# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>About This Manual</td>
<td>4</td>
</tr>
<tr>
<td>Spring 2020 Field Test Important Dates</td>
<td>5</td>
</tr>
<tr>
<td>Introduction</td>
<td>6</td>
</tr>
<tr>
<td><strong>Part 1: Security Requirements and Responsibilities</strong></td>
<td>7</td>
</tr>
<tr>
<td>Responsibilities of Test Administrators</td>
<td>7</td>
</tr>
<tr>
<td>Secure Test Materials</td>
<td>8</td>
</tr>
<tr>
<td>Confidentiality—Student Online Tests, Test Questions and Student Responses</td>
<td>8</td>
</tr>
<tr>
<td>Supervising Test Sessions With and Without Accommodations</td>
<td>9</td>
</tr>
<tr>
<td>Responsibilities While Supervising Test Sessions</td>
<td>9</td>
</tr>
<tr>
<td>Responsibilities While Providing Accommodations</td>
<td>9</td>
</tr>
<tr>
<td>Reporting Cheating</td>
<td>9</td>
</tr>
<tr>
<td>Student</td>
<td>10</td>
</tr>
<tr>
<td>Test Administrator</td>
<td>10</td>
</tr>
<tr>
<td>Testing Irregularities</td>
<td>10</td>
</tr>
<tr>
<td>Student Data Review and Rosters (SDRR) Application</td>
<td>11</td>
</tr>
<tr>
<td>Online Student Listing/Roster</td>
<td>11</td>
</tr>
<tr>
<td>Field Test Sampling Plan</td>
<td>11</td>
</tr>
<tr>
<td>Quality of School Climate and Safety (QSCS) Survey</td>
<td>11</td>
</tr>
<tr>
<td>Calculator Use Policy for State Testing (paper-based)</td>
<td>11</td>
</tr>
<tr>
<td>Calculator Use Policy for Online Testing</td>
<td>13</td>
</tr>
<tr>
<td>Online Practice Tests and TestNav 8 Tutorial</td>
<td>13</td>
</tr>
<tr>
<td>TestNav 8 Online Tools</td>
<td>13</td>
</tr>
<tr>
<td>Approved Testing Resources</td>
<td>16</td>
</tr>
<tr>
<td>Unapproved Resource Materials</td>
<td>16</td>
</tr>
<tr>
<td><strong>Part 2: Who Should Be Tested</strong></td>
<td>17</td>
</tr>
<tr>
<td>Students Tested</td>
<td>17</td>
</tr>
<tr>
<td>Foreign Exchange Students</td>
<td>17</td>
</tr>
<tr>
<td>Retained Students</td>
<td>17</td>
</tr>
<tr>
<td>Grade Level Testing</td>
<td>17</td>
</tr>
<tr>
<td>Students With Disabilities</td>
<td>17</td>
</tr>
<tr>
<td>English Learners (ELs)</td>
<td>18</td>
</tr>
<tr>
<td>First Year English Learners (Els)</td>
<td>18</td>
</tr>
<tr>
<td>Alternate Testing Settings</td>
<td>18</td>
</tr>
<tr>
<td>Students Receiving Home/Hospital Instruction</td>
<td>18</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>18</td>
</tr>
<tr>
<td>Students Not Tested</td>
<td>19</td>
</tr>
<tr>
<td><strong>Part 3: Accommodations</strong></td>
<td>20</td>
</tr>
<tr>
<td>Students With Disabilities Using Accommodations</td>
<td>20</td>
</tr>
<tr>
<td>Reader</td>
<td>21</td>
</tr>
<tr>
<td>Scribe</td>
<td>22</td>
</tr>
<tr>
<td>Manipulatives</td>
<td>22</td>
</tr>
<tr>
<td>Hand-Held Calculator</td>
<td>22</td>
</tr>
<tr>
<td>Extended Time</td>
<td>22</td>
</tr>
<tr>
<td>Paraphrasing (directions only)</td>
<td>22</td>
</tr>
<tr>
<td>Reinforcement and Behavior Modification Strategies</td>
<td>23</td>
</tr>
</tbody>
</table>
Table of Contents

Interpreters for Students With Deafness or Hearing Impairment (Signing) ............23
Use of Simplified Language for an EL Student (directions only) .......................23
Oral Native Language Support for an EL Student ...............................................23
Accommodated Materials Ordering (kits, paper) ......................................................24
Text Reader .................................................................................................................24

Part 4: Test Preparation ...............................................................................................27
General Instructions for Test Administration .............................................................27
Test Administration Dropdown on PAN .......................................................................27
Scheduling Test Administrations .................................................................................27
New Students to District ..............................................................................................27
Student Transfers .........................................................................................................28
Makeup Tests ................................................................................................................28
Testing Window Extensions .........................................................................................28
Advance Announcement ..............................................................................................28
Content Areas Tested ...................................................................................................28
Online Test Forms .........................................................................................................28
Seal Codes .....................................................................................................................28
Allowed Testing Time and Test Detail ..........................................................................29
Grade 11 Online Field Test Number of Items and Test Times .....................................29
Test Booklet Security Barcode Number (paper-based) ...............................................30
Student Honor Code Online .........................................................................................30
Student Honor Code Paper ..........................................................................................31
Serial Number (paper-based) .......................................................................................31
Seating Charts ..............................................................................................................31
Preparing for Irregularities during Testing ...................................................................32
Interruptions During Testing .......................................................................................32
Test Materials Needed for Online Testing .................................................................32
Student Work Area .......................................................................................................32

Part 5: Test Administration ........................................................................................23
Preparations in PearsonAccess next ...............................................................................33
Testing Day .................................................................................................................33
Prior to Testing and Before Students Arrive ...............................................................33
Starting Testing Session and Student Sign In .............................................................34
During Testing ............................................................................................................34
Monitoring the Online Test Session ..........................................................................35
Exiting or Submitting the Test Temporarily ...............................................................35
Resuming the Test .......................................................................................................36
Submitting Tests .........................................................................................................36
After Testing ...............................................................................................................36

Part 6: Scripts .........................................................................................................37
Administering the Online Test by Content Area and Test Length (recommended) ....37
Quality of School Climate and Safety Survey ............................................................37
Editing and Mechanics ...............................................................................................40
      Editing and Mechanics: Part A (only one part) .....................................................40
On-Demand Writing ....................................................................................................43
      Writing: Part A (only one part) ............................................................................43
Administering the Online Test by Combined Content Areas ....................................46
Quality of School Climate and Safety Survey ............................................................46
      Quality of School Climate and Safety Survey: .....................................................46
60- or 90-Minute Content Area Field Test .................................................................48
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Field Test: Part A (one part only)</td>
<td>48</td>
</tr>
<tr>
<td>Accommodated Scripts for Paper Testing</td>
<td>52</td>
</tr>
<tr>
<td>Overview</td>
<td>52</td>
</tr>
<tr>
<td>Completing Student Information-Accommodated Materials (paper)</td>
<td>52</td>
</tr>
<tr>
<td>Editing and Mechanics</td>
<td>54</td>
</tr>
<tr>
<td>Over-Demand Writing Accommodated Scripts</td>
<td>56</td>
</tr>
<tr>
<td>Part 7: After Test Administration</td>
<td>59</td>
</tr>
<tr>
<td>Test Administration Verifications and Post-Test Procedures (paper-based)</td>
<td>59</td>
</tr>
<tr>
<td>After Testing</td>
<td>59</td>
</tr>
<tr>
<td>Student Response Booklets (Scorable)</td>
<td>59</td>
</tr>
<tr>
<td>Secure Test Materials</td>
<td>59</td>
</tr>
<tr>
<td>Scratch Paper</td>
<td>59</td>
</tr>
<tr>
<td>Final Steps</td>
<td>59</td>
</tr>
<tr>
<td>Appendix: Forms</td>
<td>60</td>
</tr>
<tr>
<td>Form Descriptions and Links</td>
<td>60</td>
</tr>
<tr>
<td>Notes</td>
<td>63</td>
</tr>
</tbody>
</table>
About This Manual

The Test Administrator’s Manual/Scripts (TAM) contains important test administration information pertaining to all grades taking the Spring 2020 Kentucky Academic Standards Field Test and the Quality of School Climate and Safety (QSCS) Survey. All test administrators are required to read this manual prior to testing. The script within each grade-specific TAM contains test administration information, including testing times, and materials required by session.

