UNBRIDLED LEARNING
College/Career Readiness for All

Kentucky Performance Rating for Educational Progress (K-PREP)

Spring 2016

PROFICIENT & PREPARED FOR SUCCESS

KENTUCKY DEPARTMENT OF EDUCATION

Grade 3
Test Administrator's Manual/Scripts

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About This Manual

The *Test Administrator's Manual/Scripts* (TAM) contains important test administration information pertaining to all grades taking the Spring 2016 Kentucky Performance Rating for Educational Progress (K-PREP) assessment. **All test administrators are required to read this manual prior to testing.** The script within each grade-specific TAM contains test administration information, including testing times, materials required by session and content-area scripts.

- **Test materials:** Pearson provides the following test materials.

Grade 3 Test Materials
Test Booklet
Student Response Booklet
Grade 3 Rulers = 1/4-inch and centimeter increments

- **Terminology:** test materials
  Grades 3–8 have separate nonscorable test booklets and scorable student response booklets.

Student Response Booklet Grades 3–8
Contains answer spaces only
Student information located on front cover

2016 Important Dates

Important dates are derived from the shipment option selected on the Administration Details Screen in PearsonAccess.

- Shipment Option 1: If your district is testing between 04/11/16 and 04/29/16, materials will arrive on 03/28/16.
- Shipment Option 2: If your district is testing between 05/02/16 and 05/13/16, materials will arrive on 04/11/16.
- Shipment Option 3: If your district is testing between 05/16/16 and 06/06/16, materials will arrive on 04/25/16.
  - Districts testing after 06/06/16 will need to select Shipment Option 3.

Event	Shipment Option 1	Shipment Option 2	Shipment Option 3
Enter Administration Details in PearsonAccess (Select a Shipment Option)	01/11/16–02/10/16		
Manage Participation Counts in PearsonAccess. Verify Regular Counts and Enter Accommodated Material Orders	01/11/16–02/19/16	01/11/16–03/04/16	01/11/16–03/18/16
Regular and Accommodated Testing Materials Arrive in Districts	03/28/16	04/11/16	04/25/16
Testing Window**	04/11/16–06/10/16*		
Enter Additional Orders for Regular and Accommodated Testing Materials (books, student response booklets)	03/28/16–06/08/16	04/11/16–06/08/16	04/25/16–06/08/16
Enter Additional Orders for Return Shipping Materials (labels, boxes, etc.)	03/28/16–06/15/16	04/11/16–06/15/16	04/25/16–06/15/16
Make-up sessions can be done during the five-day testing window or during the four days after the window ends while test materials are prepared for shipping. Districts have seven **calendar** days after the testing window ends to have all scorable materials ready for pick up and nine **calendar** days for nonscorable materials. **Calendar days include holidays and weekends.**			
Seven Calendar Days After Last Day of Testing	Districts must call UPS for pickup of scorable testing materials		
Nine Calendar Days After Last Day of Testing	Districts must call UPS for pickup of nonscorable testing materials		

***Dates are subject to change.**

****All Kentucky schools are testing during this window.**

Introduction

The 2016 Kentucky Performance Rating for Educational Progress (K-PREP) assessment in grades 3-8 is a blended norm-referenced and criterion-referenced model. Part A is an abbreviated Stanford 10 test that allows Kentucky to report a national percentile. The national percentile provides information on how Kentucky students perform compared to students across the country that made up the norm group for this assessment. Part A measures a set of skills and objectives developed by a particular testing company. Parts B and C are the criterion-referenced items developed specifically to measure the Kentucky Academic Standards (KAS). The student performance levels (Novice, Apprentice, Proficient and Distinguished) are used to describe how well students perform on the Kentucky-specific standards. In the areas of Reading and Mathematics several items from Part A that measure Kentucky's standards are included in determining Novice, Apprentice, Proficient and Distinguished. The blended design of K-PREP provides both a national and state look at student performance. Because the parts of K-PREP measure different skills/objectives and standards, individual students may perform differently on the norm-referenced and criterion-referenced components. For example, a Proficient or Distinguished score does not automatically mean the student will have a high national percentile. For 2015-16, in the area of Science, at grades 4 and 7, only a norm-referenced test will be administered.

There are two key assessment themes for the 2016 K-PREP administration:

- **Data Quality**—collaborative process between the Office of Assessment and Accountability (OAA) and school/district staff to ensure accurate reporting of test results.
- **Test Security**—checks and processes to monitor appropriate administration of state-required tests including seating charts, room location codes and a student honor code.

Part 1: Security Requirements and Responsibilities

Security requirements are included in this manual to protect the validity of the K-PREP assessments. **The term "secure test materials" in this document refers to student test booklets, test items and used student response booklets (SRBs).**

Test security measures have been added with checks and processes to monitor appropriate administration of state-required tests.

The *District and Building Assessment Coordinators' Manual* and the grade-specific *Test Administrator's Manual* have been created to assist school personnel in administering the K-PREP. District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) are responsible for ensuring that all personnel within the school buildings are aware of the policies set forth in this manual. Failure to follow proper procedures can result in an allegation and possible invalidation of scores or other disciplinary actions. Any violation or suspected violation of test security requirements set forth in this manual must be reported to the BAC, the DAC and the Kentucky Department of Education (KDE) immediately.

Responsibilities of Test Administrators

As a test administrator, you are responsible for:

- Reading, signing and abiding by the *Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080)* and, if providing accommodations, reading, signing and abiding by the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*.
- Reading this manual (*Test Administrator's Manual/Script)* before the test administration and administering the test according to the instructions in this manual.
- Verifying that materials containing content information or strategies for solving problems are covered or removed from classroom walls, bulletin boards, or other surfaces (e.g., ceilings, floors, blinds, windows, and clothing) during testing sessions.
- Conducting makeup testing for students absent from original test sessions, if assigned to do so.
- Protecting the security of the K-PREP by carefully following the instructions in this manual for administering and handling materials through securing, counting and returning all materials to the BAC when testing is finished.
- Notifying the BAC of testing irregularities immediately.
- Reading the *Appropriate Assessment Practices Certification Form* in the Appendix of this manual, abiding by the practices described therein and returning a signed copy to your BAC.
- Returning all test materials in good condition to the BAC as soon as testing is completed or as directed by your BAC.
- Completing seating charts are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain.

- Bubbling room location codes on the student response booklet indicating the room where each student takes each content test.
- Reading the student honor code aloud at onset of testing and collecting student signatures on individual student response booklets.

Secure Test Materials

Confidentiality—Student Test Booklets, Test Questions, Student Response Booklets and Student Responses

Caution: Test questions in the K-PREP are copyrighted, secure materials and may not be duplicated in any way.

- From receipt to return of testing materials, no school personnel may review, edit or share, either verbally or nonverbally, the contents of test and student response booklets without approval from KDE.
- Students may not be given access to test booklets by any school personnel prior to testing.
- School personnel may not reproduce any portions of the test booklets or student response booklets, except for transcription of responses by test administrators when materials are damaged (e.g., hazardous materials—nose bleed, torn pages, food contamination). Reproductions are limited to hand transcriptions. School personnel may NOT keep any hand-copied portions of the test used for transcriptions. School personnel may NOT audiotape, videotape, photograph or photocopy materials.
- School personnel may NOT retain, discard, recycle, remove or destroy test booklets or student response booklets without specific instruction from the BAC, DAC, KDE and Pearson.
    - If secure test materials are damaged, test administrators must contact their BAC or DAC prior to the BAC or DAC contacting Pearson Kentucky Customer Service at (888) 437-1430 **PRIOR** to destroying the materials. Detailed information is on page 31.
    - Report the type of test material (grade) damaged, the security barcode number from the upper right corner on the back cover of the test booklet and the school to which the test booklet was assigned.
    - If student response booklets are damaged, test administrators must contact their BAC or DAC and follow the detailed directions on page 31.
    - If the damaged test material is a student response booklet the serial number from the new student response booklet may be annotated to KDE's Student Data Review and Rosters (SDRR) application.
    - In accordance with Occupational Safety and Health Administration (OSHA) rules, do not return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.

Supervising Test Sessions With and Without Accommodations

Responsibilities While Supervising Test Sessions

- All tests must be administered according to the procedures documented in this manual.
- Test administrators may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.
- Content information or strategies for solving problems on classroom walls, bulletin boards or other surfaces (e.g., ceilings, floors, blinds, windows and clothing) must be covered or removed during testing sessions. Standard periodic tables need not be covered or removed.
- Reference sheets are provided by Pearson. Any other supplemental materials not listed under “Approved Resource Materials” are not permitted unless they are used in accordance with an approved accommodation. Use the approved reference sheets that arrive with test materials.
- Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will a student be allowed to work ahead in a part not yet administered.

Responsibilities While Providing Accommodations

- Test administrators are responsible for providing appropriate accommodations as outlined in this manual, in the *District and Building Assessment Coordinators’ Manual,* and as defined in the Kentucky regulation *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070).* Test Administrators must provide the required accommodation identified in the child’s current Individualized Education Plan (IEP), 504 Plan or Program Services Plan (PSP) and used throughout the year in instruction.
- Test administrators providing accommodations may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.

Reporting Student Cheating and Score Invalidation

Student cheating or jeopardizing test security is serious and in many cases leads to invalidation of test scores. Invalidation of scores impacts not only student results, but also may impact school/district and state test results.

Monitoring a test administration session requires more than distributing materials and keeping time. Test administrators are expected to monitor students closely to ensure that every student has a fair and equal chance to receive valid scores. A test administrator’s responsibilities during testing include, but are not limited to, actively moving about the room to ensure that:

* Students are working in the appropriate sections of the test book,
* Students are answering questions in the correct areas of the student response booklet,
* Students are using appropriate resources,

* Students are accessing only approved electronic devices,
* Students are not talking to other students, are not looking at another student's work, or
* Students are not in any way conducting themselves in a manner that would be considered inappropriate for the testing session.

A test administrator should also be attuned to student behavior before and after testing to monitor that secure material is not being shared in a manner which could include a face-to-face conversation or posting on social media.

Student

Inappropriate student behavior is not considered an allegation, but should be properly reported. Should it be determined by school/district staff that a student has cheated or jeopardized test security by revealing test information, specific steps should be taken to report the incident through the Allegation Reporting Application on KDE's website http://education.ky.gov/AA/distsupp/Pages/Allegation-Reporting.aspx. The information should be entered into the application following the step-by-step directions on the website. Information regarding the incident should be gathered as soon as possible.

