

Kentucky Performance Rating for Educational Progress (K-PREP)

Spring 2019



**Grade 10 Field Test
Test Administrator's Manual/Scripts**

Table of Contents

Table of Contents	1
About This Manual	4
Grade 10 Field Test 2019 Important Dates	5
Introduction	6
Part 1: Security Requirements and Responsibilities	7
Responsibilities of Test Administrators	7
Secure Test Materials.....	8
Confidentiality—Student Online Tests, Test Questions and Student Responses.....	8
Supervising Test Sessions With and Without Accommodations	8
Responsibilities While Supervising Test Sessions	8
Responsibilities While Providing Accommodations.....	9
Reporting Cheating	9
Student.....	9
Test Administrator.....	10
Testing Irregularities.....	10
Student Data Review and Rosters (SDRR) Application	10
Online Student Listing/Roster.....	10
Online Test Forms.....	11
Calculator Use Policy for State Testing.....	11
Calculator Use Policy for Online Testing (High School)	12
Online Practice Tests and TestNav 8 Tutorial.....	13
TestNav 8 Online Tools.....	13
Approved Testing Resources	16
Unapproved Resource Materials.....	17
Part 2: Who Should Be Tested	18
Students Tested.....	18
Foreign Exchange Students.....	18
Retained Students	18
Grade Level Testing	18
Students With Disabilities.....	18
English Learners (ELs).....	18
Alternate Testing Settings	19
Students Receiving Home/Hospital Instruction.....	19
Medical Emergency.....	19
Students Not Tested.....	20
Students Participating in the Kentucky Alternate Assessment	20
Medical Non-Participation.....	20
Extraordinary Circumstance Non-Participation	20
Non-Participation Checklist.....	21
Part 3: Accommodations	22
Students With Disabilities Using Accommodations	22
Reader	23
Scribe.....	23
Manipulatives	24
Hand-Held Calculator	24
Extended Time	24
Paraphrasing.....	25

Reinforcement and Behavior Modification Strategies.....	25
Interpreters for Students With Deafness or Hearing Impairment (Signing)	25
Use of Simplified Language for an EL Student.....	25
Oral Native Language Support for an EL Student.....	25
Accommodated Materials	26
Text Reader	26
Accommodated Materials Ordering (paper-based).....	26
Part 4: Test Preparation.....	29
General Instructions for Test Administration.....	29
Test Administration Dropdown on PAN	29
Test Sessions and Schedule.....	29
New Students to District.....	29
Makeup Tests	29
Testing Window Extensions	30
Advance Announcement.....	30
Content Areas Tested.....	30
Seal Code.....	30
Allowed Testing Time and Test Detail.....	30
2019 Grade 10 Field Test Number of Items and Test Times	31
Test Booklet Security Barcode Number (paper-based)	31
Student Honor Code Online	32
Student Honor Code Accommodated Students Only.....	32
Serial Number (paper-based).....	33
Seating Charts	33
Preparing for Irregularities during Testing	33
Interruptions During Testing	33
Test Materials Needed for Online Testing	33
Student Work Area.....	33
Part 5: Test Administration	34
Preparations in PearsonAccess ^{next}	34
Testing Day.....	34
Prior to Testing and Before Students Arrive	34
Starting Testing Session and Student Sign In	35
During Testing	35
Monitoring the Online Test Session.....	36
Exiting or Submitting the Test	36
Resuming the Test.....	37
Stopping a Test Session	37
After Testing	37
Part 6: Scripts	38
Administering the Online Test	38
Reading	38
Reading:	38
Mathematics	41
Mathematics: Part A and Part B (No calculators permitted on Mathematics Part A).....	41
Accommodated Scripts for Paper Testing	44
Overview.....	44
Completing Student Information-Accommodated Materials (paper).....	44
Reading Accommodated Scripts.....	46
Reading	46

Mathematics Accommodated Scripts.....	49
Mathematics: Part A and Part B (No calculators permitted on Mathematics Part A)	49
Part 7: After Test Administration.....	53
Test Administration Verifications and Post-Test Procedures (paper-based)	53
After Testing	53
Student Response Booklets (Scorable).....	53
Secure Test Materials.....	53
Scratch Paper.....	53
Final Steps.....	53
Appendix: Forms	54
Form Descriptions	54
Spring 2019 Kentucky Performance Rating for Educational Progress (K-PREP) Appropriate Assessment Practices Certification Form	56
Extraordinary Circumstance Non-Participation Form 2018-19	58
Medical Emergency Form 2018-19.....	59
Medical Non-Participation Form 2018-19.....	60
Large Group Testing – Seating Chart Form 2018-19.....	62
Small Group/Individual Student Testing--Seating Chart Form 2018-19.....	64
Notes	65

About This Manual

The *Test Administrator's Manual/Scripts (TAM)* contains important test administration information pertaining to all grades taking the Spring 2019 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.

For the Grade 10 Online Field Test (reading and mathematics), the TAM will be available electronically. Schools will not receive a paper copy of the TAM and will need to print copies if desired.

- **Accommodated Kit Test Materials Only:** Pearson will provide the following paper test materials for students requiring Braille, audio CD, large-print or text reader.

Grade 10 Test Materials (paper-based)	
Reading Test Booklet	X
Reading Student Response Booklet	X
Mathematics Test Booklet	X
Mathematics Student Response Booklet	X

Grade 10 Field Test 2019 Important Dates

User	Action	Begin Date
Pearson	PearsonAccess ^{next} live and training sites available	March 4
	Load student data into PearsonAccess ^{next}	March 6
	Post DAC/BAC and Test Administrator Manuals (TAMs)	TBD
DAC	Create user accounts	March 6
	Enter Orders for Accommodated Materials	March 25
	Create test sessions	March 18
	Start and monitor test sessions	April 15 – April 26
	Return shipping window for paper Accommodated Materials (envelopes)	Return envelopes in boxes provided by May 5.
BAC	Create user accounts	After DAC has created BAC account
	Create test sessions	March 18
	Start and monitor test sessions	April 15 – April 26
Technology Staff	Prepare online testing environment	<i>Before testing occurs</i>
	Configure TestNav 8 in PearsonAccess ^{next}	<i>Before test sessions are created</i>
	Precache test content/prepare test sessions (limited)	April 1
Test Administrators	Review Test Administrator Manual (TAM)	Early April
	Start and monitor test sessions	April 15 – April 26
Students	Practice Tests and TestNav 8 tutorials	<i>Before testing</i>
	Take Assessment	April 15 – April 26

Introduction

The Grade 10 Field Test will be administered in a secure online computer environment. Paper and pencil versions of the test are offered only for accommodated test materials (Braille, audio cd, large-print, and text reader).

District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), and Test Administrators will use an online tool called PearsonAccess^{next} (PAN). PAN is the assessment management system for the online K-PREP assessment. In this system, users can review and manage student data and student tests, set up and start testing sessions, print testing tickets, provide seal codes and monitor student test progress. School Technology Coordinators will work with DACs and BACs to ensure the set up for this system.

Instructions for using [PAN](#).

The tests are delivered to students online through a downloadable application called TestNav 8. TestNav 8 is the tool in which students will complete the online tests. Technology Coordinators can prepare student workstations for testing by downloading TestNav 8 onto testing computers.

Instructions for using [TestNav 8](#).

