

2021 Kentucky (Virtual) Site Visit Survey Questions

Date:		KDE Interviewer(s):	
District/School:		Grade Range:	
Principal:		BAC(s):	

During the interview, Office of Assessment and Accountability (OAA) staff will review the school's testing schedule. Please discuss any differences between the content area assessments (including K-PREP and Alternate K-PREP), ACCESS for English Language Learners Proficiency Exam, and the college readiness exam.

BEFORE TESTING	
1. Student Participation a. What process was used to identify in-person, hybrid and virtual students for state testing?	COMMENTS:
b. How were virtual students contacted and scheduled for testing?	
2. Training a. How was the time devoted to Administration Code and Inclusion of Special Populations trainings (703 KAR 5:080 & 703 KAR 5:070) different this year?	
b. Did the district use any of the revised (Sept. 2020) Administration Code and Inclusion of Special Population training materials that included PowerPoints, modules and checks for understanding?	YES _____ NO _____
c. Describe the staff training using the Test Administration Manual and grade-specific scripts. Were these documents helpful?	
3. Testing Schedule a. How was the test schedule developed for the spring test administration?	
b. What determined the placement of students for testing? (e.g., attendance schedule, alphabetical, homeroom, reading teachers)?	

c. How were makeup sessions managed?	
DURING TESTING	
4. Test Security a. Describe the security procedures used for providing paper test booklets or test tickets and seal codes to test administrators before the test began, and the destruction of the secure materials.	COMMENTS:
b. Was any scratch paper utilized during the test administration? <ul style="list-style-type: none"> • Test tickets • Graph paper • Online note pad • Blank paper c. How was scratch paper securely destroyed?	
5. Test Administration with Accommodations a. Describe the accommodations practices provided to students with disabilities or English Learners? ___small group (4 and under) ___with regular education students ___one on one ___how many students used hand-held calculators? ___other (please specify)	
b. Describe the process for making sure that IEPs, 504s, and PSPs are current and/or information is entered into Infinite Campus (IC).	
c. How many students taking the online test required a human reader/ human scribe?	# of Readers _____ # of Scribes _____
GENERAL ONLINE TESTING QUESTIONS	
6. What type of testing environment was used (e.g., computer lab, classroom computers, portable lab, Chromebooks, iPads) Does the school have a 1:1 initiative? If so, were the student devices used or was a computer lab used, or something else and why?	COMMENTS:
7. Were there any issues with the devices used? If so, how were any issues handled?	
8. Did students take the practice tests prior to the live test?	
COVID-19 IMPACT ON TESTING FOR 2021	
9. In what way did COVID-19 impact testing in the	COMMENTS:

school or district the most during spring testing?	
10. What solutions were provided to overcome challenges of state testing this spring?	
11. Did scheduling in the school look different this year due to COVID-19? If so, how was it different than in year's past?	
12. Did the school opt to use the entire 14-day test window that was permitted by KDE this spring? If so, was that helpful?	
13. What impact, if any, did COVID-19 have when trying to provide accommodations in a one-to-one setting? How was the Healthy at School Guidance used to assist in making the test environment safe for students and staff?	
AFTER TESTING	
14. Preparation for Return of Paper Materials	COMMENTS:
a. What was the impact of the return of materials used, as a result of COVID-19?	
b. What process was used to return school materials to the DAC?	
c. If any paper materials were used for Braille or Large Print, how were they returned from the test administrator to the BAC? From the BAC to the DAC?	
d. Who is responsible for submitting medical non- participation information and managing paper medical non-participation forms?	
15. General Comments	

Thank you to the participants for providing helpful and thoughtful information about Kentucky's 2021 spring assessments.