



ONLINE TESTING TOOLBOX

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Introduction to Online Testing in Kentucky

Kentucky's technology infrastructure supports the administration of computer-based testing allowing for the development of innovative assessment systems.

Kentucky leads the nation in bandwidth availability per student. One hundred percent of Kentucky public schools provide Wi-Fi access to students. Of Kentucky parents, 83% believe that technology used in classrooms enhances student learning.¹

There are advantages to online testing. Computer based testing offers many benefits to Kentucky students and educators:

- Multiple-test administrations
- Quicker results
- Engages students with technology enhanced items
- Provides more independence for students with special needs
- Allows for greater test security

The Kentucky Board of Education unanimously voted on June 6, 2018 to support an online test administration as referenced in KRS 158.6453.

This Online Policy Manual has been developed to offer Kentucky public schools a quick reference to technology requirements, accommodations, and other general policies and procedures for online testing.

¹ The Kentucky Department of Education. (2019). [Infographic illustration and visualization of statewide digital readiness, representing school year 2018-2019]. Kentucky Digital Readiness Report for the KETS Master Plan Surveys and Results. Retrieved from <https://education.ky.gov/districts/tech/Pages/KETS-2018---2024-Master-Plan--Appendix-B.aspx>

Online K-PREP Practice Tests

All stakeholders in state accountability testing must be familiar with the format and interface of the assessments that will be administered in 2019-2020. For students, educators, and parents to become acquainted with online testing, the Kentucky Department of Education, along with Pearson, have developed a series of practice tests. Practice tests will allow all stakeholders to see how the TestNav environment operates and how the test tools and accommodations function.

It is recommended that districts utilize these practice tests to familiarize students with the TestNav system. The tests are organized by content and grade band. The purpose of the practice tests are twofold.

- To get students and testing administrators familiar with the TestNav platform prior to the day of the test administration.
- To focus on the TestNav tools (see: [TestNav tutorial](#) provided by Pearson) and not on content.

There are two types of practice tests, an unsecured version and a secured version. The unsecured version will work in a basic internet browser and has all of the functionality of the secured version. One difference between the two practice tests is that in the unsecured version, the computer and internet browser is NOT locked down or 'secure' so students could access outside resources while taking the practice test. The secured version of the practice test will give students the closest experience to what they will experience on test day as everything will be locked down.

Non-Secured Practice Tests

The non-secured practice tests are browser-based tests and available for use by anyone. There are no test tickets or a need for additional software to be installed, in order to access these tests. [The practice tests will be housed on the PearsonAccess^{next} website when launched](#). The practice tests will also be announced in OSAA Trainings and in a Monday DAC E-mail when ready.

- Reading
 - Elementary School (Grade 3 only)
 - Elementary School (Grades 4 and 5)
 - Middle School (Grades 6, 7 and 8)
 - High School (Grade 10)
- Mathematics
 - Elementary School (Grades 3, 4 and 5)
 - Middle School (Grades 6, 7 and 8)
 - High School (Grade 10)
- Science
 - High School (Grade 11)
- On-Demand

- Elementary School (Grade 5)
- Middle School (Grade 8)
- High School (Grade 11)
- Editing & Mechanics
 - Elementary School (Grade 5)
 - Middle School (Grade 8)
 - High School (Grade 11)

Secured Practice Tests

The secured practice tests give a realistic look and feel for what the field tests and operational tests will be. TestNav will need to be installed prior to administering the secured practice tests and setup should be completed by District Technology Staff. If your district is using Proctor Caching, it will need to be installed as well. Please work with district technology staff to plan your schedule.

TextHelp Sampler

It is also important that students that need a text reader utilize the TextHelp sampler to get used to the K-PREP approved text reader that is available on test day. For more information on the TextHelp Text Reader, please consult the accommodated materials section of this manual. Below you will find information for using the TextHelp sampler. When the sampler is finalized for release you will find it on the K-Prep landing page (linked below) and the username and password below will grant access to the sampler.

[TextHelp Sampler](#)²

Username: sampler

Password: sampler

² As of publication the TextHelp Sampler had not been released. This link takes you to the KDE K-PREP website which houses the TextHelp Sampler when it is released. Look for the sampler on the righthand side of the page. The username and password will grant access.

General Online Testing

The Online Testing Toolbox contains important test administration information pertaining to all grades taking online assessments including accommodated format of paper/pencil testing. All test administrators are encouraged to read prior to testing.

Test Security in the Online Environment

District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) are responsible for ensuring that all personnel administering any online assessment follow security requirements.

Statutory and Regulatory

Requirements for online assessments are set forth in the Administration Code for Kentucky's Educational Assessment Programs (703 KAR 5:080) and the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070). Training on each of these regulations must take place prior to testing. Failure to follow program procedures can result in an allegation or possible invalidation of scores or other disciplinary actions.

Test Security

Although it's an online assessment, there will still be paper materials for accommodated students. Plus, students testing online will have secure paper materials such as test tickets and scratch paper. Refer to the test administration section and the test manuals for handling secure materials, i.e., seal codes, storing materials, maintaining and tracking chain of custody of the materials, documentation of tracking and maintaining the integrity of tracking/storage.

Confidentiality

An important aspect of an online test administration involves protecting the security and confidentiality of all parts of the assessment from the secure test content, test tickets, answer documents, seal codes, online assessments, and scratch paper.

Material Security and Storage

A process/procedure is needed in each school/district for maintaining security and storage of secure online test materials. Follow directions for security and storage prepared in the DAC/BAC manual.

Training

Districts are required to provide training annually on the Administration Code and Inclusion of Special Populations. Additional trainings are encouraged on use of the TestNav system. Documentation is required and maintained at the school/district.

Monitoring

Monitoring a test administration session requires more than setting up test sessions. Test administrators are expected to monitor students closely to ensure that every student has a fair and

equal chance to receive valid scores. A test administrator's responsibilities during testing include, but are not limited to, actively moving about the room.

Allegation Reporting

Should it be determined that a possible allegation may have occurred, specific steps should be taken to report the incident through the [Allegation Reporting Application of KDE's](#) website. The information should be entered into the application following the step-by-step directions on the website.

Dictionary/Thesaurus

Both dictionaries and thesauri are available to students in Grades 5, 8 and 11 during the online on-demand writing (ODW) assessment within TestNav. In the unlikely event that a student is unable to access these resources during ODW, please allow students to use a paper copy of the dictionary or thesaurus.

Calculator Use Policy

Desmos calculators (four-function, scientific and graphing) are available for students to use on online mathematics assessments within TestNav.

- Grades 3-5: [Four-function](#)
- Grades 6-8: [Scientific](#)
- Grade 10 Math: [Four-function](#), [Scientific](#) and [Graphing](#), based upon the item
- Grade 11 Science: [Scientific](#)

Home Bound Students

It is the expectation that all students participate in online testing with the exception of those students with an approved medical or extraordinary circumstance non-participation request. See the TestNav Users Guide for technology requirements. If all steps to administer online testing to a student are exhausted, please contact DACInfo@education.ky.gov.

Makeup Testing

Test administrators should keep a list of students absent during the regularly scheduled student testing so that makeup sessions can be scheduled. Schedule makeup testing sessions for students who are absent during the testing window.

