Kentucky Academic Standards Field Test and Operational Quality of School Climate and Safety Survey
Spring 2020

District and Building Assessment Coordinators’ Manual
Contact Information

If you are a Building Assessment Coordinator (BAC) and have any questions concerning the information found in this manual or in the *Test Administrator’s Manual (TAM)*, please contact your District Assessment Coordinator (DAC). DACs should contact the parties below with questions.

| Spring 2020 Kentucky Academic Standards Field Test and Operational Quality of School Climate and Safety Survey |
| Test Administration Questions: |
| **Pearson**  
Monday–Friday from 7 a.m. to 8:30 p.m. (ET) |
| **Phone:** (888) 437-1430  
**Fax:** (319) 339-6525 |
| **Kentucky Department of Education**  
Division of Assessment and Accountability Support  
Monday–Friday from 7:30 a.m. to 5 p.m. (ET) |
| **Phone:** (502) 564-4394  
**E-mail:** dacinfo@education.ky.gov  
**Fax:** (502) 564-3249 |
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<table>
<thead>
<tr>
<th>User</th>
<th>Action</th>
<th>Begin Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson</td>
<td>Additional Field Test Training</td>
<td>Jan 14</td>
</tr>
<tr>
<td></td>
<td>Load student data into PearsonAccess next</td>
<td>Jan 16</td>
</tr>
<tr>
<td></td>
<td>PearsonAccess next live and training sites available</td>
<td>Jan 17</td>
</tr>
<tr>
<td></td>
<td>Post DAC/BAC and Test Admin Manuals</td>
<td>TBD</td>
</tr>
<tr>
<td>DAC</td>
<td>DAC available to create user account</td>
<td>Jan 17</td>
</tr>
<tr>
<td></td>
<td>Create Test Sessions</td>
<td>Feb 3</td>
</tr>
<tr>
<td></td>
<td>Enter Orders for Accommodated Test Materials</td>
<td>Feb 10</td>
</tr>
<tr>
<td></td>
<td>Prepare Sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print Testing Tickets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start and monitor sessions</td>
<td>Feb 24 – Mar 6</td>
</tr>
<tr>
<td>BAC</td>
<td>Create user accounts</td>
<td>After DAC has created BAC account</td>
</tr>
<tr>
<td></td>
<td>Create test sessions</td>
<td>Feb 3</td>
</tr>
<tr>
<td></td>
<td>Start and monitor test sessions</td>
<td>Feb 24 – Mar 6</td>
</tr>
<tr>
<td>Technology Staff</td>
<td>Prepare online testing environment</td>
<td>Before testing occurs</td>
</tr>
<tr>
<td></td>
<td>Configure TestNav 8 in PearsonAccess next</td>
<td>Before test sessions are created</td>
</tr>
<tr>
<td></td>
<td>Precache test content (districts may use at their own discretion)</td>
<td>Feb 10</td>
</tr>
<tr>
<td>Test Administrators</td>
<td>Review Test Admin Manual</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Start and monitor test sessions</td>
<td>Feb 24 – Mar 6</td>
</tr>
<tr>
<td>Students</td>
<td>Practice Tests and TestNav 8 tutorials</td>
<td>Jan 17</td>
</tr>
<tr>
<td></td>
<td>Take assessment</td>
<td>Feb 24 – Mar 6</td>
</tr>
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Introduction

The Kentucky Academic Standards (KAS) field test and the operational Quality of School Climate and Safety (QSCS) survey will be administered in a secure online computer environment. Paper and pencil versions of the test are offered only for accommodated test materials (Braille, audio-CD/flash drive, large-print, and text reader) for the field test.

The QSCS survey is administered in the online environment only prior to the administration of the content assessment, during the same sitting, but in a separate test session.

District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), and Test Administrators will use an online tool called PearsonAccess\textsuperscript{\textregistered} (PAN). PAN is the assessment management system for the Kentucky Academic Standards Field Test, and the QSCS survey. In this system, users can review and manage student data and student tests, set up and start testing sessions, print testing tickets, and monitor student test progress. School Technology Coordinators will work with DACs and BACs to ensure the set up for this system.

Instructions for using PAN.

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

Instructions for using TestNav 8.
Part 1: Security Requirements and Responsibilities

Security requirements are included in this manual to protect the validity of the online Kentucky Academic Standards Spring 2020 Field Test and Quality of School Climate and Safety (QSCS) survey. The term “secure test materials” in this document refers to student online tests, test items and other necessary materials used to administer the online tests (student testing tickets, seal codes, etc.).

Note: Although the QSCS survey items are publicly available, student responses are confidential. The QSCS survey should be administered in a secure testing environment with all security measures in place.

Test security measures have been added with checks and processes to monitor appropriate administrations of state-required tests.

The District and Building Assessment Coordinators’ Manual and the grade-specific Test Administrator’s Manual have been created to assist school personnel in administering the Spring 2020 Kentucky Academic Standards Field Test and QSCS Survey. District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) are responsible for ensuring that all personnel within the school buildings are aware of the policies set forth in this manual. Failure to follow proper procedures can result in an allegation and possible invalidation of survey results, or other disciplinary actions. Any violation or suspected violation of test security requirements set forth in this manual must be reported to the BAC, the DAC and the Kentucky Department of Education (KDE) immediately.

Assessment Regulations

The state assessment and accountability program is governed by the following assessment regulations:

- 703 KAR 5:070 Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (January 2016)
- 703 KAR 5:080 Administration Code for Kentucky’s Educational Assessment Programs (February 2014)
- 703 KAR 5:140 Requirements for School and District Report Cards
- 703 KAR 5:225 School and District Accountability, Recognition, Support and Consequences
- 703 KAR 5:230 Next-Generation Instructional Programs and Support
- 703 KAR 5:240 Accountability Administrative Procedures and Guidelines
- 703 KAR 5:270 Kentucky’s Accountability System

These regulations outline the legal requirements of the state assessment program for schools and districts. Annually, all individuals administering or overseeing administration of the state-required assessments must be trained on the Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080). Any individual providing accommodations for students in special populations must also be trained on the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070).
Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content achievement during assessment.

Accommodations provided on all state assessments are to be identified in a current Individual Education Program (IEP), 504 Plan or Program Service Plan (PSP). It is critical that all accommodations that will be provided on the online state assessment have been identified and discussed by all involved parties, and guidelines have been followed as set forth in the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070) regulation. Paper versions (accommodated kits) of the field test are offered for students needing Braille, large-print, audio CD/flash drive, or text reader. The QSCS survey is only administered in the online environment.

Responsibilities of DACs and BACs

DAC Responsibilities

- Create policies and procedures to ensure maximum security throughout the district in accordance with the requirements described in this manual and the TAM.
- Securely transfer materials (paper and online) to and from the district office to schools and testing facilities.
- Ensure BACs are aware of important dates, policies and procedures described in this manual and the TAM.

DAC and BAC Responsibilities

- Select and train all school personnel who will have access to the secure test materials. Access does not imply the review of individual test answers or the tests themselves.
- Conduct training on the Administration Code for Kentucky’s Educational Assessment Program (703 KAR 5:080) and the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070).
- Ensure that all test administrators, who will be providing accommodations to students, are properly trained in the use and guidelines for both paper and online accommodations.
- Provide a copy of the TAM to every test administrator early enough to allow them to read the documents and ask questions.
- Schedule test sessions. Ensure that all test administrators are aware of the schedule and any subsequent changes.
- Confirm the number of accommodated test materials (kits) received and returned. Complete Header Sheets to communicate the number of test materials returned to Pearson.
- Complete required seating charts that affect all students and adults in the testing room. Seating Charts are collected and maintained for 12 months at the district office. Examples are included on the Forms page on the KDE website.
- Verify that test administrators read the student honor code aloud at onset of testing as the student reads it while preparing for the online test.
Secure Test Materials

Confidentiality (paper-based and online)—Student Online Tests, Student Test Booklets, Test Questions, Student Response Booklets, and Student Responses

| Caution: | Test questions in the online assessment are copyrighted, secure materials, and should always be protected. |
| Note: | Although the QSCS survey items are publicly available, student responses are confidential. The QSCS survey should be administered in a secure testing environment with all security measures in place. |

- From receipt to return of testing materials, no school personnel may review, edit or share, either verbally or nonverbally, the contents of the online assessments or student responses without approval from KDE.
- Students may not be given access to test materials or the online test by any school personnel prior to testing.
- School Personnel may not duplicate, print, record, write notes (electronically or by any other means) or any portions of the online test or student responses. School personnel may NOT audiotape, videotape, photograph or photocopy online materials.
- Student testing tickets and seal codes are considered secure materials. If the DAC or BAC prints the tickets ahead of time, the tickets must be stored in a secure area until the time of testing. Storage locations within classrooms must be secured with double locks.
  - All testing tickets, seal codes and scratch paper must be securely destroyed after the completion of testing.

Supervising Test Sessions With and Without Accommodations

Responsibilities While Supervising Test Sessions

- All online tests must be administered according to the procedures documented in the TAM.
- Test administrators may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.
- Active monitoring is required by the test administrators.
- Content information or strategies for solving problems on classroom walls, bulletin boards or other surfaces (e.g., ceilings, floors, blinds, windows, or clothing) must be covered or removed during testing sessions in the testing room. Standard periodic tables need not be covered or removed.