Part 1: Security Requirements and Responsibilities

Security requirements are included in this manual to protect the validity of the K-PREP assessment. **The term “secure test materials” in this document refers to student online tests, test items and other necessary material used to administer the online tests (student testing tickets, seal codes, rosters, etc.).**

Test security measures have been added with checks and processes to monitor appropriate administrations 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.

Accommodations provided on all state assessments are to be identified in a current Individualized Educational Program (IEP), 504 Plan or Program Services Plan (PSP). It is critical that all accommodations that will be provided on the state assessment have been identified and discussed by all involved parties and guidelines have been followed as set forth in the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070).

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 the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070).
- Reading this manual 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.
- Preparing the testing environment, ensuring that students have the necessary equipment and materials as appropriate.
- Protecting the security of the K-PREP assessment by carefully following the instructions in this manual for administering the assessment in TestNav 8, and starting and stopping test sessions in PAN.
- 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.
- Reading the online student honor code aloud at onset of testing.
- Returning any test materials in a secure manner to the BAC, such as scratch paper.
- Completing seating charts is a required task for all state-required test administrations, reflecting students and adults in the testing room. Seating Charts are collected and maintained for 12 months at the district office. Seating chart examples are included on the KDE website, and in the Appendix of this manual.

Secure Test Materials

Confidentiality—Student Online Tests, Test Questions and Student Responses

Caution: Test questions in the K-PREP online assessment are copyrighted, secure materials, and should be protected at all times.

- From test preparation to test completion, no school personnel may view, reveal or discuss the contents of the online assessment or student responses without approval from KDE.
- Students may not be given access to the online test by any school personnel prior to testing.
- School personnel may not duplicate, print, record, write notes (electronically or by any other means) on any portions of the online test or student responses. School personnel may NOT audiotape, videotape, photograph or photocopy online materials.
- Student testing tickets and seal codes are secure. If the DAC or BAC prints the tickets ahead of time, they must be stored in a secure area until the time of testing. Storage locations within classrooms must be secured with double locks.

Supervising Test Sessions With and Without Accommodations

Responsibilities While Supervising Test Sessions

- All online 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 through active monitoring.
- Active monitoring is required by the test administrators.
- 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.

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)*. Provide the required accommodations identified in the student's individualized Education Plan (IEP), 504 Plan or Program Services Plan (PSP) and used routinely and consistently throughout the year in instruction. Accommodation kits (paper-based) are available for the Grade 10 Field Test, and include: Text Reader, Braille, Large Print, and Audio. Other accommodations are provided on the online assessments as identified in the student's IEP, 504 Plan or PSP.
- Only students that receive specific accommodations or accommodated kits can use a hand-held calculator (see page 24 for the specific accommodations required). If a student is taking the test using Braille, Audio CD, Large-Print or Text Reader, then they may use a calculator from the approved calculator policy on page 11.

The District Assessment Coordinator may allow students who are showing continued progress, to work on the online assessment past the recommended time. Record this occurrence as needed.
- 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 Cheating

Student cheating or jeopardizing test security is serious and in many cases leads to disciplinary actions.

Monitoring a test administration session requires more than starting test sessions. Test administrators are expected to monitor students closely to ensure that every student has the same testing experience. 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 online test.
- Students are using appropriate resources.
- Students are accessing only **approved** electronic devices.
- Students are not talking to other students, and are not looking at another student's work.
- 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 test information 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. 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, form number, item numbers, a detailed description of what happened, how the situation was handled, date of incident, and any other information deemed to be pertinent. The schools should 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.

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 and there is the possibility of an allegation, the DAC must enter information in the [Allegation Reporting Application](#) on KDE's website. If the irregularity does not concern secure material and there is no allegation concern, the documentation must be kept on file at the district office.

Student Data Review and Rosters (SDRR) Application

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

There will be no collection of rosters in SDRR for the Grade 10 Reading and Mathematics Online Field Test.

Online Student Listing/Roster

The Student Listing/Roster is a list of all students that have been pre-loaded to PAN. The listing/roster includes demographic information provided in the Student Data Review and Rosters (SDRR) application. To view the student's listing/roster, log on to PAN, go to Setup, then select Students. Select the Search dropdown to show all results. You can select the check-box next to the student or students you'd like to view or update.

Online Test Forms

Test forms define the contents of online tests. A test form is a collection of test questions grouped together to measure a student's understanding of a subject. For the Grade 10 Field Test, there are ten forms for reading, and five forms for mathematics.

Calculator Use Policy for State Testing

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. Grades 3-8, 10 and 11). The ACT calculator policy applies to the ACT assessment. Both of these policies apply to all students, including those who receive test accommodations with an Individualized Education Program (IEP) or 504 Plan.

In some rare instances, a student with an IEP 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 Standards, Assessment and Accountability (OSAA) for permission allowing a student to use the device not included on the list. OSAA will consider the request, which will include reviewing IEPs or 504 plans, to determine if the device is part of the plan and whether it 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, such as Press to Test, that disable applications and use of documents for testing purposes. If available, the suppression function may be used on permitted calculators to deactivate prohibited applications and programs²; however, all stored documents must be removed.

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**.

¹Calculators 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: all versions of Zoom-Math, APP4MATH, F2K, Allmath and Polynomials All in One.

²Knowledgeable school staff may need to assist students in reinstalling or reactivating suppressed applications after testing is complete.

Calculator Use Policy for Online Testing (High School)

Desmos Graphing and Scientific calculators will be available for high school students to use in TestNav for the Grade 10 mathematics field test, and the Grade 11 science (graphing calculator only) operational test. Either a scientific or graphing calculator will appear on the online screen on certain questions that allow a calculator when the **Calculator** button is selected. To move the calculator, students will select the calculator and drag it. Students can select the buttons or use their keyboard to use the calculator. Selecting the **Calculator** button again closes the calculator.

The Desmos online calculators are available for free to all students now and throughout the school year. They may be used by students during instruction to plot functions, create tables, make graphs, etc. at Desmos.com.

Providing the online calculators within the TestNav system further standardizes the assessment. All students using the same calculator adds to the validity of Kentucky's state test. Valid inferences about students' knowledge and/or skills can be made.

Only students that receive specific accommodations or accommodated kits can use a hand-held calculator (See page 24 for the specific accommodations required). If a student is taking the test

using Braille, Audio CD, Large-Print or Text Reader, then they may use a calculator from the approved calculator policy on page 11.

Tutorial videos are available for practice and guidance on the Desmos site.



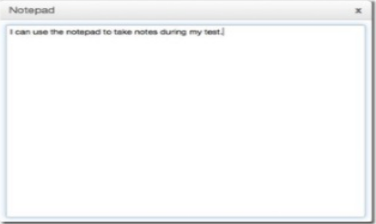
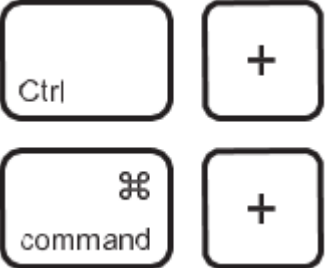
Online Practice Tests and TestNav 8 Tutorial

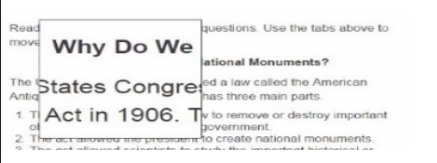

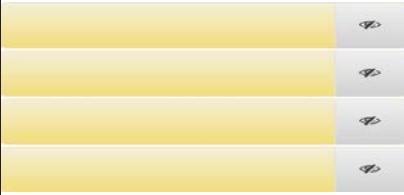
The Kentucky practice tests and TestNav 8 tutorial will familiarize students with the online testing environment and the question formats. These are optional and separate from the required online tests; however, it is strongly recommended that students have the opportunity to access the practice tests and tutorial, so that they can become familiar with the item types on the test and to learn how to use the TestNav 8 tools before testing. The online practice test and TestNav 8 tutorial must be administered on a different day from live testing; these may be administered prior to the testing window. The time spent on these should take into account students' needs and familiarity with computers.