Seal Codes

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. Summative Assessment Schedule (Elementary/Middle School)

Summative Assessment Schedule (Elementary & Middle School)

Content	2019-2020	2020-2021	2021-2022
Reading (3-8)	Previous Reading Standards Assessment	New Reading Standards Assessment	New Reading Standards Assessment
	New Reading Standards Field Test		
Mathematics (3-8)	Previous Mathematics Standards Assessment	New Mathematics Standards Assessment	New Mathematics Standards Assessment
	New Mathematics Standards Field Test		
Science (4, 7)	Current Science Standards Assessment	Current Science Standards Assessment	Current Science Standards Assessment
	Current PBT to Online Comparability Study		New Science Standards Field Test
On-demand Writing (5, 8)	Previous Writing Standards Assessment	New Writing Standards Assessment	New Writing Standards Assessment
	New Writing Standards Field Test		
Editing & Mechanics (5, 8)	New Writing Standards Field Test	New Writing Standards Assessment	New Writing Standards Assessment
Social Studies (5, 8)	Previous Social Studies Standards Assessment	New Social Studies Standards Field Test (Fall 2020)	New Social Studies Standards Assessment
		New Social Studies Assessment (Spring 2021)	

 = Paper & Pencil Administration
 = Online Administration

Summative Assessment Schedule (High School)

Content	2019-2020	2020-2021	2021-2022
Reading (10)	Previous Reading Standards Assessment	New Reading Standards Assessment	New Reading Standards Assessment
	New Reading Standards Field Test		
Mathematics (10)	Previous Mathematics Standards Assessment	New Mathematics Standards Assessment	New Mathematics Standards Assessment
	New Mathematics Standards Field Test		
Science (11)	Current Science Standards Assessment	Current Science Standards Assessment	Current Science Standards Assessment
			New Science Standards Field Test
On-demand Writing (11)	Previous Writing Standards Assessment	New Writing Standards Assessment	New Writing Standards Assessment
	New Writing Standards Field Test		
Editing & Mechanics (11)	New Writing Standards Field Test	New Writing Standards Assessment	New Writing Standards Assessment
Social Studies (11)	Social Studies will not be administered in 2019-2020	New Social Studies Standards Field Test (Fall 2020)	New Social Studies Standards Assessment
		New Social Studies Standards Assessment (Spring 2021)	

 = Online Administration

Accommodations: Introduction

Accommodations are provided for roughly 10% of the student population that participate in state testing. With the move to online testing, some accommodations will look different when provided in an online environment but all accommodations that are available for paper and pencil testing will also be available during online testing.

With the move to online administration, it is important to establish how accommodations are provided in an online testing environment. In the following sections, each accommodation is described in detail for how and under what conditions it is to be provided during an online test administration. However, state regulation requires three parameters must be met for any individual accommodation to be considered for use on a state test. These requirements apply to all the following accommodations:

1. The accommodation must appear on a recognized student plan (Individualized Education Plan (IEP), 504 or Program Services Plan (PSP).)
2. The accommodation must be used throughout the year during regular classroom instruction and cannot solely be a testing accommodation.
3. The accommodation must be recognized by KDE as an appropriate testing accommodation.

These are comprehensive guidelines that must be applied to each accommodation provided on the state assessments. Students must meet the requirements to receive accommodations on the state test. Assuming the student meets the threshold for receiving these accommodations, the following sections will provide guidance on how to properly administer those accommodations for a successful online test administration.

It is advisable that all students and staff who will be participating in the online state tests use and get comfortable with the practice tests made available by Pearson and KDE ([see Practice Test section for more info](#)). Within the practice test, all tools available during the live administration will be available. There are also TextHelp text reader samplers available for use. [See Text Reader section below.](#)

TestNav Tools

The following tools are available to all students and could be useful to all student populations. Below are screenshots of how to access these tools and their basic functionality. Students and testing administrators can also access these tools and learn the functionality for each tool in the [practice tests](#) provided by Pearson and KDE which are available online.

TestNav Tools Included:

- Change the background and foreground color (*Fig 1 & Fig 2*)
- Enable Magnifier (*Fig 1 & Fig 3*)
- Show Line Reader Mask (*Fig 1 & Fig 4*)
- Enable Answer Masking (*Fig 1 & Fig 5*)

For a full list of tools available in each subject, see [Appendix B](#). To see the functionality of each tool in TestNav, see the tutorial provided by Pearson.

Students should utilize the [practice tests](#). Review each of these tools with students and how to use them. Tutorials and documents created by Pearson provide further detail on each tool and how to customize it.

Other resources provided by Pearson include the following:

[PearsonAccess^{next} User Guide](#)

[Pearson TestNav 8 KY Tutorial](#)

[Pearson TestNav 8 Online User Guide](#)

Below is a quick tutorial of the basic tools embedded in all grade levels, subject areas and for all students within TestNav. This does not include subject or grade level specific tools (i.e. ruler, protractor, etc...), for that level of detail please consult the Pearson TestNav 8 KY Tutorial.

To access the universal tools within TestNav, first click on the User Dropdown Menu as seen in Fig 1.

Fig 1. User Dropdown Menu within TestNav

The User Dropdown Menu is in the top righthand section of the TestNav screen. Click the icon with the person silhouette to access (#1) and the options will unfold below as see in *Fig 1*.

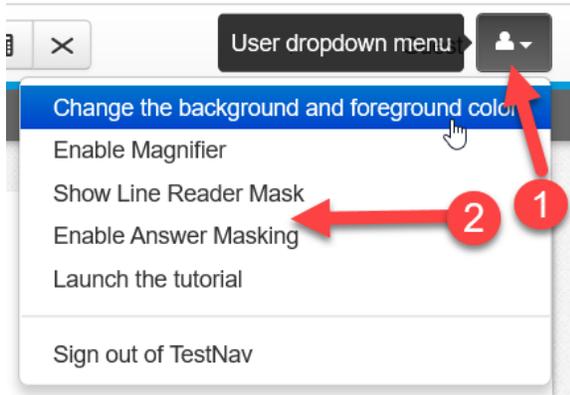


Fig 2. Change the background and foreground color tool within TestNav

From the user dropdown menu the user can select to change the background and foreground color for greater contrast within TestNav. This will open a menu as seen in Fig 2 that will have the different contrast options available to the user.

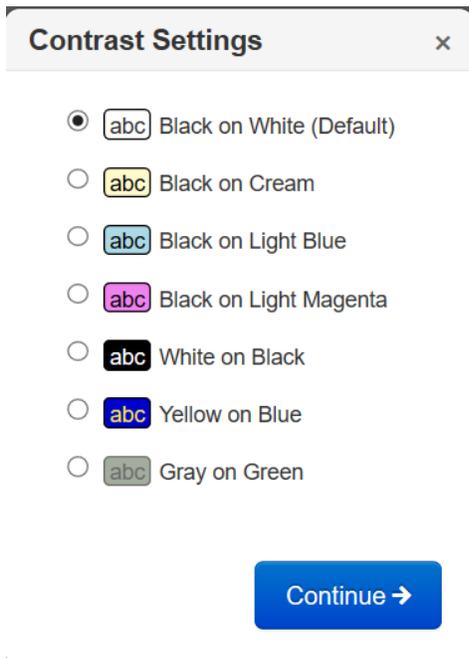


Fig 3. Enable Magnifier Tool: Magnification Tool In-Action

From the user dropdown menu (fig 1) the student can select to enable the magnifier tool. This will create a boxed in area on the screen the user can navigate around the screen to magnify any text within that boxed in window. See Fig 3 for an example.

