



Online High School Assessments Frequently Asked Questions (FAQ)

This FAQ document poses a series of common questions and answers on the Kentucky online field test in reading and mathematics for grade 10 and the online science and on-demand writing tests for grade 11 students. Topics include technology, accommodations and accommodated materials.

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Technology

1. How does the text reader work since it needs a computer? Is it an online test as well?

No. While the text reader does require a computer and Internet browser to operate, it is still a paper and pencil test. All answers will be placed into a student response booklet and sent back to Pearson.

2. Additional information regarding TestNAV, Student Responses and Proctor Caching

TestNAV and Student Responses/Answers

- TestNAV saves the response in a saved response file (SRF) and sends these responses to the Pearson server. After the responses successfully save to the Pearson server, TestNAV deletes the SRF.
- By default the SRF file is saved to the student's workstation.
- A District may also configure a Secondary Save Location and place the SRF files on a network server, on the student's testing computer, or on a secure file transfer protocol (SFTP) site.
- There are considerations and requirements for access permissions, location and available space for Secondary Save Locations.

Directions and examples for setting up and configuring the Secondary Save Location can be read here:

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

Proctor Cache Servers

- Proctor Caching is designed to allow test content to be downloaded and stored prior to the test window, to allow for TestNAV workstations to access the test content from local resources.
- The Proctor Cache Server may be located at a center access point in the district or at individual school(s).
- The Proctor Cache Server may be created on a Virtual Machine (VM).
- The Proctor Cache Server may be created on the following Operating Systems: Windows Server 2008, Windows 7, Windows Server 2012, Windows 8, or Windows 10, Windows Server 2016
- Proctor Cache DOES NOT automatically cache test content. Before you can perform the tasks below, follow instructions in your assessment management system user guide to pre-cache test content.
- Proctor Cache DOES NOT save Student Responses.

Proctor Cache System Requirements:

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

Proctor Cache Set Up and Use:

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

3. Is the same TestNAV System used with ACT and K-PREP Online Testing?

At this time, the KY High School Summative Tests (K-PREP) and the ACT College Admissions Test are both administered using Pearson’s TestNAV test delivery system and its components (PearsonAccess^{Next} (PAN) and ProctorCache). Even though the both tests use the same system, they are to be considered as separate systems and have unique requirements for preparation and administration of their test windows. Please make note of the specific requirements for each and that these requirements are not interchangeable between the test administrations. ACT will have its own PAN environment and will show in the TestNAV menu under “ACT”. KY High Summative Tests (K-PREP) will have its own PAN environment and will show in the TestNAV menu under “Kentucky”. ProctorCache requirements and/or options are identified for each test administration below. You may use the same, current, up to date installation of TestNAV and ProctorCache for both administrations.

ACT	KY High School Summative Test (K-PREP)
PearsonAccess ^{Next} (PAN) has its own environment	PearsonAccess ^{Next} (PAN) has its own environment
TestNAV – Test appears under “ACT” in the menu	TestNAV – Test appears under “Kentucky” in the menu
ProctorCache – Required by ACT in all test sessions	ProctorCache – Required in Jefferson and Fayette. Optional but recommended in all other districts.

4. Will any of the online tests require headphones?

No. The online tests will not require audio of any kind.

5. If a student is on Homebound/Home Hospital and has no Internet connection how are they tested?

Testing students in a homebound or home hospital situation will require advance preparations. Test proctors should secure a school or district laptop that has TestNAV 8 installed. Internet connections at the students’ home can be utilized. If students do not have Internet connections, wireless connections may also be used (e.g. Mifi or Hot Spot).

Students may also test at an alternate location (e.g. Board of Education Offices).

6. If a school or district cannot finish the Grade 10 or Grade 11 testing in the window provided because of lack of technology or some other occurrence outside of their control, will there be extensions?

KDE anticipates all schools and districts will finish the tests in the time allotted. However, if a district or school cannot finish testing during the testing window please contact the [Office of Standards, Assessment and Accountability](#) and inform us on the situation. Extensions can be provided on a case by case basis but OSAA does want to know why testing windows cannot be maintained for future window setting decisions.

