

**Early Graduation Pathway
Guidance Document for
End-of-Course State
Assessments
2021-2022**



The Early Graduation Pathway

The Early Graduation Pathway (scholarship-based) is a deliberate path for students in grades 9 through 11 who wish to graduate in three years or less, receive a diploma from the district, and be eligible for acceptance into Kentucky public universities and nonprofits, independent colleges and universities. The 2021-2022 pathway provides a financial scholarship, known as the Early Graduation Certificate, provided by the Kentucky Higher Education Assistance Authority (KHEAA), to support this action. There is a difference between a student who is in the early graduation pathway and one who graduates early. Although the wording is similar, the early graduation pathway is tied to an early graduation certificate scholarship and benchmarks; whereas, graduating early (credit-based) is tied to completing all minimum high school graduation requirements in less than four years. Even if a student is not part of the early graduation pathway, the decision for the student to graduate should be made in conjunction with the school administration and central office.

The Early Graduation Program is a deliberate pathway for students in grades 9-11 who wish to move on when ready, receive a diploma from the district and be eligible for acceptance into Kentucky public universities, nonprofit colleges, 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 days of the school year in which they intend to graduate and enter the Early Graduation Pathway prior to Oct. 1 of the year in which they intend to graduate early with the [EG Intent Form](#).
- Students must graduate in three years or less. Students exceeding three years do not qualify for the incentives identified with the Early Graduation Pathway.
- Students must take and achieve college admissions assessment benchmarks as designated by the [Kentucky Council on Postsecondary Education](#) (CPE).
- Students must take and score proficient on four of the State Administration of the End-of-Course (EOC) assessments (Algebra II, Biology, English II and U.S. History).

Per 704 KAR 3:305, “Students working toward early graduation and receipt of a corresponding Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan to support their efforts.”

In planning for the Early Graduation Pathway with students, many factors could affect the student’s and/or parent’s decision to pursue this pathway:

- Social/emotional maturity
- Future goals and aspirations
- Student’s desire to take multiple Advanced Placement (AP) or dual credit courses in high school
- Financial readiness to support college tuition

- Student’s ability to complete the requirements for Early Graduation within three years or less
- Participation in local events traditionally determined by grade classification (i.e., prom attendance, valedictorian, Governor’s Scholar programs, etc.)

A student who does not meet an ACT benchmark does not qualify for the Early Graduation Scholarship. 704 KAR 3:305 requires the use of a college readiness exam (i.e. ACT). KYOTE and other CPE Indicators utilized are college placement exams. The law states that early graduation students shall “... meet the college readiness exam benchmarks established by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.” Because of this, the Kentucky Higher Education Assistance Authority (KHEAA) does not recognize KYOTE scores or other CPE Indicators and only uses ACT benchmarks as qualifying college readiness exam benchmarks.

For students who have missed ACT benchmarks and are testing in June of their junior year, the law says, “Each public high school shall report all Early Graduation Scholarship Certificate recipients by July 1 for the previous academic year to the Kentucky Higher Education Assistance Authority.” ACT scores may be received back to the school by July 1; however, the best practice would suggest that the student take the statewide ACT in March and retest in April on the national exam. Also, remember that students can always test before the statewide exam.

The EOC exams are for students in the EG program only. No other students should take the exams.

End-of-Course State Assessments - New for 2021-2022

- Registration for training is required with the completion of quizzes.
- ELIA Credit provided upon completion of training.
- A testing schedule will be required.
- Monitoring visits with each testing window.

2021-2022 End-of-Course State Assessment Testing Window

The following are the 2021- 2022 test window dates:

	Test Date
Test Window 1	Nov. 29 – Dec. 10, 2021
Test Window 2	Feb. 21 -- March 4, 2022
Test Window 3	April 18-29, 2022

As a reminder, students may only test within the EOC designated testing windows. This ensures KDE’s secure test policy is observed to maintain the integrity and validity of scores. Please contact [Shara Savage](#) should any questions arise for testing students during a specific test window.

