Kentucky Summative Assessment (KSA) Roadmap to Success

Kentucky Department of EDUCATION

Before Testing

This checklist is developed as a resource for District Assessment Coordinators (DACs) and should not be used as a substitute for participating in trainings or reading the KSA Test Administration Manual (TAM).

At least 6 weeks before testing

Work with district and building administration to develop testing schedules within the 14-day instructional KSA window. The test window should be entered into SDRR.

Ensure Building Assessment Coordinators (BACs) and technology staff are aware of important dates, policies and procedures described in the Test Administration Manual (TAM) on the KY Portal Resources page.

Review individual student plans (IEPs, 504s and PSPs) in IC for all accommodations. Ensure that Text to Speech and online calculator accommodation selections are made for PAN. Refer to Monday DAC emails for deadlines to lock plans.

Login to PearsonAccessnext (PAN) to check current status of all users and add new users to the system. Encourage all users to login and familiarize themselves with the platform and tasks to be completed.

Conduct training on the Admin Code and Inclusion of Special Populations. Collect signed training forms (Admin Code Group Training and Inclusion of Special Populations Training) and nondisclosures. Maintain these signed forms within the district.

Ensure that all test administrators, who will be providing accommodations to students, are properly trained in the use and guidelines for both paper and online accommodations.

Review the Online Testing Toolbox and KDE Calculator Use Policy. Ensure district devices meet policy requirements.

Order Braille or Large Print accommodated materials in PAN. These orders can only be placed by DACs. Consult the Create an Order for Materials with help placing the order.

Create and add students to test sessions in PAN. Remember there is now an option to create a "class" which will allow for multiple tests to be linked. (Refer to Creating Test Sessions Guide within the Guidance Documents tab on the Resources page of the Kentucky Portal.)

At least 2 weeks before testing

Provide a copy of the TAM to every test administrator to review. Collect the signed Appropriate Assessment Practices form (located in the back of the TAM). This signed form will be maintained within the district.

Share TestNav tutorials and practice tests with BACs and test administrators. Encourage use of these online resources to familiarize students with the platform.

Monitor work requests in PAN. Refer to page 28 of the TAM for directions on entering and approving Work Requests.

SDRR will open in mid/late April. Refer to the SDRR Task List within the application for guidance on tasks to complete.

At least 1 week before testing

Print student and proctor testing tickets in PAN. It is advisable to print the Proctor Testing Ticket on a different color paper to distinguish it from the student test ticket. Test tickets and seal codes should be kept secure after printing and throughout testing window.

Prepare test sessions in PAN.

Develop a procedure for signing in/out of test materials.

Prepare test administrator materials (i.e., Testing in Progress door signs, group and individual seating charts, good faith effort checklists, etc.)

Request nonparticipations if needed. Submit nonparticipations in SDRR. (Filing nonparticipations can be completed throughout the testing window.)

During Testing

Start test sessions in PAN.

Ensure that no students have access to prohibited electronic devices and administrators are **actively monitoring throughout the test sessions**.

Monitor student progress in PAN. Follow the directions on page 35 in the TAM for exiting and resuming sessions.

Ensure that test administrators create/update seating charts for each test session.

For issues that arise during the testing window, please call Pearson Support at 888-437-1430 and select the "Live Testing" option.

Ensure students properly sign out of test sessions (using the directions in the TAM).

Document testing irregularities in SDRR. Report any potential allegations in Caveon Core.

After Testing

Ensure that all students show a status of "Completed" in PAN sessions and stop all Sessions. Refer to page 37-38 of the TAM for directions on marking a student complete.

Collect BAC Certification of Proper Test Administration (to be kept on file in the district). Submit the DAC Certification of Proper Test Administration via the Google Form.

Collect, label, box and return all accommodated paper kits. Refer to pages 41-42 of the TAM for directions on returning materials.

Securely destroy testing materials (test tickets, proctor tickets, scratch paper) according to district policy.