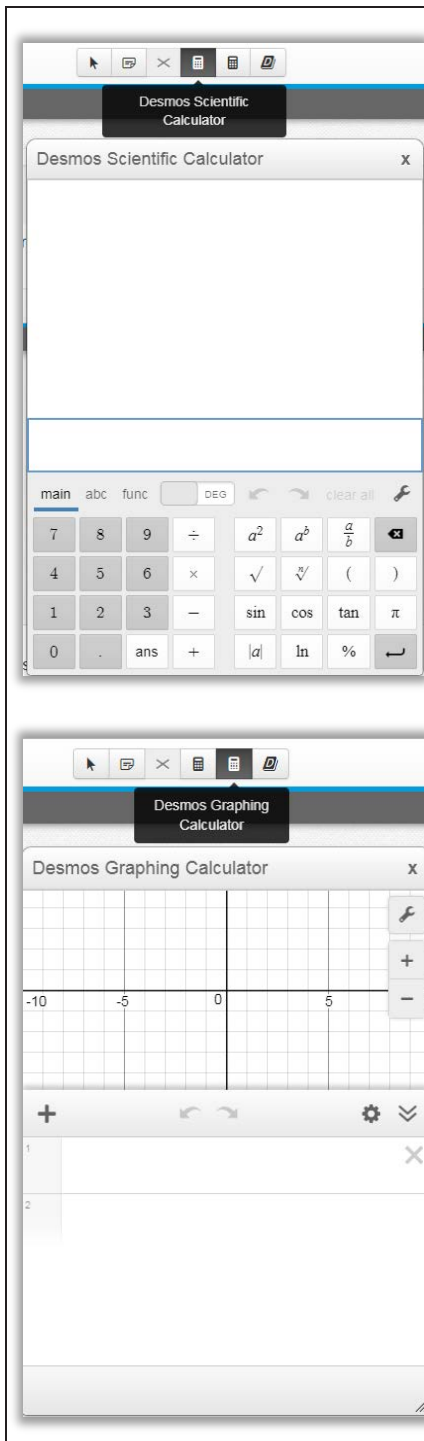
Kentucky Practice Tests ([Reading](#) and [Mathematics](#)) and the [TestNav 8 Tutorial](#), can be accessed on the landing page of PearsonAccess^{next}.

TestNav 8 Online Tools

Students are permitted to use the following tools, embedded in TestNav 8:

Tool Icon	Tool Name and Description
	<p>Pointer—Use to select on screen and to place the cursor in an answer box, plot points, select one or more answers, and drag information from one location to another.</p>
	<p>Answer Eliminator—Use to eliminate (cross off) answer options. This tool functions with multiple-choice and multiple-select items.</p>
	<p>Notepad—Use to type notes while testing.</p>
	<p>Zoom In/Out—Use to zoom in or out on a test page using keyboard shortcuts.</p> <p>Windows: [Ctrl] and [+] to zoom in [Ctrl] and [-] to zoom out [Ctrl] and [0] to reset to default</p> <p>Mac: [Cmd] and [+] to zoom in [Cmd] and [-] to zoom out [Cmd] and [0] to reset to default</p>

	<p>Magnifier Tool—Use to magnify text, by dragging over it.</p>
	<p>Line Reader —selecting this will place a mask on the screen which the student may place over text or test questions. The line reader mask has a window which shows only one line of text. The student must drag the mask down over the text in order to read it. The student can resize the mask and the window. This mask must be selected for each passage or question after the student moves backward or forward in the test. To remove the line reader mask, in the dropdown the student selects <i>Hide Line Reader Mask</i>.</p>
	<p>Answer Masking—selecting this will place a mask over each multiple-choice answer choice. The student may uncover an answer choice by selecting the gray box with the image of an eye. Once enabled, the answer mask will be present on all multiple-choice questions. To stop the answer choice masking, the student enters the dropdown menu and selects <i>Disable Answer Masking</i>.</p>

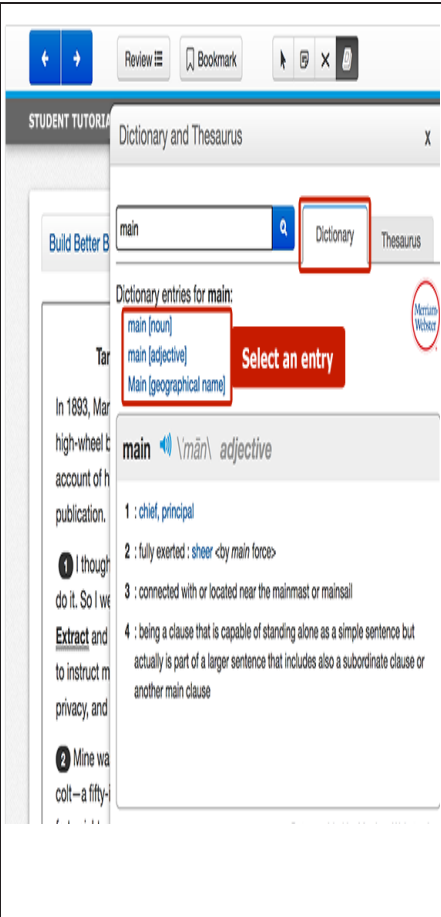


Calculator—Use to aid in calculation

DESMOS-Scientific Calculator

DESMOS-Graphing Calculator

To move the calculator on the screen, select the calculator and drag it. If you move the calculator or pan in the graphing window, the keyboard will be put away. To display the keyboard again, select the expression line in the viewing window.

	<p>Dictionary and Thesaurus Can switch between both using the tabs in the top right corner.</p>
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Approved Testing Resources

Students are permitted to use the tools and resource materials listed below:

- Student Test Tickets (Testing Tip: Student test tickets may be used as scratch paper and then be securely destroyed after testing.)
- Scratch paper (Note pad is also available for both subjects online.)
- Pen/Pencil for use with scratch paper
- Hand-held Calculator--Only students that receive specific accommodations or accommodated kits can use a hand-held calculator. (See page 24 for list of specific accommodations required.) If a student is taking the test using a Braille, Audio CD, Large-Print or Text Reader kit, then the student can use a calculator from the approved KDE calculator policy on page 11.

Unapproved Resource Materials

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

- Books other than those specified earlier (e.g., encyclopedias, textbooks). *Policy may vary by district.*
- Copies of acronyms
- Graphic organizers
- Editing devices (e.g., spell-checker or grammar-checker)
- Cell phones, Smart phones, iWatches or similar wrist devices with Internet access
- Electronic devices (e.g., iPods, or other music players, pocket translators, Smartwatch, PDAs)
- Hand-held Calculator-- Only students that receive specific accommodations or accommodated kits can use a hand-held calculator (see page 24 for list of specific accommodations required). If a student is taking the test using a Braille, Audio CD, Large-Print or Text Reader kit, then the student can use a calculator from the approved KDE calculator policy on page 11.