End-of-Course State Assessments – Training and Test Security

A secure, uniform state administration of the End-of-Course Assessments is essential for successfully measuring students' academic skills. It is critical that the procedures employed at the school be identical to those at other schools.

Preparing for the state assessment requires District and Building Assessment Coordinators to work together to ensure that test security is maintained. Test security should be a top priority throughout the testing process, from the receipt of materials, test administration, and the return of materials by all parties involved with creating or handling the testing materials.

It is not acceptable to reproduce test materials. If the district is short testing materials, please notify [Shara Savage](#) immediately for additional materials.

Lastly, a student should not transport or move his/her test materials from one location to another. For example, a student receiving extended time needs to move to another room to complete the assessment. An adult who has received Administration Code training should transport and escort the student to the secondary location to finish.

After testing is complete, it is time to return test booklets, answer documents – these types of materials must be returned to the Kentucky Department of Education (KDE). Follow the instructions from the Test Administration Manual (TAM) on the proper procedures to use.

All testing personnel are required to be trained on the [Administration Code \(703 KAR 5:080\)](#) and, if providing accommodations, the [Inclusion of Special Populations \(703 KAR 5:070\)](#), and read the provided EOC materials, such as the EOC TAM, EOC Back to School Training [[Video](#) and [PowerPoint](#)] (required), and Guidance Document. An additional training (not required) is the [Early Graduation Pathway Training Video](#). All testing personnel can help create a fair testing environment by strictly adhering to these policies and procedures.

New this year for training completion, EOC training is required in order to administer the EOC State Assessments. An EILA Credit will be given for participation through email once training is complete. Live virtual training with EILA Credit will be offered on Monday, Aug. 23, and a makeup training will be held on Monday, Nov. 1.

In addition to the training, office hours will be held throughout the testing cycle for District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), and Test Coordinators (TCs). The office hours date and time will be announced in the Monday DAC Email.

End-of-Course State Assessments – Electronic Answer Document

The EOC state assessment answer documents are online in an electronic format. It is the expectation that all examinees complete the EOC assessment by using the electronic answer document. It is not acceptable to have students answer in the test booklets, and such a practice

will result in delayed scores. Please review the [EOC Electronic Answer Document section of the EOC BTS Training](#).

If an examinee cannot respond to test items on the electronic form due to an Individual Education Plan (IEP), 504 Plan, or a Program Services Plan (PSP), a paper answer document may be requested. Please contact [Shara Savage](#) to request paper materials. Examinees must use pencils when completing all information sections and gridding/writing answers if completing the assessment with a paper answer document.

Test Format

The EOC Assessments consist of two-timed multiple-choice parts.

Select any day, or days if doing multiple content areas, during the testing window to administer the test. All tests in a given course must be administered on the same day(s) within the testing window. Each section of the EOC Assessments requires 45 minutes of testing time. The school may choose to administer the sections of the test in one session or separate sessions. A 10- or 15-minute break is allowable between parts. Determine the length of the break before the test administration begins.

The EOC test booklets are only available in paper format (no electronic version is available).

End-of-Course Assessments Ordering Information

Step 1:

Students must submit a *Letter of Intent* and be approved for the Early Graduation Pathway by **Oct. 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 the 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.

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 nine column headings: Algebra II EOC, Biology EOC, English II EOC, U.S. History EOC, Test Window, DAC Name, DAC Email Address, BAC Name, and BAC Email. **(Please do not abbreviate or change the column heading titles.)**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student SSID	District	District Address	City	State	Zip Code	School	Algebra II EOC	Biology EOC	English II EOC	U.S. History EOC	Test Window	DAC Name	DAC Email	BAC Name	BAC Email
2	123456789	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School									
3	234567891	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School									
4	345678901	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School									
5	456789012	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School									
6	567890123	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School									
7	678901234	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School									
8																

Step 2:

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

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 2021-2022 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. Students must be flagged as Early Graduation Students in IC to receive assessments. OAA will verify before exams are packaged and shipped.** If a student is not testing during the 2021-2022 school year, that student may be deleted from the order report. DACs should monitor EOC orders to ensure ordering aligns with student’s Individual Learning Plan (ILP).