The information should include school/district name, testing room number, student name(s), State Student Identification number (SSID), test administrator's name(s), grade level, content area, item numbers, a detailed description of what happened, how the situation was handled, date of incident, and any other information deemed to be pertinent. These details will allow KDE to remove a student's score. The schools should also use this information when determining disciplinary action for the student's misbehavior.

Test Administrator

It is considered an allegation when test administrators cause or allow inappropriate student behavior. The incident should be filed as an allegation using the same application and similar process as filing for student misbehavior. Test administrators may face consequences based on the outcome of the KDE investigation.

Alert Papers

An alert paper is any student response that raises concern about the safety or welfare of the student or others. In general, student responses should not be copied in part or whole. However, if an alert paper is found, the BAC should be notified and the student response booklet handed over to the BAC immediately following the end of the testing session. The BAC or school administrator may then copy only the response. The copy must be kept secure as it is considered testing material. If another testing session is scheduled, the student response booklet may be returned to the test administrator.

The BAC or school administrator is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school or district policy for handling the situation. If there is a need for local authorities or parents to see the student response, security should be explained and a nondisclosure form signed by those parties before viewing the response. A copy of the nondisclosure form should remain on file at the district office. A nondisclosure form is located on KDE's website, www.education.ky.gov.

Student Data Review and Rosters (SDRR) Application

KDE's electronic Student Data Review and Rosters (SDRR) application will be used for the collection of student rosters, requesting non-participations and for data review.

Schools and districts are required to identify which students in grades 3–12 taking the Spring 2016 K-PREP have been enrolled for 100 instructional days beginning on the first day of the school/district's five-day summative test window. Accountability is required for all students taking the Spring 2016 K-PREP. Schools and districts must provide a student's accountability status in SDRR for grades 3–12. Note: Grade 12 is needed for College/Career Readiness reporting.

Student Pre-ID Listing

The Student Pre-ID Listing is a list of all students that have a pre-printed student response booklet. The listing includes all demographic information provided in SDRR. The paper listing will be included in the School Coordinator Kit. The barcode on this listing is not associated with the security barcode number on the test booklets; it is the Pre-ID barcode number assigned to the student.

Test Form

There is one operational form for Grade 3.

Calculator Use Policy for State Testing (Revised 2015)

In order to create a test administration that provides every student with a fair and equitable assessment opportunity, KDE has developed a calculator policy. Following this policy will ensure that all students have a measure of their academic achievement that is comparable to all students across the state.

The KDE calculator policy applies to all state assessments (e.g. K-PREP, KYOTE, KOSSA), excluding any ACT assessments. The ACT calculator policy applies to all ACT assessment products (End-of-Course, the ACT, ACT Compass, and ACT WorkKeys). These policies apply to all students, including those who receive test accommodations with an Individualized Education Program (IEP), Program Services Plan (PSP) or 504 Plan.

In some rare instances, a student with an IEP, PSP or a 504 Plan might use a device not listed on the approved calculator list. The District Assessment Coordinator (DAC) must submit a written request to the Office of Assessment and Accountability (OAA) for permission allowing a student to use the device not included on the list. OAA will consider the request, which will include reviewing IEPs, PSPs or 504 plans to determine if the device is part of the plan and would provide an unfair advantage on state assessments.

Prohibited Computer Applications, Programs and Documents

During test administration, all applications, programs or documents built-in, created or downloaded on calculators are prohibited for use on state assessments. This includes all applications and programs with a computer algebra system (CAS)[1]. Some permitted calculators have suppression functions that disable applications and use of documents for testing purposes, such as Press to Test. If available, the suppression function may be used on permitted

calculators to deactivate prohibited applications and programs[2]; however, all stored documents must be removed as well.

Prohibited Calculators

The following types of calculators are **prohibited**:

- calculators with built-in or downloaded computer algebra system functionality
  Prohibited calculators in this category include:
  - Texas Instruments: All model numbers that begin with **TI-89** or **TI-92** and the **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
  - Hewlett-Packard: HP Prime, HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
  - Casio: fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
- handheld, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- calculators built into cell phones or any other electronic communication devices
- calculators with a keypad (letter keys in QWERTY format)—Note: Letter keys not in QWERTY format are permitted.

Calculators Permitted with Modification

The following types of calculators are **permitted, but only after they are modified as noted:**

- calculators that can hold programs or documents—Remove all documents and remove all programs that have computer algebra system functionality
- calculators with paper tape—Remove the tape
- calculators that make noise—Turn off the sound
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series and HP 48G)
- calculators that have power cords—Remove all power/electrical cords

Permitted Calculators

Students may use any four-function, scientific, or graphing calculator, as long as:

- ✓ It is not on the list of **Prohibited Calculators.**
- ✓ All applications, programs and documents have been removed or deactivated as described in the **Prohibited Computer Applications, Programs and Documents section.**
- ✓ Proctors have made necessary modifications based on the **Calculators Permitted with Modification section.**

[1]Calculators with a Computer Algebra System (CAS) are capable of producing symbolic results. These calculators can manipulate algebraic expressions, performing operations such as factor, expand and simplify. In addition, calculators with CAS can give answers in exact form without numerical approximations (Wikipedia). Some examples of applications with CAS functionalities: Zoom-Math, APP4MATH, F2K, Allmath and Polynomials All in One.
[2]School staff may need to assist students in reinstalling or reactivating suppressed applications <u>after</u> testing is complete.

Testing Irregularities

Testing irregularities occur when set procedures are not followed. They include student or educator misconduct or a mishandling of secure test materials.

Any problems that occur during testing should be documented thoroughly by the personnel involved. Test administrators should forward this documentation to their BAC, who will pass it on to the DAC. If the problem concerns secure materials that have been jeopardized, the DAC must enter information in the Allegation Reporting Application on KDE's website at http://education.ky.gov/AA/distsupp/Pages/Allegation-Reporting.aspx. If the documented problem does not concern secure materials, the documentation must be kept on file at the district office.

Approved and Unapproved Testing Resources

Approved Resource Materials

Students are permitted to use only the following tools and resource materials:

Grade 3 Content Area Approved Resource Materials
All content areas/test parts (provided by school) ➢ No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead) ➢ Extra lined, plain or graph paper (scratch paper) ➢ Scratch paper is allowed for all content areas (reading and mathematics). All scratch paper must be returned to the BAC for destruction. ➢ Erasers
Mathematics ➢ Calculators (required for all mathematics parts, except for no-calculator part of the test) ➢ Rulers (provided by Pearson) • 1/4-inch and centimeter increments in grade 3 ***Note:*** A sample K-PREP grade 3 ruler is in the Appendix.

Unapproved Resource Materials

Students are NOT permitted to use the following tools and resource materials:

- Books other than those specified above (e.g., encyclopedias, textbooks)
  Note: Once testing has been completed and a student's testing materials have been removed from the testing station, the student may read non-content material.
- Copies of acronyms
- Graphic organizers
- Computers
- Editing devices (e.g., spell-checker or grammar-checker)
- Cell phones, Smart phones
- Electronic devices (e.g., iPods, iPads or other music players, pocket translators, PDAs)
- Ink pens
- Highlighters
- Scratch paper is not allowed for on-demand writing

Note: Students with IEPs, 504 Plans or PSPs may have some of these resources as outlined in their educational plan.

Part 2: Who Should Be Tested

Students Tested

All students enrolled in grades 3 through 8, including newly enrolled students, must take the K-PREP unless they are participating in the Alternate K-PREP. Each school must test every student who is enrolled in the school on the first day of the school/district's five-day summative test window. Students may not be excluded from testing because of poor academic performance, absenteeism or discipline problems.

Students who are required to test include the following:

- Students with disabilities
- Students who are retained
- Students who move during testing
- Students experiencing a minor medical emergency
- English Learners (ELs) in their second year (or beyond)
- EL students in their first year must attempt mathematics and science where tested at that grade.

Please see the following sections for more information on testing students who fall into these categories.

Retained Students

A student retained in any grade, including grade 3, in which state-required assessments are administered shall participate in the assessments for that grade again and shall continue to be included in all accountability calculations.

Grade Level Testing

If a student is double promoted or otherwise skips a grade in the normal progression of grades primary through grade 12, the student will not take the state-required assessments associated with the grade being skipped.

Students With Disabilities

Students with disabilities must take the K-PREP unless they are participating in the Alternate K-PREP. Students with disabilities may participate with or without accommodations. (See Part 3: Accommodations for more information.)

Students Who Move During Testing

Sending District

If a student transfers to another Kentucky school or withdraws on or after the first day of the testing window, the school is responsible for:

- Sending student materials to the new school.
- Updating the SDRR record.

If a student moves to a private or out-of-state school, the school must:

- Void the student response booklet and return to the BAC or DAC to be securely destroyed.
- Update SDRR accordingly.

> ***Note:*** If a student withdraws **prior** to the testing window, update the student record in SDRR. Void the student response booklet and return to the BAC or DAC to securely destroy.

Receiving District

If a student officially enrolls in a school before the end of the first day of the testing window, or **after** the testing window has started, the school is responsible for:

- Verifying the testing progress of a student.
  - If the student's test materials were received, continue testing where the student stopped.
  - If materials were not received, contact the sending school/district to verify testing progress and request any necessary testing materials. Be sure to determine the number of questions answered in the secure test booklet.
- Testing that student if he or she has not tested in the previous school.

If materials are received from the student's former school,

- Continue testing the student using the former school's testing materials.
- Return that student's test materials to the former school/district for return shipping immediately upon completion of the assessment.

If materials were not received from the student's former school,

- Update SDRR to include the student, assign accountability, and annotate accordingly.
- Test the student using test materials from your inventory.
- Bubble the student information page on the student response booklet. The student will be assigned a novice performance level for any non-tested areas.
- Return the completed student response booklet with scorable test materials from the new school.
- Note: Contact Office of Assessment and Accountability (OAA) at (502) 564-4394 for directions if the former school/district has already returned testing materials.

Medical Emergency

An injured student whose injury is not serious enough to warrant a medical non-participation request should receive appropriate accommodations that enable the student to participate in the assessment. Some examples of medical emergencies and appropriate accommodations follow:

- Broken arm—use a scribe
- Broken eyeglasses—use a reader and scribe
- Leg in traction without sedating/sedative medication—give test at home or in hospital

To document a medical emergency, the BAC must do the following:

- Notify the DAC as situations occur.
- Complete the Medical Emergency Form (paper version) and keep on file in the district.
- Annotate in SDRR, stating that an accommodation was used due to an injury or medical condition.

The Medical Emergency Form is located on KDE's website, www.education.ky.gov, and in the Appendix of this manual.

English Learners (ELs)

English Learners (ELs) must be included on student rosters and must participate in the K-PREP if they were enrolled on the first day of the school/district's five-day summative testing window. The means and the degree of participation are determined by the length of time enrolled in U.S. schools.

