



Monday DAC E-Mail

October 29, 2018

QUESTION OF THE WEEK

Q: Will there be a chance for Test Coordinators (TCs) to ask questions concerning the ACT accommodations?

A: ACT is hosting an accommodations Q&A webinar on Tuesday, November 20 at 2 p.m. ET. The session is scheduled to last one hour.

School Test Coordinators and Test Accommodations Coordinators are encouraged to attend. District Assessment Coordinators (DACs) are also welcome to attend.

[Webinar Registration](#)

[Assessment Calendar](#)

In this Issue:

Alternate K-PREP

- [AT Training](#)
- [Window 1 Opens](#)

ACT

- [Test Coordinator E-mail](#)
- [Scores in PAN](#)

[DAC Spotlight](#)

[Previous Topics](#)

Important Dates

Nov. 1:	Deadline for Dropout Report in Infinite Campus
Nov. 2:	Deadline: ACT Scores Removed from PearsonAccess ^{next} Alternate K-PREP Combined Overview/AT Training and Online Quiz Closes
Nov. 5- Dec. 14:	Alternate K-PREP Window 1 Test Administration
Nov. 5:	PearsonAccess ^{next} and TAA Opens for the ACT Deadline: ACCESS Test Materials Ordering Window Closes
Nov. 6:	Election Day
Nov. 8:	Administration Code/Inclusion of Special Populations Training for Allegations in Frankfort (Full) DAC Monthly Webcast at 11 a.m. ET
Nov. 12:	Veteran's Day Observed – KDE Offices Closed
Nov. 15:	Administration Code/Inclusion of Special Populations Training for Allegations in Frankfort
Nov. 20:	ACT Question and Answer Session at 2 p.m. ET

EXPECT E-MAIL FROM ACT: PEARSONACCESS^{next} AND TAA OPENING

This week, ACT Test Coordinators (TCs) will receive an e-mail from NoReplyTestAdmin@act.org announcing the Monday, November 5 opening of PearsonAccess^{next} and the Test Accessibility and Accommodations (TAA) System. District Assessment Coordinators (DACs) will be copied on the e-mail. The e-mail message will include directions for accessing the systems and completing required tasks within the systems. It will also include links to system user guides with more detailed information.

Applications

[SDRR](#)
[Secure Web App](#)
[SRD](#)
[PearsonAccess^{next}](#)

- [ACT](#)
- [K-PREP](#)

@KDE

After logging in to the system, TCs will be able to submit participation information (deadline: November 30).

Test Coordinators will use the TAA system to request ACT-approved accommodations and manage the status of those requests. The deadline to request ACT-approved accommodations is January 25, 2019. Additional resources can be found at www.act.org/stateanddistrict/kentucky.

If School Test Coordinators have changed since 2018 testing, DACs should forward the ACT e-mail to the current Test Coordinator and then make the change to TC contact information in PAN when it opens on November 5. Directions for changing TCs can be found in the [PAN User Guide for ACT](#) or the [Managing Contacts video](#).

New DACs that do not have an account in PearsonAccess^{next} for ACT should e-mail [Jenni Larkins](mailto:Jenni.Larkins) or call 502-564-4394.

[ACCESS for ELLs ACT](#)
[Alternate K-PREP End-of-Course K-PREP](#)
[DAC E-Mails](#)
[School Report Card](#)
[Open House](#)

Helpful Links
[ACT](#)
[Admin Code Training](#)
[Registration](#)
[KAAC](#)
[NAEP](#)
[Pearson](#)

[Top of Page](#)

ALTERNATE K-PREP COMBINED OVERVIEW/ATTAINMENT TASKS (AT) TRAINING TO CLOSE

The 2018 Alternate K-PREP combined Overview/AT training and online quiz that opened on August 28 will close Friday, November 2. This training is a requirement for anyone who plans to administer an Alternate K-PREP Attainment Task in November or April. **No tasks should be administered until the training and quiz have been completed.** For any questions regarding the training, contact [Kevin O’Hair](#) by e-mail or by phone at (502) 564-4394.

ALTERNATE K-PREP TESTING WINDOW 1 ADMINISTRATION TO BEGIN

The first Alternate K-PREP testing window to administer Attainment Tasks (AT) will begin Monday, November 5. This will be the first of two windows set to assess content standards for reading, mathematics, science, social studies and writing. **No tasks may be administered before Monday, November 5.**

Instruction may continue into the testing window as long as the content provided is not derived from the actual Attainment Tasks being administered. Once the task administration begins, all instruction for that standard should cease until after the task administration has been completed. The first testing window will end December 14.

FINAL REMINDER: ACT SCORES BEING REMOVED FROM PEARSONACCESS^{next} (PAN)

The ACT high school and district profile reports from the 2018 spring state administration will be removed from [PearsonAccess^{next} for ACT](#) on

November 2. **It is strongly recommended that reports are downloaded or printed prior to November 2.** They will not be accessible after that date.