The DAC or designee will manually enter the test order for the 2021-2022 school year, indicating the appropriate test name and test date for each student. As a reminder, the EOC assessments are in the following courses: Algebra II, Biology, English II and U.S. History.

A “1” should be marked under the needed EOC assessment for each student, and an assessment window date stated.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Student SSID	District	District Address	City	State	Zip Code	School	Algebra II EOC	Biology EOC	English II EOC	U.S. History EOC	Test Window	DAC Name	DAC Email	BAC Name	BAC Email		
2	123456789	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1				1	1	Salley Smith	sally.smith@edLynn Jones	lynn.jones@edmonson.kyschool.us		
3	234567891	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1					2	Salley Smith	sally.smith@edLynn Jones	lynn.jones@edmonson.kyschool.us		
4	345678901	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School		1				3	Salley Smith	sally.smith@edLynn Jones	lynn.jones@edmonson.kyschool.us		
5	456789012	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School			1		1	2	Salley Smith	sally.smith@edLynn Jones	lynn.jones@edmonson.kyschool.us		
6	567890123	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School				1		3	Salley Smith	sally.smith@edLynn Jones	lynn.jones@edmonson.kyschool.us		
7	678901234	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1		1		1	1	Salley Smith	sally.smith@edLynn Jones	lynn.jones@edmonson.kyschool.us		

If a student is taking assessments in more than one test window, the DAC or DAC designee will need to add additional rows for the student to ensure the correct tests are ordered for the appropriate testing window.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Student SSID	District	District Address	City	State	Zip Code	School	Algebra II EOC	Biology EOC	English II EOC	U.S. History EOC	Test Window	DAC Name	DAC Email	BAC Name	BAC Email	
2	123456789	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1		1	1	1	1	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
3	234567891	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1					2	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
4	234567891	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School		1			1	3	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
5	345678901	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1		1			3	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
6	456789012	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School		1			1	2	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
7	567890123	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School			1	1		3	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
8	678901234	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1	1		1	1	1	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	

All early graduation pathway students must be listed on the order report to receive assessment materials for the 2021-2022 school year. The spreadsheet will serve as the order form for EOC materials. **Please ensure that no additional columns are included.**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Student SSID	District	District Address	City	State	Zip Code	School	Algebra II EOC	Biology EOC	English II EOC	U.S. History EOC	Test Window	DAC Name	DAC Email	BAC Name	BAC Email	
2	123456789	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1		1	1	1	1	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
3	234567891	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1					2	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
4	345678901	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School		1		1		3	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
5	456789012	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1		1		1	2	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
6	567890123	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School		1		1		3	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	
7	678901234	Edmonson County	100 Wildcat Way	Brownsville	KY	42210	Edmonson County High School	1	1		1	1	1	Salley Smith	sally.smith@edl.ylm.jones	lynn.jones@edmonson.kyschool.us	

Step 3:

The DAC or designee will return the order report via email to the Office of Assessment and Accountability (OAA) by **Monday, Nov. 1**.

All order reports should be emailed to [Shara Savage](#), Early Graduation EOC Assessment Contact, with the subject line: **2021-2022 EOC Assessment Order – XXX County (for example, 2021-2022 EOC Assessment Order – Wildcat County)**

In the body of the email, please provide the testing schedule:

For example:

Wildcat County high school will be testing during windows 1 and 2, please below:

Window 1: Nov. 29 and 30 -- Starting at 8 a.m.

Window 2: March 3 and 4 – Starting at 8:30 a.m.

If a student drops out of the program or the school needs to change the testing schedule, please email all changes as soon as possible.

