



Administration Code  
Check for Understanding (1-6)  
Questions

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)

1. Is it acceptable to do scrimmages or test prep activities?
2. Is it acceptable to do a content review prior to testing?
3. Are sites visited during testing only chosen randomly by OAA?

Administration Code  
Check for Understanding (2)

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

Administration Code  
Check for Understanding (3)

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?
  
2. Is it acceptable to allow general education students to use a handheld calculator instead of the online calculator?
  
3. Is it acceptable to leave content on the walls in the testing room when administering 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?

Administration Code  
Check for Understanding (4)

1. Are seating charts required for makeup testing sessions?
  
2. Is it 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?
  
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?

Administration Code  
Check for Understanding (5)

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

Administration Code  
Check for Understanding (6)

1. Is scratch paper considered secure material?
2. Are those who request to review secure test materials required to sign a nondisclosure form?
3. Who submits an allegation online to KDE?