Responsibilities While Providing Accommodations

- Test administrators are responsible for providing appropriate accommodations as defined in the Kentucky regulation Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070). In Part 3: Accommodations,
key points of the regulation are summarized. Provide the required accommodations identified in the student’s current Individual Education Program (IEP), 504 Plan or Program Services Plan (PSP) and used routinely and consistently throughout the year in instruction. Paper accommodated materials (kits), available for the Kentucky Academic Standards field test include: Braille, Large Print, Text Reader, and Audio-CD/Flash Drives. Other accommodations are provided on the online assessments as identified in the student’s IEP, 504 Plan or PSP.

- Students receiving a paper-based format (accommodated kit) of the assessment may use an approved hand-held calculator (see Calculator Policy on page 11), when taking the online field test if calculator is marked on their IEP.

- The District Assessment Coordinator (DAC) may allow students who are showing continued progress, to work on the QSCS survey and online assessment past the recommended time. Record this occurrence as needed in the district.

### Reporting Student Cheating

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

Monitoring a test administration requires more than starting/stopping test sessions. Test administrators are expected to monitor students closely to ensure that every student has the same testing experience. A test administrator’s responsibilities during testing include, but are not limited to, actively moving about the room to ensure:

- Students are working in the appropriate online test (QSCS survey and content test).
- Students are using appropriate resources.
- Students are accessing only approved electronic devices.
- Students are not talking to other students and are not looking at another student’s work.
- Students are not in any way conducting themselves in a manner that would be considered inappropriate for the testing session.

A test administrator should also be aware of student behavior before and after testing to monitor that secure test information is not being shared in a manner which could include a face-to-face conversation or posting on social media.

### Student

Inappropriate student behavior is not considered an allegation but should be properly reported. Should it be determined by school/district staff that a student has cheated or jeopardized test security by revealing test information, specific steps should be taken to report the incident through the Allegation Reporting Application on KDE’s website. The information should be entered into the application following the step-by-step directions on the website. Information regarding the incident should be gathered as soon as possible.

The information should include school/district name, testing room number, student name(s), State Student Identification number (SSID), test administrator's name(s), grade level, content area, form number, item numbers, a detailed description of what happened, how the situation was handled, date of incident, and any other information deemed to be pertinent. Schools should use this information when determining disciplinary action for the student's misbehavior.
Test Administrator

It is considered an allegation when test administrators cause or allow inappropriate student behavior. The incident should be filed as an allegation using the same application and similar process as filing for student misbehavior. Test administrators may face consequences based on the outcome of the KDE investigation.

Testing Irregularities

Any problems that occur during testing should be documented thoroughly by the personnel involved. Test administrators should forward this documentation to their BAC, who will pass it on to the DAC. If the problem concerns secure materials that have been jeopardized and there is the possibility of an allegation, the DAC must enter information in the Allegation Reporting Application on KDE’s website. If the irregularity does not concern secure material and there is no allegation concern, the documentation must be kept on file at the district office.

Student Data Review and Rosters (SDRR) Application

There will be no roster collection for the Kentucky Academic Standards Spring 2020 Field Test. Once SDRR opens in the spring, rosters will be collected for the QSCS Survey.

Online Student Listing/Roster

The Student Listing/Roster is a list of all students that have been pre-loaded to PAN. The listing/roster includes demographic information captured in Infinite Campus (IC). To view the Student Listing/Roster, log on to PAN, go to Setup → Students. Select the Search dropdown to show all results. Select the check-box next to the student or students to view or update.

Field Test Sampling Plan

The sampling plan used for the Kentucky Academic Standards Field Test is where each student in grades 3-8, 10 and 11 is randomly assigned a test by content (reading, mathematics, on-demand writing, and editing and mechanics). No student will take more than one content area during the field test.

Quality of School Climate and Safety (QSCS) Survey

The Quality of School Climate and Safety (QSCS) Survey is an online survey that will be administered during the Kentucky Academic Standards Field Test to ALL students at every tested grade in 2020. The survey will be taken prior to the content area test, during the same sitting, but in a separate test session. There are two forms, one for grades 3-5, and one for grades 6-High School, with 30 questions on each form. The time allowed for administering the survey will be 20 minutes. The survey will use a Likert scale format for answering the questions:

![Likert Scale](image)

If students do not understand a statement or feel uncomfortable responding to an item, they are offered the option to skip to the next item. Schools will not be penalized in the QSCS indicator score for accountability if those responses are left blank.
Students participating in the Kentucky Alternate Assessment will complete a modified QSCS survey in April during Window 2 of the Alternate K-PREP.

**Calculator Use Policy for State Testing (paper-based)**

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

The KDE calculator policy applies to all paper-based state assessments, and to all students, including those who receive test accommodations with an Individual Education Program (IEP) or 504 Plan.

In some rare instances, a student with an IEP or a 504 Plan might use a device not listed on the approved calculator list. The District Assessment Coordinator (DAC) must submit a written request to the Office of Assessment and Accountability (OAA) for permission allowing a student to use the device not included on the list. OAA will consider the request, which will include reviewing IEPs or 504 plans, to determine if the device is part of the plan and whether it would provide an unfair advantage on state assessments.

**Prohibited Computer Applications, Programs and Documents**

During test administration, all applications, programs or documents built-in, created or downloaded on calculators are prohibited for use on state assessments. This includes all applications and programs with a computer algebra system (CAS)\(^1\). Some permitted calculators have suppression functions, such as Press to Test, that disable applications and use of documents for testing purposes. If available, the suppression function should be used on permitted calculators to deactivate prohibited applications and programs\(^2\). In addition, all stored documents must be removed.

**Prohibited Calculators**

The following types of calculators are prohibited:

- calculators with built-in or downloaded computer algebra system functionality
  - Prohibited calculators in this category include:
    - Texas Instruments: All model numbers that begin with **TI-89** or **TI-92** and the **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
    - Hewlett-Packard: HP Prime, HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
    - Casio: fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
  - handheld, tablet, or laptop computers, including PDAs
  - electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
  - calculators built into cell phones or any other electronic communication devices
  - calculators with a keypad (letter keys in QWERTY format)—Note: Letter keys not in QWERTY format are permitted.

**Calculators Permitted with Modification**

The following types of calculators are permitted, but only after they are modified as noted:

- calculators that can hold programs or documents—Remove all documents and remove all programs that have computer algebra system functionality
- calculators with paper tape—Remove the tape
- calculators that make noise—Turn off the sound
Part 1: Security Requirements and Responsibilities

- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician’s tape (includes Hewlett-Packard HP 38G series, HP 39G series and HP 48G)
- calculators that have power cords—Remove all power/electrical cords

Permitted Calculators

Students may use any four-function, scientific, or graphing calculator, as long as:

- It is not on the list of Prohibited Calculators.
- All applications, programs and documents have been removed or deactivated as described in the Prohibited Computer Applications, Programs and Documents section.
- Proctors have made necessary modifications based on the Calculators Permitted with Modification section.

1Calculators with a Computer Algebra System (CAS) are capable of producing symbolic results. These calculators can manipulate algebraic expressions, performing operations such as factor, expand and simplify. In addition, calculators with CAS can give answers in exact form without numerical approximations (Wikipedia). Some examples of applications with CAS functionalities: all versions of Zoom-Math, APP4MATH, F2K, Allmath and Polynomials All in One.

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

Calculator Use Policy for Online Testing

Desmos calculators will be available for students to use in TestNav for the Kentucky Academic Standards Field Test. The calculator available differs by grade level (four-function, scientific or graphing). Students in grades 3-5 will have access to the Desmos four-function calculator; grades 6-8 will have access to the scientific calculator; and high school students will have access to all three types of calculators depending upon the question. The calculator will appear on the online screen on certain questions that allow a calculator when the Calculator button is selected. To move the calculator, students will select the calculator and drag it. Students can select the buttons or use their keyboard to use the calculator. Selecting the Calculator button again closes the calculator.

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

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

Only students that receive specific accommodations or accommodated kits can use a hand-held calculator. If a student is taking the test using Braille, Audio CD/flash drive, Large-Print or Text Reader, then they may use a calculator from the approved calculator policy on page 11. See detailed directions on page 23.

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

Online Practice Tests and TestNav 8 Tutorial

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

Kentucky Practice Tests (Reading, Mathematics, On-Demand Writing and Editing and Mechanics) and the TestNav 8 Tutorial, can be accessed on the landing page of PearsonAccess next.

### Online Resources Available Through TestNav 8

<table>
<thead>
<tr>
<th>Tool Icon</th>
<th>Tool Name and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td><strong>Pointer</strong>—Use to select on screen and to place the cursor in an answer box, plot points, select one or more answers, and drag information from one location to another.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td><strong>Answer Eliminator</strong>—Use to eliminate (cross off) answer options. This tool functions with multiple-choice and multiple-select items. (editing and mechanics only)</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td><strong>Notepad</strong>—Use to type notes while testing.</td>
</tr>
</tbody>
</table>
| ![Image](image4.png) | **Zoom In/Out**—Use to zoom in or out on a test page using keyboard shortcuts.  
Windows: [Ctrl] and [+] to zoom in  
[Ctrl] and [-] to zoom out  
[Ctrl] and [0] to reset to default  
Mac: [Cmd] and [+] to zoom in  
[CMD] and [-] to zoom out  
[CMD] and [0] to reset to default |
| ![Image](image5.png) | **Magnifier Tool**—Use to magnify text, by dragging over it. |