Monitoring

Regularly, staff from the Office of Assessment and Accountability (OAA) visit schools during the testing window. Depending on the pandemic and how it evolves, in-person monitoring visits may continue for the 2021-2022 school year. If in-person visits are not possible, virtual visits maybe an alternative. In-person visits are announced to the District Assessment Coordinator (DAC) shortly before the staff arrives at the school building. Sites are chosen by both purposeful and random selection. Virtual visits are scheduled well in advance.

OAA staff will interview school and district staff and request to see storage and testing areas. Certain documents are also collected at the time of the visit. Any situation that violates the Administration Code or Inclusion of Special Populations regulations is reported as an allegation.

Allegations are investigated by KDE staff. The investigations require documentation of the incident to be submitted and include additional school visits and interviews with those involved (students and staff). The platform to submit allegations is [KDE/CORE Allegation Reporting](#).

End-of-Course Assessments -- Security Measures

From receipt to return of testing materials, all materials must be kept secure. When materials are not in use, the materials must be in a locked storage cabinet.

- Anyone with the potential to be involved in the handling and administering of the assessments are 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 a nosebleed, 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.

End-of-Course Assessments Receipt and Return of Materials

Materials for each test window will be shipped to the DAC within ten days prior to opening the selected testing windows. **Please inventory materials within 48 hours of receipt to ensure the correct test booklets and answer documents requested for each student have been obtained. Failure to inventory in a timely manner could result in a student testing in the next testing window.** The shipment will only include test booklets and inventory sheets. The DAC or designee is to return the testing materials on or before the established return deadline. All secure test materials, including assessment booklets and answer sheets (if paper is required), must be returned to KDE by the return shipping deadline.

Districts/schools are responsible for paying the return postage. Districts/schools can choose their return shipping method, but **the shipping provider must enable tracking and provide a tracking number**. The tracking number can be housed at the district; however, should an issue

arise, the tracking number would be required. Districts are encouraged to return materials as soon as students are finished testing to ensure the security of test materials.

Return Shipping Deadlines

	Test Date	Return Shipping Deadline
Test Window 1	Nov. 29 – Dec. 10, 2021	Dec. 17, 2021
Test Window 2	Feb. 21 -- March 4, 2022	March 11, 2022
Test Window 3	April 18-29, 2022	May 5, 2022

Return Shipping Address

Shara Savage
Office of Assessment and Accountability
Kentucky Department of Education
300 Sower Blvd – 5th Floor
Frankfort, KY 40601
Phone: (502) 564-4394, ext. 4715
Email: [Shara Savage](mailto:Shara.Savage@kde.ky.gov)

End-of-Course Assessments Scoring Information

The KDE Office of Assessment and Accountability (OAA) 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.

The table below provides cut scores for each content area and performance level of the EOC assessments. The score reports will be provided via the [KDE Applications - Login \(ky.gov\)](#)

OAA will score assessments and return score reports to DACs and 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 and student’s advantage to test early within the third testing window and to return test materials as soon as possible.

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

End-of-Course Assessments COVID-19 Guidance

With the pandemic beginning to surge in the state, OAA wants to provide guidance on the in-person EOC testing for this school year. Safety expectations provided in the document should be followed during administration. However, these decisions should be made in accordance with the local health department and state government guidelines at the time of testing. Staff and students participating in state assessments should abide by the safety protocols in place at the time of administration.

General Questions

- 1. If students are participating fully or partially in Non-Traditional Instruction (NTI) during the EOC testing windows for regular and accommodated students, may they enter the school building to take the EOC?**

The decision to bring students into the building for the administration of the EOC assessments should be made in conjunction with the high school administration, central office staff, and local health department. These decisions should be made in accordance with the local health department and state government guidelines at the time of testing.

- 2. How will schools/districts notify KDE of students needing EOC assessment materials?**

DACs will run a district-wide *Early Graduation* Order Report **after Oct. 1** that lists all students pursuing the Early Graduation pathway. Per [704 KAR 3:305](#), these students must be flagged in IC prior to Oct. 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 [Shara Savage](#), Office of Assessment and Accountability, prior to **Nov. 1**.