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

Part 2: Who Should Be Tested

Students Tested

All students enrolled in grade 10, including newly enrolled students, will participate in the reading and mathematics online field test, unless they are participating in the Alternate K-PREP. 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
- Foreign exchange students
- 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 at tested grades.

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

Foreign Exchange Students

Foreign exchange students enrolled in Kentucky public schools will participate in the online field test.

Retained Students

A student retained in any grade, in which state-required assessments are administered shall participate in the online field test.

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 Grade 10 online field test 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.)

English Learners (ELs)

English Learners (ELs) must be included on student rosters and must participate in the Grade 10 Field Test if they were enrolled on the first day of the testing window. The means and the

degree of participation are determined by the length of time these students have been 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 mathematics (3–8 and 10) and science (4, 7 and 11) assessments for participation. **For participation on the online field test at grade 10, EL students must answer a minimum of four multiple-choice questions or one constructed-response question on any part of the mathematics tests.**
- EL students who are in their **second year** or later of enrollment in U.S. schools shall participate in all content areas and be included in reporting.

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 in a hospital setting will participate in the Grade 10 online field test. Therefore, instructors of home/hospital students must be notified, trained and supplied with the necessary materials in time to test these students within the testing window.

See TestNav 8 User's Guide for technology requirements (*use proctor caching with district's discretion*)

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 on the next page for more information regarding the steps involved in ensuring a student who qualifies for a medical non-participation is accounted for accordingly.

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 test. Some examples of medical emergencies and appropriate accommodations follow:

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

See TestNav 8 User's Guide for technology requirements (*use proctor caching with district's discretion*)

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.

The [Medical Emergency Form](#) is also located on KDE's website. For a sample Medical Emergency form, see the Appendix in this manual.

Students Not Tested

No non-participation requests will be made in the Student Data Review and Rosters (SDRR) application for the Grade 10 online field test. Schools should keep a record of students not testing and why at the school/district level. All documentation (non-participation, etc.) is maintained at the school/district.

A student will not participate in the Grade 10 online field test if he or she:

- Participates in the Kentucky Alternate Assessment
- Is expelled and not receiving services as provided for in *KRS 158.150(2)*
- 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.

Students Participating in the Kentucky Alternate Assessment

Students who meet the Kentucky Alternate Assessment participation guidelines will **not** take part in the Grade 10 online field test.

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 that he or she is unable to complete the Grade 10 online field test, 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, 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 this section, and
- Do not qualify for a medical non-participation.

Examples of extraordinary circumstances include the following:

- Parental kidnapping
- Child in protective custody

- Traumatic event
- Death of immediate family member

The Extraordinary Circumstance Non-Participation Form can be found on KDE's website, and in the Appendix of this manual.

Non-Participation Checklist

- Notify the BAC and/or DAC before any non-participation requests are made.
- Complete the appropriate non-participation form (Medical or Extraordinary Circumstance).
- After DAC approval for the Grade 10 online field test non-participation, keep on file in the district.

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 grade 10 will participate in the online field test in reading and mathematics. 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.

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 located on KDE's website.

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 the accommodations the education team found the student was qualified to use on state assessments. There are a variety of assessment accommodations that may be used for students with disabilities on the online assessment, including the following:

- Human Reader
- Scribe
- Manipulatives
- Hand-held Calculator-- Only students that receive specific accommodations or accommodated kits can use a hand-held calculator. (See page 24 for list of specific accommodations required). If a student is taking the test using a Braille, Audio CD, Large-Print or Text Reader kit, then the student can use a calculator from the approved KDE calculator policy on page 11.
- Extended Time
- Paraphrasing (Directions only)
- Reinforcement and behavior modification strategies
- Interpreters for students with deafness or hearing impairment (signing)
- Simplified language support for ELs (Directions only)
- 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 field test, or to lead a student to any specific answer. Specific accommodations used for tests are maintained in the student's IEP, 504 Plan or PSP.

Reader

The use of a reader (human) is allowed on all sections of the online field test. The use of a reader shall not in any way lead the student to the correct answer. A human reader shall read in a manner consistent with the accommodations described in the student's current IEP, 504 Plan or PSP.

The role of the reader during the online test is to:

- Read directions, prompts, situations, passages and stories as provided online;
- 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 using a paper SRB 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 test, a student shall be the sole creator, author, decision maker, and owner of his or her work. A scribe shall type or

write student responses in a manner consistent with the accommodations described in the student's current IEP, 504 Plan or PSP.

The role of the scribe during the field test is to:

- Type or write online what the student dictates word for word;
- Format, capitalize and punctuate the student's writing as directed by the student;
- Not alter, edit or revise a student's own ideas, revisions or edits.

Manipulatives

Manipulatives shall be available for student use to complete the field test, 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.

Hand-Held Calculator

Students receiving Braille, Large-Print, Audio CD or Text Reader kits must use a hand-held calculator on the approved calculator list (See calculator policy on page 11.). Students taking the online test should use the online calculator provided, however some students may qualify for a hand-held calculator if they meet specific guidelines.

- They must have a mathematics deficiency noted on their IEP or 504 Plan.
- They must have technology and/or calculator marked in the state testing accommodations box.
- They must have received and consistently used the calculator as part of regular classroom instructions throughout the year. Like all other accommodations, a calculator cannot simply be a state testing accommodation.

If students meet the above conditions, they may use an approved hand-held calculator on the online version of the test. If a student needs a hand-held calculator that is not on the approved list then contact the Office of Standards, Assessment and Accountability (OSAA) for a waiver.

Extended Time

Extended time, for students with a current IEP, 504 Plan or PSP, 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 75 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 37.5 minutes (half of the original 75 minutes). Once regular time ends the student must notify the test administrator they are not finished and wish to continue.

Note: For the Grade 10 Field Test, at the discretion of the DAC, schools may decide to allow groups or individual students to continue testing beyond the 45 minutes, provided they have been on-task during the initial testing session. Document this occurrence and why it was necessary.

Paraphrasing

Students with a current IEP or 504 Plan can receive paraphrasing as an accommodation.

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.

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 Grade 10 field test 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 for an EL Student

Students receiving this accommodation must have a current PSP. 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 phrases that are easier for the student to understand.

Oral Native Language Support for an EL Student

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 online 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 for the EL student with a PSP. 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 (kits) will be collected via PearsonAccess^{next} and will be shipped under separate cover.

The chart below 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, iPads, and Chromebooks.

** 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.

Text Reader

A web-based text reader accommodation is available for students on the grade 10 field test 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. Text reader is an online reader but not an online test. The student must still answer in their SRB.

Accommodated Materials Ordering (paper-based)

Accommodated Materials ordering began on March 25 and continues through April 24 for test materials and April 30 for return materials. Kits available for accommodated orders are Braille, Audio CD, Large-Print and Text Reader.

Requests for text reader are made in PearsonAccess^{next} during the Accommodated Materials ordering window. Text reader will have a kit like all other accommodated orders. The kit will include everything needed except the user name and password. The user name and password will be provided for each individual student directly to the DAC.

Grade 10 Field Test has **both** Reading and Mathematics accommodated test material kits.