**Tools Icon Cont’d**
<table>
<thead>
<tr>
<th><strong>Tools Icon Cont’d</strong></th>
<th><strong>Line Reader</strong>—selecting this will place a mask on the screen which the student may place over text or test questions. The line reader mask has a window which shows only one line of text. The student must drag the mask down over the text in order to read it. The student can resize the mask and the window. This mask must be selected for each passage or question after the student moves backward or forward in the test. To remove the line reader mask, in the dropdown the student selects <em>Hide Line Reader Mask</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Answer Masking</strong>—selecting this will place a mask over each multiple-choice answer choice. The student may uncover an answer choice by selecting the gray box with the image of an eye. Once enabled, the answer mask will be present on all multiple-choice questions. To stop the answer choice masking, the student enters the dropdown menu and selects <em>Disable Answer Masking</em>. (editing and mechanics only)</td>
</tr>
<tr>
<td><strong>Exhibits</strong></td>
<td><strong>Exhibits</strong>—used in on-demand writing only. This icon, when clicked, will bring up the Scoring Criteria for On-Demand Writing on the first tab and the second tab will be the Writing Reference sheet for On-Demand Writing. The icon is to the right of the screen during testing.</td>
</tr>
</tbody>
</table>
Dictionary and Thesaurus
Can switch between both using the tabs in the top right corner. The dictionary differs by grade level, high school will have access to a High School level dictionary. (on-demand writing only)

Note: Electronic dictionaries cannot run on the same computer as the one running TestNav.
Tools Icon Cont’d

Calculator—Use to aid in calculation
DESMOS-Four-Function Calculator
DESMOS-Graphing Calculator
DESMOS-Scientific Calculator

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

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

- Student Test Tickets (Testing Tip: Student test tickets may be used as scratch paper and then be securely destroyed after testing.)
- Dictionary (for on-demand writing only)
- Thesaurus (for on-demand writing only)
- Scratch paper (note pad is also available for all subjects)
- Pen/Pencil for use with scratch paper
- Hand-held calculators—students who have calculator marked on their IEP may use an approved hand-held calculator. See specific directions on page 23.

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

- Books such as encyclopedias and textbooks are not permitted for use. Allowing non-content books after testing is a district decision.
- Copies of acronyms
- Graphic organizers
- Editing devices (e.g., spell-checker or grammar-checker)
- Cell phones, Smart phones, I Watches or similar wrist devices with Internet access
- Electronic devices (e.g., iPods, or other music players, pocket translators, Smartwatch, PDAs)

Note: Students with IEPs, 504 Plans or PSPs may have some of these resources as outlined in their educational plan, and if it is an allowable option on the assessment.
Part 2: Students Tested

Students Tested
All students at every tested grade (3-8, 10 and 11), including newly enrolled students, will participate in the Kentucky Academic Standards Spring 2020 Field Test and Operational Quality of School Climate and Safety (QSCS) Survey. Students may not be excluded from testing because of poor academic performance, absenteeism or discipline problems.

Students who are required to test include the following:

- Students with disabilities
- Foreign exchange students
- Students who are retained
- Students who move during testing
- Students experiencing a minor medical emergency
- English Learners (ELs) in their second year (or beyond)

Foreign Exchange Students
Foreign exchange students enrolled in Kentucky public schools will participate in all state-required assessments.

Retained Students
A student retained in any grade, including grade 3, in which the online field test and the QSCS survey are administered shall participate in the assessments for that grade again and shall continue to be included in any reporting calculations.

Grade Level Testing
If a student is double promoted or otherwise skips a grade in the normal progression of grades, the student will not take the online field test and the QSCS survey associated with the grade being skipped.

Students With Disabilities
Students with disabilities participate in the Kentucky Academic Standards online Field Test and QSCS Survey unless they are participating in the Kentucky Alternate Assessment. Students with disabilities may participate with or without accommodations. (See Part 3: Accommodations for more information.)

Students Receiving Home/Hospital Instruction
Students enrolled in the district who are taught at home or in a hospital setting will participate in the Kentucky Academic Standards online field test and QCS survey. Therefore, instructors of home/hospital students must be notified, trained and supplied with the necessary materials in time to test these students within the testing window.

See the TestNav 8 User’s Guide for technology requirements.
However, if a student's illness or injury is such that participation in the Kentucky Academic Standards field test or QSCS survey would pose a threat to the student's well-being, the student should not participate. Include documentation at school or district with reason for non-participation.

**Medical Emergency**
A student whose injury is not serious enough to warrant a non-participation request should receive appropriate accommodations that enable the student to participate in the assessment. Some examples of medical emergencies and appropriate accommodations follow:

- Broken arm—use a scribe
- Broken eyeglasses—use a reader and/or scribe
- Leg in traction without sedating/sedative medication—give test at home or in hospital
- See TestNav 8 User’s Guide for technology requirements.

To document a medical emergency, the BAC must do the following:

- Notify the DAC as situations occur.
- Complete the Medical Emergency Form (paper version) and keep on file in the district.

The Medical Emergency Form is located on KDE’s website.

**Students Not Tested**
Schools should keep a record of students not testing and why at the school/district level. All documentation (non-participation, etc.) is maintained at the school/district.

A student will not participate in the Kentucky Academic Standards field test or the QSCS survey if he or she:

- Participates in the Kentucky Alternate Assessment—Students participating in the Kentucky Alternate Assessment will complete a modified QSCS survey in April during Window 2 of the Alternate K-PREP.
- Is a first year EL student—see section below.
- Is expelled and not receiving services as provided for in KRS 158.150(2)
- Is medically unable to take the assessment
- Moved out of Kentucky public schools during the testing window
- Is in a situation allowing him or her to qualify for an extraordinary circumstance non-participation

Be sure to **inform your BAC** if you have students who meet the requirements in this section and should not be tested.
English Learners (ELs)

First Year English Learners (ELs)
First year EL students are not required to be included in the administration of the Kentucky Academic Standards field test or Quality of School Climate and Safety (QSCS) survey:

- Do not have to take the field test for any subject area, including mathematics.
- Do not have to take the QSCS survey due to their exemption from accountability.

EL students who are in their second year or later of enrollment in U.S. schools shall participate in all state-required assessments.
Part 3: Accommodations

Students With Disabilities Using Accommodations
Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content knowledge during assessment.

Accommodations shall be individualized and specifically designed to aid the student as the student learns, being faded or reduced as the student gains/demonstrates increased skill and confidence and moves toward greater independence. Accommodations shall not inappropriately impact the content being measured. In all components of the Kentucky Academic Standards field test and Quality of School Climate and Safety (QSCS) survey, a student shall be the sole creator, author, decision-maker, and owner of his/her own work.

With very few exceptions, all students in tested grades will participate in the online field test and QSCS survey. Students may be provided with assessment accommodations, based on evaluation data, if the following criteria are met:

- The accommodations must be identified in the student’s current IEP, 504 Plan or PSP.
- The student must have routinely received the accommodation throughout the year during classroom instruction. Accommodations should not be added for the sole purpose of use on state-required assessments.
- The accommodations shall not impact the content validity being measured.
- All accommodations shall be provided in accordance with regulation 703 KAR 5:070 as outlined by a student’s placement team or Admissions and Release Committee (ARC), unless the student specifically refuses such accommodations.

Many accommodations used in the instructional program for students with disabilities are permitted for testing if they do not give the student an unfair advantage. For example, if a student normally wears noise buffers while working, this accommodation can be used during testing.

Occasionally, noncertified staff members or volunteers provide accommodations for students. Please note that such people should receive thorough training and are required to sign the nondisclosure form found on KDE’s website.

Training must include two regulations, 703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs and 703 KAR 5:080—Administration Code for Kentucky’s Educational Assessment Programs. Assessment regulations and training materials are located on KDE’s website.

Specific accommodations used for assessments are maintained in the student’s IEP, 504 Plan or PSP.

Authorized school personnel must also update the student’s information in Infinite Campus (IC) to indicate the accommodations the education team found the student was qualified to use on state assessments. There are a variety of assessment accommodations that may be used for students with disabilities on the online assessment, including the following:
Part 3: Accommodations

- Human Reader
- Scribe
- Manipulatives
- Hand-held Calculator-- Only students that receive specific accommodations or paper accommodated kits can use a hand-held calculator. If a student is taking the test with Braille, Audio-CD/Flash Drive, Large-Print or Text Reader, then the student can use a calculator from the approved KDE calculator policy on page 11.

- Extended Time
- Paraphrasing (Directions only)
- Reinforcement and behavior modification strategies
- Interpreters for students with deafness or hearing impairment (signing)
- Simplified language support for ELs (Directions only)
- Oral native language support for ELs
- Bilingual/English dictionary

The following information summarizes how to specifically administer accommodations. Test administrators providing accommodations must have completed training on 703 KAR 5:070. Accommodations shall not be designed or provided solely for the state-required test, or to lead a student to any specific answer. Specific accommodations used for tests are maintained in the student’s IEP, 504 Plan or PSP.

- For specific directions on the use of online accommodations, see the KDE Online Testing Toolbox.

Reader

Note: Scripts are included in the grade-specific Test Administrator’s Manuals.

The use of a reader (human) is allowed on all sections of the Kentucky Academic Standards field test (i.e., reading, mathematics, editing and mechanics and on-demand writing) and QSCS survey, as described in a student’s current IEP, PSP or 504 Plan). The use of a reader shall not in any way lead the student to the correct answer.

The role of the reader during the state-required assessments is to:

- Read directions, prompts, situations, passages and stories as provided online;
- Not use or provide additional information or directions that may lead the student to specific information needed to answer the question;
- Re-read the directions, prompts, situations, passages and stories only if specifically requested by the student;
- Not point out parts of the task, questions or parts skipped by the student; and
- Read individual words or abbreviations that are mispronounced by text or screen readers, if specifically requested by the student.
Scribe
A scribe’s role shall be to type the student’s responses in the online space provided. Students with a scribe requiring an accommodated kit will have their responses recorded in a paper SRB. This will reflect what the student knows and is able to do while providing the student with an alternative means to express his or her thoughts and knowledge. At no time shall a student’s ideas, revisions or editing be characterized as teacher authored. In all components of the test, a student shall be the sole creator, author, decision maker, and owner of his or her work. A scribe shall type or write student responses in a manner consistent with the accommodations described in the student’s current IEP, 504 Plan or PSP.