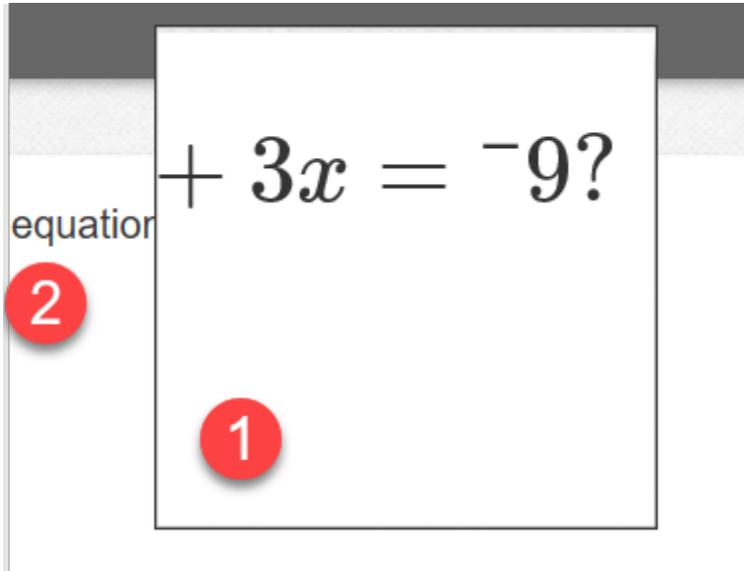


Fig 4. Enable Show Line Reader Mask (customizable)

From the user dropdown menu (fig 1) the student can select to enable the line reader mask. In Fig 4, the user can see the visible box that allows text to be seen (#1), the darkened area that covers all other text (#2), the sizing control for the darkened box that allows the user to grow or shrink the darkened area (#3) and lastly the sizing button for the visible boxed in area that allows the student to grow or shrink the viewing window (#4).

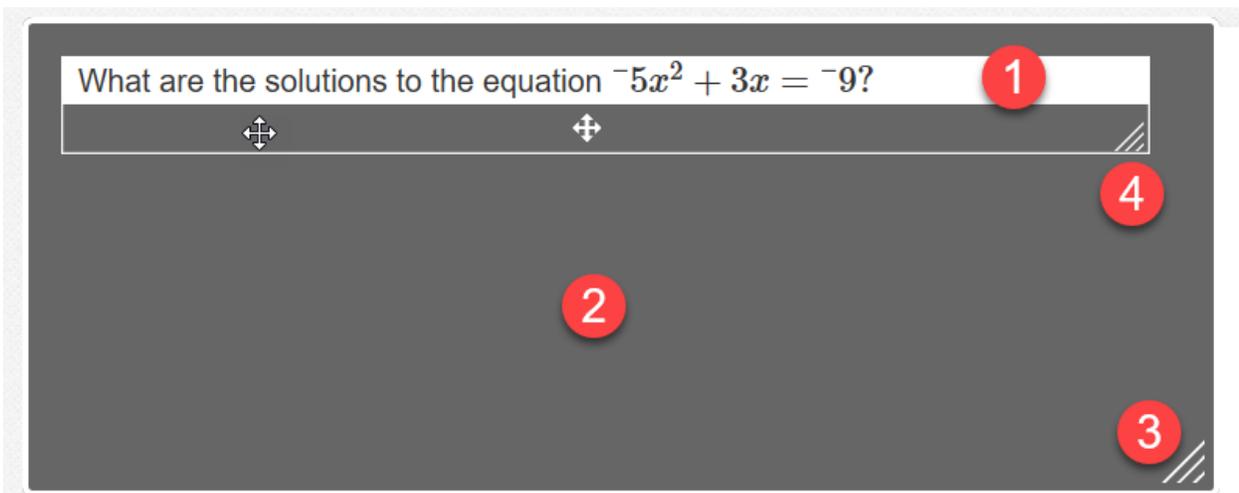
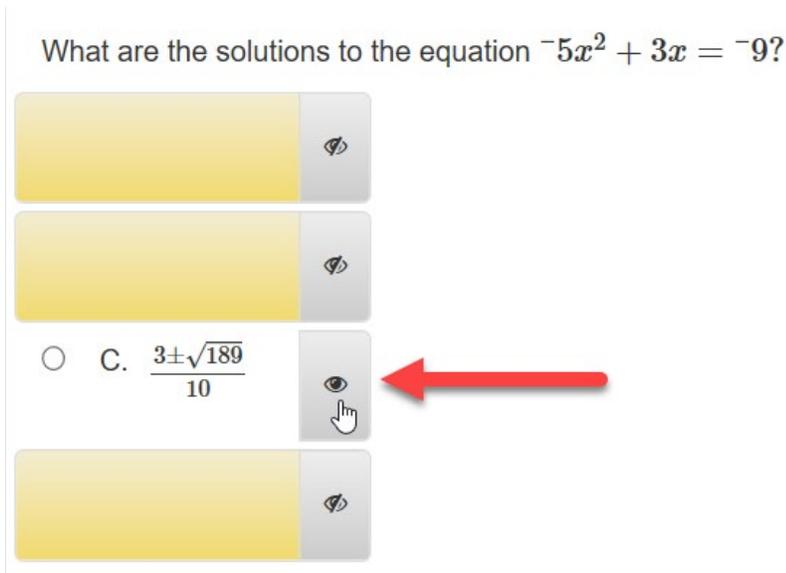


Fig 5. Enable Answer Masking

From the user dropdown menu (fig 1), the student can select to enable answer masking. This will cover all of the answer choices. When answer choices are covered the user will have a yellow box covering the answer with an eye icon with a slash through it. To uncover an answer choice, click the eye icon as seen in Fig 5.



For further explanation about how to access and utilize the tools available in TestNav, please consult the TestNav 8 KY Tutorial provided by Pearson. For a full list of all of the tools available in TestNav, by subject, please consult the chart in [Appendix B](#).

Accommodated Materials

Beginning with the 2019-2020 school year, the majority of the field (all grade levels) and operational (at high school) assessments will be administered online. Some students will take the state tests using a paper and pencil format. This manual primarily covers online testing, but it is important to also cover how accommodated students that require accommodated materials will be tested and which materials are available.

For 2019-2020 online operational and field test administration, large print, text reader, audio cd/flash drive and braille kits will be available. Other students, even those receiving accommodations, will complete testing within TestNav.

Braille

Braille versions of field test and operational assessments will be available in paper and pencil kits. Once an order has been placed, a Pearson staff member will contact the District Assessment Coordinator. Specific details such as which type of Braille kits (Unified English Braille Code (UEB) or Nemeth Braille Code) are needed.

Braille is only available in a paper and pencil format for all Kentucky state tests. For information on how to order Braille materials in [PearsonAccess^{next}](#), see the [Ordering Paper Materials](#) section of this manual.

Large Print

There is a zoom function available in TestNav for anyone who needs to enlarge the text. For any student who requires the test in Large Print there will be paper and pencil kits available for order. The Large Print orders will be placed in [PearsonAccess^{next}](#). For information on how to order Large Print materials in [PearsonAccess^{next}](#), see the [Ordering Paper Materials](#) section of this manual.

Text Reader

Students requiring a text reader will be provided paper and pencil test kits provided by TextHelp, the same provider for all previous K-PREP administrations. While the text reader will be delivered in a secured browser and require a computer to use, the test will still be taken on paper with a pencil. In order to get students ready for text reader it is advisable that you begin practice now with the Text Reader samplers provided by TextHelp.

See [TextHelp Sampler section](#) for information on accessing the sampler.

For information on how to order Text Reader materials in [PearsonAccess^{next}](#), see the [Ordering Paper Materials](#) section of this manual.

Audio CD/Flashdrive

Students requiring an audio format of the assessment will be provided paper and pencil accommodated test kits that work alongside an audio delivery of the test. This year districts will have the option to select an audio CD or a flash drive, depending on preference. While the audio

option of the test will require some form of technology to play the audio version of the test, this option requires a paper and pencil administration of the test.

