



Early Graduation End-of-Course Exams Guidance

Ordering, Shipping and Scoring Information for End-of-Course (EOC) Exams

The Early Graduation Pathway

Early Graduation is a deliberate pathway for students in grades 9 through 11 who wish to move on when ready, receive a diploma from the district, and be eligible for acceptance into Kentucky public universities and non-profit independent colleges and universities. The pathway provides a financial scholarship, known as the Early Graduation Certificate, to support this action. Students participating in the pathway must meet the requirements set forth by [704 KAR 3:305](#) including those listed below.

- Students must notify the school principal within the first 30 school days of the school year in which they intend to graduate.
- Students must enter the Early Graduation pathway prior to October 1 of the year in which they intend to graduate early.
- Students must graduate in three years or less. Students exceeding three years do not qualify for the incentives identified with Early Graduation.
- Students must take and achieve college admissions exam benchmarks as designated by the Kentucky Council on Postsecondary Education (CPE).
- Students must take and score proficient on four End-of-Course (EOC) assessments (Algebra II, Biology, English II and U.S. History).

The Kentucky Department of Education (KDE) will provide EOC exams for students participating in the Early Graduation pathway during the 2018-2019 school year.

End-of-Course Exams Ordering Information

Step 1:

Students must submit a *Letter of Intent* and be approved for the Early Graduation pathway by October 1 of the year in which they intend to graduate early.

The student is then designated in Infinite Campus (IC) as an early graduate using the Early Graduation flag, and a signed *Letter of Intent* is placed in the student's cumulative folder.

Once all students are flagged appropriately in IC, the District Assessment Coordinator (DAC) or designee will be able to run an *Early Graduation* Order Report by school in IC.

In IC, DACs will go to:

- a. Adhoc reporting>Data Export>State Published filter
- b. Select the State Published *Early Graduate EOC Order Report* filter
- c. Select Delimited Values (CSV)
- d. Click Export

The order report will display with the following fields: Student SSID, District Name and Address and School Name.



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| Student SSID | District | District Address | City | State | Zip Code | School |
|--------------|-----------------|------------------|-------------|-------|----------|-----------------------------|
| 1234567890 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School |
| 2345678901 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School |
| 3456789012 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School |
| 4567890123 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School |
| 5678901234 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School |
| 6789012345 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School |

DACs will need to add five column headings: Algebra II EOC, Biology EOC, English II EOC, U.S. History EOC and Test Window. (Please do not abbreviate or change the column heading titles.)

| Student SSID | District | District Address | City | State | Zip Code | School | Algebra II EOC | Biology EOC | English II EOC | US History EOC | Test Window |
|--------------|-----------------|------------------|-------------|-------|----------|-----------------------------|----------------|-------------|----------------|----------------|-------------|
| 1234567890 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | | |
| 2345678901 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | | |
| 3456789012 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | | |
| 4567890123 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | | |
| 5678901234 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | | |
| 6789012345 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | | |

Step 2:

The DAC or designee will ensure the information listed on the order report is correct for each student.

If a student's name does not appear on the *Early Graduation* Order Report but has been approved for the Early Graduation pathway and will be testing during the 2018-2019 school year, please add the student's SSID and tests needed. When a student's name does not appear, please ensure that the student is flagged correctly in IC. If a student is not testing during the 2018-2019 school year, that student may be deleted from the order report.

The DAC or designee will manually enter the test order for the 2018-2019 school year to include indicating the appropriate test name and test date for each student. The EOC assessments are in the following courses: Algebra II, Biology, English II and U.S. History.