For the Grade 11 online field test (editing/mechanics and on-demand writing) and QSCS Survey, the TAM will be available electronically. Schools will not receive a paper copy of the TAM and will need to print copies if desired.

- **Accommodated Kit Test Materials Only:** Pearson will provide the following paper test materials for students requiring Braille, audio CD/flash drive, large print, or text reader.

- **Paper materials are not available for the QSCC survey.**

<table>
<thead>
<tr>
<th>Grade 11 Test Materials (paper-based)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Editing and Mechanics Test Booklet</td>
<td>X</td>
</tr>
<tr>
<td>Editing and Mechanics Student Response Booklet</td>
<td></td>
</tr>
<tr>
<td>On-Demand Writing Test Booklet</td>
<td>X</td>
</tr>
<tr>
<td>On-Demand Writing Student Response Booklet</td>
<td>X</td>
</tr>
</tbody>
</table>
## Spring 2020 Field Test Important Dates

<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 (^*)</td>
<td>Jan 16</td>
</tr>
<tr>
<td></td>
<td>PearsonAccess (^*) 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>Create user accounts</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 Print Testing Tickets</td>
<td>Feb 10</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 (^*)</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 TestNav 8 tutorials</td>
<td>Jan 17</td>
</tr>
<tr>
<td></td>
<td>Take assessment</td>
<td>Feb 24 – Mar 6</td>
</tr>
</tbody>
</table>
Introduction

The field test and 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.

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 online Spring 2020 K-PREP operational assessment (grades 10 and 11), 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.

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 (kits) of the test are offered for accommodated students (Braille, large-print, audio CD/flash drive, and text reader). The QSCS survey is only administered in the online environment.

Responsibilities of Test Administrators

As a test administrator, you are responsible for:

- Reading, signing and abiding by 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).
- Reading this manual before the test administration and administering the test according to the instructions in this manual.
- Monitoring students closely to ensure that every student has a fair and equal chance to receive valid results.
Part 1: Security Requirements and Responsibilities

- Verifying that materials containing content information or strategies for solving problems are covered or removed from classroom walls, bulletin boards, or other surfaces (e.g., ceilings, floors, blinds, windows, and clothing) during testing sessions.
- Conducting makeup testing for students absent from original test sessions, if assigned to do so.
- Preparing the testing environment, ensuring that students have the necessary equipment and materials as appropriate.
- Protecting the security of the Spring 2020 Kentucky Academic Standards Field Test and QCSC survey by carefully following the instructions in this manual for administering the assessment in TestNav 8, and starting and stopping test sessions in PAN.
- Notifying the BAC of testing irregularities immediately.
- Reading the Appropriate Assessment Practices Certification Form in the Appendix of this manual, abiding by the practices described therein and returning a signed copy to your BAC.
- Reading the online student honor code aloud at onset of testing.
- Returning any test materials in a secure manner to the BAC, i.e. scratch paper.
- Completing seating charts is a required task for all state-required test administrations, reflecting 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.

Secure Test Materials

Confidentiality—Student Online Tests, Test Questions and Student Responses

| Caution: | Test questions in the online assessment are copyrighted, secure materials, and should be protected at all times. 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 test preparation to test completion, no school personnel may view, reveal or discuss the contents of the online assessment or student responses without approval from KDE.
- Students may not be given access to 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) on any portions of the online test or student responses. School personnel may NOT audiotape, videotape, photograph or photocopy online materials.
- Student testing tickets are secure. If the DAC or BAC prints the tickets ahead of time, they must be stored in a secure area until the time of testing. Storage locations within classrooms must be secured with double locks.
- In accordance with Occupational Safety and Health Administration (OSHA) rules, do not return test materials damaged by bodily fluids; they will not be processed or scored.
These paper materials must be securely destroyed. All testing tickets 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 this manual.
- 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 through active monitoring.
- 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 and clothing) must be covered or removed during testing sessions. Standard periodic tables need not be covered or removed.

Responsibilities While Providing Accommodations

- Test administrators are responsible for providing appropriate accommodations as outlined in this manual, in the District and Building Assessment Coordinators’ Manual, and as defined in the Kentucky regulation Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070). Provide the required accommodations identified in the student’s Individual Education Program (IEP), 504 Plan or Program Services Plan (PSP) and used routinely and consistently throughout the year in instruction. Accommodated materials (kits) are paper and available for the Grade 11 field test, and 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.

Accommodated students receiving a paper-based format of the assessment may use an approved hand-held calculator (see Calculator Policy on page 11.) when taking the online field test.

The District Assessment Coordinator 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.

- Test administrators providing accommodations may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.

Reporting 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 that:

- 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. See additional information about testing irregularities on page 32.
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 or 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 2019-2020. 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 uses a Likert scale format for answering the questions:

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 their 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
- 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**.

\(^1\)Calculators 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.
Knowledgeable 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). 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](http://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 22.

Tutorial videos are available for practice and guidance on the [Desmos](http://Desmos.com) 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 ([On-Demand Writing and Editing and Mechanics](http://On-Demand Writing and Editing and Mechanics)) and the [TestNav 8 Tutorial](http://TestNav 8 Tutorial), can be accessed on the landing page of PearsonAccess next.

**TestNav 8 Online Tools**

Students are permitted to use the following tools, embedded in TestNav 8:

<table>
<thead>
<tr>
<th>Tool Icon</th>
<th>Tool Name and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Pointer" /></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>
</tbody>
</table>
### Tools Icon Cont’d

<table>
<thead>
<tr>
<th><strong>Answer Eliminator</strong></th>
<th>Use to eliminate (cross off) answer options. This tool functions with multiple-choice and multiple-select items. (editing and mechanics only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notepad</strong></td>
<td>Use to type notes while testing.</td>
</tr>
<tr>
<td><strong>Zoom In/Out</strong></td>
<td>Use to zoom in or out on a test page using keyboard shortcuts.</td>
</tr>
<tr>
<td><strong>Magnifier Tool</strong></td>
<td>Use to magnify text, by dragging over it.</td>
</tr>
<tr>
<td><strong>Line Reader</strong></td>
<td>—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 Hide Line Reader Mask.</td>
</tr>
<tr>
<td><strong>Answer Masking</strong></td>
<td>—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 Disable Answer Masking. (editing and mechanics only)</td>
</tr>
</tbody>
</table>
### Tools Icon Cont’d

**Exhibits**—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.

**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.

<table>
<thead>
<tr>
<th>Tools with no icons:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Highlighter tool</strong></td>
<td>The highlighter tool is available for students to use without clicking an icon in the toolbar. Instead, turn on the highlighter by selecting a word or group of words. Highlight color choices differ, depending on the background and foreground color.</td>
</tr>
<tr>
<td><strong>Tools Carry Over</strong></td>
<td>A student can activate a tool on one item and have that tool still be active while navigating to other items. Normally, a tool only stays active on the item it is enabled on.</td>
</tr>
<tr>
<td><strong>Passage Carry Over</strong></td>
<td>This is a passive, always on tool. It cannot be toggled on/off. The feature makes sure the place in the passage is stored so when students toggle between questions or passages, it resumes exactly where the student previously stopped reading.</td>
</tr>
</tbody>
</table>
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 both subjects)
- Pen/Pencil for use with scratch paper
- Hand-held calculators--accommodated students receiving a paper-based format of the assessment, and who have calculator marked on their IEP, may use an approved hand-held calculator. (See detailed directions on page 22)

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, iWatches or similar wrist devices with Internet access
- Electronic devices (e.g., iPods, or other music players, pocket translators, Smartwatch, PDAs)
- Hand-held calculators--Accommodated students using Braille, large print, audio CD/flash drive, and text reader receiving a paper-based format of the assessment, and who have calculator marked on their IEP, may use an approved hand-held calculator. Students requesting use of an unapproved calculator may submit a waiver.