The role of the scribe is to:

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

Manipulatives
Manipulatives shall be available for student use to complete the Kentucky Academic Standards online field test and QSCS survey, if they are a strategy used by the student to solve problems routinely during instruction, and the use of manipulatives is described in the student’s IEP or 504 Plan. Manipulatives cannot be placed on a student’s desk, but instead should be in a place in which the student can access them when needed. The use of a manipulative shall in no way lead the student to the correct answer.

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

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

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

Extended Time
Extended time, for students with a current IEP, 504 Plan or PSP, shall be available to the student once standard test time has ended. Extended time will be given if the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere.
Paraphrasing (directions only)
Students with a current IEP or 504 Plan can receive paraphrasing as an accommodation.

Paraphrasing during the Kentucky Academic Standards field test and QSCS survey shall be limited to the following:

- Breaking directions into parts or segments;
- Using similar words or phrases in directions; and
- Repeating or rephrasing directions.

Paraphrasing shall not include defining words or concepts, teaching vocabulary, or telling a student what to do first, second, etc.

Reinforcement and Behavior Modification Strategies
Reinforcement and behavior modification strategies are allowed when they are documented in a student’s IEP or behavior intervention plan and are used on a routine basis during instruction.

Strategies may include:

- Verbal, tangible or tactile reinforcements for being on task
- Use of technology to focus attention or reduce stress
- Testing in a separate location outside the regular classroom

Interpreters for Students with Deafness or Hearing Impairment (Signing)
The Kentucky Academic Standards field test may be signed (i.e., translated to the student using American Sign Language). Signing shall not be a replacement for technology or reading instruction. Interpreters shall not define words for students, provide content or teach vocabulary or concepts during the assessment.

Interpreters who are also scribes shall follow the policies on scribing outlined in 703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs document located on KDE’s website, www.education.ky.gov.

Use of Simplified Language Support for an EL Student
Students receiving this accommodation must have a current PSP. Simplified language can ONLY be provided for directions and never on test content.

Simplified language and vocabulary shall not change the overall context of the test materials or the content but ensures that students understand how to take the test. Specific words may be exchanged, but words cannot be defined as part of simplifying language. Directions for test administration may be described using fewer complex words (i.e., the word “assessment” becomes “test”) and sentence structure (i.e., break a sentence into smaller sections). It is considered best practice to use a word-to-word translation. Simplified language includes: breaking directions into parts or segments or using similar words or phrases that are easier for the student to understand.

Oral Native Language Support for an EL Student
Oral native language support shall be based on a student’s individual language needs as documented in the PSP. This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering online English test materials orally in the student’s native language. The accommodation of oral native language support may include
providing directions orally in a student’s native language. The accommodation may also incorporate some simplification of language in the test administration directions.

**Bilingual or English Dictionaries**
Bilingual or English dictionaries can be in print or electronic versions for the EL student with a PSP. The dictionary should be a word-to-word translation without definitions. Be sure all extra Internet capabilities are turned off prior to the beginning of testing.

Note: Electronic dictionaries cannot run on the same computer as the one running TestNav.

**Accommodated Materials Ordering (kits, paper)**
Accommodated Materials ordering begins on February 10 and continues through March 4 for test materials and March 13 for return materials. Kits available for accommodated orders are Braille, Large-Print, Audio CD/Flash Drive and Text Reader.

DACs will order paper accommodated materials (kits) via Additional Orders for students.

Do not create test sessions for students that are taking a paper/pencil version of an online test in PAN.

The chart below provides information about the accommodated materials available and the Accommodated Materials section on the following page details the materials provided for accommodations.

<table>
<thead>
<tr>
<th>Accommodation Required</th>
<th>Accommodated Material Types</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Braille</td>
</tr>
<tr>
<td>Visual</td>
<td>X</td>
</tr>
<tr>
<td>Oral</td>
<td></td>
</tr>
</tbody>
</table>

* Text reader, for grades 3-8, 10 and 11, is available for PCs, Macs, iPads, and Chromebooks.
** Must use modern stand-alone CD players that support MP3 formatted files, PC or Mac with MP3 capability.

Students using the audio version of the test may use a computer with a CD-ROM or flash drive, and headphones that allow the student to hear but do not allow sound to escape into the testing room. If the student is using the CD as a read-aloud accommodation, a stand-alone CD player (one per student, with headphones) may be used.

For information on ordering additional accommodated materials for both the DAC and BAC, see page 36.

**Notes:** It is strongly suggested that a backup computer or audio CD player be readily available in case of malfunction. Additional batteries or access to an electrical outlet may be necessary if using a standard audio CD player.

**Text Reader**
A web-based text reader accommodation is available for students participating in the Kentucky Academic Standards field test with IEPs, 504 Plans or PSPs that qualifies a student to use a reader as an accommodation marked on their plan. Requests may be made during the
Accommodated Materials ordering window. Text reader is an online reader but not an online test. The student must still answer in their SRB.

Note: Requests for text reader are made in PearsonAccessnext during the Accommodated Materials ordering window. Text reader will have a kit like all other accommodated orders. The kit will include everything needed except the username and password. The username and password will be provided for each individual student directly to the DAC (will arrive within 2-3 days of the materials shipment).

Complete instructions for return shipment of the paper accommodated materials (kits) are on page 37 and 38.

There are no paper accommodated materials (kits) for the QSCS survey.

<table>
<thead>
<tr>
<th>Accommodated Materials Shipment Box</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
</tr>
</tbody>
</table>
| Braille Kit* (for students who are visually impaired or blind) | Based on the student’s IEP, the DAC will order and administer the Braille assessments in UEB except for mathematics which is available in UEB or Nemeth code. Each Braille Kit contains the following materials:  
  ➢ UEB Braille Test Booklet—reading, editing/mechanics, on-demand writing (grades 3-8, 10 and 11)  
  ➢ UEB or Nemeth Braille Mathematics Test Booklet (grades 3-8, and 10)  
  ➢ Student Test Booklet (regular print) Grades 3-8, 10 and 11  
  ➢ Student Response Booklet (regular print) Grades 3-8, 10 and 11  
  ➢ Online Accommodated Kit Information Memo  
  ➢ Test Administration Notes  
  ➢ Violet Scorable Return Label  
  ➢ UPS Return Label (Next Day Air)  
  ➢ Pink Nonscorable Return Label  
  ➢ UPS Return Label (Ground) |
| Large-Print Kit (for students who are visually impaired) | Note: Only print is enlarged. All graphics and illustrations are regular size print. Large-print rulers are not provided due to keeping true scale. Students may use a magnifier to enlarge the ruler provided. Each Large-Print Kit contains the following materials:  
  ➢ Large-print Test Booklet (reading, mathematics, editing/mechanics, or on-demand writing)  
  ➢ Student Test Booklet (regular print) Grades 3-8,10 and 11  
  ➢ Student Response Booklets (regular print) Grades 3-8, 10 and 11  
  ➢ Violet Scorable Return Label  
  ➢ UPS Return Label (Next Day Air)  
  ➢ Pink Nonscorable Return Label |
### Accommodated Materials Shipment Box

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø UPS Return Label (Ground)</td>
<td></td>
</tr>
<tr>
<td>Ø Online Accommodated Kit Information Memo</td>
<td></td>
</tr>
</tbody>
</table>

**Audio CD**  
(for students who require a read-aloud accommodation)

Each CD(s) is packaged in a jewel case and includes the following materials.

- Student Test Booklet (regular print) Grades 3-8, 10 and 11
- Student Response Booklet (regular print) Grades 3-8, 10 and 11
- Online Accommodated Kit Information Memo
- Violet Scorable Return Label
- UPS Return Label (Next Day Air)
- Pink Nonscorable Return Label
- UPS Return Label (Ground)

**Audio Flash Drive**  
(for students who require a read-aloud accommodation)

Each Flash Drive(s) is packaged in a jewel case and includes the following materials.

- Student Test Booklet (regular print) Grades 3-8, 10 and 11
- Student Response Booklet (regular print) Grades 3-8, 10 and 11
- Online Accommodated Kit Information Memo
- Violet Scorable Return Label
- UPS Return Label (Next Day Air)
- Pink Nonscorable Return Label
- UPS Return Label (Ground)

**Text Reader**  
(for students in grades 3-8, 10 and 11)

Each Text Reader Kit contains the following:

- Student Test Booklet (regular print) Grades 3-8, 10 and 11
- Student Response Booklet (regular print)
- Lexiflow User Guide
- Online Accommodated Kit Information Memo
- Violet Scorable Return Label
- UPS Return Label (Next Day Air)
- Pink Nonscorable Return Label
- UPS Return Label (Ground)
Part 4: Scheduling Test Sessions/Test Preparation

Content Areas Tested

<table>
<thead>
<tr>
<th>Grade</th>
<th>Reading</th>
<th>Mathematics</th>
<th>Editing and Mechanics</th>
<th>On-Demand Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>X</td>
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<tr>
<td>5</td>
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<td>6</td>
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<td>10</td>
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<tr>
<td>11</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

For the 2020 Kentucky Academic Standards Field Test and the Operational Quality of School Climate and Safety (QSCS) Survey, districts will test February 24-March 6. The field test will be administered to students in grades 3–8, 10 and 11 during the testing window. Reading, Mathematics and Editing and Mechanics are allowed 60 minutes to test; On-Demand Writing is allowed 90 minutes. For the QSCS survey, students are allowed 20 minutes to test. For the field test, the test administrator may allow students, showing continued progress, to work on the online assessment past the recommended time. Record this occurrence as needed at the school/district.