An "X" should be marked under the needed EOC exam for each student and an exam window date stated. If a student will be taking exams in more than one test window, the DAC or a DAC designee will need to add additional rows for the student to ensure the correct tests are ordered for the appropriate testing window.

| Student SSID | District | District Address | City | State | Zip Code | School | Algebra II EOC | Biology EOC | English II EOC | US History EOC | Test Window |
|--------------|-----------------|------------------|-------------|-------|----------|-----------------------------|----------------|-------------|----------------|----------------|--|
| 1234567890 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | X | | X | | 1 Student taking 2 tests in one window |
| 2345678901 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | X | 1 |
| 3456789012 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | X | | | | 2 |
| 4567890123 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | X | | | 3 |
| 5678901234 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | X | | | 2 |
| 6789012345 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | X | 1 Student taking 2 tests in two |
| 6789012345 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | X | | | | 2 different testing windows |



The exam window dates are:

Test Window 1: December 3, 2018-December 14, 2018

Test Window 2: February 25, 2019-March 8, 2019



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Test Window 3: April 22, 2019-May 3, 2019

All early graduates must be listed on the order report in order to receive assessment materials for the 2018-2019 school year. The spreadsheet will serve as the order for EOC materials.

| Student SSID | District | District Address | City | State | Zip Code | School | Algebra II EOC | Biology EOC | English II EOC | US History EOC | Test Window |
|--------------|-----------------|------------------|-------------|-------|----------|-----------------------------|----------------|-------------|----------------|----------------|-------------|
| 1234567890 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | x | | x | | 1 |
| 2345678901 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | x | 1 |
| 3456789012 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | x | | | | 2 |
| 4567890123 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | x | | | 3 |
| 5678901234 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | x | | | 2 |
| 6789012345 | Edmonson County | 100 Wildcat Way | Brownsville | KY | 42210 | Edmonson County High School | | | | x | 1 |

Step 3:

The DAC or designee will return the order report via e-mail to the Office of Assessment and Accountability (OAA) by November 15, 2018. The DAC should include the name of the DAC and the BAC(s) in the body of the e-mail.

All order reports should be e-mailed to the attention of:

Jenni Larkins, Early Graduation EOC Assessment Contact

E-mail: [Jenni Larkins](mailto:Jenni.Larkins@kde.ky.gov)

End-of-Course Exams Shipping Information

All orders will be shipped to the DAC within the ten days prior to the opening of the testing windows selected. From receipt to return of testing materials, all materials must be kept secure. When materials are not in use, the materials must be in locked storage.

- Anyone with the potential to be involved in the handling and administering of the assessments is required to be trained in the Administration Code. Those who will be providing accommodations must also be trained in the Inclusion of Special Populations regulation prior to administering the tests.
- No school personnel may review, edit or share, either verbally or nonverbally, the content of tests.
- Students may not be given access to test booklets by any school personnel prior to testing.
- School personnel may not reproduce any portion of the test booklets or answer documents, except for transcription of responses by test administrators when materials are damaged (e.g., hazardous materials caused by nose bleed, torn pages, food contamination).
- Reproductions are limited to hand transcription. School personnel may NOT keep any hand-copied portions of the test used for transcription. School personnel may NOT audiotape, videotape, photograph or photocopy materials.
- School personnel may NOT retain, discard, recycle, remove or destroy test booklets without specific instruction from the DAC, BAC and/or KDE.



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The DAC or designee is to return the testing materials on or before the established return deadline. All secure test materials, which include exam booklets and answer sheets, must be returned to KDE.

Districts/schools are responsible for paying the return postage. Districts/schools can choose their method of return shipping, but **the shipping provider must enable tracking and provide a tracking number**. Districts are encouraged to return materials as soon as students are finished testing to ensure timely scoring.

End-of-Course Exams Scoring Information

The KDE Office of Assessment and Accountability will score assessments and return scores to DACs.

DACs will receive:

- A summary report of all tested students and their scores by content area at the completion of scoring for each testing window.
- Individual student score reports with the name of the student and the scale score listed
 - KDE will continue to use the established EOC cut scores.

| Content Area | Novice | Apprentice | Proficient | Distinguished | CPE-linked College Readiness Benchmark |
|--------------|---------|------------|------------|---------------|--|
| Algebra II | 125-142 | 143-147 | 148-152 | 153-175 | 148 |
| Biology | 125-145 | 146-153 | 154-160 | 161-175 | 154 |
| English II | 125-151 | 152-153 | 154-161 | 162-175 | 154 |
| U.S. History | 125-143 | 144-146 | 147-153 | 154-175 | 147 |

The score reports will be provided via the [secure web application](#). DACs should enter the assessment scores for each student's EOCs in IC.