Note: Students with IEPs, 504 Plans or PSPs may have some of these resources as outlined in their educational plan.
Part 2: Who Should Be 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 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)

Please see the following sections for more information on testing students who fall into these categories.

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 QCS survey are administered shall participate in the assessments for that grade again and shall continue to be included in all reporting calculations.

Grade Level Testing
If a student is double promoted or otherwise skips a grade in the normal progression of grades primary through grade 12, the student will not take the online field test and the QCS survey associated with the grade being skipped.

Students With Disabilities
Students with disabilities participate in the Kentucky Academic Standards Field Test and QCS 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.)
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.

More information about English Learner (EL) testing is included in the DAC/BAC manual. For questions about EL testing, see your BAC or DAC.

Alternate Testing Settings

Students Receiving Home/Hospital Instruction

Students enrolled in the district who are taught at home or in a hospital setting will participate online in the Kentucky Academic Standards field test and QSCS 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 TestNav 8 User’s Guide for technology requirements (use proctor caching with district’s discretion)

However, if a student’s illness or injury is such that participation in the Kentucky Academic Standards Field Test and 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

An injured student whose injury is not serious enough to warrant non-participation should receive appropriate accommodations that enable the student to participate in the online test. 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 (use proctor caching with district’s discretion)

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

- Notify the DAC as situations occur.
- Complete a Medical Emergency Form located on the Forms page 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
- Is a first year EL student
- 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.
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 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:
Some extract text: 

- Human Reader
- Scribe
- Manipulatives
- Hand-held Calculator—Only students that receive specific accommodations or accommodated kits can use a hand-held calculator. If a student is taking the test using a Braille, Audio-CD/Flash Drive, Large-Print or Text Reader kit (paper), 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

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 online field test and QSCS survey. The use of a reader shall not in any way lead the student to the correct answer. A human reader shall read in a manner consistent with the accommodations described in the student’s current IEP, 504 Plan or PSP.

The role of the reader during the online test 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](http://www.education.ky.gov).

**Use of Simplified Language for an EL Student (directions only)**

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 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, Audio CD/Flash Drive, Large-Print and Text Reader.

DACs will order via Additional Orders the accommodated test material kits that will be needed for their students.

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>Braille</th>
<th>Large-Print</th>
<th>Audio CD**</th>
<th>Flash Drive</th>
<th>Text Reader*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Oral</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* The web-based text reader 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.

**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 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 PearsonAccess next 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).
Grade 11 has both Editing and Mechanics and On Demand Writing accommodated test material kits.

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Braille Kit</strong></td>
<td>- UEB On Demand Writing Braille test booklet</td>
</tr>
<tr>
<td>(for students who are visually impaired or blind)</td>
<td>- UEB Editing &amp; Mechanics Braille test booklet</td>
</tr>
<tr>
<td></td>
<td>- On Demand Writing test booklet (regular print)</td>
</tr>
<tr>
<td></td>
<td>- Editing &amp; Mechanics test booklet (regular print)</td>
</tr>
<tr>
<td></td>
<td>- On Demand Writing Student Response Booklet</td>
</tr>
<tr>
<td></td>
<td>- Editing &amp; Mechanics Student Response Booklet</td>
</tr>
<tr>
<td></td>
<td>- Online Accommodated Kit Information Memo</td>
</tr>
<tr>
<td></td>
<td>- Test Administration Notes</td>
</tr>
<tr>
<td></td>
<td>- Violet Scorable Return Labels</td>
</tr>
<tr>
<td></td>
<td>- UPS Return Label (Next Day Air)</td>
</tr>
<tr>
<td></td>
<td>- Pink Nonscorable Return Label</td>
</tr>
<tr>
<td></td>
<td>- UPS Return Label (Ground)</td>
</tr>
</tbody>
</table>

Based on the student’s IEP, the DAC will order and administer the Braille assessments in Unified English Braille (UEB) except for mathematics which is available in UEB or Nemeth code.

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Large-Print Kit</strong></td>
<td>Each Large-Print Kit contains the following materials:</td>
</tr>
<tr>
<td>(for students who are visually impaired)</td>
<td>- Large-print On-Demand Writing test booklet</td>
</tr>
<tr>
<td></td>
<td>- On Demand Writing test booklet (regular print)</td>
</tr>
<tr>
<td></td>
<td>- Editing &amp; Mechanics test booklet (regular print)</td>
</tr>
<tr>
<td></td>
<td>- On Demand Writing Student Response Booklet</td>
</tr>
<tr>
<td></td>
<td>- Editing &amp; Mechanics Student Response Booklet</td>
</tr>
<tr>
<td></td>
<td>- Online Accommodated Kit Information Memo</td>
</tr>
<tr>
<td></td>
<td>- Violet Scorable Return Label</td>
</tr>
<tr>
<td></td>
<td>- UPS Return Label (Next Day Air)</td>
</tr>
<tr>
<td></td>
<td>- Pink Nonscorable Return Label</td>
</tr>
<tr>
<td></td>
<td>- UPS Return Label (Ground)</td>
</tr>
</tbody>
</table>
### Audio-CD
(for students who require a read-aloud accommodation)

Each Audio-CD Kit contains the following materials:
- On Demand Writing test booklet (regular print)
- Editing & Mechanics test booklet (regular print)
- On Demand Writing Student Response booklet
- Editing & Mechanics Student Response Booklet
- 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 Kit contains the following materials:
- On Demand Writing test booklet (regular print)
- Editing & Mechanics test booklet (regular print)
- On Demand Writing Student Response booklet
- Editing & Mechanics Student Response Booklet
- 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 Kit
(for students in grades 3-8, 10 and 11)

Each Text Reader Kit contains the following:
- On Demand Writing test booklet (regular print)
- Editing & Mechanics test booklet (regular print)
- On Demand Writing Student Response Booklet
- Editing & Mechanics Student Response Booklet
- 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: Test Preparation

General Instructions for Test Administration
Tests are to be administered using standard testing procedures as outlined in this manual. It is very important that these procedures are followed and that any deviations from standard testing conditions are documented and reported to the BAC.

Prior to test administration, District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), Technology Coordinators (TCs), and Test Administrators (TAs) should review the technology infrastructure at their schools to ensure that networks meet security requirements.

Test Administration Dropdown on PAN
Before beginning the grade 11 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
Tests will be administered as determined by the DAC or BAC. 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 you 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

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>60 minutes that can include Reading, Mathematics, or Editing/Mechanics</td>
<td>Ms. Jackson: 60-minute exams</td>
</tr>
<tr>
<td>Mathematics</td>
<td>90 minutes for On-Demand Writing</td>
<td>Ms. Wright: 60-minute exams</td>
</tr>
<tr>
<td>On-Demand Writing</td>
<td></td>
<td>Mr. Smith: 60- and 90-minute exams</td>
</tr>
<tr>
<td>Editing/Mechanics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Students to District
New students to the district will need to be added to PAN; complete directions are in the DAC-BAC Manual.
Student Transfers
Step by step instructions for transferring students from another Kentucky district will be in the Kentucky Academic Standards Field Test DAC-/BAC manual.

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.

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.

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

Content Areas Tested
Editing and Mechanics and On-Demand Writing are administered at grade 11.

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 Grade 11 field test, there are five forms for editing & mechanics, and ten forms for on-demand writing.

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 editing and mechanics and one for on-demand writing. The QSCS survey will not require a seal code.

Allowed Testing Time and Test Detail
The following chart provides the order of testing for grade 11 and the completion times for each part of the test. These times must be followed unless all students complete a test session early. If all students complete a test session early, return to regular classroom instruction.

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

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.