For information on how to order Audio materials in [PearsonAccess^{next}](#), see the [Ordering Paper Materials](#) section of this manual.

Ordering Paper Materials

Ordering paper Braille, Text Reader, Audio CD, Audio Flashdrive and Large Print test accommodated materials should be completed in [PearsonAccess^{next}](#). During the ordering window the District Assessment Coordinator (DAC) will place additional orders as normal for any other test materials in [PearsonAccess^{next}](#). During the additional ordering window the DAC would need to place any additional orders needed. For test administrations that are delivered online, DACs will only be responsible for ordering Braille, Text Reader, Audio CD and/or flashdrive and Large Print test materials.

For help placing additional orders in [PearsonAccess^{next}](#), consult the [PearsonAccess^{next} Online support document](#). *Also See Fig 1, 2, 3 and 4 below.*

Fig 1. Ordering Additional Materials in PearsonAccess^{next} (Step 1)

To place an additional materials order within [PearsonAccess^{next}](#), start with the following steps.

1. Click Setup
2. Click Orders & Shipment Tracking from dropdown menu
3. Click the Select Tasks dropdown
4. Select Create/Edit Orders
5. Click start

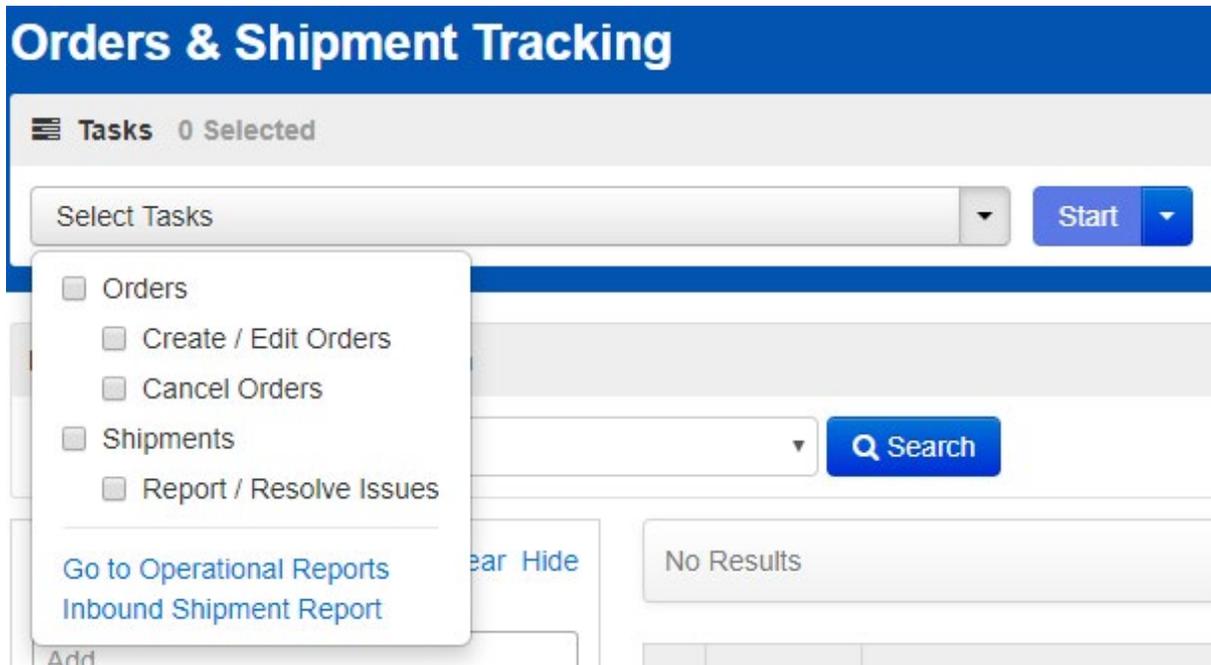


Fig 2. Ordering Additional Materials in PearsonAccessnext (Step 2)

1. Click create an additional order

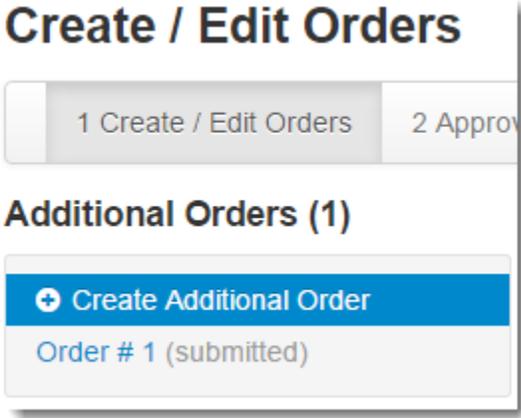


Fig 3. Ordering Additional Materials in PearsonAccess^{next} (Step 3)

1. Enter the Date Needed
2. Click the dropdown arrow for stored contact
3. Click on add items at the bottom of the page

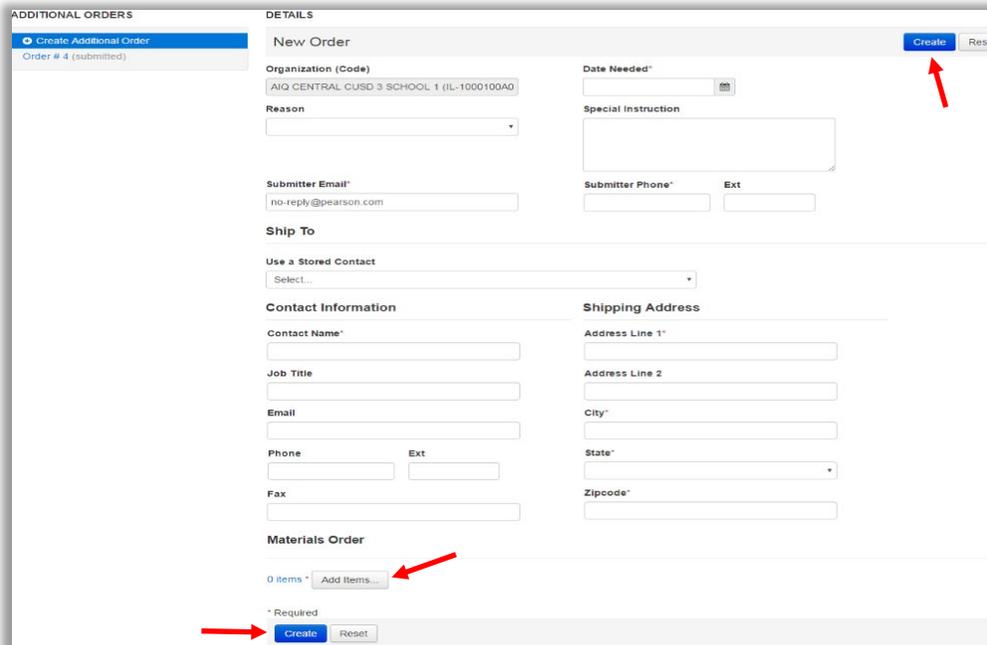


Fig 4. Ordering Additional Materials in PearsonAccess^{next} (Step 4)

1. Enter the quantity of items needed
2. Click save

Edit Materials Order

Q Find Materials  Filters (clear)

Description Item # Subject... Material Type... Grade...