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General Questions

1. How will schools/districts notify KDE of students needing EOC assessment materials?

DACs will run a district wide *Early Graduation* Order Report **after October 1** that lists all students pursuing the Early Graduation pathway. Per [704 KAR 3:305](#), these students must be flagged in IC prior to October 1 of the year in which they intend to graduate early. DACs or their designees will manually enter the test name and test dates for each student. The order report should be emailed to Jenni Larkins, Office of Assessment and Accountability, prior to November 15, 2018.

Jenni Larkins

E-mail: [Jenni Larkins](#)

2. Can students outside of the Early Graduation pathway take the EOC assessments provided by KDE?

No; only students designated as pursuing the Early Graduation pathway and flagged correctly in IC are permitted to take the EOC assessments provided by KDE during the 2018-2019 school year.

3. What are the dates of the testing windows and return shipping deadlines?

- Test Window 1: December 3- 14, 2018; Return shipping deadline December 18, 2018
- Test Window 2: February 25-March 8, 2019; Return shipping deadline March 12, 2019
- Test Window 3: April 22-May 3, 2019; Return shipping deadline May 7, 2019

4. Can students test outside of the designated testing windows?

No; students may only test within the designated testing windows. This is to ensure KDE's secure test policy is observed to maintain the integrity and validity of scores. Please contact Jenni Larkins should any questions arise for testing students during a specific test window.

5. Who will receive the secure testing materials for my district?

All test materials will be shipped directly to the DAC.

6. How far in advance of the testing window will my district receive the assessment materials?

All test materials will be shipped within ten (10) days prior to the opening day of the testing window.

7. Can the test materials be copied for students?

No; school personnel may not reproduce any portion of the test booklets or answer documents, except for transcription of responses by test administrators when materials are damaged (e.g., hazardous materials caused by nose bleed, torn pages, food contamination). If extra materials are needed, please contact [Jenni Larkins](#).

8. Can schools provide accommodations?

Yes; students approved for accommodations under an Individual Education Plan (IEP) or a 504 Plan have access to reader (person), scribe (person), calculator, extended time,



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paraphrasing, reinforcement for behavior modifications and interpreter for students with deafness or hearing impairment.

9. Do the assessment materials need to be secured?

Yes; materials must be stored in a secure area when not in use for testing. Storage locations within classrooms must be secured with double locks. *Caution: Test questions are copyrighted, secure materials, and may not be duplicated in any way.*

10. Will KDE provide a calculator policy?

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

11. Will KDE provide postage-paid return envelopes for returning materials?

No; districts/schools are responsible for paying the return postage. Districts can choose their method of return shipping, *but the shipping provider must enable tracking and provide a tracking number*. Districts are encouraged to return materials as soon as students are finished testing.

12. Can my district/school keep a copy of the exam?

No; test booklets and answer documents are secure items and cannot be copied. They must be returned to KDE.

13. How will scores be communicated to districts/schools?

KDE will provide a summary report to the DAC listing student names and scale scores at the conclusion of the testing window via the [secure web application](#). KDE will also provide individual student score reports in a limited format, with only basic demographic information and scale score(s) listed. The limited format will allow for Early Graduation determinations to be made.

14. What type of scores will be reported to districts/schools? Raw scores or scale scores?

The DAC will receive scale scores for students and disseminate the information to school staff.

15. Will the scores arrive in time to prepare for May graduation ceremonies?

KDE will do everything possible to ensure scores are received in an adequate amount of time to prepare for graduation ceremonies. However, it is to the district's/student's advantage to test early within the testing window and to return materials as soon as possible.

16. How do I receive previous EOC scores for an Early Graduate student who has transferred to my district if I don't see them in IC?

If the DAC from the sending district has not entered the student's previous EOC scores into IC, call or e-mail [Jenni Larkins](#) for assistance.



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17. Who will communicate the results of EOC exams to students?

It will be the responsibility of the school personnel responsible for Early Graduation opportunities to share the results of EOC exams and to either further graduation plans or to create an alternate path for a student who does not meet benchmark.

18. Can students retest in areas where they failed to demonstrate proficiency?

Yes, in some circumstances. (See Retake Policy.)