Grade 11 Online Field Test Number of Items and Test Times

<table>
<thead>
<tr>
<th>QSCS Survey</th>
<th>Grade Bands</th>
<th>No. of Questions</th>
<th>Time in Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grades 3-5</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Grades 6-11</td>
<td>30</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Editing and Mechanics</th>
<th>No. of MC</th>
<th>No. of MS</th>
<th>No. of SA</th>
<th>Time in Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>16-17</td>
<td>5-6</td>
<td>4</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Demand Writing</th>
<th>No. of Passage Based</th>
<th>Time in Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>1</td>
<td>90</td>
</tr>
</tbody>
</table>

Psg = Passage, MC = Multiple Choice, MS = Multiple Select, SA = Short Answer
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 complete the QSCS survey, they will begin the content area field test assigned to them. The student will be asked to accept the honor code prior to entering the seal code and completing the grade 11 on-demand writing and editing and mechanics 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.

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
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. Examples are provided on the Forms page on the KDE website.
Part 4: Test Preparation

Preparing for Irregularities during Testing

Interruptions During Testing
Circumstances over which you have no control (e.g., fire alarms or power outages) may interrupt testing. If testing is interrupted and time permits, note the amount of remaining time, secure test materials and secure the room. When normal conditions are restored, the proctor will need to resume all tests in PAN (see note below). Interruptions should not reduce the total amount of time students are given to complete the test Instructions for exiting the online test is on page 35 and resuming the test is on page 36.

Note: To maintain system security, PAN times out after 15 minutes of test session management inactivity. Once the class has resumed, if you have timed out, you will need to sign back into PAN to resume the students’ tests and continue monitoring the test session.

Should interruptions occur, document the occurrence and notify your BAC immediately. All documentation should be forwarded to your DAC and kept on file in the district office.

Test Materials Needed for Online Testing
The BAC will distribute test materials needed to administer the online test to the test administrator.

- Test Session Roster
- Student Testing Tickets
- Seal codes
- Dictionary (for on-demand writing only)
- Thesaurus (for on-demand writing only)
- Scratch paper (Testing tip: Student testing tickets may be printed one per page with the remaining sheet of paper available for use as scratch paper.)
- Pen/Pencil for use with scratch paper

Be sure to count the number of test tickets you receive from the BAC and ensure that you have a test ticket for each student listed on each session roster.

Student Work Area
Ensure that all desks/workstations are clear of books and other materials not needed for the online test. Have students place book bags and other materials away from the desks/workstations. Ensure that students have no access to cell phones, electronic devices, or other unauthorized materials during testing.
Part 5: Test Administration

Preparations in PearsonAccess

Before beginning the grade 11 Kentucky Academic Standards field test and Quality of School Climate and Safety (QSCS) survey, verify that the drop-down test administration on PAN reads Kentucky 2019-2020 K-PREP Spring 2020 Field Test. The DAC and/or BAC should have test sessions set up for the Test Administrator/Proctor prior to testing.

If managing test sessions in PAN, complete the following steps. Test session set up and proctor caching needs to be completed before the start of the test window.

- Ensure you have a username and password for PAN.
- Print student testing tickets, seal codes and sessions rosters, if not provided by the DAC or BAC.
  - For detailed instructions on printing student testing tickets, seal codes and session rosters, refer to the PAN User Guide.
- Add new students to the district to PAN. If the student moves from another state add as a new student.
- If the student moves from another Kentucky district, step by step instructions are provided in the Kentucky Academic Standards Online Field Test DAC/BAC Manual. DACs will be responsible for submitting an Enrollment Transfer in PAN before testing begins.

Testing Day

Prior to Testing and Before Students Arrive

- Review the scripts that you will read to students during testing.
- Receive Administration Code and Inclusion of Special Populations training prior to test administration.
- Confirm that you have testing tickets, seal code(s) and all necessary supplies 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 should provide testing tickets for all students in the session administering. If you do not have a test ticket for a student, please see your BAC.
  - 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 must be returned to the BAC after the test session is over.
  - Seal codes will be provided when test tickets are printed.
- Post a “TESTING—PLEASE DO NOT DISTURB” sign on the classroom door.
- Be sure that all students have comfortable and adequate work spaces.
- Start the test session in PAN, if not completed by the DAC or BAC. 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.

Ensure that student computers/devices are turned on and have no additional software running.

Starting Testing Session and Student Sign In

- Access TestNav 8 on each student testing device, depending on device and DAC/BAC procedures for student login. (Students may complete this step themselves).
  - For installable TestNav 8:
    - On tablets: Students select the TestNav 8 icon on Home screen. All applications are locked while TestNav 8 is in use.
    - On Chromebooks: Students select the TestNav 8 app from the Apps menu on the lower left side of the screen (app provided; no log in).
    - On desktops or laptops: Students select the TestNav 8 icon on the desktop screen of the desktop or laptop.
- Instruct students to clear their desks of books and other materials not needed for the test.
- Depending on whether the student is taking the QSCS or the grade 11 field test, they will need to be provided; student testing tickets, scratch paper, and pens/pencils. Students must verify their names on the top of their testing tickets.
- Write the seal code on the board for the students before testing. There will be only one seal code each for editing and mechanics and on demand writing.
- Students must write their names on the scratch paper. All material will need to be turned in at the end of the test session. (*Testing Tip*: Students may use their testing ticket for scratch paper. The student testing ticket is considered secure material and should be maintained in a secure location until securely destroying after testing.)

During Testing

- Maintain test security.
- Write the allowed time for the test in a classroom area where all students can see it. Be sure to write both the start and end times. Testing times are listed within the scripts and on page 29.
- Be available to answer technology questions as necessary. Test administrators must not provide evaluative comments during the test administration.
- Monitor testing by walking around the test environment during testing.
- Notify your BAC of any testing irregularity as soon as possible.
- Reminders may be given to entire class when 15-minutes and 5-minutes time intervals remain. Countdown timers are allowed if they make no noise.
Monitoring the Online Test Session

- **Active Monitoring**: Actively monitor students throughout the entire test administration by circulating around the room to carefully observe student behavior and ensure that students are working independently and making progress in the online administration. You cannot complete other tasks, including lesson planning, grading papers or talking casually with other staff. If space is limited and students can potentially see other screens, your active monitoring must be heightened.

- **Monitoring Progress in PAN**: If monitoring student progress in PAN, on the Students in Sessions screen, monitor the Student Test Status column. Refresh your browser window or select the Refresh button.
  - If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PAN. Add the relevant test sessions to the Session List and select Combined View in the Session List to see the testing status of all students in the sessions in one screen.
  - To check the status of a specific student, find the student’s name in the test session. View his or her status in the Student Test Status column. Select the student’s status to view detailed information about the student’s test and item progress.

Refer to the table below for a complete list and explanations of student statuses.

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready</td>
<td>The student has not yet started the test</td>
</tr>
<tr>
<td>Active</td>
<td>The student has signed in and started the test</td>
</tr>
<tr>
<td>Exited</td>
<td>The student has exited TestNav 8 but has not submitted test responses</td>
</tr>
<tr>
<td>Resumed</td>
<td>The student’s test has been resumed, but the student has not yet signed in</td>
</tr>
<tr>
<td></td>
<td>Resumed-Upload status forces TestNav 8 to check for a saved response file (SRF) on the testing machine when the student signs back in to continue.</td>
</tr>
<tr>
<td>Complete</td>
<td>The test has been submitted by the student through TestNav 8 and the data has been processed</td>
</tr>
<tr>
<td>Marked Complete</td>
<td>The student’s test has been marked complete by the DAC and the student will not finish testing.</td>
</tr>
</tbody>
</table>

**NOTE**: To maintain system security, PAN times out after 15 minutes of test session management inactivity. If you have been timed out, you will need to sign back into PAN to resume monitoring the test session.

Note: Recommend that schools have technology personnel available in the building to assist with any technology issues that should arise during the test administration.