Accommodated Materials

1. Are there paper and pencil versions of the high school grades 10 and 11 tests and who gets them?

Yes, there are paper and pencil versions of all high school assessments. The only students that have access to these are those that qualify for an accommodated kit. The kits available are text reader, audio CD, braille and large print. In order to receive one of these kits the student must be using this accommodation regularly in the classroom and have it clearly indicated on their IEP, 504 or PSP.

Special note: a student that receives only a human reader DOES NOT qualify for a text reader or audio CD. You do not need to order any kits in PearsonAccess^{Next}.

2. What about a student that has on their IEP/504 and has used throughout the year both human readers and a text reader or audio CD. What should be ordered?

In rare instances like this you would consult the student and those faculty members that work closely with the student to determine which accommodation the student(s) feel most comfortable. If they prefer one of the accommodated kits like Text Reader or Audio CD, order one in PearsonAccess^{Next}. If a human reader is preferred then do not order anything.

3. What is the difference between a text reader and an audio CD kit?

An audio CD only provides audio delivery of the test but the student can follow along in his/her paper test booklet. A text-reader provides both audio and visual delivery of the test. As the words are being read on the computer screen, the text reader highlights the words so the student can follow along. The audio CD reads the test but only the paper test booklet is available. The student could read along with the audio CD but the words would not be highlighted as the reader progressed through the words on the page(s).

See an example of how a text reader works by using the text reader sampler below.

[TEXT READER SAMPLER](#)

Username: sampler

Password: sampler

4. How are paper and pencil student response booklets scored and handled?

Students receiving accommodated kits will take the test via paper and pencil. All answers will be recorded on the paper student response booklet. Once the test is complete that entire student response booklet will be returned to Pearson and Pearson will transcribe the contents into TestNAV for scoring.

5. How are orders placed for accommodated kits for grade 11 tests?

All ordering is to be completed in [PearsonAccess^{Next}](#). During your normal shipping window you place orders as you normally would through for any other test in Pearson Access^{Next}. During the additional ordering window you would need to place any additional orders needed.

For help placing additional orders in Pearson Access Next, consult the PowerPoint provided by Pearson: [2019 PearsonAccess^{Next} Navigation Instructions PowerPoint](#). The section on additional orders begins on slide number 29.

6. How are orders placed for accommodated kits for grade 10 tests?

All ordering is to be completed in [PearsonAccess^{Next}](#). All grade 10 accommodated kits are ‘additional orders’ so they would need to be ordered through the District Assessment Coordinator as an additional order for all schools.

For help placing additional orders in Pearson Access Next, consult the PowerPoint provided by Pearson: [2019 PearsonAccess^{Next} Navigation Instructions PowerPoint](#). The section on additional orders begins on slide number 29.

7. What are the dates and deadlines for ordering accommodated kits? Can extra kits be ordered after the original ordering window?

Yes. See the chart below for all relevant ordering info. If you need to order additional kits for any K-PREP operational tests then find your shipping window and the additional material ordering date. That is the date when you can begin ordering additional materials.

Grade 10 Field Test for Reading and Mathematics		
Test Window	Accommodated Ordering Window	Return Materials Ordering Dates
April 15 – April 26	March 25 – April 24	March 25 – April 30

K-PREP: Grades 3-8, Grade 11 (Last 14 instructional days)		
Shipping Window	Original Deadline	Additional Material Order Date
#1	February 15	March 25
#2	March 1	April 8
#3	March 15	April 22

Accommodations

1. In the student's IEP/504/PSP a student gets a human reader or scribe, do they take the paper and pencil test?

No. Only students that receive accommodated materials such as Braille, Large Print, Text Reader or Audio CD will be able to take the paper and pencil test. All other students, including those that receive accommodations such as reader and scribe, will take the assessments online.

2. How does a human reader provide services during the online test?

Virtually the same way they would if the test were in paper and pencil format. They would simply sit next to the student and read the text on the computer screen to the student instead of reading a paper test booklet.

3. If a student receives a reader, must they test separately?

This has a multi-part answer. First, they would have to test separately from those testing that receive no accommodations. However, if the students are testing using a text reader or audio CD, and they have headphones, they could test in small groups. If the students do not have headphones and/or receive a human reader, they would have to be tested in a one-on-one environment with one caveat. See special note.