7 Results show all items show of 25 **2** Displaying 25

Amount	Description	Item #	Subject	Type	Grade
<input type="text" value="2"/>	TEST ADMINISTRATORS MANUAL, GR 3	00001	Not Grade Specific	Manuals	3
<input type="text" value="0"/>	TEST ADMINISTRATORS MANUAL, GR 4	00002	ODW Only	Manuals, Scripts	4
<input type="text" value="2"/>	TEST ADMINISTRATORS MANUAL, GR 5	00003	M,R	Manuals, Scripts	5
<input type="text" value="0"/>	TEST ADMINISTRATORS MANUAL, GR 6	00004	M,R, SCI	Manuals, Scripts	6
<input type="text" value="4"/>	TEST ADMINISTRATORS MANUAL, GR 7	00005	SCI	Manuals, Scripts	7
<input type="text" value="0"/>	GRADE 4 SCRIPT	00006	M		
<input type="text" value="0"/>	MATH REFERENCE SHEETS, K-PREP, GR 7-8	00007	M	Miscellaneous	7,8

1 **2**

Save **Cancel**

Returning Accommodated Materials

Accommodated Materials are shipped in paper and pencil format kits and thus must be returned to Pearson. Please see documentation in the appropriate DAC/BAC manual on how to properly return these materials to Pearson.

The DAC/BAC Manual will be available on the [KDE K-PREP web page](#) when available.

Also, for details on what is included in each paper and pencil accommodated kit for specific grade levels and tested subjects, consult the Test Administrators Manual (TAM) for the appropriate grade level by visiting the [KDE K-PREP web page](#). The TAM's will be placed there when ready.

Accommodations

The following section provides a limited list of state approved accommodations on the online test. These accommodations fit into two main categories: A) most used or B) most impacted by online testing. To some degree, all of these accommodations fit into both categories. This, however, is not the complete listing of all accommodations allowed on state testing.

Also included are any tips of things to consider for each accommodation when providing the accommodation during an online administration.

Paraphrasing/Simplified Language

Paraphrasing/Simplified Language is a supported accommodation for all online tests. The proctor may only paraphrase or simplify directions and can never alter or change test questions or answer choices. This includes directions embedded within test questions. Once time begins on a state assessment, nothing can be paraphrased. See *fig 1* and *fig 2* for examples of when directions can be paraphrased.

With an online testing environment, the delivery of the paraphrasing/simplified language accommodation is changed slightly. Instead of a paper version of the test, the accommodator would paraphrase (directions only) straight from the computer screen.

Paraphrasing/simplified language can be provided one-on-one or in small groups, up to four students. To test in small groups, students have the same form of the test and the same accommodations. If a student has an accommodation which requires a one-on-one test administration such as scribe, that student would not be able to participate in a small group administration.

Fig 1 Directions prior to the test beginning

This is an example of a directions box in a test booklet that is to be read prior to the test beginning. This, or similar directions boxes, may be paraphrased.

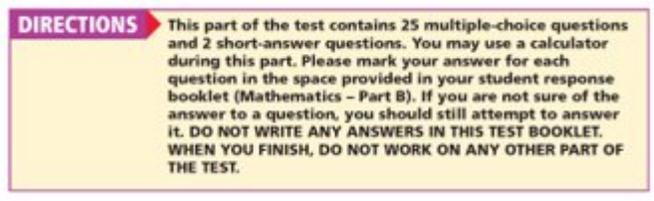
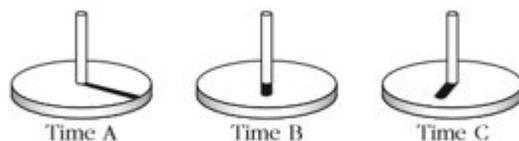


Fig 2 Directions during the timed test which are part of a test item

This is an example of directions that appear within a test item.

Shadows of a Sundial

The pictures below show a sundial and its shadow at three different times during the day.



- a. On the next page, draw where the sun would be to make the shadow shown in EACH of the pictures.
- b. Explain why the position of the shadow on the sundial is in different places during the day.

Once the timed portion of a test begins, nothing can be paraphrased or simplified at that point. Only portions of the test booklet outside of the timed areas which are part of the directions can be paraphrased. Because the directions that appear in Fig 2 are embedded in a test item within the timed portion of the test, they cannot be simplified or paraphrased.

Bilingual/Word-To-Word Dictionary

The bilingual or word-to-word dictionaries can be in print or electronic versions. One point of emphasis is that if an electronic version is used, it will not be provided within TestNav and cannot be operated on the same computer that is running TestNav. An electronic version would have to be on an exterior device.

Further, consistent with best practices for ELs, the dictionary used should be a word-to-word translation without definitions. When using an electronic bilingual or word-to-word dictionary make sure that other capabilities such as Internet capabilities, translating whole phrases and sentences, etc. are turned off before using this accommodation on the state-required assessments.

Human Reader

The human reader accommodation can be provided in a one-on-one setting or a group setting of up to four students. In order to provide this accommodation in a small group setting all students must have the same form of the test and cannot have other accommodations – such as scribe – that require a one on one test administration. Paraphrasing and extended time would be examples of accommodations that would permit small group assessment administrations to be provided along with a human reader.

The human reader accommodation can be provided by allowing the human reader to sit next to the student(s) and read from the computer screen.

Tips or things to consider when using a Human Reader...

1. Take great care when setting up a test environment where multiple students will receive reading services from a single human reader. All test security and administration code requirements are still expected. Do not create blind spots for the testing administrator.
2. Plan ahead to have extra staff trained and available to deliver this accommodation because each test administrator providing this accommodation can only provide the service for 1-4 students per test session.

Oral Native Language Support

Oral native language support shall be based on a student's individual language needs as documented in the Program Service Plan (PSP).

This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering printed English test materials (i.e., directions, questions, prompts, situations, passages and stories as written) orally in the student's native language. The accommodation or oral native language support shall include providing directions orally in a student's native language. The accommodation shall also incorporate some simplification of language in the test administration directions.

Tips for providing Oral Native Language Support...

1. Because students can choose to have the whole test, part of the test or none of the test to be translated, it would be wise to plan well in advanced for students needing this service. Some languages may be harder to provide than others so make plans well in advance of test day.
2. If a school district or school has specific circumstances that require the testing windows to be adjusted in order to provide this accommodation to students, the Kentucky Department of Education will work with the DAC on a case by case basis. If a DAC needs this assistance, please [email the Office of Standards, Assessment and Accountability](#) (OSAA) for further direction.

Extended Time

Administration of extended time varies depending on the type of assessment being administered. Extended time is an honored accommodation for all state testing. However, the way tests are timed differs between field testing and operational testing.

Operational testing has stated, firm, time limits that can easily be given time and half or double time.

Field testing, however, while given a stated time limit has been deemed a largely flexible time limit test. The entire tested population can go beyond the stated time limits as long as the student(s) are working diligently. Following in that same vein, students that get extended time can do the same.

The reason for the differentiation is that field tests do not in any way impact the state accountability system and they are not reportable scores. Field tests are used to inform KDE on what test items are usable on an operational test and the average time a test item and test form take to complete. With the rise of online testing, KDE now has the capability to measure the time needed down to the item level. This allows KDE to make informed decisions on testing times once the test becomes operational. For this reason, KDE wants students to be given ample time to complete field test items so KDE can get an accurate time per item and per form of the test.

Tips or things to consider for providing extended time...

1. Students must use their regular time productively in order to qualify for extended time.
2. If a student is denied extended time because they wasted their regular time, it is in the proctor, BAC and DAC's best interest to document the decision and why it was made.
3. Plan ahead for where extended time will be provided and plan to have plenty of test administrators on hand to provide the accommodation. For instance, if a school chooses to move extended time students to the library to finish their exam, BAC's will want multiple administrators on hand and circulating to make sure time is adequately tracked and test security and the test administration code is adhered to.
4. With an online test, pausing and resuming testing to relocate students to a different testing area for extended time is done within [PearsonAccess^{next}](#). See pausing and resuming the test information in the [PearsonAccess^{next} Online Support document](#).