**Exiting or Submitting the Test Temporarily**
If a student needs to exit TestNav 8 temporarily (for example, to take a break) before finishing the test, complete the following steps:

1. Click the user dropdown menu in the upper right corner of the screen next to the student’s name.
2. Select “Sign out of TestNav 8” and then click the Save and Return Later button.
Exiting TestNav 8 does not send students’ tests to completion. Exiting the test is for student breaks or if a student must be moved to another location. If the student inadvertently chooses the Submit Final Answers button, contact your BAC.

Resuming the Test
If a student exits TestNav 8 (either unintentionally or intentionally) before completing the test, then the student’s test must be resumed by the test administrator before the student can continue with the same test. Note: only students in “Active” or “Exited” status can be resumed.

There are two ways to resume student tests in PAN:

- To resume an individual student’s test, in the Student Test Status column, select the dropdown menu next to the student’s status and select either Resume or Resume Upload (only one option will display, and the displayed option depends on how the student exited the test.)
- To resume all students, select the checkbox at the top on the left or the checkboxes next to individual students. Then select the dropdown menu next to the Start button and select Student Test Statuses. If not already on the Resume Student Tests screen, select the Resume Student Tests tab at the top. Select the checkbox at the top on the left or next to the student name(s) in the list to confirm your selection(s) and select Resume.

The student can now sign in to TestNav 8 with the same student testing ticket previously used.

Submitting Tests
Students must submit answers for their tests to be completed. Students must click the Submit Final Answers button to send students’ tests for completion. After all students have completed the test and submitted their responses, you should stop the session.

To stop a test session, complete the following steps:

1. Ensure that each student’s status is “Completed” or “Marked Complete” on the Students in Sessions screen.
2. Click the Stop button to stop the test session.

After Testing

- Stop the test session.
- Collect test tickets and return to BAC for destruction after testing.
- Collect scratch paper and return to BAC for destruction after testing.
Part 6: Scripts

Before you begin testing, be sure that the survey and content area test sessions are prepared, started, and unlocked in PearsonAccess\textsuperscript{next}.

Options of administering the field test are available. Complete scripts are available for each choice including,

- Administering the Online Test by Content Area and Test Length (recommended)
- Administering the Online Test by Combined Content Areas

Administering the Online Test by Content Area and Test Length (recommended)

- Confirm that all testing devices are turned on and the TestNav 8 Sign In screen for Kentucky is available.
- Provide each student with his or her own Student Testing Ticket, scratch paper, and pen/pencil.
- The Seal Code, per section, should be written and clearly labeled on the board for the content area the students are testing. There will be one seal code for each content area. The QSCS survey will not require a seal code.
- Complete seating chart for each content test.

Quality of School Climate and Safety Survey

The table below shows the time allowed.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>No. of Questions</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of School Climate and Safety Survey</td>
<td>30</td>
<td>20 minutes</td>
</tr>
</tbody>
</table>

1. Say to the students:

Today you will be taking a school climate and safety survey followed by a content area test. Your opinion on the safety and climate of this school is important. Please answer honestly about how you feel; there are no right or wrong answers. Your answers are private and will not be shared with anyone at this school.

Do your best to respond to all items. However, if you do not understand a statement or feel uncomfortable responding, you may move to the next question.

You are now preparing to begin the Quality of School Climate and Safety Survey.

I am going to give each of you a Student Testing Ticket; please verify your name is on the Student Testing Ticket. If it is not your name on the ticket, please raise your hand. Do not attempt to log in with someone else’s test ticket information.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:
Select the TestNav 8 app on your testing device – the TestNav 8 Sign In box will appear on your screen.

[Pause while students launch the TestNav 8 app]

Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your test ticket.

Then select the Sign In button.

[Pause while students sign into TestNav 8.]

Your screen should say ‘Welcome’ and list your name and the survey you are about to take.

[Pause while students verify their name on the Welcome screen.]

On the screen is a box with the words:

Grades 6-High School Survey
There is 1 section.
There are 30 total questions.

Do not select the Start button until I tell you to do so.

[Pause while students access the next screen.]

3. Say to the students:

   Navigation arrows 🎥 🎥 appear at the top of the screen of each question. Selecting the Left Arrow takes you back to the previous screen and selecting the Right Arrow takes you to the next screen. If the arrow appears gray, you cannot go in that direction. Select the Right Arrow to view the next item.

   To answer the questions, select one of four possible choices to show that you strongly disagree, disagree, agree, or strongly agree.

   Does anyone have any questions?

[Pause for questions.]

4. Say to Students:

   You will have at least 20 minutes to complete your QSCS survey.

   When you finish the last question of the survey and select the Right Arrow button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You may revisit these questions and complete any that you have not yet answered.

   Be sure you are satisfied with your responses. Once you submit your survey, you cannot go back to any of the questions. When you have finished your survey, you may select the ‘Submit Final Answers’ button, to submit your answers. The Test Submit Warning screen will pop up. Select Yes, Submit Final Answer button to submit your test answers. When your survey is submitted, the following screen appears with the message, “Sign out complete. Thank you for using TestNav 8.”
5. Circulate and monitor students' work during the test.

*After at least 20 minutes, say to the students:*

This completes the survey. If you have not done so, select the Submit Final Answers button.

6. Once all test materials (Student Testing Tickets) have been collected, return them to the BAC and prepare to test the scheduled content area.
Editing and Mechanics

Editing and Mechanics: Part A (only one part)
Students will respond to multiple-choice, multiple-select, and short answer items.

1. Say to the students:

You are now preparing to begin the Grade 11 Editing and Mechanics online field test. 

I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (If not using student testing ticket as scratch paper). If it is not your name on the ticket, please raise your hand. Do not attempt to log in with someone else’s testing ticket information.

Note: Seal codes are required for online testing. Editing and Mechanics will require 1 seal code. Seal codes are provided when the Student Testing Ticket is printed. Write the seal code on the board for the students before testing.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

Select the TestNav 8 app on your testing device – the TestNav 8 Sign In box will appear on your screen.

[Pause while students launch the TestNav 8 app]

Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your test ticket.

Then select the Sign In button.

[Pause while students sign into TestNav 8.]

Your screen should say ‘Welcome’ and list your name and the test you are about to take.

[Pause while students verify their name on the Welcome screen.]

3. Say to the students:

Select the Start button.

[Pause while students access the next screen.]

Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky 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.

Check the ‘Terms and Conditions’ checkbox, indicating you have read and accept the conditions of this code and click continue.

[Pause and make sure all students are following this step.]

On the screen is a box with the words;

Part A
26 Questions
Part 6: Scripts

4. Once students have signed into TestNav 8, checked the box for the Student Honor Code, and entered the seal code the student may proceed with the test.

Note: Students will not be able to proceed with testing, unless they check the Student Honor Code box.

5. Say to the students:

We will now begin the grade 11 Editing and Mechanics test. It is important that you do your best.

Once you log in to the test there will be a User Drop-down tutorial that indicates different tools/icons that are available within the test. You can scroll throughout the screens of the tutorial or “X” out of the screen:

The tools you can use for this test are on the toolbar at the top of your screen. You may use these tools to help answer the question. The Pointer Tool must be used to select your answers for all multiple-choice and multiple select questions. For questions that are not multiple-choice or multiple select, you must type your answer in the answer box. Your answer is not limited to the size of the answer box, a scroll bar will appear as you type your answer, extending the available space.

Navigation arrows appear at the top of the screen or each question. Selecting the Left Arrow takes you back to the previous screen and selecting the Right Arrow takes you to the next screen. If the arrow appears gray, you cannot go in that direction. Select the Right Arrow to view the next item.

Does anyone have any questions?

[Pause for questions.]

6. Say to Students:

You will have at least 60 minutes to complete your test.

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 60 minutes, provided they have been on-task during the initial testing period.]

When you finish the last question of the test and select the Right Arrow button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.

[End of Part A]

On the screen is a box with the words, “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.
Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, you may select the ‘Submit Final Answers’ button, to submit your answers. The Test Submit Warning screen will pop up. Select Yes, Submit Final Answer button to submit your test answers. When your test is submitted, the following screen appears with the message, “Sign out complete. Thank you for using TestNav 8.”

When you finish, please sit quietly until everyone is finished.