If you have trouble logging into PearsonAccess^{next} for ACT , e-mail ACT Customer Service or call 800-553-6244, ext. 2800 for assistance.

DACs that do not have an account in PearsonAccess^{next} for ACT should e-mail [Jenni Larkins](#) or call 502-564-4394.

DAC Spotlight

Cindy Ham is the District Assessment Coordinator for Somerset Independent Schools. The school system, located in south central Kentucky, is comprised of one pre-school through grade four elementary school, one middle school housing grades five through eight, and one high school. The district currently serves approximately 1,600 students.

Somerset Independent has three district focal points: create and maintain a positive culture and student-centered environment, provide focused and intentional individualized opportunities for student success and growth, and be a district of vision and growth.

In order to ensure student success, in all three of the buildings, teachers and administrators are using a protocol for creating standard-based formative assessments and discussions during data-driven Professional Learning Communities (PLCs) to identify students' strengths and weaknesses in order to provide necessary interventions or enrichment that is individualized and differentiated.

To stay on track with the district vision, Somerset Independent is in the process of completing implementation of one-to-one technology at the middle school and high school levels. This technology project has been made possible through a variety of grants written by district teachers and coordinators. Students having individual devices in their hands daily will allow them to achieve Twenty-First Century Skills needed to keep up with our fast-paced world.

Since 1888, Somerset Independent Schools has had a "Tradition of Excellence"; today, they continue to educate their students with "Tradition and Beyond."

Disclaimer: Any views or opinions presented in the article are solely those of the author and do not necessarily represent those of the Kentucky Department of Education (KDE).



[Cindy Ham](#)
District Assessment
Coordinator
Somerset Independent

Previous Topics

OCTOBER DAC WEBCAST

The Office of Assessment and Accountability (OAA) hosted a live monthly District Assessment Coordinator (DAC) webcast on October 11.

The webcast was hosted by Jennifer Stafford, Director, in the Division of Assessment Support. Jenni Larkins, Program Consultant, provided the latest

[Top of Page](#)

information regarding the new college admissions vendor, ACT. Other topics included re-opening the Kentucky Accountability System regulation (703 KAR 5:270), and a shareholder group convening to discuss the growth indicator.

The October DAC Webcast [PowerPoint](#) was available to use during the webcast.

These sessions were recorded and posted on the [KDE Media Portal](#).

WINDOW 1 ALTERNATE K-PREP MATERIALS

[Top of Page](#)

Materials for the Window 1 Alternate K-PREP Attainment Tasks administration will arrive in districts the week of October 22-26. The materials will represent assessments for reading in grades 3-8 and 9, mathematics in grades 3-8 and 10, science in grades 4, 7 and 11, writing in grades 5, 8 and 11, and social studies in grades 5 and 8. Binders will ship for schools only this year; district level copies will be provided loose to better serve the district when making copies or sharing with schools. For any questions regarding the receipt of materials please contact [Tina Buster](#).

NOTE: The answer sheets that will arrive with the materials for Window 1 will include the selection of dimensions A or B which are no longer part of the assessment requirement. These score sheets provided with the materials were reproduced from the 2017-2018 version and contain the dimension selection and the answer option of D which is no longer required. Districts may use these score sheets, disregard the request for the dimension selection and choose from answer options A, B, C or no response. If districts would rather use the [correct version of the score sheet](#) for Window 1, a copy may be printed.

The score entry process in the Student Registration Database will display the correct answer choice format of only A, B, C or no response.

ALTERNATE K-PREP STUDENT REGISTRATION DATABASE (SRD) ADMINISTRATOR ACCESS

The SRD will be available to District Assessment Coordinators (DACs), Directors of Special Education (DoSE) or those in the district with DAC level access on Monday, October 22. Once access to the site has been established (see link below), please review and complete the items below:

1. Activate accounts for teachers who plan to enter scores in the SRD. It opens November 5 for score entry (instructions for teacher activation shared in the PowerPoint provided below (slides 5-6).
2. Review school rosters, and share with teachers to determine if rosters are accurate, or if students need to be added or removed before November 5. Any student not showing on the roster may be added (see slide 7) or to delete a student by selecting delete found to the right of the student name on the roster.

It is critical that access to the Online Training System (OTS) has been obtained by the DAC, DoSE or district level administrator working with the Kentucky Alternate Assessment for the 2018-2019 school year. Anyone requiring this level of access should complete this task right away. Slide 2 of the [PowerPoint training](#) below will provide more details regarding this process. If you have completed the request for DAC level access then you should be ready to move forward. For any additional questions, please contact [Kevin O’Hair](#).