Accommodated Materials Shipment Box	
Item	Item Notes
<p style="text-align: center;">Braille Kit (for students who are visually impaired or blind)</p> <p style="text-align: center;">Pearson will contact the DAC for version of Braille needed.</p> <p>Based on the student's IEP, the DAC will order the Braille assessments.</p>	<ul style="list-style-type: none"> ➤ UEB Reading Braille test booklet ➤ UEB or UEB Nemeth Mathematics Braille test booklet ➤ Reading Student Test Booklet (regular print) ➤ Mathematics Student Test Booklet (regular print) ➤ Reading Student Response Booklet (regular print) ➤ Mathematics Student Response Booklet (regular print) ➤ Accommodated Kit Information Memo ➤ Test Administration Notes ➤ Violet Scorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Pink Nonscorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Manila Envelope
<p style="text-align: center;">Large-Print Kit (for students who are visually impaired)</p>	<p>Each Large-Print Kit contains the following materials:</p> <ul style="list-style-type: none"> ➤ Large-print test booklet ➤ Reading Student Test Booklet (regular print) ➤ Mathematics Student Test Booklet (regular print) ➤ Reading Student Response Booklet (regular print) ➤ Mathematics Student Response Booklet (regular print) ➤ Accommodated Kit Information Memo ➤ Violet Scorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Pink Nonscorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Manila Envelope
<p style="text-align: center;">Audio (for students who require a read-aloud accommodation)</p>	<p>Each Audio Kit contains the following materials:</p> <ul style="list-style-type: none"> ➤ Reading Audio CD ➤ Mathematics Audio CD ➤ Reading Test Booklet (regular print) ➤ Mathematics Test Booklet (regular print) ➤ Reading Student Response Booklet (regular print) ➤ Mathematics Student Response Booklet (regular print) ➤ Accommodated Kit Information Memo

<p>Audio cont'd</p>	<ul style="list-style-type: none"> ➤ Violet Scorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Pink Nonscorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Manila Envelope
<p>Text Reader Kit</p>	<p>Each Text Reader Kit contains the following:</p> <ul style="list-style-type: none"> ➤ Reading Test Booklet (regular print) ➤ Mathematics Test Booklet (regular print) ➤ Reading Student Response Booklet (regular print) ➤ Mathematics Student Response Booklet (regular print) ➤ Lexiflow User Guide ➤ Accommodated Kit Information Memo ➤ Violet Scorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Pink Nonscorable Return Label ➤ UPS Return Label (Next Day Air) ➤ Manila Envelope

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.

Prior to test administration, District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), Technology Coordinators (TCs), and Test Administrators (TAs) should review the technology infrastructure at their schools to ensure that networks meet security requirements.

Test Administration Dropdown on PAN

Before beginning the grade 10 Field Test verify that the drop down test administration on PAN reads Kentucky 2018-2019 K-PREP Spring Grade 10 Field Test.

Test Sessions and Schedule

Tests will be administered as determined by the DAC or BAC. The Grade 10 Online Field Test must be administered in the content order of reading, followed by mathematics. The time used to administer a test is called a “testing session.” **The DAC or BAC will determine a schedule that works best for the test administrator and students.** Schools may schedule multiple test sessions over multiple days within the ten-day test window. For reading each student must complete the test in a single, continuous test session. Mathematics Part A and Part B will also be tested in one session. Due to Part A being 4 questions, once the students finish Part A there will be a short pause before beginning Part B. Time allowed for testing Part A and Part B is 45 minutes, the test proctor should use their own discretion for a small break between the two parts.

New Students to District

New students to the district will need to be added to PAN, complete directions are on page 34.

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 ten-day test window.

If a student is absent from the original session and will do makeup testing, schools have two options:

1. Move the student from the original session to a makeup test session that is created the same way as other sessions.
2. Keep the absent student in the original session, leave the session open and test the student when he/she returns. As a reminder, test sessions cannot be stopped unless all students are in a Completed or Marked Complete Status.

Makeup testing is allowed during the ten-day test window.

Testing Window Extensions

The Grade 10 Field Test must be administered during the ten-day 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 Kentucky Department of Education (KDE), Office of Standards, Assessment and Accountability (OSAA). To inquire about a test extension contact OSAA at (502) 564-4394. If approved, KDE will then inform Pearson.

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 10.

Seal Code

A seal code is a unique four-digit number used to allow students to access a section of the online assessment. The need for a seal code prevents the student from going on to the next portion of the test. There will be seal codes used for both reading and mathematics in the field test.

Allowed Testing Time and Test Detail

The following chart provides the order of testing for grade 10 and the completion times for each of the online tests. These times must be followed unless all students complete the 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. However, the test administrator may allow students, showing continued progress, to work on the online assessment past the recommended time. Record this occurrence as needed.

The reading and mathematics tests must be administered in a single continuous session. The test window is 10 days.

2019 Grade 10 Field Test Number of Items and Test Times

Reading	No. of MC	No. of SA	Time in Minutes
	12	2	45

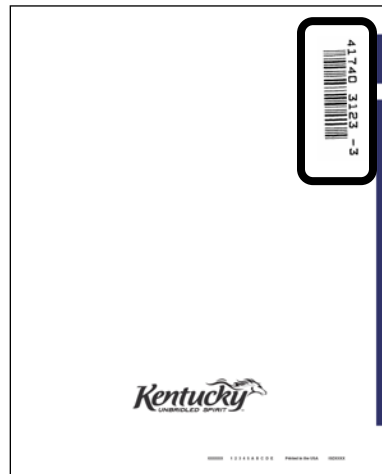
Mathematics		No. of MC	No of ER	Time in Minutes
	Part A (no calculator)	4	0	45
	Part B	10	2	

MC = Multiple Choice, SA = Short Answer, ER = Extended Response

Note: Part A and Part B for mathematics will be tested in one session. Due to Part A being 4 questions, once the students finish Part A they will submit their answers and Part B will appear. Enter the seal code and continue testing.

Test Booklet Security Barcode Number (paper-based)

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. The test booklets are included in the accommodated kits only.



Student Honor Code Online

After students log in to TestNav 8 and begin the test, they will be asked to read and accept the honor code. They will not be able to test without accepting the honor code. This process is one of the critical pieces of test security that was added to monitor appropriate administration of the Grade 10 field test. Students should be reminded of the importance of doing their own work and always putting forth their best effort.

The screenshot shows a dialog box titled "Terms and Conditions" with a close button (X) in the top right corner. The text inside reads: "K-PREP Student Honor Code" followed by a paragraph: "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." Below this text is a checkbox labeled "I agree to the Terms and Conditions". At the bottom right of the dialog box is a "Continue" button.

Student Honor Code Accommodated Students Only

A student honor code has been printed on the back page of the SRB. 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 sign the honor code prior to the onset of testing. If the student refuses to sign the honor code, testing should move forward.

The form is titled "K-PREP Student Honor Code" and contains the same text as the online version: "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." Below the text is a horizontal line for a signature, with the label "Student Signature" positioned to the left of the line.

Serial Number (paper-based)

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.

Seating Charts

Seating charts, for both groups and 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 the [Forms](#) page on the KDE website, and in the Appendix of this manual.

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, exit the online test, secure test materials and secure the room. When normal conditions are restored, resume testing in the session on PAN. Interruptions should not reduce the total amount of time students are given to complete the test. Instructions for exiting the online test is on page 36 and resuming the test is on page 37.

