

KOSSA: CRITICAL ACTIONS REQUIRED BY JANUARY 15

- 1) Identify KOSSA Coordinator for each school by July 29, 2016 by responding to a survey link sent to District Assessment Coordinators and KOSSA Coordinators on July 15, 2016.
 - All previous E-SESS accounts will be deactivated July 29, 2016.
 - All new DAC accounts will automatically be added on July 29, 2016.
 - Each school must identify a KOSSA Coordinator for 2016-17 KOSSA testing by August 31, 2016.

- 2) Confirm that all students are properly identified as Preparatory by running the **KOSSA Test Ticket Report** in TEDS **prior to January 15**.
 - Only those students marked Preparatory in TEDS by **January 15** in the current school year will be eligible to test.
 - KOSSA Coordinators should work with their TEDS Coordinators to verify each student's preparatory status is marked correctly in all applicable pathway(s) and the correct KOSSA assessment(s) are indicated.

***Note:** If a pathway has multiple KOSSAs aligned, go to the KOSSA registration page in TEDS to change the KOSSA, otherwise the default KOSSA will apply.*

- 3) Extended time accommodations will be pulled from Infinite Campus (IC) in order to reduce additional paperwork and duplication of data requests. Extended time accommodations shall be identified in IC by **January 15** as follows:
 - IEPs: Student Information > Special Education > General > Documents Tab > Choose the IEP and ensure Extended Time is marked for Accommodations on Assessments
 - 504s: Student Information > General > Enrollments (open the enrollment record) > State Reporting and ensure Program 504 is marked

***Note:** PSP extended time accommodations are not available to pull from IC, therefore schools will need to notify OCTE – Sherri Craig at Sherri.Craig@education.ky.gov or 502-564-4286 Ext. 4226 to request PSP extended time accommodations. (Do not submit any Personal Identifiable Information (PII) only provide the district name, school name, student name and the assessment name when requesting PSP extended time accommodations.)*

TESTING WINDOW

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|---------------|---|
| KOSSA | <i>February 1 – March 31 of the current school year</i> |
| TRACK* | <i>February 1 – March 31 of the current school year</i> |

Each school must identify a consecutive two-week school testing window within the assessment testing window.

***TRACK: CRITICAL ACTIONS REQUIRED BY JANUARY 15**

Tech Ready Apprentices for Careers in Kentucky (TRACK) Assessments only pertain to schools with students enrolled in TRACK pathways. Not all schools participate in the TRACK program.

- 1) New TRACK Testing Window is February 1 – March 31 (same as KOSSA)
 - Schools participating in TRACK will administer TRACK during the same two-week window as KOSSA
 - TRACK registration is only through TEDS
 - ✓ Students must be marked Preparatory in TEDS by January 15 in TRACK specific pathways
 - ✓ Extended time accommodations will be pulled from Infinite Campus (IC) in order to reduce additional paperwork and duplication of data requests. Extended time accommodations shall be identified in IC by **January 15** (same as KOSSA)

- 2) KOSSA Test Coordinators and DACs are responsible for administration of TRACK at the school level
 - Required KDE [Assessment Regulations Training](#) must be completed prior to the administration of KOSSA at the local level