- EL students who are in their **first year** in U.S. schools are required to attempt an English Language Proficiency (ELP) test (in grades K through 12) and take the K-PREP mathematics (3–8) and science (4, 7) assessments for participation. **For participation, EL students must answer a minimum of four multiple-choice questions or one constructed-response question on any part of the mathematics test. For participation, EL students must answer a minimum of four multiple-choice questions on the science test.**
- EL students who are in their **second year** or later of enrollment in U.S. schools shall participate in all K-PREP content areas and be included in accountability.

More information about English Learner (EL) testing is included in the DAC/BAC manual. For questions about EL testing, see your BAC or DAC.

Alternate Testing Settings

Students Receiving Home/Hospital Instruction

Students enrolled in the district who are taught at home or are in a hospital setting will participate in the K-PREP. Therefore, instructors of home/hospital students must be notified, trained and supplied with necessary materials in time to test these students within the testing window. However, if a student's illness or injury is such that participation in the assessment would pose a threat to the student's well-being, a medical non-participation may be requested

for the student. See Medical Non-Participation below for more information regarding the steps involved in ensuring a student who qualifies for a medical non-participation is accounted for accordingly.

Students Not Tested

A student will not participate in the K-PREP if he or she:

- Participates in the Alternate K-PREP
- Is expelled and not receiving services as provided for in *KRS 158.150(2)*
- Is a foreign exchange student
- Is medically unable to take the assessment
- Moved out of Kentucky public schools during the testing window
- Is in a situation allowing him or her to qualify for an extraordinary circumstance non-participation

Be sure to **inform your BAC** if you have students who meet the requirements in this section and should not be tested. **An exception is students participating in the Alternate K-PREP.** If a pre-printed student response booklet is received for a student that will be testing Alternate K-PREP, the student response booklet is to be securely destroyed.

Note: Submission of the request does not guarantee approval. Do not wait to receive approval from KDE to indicate non-participation in SDRR. Do not delay the return of test materials for students pending approval of non-participation requests. Student response booklets should not be returned if a non-participation request has been made.

Students Participating in the Alternate K-PREP

Students who meet the Alternate K-PREP participation guidelines will **not** take part in the K-PREP. **Student response booklets should NOT be completed for these students.** If a pre-printed student response booklet is received for a student that will be testing Alternate K-PREP, the student response booklet is to be voided and the BAC will securely destroy.

Students participating in the Alternate K-PREP are required to complete the appropriate components (Attainment Tasks and/or Transition Attainment Record). Directions for the Alternate K-PREP will be provided by your BAC. Be sure to **inform your BAC** if you have any students who participate in the Alternate K-PREP.

Medical Non-Participation

A student's handicapping condition cannot be the basis for a medical non-participation. However, if a student is so ill or medically fragile and he or she is unable to complete the state-required assessment, even in a homebound situation with accommodations provided, a school may choose to request a medical non-participation for the student. If you are unsure whether a student qualifies for a medical non-participation, please contact the BAC or DAC. The Medical Non-Participation Form can be found on KDE's website, www.education.ky.gov, and in the Appendix of this manual.

Extraordinary Circumstance Non-Participation

Students may qualify for an extraordinary circumstance non-participation if they:

- Should not be tested for any reason not already listed in “Students Not Tested” section, and
- Do not qualify for a medical non-participation.

Examples of extraordinary circumstance include the following:

- Parental kidnapping
- Child in protective custody

The Extraordinary Circumstance Non-Participation Form can be found on KDE’s website, www.education.ky.gov, and in the Appendix of this manual.

Non-Participation Checklist

- Notify the BAC and/or DAC before any non-participation requests are made in SDRR.
- Complete the appropriate non-participation form (Medical or Extraordinary Circumstance); collect signatures from the student’s doctor (if necessary), parent or guardian, and DAC (keep on file in the district).
- Document the details of the medical and extraordinary circumstance non-participation in SDRR.

Part 3: Accommodations

Students With Disabilities Using Accommodations

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content knowledge during assessment.

Accommodations shall be individualized and specifically designed to aid the student as the student learns, being faded or reduced as the student gains/demonstrates increased skill and confidence, and moves toward greater independence. Accommodations shall not inappropriately impact the content being measured. In all components of the state-required assessment, a student shall be the sole creator, author, decision-maker, and owner of his/her own work.

With very few exceptions, all students in grades 3 through 8, 10 and 11 will participate in the K-PREP. Students may be provided with assessment accommodations, based on evaluation data, if the following criteria are met:

- The accommodations must be identified in the student's current IEP, 504 Plan or PSP.
- The student must have routinely received the accommodation throughout the year during classroom instruction. Accommodations should not be added for the sole purpose of use on state-required assessments.
- The accommodations shall not impact the content validity being measured.
- All accommodations shall be provided in accordance with regulation 703 KAR 5:070 as outlined by a student's placement team or Admissions and Release Committee (ARC), unless the student specifically refuses such accommodations.

Many accommodations used in the instructional program for students with disabilities are permitted for testing as long as they do not give the student an unfair advantage. For example, if a student normally wears noise buffers while working, this accommodation can be used during testing.

Occasionally, noncertified staff members or volunteers provide accommodations for students. Please note that such people should receive thorough training and are required to sign the nondisclosure form found on KDE's website, www.education.ky.gov.

Training must include two regulations, *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* and *703 KAR 5:080—Administration Code for Kentucky's Educational Assessment Programs.* Assessment regulations and training materials are on KDE's website, www.education.ky.gov.

Specific accommodations used for assessments are maintained in the student's IEP, 504 Plan or PSP, and are no longer collected in SDRR.

Authorized school personnel must also update the student's information in Infinite Campus (IC) to indicate if accommodations were used during testing. There are a variety of assessment

accommodations that may be used for students with disabilities on the K-PREP, including the following:

* Use of assistive technology

* Manipulatives

* Reader

* Scribe

* Paraphrasing

* Calculator

* Extended time

* Reinforcement and behavior modification strategies

* Interpreters for students with deafness or hearing impairment (signing)

* Simplified language and oral native language support for ELs

The following information summarizes how to specifically administer accommodations. Test administrators providing accommodations must have completed training on *703 KAR 5:070*. Accommodations shall not be designed or provided solely for the state-required assessment, or to lead a student to any specific answer. Specific accommodations used for assessments are maintained in the student's IEP, 504 Plan or PSP, and are no longer collected in SDRR.

Use of Assistive Technology

During the K-PREP, a student with a disability may use special equipment, including assistive technology described in the student's IEP or 504 Plan, which is part of the student's regular instructional routine. "An assistive technology device, as defined by (20 U.S.C.§ 1401), is any item, piece of equipment or product system whether acquired commercially, off the shelf, modified or customized that is used to increase or improve functional capabilities of individuals with disabilities." If the use of special equipment (e.g., talking calculators) during the state-required assessment would influence or distract the performance of another student, then the assessment must be administered to the student using special equipment in an alternate setting.

Examples include the following:

- Amplification equipment
- Noise buffers
- Magnifying devices
- Non-Standard Response templates allow a student to respond to writing tasks by typing on a computer. This accommodation is only allowed if the accommodation is noted on the student's IEP or 504 Plan, and the student uses this procedure routinely in his or her regular instructional program. The student should have assistive technology marked.

Non-Standard Response Templates

Before the assessment begins**,** the school must download the non-standard response template located on KDE's website, www.education.ky.gov.

The student's responses to the spring 2016 K-PREP questions or writing tasks may not be saved to the hard drive of the computer where the student is working, or to any part of a

computer network to which the student's computer may be attached. Responses must only be saved directly to a portable drive or a CD for the duration of the test.

After the student has completed a testing session, the test administrator must **immediately** follow these steps:

1. Print the student's response.
2. Cut the print-out to fit in the boxed area of the student response booklet and tape (clear tape) the student's print-out into the corresponding area in the student response booklet. (Do not attach pages with staples, glue or paper clips.) Using clear tape, make sure the document is taped within the box on the page, covering at least the four corners of the document with the clear tape, and do not cover any bar codes or timing tracks.
3. Make sure the portable drive or CD containing the saved responses, along with the scannable booklet, is stored securely until the next part of the assessment is administered. Make sure to write the student's name on the portable drive or CD label.
4. Once each session is complete, the computer on which the student was working must be logged off from any network to which it was attached and completely powered down to ensure elimination of any student work that may have been saved in a temporary file.
5. After all sessions are completed, the responses have been printed and responses taped in the booklets, the test administrator must erase the portable drive or CD.
6. The portable drive or CD, and a note of explanation, must be given to the BAC.

Note: DO NOT return the portable drive or CD with student responses to Pearson. The BAC or DAC must reformat the portable drive so that it may be reused and must destroy any CD.

Note: No cell/smart phones, camera devices or other electronic communication devices shall be accessible during testing by students.

Use of Manipulatives

Manipulatives shall be available for student use to complete the state-required assessments, if they are a strategy used by the student to solve problems routinely during instruction, and the use of manipulatives is described in the student's IEP or 504 Plan. Manipulatives cannot be placed on a student's desk, but instead should be located in a place in which the student can access them when needed. The student shall not be encouraged to use specific manipulatives, and the test administrator is not permitted to encourage the use of specific manipulatives.

Students with manipulatives on their IEP or 504 Plan may also have one 3x5 notecard with blank graphic organizers on it (front and back) as one of their manipulatives.

Reader

Note: Scripts are included in the grade-specific Test Administrator Manuals.

The use of a reader (text to speech or human) is allowed on all sections of the state-required assessment (i.e., reading, mathematics, science, social studies and writing). The use of a reader shall not in any way lead the student to the correct answer.

The role of the reader during the state-required assessments is to:

- Read directions, prompts, situations, passages and stories as written;

- Not use or provide additional information or directions that may lead the student to specific information needed to answer the question;
- Re-read the directions, prompts, situations, passages and stories only if specifically requested by the student;
- Not point out parts of the task, questions or parts skipped by the student; and
- Read individual words or abbreviations that are mispronounced by text or screen readers, if specifically requested by the student.

Scribe

A scribe's role shall be to record the student's responses so that they reflect what the student knows and is able to do while providing the student with an alternative means to express his or her thoughts and knowledge. At no time shall a student's ideas, revisions or editing be characterized as teacher-authored. In all components of the K-PREP, a student shall be the sole creator, author, decision-maker, and owner of his or her work. A scribe shall record student responses in a manner consistent with the accommodations described in the student's current IEP, 504 Plan or PSP.