- 3. Can students outside 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 2021-2022 school year.

- 4. What are the dates of the testing windows and return shipping deadlines?**

	Test Date	Return Shipping Deadline
Test Window 1	Nov. 29 – Dec. 10, 2021	Dec. 17, 2021
Test Window 2	Feb. 21 -- March 4, 2022	March 11, 2022
Test Window 3	April 18-29, 2022	May 5, 2022

- 5. 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 [Shara Savage](#) should any questions arise for testing students during a specific test window.

- 6. Who will receive the secure testing materials for the district?**

All test materials will be shipped directly to the DAC.

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

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

8. 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 a nosebleed, torn pages, food contamination). Please refer to Administration Code Training [703 KAR 5:080](#).

If extra materials are needed, please contact [Shara Savage](#).

9. Can schools provide accommodations?

Yes; students approved for accommodations under an Individual Education Plan (IEP), Program Services Plan (PSP) or a 504 Plan have access to reader (person), scribe (person), calculator, extended time, paraphrasing, reinforcement for behavior modifications and interpreter for students with deafness or hearing impairment.

10. 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.

11. 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, please follow the [KDE calculator policy](#) within the Test Administration Manual. Following this policy will ensure that all students have a measure of their academic achievement comparable to all students across the state.

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

No; districts/schools are responsible for paying the return postage. Districts can choose their return shipping method, *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.

13. Can a district/school keep a copy of the assessment?

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

14. 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.

15. 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.

16. Will the scores arrive in time to prepare for the 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 return materials as soon as possible.

17. How are previous EOC scores for an Early Graduation Pathway student who has transferred to a new district received if the scores are not in IC?

All questions pertaining to the Early Graduation EOC assessment scores should be directed to: **Email:** [Shara Savage](#)

18. Who will communicate the results of EOC assessments to students?

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

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

Yes; in some circumstances. (See Appendix A/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 assessment. 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 2021-2022 school year should be included in your order report that will be submitted to KDE by **Nov. 1**. For students approved for retakes during the 2021-2022 school year, a special order should be arranged with [Shara Savage](#).

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

All questions pertaining to the Early Graduation Pathway should be directed to:
Email: [Damien Sweeney, Ed.D](#)

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

All questions pertaining to the Early Graduation EOC assessments should be directed to:
Email: [Shara Savage](#)

22. What if students do not meet proficiency on the EOCs and/or do not reach the benchmarks on the college admissions assessment designated by the Kentucky Council on Postsecondary Education (CPE)?

Students may still graduate prior to the end of their fourth year in high school if the district has a policy on file allowing this and if the student meets all minimum high school graduation requirements according to state and district policy.

Office Support Contacts:

Damien Sweeney, Ed. D

Early Graduation Pathway Program Related Questions

Office of Teaching and Learning

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Appendix A - Retake Policy

As part of the protocol for this program, Early Graduation Pathway students who do not meet a benchmark due to an extenuating circumstance have been able to appeal to their superintendent to retake an assessment. 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 assessment is not simply to keep attempting to receive a higher score to meet a benchmark in order to fulfill Early Graduation requirements. This 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 assessments.

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, a parent in a car accident, medical trauma, etc.

Students who have an approved Early Graduation Intent Form and are flagged in Infinite Campus (IC) may appeal to retake the EOC assessment 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 assessment 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 during a monitoring visit.**

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

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

Deadline

Because there will be no remaining test window after Test Window 3 and the amount of turnaround time needed to ship materials, have them returned, score assessments, and prepare score reports, OAA must set a deadline for students requesting a retake. OAA will not be able to consider retake requests submitted after **May 13, 2022**.

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

District Name _____ Date _____

District Address _____

Student Name _____

Parent Name _____

Address _____

City _____ State _____ Zip _____

EOC Scores

College Admissions Assessment 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