Special note: If you have multiple students that receive a human reader and they have the same form number of the same grade level and same subject test, you could have small group testing (up to four) with students that all qualify for a human reader. This can also apply to groups where students receive a reader and have the same extended time and/or paraphrasing accommodations.

4. How many students can test in the same room if using text reader or audio cd accommodations?

If the students have headphones there is not a cap on the number of students that can test in the same location provided the students are all taking the same grade level and same subject test. Testing subjects and grade levels must be separated because testing protocols must still be followed which includes the reading of scripts. Those protocols cannot be overlapped.

If the students do not have headphones, text reader and audio cd would become a one-on-one testing situation.

5. What calculator is permitted on the high school online assessments?

In the non-calculator portion of the assessment, no calculators will be offered in the online system. For the Grade 10 mathematics field test, students will have access to the online DESMOS calculator. Depending on the question they will either have access to the Scientific or Graphing versions of the DESMOS calculator. Please see the [Desmos](#) website for details.

For the grade 11 operational Science test, students will have access to the online DESMOS graphing calculator during the entire test.

6. Can a student use a hand-held calculator on the high school and/or online assessments?

Only students that receive specific accommodations or accommodated kits can use a hand-held calculator on the online assessment.

If a student is taking the test using a Braille, Audio CD, Text Reader or Large Print kit, they can use a calculator on the approved KDE calculator list. This list can be found in the Grade 10 and Grade 11 Test Administrator’s Manuals.

Special Note: Under specific conditions, DAC’s can approve the use of a hand-held calculator during the online test. See question #7 in this section.

7. What are the conditions for using a hand-held calculator on a state assessment, including online assessments?

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

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

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

Scenario	Does the student receive accommodations?	Is the student using a paper kit?	Does the student have a mathematics deficiency on the IEP/504?	Is technology and/or calculator marked or indicated on the IEP/504?	Is a calculator used during regular instruction?	Is the hand-held calculator approved?
#1	No	N/A	N/A	N/A	N/A	No
#2	Yes	No	No	N/A	N/A	No
#3	Yes	No	Yes	Yes	Yes	Yes
#4	Yes	Yes	N/A	N/A	N/A	Yes

8. If the student is taking the paper and pencil test, how can they use an online calculator?

The online calculator is not available with the paper and pencil test. These students would have access to a hand-held calculator even if they do not have a calculator indicated as a need anywhere on their IEP or 504 plans. That hand-held calculator would still have to be on the approved calculator list that can be found in the Grade 10 and Grade 11 Test Administrator's Manual.

9. If I have a student that needs a calculator that is not on the approved KDE calculator list how do I request that?

Go to the [Assessment Support Forms](#) page on the KDE website and download the unapproved calculator request form. Complete the form and fax it to (502) 564-3249, Attention: Jason Howard.

10. How are non-approved calculator applications processed and ultimately how is the outcome decided?

Applications for an unapproved calculator are processed on a first come, first served basis. For the speediest response time complete and submit the form well before testing starts. Typically a response will be received within five business days.

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

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

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

11. Can I test students that receive a hand-held calculator with students that do not receive a hand-held calculator?

These two student populations are not required to be separated out as long as the students receiving a hand-held calculator receive no other accommodations which require one-on-one or small group testing. For example, students that get a hand-held calculator to go along with paraphrasing (small group), scribe (one-to-one) or human reader (small group).

While students that receive a hand-held calculator could be tested with those that do not, it is not recommended. Testing students who have hand-held calculators with students who do not have that option could introduce a distraction into the testing environment if other students begin to question why a classmate can have a calculator and they cannot.

12. How does a scribe provide appropriate accommodations on the high school assessment?

If the student is taking the online assessment which is delivered via computer, the scribe would simply type the answers for the student on any question that requires a written response. If the student is taking the high school assessment via paper and pencil format, which is only available for students that receive Braille, Large Print, Audio CD or Text Reader versions of the test, then the scribe would write the response for the students in the student response booklet for any question that requires a written response.