A scribe shall:

- Record what the student dictates word for word;
- Format, capitalize and punctuate the student's writing as directed by the student;
- Give the written product to the student to edit or revise;
- Not alter, edit or revise a student's own ideas, revisions or edits;

Calculator

The use of a permitted calculator (See full calculator policy.) is allowed on all sections of the state-required assessment including those sections labeled non-calculator. The test administrator is not permitted to encourage the use of a calculator.

It is the examinee's responsibility to know whether his/her type calculator is permitted. Calculators that hold documents or programs must have all documents and programs removed that have computer algebra system functionality.

Paraphrasing

The test administrator will paraphrase as needed, but in no way lead the student to the answer.

Paraphrasing during the state-required assessment shall be limited to the following:

- Breaking directions into parts or segments;
- Using similar words or phrases in directions; and
- Repeating or rephrasing directions.

Paraphrasing shall not include defining words or concepts, teaching vocabulary, or telling a student what to do first, second, etc.

Extended Time

Extended time shall be available to the student once standard test time has ended. Extended time will be given as long as the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere. Extended time is limited to time and a half or double time. For example—If standard time is 30 minutes and a student is allowed time and a half, then after the student requests to use extended time, the student would be given an additional 15 minutes (half of the original 30 minutes).

Reinforcement and Behavior Modification Strategies

Reinforcement and behavior modification strategies are allowed on the state-required assessment when they are documented in a student's IEP or behavior intervention plan and are used on a routine basis during instruction.

Strategies may include:

- Verbal, tangible or tactile reinforcements for being on task
- Use of technology to focus attention or reduce stress
- Testing in a separate location outside the regular classroom

Interpreters for Students With Deafness or Hearing Impairment (Signing)

The K-PREP may be signed (i.e., translated to the student using American Sign Language). Signing shall not be a replacement for technology or reading instruction. Interpreters shall not define words for students, provide content or teach vocabulary or concepts during the assessment.

Interpreters who are also scribes shall follow the policies on scribing outlined in *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* document located on KDE's website, www.education.ky.gov.

Use of Simplified Language and Oral Native Language Support for an EL Student

The use of simplified language and oral native language support for a student with limited English proficiency shall not inappropriately impact the content being measured.

Simplified language and vocabulary shall not change the overall context of the test materials or the content, but ensures that students understand how to take the test. Specific words may be exchanged, but words cannot be defined as part of simplifying language. Directions for test administration may be described using less complex words (i.e., the word "assessment" becomes "test") and sentence structure (i.e., break a sentence into smaller sections). It is considered best practice to use a word-to-word translation. Simplified language includes: breaking directions into parts or segments or using similar words or phrased that are easier for the student to understand.

Oral native language support shall be based on a student's individual language needs as documented in the PSP. This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering printed English test materials orally in the student's native language. The accommodation of oral native language support may include providing directions orally in a student's native language. The accommodation may also incorporate some simplification of language in the test administration directions.

Bilingual or English dictionaries can be in print or electronic versions. The dictionary should be a word-to-word translation without definitions. Be sure all extra Internet capabilities are turned off prior to the beginning of testing.

Accommodated Materials

Accommodated material orders will be collected via PearsonAccess and will be shipped with the initial distribution of test materials.

Text Reader

A web-based text reader accommodation is available for students in grades 3-8 with IEPs, 504 Plans or PSPs that qualifies a student to use a reader as an accommodation and have technology marked on their plan. Requests may be made during the Accommodated Materials ordering window. No kit is available with the use of text reader. Text reader is an online reader but not an online test. The student must still answer in their SRB.

The following chart provides information about the accommodated materials available and the Accommodated Materials section on the following page details the materials provided for accommodations.

Accommodation Required	Accommodated Material Types			
	Braille	Large-Print	Audio CD**	Text Reader*
Visual	X	X		X
Oral			X	X

* The web-based text reader is available for PCs, Macs and iPads (limited).
** Must use modern stand-alone CD players that support MP3 formatted files, PC or Mac with MP3 capability.

Students using the audio version of the test may use a computer with a CD-ROM and headphones that allow the student to hear, but do not allow sound to escape into the testing room. If the student is using the CD as a read-aloud accommodation, a stand-alone CD player (one per student, with headphones) may be used.

Notes: It is strongly suggested that a backup computer or audio CD player be readily available in case of malfunction. Additional batteries or access to an electrical outlet may be necessary if using a standard audio CD player.

Accommodated Materials Ordering

Depending on the shipping option the district chooses, the DAC may order accommodated materials January 11 - March 18. Refer to the Important Dates on page 2.

Note: Requests for text reader are made in PearsonAccess during the Accommodated Materials ordering window. There is no kit with the use of text reader, since the text reader is online.

Accommodated Materials	
Item	**Item Notes**
Braille Kit (for students who are visually impaired or blind)	Each Braille Kit contains the following materials: ➢ Braille test booklet ➢ Student test booklet (regular print) ➢ Accommodated Orders Information Memo ➢ Test Administration Notes
Large-Print Kit (for students who are visually impaired) **Note: Only print is enlarged. All graphics and illustrations are regular size print. Large print rulers are not provided due to keeping true scale. Students may use a magnifier to enlarge the ruler provided.**	Each Large-Print Kit contains the following materials: ➢ Large-print test booklet ➢ Student test booklet (regular print) ➢ Grade 3 rulers ➢ Accommodated Orders Information Memo
Audio (for students who require a read-aloud accommodation)	Each Audio Kit contains the following materials: ➢ Large-print test booklet ➢ Student test booklet (regular print) ➢ Grade 3 rulers ➢ Accommodated Orders Information Memo

Part 4: Test Preparation

General Instructions for Test Administration

Tests are to be administered using standard testing procedures as outlined in this manual. It is very important that these procedures are followed, and that any deviations from standard testing conditions are documented and reported to the BAC.

Before Testing Checklist

1. Read this manual in its entirety.
2. Inventory test materials received from the BAC.
3. Secure additional materials needed for testing (e.g., No. 2 pencils only [no mechanical pencils or pencils that differ in hardness of lead], erasers, dictionaries, thesauri). See Approved Resource Materials in Part 1.

Scheduling the Tests

The testing schedule should be created so that it includes time for testing breaks and ample staff coverage for monitoring students. Daily before testing, all school personnel must be aware of the testing schedule, including procedures for testing breaks and monitoring students. Testing breaks must not affect the integrity of testing in any way. Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will he or she be allowed to work ahead in a part not yet administered.

Breaks

Test administrators must stop at the end of each part of the tested content area for a break. Breaks may be short (i.e., stand and stretch) or long (i.e., lunch) with appropriate monitoring.

Makeup Tests

Test administrators should be advised to keep a list of students who are absent during the regularly scheduled testing so that makeup sessions can be scheduled. Each BAC should schedule makeup testing sessions for students who are absent during the initial testing.

Makeup testing is allowed during the five-day test schedule. Four additional days after testing has been completed may be used for makeup testing while test materials are prepared for shipping.

Advance Announcement

Testing dates should be made known to parents and students in advance to ensure that students are well rested on the test days. An announcement of testing dates and a reminder before the first day of testing are suggested.

Content Areas Tested

Reading and Mathematics are administered at grade 3.

Order of Testing

Test parts must be administered in the order in which they appear in the test booklet. Each content area is divided into parts to allow schools flexibility in scheduling sessions. The time used to administer a part of the test is called a “testing session.” **Your DAC or BAC will determine a schedule that works best for you and the students.**

Each part of the K-PREP must be administered simultaneously to all students in a grade taking the test within a school. For example, all grade 3 students in the same school will take Part B of the reading test at the same time.

If students finish a test early, they may not work on a test part administered during a previous session, nor may they move ahead to another test part.

Should a student work ahead on any part of the K-PREP, the test administrator must instruct the student to stop. Take note of how much time remains and the last item number completed. Notify your BAC. The student may resume testing where he or she stopped when that session of testing begins for other students. Do not allow the student to work on previously completed questions when testing resumes.

Allowed Testing Time

The following chart provides the order of K-PREP testing for grade 3 and the completion times for each part of the test. Each part is a separately timed test session. These times must be followed unless all students complete a test session early. If all students complete a test session early, return to regular classroom instruction. Extended time is allowed only for students with an approved IEP, 504 Plan or PSP.

Each test part must be administered in a separate test session. The test window is five days. Content area tests may be divided across one or two days.

2016 K-PREP Grade 3 Number of Items and Test Times

		No. of PSG	No. of MC	No. of SA	Time in Minutes
Reading	Part A – NRT		30		40
	Part B	3	12	1	65
	Part C	2	12	1	60

		No. of MC	No. of SA	Time in Minutes
Mathematics	Part A – NRT	30		40
	Part B	23	2	65
	Part C (NoC)	12	1	35

PSG = Passage, MC = Multiple Choice, SA = Short Answer,
NRT = Norm-Referenced Test, NoC = No Calculator

No Calculator Part

A calculator is not permitted for use on Mathematics Part C when administering the K-PREP, unless the use of a calculator is listed as an accommodation on the student's current IEP, 504 Plan or PSP.

Testing Window Extensions

The K-PREP must be administered during the testing window. No testing window extensions or modifications will be granted, except in cases of natural disaster or extraordinary circumstances beyond the control of the school/district. All test extensions must be approved by the Department of Education, Office of Assessment and Accountability. To inquire about a test extension contact KDE at (502) 564-4394. If approved, KDE will then inform Pearson.

Test Materials

The BAC will distribute test materials. Please check to make sure you receive the correct materials for testing your students. If you need additional materials before or during testing, contact your BAC. Each student must be assigned only one test booklet and corresponding student response booklet (grades 3–8, 10 and 11) to be used throughout the assessment.