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.

Test Materials Needed for Online Testing

The BAC will distribute test materials needed to administer the online test to the test administrator.

- Test Session Roster
- Student Testing Tickets
- Seal codes
- Scratch paper (Testing tip: Student testing tickets may be printed one per page with the remaining sheet of paper available for use as scratch paper.)
- Pen/Pencil for use with scratch paper

Be sure to count the number of test tickets you receive from the BAC and ensure that you have a test ticket for each student listed on your session roster.

Student Work Area

Ensure that all desks/workstations are clear of books and other materials not needed for the online test. Have students place book bags and other materials away from the desks/workstations. **Ensure that students have no access to cell phones, electronic devices, or other unauthorized materials during testing.**

Part 5: Test Administration

Preparations in PearsonAccess^{next}

Before beginning the grade 10 Field Test verify that the drop down test administration on PAN reads Kentucky 2018-2019 K-PREP Spring Grade 10 Field Test.

If managing test sessions in PAN, complete the following steps. Test session set up and proctor caching needs to be completed before the start of the test window.

- Ensure you have a username and password for PAN.
- Print student testing tickets, seal codes and sessions rosters, if not provided by the DAC or BAC.
 - For detailed instructions on printing student testing tickets, seal codes and session rosters, refer to the [PAN User Guide](#).
- Add new students to the district to PAN. If the student moves from another state add as a new student. If the student moves from another Kentucky district call Pearson Customer Service, 888-437-1430, and provide the information below:
 - Caller's District
 - DAC name
 - Telephone number
 - Student's SSID #
 - School student will be testing in
 - District and school in which the student moved from

Testing Day

Prior to Testing and Before Students Arrive

- Review the scripts that you will read to students during testing.
- Confirm that you have testing tickets, seal code(s) and all of the necessary materials needed to administer the online tests.
 - Each student must have a student test ticket in order to log in to a test. Student test tickets contain a unique username and password needed to log in. Your BAC should have provided you testing tickets for all students in the test session you are administering. If you do not have a test ticket for a student, please see your BAC.
 - The test tickets can be printed any time before students in the session log in to the test. The test tickets are secure and must be kept in a secure location until the test is administered and must be returned to the BAC after the test session is over.
 - Seal codes will be provided when test tickets are printed.
- Post a "TESTING—PLEASE DO NOT DISTURB" sign on the classroom door.
- Be sure that all students have comfortable and adequate work spaces.

- Start the test session in PAN, if not completed by the DAC or BAC. Test sessions should not be started until the first day of testing.
- If managing test sessions in PAN, verify all students who will be testing are in the test session.
- Ensure that student computers/devices are turned on and have no additional software running.

Starting Testing Session and Student Sign In

- Access TestNav 8 on each student testing device, depending on device and DAC/BAC procedures for student log in. (Students may complete this step themselves).
 - For installable TestNav 8:
 - On tablets: Students select the TestNav 8 icon on Home screen. All applications are locked while TestNav 8 is in use.
 - On Chromebooks: Students select the TestNav 8 app from the Apps menu on the lower left side of the screen (app provided; no log in).
 - On desktops or laptops: Students select the TestNav 8 icon on the desktop screen of the desktop or laptop.
- Instruct students to clear their desks of books and other materials not needed for the test.
- Provide student testing tickets, seal codes, scratch paper, and pens/pencils to students. Students must verify their names on the top of their tickets.
- Students must write their names on the scratch paper. All material will need to be turned in at the end of the test session. (*Testing Tip:* Students may use their testing ticket for scratch paper. The student testing ticket is considered secure material and should be maintained in a secure location until securely destroying after testing.)

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. Testing times are listed within the scripts and on page 31.
- **The Seal Codes for each session should be written on the board before each session begins. Both Seal Codes (Part A and Part B) are to be written on the board for the mathematics tests as this will be a continuous session.**
- Be available to answer questions as necessary.
- Monitor testing by walking around the test environment during testing.
- Notify your BAC of any testing irregularity as soon as possible.
- Countdown timers are allowed as long as they make no noise.

Monitoring the Online Test Session

- **Active Monitoring:** Actively monitor students throughout the entire test administration by circulating around the room to carefully observe student behavior and ensure that students are working independently and making progress in the online administration. You cannot complete other tasks, including lesson planning, grading papers or talking casually with other staff. If space is limited and students can potentially see other screens, your active monitoring must be heightened.
- **Monitoring Progress in PAN.** If monitoring student progress in PAN, on the **Students in Sessions** screen, monitor the **Student Test Status** column. Refresh your browser window or select the **Refresh** button.
 - If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PAN. Add the relevant test sessions to the Session List and select **Combined View** in the Session List to see the testing status of all students in the sessions in one screen.
 - To check the status of a specific student, find the student's name in the test session. View his or her status in the **Student Test Status** column. Select the student's status to view detailed information about the student's test and item progress.

Refer to the table below for a complete list and explanations of student statuses.

Status	Explanation
Ready	The student has not yet started the test
Active	The student has signed in and started the test
Exited	The student has exited TestNav 8 but has not submitted test responses
Resumed	The student's test has been resumed, but the student has not yet signed in. Resumed-Upload status forces TestNav 8 to check for a saved response file (SRF) on the testing machine when the student signs back in to continue.
Complete	The test has been submitted by the student through TestNav 8 and the data has been processed
Marked Complete	The student's test has been marked complete by the DAC and the student will not finish testing.

NOTE: To maintain system security, PAN times out after 15 minutes of test session management inactivity. If you have been timed out, you will need to sign back into PAN to resume monitoring the test session.

Exiting or Submitting the Test

If a student needs to exit TestNav 8 temporarily (for example, to take a break) before finishing the test, complete the following steps:

1. Click the user dropdown menu in the upper right corner of the screen next to the student's name.
2. Select "Sign out of TestNav 8" and then click the **Save and Return Later** button.

Exiting TestNav 8 does not send students' tests to completion. Exiting the test is for student breaks or if a student must be moved to another location. If the student inadvertently chooses the **Submit Final Answers** button, contact your BAC.

Resuming the Test

If a student exits TestNav 8 (either unintentionally or intentionally) before completing the test, then the student's test must be resumed by the test administrator before the student can continue with the same test. Note: only students in "Active" or "Exited" status can be resumed.

There are two ways to resume student tests in PAN:

- To resume an individual student's test, in the **Student Test Status** column, select the dropdown menu next to the student's status and select either **Resume** or **Resume Upload** (only one option will display, and the displayed option depends on how the student exited the test.)
- To resume all students, select the checkbox at the top on the left or the checkboxes next to individual students. Then select the dropdown menu next to the **Start** button and select **Student Test Statuses**. If not already on the Resume Student Tests screen, select the **Resume Student Tests** tab at the top. Select the checkbox at the top on the left or next to the student name(s) in the list to confirm your selection(s) and select **Resume**.

The student can now sign in to TestNav 8 with the same student testing ticket previously used.

Stopping a Test Session

Students must submit answers in order for their tests to be completed. Students must click the **Submit Final Answers** button to send students' tests for completion. After all students have completed the test and submitted their responses, you should stop the session.

To stop a test session, complete the following steps:

1. Ensure that each student's status is "Completed" or "Marked Complete" on the Students in Sessions screen.
2. Click the **Stop** button to stop the test session.