Scribe

Provided the student has the appropriate accommodations within their student plan, scribes are allowed to type student responses on the online test. This is a change from paper and pencil testing where technology was also required in order for a scribe to type a student response. Because technology is the primary mode of delivery of the test for all students, technology is not being used in addition to or instead of other entry of student items. As such, scribes are allowed to type for students on all online tests.

It needs to be noted that this is a required one-on-one testing accommodation, and this supersedes all other accommodations when it comes to testing environment setup. What this means is that if a student has a scribe and a reader, the reader accommodation can be provided in large or small groups. However, the scribe accommodation requires a one-on-one environment. The one to one requirement supersedes all others. The student must be tested one-on-one.

Tips or things to consider for providing a scribe...

1. Scribe is an accommodation which must always be provided in a one to one environment. It is advisable that DAC's and BAC's train extra/all staff on inclusions of special populations prior to the testing window to ensure maximum flexibility on testing days.
2. While not unique to an online test, it is important to mention that scribes must type exactly what a student dictates to them. This includes student directions for punctuation, paragraphs, grammar and capitalization.

Hand-held Calculator

All students taking the online test, without requisite accommodations on a student plan, must use the online Desmos calculator provided to students within TestNav. For the vast majority of students taking the online test, hand-held calculators are not allowed. If a student has within their student plan an accommodation allowing a hand-held calculator they are permitted to use one during online testing. The calculator must conform to the [KDE calculator policy guidelines](#). If a student needs a calculator not approved by the KDE calculator policy, [the unapproved calculator request form](#) should be completed and submitted to KDE.

For the majority of students the only calculator allowed on the online test will be the online Desmos calculator that will be embedded into the TestNav system. Each grade band has a different version of the calculator available on their test.

- Elementary (3-5) will have the [Desmos 4-Function calculator](#) available. See Fig 1.
- Middle School (6-8) will have the [Desmos Scientific calculator](#) available. See Fig 2.
- High School (10, 11) will have the [Desmos 4-Function](#), [Scientific](#) and [Graphing calculators](#) available and the appropriate one will be provided based on each question. See Fig 1, Fig 2, Fig 3.

Fig 1. Desmos 4-Function calculator within TestNav (Grades 3-5, 10)

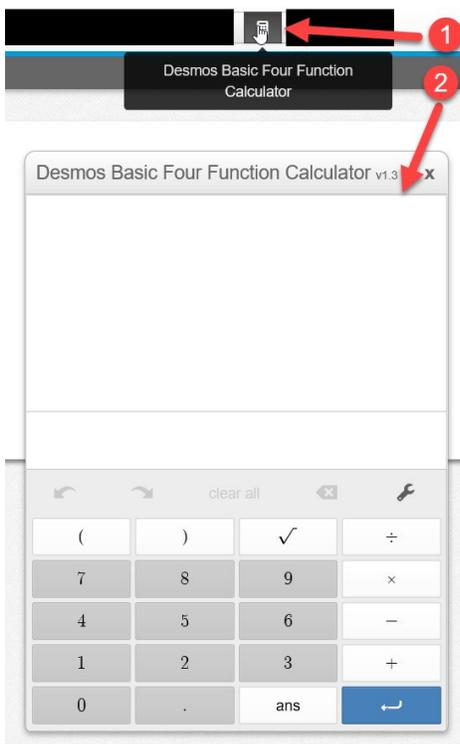
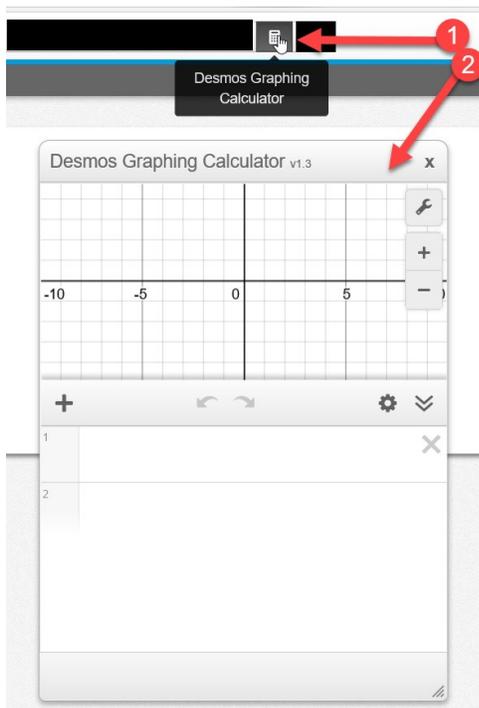


Fig 2. Desmos Scientific Calculator within TestNav (Grades 6-8, 10, 11)



Fig 3. Desmos Graphing Calculator within TestNav (Grade 10)



If a student requires a hand-held calculator and is taking any online state assessment, they must have very specific requirements met in order to qualify for a hand-held calculator accommodation.

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

See the flowchart below for scenarios and examples on how to determine if the use of a hand-held calculator is permitted.

Scenario	Does the student receive an accommodation?	Is the student using a paper kit?	Does the student's IEP or Section 504 Plan document the need for a calculator?	Is a calculator used during regular instruction?	Is the hand-held calculator approved?
#1	No	N/A	N/A	N/A	No
#2	Yes	No	No	N/A	No
#3	Yes	No	Yes	Yes	Yes
#4	Yes	Yes	N/A	N/A	Yes

Tips or things to consider when providing a hand-held calculator accommodation...

1. While not required by KDE, because of the distraction that could be created by allowing some students to use a hand-held calculator and not allowing others, it may be advisable to test students with a hand-held calculator accommodation together and separate from students not allowed a hand-held calculator.
2. A student that qualifies for a hand-held calculator accommodation is allowed to use that calculator on every test, including tests labeled non-calculator tests.
3. One thing to keep in mind for students that qualify for a hand-held calculator is that even if they prefer to use the online calculator and state that preference prior to the test, they will need to be prepared to use a hand-held calculator too on test day. The reason for this is that the calculator is turned off, and cannot be turned on for some tests labeled non-calculator tests. So the online calculator will not be available on those tests. While this scenario is unlikely it is one DACs and BACs need to prepare for in the event a student that qualifies for a hand-held calculator prefers to use an online calculator.

Non-KDE Approved Hand-held Calculators

Go to the [Assessment Support Forms](#) page on the KDE website and download the [unapproved calculator request form](#). Complete the form and fax it to (502) 564-3249, Attention: Jason Howard. Please include a cover page with the name, title and fax number for the person that needs to receive the KDE response to the request.

Applications for an unapproved calculator are processed on a first come, first served basis. For the speediest response time complete and submit the form well before testing starts. Typically, a response will be received within three business days but that timeframe can expand the closer the form is submitted to testing time.

The outcome is decided through a review process which takes into account the calculator and its features. Calculators that have Internet capability which cannot be turned off will not be approved, for example. That is because it directly violates the Administration Code.

The other portion of the review is based on the student's IEP or 504 Plan. The student must have a specific need for an accommodation that cannot be satisfied by a calculator on the approved calculator list. A good example would be a talking and/or large button calculator for a student with visual impairments. No calculators on the already approved list can satisfy this need.

It is important that all students have everything needed to be successful. That said, documentation of a valid need for an unapproved calculator is required prior to approval.

Tips of things to consider for using Non-KDE Approved Hand-held Calculators...