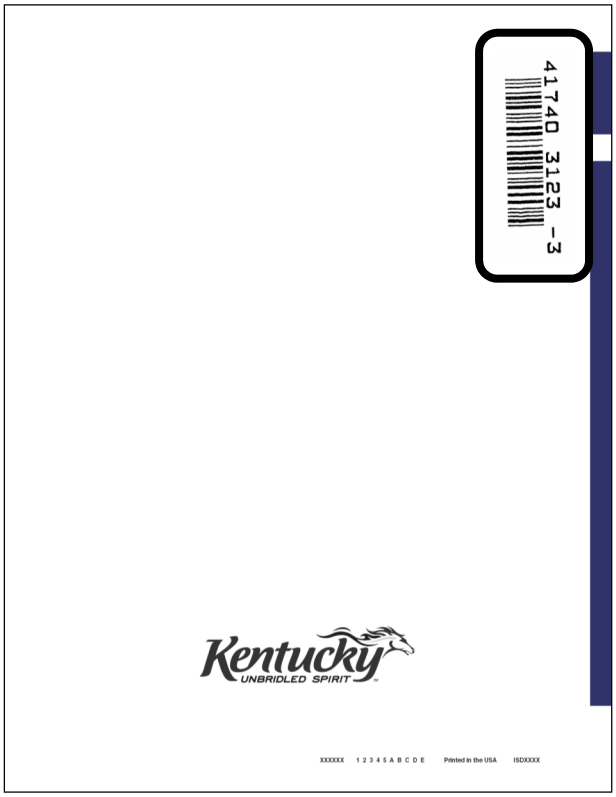
Inventory of Test Materials

Shrink-Wrapped Packs	
Shrink-Wrapped Packs of Test Materials	**Each package contains:** • Student test booklets • Grade-specific rulers **Do not rearrange the order of the test booklets.**

Prior to distribution, inventory the test materials with the BAC. The *School Test Materials Security Checklist* should be used to inventory materials before distribution, so that you can verify all test booklets have been collected when you return them to your BAC. When not in use by students store test materials in a secure location. Test materials stored in a classroom must be double locked (such as in a locked cabinet in the locked classroom.).

Test Booklet Security Barcode Number

As illustrated in the following figure, each test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from schools.



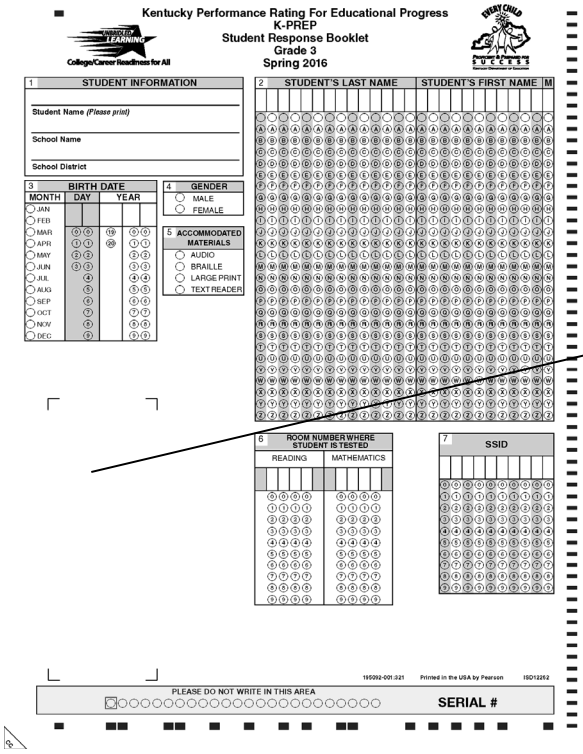
Pre-Printed Student Response Booklet

All students included in KDE's Student Information System (Infinite Campus) will have a pre-printed student response booklet for testing, except for Alternate K-PREP students. If the student's pre-printed student response booklet has incorrect demographic information, the pre-printed booklet will need to be marked "VOID" across the booklet in black marker. A new blank student response booklet with the demographic information gridded must be provided. Gridding instructions are in the script portion of this manual. Codes are to be bubbled on the student response booklet indicating the room where each student takes the test. Return the "voided" student response booklet to the BAC to be securely destroyed.

Space is provided in the student response booklets for students to record their responses to the multiple-choice, short-answer and extended-response questions. Students' written answers to the short-answer and extended-response questions must be contained within the boxed spaces on the designated pages.

> ***Note***: If the pre-printed student response booklets have incorrect demographic information, correct the information in IC.

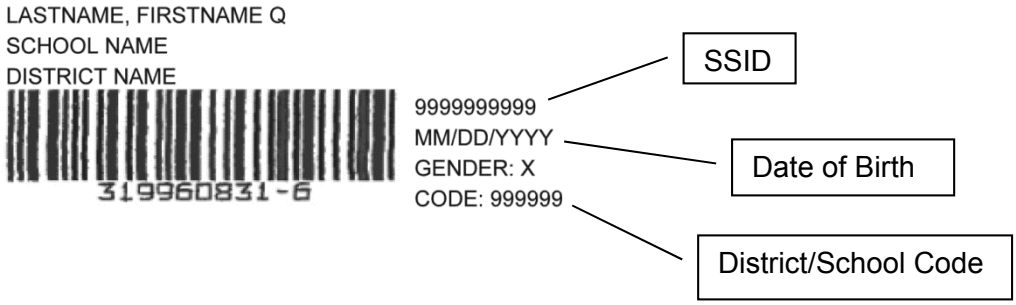
Students may **not** make notes in their student response booklets; they should use the blank paper provided during testing. The scorable student response booklets are machine scanned, and any marks other than responses to the test questions could interfere with the processing of these booklets.



Pre-printed student demographic information is located in this area of the student response booklet.

Pre-Printed Demographic Information

Below is how the demographic information will look on the pre-printed student response booklet.



Serial Number

This unique seven-digit number is used to track a student to a student response booklet. The serial number is located on the front page of the student response booklet in the lower right corner. This number may be entered in SDRR for newly enrolled students, students missing a pre-printed student response booklet or if a new student response booklet is used to replace one that has been damaged.

Room Location Codes

Room location codes should be bubbled on the student response booklet indicating the room where each student took each content area of the test. For locations without a room number (e.g., library) the BAC will assign a room number and maintain the list.

Student Honor Code

A student honor code has been printed on the back page of the student response booklet. This process is one of the critical pieces of test security that was added to monitor appropriate administration of state-required tests. Students should be reminded of the importance of doing their own work and always putting forth their best effort. Test administrators are to read aloud the student honor code and have students signed the honor code prior to the onset of testing. If the student refuses to sign the honor code, testing should move forward.

K-PREP Student Honor Code

I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during, or after the test, my school may discipline me and my test may not be scored.

_____

Student Signature

Seating Charts

Seating charts, for both groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Examples are provided on KDE's website, www.education.ky.gov, and in the Appendix of this manual.

New Students to District

New students to the district will need to receive a blank student response booklet. The demographic portion of the document must be completed before testing. Gridding instructions are in the script portion of each of the grade level *Test Administrator's Manuals*.

Void Student Response Booklets

When a student response booklet needs to be voided for any reason, "VOID" must be written across the front of the student response booklet with a black marker. Once testing is complete, all voided student response booklets are to be returned to the BAC or DAC to be securely destroyed.

Examples of reasons why a booklet would be voided include:

- Damaged by food
- Damaged by water
- Booklets that have torn pages
- Incorrect demographics on SRB

Damaged Test Materials

Secure Student Test Booklets

If a student test booklet has been damaged by bodily fluids (e.g., a nosebleed), the BAC or DAC will contact Pearson at (888) 437-1430 so the service center may properly document necessary data prior to destruction of the materials in accordance with OSHA rules. Provide information to the BAC as to why the test booklet was destroyed. The BAC will note this on the *School Test Materials Security Checklist*.

If a student test booklet is damaged, replace it with a new booklet.

- Report the type of test material (grade) damaged, the security barcode number from the upper right corner on the back cover of the test booklet, and the school in which the test booklet was assigned.
- In accordance with OSHA rules, do **NOT** return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.

Student Response Booklets

If the scorable student response booklet was damaged after the student began testing, the student's responses must be transcribed into a new student response booklet by trained school personnel. Make sure that once the student's responses are transcribed the damaged booklet has "VOID" marked across it in black marker and it is returned to the BAC to be securely destroyed. There is no need to call Pearson to report a damaged student response booklet.

- If a student response booklet is damaged, the test administrator must contact the BAC or DAC to determine next steps. The BAC or DAC will keep a record at the district with the following information: student's name, serial number from the front of the damaged student response booklet and reason for destroying. The materials must be securely destroyed.
- The materials must be securely destroyed and the serial number from the new student response booklet may be annotated in SDRR as a written record.
- In accordance with OSHA rules, DO NOT return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.

Accommodated Materials/Requests

DACs should have ordered all necessary accommodated materials. If you have a student that needs either Braille, large-print, audio or text reader accommodated materials please advise your BAC or DAC. For a list of accommodated materials, see page 23.

Schools Without Original Grade Shipments

If you need materials for a grade (in any alternative program) that previously did not have an enrollment and therefore did not receive materials, please contact the DAC as soon as possible. New grade-level orders must be processed so that the school receives the proper testing and return shipping materials.

Preparing for Irregularities During Testing

Interruptions During Testing

Circumstances over which you have no control (e.g., fire alarms or power outages) may interrupt testing. If testing is interrupted and time permits, note the amount of remaining time, collect all test materials from students and secure the room. When normal conditions are restored, redistribute the testing materials to students and resume testing. Interruptions should not reduce the total amount of time students are given to complete the test.

Should interruptions occur, document the occurrence and notify your BAC immediately. All documentation should be forwarded to your DAC and kept on file in the district office.

Part 5: Test Administration

Test Day Preparations

Just Prior to Testing

- Review the scripts that you will read to students during testing.
- Acquire one test booklet and one student response booklet to use as visual aids while you give directions. (Be sure to return these secure materials after testing.)
- Confirm that you have all of the necessary supplies for the test administration.
- Post a “TESTING—PLEASE DO NOT DISTURB” sign on the classroom door.
- Be sure that all students have comfortable and adequate work spaces.
- Instruct students to clear their desks of books and other materials not needed for the test.
- Hand out testing materials. See the section titled “Materials Needed” below.

During Testing

- Maintain test security.
- Write the allowed time for the test in a classroom area where all students can see it. Be sure to write both the start and end times.
- Verify the room number where the student is taking the test on the student response booklet.
- Be available to answer questions as necessary.
- Monitor students’ handling of test materials to ensure the materials remain in good condition.
- Notify your BAC of any testing irregularity as soon as possible.
- Reminders may be given to the entire class when 15 minute and 5 minute time intervals remain. Countdown timers are allowed as long as they make no noise.

Materials Needed

See the list below when preparing materials for testing.

- No. 2 pencils only (soft black lead) (no mechanical pencils or pencils that differ in hardness of lead)
- Erasers
- Calculators (not permitted on Mathematics Part C)
- Rulers
- Scratch paper (Scratch paper is returned to BAC for destroying after testing.)

Note: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the test booklet.

Part 6: Scripts

Overview

This section includes instructions and scripts detailing the procedures to be followed. To ensure consistent and accurate test administration, instructions **must** be read aloud to students at the beginning of the test. The instruction scripts are printed in bold type and enclosed in boxes. Directions for test administrators are printed in italic type.

Note: Reminder to allow for students needing extended time when developing test schedule.