SRD Link <https://kaap.hdi.uky.edu/SRD/LoginPage.aspx>

[SRD Manual](#)

KDE READ TO ACHIEVE (RTA) AND MATHEMATICS ACHIEVEMENT FUND (MAF) ASSESSMENT TAB INFORMATION FOR OCTOBER 30 IMPORT

[Top of Page](#)

New this year

Read to Achieve (RTA) and Mathematics Achievement Fund (MAF) grant schools are collecting student level assessment data in Infinite Campus (IC). This will occur three times a year October 30, January 30 and May 30. If your district has a school(s) with either one or both of the KDE grants, the Read to Achieve (RTA) teacher or the Mathematics Intervention Teacher (MIT) will be sending a CVS file to District Assessment Coordinators (DACs) or Infinite Campus (IC) coordinators to import into the assessment tab in IC. The RTAs and MITs have received detailed information on how to create the CSV to either be imported manually or by batch.

Please see the [step-by-step directions](#) on how to upload these scores either manually or by batch import.

For questions in regard to Read to Achieve, contact [Whitney Hamilton](#); for the Mathematics Achievement Fund, please contact [Erin Chavez](#).

2018-2019 CTE END-OF-PROGRAM (CTE EOP) ASSESSMENT / TRACK TESTING WINDOW: FEBRUARY 1 - MARCH 29

Each school participating in the Career Technology Education (CTE) EOP Assessment is required to identify the school’s consecutive two-week testing window by December 1, by completing the survey request e-mailed to each DAC and registered CTE EOP Assessment Coordinator on October 15.

Additionally in 2018-2019, the Tech Ready Apprentices for Careers in Kentucky (TRACK) skilled trades (TRACK Electrical and TRACK Carpentry assessments) testing window* is also February 1 - March 29. Schools participating in TRACK will administer TRACK in E-SESS during their same two-week testing window as CTE EOP Assessment.

*TRACK skilled trades testing (TRACK Electrical and TRACK Carpentry) only pertains to schools with students enrolled in specified TRACK pathways. Not all schools participate in the TRACK program.

For questions or assistance with CTE EOP Assessment administration, contact [Sherri Craig](#) at (502) 564-4286 Ext. 4226.

DIVISION OF ASSESSMENT SUPPORT POSITION VACANCIES POSTED

The Division of Assessment Support has two vacancies that have recently been posted. The [Education Administration Program Manager](#) position is open through October 30 for applicants and an [Administrative Specialist III](#) position is open through November 3. The postings list the job descriptions and duties for all those who are interested in working with the Division of Assessment Support in Frankfort.

Please share this information with your colleagues who would be interested in these positions. We look forward to filling this quickly.

SCHOOL REPORT CARD E-MAIL

[Top of Page](#)

Please distribute this information to all principals in your district.

Reminder: School Profile Reports should be completed by October 31. The [user guide](#) is available to provide details on how to complete the School Profile Report. This involves:

1. Inputting collection data into the School Report Card Collection Tool.
2. Reviewing the School Profile Report; this includes:
 - a. the collection data entered by the school
 - The download option can be used to export all collection data that has been entered. This feature is available at the school and district level. The Excel worksheet is easier to read if you choose to wrap text and expand columns before trying to review.
 - b. the course and teacher counts loaded by KDE.
 - The course and teacher counts are pulled from Infinite Campus using [state courses codes](#); the specialized certification detail is provided by the Education Professional Standards Board (EPSB).
 - The [School Profile Courses](#) report is available in Infinite Campus to help with validating this data.
3. Printing the complete report. Once data is confirmed, the School Based Decision Making (SBDM) Council (if applicable), principal and superintendent must sign the School Profile Report and it must be maintained at the district board office.
4. Posting the School Profile Report on the webpage(s) entered into the collection tool by December 1 before the School Report Card goes public.

A new [Q&A document](#) includes many frequently asked questions and can be used as a resource.

See [KRS 158.6453 \(20\)](#) for more details on School Profile Report requirements.

Prior communications and resources are available on the [School Report Card Resource website](#).

School Report Card Collection Item Contacts:

Bright Bytes support contacts are:

E-mail BrightBytes Support at support@brightbytes.net

Call BrightBytes Support at (877) 433-4036

Education Opportunities/ General Education Coursework (School Profile Report) – [Contact KDE by email](#).

User Access – district WAAPOCs should direct questions regarding user account set up to the [KETS Support Desk](#).

SRC IMPORTANT DATES

October 31: School Profile Report should be complete with signatures

Mid-November: SRC district review and approval period opens

November 30: SRC Collector items (Community, Safety Precautionary Measures and Technology) must be complete

December 1: School Profile Report should be posted to school website

Mid-December: SRC opens for media/public release

GROWTH WORK GROUP ANNOUNCEMENT

Responding to questions raised by educators, Commissioner of Education Wayne Lewis has called for the creation of a group of key stakeholders from across the Commonwealth to review the state's current growth calculation methodology and make recommendations for how to improve it before the release of school accountability data next fall.

[Top of Page](#)

The [announcement](#) includes the agenda from the October 24 meeting.

Contact Information

Office of Assessment and Accountability

Division of Assessment Support

(502) 564-4394

[KDE DAC Information](#)