After Testing

- Stop the test session.
- Collect test tickets and return to BAC for destruction after testing.
- Collect scratch paper and return to BAC for destruction after testing.

Part 6: Scripts

Administering the Online Test

- Content area assessments for Grade 10 must be administered in the order of reading, and then mathematics.
- Confirm that all testing devices are turned on and the TestNav 8 Sign In screen for Kentucky is available.
- Provide each student with his or her own Student Testing Ticket, scratch paper, and pen/pencil.
- The Seal Code, per section, should be written on the board for the content area the students are testing. Reading will have only one seal code; mathematics will have two seal codes, one for Part A and one for Part B.
- Complete seating chart for each test.

Reading

Reading:

The table below shows the time allowed.

Content Area	Multiple-Choice	Short Answer	Testing Time	
Reading	12	2	Allowed	45 minutes

1. Say to the students:

You are now preparing to begin the Grade 10 Reading test.

I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket, and write your name on the scratch paper (if not using student testing ticket as scratch paper).

Note: Seal codes are required for online testing; reading will require one seal code. Seal codes are provided when the Student Testing Ticket is printed. Write the seal code on the board for the students before testing.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

Select the TestNav 8 app on your testing device – the TestNav 8 Sign In box will appear on your screen.

[Pause while students launch the TestNav 8 app]

Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your test ticket.

Then select the Sign In button.

[Pause while students sign into TestNav 8.]

Your screen should say ‘Welcome’ and list your name and the test you are about to take.

[Pause while students verify their name on the Welcome screen.]

3. Say to the students:

Select the Start button.

[Pause while students access the next screen.]

Your online test contains a 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 Kentucky 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.

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.

Check the ‘Terms and Conditions’ checkbox, indicating you have read and accept the conditions of this code and click continue.

[Pause and make sure all students are following this step.]

On the screen is a box with the words, “Enter Seal Code.” Enter the seal code, from the board, in to the box.


Then click the Start button.


4. Once students have signed into TestNav 8 and checked the box for the Student Honor Code, proceed with the test.

Note: Students will not be able to proceed with testing, unless they check the Student Honor Code box.

5. Say to the students:

We will now begin the grade 10 Reading test. It is important that you do your best.

The tools you can use for this test are on the toolbar at the top of your screen. You may use these tools to help determine the answer to the question. The Pointer Tool  must be used to select your answers for all multiple-choice questions. For questions that are not multiple-choice, you must type your answer in the answer box. Your answer is not limited to the size of the answer box, a scroll bar will appear as you type your answer, extending the available space.

Navigation arrows  appear at the top of the screen of each question. Selecting the Left Arrow takes you back to the previous screen and selecting the Right Arrow takes you to the next screen. If the arrow appears gray, you cannot go in that direction. Select the Right Arrow to view the next item.

Does anyone have any questions?

[Pause for questions.]

6. Say to Students:

You will have at least 45 minutes to complete your test.

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 45 minutes, provided they have been on-task during the initial testing period.]

When you finish the last question of the test and select the Right Arrow button, the End Test screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.

When you have finished your test, you may select the 'Submit Final Answers' button, to submit your answers. Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. The Test Submit Warning screen will pop up, select Yes, Submit Final Answer button to submit your test answers. When your test is submitted, the following screen appears with the message, "Sign out complete. Thank you for using TestNav 8."

When you finish, please sit quietly until everyone is finished.

Does anyone have any questions?

[Pause for questions.]

You may begin your test.

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

After at least 45 minutes, say to the students:

This completes your test. If you have not done so, please submit your test answers.

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

Mathematics

Mathematics: Part A and Part B (No calculators permitted on Mathematics Part A)

The table below shows the time allowed for both Part A and Part B.

Content Area	Multiple-Choice	Extended Response	Testing Time	
			Allowed	45 minutes
Mathematics Part A (no calculator allowed)	4	0	Allowed	45 minutes
Mathematics Part B	10	2		

Note: Part A and Part B for mathematics will be tested in one session. Due to Part A being 4 questions, once the students finish Part A they will submit their answers and Part B will appear. Enter the seal code and continue testing.

1. Say to the students:

You are now preparing to begin the Grade 10 mathematics test, Part A and Part B as one session. I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket, and write your name on the scratch paper (if not using student testing ticket as scratch paper).

Note: Seal codes are required for online testing. Mathematics will require two seal codes, one for Part A and one for Part B. Seal codes are provided when the Student Testing Ticket is printed. Write both the seal codes per section on the board for the students before testing; this will alleviate the disruption for students moving on to Part B of the test. Remember, on Part A there is no calculator tool available; once entering Part B the calculator tool will be available.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

Select the TestNav 8 app on your testing device – the TestNav 8 Sign In box will appear on your screen.

[Pause while students launch the TestNav 8 app]

Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your test ticket.

Then select the Sign In button.

[Pause while students sign into TestNav 8.]

Your screen should say ‘Welcome’ and list your name and the test you are about to take.

[Pause while students verify their name on the Welcome screen.]

3. Say to the students:

Select the Start button.

[Pause while students access the next screen.]

Your online test contains a 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 Kentucky 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.

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.

Check the 'Terms and Conditions' checkbox, indicating you have read and accept the conditions of this code and click continue.

[Pause and make sure all students are following this step.]

On the screen is a box with the words, "Enter Seal Code." Enter the seal code, from the board, in to the box.


Then click the Start button.


4. Once students have signed into TestNav 8 and checked the box for the Student Honor Code, proceed with the test.

Note: Students will not be able to proceed with testing, unless they check the Student Honor Code box.

5. Say to the students:

We will now begin the grade 10 Mathematics test, Part A. It is important that you do your best.

The tools you can use for this test are on the toolbar at the top of your screen. You may use these tools to help determine the answer to the question. The Pointer Tool  must be used to select your answers for all multiple-choice questions. For questions that are not multiple-choice you must type your answer in the answer box. Your answer is not limited to the size of the answer box, a scroll bar will appear as you type your answer, extending the available space.

Navigation arrows  appear at the top of the screen or each question. Selecting the Left Arrow takes you back to the previous screen and selecting the Right Arrow takes you to the next screen. If the arrow appears gray, you cannot go in that direction. Select the Right Arrow to view the next item.

You will have at least 45 minutes to complete both Part A and Part B of the test.

Does anyone have any questions?

[Pause for questions.]

You may begin your test.

6. Say to Students:

When you finish the last question on Part A of the test and select the Right Arrow button, the End Test screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.

When you have finished Part A, you may select the ‘Submit’ button, to submit your answers. Be sure you are satisfied with your responses, once you submit your test, you cannot go back to any of the questions. The Test Submit Warning screen will pop up, select Yes, to submit your test answers. When your test is submitted, the screen for Mathematics Part B will appear.

Enter the seal code for Mathematics Part B, written on the board, in the Seal Code box and click start

Does anyone have any questions?

[Pause for questions.]

You may begin your test.

7. Circulate and monitor students’ work during the test.

After at least 45 minutes, say to the students:

When you finish the last question on Part B of the test and select the Right Arrow button, the End Test screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.

When you have finished Part B, you may select the ‘Submit’ button, to submit your answers. Be sure you are satisfied with your responses, once you submit your test, you cannot go back to any of the questions. The Test Submit Warning screen will pop up, select Yes, to submit your test answers.

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 45 minutes, provided they have been on-task during the initial testing period.]