Distribute Test Booklets and Student Response Booklets

Distribute one test booklet and one student response booklet to each student.

Note: Complete seating chart for each test.

Completing Student Information

Estimated Time: 10 minutes

1. School and district name can be written on board for students to copy.

2. Say to the students:

   You are now preparing to begin the Kentucky Performance Rating for Educational Progress (K-PREP) test. IMPORTANT: On the front cover of the test booklet, please print your name at the top of the page where it says "Student Name." On the lines provided below your name, please write your school name and district. When you are finished, set your test booklet aside.

3. Most students will have a pre-printed SRB. For those without a pre-printed SRB provide the following instructions for completing the demographic information on their SRB. (If all students have pre-printed forms, only read the boxes labeled "All Students." These include directions for Box 1, Student Information; and Box 6, Room Number Where Student Is Tested.)

   Say to the students:

All Students	**If you have a pre-printed student response booklet, please sit quietly until other students have completed the form.** **STUDENTS WITHOUT PRE-PRINTED SRB** **It is very important that you print the information correctly. Listen carefully as I read the instructions. Raise your hand if you have any questions. Mark only the spaces I tell you to mark. Do not make any stray marks on your student response booklet. If you make a mistake, erase your marks completely and then fill in the correct information. In Box 1, "Student Information," print your name, school and district name as done on the student test booklet earlier.**

4. Say to the students:

In Box 2, below "Student's Last Name" print the letters in your last name, starting in the first box on the left. Do not leave any spaces between the letters in your last name. Then print the letters in your first name and middle initial in the appropriate boxes. If your name is longer than the number of spaces given, print as many letters as you can.

[Pause.]

Now, under each letter you have written, fill in the bubble that contains the same letter. You should not fill in any bubbles under blank boxes.

When you have finished, check that the letters in your name have been bubbled correctly.

[Walk around to check that this is being done properly.]

Box 3 is labeled "Birth Date." Fill in the bubble next to the month in which you were born. In the boxes under "Day," write the two numbers for the date of the day you were born. If your birth date is a single number, put a zero in the first box and the number of your birth date in the second box. For example, if you were born on the 7th day of the month, you would enter zero in the first box and 7 in the second box under "Day." Under each number you have entered, fill in the bubble with the same number.

In the three boxes under "Year," write the first two digits of the year in which you were born in the first box.

[Pause.]

Then, in the second and third box, enter the last two digits of the year in which you were born. Under each number you have entered, fill in the bubble below with the same number.

Box 4 is labeled "Gender." Darken the bubble for either "Male" or "Female" to indicate your gender.

[Pause.]

Box 5 will be filled out by the test administrator after booklets are handed in.

It is up to the test administrator to make note of students that need to have the "ACCOMMODATED MATERIALS" bubble gridded in after testing.

All Students

Before reading the information below for Box 6 the Test Administrator must write the room number on the board for the subject being tested. This is a four-digit field. If the room number is less than four digits, place zeros in front of the room number to make it four digits long. For example, if the student is taking a Reading test in Room 1, write READING on the board with the room number 0001 below it.

Box 6 is labeled "Room Number Where Student is Tested," Write the room number in the box for the subject being tested (Reading or Mathematics) and then grid the numbers accordingly below.

Make sure all students are following this step.

Box 7 is labeled "SSID." This may be filled out by the test administrator after the booklets are handed in.

Note: It is up to the test administrator to make note of students that need to have their SSID gridded in after testing.

Make sure students have correctly filled in their name, date of birth, gender, grade and that all bubbles are gridded before moving on.

All Students	**Once you have completed filling out the room number, please turn your student response booklet to the back page. This page contains the Student Honor Code which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the K-PREP Student Honor Code.** **K-PREP Student Honor Code** **I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me and my test may not be scored.** **It is very important that you realize that you should do your own work and try to the best of your ability, always putting forth your best effort.** **Below the statement there is a line, please sign your name.** *Make sure all students are following this step.*

5. Once students have completed filling out the identification information and have signed the Student Honor Code statement on their student response booklets, proceed with the test.

   Note: If a student is unwilling to sign the Student Honor Code, testing should not be delayed; document the incident and proceed with the test.

Reading

Reading: Part A

The table below shows the time allowed.

Content Area		Testing Time	
Reading	**Part A**	**Allowed**	**40 minutes**

1. Distribute one test booklet and one student response booklet (both with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

Reading: Part A

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers

If the students have not already filled in Box 6 for Reading, have them do so now. Before reading the information below for Box 6, the Test Administrator must write the room number on the board. This is a four-digit field. If the room number is less than four digits, place zeros in front of the room number to make it four digits long. For example, if the student is taking this test in Room 1, write READING on the board with the room number 0001 below it.

Say to the students:

Box 6 is labeled "Room Number Where Student is Tested." Write the room number under "Reading" and then grid the numbers accordingly.

[Make sure all students are following this step.]

2. Say to the students:

Today we will begin the Kentucky Performance Rating for Educational Progress (K-PREP) test for Reading. You are going to take Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Does anyone have any questions?

3. Say to the students:

Turn to page 4 in your test booklet. Look at the examples of correct and incorrect marks at the top of the page. When answering questions in your student response booklet:

- **Use only soft black lead pencil (No. 2).**
- **Do NOT use ink or ball-point pen.**
- **When marking your answers to multiple-choice questions, make heavy, dark marks that completely fill the circle. Mark only one answer for each question.**
- **Completely erase any marks you wish to change.**
- **Do not make any stray marks on any page of your student response booklet.**
- **For the short-answer questions, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.**

[Please note that the short-answer questions do not appear in Part A.]

Does anyone have any questions?

4. Say to the students:

Now turn to page 5, Reading Part A, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions in the box at the top of the page silently while I read them aloud.

[Read the following directions to the students.]

Read each passage. Then read each question about the passage. Decide which is the best answer to the question. Mark the space in your student response booklet for the answer you have chosen.

WHEN YOU FINISH PART A, DO NOT WORK ON ANY OTHER PART OF THE TEST, EVEN IF YOU HAVE TIME REMAING IN THE SESSION.

The samples show the types of questions that will be on the test. Read the passage and answer the sample questions. The correct answer is gridded for the first sample question. Read the next question and grid your answer on the second sample question in the student response booklet.

[Pause to allow students to review sample questions.]

Does anyone have any questions?

5. Record the start time and the end time where all students will be able to see them.

You will have 40 minutes to complete the required reading and answer the questions in this part.

Please stop when you come to the STOP sign located in the bottom right corner on page 17. During the test session, you may reread any selection or review your answers to the test questions in Part A.

Do NOT work on any other test parts, even if you have time remaining in the session.

Does anyone have any questions? *[Make sure students are on the correct page of their test booklet and student response booklet.]*

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.

6. Circulate and monitor students' work during the test.

   When 15 minute and 5 minute time intervals remain, note this information on the board for all students to view.

After 40 minutes, say to the students:

This completes Part A. Please close your test booklet and student response booklet.

7. Before collecting all test materials verify that all students have written his or her name, school and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.

8. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

Reading: Part B

The table below shows the time allowed.

Content Area		Passages	Testing Time	
Reading	**Part B**	**3**	**Allowed**	**65 minutes**

1. Distribute one test booklet and one student response booklet (both with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

Reading: Part B

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers

2. Say to the students:

We will now continue the K-PREP test for Reading. You are going to take Part B. Some of the questions may be difficult to answer, but it is important that you do your best.

If you need to review the scoring guide for the short-answer questions, it is on page 2 in your test booklet. Remember, your responses to the short-answer questions must fit in the space provided.

[Allow enough time for students to read the page.]

Does anyone have any questions?

3. Say to the students:

Now turn to page 19, Reading Part B, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions in the box at the top of the page silently while I read them aloud. *[Read the following directions to the students.]*

This part of the test contains reading selections with a total of 12 multiple-choice questions and 1 short-answer question. Please mark your answer for each question in the space provided in your student response booklet (Reading- Part B). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions? *[Make sure students are on the correct page of their test booklet and student response booklet.]*

4. Record the start time and the end time where all students will be able to see them.

You will have 65 minutes to do the required reading and answer the questions in this session.

Please stop when you come to the STOP sign located in the bottom right corner on page 31. During the test session, you may reread any selection or review your answers to the test questions in Part B. Do NOT work on any other test parts, even if you have time remaining in the session.

Does anyone have any questions? *[Make sure students are on the correct page of their test booklet and student response booklet.]*

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.

5. Circulate and monitor students' work during the test.

   When 15 minute and 5 minute time intervals remain, note this information on the board for all students to view.

After 65 minutes, say to the students:

This completes Part B. Please close your test booklet and student response booklet.

6. Before collecting all test materials verify that all students have written his or her name, school and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.

7. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

Reading: Part C

The table below shows the time allowed.

Content Area		Passages	Testing Time	
Reading	**Part C**	**2**	**Allowed**	**60 minutes**

1. Distribute one test booklet and one student response booklet (both with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

Reading: Part C

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers

2. Say to the students:

We will now continue the K-PREP test for Reading. You are going to take Part C. Some of the questions may be difficult to answer, but it is important that you do your best. If you need to review the scoring guide for short-answer questions, it is on page 2 in your test booklet. Remember, your responses to the short-answer questions must fit in the space provided.

[Allow enough time for students to read the page.]

Does anyone have any questions?

3. Say to the students:

Now turn to page 33, Reading Part C, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions in the box at the top of the page silently while I read them aloud.

[Read the following directions to the students.]

This part of the test contains reading selections with a total of 12 multiple-choice questions and 1 short-answer question. Please mark your answer for each question in the space provided in your student response booklet (Reading – Part C). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

4. Record the start time and the end time where all students will be able to see them.

You will have 60 minutes to do the required reading and answer the questions in this session.

Please stop when you come to the STOP sign located in the bottom right corner on page 45. During the test session, you may reread any selection or review your answers to the test questions in Part C. Do NOT work on any other test parts, even if you have time remaining in the session.

Does anyone have any questions? *[Make sure students are on the correct page of their test booklet and student response booklet.]*

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.

5. Circulate and monitor students' work during the test.

   When 15 minute and 5 minute time intervals remain, note this information on the board for all students to view.

After 60 minutes, say to the students:

This completes Part C. If you have finished, please close your test booklet and student response booklet.

6. Before collecting all test materials verify that all students have written his or her name, school and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.

7. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

Mathematics

Mathematics: Part A

The table below shows the time allowed.