Does anyone have any questions?
[Pause for questions.]

The seal code for editing and mechanics is ____. You may enter it now and select Start to begin your test.

---

7. Circulate and monitor students’ work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After at least 60 minutes, say to the students:*

**This completes your test. If you have not done so, please submit your test answers.**

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.
On-Demand Writing

Writing: Part A (only one part)
The table below shows the time allowed.

1. Say to the students:
   
   You are now preparing to begin the grade 11 Kentucky Academic Standards Spring 2020
   Field Test for On-Demand Writing.
   
   I am going to give each of you your Student Testing Ticket and scratch paper. Please verify
   your name is on the Student Testing Ticket and write your name on the scratch paper (if not
   using student testing ticket as scratch paper). If it is not your name on the ticket, please raise
   your hand. Do not attempt to log in with someone else’s testing ticket information.
   
   Note: Seal codes are required for online testing. On-Demand writing will require one seal
   code. Seal codes are provided when the Student Testing Ticket is printed. Write the seal
   code on the board for the students before testing.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

   Say to the students:

   Select the TestNav 8 app on your testing device – the TestNav 8 Sign In box will appear on
   your screen.
   
   [Pause while students launch the TestNav 8 app]

   Using the information on your Student Testing Ticket, enter your username and password
   into the Sign In screen exactly as they appear on your test ticket.

   Then select the Sign In button.

   [Pause while students sign into TestNav 8.]

   Your screen should say ‘Welcome’ and list your name and the test you are about to take.
   [Pause while students verify their name on the Welcome screen.]

3. Say to the students:

   Select the Start button.
   [Pause while students access the next screen.]

   Your online test contains a Student Honor Code, which reminds you to act honestly before,
   during and after testing. Test administrators are also required to sign a form stating that we
   will act in an honest and professional manner. Follow along silently as I read aloud the
   Kentucky 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.

   Check the ‘Terms and Conditions’ checkbox, indicating you have read and accept the
   conditions of this code and click continue.
   [Pause and make sure all students are following this step.]
On the screen is the Writer’s Reference Sheet for Grade 11 (also in Exhibits), you may use this throughout this test. At the bottom of the page is a box with the words, “Enter Seal Code.” Enter the seal code, from the board, in to the box.

Then click the Start button.

4. Say to the students:

We will now begin the grade 11 On-Demand Writing test. It is important that you do your best.

Once you log in to the test there will be a User Drop-down tutorial that indicates different tools/icons that are available within the test. You can scroll throughout the screens of the tutorial or “X” out of the screen:

![User Drop-down and Accommodations](image)

The tools you can use for this test are on the toolbar at the top of your screen. You may use these tools to help determine the answer to the question. For answers for On-Demand Writing you must type your answer in the answer box. Your answer is not limited to the size of the answer box, a scroll bar will appear as you type your answer, extending the available space.

Navigation arrows appear at the top of the screen for each question. Selecting the Left Arrow takes you back to the previous screen and selecting the Right Arrow takes you to the next screen. If the arrow appears gray, you cannot go in that direction. Select the Right Arrow to view the next item.

Does anyone have any questions?

[Pause for questions.]

Read the item and passage(s) carefully before beginning. This is an individual activity; therefore, you are not allowed to work with or conference with anyone. You will have 90 minutes for this task.

- Start by thinking about what you plan to write.
- Use the Writer’s Reference Sheet in the exhibit, to aid in planning, revising, and editing your response.
- Review the rubric in the exhibit as these are the criteria that will be used to score your work.
- It is advisable to use the TestNav Notepad Tool and/or scratch paper provided for making notes and outlining your response.
- You may use a dictionary and/or thesaurus for this portion. It is available on the toolbar.
- Write your FINAL response in the text box to the right.
5. Say to the students:

You will have at least 90 minutes to complete your test.

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 90 minutes, provided they have been on-task during the initial testing period.]

When you finish the test response and select the Right Arrow button, the End of Part A screen will appear. If time permits you may review your response if needed.

Be sure you are satisfied with your response, once you submit your test, you cannot go back. When you have finished your test, you may select the ‘Submit Final Answers’ button, to submit your response. The Test Submit Warning screen will pop up, select Yes, Submit Final Answer button to submit your test response. When your test is submitted, the following screen appears with the message, “Sign out complete. Thank you for using TestNav.”

When you finish, please sit quietly until everyone is finished.

Does anyone have any questions?

[Pause for questions.]

The seal code for on-demand writing is _____. You may enter it now and select Start to begin your test.

6. Say to Students:

After at least 90 minutes, say to the students:

This completes your test. If you have not done so, please submit your test response.

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

7. Circulate and monitor students’ work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

This is the end of the Grade 11 online test.
Administering the Online Test by Combined Content Areas

- Confirm that all testing devices are turned on and the TestNav 8 Sign In screen for Kentucky is available.
- Provide each student with his or her own Student Testing Ticket, scratch paper, and pen/pencil.
- The Seal Code should be written on the board for the content area the students are testing. There will be one seal code for each content area.
- Complete seating chart for each content test.

Quality of School Climate and Safety Survey:
The table below shows the time allowed.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>No. of Questions</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of School Climate and Safety Survey</td>
<td>30</td>
<td>20 minutes</td>
</tr>
</tbody>
</table>

1. Say to the students:

Today you will be taking a school climate and safety survey followed by a content area test. Your opinion on the safety and climate of this school is important. Please answer honestly about how you feel; there are no right or wrong answers. Your answers are private and will not be shared with anyone at this school.

Do your best to respond to all items. However, if you do not understand a statement or feel uncomfortable responding, you may move to the next question.

You are now preparing to begin the Quality of School Climate and Safety Survey.

I am going to give each of you a Student Testing Ticket; please verify your name is on the Student Testing Ticket. If it is not your name on the ticket, please raise your hand. Do not attempt to log in with someone else’s test ticket information.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

Select the TestNav 8 app on your testing device – the TestNav 8 Sign In box will appear on your screen.

[Pause while students launch the TestNav 8 app]

Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your test ticket. Then select the Sign In button.

[Pause while students sign into TestNav 8.]

Your screen should say ‘Welcome’ and list your name and the test you are about to take.

[Pause while students verify their name on the Welcome screen.]

On the screen is a box with the words;
Grades 6-High School Survey
There is 1 section.
There are 30 total questions.

Do not select the Start button until I tell you to do so.
[Pause while students access the next screen.]

3. Say to the students:

Navigation arrows appear at the top of the screen of each question. Selecting the Left Arrow takes you back to the previous screen and selecting the Right Arrow takes you to the next screen. If the arrow appears gray, you cannot go in that direction. Select the Right Arrow to view the next item.

To answer the questions, select one of four possible choices to show that you strongly disagree, disagree, agree, or strongly agree.

Does anyone have any questions?
[Pause for questions.]

4. Say to Students:

You will have at least 20 minutes to complete your QSCS survey.

When you finish the last question of the survey and select the Right Arrow button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.

Be sure you are satisfied with your responses. Once you submit your survey, you cannot go back to any of the questions. When you have finished your survey, you may select the ‘Submit Final Answers’ button, to submit your answers. The Test Submit Warning screen will pop up. Select Yes, Submit Final Answer button to submit your test answers. When your survey is submitted, the following screen appears with the message, “Sign out complete. Thank you for using TestNav 8.”

When you finish the survey, please sit quietly until everyone is finished. You may select the Start button and begin the survey.

5. Circulate and monitor students' work during the test.

After at least 20 minutes, say to the students:

This completes the survey. If you have not done so, please answer the last of the question.

6. Once all test materials (Student Testing Tickets) have been collected, return them to the BAC and prepare to test the scheduled content area.
60- or 90-Minute Content Area Field Test

Content Field Test: Part A (one part only)
The table below shows the time allowed.

<table>
<thead>
<tr>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editing and Mechanics</td>
</tr>
<tr>
<td>On-demand writing</td>
</tr>
</tbody>
</table>

1. Say to the students:

You are now preparing to begin the Grade 11 online field test in editing and mechanics or on-demand writing.