Test Administration Dropdown on PAN

Before beginning the Kentucky Academic Standards field test and QSCS survey, verify that the test administration on PAN (dropdown menu) reads Kentucky 2019-2020 K-PREP Spring 2020 Field Test.

Scheduling Test Administrations

The DAC or BAC will determine when the test will be administered. The QSCS survey is administered prior to the content test. The time used to administer a test is called a “testing administration.” The DAC or BAC will determine a schedule that works best for the staff and the students. The Office of Assessment and Accountability (OAA) is allowing flexible scheduling of test administrations.

Schools may schedule multiple test administrations over multiple days within the February 24-March 6 test window. The testing schedule should be created so that it includes ample staff coverage for monitoring test administrations.
Test Scheduling Options
Option #1-By Content Area
- Reading
- Mathematics
- Editing and Mechanics
- On-Demand Writing

Option #2-By Test Length
- 60 minutes that can include Reading, Mathematics, or Editing and Mechanics
- 90 minutes for On-Demand Writing

Option #3-By Teacher and Test Length
- Ms. Jackson: 60-minute exams
- Ms. Wright: 60-minute exams
- Ms. Smith: 60- and 90-minute exams

New Students to District-Transfers or New to Kentucky
If a new student moves to your district from another Kentucky district, the DAC will need to submit a work request in PAN. Below are the steps to follow:

Request Enrollment Transfer-To move a student to your district/school, you must send a request to the student’s current district/school.

- On PAN from the Setup, select Work Requests.
- Click Select Tasks, select Request/Delete Enrollment Transfer, and click Start.
- Type the students Pearson ID (obtained from sending district) and key in the student details to search for a student to transfer and click Search. Fill in the required fields with the exact information that the student file contains.
  - If not able to obtain the Pearson ID from the sending district the DAC can attempt to create the student. If the student is in PearsonAccess next once the “create” is clicked the system will indicate “student found” and the Pearson ID will be present.
- Under Change Enrollment To, select the organization to which you want to transfer the student.
- Click Send Request.

Authorize Enrollment Transfer-Used to move a student from your district/school, you must authorize the transfer request from the new district. When logged in to PAN you will see a bell at the top of the page, if it is red you need to follow these steps and authorize the enrollment transfer

- On PAN from the Setup, select Work Requests.
- Click the Work Type filter and select Enrollment Transfer.
- Select and enrollment transfer request(s).
- Click Select Tasks, select Approve/Reject Enrollment Transfer, and click Start.
Review the enrollment request and Approve or Reject.

Create the Student in PAN
If a student moves to your district from another state, you will need to create the student in PAN.

- On PAN from the Setup, select Students.
- Click arrow next to start, click All Tasks, click Start
- Type in the student’s information, i.e. organization, SSID, etc. The Pearson Student ID Number will fill once you click create.
- Click the Register Students tab, and click the register box and add the student’s grade, Save
- Click the Manage Student Tests and assign the student one content test and depending on the student’s grade assigned, either the 3-5 Survey or 6- High School Survey.

Advance Announcement
Testing dates should be made known to parents and students in advance to ensure that students come to school well rested on the days of the test. An announcement of testing dates and a reminder before the first day of testing are suggested.

Allowed Testing Time
The following are the testing times for each test administration of the field test:

- QSCS Survey = 20 minutes
- Reading = 60 minutes
- Mathematics = 60 minutes
- Editing and Mechanics = 60 minutes
- On-Demand Writing = 90 minutes

The QSCS Survey, administered prior to the content test in the same sitting, is a 20-minute session.

The DAC may allow students, who are showing continued progress, to work on the online assessment or the QSCS survey past the recommended time. Record this occurrence as needed in the district.

Kentucky Academic Standards Field Test Number of Items and Test Times
Detailed numbers of items and item types for the Kentucky Academic Standards Field Test are provided in each grade specific Test Administrator’s Manuals (TAMs). Students will see multiple choice, multiple select, short answer, fill in the blank and extended response items on the online field test.
Testing Window Extensions
The Kentucky Academic Standards field test and QSCS survey must be administered during the testing window. No testing window extensions or modifications will be granted, except in cases of natural disaster or extraordinary circumstances beyond the control of the school/district. All test extensions must be approved by the Kentucky Department of Education (KDE), Office of Assessment and Accountability (OAA). To inquire about a test extension, contact KDE at (502) 564-4394. If approved, KDE will then inform Pearson.

Due to technical issues, if schools are unable to complete the Kentucky Academic Standards field test and QSCS survey within the test window, please contact the Division of Assessment and Accountability Support (DAAS) at 502-564-4394.

Online Test Forms
Test forms define the contents of online tests. A test form is a collection of test questions grouped together to measure a student's understanding of a subject. For the Kentucky Academic Standards field test, there are ten forms for reading, mathematics, and on-demand writing, and five forms for editing and mechanics.

Makeup Tests
Makeup tests are expected to be offered within the test window. Test administrators should be advised to keep a list of students who are absent during the regularly scheduled testing so that makeup sessions can be scheduled. Each BAC should schedule makeup testing sessions for students who are absent during the initial testing.

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

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. There will be one seal code each for reading, editing/mechanics and on-demand writing. There are two seal codes for mathematics. Mathematics has two parts (Part A and Part B) but is completed in one test session. When Part A (no-calculator) is completed, the student will enter the second seal code to enter Part B. The QSCS survey will not require a seal code.
Test Booklet Security Barcode Number (paper-based)
As illustrated in the following figure, each test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from schools. The test booklets are included in the accommodated kits only.

Student Honor Code Online
After students log in to TestNav 8, they will first complete the QSCS Survey. The student will be asked to accept the honor code prior to entering the seal code before completing the content area field test. The student will not be able to test without accepting the honor code. This process is one of the critical pieces of test security that was added to monitor appropriate administration of the Kentucky Academic Standards field test. Students should be reminded of the importance of doing their own work and always putting forth their best effort.

Terms and Conditions
Kentucky Academic Standards Student Honor Code

I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me and my test may not be scored.

☐ I agree to the Terms and Conditions
Student Honor Code (paper based)
For students requiring an accommodated kit, a student honor code has been printed on the back page of the SRB that matches the online example above. This process is one of the critical pieces of test security that was added to monitor appropriate administration of state-required tests. Students should be reminded of the importance of doing their own work and always putting forth their best effort. Test administrators are to read aloud the student honor code and have students sign the honor code prior to the onset of testing. If the student refuses to sign the honor code, testing should move forward.

Serial Number (paper-based)
For students requiring an accommodated kit, a unique seven-digit number is used to track a student to a student response booklet. The serial number is located on the front page of the student response booklet. This number should be documented for newly enrolled students, students missing a pre-printed student response booklet or if a new student response booklet is used to replace one that has been damaged.

Seating Charts
Seating charts, for both groups and individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The BAC/DAC will collect and maintain for 12 months at the school or district. Examples are provided on the Forms page on the KDE website.
Part 5 and 6: District and Building Assessment Coordinator Instructions

DAC—Responsibility Checklist

- Serve as the point of contact with Pearson regarding issues with test materials (e.g., additional materials orders).
- Be available to answer questions from BACs as necessary.
- Establish safety/security procedures for testing.
- Oversee the online testing procedures for the district.
- Coordinate with the District Technology Coordinator for online testing.

BAC--Responsibility Checklist

- Be available to answer questions from test administrators/DAC.
- Communicate questions/issues (including testing irregularities) to the DAC.
- Establish procedures for safety/security throughout testing.
- Coordinate with the District Technology Coordinator for online testing.

DAC—Before Testing Checklist

- Read this manual in its entirety.
- Become familiar with the responsibilities of the test administrators as described in this manual and in the grade-specific TAMs.
- Confirm access for PearsonAccess next (PAN). Create new accounts for as needed and delete accounts for those users that are no longer with the district.
- Provide any district-specific instructions and/or procedures that are not covered in this manual (such as handling disposal of scratch paper).
- Train all test administrators and those assisting with accommodations in the Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080) and Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070).
- Create test sessions, add students to test sessions, and start test sessions in PAN.
- Determine if new students have entered the district that will need to test. If creating the student in PAN and it is determined they are enrolled in another district, follow directions on page 29, New Students to District-Transfers or New to Kentucky.
- Move students to a different school, within the same district, in PAN. See Part 7: Online Test Preparation for information about this task.
BAC—Before Testing Checklist
- Submit additional materials orders to the DAC, if needed.
- Read this manual in its entirety.
- Protect the security of the tests by carefully following all handling instructions provided in the test shipment and by reviewing Part 1: K-PREP Security Requirements and Responsibilities.
- Become familiar with the test administrator’s responsibilities as described in this manual and the TAMs.
- Conduct training on the Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080) and Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070) for all test administrators prior to test administration.
- Train all individuals involved with any component of the assessment.
- Schedule testing sessions.
- Create test sessions, add students to test sessions, and start test sessions in PAN.
- Distribute test materials, student test tickets and/or scratch paper to test administrators on the first day of testing.

DAC—During Testing Checklist
- Place additional orders for accommodated test kits as needed using PearsonAccessnext.
- Verify the completion of all seating charts.
- Schedule makeup test sessions as needed.
- If testing irregularities occur, contact DAC/KDE immediately.

BAC—During Testing Checklist
- Schedule makeup test sessions as needed.
- If testing irregularities occur, contact the DAC and KDE immediately.