Content Area		Testing Time	
Mathematics	**Part A**	**Allowed**	**40 minutes**

1. Distribute one test booklet and one student response booklet (both with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

Mathematics: Part A

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers
- Calculators (minimal 4-function requirement)
- Rulers with 1/4-inch and centimeter increments (provided by Pearson)

If the student has not already filled in Box 6 for this subject, have them do so now. Before reading the information below for Box 6, the Test Administrator must write the room number on the board. This is a four-digit field. If the room number is less than four digits, place zeros in front of the room number to make it four digits long. For example, if the student is taking this test in Room 1, write MATHEMATICS on the board with the room number 0001 below it.

Say to the students:

Box 6 is labeled "Room Number Where Student is Tested." Write the room number under "Mathematics" and then grid the numbers accordingly.

Make sure all students are following this step.

2. Say to the students:

We will now begin the K-PREP for Mathematics. You are going to take Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Does anyone have any questions?

3. Say to the students:

Turn to the page 46 in your test booklet. Look at the examples of correct and incorrect marks at the top of the page. When answering questions in your student response booklet:

- **Use only soft black lead pencil (No. 2).**
- **Do NOT use ink or ball-point pen.**
- **When marking your answers to multiple-choice questions, make heavy, dark marks that completely fill the circle. Mark only one answer for each question.**
- **Completely erase any marks you wish to change.**
- **Do not make any stray marks on any page of your student response booklet.**
- **For the short-answer questions, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.**

[Please note that the short-answer questions do not appear in Part A.]

4. Say to the students:

Now turn to page 47, Mathematics Part A, in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. Do not begin testing until I tell you to do so.

[Read the following directions to the students.]

Read each question or problem carefully. Then answer the question or work the problem. Mark the space in your student response booklet for your answer. You may use a calculator during this part.

WHEN YOU FINISH PART A, DO NOT WORK ON ANY OTHER PART OF THE TEST.

The sample questions show examples of questions that will be on the test. Review the sample questions. The correct answer is gridded for the first sample question. Grid your answer for the second sample question in the student response booklet. *[Pause to allow students to review sample questions.]*

Does anyone have any questions?

5. Record the start time and the end time where all students will be able to see them.

You will have 40 minutes to answer the questions in this session.

Please stop when you come to the STOP sign in the bottom right corner on page 58. During the test session, you may reread any selection or review your answers to the test questions in Part A. Do NOT work on any other test parts, even if you have time remaining in the session.

Does anyone have any questions? *[Make sure students are on the correct page of their test booklet and student response booklet.]*

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may begin.

6. Circulate and monitor students' work during the test.

   When 15 minute and 5 minute time intervals remain, note this information on the board for all students to view.

After 40 minutes, say to the students:

This completes Part A. Please close your test booklet and student response booklet.

7. Before collecting all test materials verify that all students have written his or her name, school and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.

8. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

Mathematics: Part B

The table below shows the time allowed.

Content Area		Testing Time	
Mathematics	**Part B**	**Allowed**	**65 minutes**

1. Distribute one test booklet and one student response booklet (both with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

Mathematics: Part B

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers
- Calculators (minimal 4-function requirement)
- Rulers with 1/4-inch and centimeter increments (provided by Pearson)

2. Say to the students:

We will now continue the K-PREP test for Mathematics. You are going to take Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you need to review the scoring guide for short-answer questions, it is on page 2 in your test booklet. Remember, your responses to the short-answer questions must fit in the space provided.

[Allow enough time for students to read the page.]

Does anyone have any questions?

3. Say to the students:

Now turn to page 59, Mathematics Part B, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions in the box at the top of the page silently while I read them aloud. *[Read the following directions to the students.]*

This part of the test contains 23 multiple-choice questions and 2 short-answer questions. You may use a calculator during this part. Please mark your answer for each question in the space provided in your student response booklet (Mathematics—Part B). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

4. Record the start time and the end time where all students will be able to see them.

You will have 65 minutes to answer the questions in this session.

Please stop when you come to the STOP sign located in the bottom right corner on page 76. During the test session, you may reread any selection or review your answers to the test questions in Part B. Do NOT work on any other test parts, even if you have time remaining in the session.

Does anyone have any questions? *[Make sure students are on the correct page of their test booklet and student response booklet.]*

When you finish, close your test booklet and your student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.

5. Circulate and monitor student's work during the test.

   When 15 minute and 5 minute time intervals remain, note this information on the board for all students to view.

After 65 minutes, say to the students:

This completes Part B. Please close your test booklet and student response booklet.

6. Before collecting all test materials verify that all students have written his or her name, school and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.

7. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

Mathematics: Part C (No calculators are permitted on Mathematics Part C)

The table below shows the time allowed.

Content Area		Testing Time	
Mathematics	**Part C**	**Allowed**	**35 minutes**

1. Distribute one test booklet and one student response booklet (both with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

Mathematics: Part C

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers
- Rulers with 1/4-inch and centimeter increments (provided by Pearson)

NOTE: Make sure that all calculators have been collected and put away before the beginning of Mathematics Part C.

2. Say to the students:

We will now continue the K-PREP test for Mathematics. You are going to take Part C. Some of the questions may be difficult to answer, but it is important that you do your best.
If you need to review the scoring guide for short-answer, it is on page 2 in your test booklet. Remember, your responses to the short-answer questions must fit in the space provided.

[Allow enough time for students to read the page.]

Does anyone have any questions?

3. Say to the students:

Now turn to page 77, Mathematics Part C, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions in the box at the top of the page silently while I read them aloud.

[Read the following directions to the students.]

This part of the test contains 12 multiple-choice questions and 1 short-answer question.
You may NOT use a calculator during this part.
Please mark your answer for each question in the space provided in your student response booklet (Mathematics—Part C). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions? *[Make sure students are on the correct page of their test booklet and student response booklet.]*

4. Record the start time and the end time where all students will be able to see them.

You will have 35 minutes to answer the questions in this session.

Please stop when you come to the STOP sign located in the bottom right corner on page 82. During the test session, you may reread any selection or review your answers to the test questions in Part C. Do NOT work on any other test parts, even if you have time remaining in the session. Does anyone have any questions?

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.

5. Circulate and monitor students' work during the test.

   When 15 minute and 5 minute time intervals remain, note this information on the board for all students to view.

After 35 minutes, say to the students:

This completes Part C. Please close your test booklet and student response booklet.

6. Before collecting all test materials verify that all students have written his or her name, school and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.

7. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

<u>This is the end of the K-PREP for this grade.</u>

Part 7: After Test Administration

Test Administration Verifications and Post-Test Procedures

Your special attention to these procedures will greatly help your BAC and Pearson promptly process testing materials.

After Testing

- Conduct any necessary makeup tests. See the section titled Makeup Tests on page 24.
- Collect all test materials assigned to you.

Student Response Booklets (Scorable)

- Verify that you are submitting a student response booklet for every student. There are two exceptions: no student response booklet is returned for students participating in the Alternate K-PREP. No student response booklet is returned for students for whom a non-participation request has been made.
- Ensure each booklet is in good condition.
- Make sure those students that did not have a pre-printed student response booklet have bubbled in their demographic information correctly and completely.
- Ensure each booklet is properly marked.
  - Erase any extraneous marks you find outside the multiple-choice bubbles or response spaces.
- Ensure each booklet is free of scratch paper.
- Identify which student response booklets will be voided by BACs and be prepared to provide information regarding the reason. Examples of voided student response booklets include but are not limited to booklets damaged by food or water, or booklets with torn pages.
  - Write VOID on the front of the student response booklet in black marker.
  - Deliver voided student response booklets to the BAC to be securely destroyed.

> ***Note:*** If a student response booklet is damaged after a student completes testing, all responses from the voided booklet must be transcribed to a new student response booklet.

Test Booklets

- Verify a test booklet is being returned for every student, except students participating in the Alternate K-PREP.
- Verify each used test booklet has the student's name, school and district name written on the front cover.
- Verify each booklet is properly marked.
- Verify each booklet is free of scratch paper.
- Sign the *School Test Materials Security Checklist* to document that all security number barcoded test materials assigned to you have been returned.

Scratch Paper

- Verify that scratch paper used during the test has been collected and removed.
- Follow directions provided by your BAC for destroying scratch paper.

Final Steps

- Organize the materials prior to handing them over to your BAC.
- Verify that all materials assigned to you have been returned.

Appendix: Forms

Form Descriptions

Appropriate Assessment Practices Certification Form

The Appropriate Assessment Practices Certification Form is included at the back of every *Test Administrator's Manual/Scripts* and in this Appendix. This form should be read and signed by each test administrator and kept on file by the BAC and/or the DAC. **A paper copy should be retained in the district office.**

Extraordinary Circumstance Non-Participation Form

The Extraordinary Circumstance Non-Participation Form should be used for students who should not be tested for reasons other than a medical non-participation. Document the details in SDRR. The form can be found in this Appendix or on KDE's website, www.education.ky.gov. The completed paper copy should be retained in the district office.

K-PREP Ruler

A ruler will be used during the Mathematics testing. The rulers will arrive shrink-wrapped with the test booklets.

Ruler (provided by Pearson):

- 1/4-inch and centimeter increments in grade 3

Medical Emergency Form

Some medical emergencies that occur during testing can be addressed by using accommodations in a school, classroom or homebound setting. For example, a student with a broken arm can have a scribe to record answers to the test questions.

Approval from KDE is not necessary for providing the needed accommodations. The completed form should be kept on file in the district. Annotate the student's SDRR record. The Medical Emergency Form can be found in this Appendix or on KDE's website, www.education.ky.gov.

Medical Non-Participation Instructions:

Guidelines for Completion of Medical Non-Participation Forms

It is the intent of the Kentucky General Assembly that all students participate in the assessment and accountability components of KRS 158.645–KRS 158.6455.

The few exceptions currently allowed include those few students who cannot complete either the regular or alternate assessment components even with allowable accommodations because of medical or mental health conditions.

It is important to note that a student's handicapping condition cannot be used as the justification for a medical non-participation. Because these children must be educated with the handicapping condition, they must also be assessed with the condition using appropriate accommodations. Homebound and school testing schedules do not require testing sessions for the entire school day. In most cases, sessions are spread over the testing window and vary by grade level.

If an accountable school feels that participation in the state-required assessment would be detrimental to a student's physical, mental or emotional well-being, the DAC or BAC must complete the Medical Non-Participation Form and obtain signatures from a physician and the student's parent/guardian. The information provided should reflect the situation just prior to or during the testing window.

Examples of the types of medical conditions that are readily approved by KDE include the following:

- A student is seriously injured in an accident just prior to or during the testing window.
- A student is confined to home or hospital with an acute situation, not a long-term home/hospital instruction situation.
- A student is unable to interact with people without serious risk of infection or contamination to others.
- A student is pregnant with complications that endanger health of mother or child or has delivered just prior to or during the testing window.
- A student has a documented mental health crisis that makes him or her dangerous to self and/or others.