For multiple-choice and multiple-select questions, the student would typically be responsible for marking those answers unless they also have a tracking and/or fine motor issue. In those instances, the scribe could also bubble in and/or mark the answer choices as directed by the student.

13. Does technology have to be marked for a scribe to type a response for a student on the online high school assessment?

If the student is taking the online version of the test, no, technology does not have to be marked. Technology in this instance is not being used in lieu of another entry method. Because the test is online and the only option is to type the response, a student who receives a scribe would have access to a scribe that could type their answers.

However, if the student is taking the paper and pencil version of the test which is only available to students receiving Braille, Text Reader, Audio CD or Large Print kits, those students would need scribe and technology marked on their IEP/504 plans to use the Non-Standard Response (NSR) template and type their own response. This is because the technology would be used instead of the normal entry method which is hand written on paper/pencil tests.

A scribe on the paper/pencil test would only be permitted to write the response. The response would be recorded online by Pearson once the response booklet was shipped back at the conclusion of the testing window.

Special Note: Pearson will transcribe all student responses into TestNAV that are submitted on paper and pencil student response booklets.

14. How does a student receive paraphrasing as an accommodation on state assessments?

The person providing the paraphrasing accommodation is only allowed to paraphrase instructions and directions which are not part of the test itself. The person paraphrasing cannot, under any circumstances, paraphrase or modify test content which includes both questions and answers. This also includes any directions embedded within the test itself as part of a question. Only directions prior to the beginning of a tested section or in between tested sections may be paraphrased.

15. Can students with behavioral issues be tested together in small groups?

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

16. What is the protocol for extended time on the high school assessments?

Because the online assessments are not designed to stop at a certain time and the official position of KDE is to allow students that are continually working to keep working past the stated time limit, we extend that same position to students with extended time codified into their IEP or 504 plan as well. Students with extended time on their IEP are permitted to use the time designated on their written plan (1.5x or 2x). KDE does not anticipate that students not identified with extended time on a plan would exceed time comparable to time and a half or double time.

All of the tests have a stated time limit – for instance, 45 minutes for grade 10 mathematics. For a student with double time, they would receive 90 minutes. However, just like any other student, if that student is continually working and putting forth effort past 90 minutes then let them continue to work.

17. How are manipulatives provided on state assessments?

The same procedures apply. The manipulatives cannot have any writing or content on them. All manipulatives are made available to the student but cannot be on their work area and they cannot be prompted to use a specific manipulative. Students would need to move to and select the manipulatives the student felt they needed for the test and/or question and use them.

18. If the student receives a multiplication table as a manipulative, can they use that on the test?

No. This is the same with rulers, fraction strips, etc.... If it has content on the manipulative it cannot be used. This goes for any numbers, letters or words.

What could be allowed would be a blank multiplication chart the student could fill in for themselves during the test. If the student needs the graphic organizer you could provide the skeleton of a multiplication chart that the student then puts the content into themselves during the test. This is the same with any other manipulative. As long as it is content free when they receive it the student can then add to it.

19. What is the proper use of manipulatives?

They should serve as triggers. They must be content free when made available to the student. The adult in the room should not hand and/or direct the student to manipulatives. They should be laid out and made available for the student to access but the student should initiate all use of manipulatives.

20. Is there a way to use speech-to-text on state assessments?

Currently there is no way to utilize speech-to-text on the online assessments. KDE is working on methods for offering speech-to-text but as of yet, nothing solid has been developed and there is no time table for when, or if, this feature will be available.

21. Is there a stop or pause the clock accommodation? Is this considered an accommodation?

There is not a standard stop or pause the clock accommodation. Generally, this is not offered on state testing. However, it can be offered on a case by case basis, based on medical need of the student(s) accompanied by documentation of that need. Some examples of when this has been allowed in the past would be students with narcolepsy and students with diabetic issues. If you have a circumstance like this you need to [contact OSAA](#) for further direction. Because these are decided on a case-by-case basis there is no standard response that can be given.

22. Can districts test in a large or small group setting for the high school online assessments?

Testing for students without disabilities may occur in either a large group or small group setting. Students testing with accommodations should follow standard assessment protocol.