DAC—After Testing Checklist
Follow and complete all after-testing procedures.
- Collection and return of test materials (test tickets, scratch paper)

BAC—After Testing Checklist
Follow and complete the After-Testing Procedures within this section. The following topics are addressed:
- Collection and return of test materials (test tickets, scratch paper)
- Identifying return test materials
- Packing the used scorable test materials
- Packing nonscorable test materials
DAC/BAC—Before and During Testing Procedures

BAC-Additional Orders of Accommodated Kits
BACs are to determine what accommodated kits will be needed for their students. The accommodated test kits are by grade and subject. Braille, large-print, audio CDs/flash drives and text readers are available. Only the DAC can order additional test materials.

DACs-Additional Order of Accommodated Kits
When placing an order for additional accommodated kits the DAC must submit an Additional Order via PearsonAccessnext. Orders must be submitted and approved by 1:30 p.m. ET to be considered same-day business. After the materials are shipped, the DAC will receive an automatic email from the PearsonAccessnext System with the tracking number of the shipment and a link to track materials.

Please order additional accommodated kits by the following dates:
- March 4 — if a BAC needs additional accommodated kits.
- March 13 — if additional return shipment materials are needed for a school (e.g., boxes, pink and/or violet return labels or white UPS return shipping labels).

Accommodated Kit Orders
Accommodated materials (kits) include the following:
- Braille
- Large-Print
- Audio CD
- Audio Flash Drive
- Text Reader (PC, Mac, Chromebooks, and iPad)

All field test accommodated kits will be ordered on PAN via Additional Orders.

BAC—Before Testing Procedures

Receiving Test Materials
Upon receipt of accommodated kits, the BAC should follow these steps to prepare for the test administration and maintain the security of the state assessments.
- Open boxes as soon as possible in order to allow enough time for inventory.
- Organize accommodated kits and testing tickets and place them in a locked, secure location until distributed for testing. Non-secure test materials, such as TAMs, must be distributed to test administrators early in order to allow them enough time to prepare for test administration.
- Save the boxes in which the test materials arrived. Use them to return all test materials to the DAC.
BAC—After Testing Procedures

- **Mark tests complete:** There may be situations where a DAC or BAC needs to mark a student’s test complete in PAN
  - When a student will not complete the test during the test session, the tests may be marked complete if the district chooses. However, all incomplete tests will automatically be marked complete by Pearson at the end of the testing window.
  - If the student leaves during testing session due to illness and will not return during the session the test should be marked complete.
    - Select the checkmark next to a student that is in “Ready” Student Test Status (you can do this by ensuring that “In the selected session(s) above” is chosen under Find Students.)
    - Next, under Select Tasks, select Mark Student Tests Complete.
    - Next, select Start.
    - The next screen requires a “Reason.” Input a reason the student’s test will be marked complete (for example, the “Student was Absent” or “The Student Refused to Test”).
    - Select Mark Complete. NOTE: As it says on the screen, this action is not reversible.
    - On the following screen, the Student Test Status will now say “Marked Complete”.

Collection and Return of Test Materials

After the tests are administered, the BAC is responsible for collecting, packing and returning accommodated test materials to the DAC.

All used SRBs and secure test booklets must be returned to the DAC immediately after testing. Items that must be returned include the following:

- **Used SRBs**
- **All** used, unused secure test booklets and secure accommodated test materials

Items that should not be returned:

- Scratch paper/testing tickets—lined or graph paper (**must be securely destroyed**)
- Unused School ID Headers

Packing the Used Student Response Booklets

Packing Scorable Materials from an Individual School and Returning Used Student Response Booklets

- Arrange all used SRBs by grade and in separate stacks.
- Place a *School ID Header* on top of each grade, SRBs are not to be combined under a header. Complete the School ID Header with district/school numbers, grade and number of completed response booklets being returned.
Place all used SRBs in the manila envelope, provided with the accommodated test kit, in the shipping box(es) provided by Pearson.

Attach a violet return label to each box of the SRBs. Make sure the correct label is attached.

If testing irregularities occur, contact the DAC and/or KDE immediately.

**DAC—After Testing Procedures**

When testing is complete, the BACs must collect and inventory all accommodated kit materials (including test booklets, completed SRBs and all secure test materials) received from test administrators. All school materials should be returned to the DAC **no later than the last day of the district’s (elementary, middle, high) testing field test window, March 6.**

All materials from the schools should be boxed and labeled (violet scorable and pink nonscorable) when they are returned to the DAC after testing.

**Scheduling a Pick Up With UPS**

Districts have seven calendar days after the testing window ends to have all scorable materials ready for pick up and nine calendar days for nonscorable materials. **Calendar days include holidays and weekends.** The scorable materials will be shipped UPS Next Day Air and nonscorable materials are shipped UPS Ground. Only one pick up per district for each. If both the scorable and nonscorable materials are ready for shipment prior to the seven calendar days after the 14-day testing window ends (This does not include the makeup days), they can be returned at the same time.

The pickup is after the close of the last window for the district. DACs are to call UPS at (800) 823-7459 to schedule all pickups (both scorable and nonscorable) using Pearson’s “Return Service.” Provide the UPS representative with the following information:

- Account number from bottom of the return label
- Physical location where packages are to be picked up
- Estimated number of packages that will be available for pick up

Pickups should be scheduled 24 to 48 hours in advance, based on the district’s testing window. There may be time constraints for specific pickups based on location. When the pickup is confirmed, the school/district will receive a confirmation number from UPS to reference if questions arise or changes occur.

Before returning materials to Pearson, please verify the following:

- All boxes containing test booklets (used and unused), and scorable SRBs (used) have been returned from each school.

**Instructions for Using the Violet and Pink Labels**

All materials returned from the BAC to the district office should have violet (scorable) labels and pink (nonscorable) labels for the field test on the boxes and be numbered sequentially (1 of x, 2 of x, etc.) for the school. Once the DAC receives all school boxes in the district, the boxes should be marked as follows and UPS labels affixed to the boxes:
The boxes returned to the DAC by the BACs are to be numbered “(___ of ___)” below the school name on both the scorable and nonscorable boxes.

Upon receipt of all boxes from the BACs, the DAC must separate the boxes by label color and mark the box count below the district name “(___of ___)” accordingly.

Scorable Shipment
The original shipping box(es) generic pink (scorable) return labels from the BACs for return of scorable test materials for each school must contain:

- BACs should provide the original shipping box(es) from Pearson containing scorable SRBs.
- The UPS labels for the scorable materials have “UPS NEXT DAY AIR” (sample on the following page) on the label. Do not put nonscorable labels on your scorable materials as this will delay the return of your test materials.

Nonscorable Shipment
The original shipping box(es) pre-labeled for return of nonscorable materials should contain:

- All used and unused nonscorable secure test booklets, unused and voided nonscorable student combined booklets, including Braille, large-print test booklets, and audio CDs/flash drives used during the field test.
- Field Test accommodated test materials will be returned in box(es) with a Pink label.
- The UPS labels for the nonscorable materials have “UPS GROUND”. Do not put scorable labels on your nonscorable materials.

Instructions for After Materials Have Been Properly Prepared and Packed

- Keep all tracking label tabs in a secure place for future reference.
- Destroy any remaining unused UPS return shipping labels or original shipping boxes.
- Store all boxes in a secure location until pickup.

DAC/BAC Certification of Proper Test Administration
This form is to be completed by the BAC and DAC to confirm adherence to the Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080), the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070), and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district and send a copy of the DAC Certification to KDE. Details and timelines will be announced in a DAC Monday Email.
Part 7: Online Test Preparation

Introduction

Test sessions are virtual groupings of students who will, typically, take the same test at the same time in the same location. Part 7 of this guide describes the process of creating test sessions and the optional steps that need to be taken before a test session is started. It is best practice to create test sessions after Configure TestNav 8 has been completed in PAN by the district technology coordinator. When creating and managing test sessions, remember to always verify that the K-PREP Spring 2020 Field Test Administration is selected at the top of your screen on PAN.

For more detailed instructions on creating a test session, adding students, preparing and starting a test session, and printing student testing tickets and session rosters, refer to the PAN User Guide. The Creating Test Sessions Guide provides specific detailed instructions for completing the series of steps required in PAN for creating through starting student test sessions. The Creating Test Sessions Guide is located on the webpage of the Kentucky Department of Education (KDE) website, www.education.ky.gov and in the Support section of PAN.

Timeframe for Completing Tasks

- Create test session and add students to test session – at least two weeks before testing.
- Print secure student testing ticket – one to two weeks before testing.
- Precache test content (optional) – one to two weeks before testing.
- Prepare test session(s) – one to two weeks before testing.
- Start test session(s) – beginning of testing.

Test Materials Needed for Online Testing

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

- Test Session Roster
- Student Testing Tickets
- Online Dictionary for on-demand writing only- Paper versions should only be available in case the online dictionary does not work.
- Online Thesaurus for on-demand writing only. Paper versions should only be available in case the online thesaurus does not work.
- Scratch paper (Testing Tip: Student testing tickets may be printed one per page with the remaining paper available for use as scratch paper.)
- Pen/Pencil for use with scratch paper

Create Test Sessions and Add Students to Test Sessions in PearsonAccess

If the DAC or BAC will be managing test sessions in PAN, complete the following steps. Test session set up and proctor caching may be completed up until the testing window opens and throughout the testing window.