The information from this non-participation form should be entered into SDRR. The paper copy should be retained in the district office. The Medical Non-Participation Form can be found in this Appendix and on KDE's website, www.education.ky.gov.

Seating Charts

Seating charts for groups and/or individuals are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Seating charts are available online, www.education.ky.gov, and in this Appendix.

Spring 2016 Kentucky Performance Rating for Educational Progress (K-PREP) Appropriate Assessment Practices Certification Form

Appropriate Assessment Practices

The Kentucky General Assembly through KRS 158.6453 requires an innovative student assessment program designed to measure student progress toward achievement of the goals specified in KRS 158.6451. The purpose of this document is to describe the practices that are considered appropriate in preparing students for the assessments, in administering them and in assuring proper security of the assessments.

In determining appropriate practices, the following standards have been used:

- Professional Ethics—No test-preparation practice should violate the ethical standards of the education profession in 16 KAR 1:020.
- Educational Defensibility— All test preparation practices shall be designed and used for the purpose of increasing student learning.
- Student Ownership—All assessment work shall be done entirely by the student. No one shall coach, edit, or point out errors in student work on the constructed-response or multiple-choice portions of the test.

The first standard simply refers to evaluating the appropriateness of a practice to determine whether it meets standards of professional ethics. Therefore, such activities as duplicating secure testing materials, which is specifically prohibited, would be considered inappropriate by applying this standard. Only those items designated by the department or its contractors as "released" may be reproduced for any reason without the specific written permission from the Kentucky Department of Education (KDE). The second and third standards encourage any activities that increase student mastery of the content being tested, but would classify as unacceptable any practice that creates a deceptive picture of student achievement.

Administrators and teachers should all use due diligence to ensure the security of the test before, during, and after administration. All copies of materials shall be returned to the testing contractor immediately following administration or properly secured through procedures that may be issued by the department. No assessment materials other than those officially designated as released may be duplicated. All directions in the *District and Building Assessment Coordinators' Manual* and the *Test Administrator's Manual* that accompany the test materials shall be followed. For additional information concerning appropriate assessment practices, please refer to the *Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080) at http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx.*

A 2016 Appropriate Assessment Practices Certification Form signature block is provided on the next page. All school personnel involved in the assessment must sign this form. Additionally, a test administrator guide for the state-required assessments is provided for use.

Test Administrator Guide for the 2016 Spring K-PREP

Test administrators for the Kentucky Performance Rating for Educational Progress (K-PREP) shall maintain an atmosphere conducive to the successful completion of the assessment. No information about the content of answers may be provided to the students.

Test Administrators should do the following for the 2016 Spring K-PREP:

- Adhere to testing regulations.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting).
- Explain to students how to fill out test booklets and student response booklets according to the directions.
- Encourage students to work constructively to complete the assessment; however, test administrators shall not provide any content information for the assessment.
- Notify your Building Assessment Coordinator of printing errors if they are discovered (e.g., misnumbered pages, blank pages, smeared copy).
- Circulate among students during testing.
- Return all materials to the vendor after testing.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).

Test Administrators should NOT do the following for the 2016 Spring K-PREP:

- Duplicate or reproduce any part of the assessment in any manner.
- Provide scratch paper for on-demand writing (pre-write space is provided in the test booklet).
- Provide tools except as specifically allowed in the instructions (i.e., dictionaries and thesauri may be provided for writing).
- Answer questions related to the response (no hints, restatements, interpretations, rephrasing for clarification).
- Provide preprinted acronym sheet or paper containing a system for organizing answers (e.g., column method, ROOTs).
- Hover over individual students for extended periods of time.
- Allow distractions.
- Engage in activities preventing their full attention to the students.

All school personnel involved with the assessment program must sign the following certification form. The form should be kept on file in the local district.

Spring 2016 Kentucky Performance Rating for Educational Progress (K-PREP)
APPROPRIATE ASSESSMENT PRACTICES CERTIFICATION FORM

I have received and read the *Administration Code for Kentucky's Educational Assessment Program, the Inclusion of Special Populations* and the Appropriate Assessment Practices Certification Form provided by the Kentucky Department of Education.

Name of District	**Name of School**
Staff Member's Signature	**Date**

Extraordinary Circumstance Non-Participation Form
Kentucky State-Required Assessments 2015-16

Testing window dates:

Please check only the assessments that apply to this non-participation request.

☐ **ACCESS for ELLs** ☐ **ACT** ☐ **Alternate K-PREP** ☐ **K-PREP**

End-of-Course: ☐ **Algebra II** ☐ **Biology** ☐ **English II** ☐ **U. S. History**

REQUIRED: District Assessment Coordinator's Signature **Date**

REQUIRED: State Student Identification Number (SSID)

Student's Last Name **First** **MI** **Student's Grade Level**

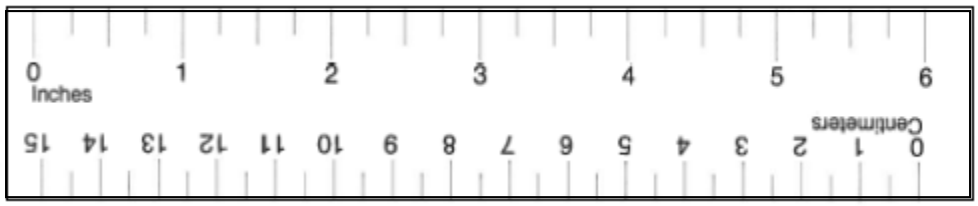
District and School Student Attends **Attending District/School Code**

Accountable District and School for Student (if different from above) **Accountable District/School Code**

Please explain the details around the extraordinary circumstance that prevents participation in the state-required assessment at this time.

K-PREP Ruler

Grade 3 ruler in ¼-inch and centimeter increments
Ruler inventory number is 9998103231.



Medical Emergency Form
Kentucky State-Required Assessments 2015-16

Testing window dates: _____

Please check only the assessments that apply to this accommodations request.

☐ **ACCESS for ELLs** ☐ **ACT** ☐ **Alternate K-PREP** ☐ **K-PREP**

End-of-Course: ☐ **Algebra II** ☐ **Biology** ☐ **English II** ☐ **U. S. History**

Student Name _____
State Student Identification Number (SSID) _____
District Name _____
School Name _____
Grade _____ **Date of Injury** _____

Nature of Injury: _____

_____

_____

_____

_____

_____

Testing Accommodation Provided: _____

_____

_____

(A copy of this form should be forwarded to the District Assessment Coordinator.)

_____ _____
BAC Signature **Date**

This paper copy should be retained in the district for audit purposes.

Medical Non-Participation Form
Kentucky State-Required Assessments 2015-16

Testing window dates:

Please check only the assessments that apply to this non-participation request.

☐ **ACCESS for ELLs** ☐ **ACT** ☐ **Alternate K-PREP** ☐ **K-PREP**

End-of-Course: ☐ **Algebra II** ☐ **Biology** ☐ **English II** ☐ **U. S. History**

Is this student currently receiving homebound services? ____ **Yes** ____ **No**

REQUIRED: District Assessment Coordinator's Signature **Date**

REQUIRED: State Student Identification Number (SSID) **Diagnosis or Injury Dates** **Hospitalization Dates**

Student's Last Name **First** **MI** **Student's Grade Level**

District and School Student Attends **Attending District/School Code**

Accountable District and School for Student (if different from above) **Accountable District/School Code**

Note: A non-participation cannot be approved for a handicapping condition.

REQUIRED: Describe, in detail, this student's acute medical (physical or mental) condition. Additional pages may be attached.

REQUIRED: Please explain how participation in the state-required assessment would adversely affect his/her well-being.

Print or Type Doctor's Name **Doctor's Signature** **Date**

I give permission to release my child's pertinent medical information to the school district representative and the Kentucky Department of Education for the purpose of applying for a medical non-participation from the 2015-16 state-required assessment. I understand that, pursuant to Public Law 104-191, all parties will keep this information confidential.

Parent or Guardian Signature **Date**

Large Group Testing – Seating Chart Form
Kentucky State-Required Assessments 2015-16

Complete one form for each room used during school test administration.

Keep on file at the school or district office.

Please check only the assessments that apply to this non-participation request.

☐ **ACCESS for ELLs** ☐ **ACT** ☐ **Alternate K-PREP** ☐ **K-PREP**

End-of-Course: ☐ **Algebra II** ☐ **Biology** ☐ **English II** ☐ **U. S. History**

Note: *ACT administrators must use seating chart provided by ACT, Inc*.

Optional: Tests used in state accountability (*If testing, administrator must complete seating chart.*)

☐ **Compass** ☐ **KOSSA** ☐ **KYOTE** ☐ **WorkKeys** ☐ **Other_____**

GENERAL INFORMATION

Test Date: _____ Room Number: _____

District Name: _____ School: _____

Number of Testing Staff: _____ Number of Students Tested: _____

TEST ADMINISTRATOR

(Person(s) in charge of testing for this room)

Test Administrator Name (*Please Print*): _____

Test Administrator Signature: _____

PROCTOR

(Person(s) assisting test administrator by monitoring students or distributing materials.)

Proctor(s) Name(s) _____

(Please Print) _____

_____

_____

Proctor(s) Signature(s) _____

_____

_____

ROOM LAYOUT

Desks _____ **Tables** _____ **Students per Table** _____

The seating chart on the next page may be used as a reference to create an individual school chart. Make certain that the design reflects the room layout and includes student names.

Seating Chart

During the test, the test administrator must enter student examinee names in the boxes below.

Small Group/Individual Student – Testing Seating Chart Form
Kentucky State-Required Assessments 2015-16

(Return to Building Assessment Coordinator at conclusion of test window.)

Keep on file at the school or district office.

☐ **ACCESS for ELLs** ☐ **ACT** ☐ **Alternate K-PREP** ☐ **K-PREP**

End-of-Course: ☐ **Algebra II** ☐ **Biology** ☐ **English II** ☐ **U. S. History**

Note: *ACT administrators must use seating chart provided by ACT, Inc*.

Optional: Tests used in state accountability (*If testing, administrator must complete seating chart.*)

☐ **Compass** ☐ **KOSSA** ☐ **KYOTE** ☐ **WorkKeys** ☐ **Other_____**

_____ _____

SCHOOL NAME **DISTRICT NAME**

Test Date	Content Area	Student Name (Printed)	Test Administrator	Room Number

Notes

TEST ADMIN MANUAL,
KY 2016, GR 3

KY00001329