1. When submitting a request for a Non-KDE Approved Hand-held Calculator, verify the student plan on infinite campus (IC) is up to date before sending in the application. If it is up to date, there is no need to fax in a copy of the plan with the application. Simply provide the Student ID# (SSID).
2. The earlier DACs submit requests the faster response time tends to be. The two weeks leading up to testing tend to be when the highest volumes of applications arrive. Because of this, response times are much slower.

Manipulatives

If a student has manipulatives marked on their student plan and have used them throughout the school year they may use the manipulatives on the test as long as they are considered appropriate for a state assessment (free of content, no guidance to a response). Any student that receives this accommodation should be tested in an one-on-one environment. The manipulatives should be placed at a central location that is not on the student's direct testing surface.

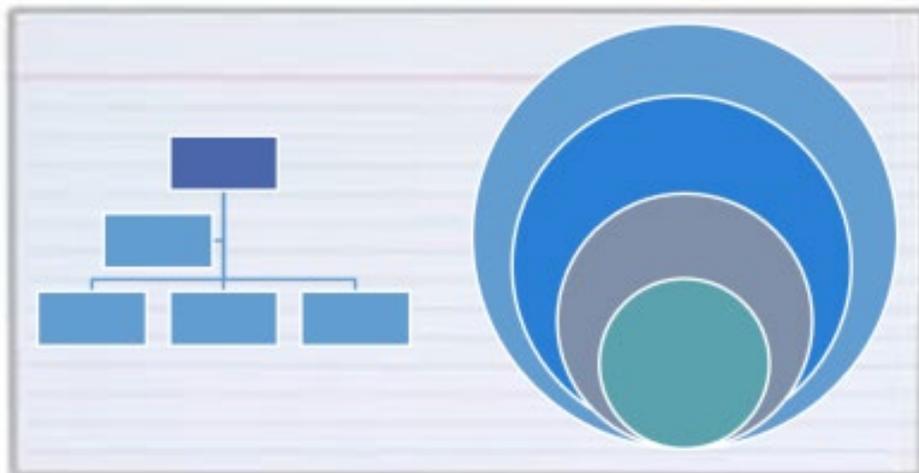
Students cannot be prompted to use manipulatives once the test has commenced. The proctor can, however, prior to testing begins show the student where the manipulatives are located so they are aware they are available and where to find the manipulatives.

Manipulatives must be free of content of any kind when first presented to the student. This includes any numbers, letters, pictures, sketches or designs that can be considered content.

Examples of Manipulatives include...

- Base 10 Blocks
- Fraction Strips
- Blank Number Lines
- Abacus
- 3x5 Notecard (content free see *Fig 1* for example)

Fig 1. Example of Content Free Note Card



Tips or things to consider when providing manipulatives as an accommodation...

1. BACs should consider the optimal room setup to provide manipulatives as an accommodation. There must be a separate workspace for the manipulatives as the manipulatives cannot be placed directly on a student's desk. The proctor must also have easy access to both areas as a test administrator so that the proctor can provide active monitoring.
2. Make sure to provide all manipulatives a student is to receive available to the student on test day as their student plan dictates. If a student has 20 manipulatives listed on their student plan but only routinely uses six during instruction, all 20 still must be provided on test day.
3. The important thing to remember about manipulatives is that the manipulatives are only to serve as a trigger for information the student already possesses. The role of a manipulative is never to teach or provide answers to the test being taken.

Speech-To-Text

Currently there is not a secure method for providing this feature on online state testing. KDE is working on methods of providing this in the future but as of yet are unable to provide it due to test security reasons.

Alternate Testing Environments (i.e. behavioral issues, etc.)

This is a local decision. If the DAC or BAC feel students can handle small group testing, there is nothing that precludes students from testing in small groups. If past behavior has demonstrated the student cannot handle small group testing, then it may be advisable – but not required by KDE – that the student be tested in a one-on-one environment.

KDE leaves testing decisions like this up to local decision makers. BACs and DACs will need to ensure all testing schedules and seating charts accurately reflect the testing environment for each student taking the test.

Stop the Clock

If the student has an accommodation for stopping the clock due to medical concerns, which may or may not appear in a student plan, KDE generally accepts this as a valid state testing accommodation. The student should be tested in a one-on-one environment and the test administrator should keep track of the time used and remaining. Providing additional time would not be permitted unless extended time were identified as part of a student plan.

Interpreter for Students with Deficiencies or Hearing Impairments

KDE works annually to accommodate the needs of the Kentucky School of the Deaf (KSD) and all schools that contact the department needing resources in providing resources so American Sign Language (ASL) interpreters can assist students in completing state tests.

To provide this during an online test administration a school would setup the students needing this accommodation into a test session within TestNav. When setting up the test session, use the form group type selection to select the 'Read Aloud' option. This will ensure all students in that testing session have the same form of the test.

The interpreter can then stand in the front of the student(s) and interpret the test. If a school district has circumstances beyond what is covered here, the DAC can contact [OSAA](#) for further guidance.

ACT Accommodations

ACT does provide online testing however it does not fall under the umbrella of K-PREP testing and is not covered by this manual. All [ACT accommodations should be e-mailed to the ACT accommodations department](#), if the student desires a college reportable score. If a DAC or BAC has specific questions about ACT accommodations that they feel are best directed to KDE first, the DAC or BAC may direct those questions to the [Office of Standards, Assessment and Accountability](#).

Online Testing – Technical Information

Contact Information

Policy and General Questions

Kentucky Department of Education
Office of Standards, Assessment and Accountability
Division of Assessment and Accountability Support
(502) 564-4394
dacinfo@education.ky.gov

Technical Online Questions

Pearson Customer Support
(888) 437-1430
[Online Contact Form](#)

Network, Routers, Firewall, etc.
Kentucky Department of Education
Office of Education Technology
KETS Service Desk
(502) 564-2002

ProctorCache

ProctorCache is designed as a “safety net” for online testing to ensure that student testing and responses are not interrupted or lost from a network outage. The decision to use ProctorCache could be influenced by recent outages, DOS attacks, large number of simultaneous tests, etc. The choice to use ProctorCache is a local decision, except for Jefferson and Fayette counties.

The ProctorCache system can retain multiple test programs on the same server hardware, without interference between different test sessions or test programs. For districts doing online ACT testing, they will use the same ProctorCache as is used for the field tests and the high school operational tests. Each test and content area has its own part of the caching system.

Remember to upload the latest version of the test content to the ProctorCache prior to the test window(s).

Outage or Service Interruption

If an outage or other interruption occurs during an online test administration, follow these few steps to achieve a resolution as quickly as possible.

1. Gather Information

When users experience an outage during online administration, they should gather information that will assist in a resolution. Users reporting issues should be prepared to provide the following information:

- What is the issue? (Gather issue details.)
- What is the duration of the issue? (When did the issue began, how long did the issue persist and is the issue continuing.)
- How many students are impacted? (Specify the number of students involved and if those students are waiting for a resolution.)
- Who should be contacted to help resolve the issue? (Give the contact information, such as name and phone number of the school/district technology support. This person should be onsite to assist.)
 - District/School Technology Coordinator
 - Building Assessment Coordinator (BAC)
 - District Assessment Coordinator (DAC)

2. Contact Service Provider

As soon as the information is gathered, immediately contact Pearson Customer Support to determine if testing can continue or should be delayed to another day.

Emergency Contact List

Pearson Technical Support KY Line: 1-888-437-1430

[Contact Kentucky Support](#)

3. Contact the Kentucky Department of Education

While the issue is being reported to Pearson, users should follow up with KDE's technical support to determine if there are Kentucky network issues effecting testing.

