts be read as written?

Scripts should be read as written. Paraphrasing would only be permitted if a student had a question about the directions (for example, a proctor would be able to clarify that "assessment" means "test")

Behavior Modifications and Supports

If a student without accommodations is creating a distraction, can the student be removed to test individually?

This is a local decision. If the DAC or BAC feel students can handle small group testing, there is nothing that precludes students from testing in small groups. If past behavior has demonstrated the student cannot handle small group testing, then it may be advisable – but not required by KDE – that the student be tested in a one-on-one environment. All testing schedules and seating

charts should accurately reflect the testing environment for each student taking the test.

If a student's behavior becomes escalated during a test session and does not de- escalate, would the school complete a medical nonparticipation for that particular session?

Any and all efforts should be made to test students. If a student's behavior becomes escalated, the test session may be stopped and resumed. This information may also be recorded and kept on file in the district and/or annotated in SDRR.

Medical Needs

How does the Stop the Clock accommodation work?

Stop the Clock can be utilized for students who have a plan requiring frequent breaks for medical purposes or for a general education student experiencing a medical emergency who needs to pause the test. Further information can be found in the Test Administration Manual (TAM) under the directions for Exiting the Test Temporarily. Temporary exiting and resuming of a test are logged in PAN.

If a student has a medical plan and uses an app to monitor blood sugar, can the student have the cell phone in proximity (several feet away) while testing with general education students, or is that a 1:1 accommodation?

This is a 1:1 accommodation that is generally on a case-by-case basis. The cell phone may or may not have an audible alarm, which could be a distraction to other students. The phone may not be in the student's hand but may be in proximity.

Paper Tests

How do we request a paper test kit (not Large Print or Braille)?

Paper kits can be requested for students who have conditions that render them unable to test online. This may include students with vision impairment or epilepsy, for example. To gain approval please email DAC Info with the student ID# and where the documentation can be found in IC. The documentation should contain supporting evidence of the condition that prevents online testing and rationale of why a paper kit is needed. The request will be reviewed; upon approval, KDE will communicate with Pearson regarding the district and grade level needed, and a paper kit will be sent to the district.

For Large Print and Braille tests, will the QSCS survey be in print as well?

The QSCS survey will be included in print versions of the test.

Will students with visual impairments have access to an accommodated test book?

Yes, a Form 1 paper test book will be available for braille, visual, and students with color blindness. All accommodated material will be submitted via an additional order. Step by step instructions can be found on the PearsonAccess^next Online support document.

Testing Environment

Can a student with the Online Text Reader, Extended Time, or Online Calculator accommodations test in the general education room?

Yes. A student who receives the online reader may stay in the general education classroom if the student uses headphones, and it does not distract others. A student with extended time may stay in the general education room or move to another location if needed. A student with the online calculator accommodation may also stay in the general education room. Please note that a district may test students with Online Text Reader, Extended Time, or Online Calculator accommodations in a separate location if testing staff choose.

If a student needs to utilize extended time in the general education room and other students have finished, can that student change locations?

Yes, the student will be able to move to another location that has been determined by the BAC or DAC. If there is a need to pause a testing session, this can be completed directly

in TestNav 8 by exiting and resuming the test. Directions on how to exit and resume testing are in the TAM. PAN will log all start and stop times and duration. The proctor must securely transport test materials during the move.

Will students who receive accommodations need to wait in a different location outside of the general education classroom until the student can be tested with accommodations?

In accordance with the Administration Code, normal instruction should continue during the test window for students who are not in a test session. Students may continue to work on school related activities while they wait to take their assessment with accommodations, as long as they are not working on test preparation materials. If you have further questions regarding this please contact DAC Info or reference page 13 in the Administration Code.

Are students with the same accommodations able to be grouped together for online testing?

Some accommodations, such as handheld calculator or extended time (time and a half or double) can be grouped together. Students with a human reader can be placed in a small group of up to 4 students, provided they do not have any other 1:1 accommodations specified. Accommodations such as scribe or manipulatives are 1:1 due to the personalized nature of the accommodation. For example, if a student receives both a reader and a scribe, they will need to test in a 1:1 environment, because the 1:1 requirement of the scribe supersedes the small group capability for a reader.

Will 504 accommodations also be pulled from Infinite Campus like IEPs?

No, 504 accommodations will have to be manually entered into PAN. Step by step instructions can be found in the TTS and IEP/504 Directions.

Kentucky Department of
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Addendum

Test Security

Is a Chromebook considered a secure material?
Chromebooks are only considered a secure material when TestNav is open and active (i.e., a test session is open, and questions can be accessed). All TestNav sessions must be exited prior to breaks. Additionally, students may not carry a Chromebook from one location to another if a TestNav session is active.

KSA

How long do KSA records (seating charts, training documentation, etc.) have to be kept?
A records retention schedule is available on Kentucky Department for Libraries and Archives (KDLA) website. This schedule references KPREP rather than KSA, however, all records associated with KPREP are recommended **to be kept for 5 years.** OAA recommends scanning and digitizing all paper records including seating charts, training documentation, etc. Additionally, the Archives and Records Management Division/KDLA staff continues to review and update this retention schedule to reflect changes.

Please know that records retention can vary from district to district. If you have additional questions about records retention, please contact your regional records administrators which can be found on the KDLA's Local Government Records Services Page.

Accommodations

Can a human reader read punctuation and capitalization for a student?
No, a human reader can only read the words as written on the test. The human reader accommodation should never be provided to give an unfair advantage over peers.