I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the ticket, please raise your hand. Do not attempt to log in with someone else's test ticket information.

Note: Seal codes are required for online testing. On-demand writing and editing and mechanics have one seal code each. Seal codes are provided when the Student Testing Ticket is printed. Write the seal code on the board for the students before testing.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

Select the TestNav 8 app on your testing device – the TestNav 8 Sign In box will appear on your screen.

[Pause while students launch the TestNav 8 app]

Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your test ticket.

[Pause while students sign into TestNav 8.]

Your screen should say 'Welcome' and list your name and the test you are about to take.

[Pause while students verify their name on the Welcome screen.]

3. Say to the students:

Select the Start button.

[Pause while students access the next screen.]

Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky 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.

Check the ‘Terms and Conditions’ checkbox, indicating you have read and accept the conditions of this code and click continue.

[Pause and make sure all students are following this step.]

On the screen is a box with the words: “Part A” and the number of questions you will be taking in Part A.

Please look at your Student Testing Ticket and find the subject test you are taking today.

[Pause and make sure all students are locating their Seal Code from the board.]

[For students taking on-demand writing:] On the screen is the Writer’s Reference Sheet for Grade 11 (also in Exhibits), you may use this throughout this test. At the bottom of the page is a box with the words, “Enter Seal Code.”

Do not enter the seal code or select the Start button until told to do so.

4. Once students have signed into TestNav 8, checked the box for the Student Honor Code, and entered the seal code the student may proceed with the test.

Note: Students will not be able to proceed with testing, unless they check the Student Honor Code box.

5. Say to the students:

**We will now begin the online test. It is important that you do your best.**

Once you log in to the test there will be a User Drop-down tutorial that indicates different tools/icons that are available within the test. You can scroll throughout the screens of the tutorial or “X” out of the screen:

The tools you can use for this test are on the toolbar at the top of your screen. You may use these tools to help determine the answer to the question.

Navigation arrows appear at the top of the screen or each question. Selecting the Left Arrow takes you back to the previous screen and selecting the Right Arrow takes you to the next screen. If the arrow appears gray, you cannot go in that direction. Select the Right Arrow to view the next item.
Part 6: Scripts

[For students taking editing and mechanics:] The Pointer Tool must be used to select your answers for all multiple-choice and multiple select questions. For questions that are not multiple-choice or multiple-select, you must type your answer in the answer box. Your answer is not limited to the size of the answer box; a scroll bar will appear as you type your answer, extending the available space.

[For students taking on-demand writing:] For answers for On-Demand Writing you must type your answer in the answer box. Your answer is not limited to the size of the answer box, a scroll bar will appear as you type your answer, extending the available space.

Read the passage(s) and prompt carefully before beginning. This is an individual activity; therefore, you are not allowed to work with or conference with anyone. You will have 90 minutes for this task.

- Start by thinking about what you plan to write.
- Use the Writer’s Reference Sheet in the exhibit, to aid in planning, revising, and editing your response.
- Review the rubric in the exhibit as these are the criteria that will be used to score your work.
- It is advisable to use the TestNav Notepad Tool and/or scratch paper provided for making notes and outlining your response.
- You may use a dictionary and/or thesaurus for this portion. It is available on the tool bar.
- Write your FINAL response in the text box to the right.

Note: The exhibit mentioned above is located to the right portion of the screen. The icon is a black square with a white folder. When clicked, the rubric for On-Demand Writing and the Writer’s Reference Guide for Grade 11 will appear in the box. You will have to choose which one you want to reference from the tab.

Does anyone have any questions?

[Pause for questions.]

6. Say to Students:

[For students taking editing and mechanics:] You will have at least 60 minutes to complete your test.

[For students taking on-demand writing:] You will have at least 90 minutes to complete your test.

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 60 (or 90) minutes, provided they have been on-task during the initial testing period.]

When you finish the last question of the test and select the Right Arrow button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.
Be sure you are satisfied with your responses, once you submit your test, you cannot go back to any of the questions. When you have finished your test, you may select the ‘Submit Final Answers’ button, to submit your answers. The Test Submit Warning screen will pop up, select Yes, Submit Final Answer button to submit your test answers. When your test is submitted, the following screen appears with the message, “Sign out complete. Thank you for using TestNav 8.”

When you finish, please sit quietly until everyone is finished.

Does anyone have any questions?

[Pause for questions.]

The seal code for Part A reading, mathematics and editing and mechanics is ____. You may enter it now and select Start to begin your test.

7. Circulate and monitor students’ work during the test.
   When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

   **After at least 60 or 90 minutes, say to the students:**

   **This completes your test. If you have not done so, please submit your test answers.**

   [If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

   **This is the end of the Grade 11 online test.**
Accommodated Scripts for Paper Testing

Overview
This section includes instructions and scripts detailing the procedures to be followed. To ensure a consistent and accurate test administration, instructions **must** be read aloud to students at the beginning of the test. The instruction scripts are printed in bold type and enclosed in boxes. Directions for test administrators are printed in italic type.

Note: Reminder to allow for students needing extended time when developing test schedule.

Completing Student Information-Accommodated Materials (paper)

**Estimated Time:** 10 minutes

Instructions below are to be used for students that will use an accommodated test materials kit (Braille, Large Print, Audio-CD/Flash Drive or Text Reader) to test.

1. School and district name can be written on board for students to copy.

2. **Say to the students:**
   
   You are now preparing to begin the Kentucky Academic Standards Spring 2020 Field Test. **IMPORTANT:** On the front cover of the test booklet, please print your name at the top of the page where it says, “Student Name.” On the lines provided below your name, please write your school name and district. When you are finished, set your test booklet aside.

3. SRBs included in accommodated kits will not be pre-printed (SRBs will be blank and the demographic information must be completed).

   **Say to the students:**
   
   It is very important that you print the information correctly. Listen carefully as I read the instructions. Raise your hand if you have any questions. Mark only the spaces I tell you to mark. Do not make any stray marks on your student response booklet. If you make a mistake, erase your marks completely and then fill in the correct information. In Box 1, “Student Information,” print your name, school and district name as done on the student test booklet earlier.

4. **Say to the students:**
   
   In Box 2, below “Student's Last Name” print the letters in your last name, starting in the first box on the left. Do not leave any spaces between the letters in your last name. Then print the letters in your first name and middle initial in the appropriate boxes. If your name is longer than the number of spaces given, print as many letters as you can.
   
   [Pause.]
   
   Now, under each letter you have written, fill in the bubble that contains the same letter. You should not fill in any bubbles under blank boxes.
   
   **When you have finished, check that the letters in your name have been bubbled correctly.**
   
   [Walk around to check that this is being done properly.]
Box 3 is labeled “Birth Date.” Fill in the bubble next to the month in which you were born. In the boxes under “Day,” write the two numbers for the date of the day you were born. If your birth date is a single number, put a zero in the first box and the number of your birth date in the second box. For example, if you were born on the 7th day of the month, you would enter zero in the first box and 7 in the second box under “Day.” Under each number you have entered, fill in the bubble with the same number.

In the three boxes under “Year,” write the first two digits of the year in which you were born in the first box.

[Pause.]

Then, in the second and third box, enter the last two digits of the year in which you were born. Under each number you have entered, fill in the bubble below with the same number.

Box 4 is labeled “Gender.” Darken the bubble for either “Male” or “Female” to indicate your gender.

[Pause.]

Box 5 will be filled out by the test administrator after booklets are handed in.

It is up to the test administrator to make note of students that need to have the “ACCOMMODATED MATERIALS” bubble gridded in after testing.

Note: It is up to the test administrator to make note of students that need to have their SSID gridded in after testing.

Box 6 is labeled “Room Number Where Student is Tested.” Write the room number in the box for the subject being tested (Editing-Mechanics or On-Demand Writing) and then grid the numbers accordingly below.

Make sure all students are following this step.

Box 7 is labeled “SSID.” This may be filled out by the test administrator after the booklets are handed in.