- Ensure the BAC/DAC has a username and password for PAN.
- Create test sessions and add students to a test session in PAN, if not completed by the test administrator.
Part 7: Online Test Preparation

- Verify that **K-PREP Spring 2020 Field Test Administration** is selected in the drop down.
- From **Testing**, select the action drop down and select **Sessions**.
- Click the Start drop down.
- Select Create / Edit Sessions.
- **When creating test sessions, enter all required fields indicated by a red asterisk***:
  - **Session name** – name of test session
  - **Organization** – school/campus where students will test
  - **Test Assigned** - One content test and grade appropriate QSCS Survey (separate session from content)
  - **Proctor Reads Aloud** – will not be used.
  - **Form Group Type** - Main
  - **Scheduled Start Date**, Time, and Lab location - If you set test session dates and times, the system will not use them to limit when sessions can be started. The data is only used to help you with planning. Test Administrators, or other authorized users, must click the **Start Session** button in PAN the day of testing.
  - **Precaching computer** - if at least one proctor caching computer is configured during the Configure TestNav 8 creation, you must select a proctor caching computer. Proctor caching is available one to two weeks before testing. Not all schools/districts will use proctor cache. Consult with your district technology coordinator for additional information.

- **Add students to a test session in PAN**
  - Students must be registered and assigned to the correct test before they can be added to a test session. Students were registered and assigned to their tests through a file KDE pulled from Infinite Campus, this file was loaded to PAN January 16, 2020. Students who were not included in that upload will need to be created and registered manually in PAN. Instructions for doing so can be found in the PAN training module, **Managing and Registering Students**.
  - Students can be added to test sessions, either individually or by group, as the test sessions are being created or they can be added later. Search for students by clicking the **Find by Name or ID**. Click inside the blank Students field and a list of registered students will appear in a dropdown. Select the students you want to add to this session.

- **Students must be added to sessions before the sessions are precached or prepared.**
- Select the **Create** button after entering required fields.
Move Student from One School to Another School, Within a District in PearsonAccess

If a student needs to be moved from one school, to a different school within the district, complete the following steps:

- If the student is not yet registered for a session
  - Verify which test is being administered and choose the correct drop down, **K-PREP Spring 2020 Field Test Administration** and the correct district, at the top of the screen.
  - Click on **Setup** and select **Students**.
  - Enter the student’s SSID in the SSID Filter area and click **Search**.
  - Put a check mark in the box next to the student information and click the **Start** drop down and select **Create/Edit Students**.
  - Click on the student’s name on the left side of the screen, to bring up the student’s information.
  - Click in the **Organization** box, select the school to which the student is moving, and delete the school the student is moving from, by clicking the ‘x’. Then click **Save**.

- If the student is registered for a session, they must be removed from the session/unregistered before moving them to the new school.
  - To unregister a student, first verify you are in **K-PREP Spring 2020 Field Test Administration** then click on Setup and select **Students**.
  - Enter the student’s SSID in the SSID Filter area and click **Search**.
  - Put a check mark in the box next to the student information and click the **Start** drop down and select **Registration**.
  - Remove the check mark from the Registration box and click **Save**.
  - You can now move the student to the new school. Click on **Setup** and select **Students**.
  - Enter the student’s SSID in the SSID Filter area and click **Search**.
  - Put a check mark in the box next to the student information and click the **Start** drop down and select **Create/Edit Students**.
  - Click on the student’s name on the left side of the screen, to bring up the student’s information.
  - Click in the **Organization** box, select the school to which the student is moving, and delete the school the student is moving from, by clicking the ‘x’. Then click **Save**.
  - Then register the student at the new school - click on Setup and select **Students**.
  - Enter the student’s SSID in the SSID Filter area and click **Search**.
  - Put a check mark in the box next to the student information and click the **Start** drop down and select **Registration**.
• Insert the check mark from the Registration box and click Save. Now you can assign the student to a test and session at the new school.

**Printing Student Testing Tickets in PearsonAccess**

- Each student must have a student test ticket to sign-in to an online test. Each test ticket contains the student’s unique username and password. You may also print a Session Roster for each session. The test tickets and rosters are secure documents and must be kept in a secure location until the test is administered. Test tickets should be printed at least one week prior to testing.
  
  • Verify that **K-PREP Spring 2020 Field Test Administration** is selected in the dropdown.
  
  • From **Testing**, select the action dropdown and select **Sessions**.
  
  • Search for the session.
  
  • Check the box for the session.
  
  • Select **Go to Students in Sessions**.
  
  • Select the session under Session List.
  
  • Select the Resources dropdown.
  
  • Under Student Testing Tickets, select “Print all for this session.” If you want to print only selected test tickets, click the checkbox next to the name of each student whose ticket you want to print and select “Print selected for this session.”
  
  • Select a print format from the dropdown. The options are 1 per page, multiple per page, grid, or list. Print the testing ticket(s) using your browser. **Note:** If the “1 Per Page” option is selected, students may use the testing ticket as scratch paper.

**Prepare Test Sessions in PearsonAccess**

- After sessions are created and before the session is started, users prepare the session. This step takes the information provided when users created sessions to assign students to the correct test forms. **All test sessions must be prepared before a session can be started.** You can begin to Prepare Sessions when Proctor Cache becomes available on February 10. **Users should prepare sessions at least a day before testing.** You can prepare test sessions one at a time or prepare multiple sessions at the same time.
  
  • Verify **K-PREP Spring 2020 Field Test Administration** is selected.
  
  • From the Testing dropdown, select **Sessions**.
  
  • Search for session(s).
  
  • Check session(s).
  
  • Select **Go to Students in Sessions**.
  
  • Verify the test session(s) you want to prepare is selected under Session List.
  
  • Click the **Prepare Session** button. (Note the session is Not Prepared and no Forms are assigned).
- Session will show as *Preparing*.
- When prepared, the session will be in the *Ready* status and a Form number has been assigned to each student.

**Start Test Sessions in PearsonAccess**

- After a test session is prepared, it can then be started. Test sessions should be started on the day of testing, *before* students log in to test. You can start test sessions one at a time or start multiple sessions at the same time.
  - Verify *K-PREP Spring 2020 Field Test Administration* is selected.
  - From the Testing dropdown, select *Sessions*.
  - Search for session(s). Click the Search dropdown to Search for all sessions.
  - Check session(s).
  - Select *Go to Students in Sessions*.

Select the **Start Session** button. (Students will log in with their test ticket *after* the test session has been started.)
Part 8: Online Testing Day

Prior to Testing and Before Students Arrive

➢ BACs confirm that test administrators have student testing tickets and all the necessary material needed to administer the online tests.
  • Each student must have a student test ticket in order to log in to a test. Student test tickets contain a unique username and password needed to log in. The BAC must provide the test administrator testing tickets for all students in the session.
  • The test tickets can be printed any time before students in the session log in to the test. The test tickets are secure and must be kept in a secure location until the test is administered and will be turned in to the BAC by the test administrator after the test session is over.
➢ Start the test session in PAN, if this is not completed by the test administrator (see Part 8 for details). Test sessions should not be started until the first day of testing.
➢ If managing test sessions in PAN, verify all students who will be testing are in the test session (see Part 7 for details).

After Testing

➢ **Mark tests complete:** There may be situations where a DAC or BAC needs to mark a student’s test complete in PAN
  • When a student will not complete the test during the test session, the tests may be marked complete if the district chooses. However, all incomplete tests will automatically be marked complete by Pearson at the end of the testing window
  • If the student leaves during testing session due to illness and will not return during the session the test should be marked complete.
    ▪ Select the checkmark next to a student that is in “Ready” Student Test Status (you can do this by ensuring that “In the selected session(s) above” is chosen under Find Students.)
    ▪ Next, under Select Tasks, select Mark Student Tests Complete.
    ▪ Next, select Start.
    ▪ The next screen requires a “Reason.” Input a reason the student’s test will be marked complete (for example, the “Student was Absent” or “The Student Refused to Test”).
    ▪ Select Mark Complete. NOTE: As it says on the screen, this action is not reversible.
    ▪ On the following screen, the Student Test Status will now say “Marked Complete.”
Forms

Form Descriptions and Links

**Appropriate Assessment Practices Certification Form**
The Appropriate Assessment Practices Certification Form is included at the back of every TAM. This form should be read and signed by each test administrator and kept on file by the BAC and/or the DAC. A paper copy should be retained in the district office.

**Medical Emergency Form**
Some medical emergencies that occur during testing can be addressed by using accommodations in a school, classroom or homebound setting. For example, a student with a broken arm can have a scribe to record answers to the test questions.

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

**Nondisclosure Agreement Form**
The Nondisclosure Agreement Form sets the conditions for accessing secure testing materials. It is available online on KDE website.

**School ID Header**
When packaging accommodated test materials for return to Pearson, School ID Headers must be placed on top of each stack of materials. School ID Headers are used to identify test materials by school and grade.

**Seating Charts**
Seating charts, for groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Seating charts are available on KDE’s website.
Kentucky Academic Standards Spring 2020 Online Field Test
Appropriate Assessment Practices Certification Form

Appropriate Assessment Practices

The Kentucky General Assembly through KRS 158.6453 requires an innovative student assessment program designed to measure student progress toward achievement of the goals specified in KRS 158.6451. The purpose of this document is to describe the practices that are considered appropriate in preparing students for the assessments, in administering them and in assuring proper security of the assessments.

In determining appropriate practices, the following standards have been used:

- **Professional Ethics**—No test-preparation practice should violate the ethical standards of the education profession in 16 KAR 1:020.
- **Educational Defensibility**—All test preparation practices shall be designed and used for the purpose of increasing student learning.
- **Student Ownership**—All assessment work shall be done entirely by the student. No one shall coach, edit, or point out errors in student work on the constructed-response or multiple-choice portions of the test.