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

This is the end of the Grade 10 online field test.

Accommodated Scripts for Paper Testing

Overview

This section includes instructions and scripts detailing the procedures to be followed for students with accommodated test materials (paper). To ensure a 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.

Completing Student Information-Accommodated Materials (paper)

Estimated Time: 10 minutes

Instructions below are to be used for students that will use an accommodated test materials kit (Braille, Large-Print, Audio or Text Reader) to test.

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 Grade 10 Field 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. The Student Response Booklets (SRBs), included in the accommodated kits, will not be pre-printed (SRBs will be blank and the demographic information must be completed).

Say to the students:

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.

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.

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.

- Once students have completed filling out the identification information and have clicked the “I agree to the Terms and Conditions” for the online Student Honor Code or have signed the Student Honor Code statement on their student response booklet, 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 Accommodated Scripts

Reading

The table below shows the time allowed.

Content Area	Multiple-Choice	Short Answer	Testing Time	
			Allowed	45 minutes
Reading	12	2	Allowed	45 minutes

1. 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

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

2. Say to the students:

We will now begin the Reading assessment. 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.

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

Does anyone have any questions?

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

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.**
- **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.**

Does anyone have any questions?

4. Say to the students:

Now turn to page 5 in your test booklet. 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 selections with a total of 12 multiple-choice questions and 2 short-answer questions. Please mark your answer for each question in the space provided in your student response booklet (Reading – Part A). 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.

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

Say to the students:

You will have 45 minutes to answer the questions.

6. Say to the students:

Read all the information and the questions carefully. Choose the best answer(s). Mark all your answers in the student response booklet.

7. Say to the students:

Please stop when you come to the STOP sign in the bottom right corner on page 15. During the test session, you may review your answers to the test questions.

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

You may turn the page and begin.

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

After 45 minutes, say to the students:

This completes the reading test. Please close your test booklet and student response booklet.

9. Before collecting all test materials verify that all students have written their name, school and district name on the demographic page of the student response booklet. Store all test materials in a secure place.
10. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

Mathematics Accommodated Scripts

Mathematics: Part A and Part B (No calculators permitted on Mathematics Part A)

The table below shows the time allowed for both Part A and Part B

Content Area	Multiple-Choice	Extended Response	Testing Time	
			Allowed	45 minutes
Mathematics Part A (no calculator allowed)	4	0	Allowed	45 minutes
Mathematics Part B	10	2		

Note: Part A and Part B for mathematics will be tested in one session. Due to Part A being 4 questions, once the students finish Part A there will be a short pause before beginning Part B. Time allowed for testing Part A and Part B is 45 minutes, the test proctor should use their own discretion for a small break between the two parts.

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. Please follow the gridding instructions from "Completing Student Information-Accommodated Materials" on page 44 for filling out the demographic information on the SRB.

Mathematics: Part A and 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

Calculator (**Part B only**)

If the students have 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 in the boxes 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 test 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 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.**
- **For the extended-response questions, be sure to write answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.**
- **Do not make any stray marks on any page of your student response booklet.**

4. Say to the students:

Now turn to page 5, 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.

[Read the following directions to the students.]

This part of the test contains 4 multiple-choice questions. 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 A). 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?

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

You will have 45 minutes to answer the questions in both Part A and B.

Please stop when you come to the STOP sign in the bottom right corner on page 8. During the test session, you may 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.

Once all students have closed their test booklets and student response booklets, say to the students:

This completes Part A.

6. Say to the students:

We will now continue the test for Mathematics, 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 extended-questions, it is on page 3 in your test booklet. Remember, your responses to the short-answer questions must fit within the short-answer designated spaces.

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

Does anyone have any questions?

7. Say to the students:

Now turn to page 9, 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 10 multiple-choice questions and 2 extended-response questions. You may use a calculator for this part of the test. 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.

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

You will have 45 minutes to answer the questions in both Part A and Part B.

Please stop when you come to the STOP sign located in the bottom right corner on page 16. During the test session, you may review your answers to the test questions in Part B.

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.

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

After 45 minutes, say to the students:

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

10. 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.

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

This is the end of the Grade 10 test.

Part 7: After Test Administration

Test Administration Verifications and Post-Test Procedures (paper-based)

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

After Testing

- Conduct any necessary makeup tests.
- Collect all test materials assigned to you, and return them to your BAC or DAC.

Student Response Booklets (Scorable)

- Verify that you are submitting a student response booklet for every student using an accommodated test kit to test.
- Ensure each booklet is in good condition.
- Make sure students with accommodation test materials have bubbled in their demographic information correctly and **completely** on their SRB.
- Ensure each booklet is properly marked.
- Ensure each booklet is free of scratch paper.

Secure Test Materials

- Verify all accommodated test booklets (Braille, Large Print, Audio and Text Reader) test booklets and regular test booklets are being returned for every student using accommodated test materials.
- 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 in the Appendix of every *Test Administrator's Manual/Scripts*. 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. The form can be found in the Appendix or on KDE's website. The completed paper copy should be retained in the district office.

Medical Emergency Form

Some medical emergencies that occur during testing can be addressed by using accommodations in a school, classroom or homebound setting.

Approval from KDE is not necessary for providing the needed accommodations. The completed form should be kept on file in the district. The Medical Emergency Form can be found in the Appendix or on KDE's website.

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 online assessment 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 a 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 the 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 completed paper copy should be retained in the district office. The Medical Non-Participation Form can be found in the Appendix or on KDE's website.

Seating Charts

Seating charts, available 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 on the Forms page of the KDE's website, and in this Appendix.

Spring 2019 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 2019 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 2019 Grade 10 Field Test

Test Administrators for the 2019 Grade 10 Online Field Test 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 2019 Online Grade 10 Field Test:

- 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 for the paper-based test.
- 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 2019 Grade 10 Field Test:

- Duplicate or reproduce any part of the assessment in any manner.
- 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.

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

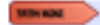
Extraordinary Circumstance Non-Participation Form Kentucky State-Required Assessments 2018-19

Testing Window:

Start Date: End Date:

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

- ACCESS for ELLs
 Alternate K-PREP
 The ACT
 K-PREP
 Field Test/Other
- K Screen

Is this student currently receiving homebound services? Yes No


District Assessment Coordinator's Signature (Required)

Date

State Student Identification Number (SSID) 10-Digit Code

Diagnosis or Injury Dates

Hospitalization Dates

Student's Last Name

First Name

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.

Medical Non-Participation Form Kentucky State-Required Assessments 2018-19

Testing Window: Start Date: End Date:

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

- ACCESS for ELLs
 Alternate K-PREP
 The ACT
 K-PREP
 Field Test/Other
 K Screen

Is this student currently receiving homebound services? Yes No

WARNING

District Assessment Coordinator's Signature (Required)

Date

State Student Identification Number (SSID) 10-Digit Code

Diagnosis or Injury Dates

Hospitalization Dates

Student's Last Name

First Name

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

SIGN HERE

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 state-required assessment. I understand that, pursuant to Public Law 104-191, all parties will keep this information confidential.

SIGN HERE

Parent or Guardian Signature

Date

2018-19 Large Group Testing – Seating Chart Form

Kentucky State-Required Assessments

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

Keep on file at the school or district office.

Please check one assessment.

ACCESS for ELLs
 Alternate K-PREP
 The ACT
 K-PREP
 Field Test/Other _____

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

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.