Once you have completed filling out the room number, please turn your student response booklet to the back page. This page contains the Student Honor Code which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the K-PREP Student Honor Code.

K-PREP 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.

Below the statement there is a line, please sign your name.

Make sure all students are following this step.

5. Once students have completed filling out the identification information and have clicked the “I agree to the Terms and Conditions” for the online Student Honor Code or have signed the Student Honor Code statement on their student response booklet, proceed with the test.

Note: If a student is unwilling to sign the Student Honor Code, testing should not be delayed; document the incident and proceed with the test.
Editing and Mechanics

Students will respond to multiple-choice, multiple-select, and short answer items.

1. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

   Editing and Mechanics
   - No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
   - Extra lined, plain, or graph paper (scratch paper)
   - Erasers

2. Say to the students:

   We will now begin the Kentucky Academic Standards Spring 2020 Field Test for Editing and Mechanics assessment. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

   [Allow enough time for students to read the page.]

   Does anyone have any questions?

3. Say to the students:

   Turn to page 2 in your test booklet. Look at the examples of correct and incorrect marks at the top of the page. When answering questions in your student response booklet:
   - Use only soft black lead pencil (No. 2).
   - Do NOT use ink or ball-point pen.
   - When marking your answers to multiple-choice questions and multiple-select questions, make heavy, dark marks that completely fill the circle.
   - Completely erase any marks you wish to change.
   - Do not make any stray marks on any page of your student response booklet.
   - For the short-answer questions, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.

   Does anyone have any questions?

4. Say to the students:

   Now turn to page 3 in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud.
This part of the test contains a total of 16 multiple-choice questions, 6 multi-select questions and 4 short-answer questions. Read the text. There are underlined words or groups of words that may contain mistakes in punctuation, capitalization, or word usage. Then respond to the question about each underlined word or group of words in your student response booklet. If you are not sure of the answer to a question, you should still attempt to answer it. **DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET.**

**Read the following directions to the students.**

Read each question and choose the best answer. Then mark the space in your student response booklet for the answer you have chosen.

5. Record the start time and the end time where all students will be able to see them.

Say to the students:

You will have 60 minutes to complete the test.

6. Say to the students:

Read all the information and the questions carefully. Choose the best answer(s). Some multiple-select items will require you to choose more than one answer. Mark all your answers in the student response booklet.

7. Say to the students:

Please stop when you come to the STOP sign located in the bottom right corner on page 13.

Does anyone have any questions? **[Make sure students are on the correct page of the test booklet and student response booklet.]**

You may turn the page and begin.

8. Circulate and monitor students’ work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

**After 60 minutes, say to the students:**

This completes the editing and mechanics field test. Please close your test booklet and student answer booklet.

9. Before collecting all test materials verify that all students have written their name, school and district name on the demographic page of the student response booklet. Store all test materials in a secure place.

10. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.
On-Demand Writing Accommodated Scripts

On-Demand Writing
The table below shows the time allowed.

<table>
<thead>
<tr>
<th>Content Areas</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>Part A (Passage-based Prompt)</td>
</tr>
</tbody>
</table>

1. Distribute one test booklet and one student response booklet (both with the student’s name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

   **Writing: Part A**
   - No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
   - Thesauri and Dictionaries
   - Erasers

   **No scratch paper is allowed on this part.**

   If the students have not already filled in Box 6 for this subject, have them do so now. Before reading the information below for Box 6, the Test Administrator must write the room number on the board. This is a four-digit field. If the room number is less than four digits, place zeros in front of the room number to make it four digits long. For example, if the student is taking this test in Room 1, write ON-DEMAND WRITING on the board with the room number 0001 below it.

   Say to the students:

   **Box 6 is labeled “Room Number Where Student is Tested.”** Write the room number in the boxes under “On-Demand Writing” and then grid the numbers accordingly.

   [Make sure all students are following this step.]

2. Say to the students:

   **We will now begin the Kentucky Academic Standards Spring 2020 Field Test for On-Demand Writing. It is important for you to do your best.**

   **When answering questions in your student response booklet:**
   - Use only soft black lead pencil (No. 2).
   - Do NOT use ink or ball-point pen.
   - Completely erase any marks you wish to change.
   - Do not make any stray marks on any page of your student response booklet.
   - For the on-demand writing responses, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.
Now turn page 2 in your test booklet. This page contains the Kentucky Academic Standards (KAS) Argumentation Rubric (scoring criteria) for Grade 11 On-Demand Writing. This will be used to evaluate your responses. Read through these pages very carefully. You may refer to it during any part of the test.

Page 6 has the Writer’s Reference sheet for grade 11, you may also refer to this page during any part of the test.

[Allow enough time for students to read the page.]

Does anyone have any questions?

3. Say to the students:

Now turn to page 7, Writing, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions silently while I read them aloud.

[Read the following directions to the students.]

Read the item carefully before beginning. You will have 90 minutes for this task. This is an individual activity; therefore, you are not allowed to work with or conference with anyone.

- Start by thinking about what you plan to write.
- Use the Writer’s Reference Sheet to aid in planning, revising, and editing your response.
- Review scoring criteria on the pages 2-4 as these are the criteria that will be used to score your work.
- It is advisable to use pre-writing/planning activities such as making notes, outlining, webbing, mapping, clustering, or brainstorming on the pre-writing sheet on page 8 of your test book.
- Create your pre-write piece on page 8 of your test book. You may use a dictionary and/or thesaurus for this portion.
- Write your FINAL copy in the space provided in your student response booklet.
- When you finish, await further instruction.

Remember: The pre-writing/planning activities in your test book will NOT be scored; only the final copy in your student response booklet will be scored.

Does anyone have any questions?
4. Record the start time and the end time where all students will be able to see them.

You will have 90 minutes to complete your response.

Please proceed to the STOP sign located on page 16. During the session, you may reread any selection or review your response in. Do NOT work on any other test parts, even if you have time remaining in the session.

Does anyone have any questions? [Make sure students are on the correct page of their test booklet and student response booklet.]

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn to page 9 and begin.

5. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

After 90 minutes, say to the students:

This completes the on-demand writing.

6. Before collecting all test materials verify that all students have written his or her name, school and district name on the front cover of the test booklet.

This is the end of the Grade 11 test.
Part 7: After Test Administration

Test Administration Verifications and Post-Test Procedures (paper-based)

Your special attention to these procedures will greatly help your BAC, DAC and Pearson promptly process testing materials.

After Testing

- Conduct any necessary makeup tests.
- Collect all test materials assigned to you and return them to your BAC or DAC.

Student Response Booklets (Scorable)

- Verify that you are submitting a student response booklet for every student using an accommodated test kit.
- Each grade should have their own School ID Header sheet.
- Ensure each booklet is in good condition.
- Make sure students using accommodated test materials have bubbled in their demographic information correctly and completely on their SRB.
- Ensure each SRB is properly marked.
- Ensure each SRB is free of scratch paper.

Secure Test Materials

- Verify all accommodated test booklets (Braille, Large Print, Audio-CD/Flash Drive and Text Reader) and regular test booklets are being returned for every student using accommodated test materials.
- Verify each used student test booklet has the student’s name, school and district name written on the front cover.
- Verify each booklet is properly marked.
- Verify each booklet is free of scratch paper.
- Sign the School Test Materials Security Checklist to document that all security number barcoded test materials assigned to you have been returned.

Scratch Paper

- Verify that scratch paper used during the test has been collected and removed.
- Follow directions provided by your BAC for destroying scratch paper.

Final Steps

- Organize the materials prior to handing them over to your BAC.
- Verify that all materials assigned to you have been returned.
Appendix: Forms

Form Descriptions and Links

Kentucky Academic Standards Field Test Appropriate Assessment Practices Certification Form
The Kentucky Academic Standards Field Test Appropriate Assessment Practices Certification Form is included in the Appendix of every Test Administrator's Manual/Scripts. 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.

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.

Seating Charts
Seating charts, available 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 the Forms page of the 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: http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx.

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.

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