KETS Help Desk: (502) 564-2002

4. Contact Division of Assessment and Accountability Support

The DAC and/or BAC should contact the Division of Assessment and Accountability Support via email at dacinfo@education.ky.gov. If the outage occurs during active testing, please call (502) 564-4394.

Student Instructions

If a testing session is interrupted during administration due to a technical issue, have student(s) remain in the testing center (computer lab, classroom, library) while the cause of the outage is determined. If it becomes clear that the resolution to the issue will not allow the next session to begin on schedule, students and staff are encouraged to return to the classroom.

The BAC should contact the DAC to report that the schedule will be changed and submit the proposed changes. If additional time outside the scheduled testing window is needed, the DAC will contact KDE for approval.

Emergency Breaks/Fire Drills

Student and staff safety is always the most important factor to consider in these scenarios. In the case of an emergency fire drill, the test session may be paused. See individual test administration manuals for details.

Test administrators should note the time the drill begins in order to track the amount of time that was lost, if students are unable to pause their exam. When it is safe to return to the test location, the Proctor will need to reinitiate the session. When the student is ready to resume the exam, he or she will see a prompt to re-enter their credentials or test ticket information. Please refer to the test administration manual for details.

Equipment Malfunction

Proctor should

- Pause student test, if it has not already
- Move student to another computer. Technical Staff or other designated party may do this step.
- Resume student test from PAN console
- Note this Test Irregularity for submission to the BAC and DAC.
- Make any other notifications as required by the school

Testing Equipment Setup and Maintenance

The District Technology Coordinator will receive information from the KETS Engineer or KDE regarding instructions for setup. Some of the information available will be

- Pearson documentation
 - Technical Requirements
 - Software Download Instructions
 - User Guides
- Kentucky Department of Education
 - Emails from KETS Engineers

- Emails from OSAA
 - Emails from Paul Shoemaker
- District Assessment Coordinators
 - Receive updates via Monday and Special DAC Emails to share with technical and school staffs
 - Additional trainings from DAAS, including written and video links

Appendix A

Notes for Technical Staff

Troubleshooting and Assistance:

Pearson Technical Support KY Line: 1-888-437-1430

[Online Contact Form](#)

TestNav 8 Technical Documentation

TestNav 8 homepage:

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

TestNav 8 System Requirements:

<https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements>

TestNav 8 Set Up and Use:

<https://support.assessment.pearson.com/display/TN/Set+up+and+Use+TestNav>

Note:

Only use the TestNav 8 installable apps for the operating systems used in the district. Each version lists single and large deployment options. **DO NOT USE** the browser-based TestNav.

TestNav 8 Network Requirements:

<https://support.assessment.pearson.com/display/TN/Network+Requirements+and+Guidelines>

Note:

Districts using Lightspeed have these settings installed by Lightspeed, as requested by KDE/OET.

Firewall settings for all districts have been installed as requested by KDE/OET.

For districts using a system other than Lightspeed, please add the URLs from the link above, on the “permit or whitelist” policy rules.

TestNav 8 ProctorCache System Requirements:

<https://support.assessment.pearson.com/display/TN/ProctorCache+System+Requirements>

Note:

ProctorCache options will be available to all districts as a “safety net” but is not required for operation. Jefferson County and Fayette County will be required to ProctorCache due to the scale of their network environment. If the district decides to use the ProctorCache option, the system requirements are listed in the link above.

TestNav 8 ProctorCache Set Up and Use:

<https://support.assessment.pearson.com/display/TN/Set+Up+and+Use+ProctorCache>

Note:

ProctorCache options will be available to all districts as a “safety net” and is recommended, but is not required for operation. Jefferson County and Fayette County will be required to ProctorCache due to the scale of their network environment. If you decide to use the ProctorCache option, the set up and use are listed in the link above. District technical staff are identified as the administrator of the ProctorCache device and will be responsible for coordinating with District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) for the downloading and refresh of test content on the ProctorCache.

Proctor Cache Setup

There is a reference in the Pearson TestNAV and Proctor Cache Set up documents that has led to some confusion. There is note referencing the “assessment management system user guide” This is a generic reference for the Pearson Access Next (PAN) system. A Technology Coordinator will be assigned by the District Assessment Coordinator (DAC) and will be given a user account and password to access PAN. There will be a set of related links on the PAN User Guide landing page that will include additional documentation for TestNAV and Proctor Caching set up. It is recommended that districts having set up or connection issues call Pearson’s dedicated KY service desk at 888-437-1430 for a walk-thru and assistance in troubleshooting those issues.

TestNav 8: Additional Information

Chromebooks

When students test using Chromebooks or Chromeboxes, they **will not** log into the device from the operating system login screen. They will click on the “Apps” tab on the bottom left of the log in screen.

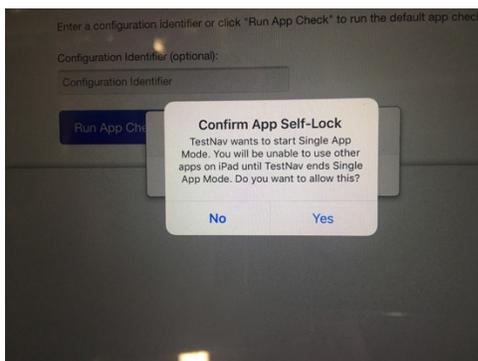


When you click on the “Apps” icon, the TestNav option will appear. Click on the TestNav icon and the program will start in secured mode. The student will then use their assigned test credentials and password to log into the test.



iPads

iPads will operate TestNav by clicking on the icon on the iPad “Desktop”, the same as any other application. When TestNav starts on the iPad, a prompt will appear, stating the TestNav program will be running in “Single App Mode”. This secures the iPad during the test by not allowing other programs to run while the test is in session. Click “Yes” to proceed to the log in screen and begin the test session.



Appendix B

Available Tools by Subject in TestNav

Tool	Reading	Mathematics	On-Demand Writing	Editing & Mechanics	Science
Notepad	YES	YES	YES	YES	YES
Answer Eliminator	YES	YES	NO	YES	YES
Highlighter	YES	YES	YES	YES	YES
Passage Carryover ³	YES	NO	YES	YES	NO
Ruler	NO	YES ⁴	NO	NO	NO
Protractor	NO	YES	NO	NO	NO
Straight Edge	NO	YES	NO	NO	NO
Calculator	NO	YES ⁵	NO	NO	YES ⁶
Dictionary & Thesaurus	NO	NO	YES ⁷	NO	NO
Color Contrast	YES	YES	YES	YES	YES
Magnifier	YES	YES	YES	YES	YES
Zoom Control	YES	YES	YES	YES	YES
Line Reader Mask	YES	YES	YES	YES	YES
Answer Masking	YES	YES	NO	YES	YES

³ Passage Carryover is a passive, always on tool. It cannot be toggled on/off. The feature makes sure the place in the passage is stored so when students toggle between questions or passages, it resumes exactly where the student previously stopped reading.

⁴ The ruler differs by grade level ranging from 1/8th an inch to 1/16th an inch.

⁵ The calculator differs by grade level. Elementary will only have 4-Function. Middle will only have Scientific. High School has access to 4-Function, Scientific and Graphing calculators based on item.

⁶ Grade 11 will have access to a Scientific calculator. Grade 4 and 7 Science tests are paper and pencil only.

⁷ The dictionary differs by grade level. Elementary will have access to an elementary level dictionary. Middle will have access to a middle school level dictionary. High school will have access to a High School level dictionary.