Districts may determine that an extenuating circumstance prohibited an otherwise exceptional student from obtaining benchmarks. That student may appeal to the district superintendent to retake an EOC exam. The DAC should keep the rationale for the retake on file. If the appeal is approved, the student may retake the test. Orders for retakes from the 2017-2018 school year should be included in your order report that will be submitted to KDE by November 15, 2018. For students that are approved for retakes during the 2018-2019 school year, a special order should be arranged with [Jenni Larkins](#).

19. Who should be contacted for questions pertaining to the Early Graduation Pathway?

All questions pertaining to the Early Graduation pathway should be directed to:

Damien Sweeney, Ed.D

E-mail: [Damien Sweeney, Ed.D](#)

20. Who should be contacted for questions pertaining to the EOC exams being offered to students pursuing the Early Graduation pathway?

All questions pertaining to the Early Graduation EOC exams should be directed to:

Jenni Larkins

E-mail: [Jenni Larkins](#)

Office Support Contacts:

Damien Sweeney, Ed.D

Early Graduation Pathway Contact

Office of Teaching and Learning

Kentucky Department of Education

Phone: 502-892-6639, ext. 4545

E-mail: [Damien Sweeney, Ed.D](#)

Jenni Larkins

Early Graduation End-of-Course Assessment Contact

Office of Assessment and Accountability

Kentucky Department of Education

Phone: (502) 564-4394, ext. 4715

E-mail: [Jenni Larkins](#)



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Retake Policy

As part of the protocol for this program, Early Graduate students who do not meet a benchmark due to an extenuating circumstance have been able to appeal to their superintendent to retake an exam. The Office of Assessment and Accountability (OAA) will continue to provide this option under restricted circumstances.

As a reminder, the option to appeal to retake an EOC exam is not simply to keep attempting to receive a higher score to meet a benchmark in order to fulfill Early Graduation requirements. There is a strong indicator that the student is not ready for college-level work if the student is unable to reach proficiency in either courses or exams.

The intent of the appeal opportunity is to provide a recourse for those otherwise exceptional students who experienced an extenuating circumstance during testing that could have contributed to their less than typical performance. Examples could include death in the family, parent in a car accident, medical trauma, etc.

Students who have an approved Early Graduation Intent Form and are flagged in Infinite Campus may appeal to retake the EOC exam once in some circumstances. Districts may determine that an extraordinary circumstance prohibited an otherwise exceptional student from obtaining benchmarks. Such a student may appeal to retake the EOC exam on the grounds of the extenuating circumstances following the procedure below. The DAC should keep the documentation for the retake on file. **OAA may ask to review it.**

Procedure to request a retake of an End-of-Course exam:

1. Complete the *Application to Request a Retake of an End-of-Course Exam*.
2. Write a letter to the school principal or designee explaining the reasons for appealing to retake the EOC exam.
3. Deliver the application and appeal letter to the school principal or designee within five days of receiving an EOC score that is below the benchmark.
4. If your appeal is approved by the school administrator, the letter and application will be delivered to the superintendent or designee. If the superintendent approves the EOC retake, the District Assessment Coordinator may request the exam for the next test window.
5. If your appeal is denied by the school administrator or superintendent, the application process is terminated.

Deadline

Due to the fact that there will be no remaining test window after Test Window 3 and because of the amount of turnaround time needed to ship materials, have them returned, score exams, and prepare score reports, we must set a deadline for students requesting a retake. We will not be able to consider retake requests submitted after **May 17, 2019**.



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Application to Request a Retake of an End-of-Course Exam

District Name _____ Date _____

District Address _____

Student Name _____

Parent Name _____

Address _____

City _____ State _____ Zip _____

EOC Scores

College Admissions Exam Scores

Algebra II (148 or above) _____

English (18) _____

English II (154 or above) _____

Mathematics (19) _____

Biology (154 or above) _____

Reading (20) _____

U.S. History (147 or above) _____

_____ Student Signature

_____ Parent/Guardian Signature

_____ Principal/Designee Signature

_____ Superintendent/Designee Signature

Retake Application **APPROVED** **DENIED**

Attach rationale for decision