The first standard simply refers to evaluating the appropriateness of a practice to determine whether it meets standards of professional ethics. Therefore, such activities as duplicating secure testing materials, which is specifically prohibited, would be considered inappropriate by applying this standard. Only those items designated by the department or its contractors as “released” may be reproduced for any reason without the specific written permission from the Kentucky Department of Education (KDE). The second and third standards encourage any activities that increase student mastery of the content being tested but would classify as unacceptable any practice that creates a deceptive picture of student achievement.

Administrators and teachers should all use due diligence to ensure the security of the test before, during, and after administration. All copies of materials (paper and online) shall be returned to the testing contractor immediately following administration or properly secured through procedures that may be issued by the department. No assessment materials other than those officially designated as released may be duplicated. All directions in the District and Building Assessment Coordinators’ Manual and the Test Administrator’s Manual that accompany the test materials shall be followed. For additional information concerning appropriate assessment practices, please refer to the Administration Code for Kentucky’s Educational Assessment Program (703 KAR 5:080) at:

A 2020 Appropriate Assessment Practices Certification Form signature block is provided on the next page. All school personnel involved in the assessment must sign this form. Additionally, a test administrator guide for the state-required assessments is provided for use.
Test Administrator Guide for the 2020 Kentucky Academic Standards Field Test

Test Administrators for the Kentucky Academic Standards Field Test shall maintain an atmosphere conducive to the successful completion of the assessment. No information about the content of answers may be provided to the students.

Test Administrators should do the following for the 2020 Kentucky Academic Standards Field Test:

- Adhere to testing regulations.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting).
- Provide opportunities for students to practice testing in an online environment.
- Explain to students how to fill out test booklets and student response booklets according to the directions for the paper-based test.
- Provide scratch paper for the online on-demand writing test. Use of a note pad is also available for the online on-demand writing test.
- Encourage students to work constructively to complete the assessment; however, test administrators shall not provide any content information for the assessment.
- Notify your Building Assessment Coordinator of printing errors if they are discovered (e.g., mis numbered pages, blank pages, smeared copy).
- Circulate among students during testing.
- Return all paper materials to the vendor after testing.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).

Test Administrators should NOT do the following for the 2020 Kentucky Academic Standards Field Test:

- Duplicate or reproduce any part of the assessment in any manner.
- Provide tools except as specifically allowed in the instructions (i.e., dictionaries and thesauri may be provided for writing).
- Answer questions related to the response (no hints, restatements, interpretations, rephrasing for clarification).
- Provide preprinted acronym sheet or paper containing a system for organizing answers (e.g., column method, ROOTs).
- Hover over individual students for extended periods of time.
- Allow distractions.
- Engage in activities preventing their full attention to the students.

All school personnel involved with the assessment program must sign the following certification form. The form should be kept on file in the local district.

I have received and read the Administration Code for Kentucky’s Educational Assessment Program, the Inclusion of Special Populations, and the Appropriate Assessment Practices Certification Form provided by the Kentucky Department of Education.

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Name of School</th>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Staff Member’s Signature</td>
<td>Date</td>
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</tbody>
</table>

Spring 2020 DAC/BAC Manual
Glossary

504 Plan
Section 504 of the Rehabilitation Act guarantees an appropriate special education as well as accessibility to regular education programs. The 504 Plan is a written document prepared by a child’s 504 Team that outlines the school’s obligation to provide reasonable accommodations for a student.

Accommodated Materials
Accommodated materials are special test materials to be used by students who require Braille, large-print, audio cd/flash drive or text reader.

BAC Certification of Proper Test Administration Form
This form is to be completed by the BAC to confirm adherence to the Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080), to the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070), and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.

Building Assessment Coordinator (BAC)
The term “Building Assessment Coordinator” (BAC) refers to the school-level individual who is responsible for receiving the test materials from the DAC, organizing the materials, distributing the materials to the test administrators, collecting the materials after testing and returning the materials to the DAC for verification and shipping. See Parts 5 and 6: District and Building Assessment Coordinator Instructions.

District Assessment Coordinator (DAC)
The term “District Assessment Coordinator” (DAC) refers to the district-level individual who is responsible for receiving the materials from Pearson before testing, organizing the materials, distributing the materials to the BACs, collecting the materials after testing and returning the materials to Pearson. The DAC is responsible for communication between the Pearson Service Center and his or her district’s schools. See Parts 5 and 6: District and Building Assessment Coordinator Instructions.

DAC Certification of Proper Test Administration Form
This form is to be completed by the DAC to confirm adherence to the Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080), to the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070) and to certify that a proper test administration has been completed The DAC is to collect and maintain a file that contains the BAC Certifications in the district, and will send a copy of the DAC Certification to KDE. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.
**English Learners (ELs)**
A student is identified as EL through a collection of survey and assessment results.

Every identified EL student must take an English language proficiency (ELP) test annually to meet federal requirements. The current exit criteria for an EL student on the ELP assessment ACCESS for ELLs® is an overall composite of a 4.5 on a Tier B or C.

**Extended Time**
Extended time must be based on documentation in the student’s IEP, 504 Plan or PSP. The use of extended time shall be utilized if the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere.

**Forms**
Forms per grade listed below:
- Reading – 10 forms
- Mathematics – 10 forms
- Editing/Mechanics – 5 forms
- On-Demand Writing – 10 forms

**Individual Education Program (IEP)**
An IEP is a written program for a student with a disability who is eligible to receive special education and related services under the Individuals with Disabilities Education Act (IDEA).

**Kentucky Academic Standards (KAS) Online Field Test**
The Kentucky Academic Standards (KAS) online field test is offered to students in grades 3-8, 10 and 11 and is randomly assigned by content (reading, mathematics, on-demand writing, and editing/mechanics. No student will take more than one content area during the field test.

**Medical Emergency Form**
This form is used for an injured student whose injury is not serious enough to warrant a medical non-participation request but should receive appropriate accommodations that enable the student to participate in the assessment. Be sure to retain a copy of the completed form on file in the district office. A copy of this form can be found on KDE’s website.

**PearsonAccess**
PearsonAccess is an electronic system that districts, and schools use to accomplish the following:
- View student enrollment counts for K-PREP (If there is a significant discrepancy with the enrollment counts, contact KDE).
- Order accommodated testing materials (Braille, Large-Print, Audio and Text Reader).
- Order additional materials if the district has a shortage.
- Update district and school profiles.

The districts will be able to view the participation counts for the regular testing materials at each school by grade but will not be able to edit these counts. The only areas that are editable will be the areas to order accommodated materials, i.e., large-print, Braille, audio CD/flash drive and text reader.
Program Services Plan (PSP) for EL Students
A PSP for EL students is an individual language service plan for students with limited English proficiency. It is required under federal law (Title III, Sec 3302, No Child Left Behind Act of 2001). In Kentucky, an individual PSP is required for all students identified as EL. See “English Learners” on page 20.

Quality of School Climate and Safety Survey
The QSCS Survey is an online survey that will be administered during the Kentucky Academic Standards Field Test to all students at every tested grade in 2020. The survey will be taken prior to the content area test, during the same sitting, but in a separate test session.

Scannable Paper Student Response Booklet
The scannable booklet is a stand-alone document containing response areas to record the student’s responses to the questions and biographic information.

- Grades 3–8, 10 and 11

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. There will be a single seal code used for reading, editing and mechanics, and on-demand writing. There are two seal codes for mathematics. The QSCS survey will not require a seal code.

Seating Charts
Seating charts, for both groups and individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The BAC/DAC will collect and maintain. Examples are provided on the Forms page on the KDE website.

Test Booklet Security Barcode Number (paper based)
As illustrated in the following figure, each test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from schools. The test booklets are included in the accommodated kits only.

State Student ID (SSID)
This number is generated by KDE’s Student Information System (SIS). The SSID is a unique 10-digit number assigned to each student. This number is included on the pre-printed student response booklet provided to schools.

Student Data Review and Rosters (SDRR) Application
This is KDE’s electronic rostering and data review application. There will be no roster collection for the Kentucky Academic Standards Spring 2020 Field Test. Once SDRR opens in the spring, rosters will be collected for the QSCS Survey.

Student Honor Code
After students log in to TestNav 8, they will complete the QSCS survey. Then the student will be asked to accept the honor code prior to entering the seal code and completing the content area field test. They will not be able to test without accepting the honor code. This process is one of the critical pieces of test security that was added to monitor appropriate administration of the
Kentucky Academic Standards field test. Students should be reminded of the importance of doing their own work and always putting forth their best effort.

**Student Response Booklet**
The scannable booklet is a stand-alone document containing response areas to record the student’s responses to the questions and biographic information.

**Test Administrator’s Manual**
The TAM is an instructional manual for test administrators. This manual includes the grade-specific scripts for the test administration.

**Test Booklet**
The secure test booklet that contains test items and test questions.

**Text Reader**
Approved students will access the Lexiflow viewer for the text reader accommodation through a secure browser with a unique student ID and password and the pages for the assessments shown within the secure browser will be delivered via the Internet.

The Lexiflow viewer itself will have an updated contemporary look and feel like other leading applications students are familiar with.

The Lexiflow viewer will provide the read aloud accommodation for the assessments for students with vision and read aloud accommodations. The Lexiflow viewer replicates a view of a page from the original paper test on the computer screen and it operates the same way for KDE approved operating systems and devices. Within the Lexiflow viewer students will have control of what text they would like to have read aloud. Students will continue to use the test paper booklet and SRBs for answer responses.

**Timed Testing Session**
This refers to the amount of time allowed during which a test part is administered to students.