



Monday DAC E-Mail

February 11, 2019

QUESTION OF THE WEEK

Q: What type of calculators will be available for the 2019 online high school assessments?

A: Desmos [Graphing](#) and [Scientific](#) calculators will be available for high school students to use in TestNav for the Grade 10 mathematics field test, and the Grade 11 science (graphing calculator only) operational test. Either a scientific or graphing calculator will appear on the online screen on certain questions that allow a calculator when the **Calculator** button is selected. To move the calculator, students will select the calculator and drag it. Students can select the buttons or use their keyboard to use the calculator. Selecting the **Calculator** button again closes the calculator.

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

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

Accommodated students taking assessments offered on paper (e.g. large print) may use an approved handheld calculator from the high school calculator policy. Accommodated students needing a handheld calculator not on the high school calculator policy, may apply to use an unapproved calculator.

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

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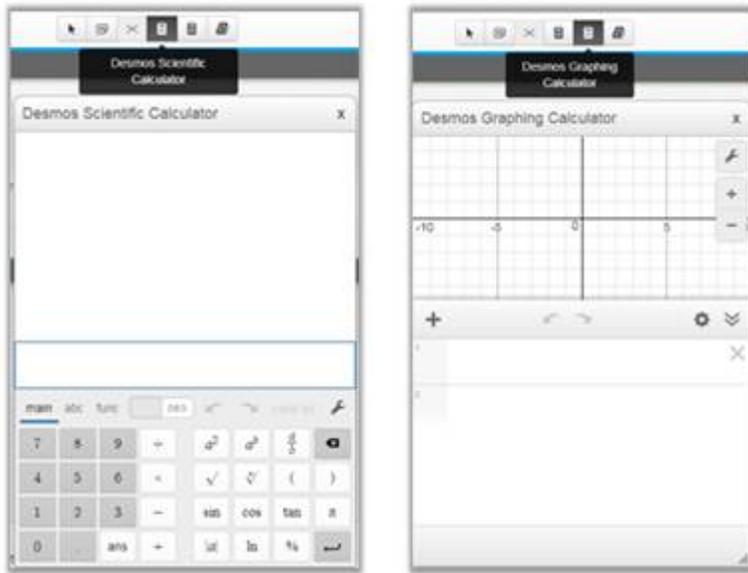
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Important Dates

Feb. 12:	DAC Meeting at Russell County Natatorium in Russell Springs
Feb. 13:	DAC Meeting at Ralph Rush Professional Development Center in Florence
Feb. 14:	DAC Monthly Webcast (cancelled)
Feb. 15:	Deadline for Selection of K-PREP Shipment Option
Feb. 19:	DAC Meeting at Pike County Central High School in Pikeville
Feb. 20:	DAC Meeting at KEDC in Ashland
Feb. 21:	DAC Meeting at Center for Innovations in Laurel County
Feb 25:	TestNav Webinar Presented by Pearson (10 am and 2 pm option)
Feb. 27:	DAC Meeting at KDE , 300 Sower Blvd., Frankfort
Mar. 1:	Deadline for Additional ACT Standard Time Materials Deadline for Alternate K-PREP Window 2 Shipping Options
Mar. 5:	DAC Meeting at GRREC in Bowling Green
Mar. 6:	DAC Meeting at Christian Co. Board of Education in Hopkinsville
Mar. 7:	DAC Meeting at Owensboro Board of Education in Owensboro
Mar. 25-29:	Window 2 Alternate K-PREP Materials Ship (Option 1)
Apr. 1-5:	Window 2 Alternate K-PREP Materials Ship (Option 2)

ACT TRAINING FOR ROOM SUPERVISORS, PROCTORS AND ACCOMMODATIONS PROVIDERS

All ACT testing staff, both new and experienced, must attend a training session conducted by the Test Coordinator before test day.

Applications

[SDRR](#)

[Secure Web App](#)

[SRD](#)

[PearsonAccessnext](#)

Near the end of the ACT Test Administration Manuals is a section titled, “Training Session Outline and Topics for Discussion.” Subjects include *Security of Test Materials, Room Preparation, Pretest Activities, Test Day* and *After the Test*.

During a training session, the Test Coordinator is expected to discuss the topics described in each section with testing staff. The Test Accommodations Coordinator must also attend and share any relevant topics with accommodations staff in a separate training session.

The following resources are available for training:

Test Administration

- [Test Administration Procedures](#)
- [November Training Workshop - Questions and Answers \(PDF\)](#)
- [November Training Workshop Recording \(Webinar\)](#)
- [Test Administration Training Q&A \(Webinar\)](#)
- [Test Administration Training Q&A \(PDF\)](#)
- [Test Administration Training 2 \(Webinar\)](#)

Arrange For Accommodations

- [Accommodations vs. Arrangements \(PDF\)](#)
- [Policy for Accommodations Documentation \(PDF\)](#)
- [Accommodations Training Videos](#)
- [Accommodations Training and Q&A Slides \(PDF\)](#)

Manuals

- [ACT Administration Manual - Standard Time Paper \(PDF\)](#)
- [ACT Administration Manual - Accomms Paper \(PDF\)](#)
- [ACT Administration Manual - NCR \(PDF\)](#)
- [ACT Administration Manual - Online Testing \(PDF\)](#)
- [ACT Test Coordinator Information Manual \(PDF\)](#)

Supplements

- [Calculator Policy \(PDF\)](#)
- [ACT-Approved Bilingual Word-to-Word Dictionaries \(PDF\)](#)
- [No Phone Poster \(PDF\)](#)
- [Training Video: How to Enter Online Irregularities](#)
- [Training Video: Test Day Overview for Room Supervisors \(No Writing\)](#)
- [ACT Late Start or Did Not Test \(PDF\)](#)

ACT TEST MATERIALS ARRIVE THIS WEEK OR NEXT WEEK

Materials for ACT Initial Test Day Standard Time and Accommodations Testing will arrive this week for schools that selected the first shipping date. Schools that selected the second shipping date will receive materials next week.

It is important that Test Coordinators check in materials within 24 hours of receiving them from ACT. Contact ACT immediately if contents do match packing lists or if there is evidence of tampering.

Materials must be kept in secure storage at all times before and after testing. The Test Coordinator is responsible for the security of all test materials from the time

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

@KDE

- [ACCESS for ELLs](#)
- [ACT](#)
- [Alternate K-PREP](#)
- [K-PREP](#)
- [DAC E-Mails](#)
- [DAC Monthly Webcasts](#)
- [Forms](#)
- [DAC E-Mails](#)
- [School Report Card](#)
- [Open House](#)

Helpful Links

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

the materials are delivered to the time they are returned to ACT. The Test Coordinator must protect the materials from damage, theft, or conditions that could allow prior access to the tests.

ACT ACCOMMODATIONS AND ENGLISH LEARNER (EL) SUPPORTS LATE CONSIDERATION REQUESTS

In a limited number of circumstances, Test Coordinators can submit requests for ACT-approved accommodations and EL supports after the published request deadline for the initial test date.

The deadline for late consideration requests is March 8. To request late consideration, Test Coordinators must complete the [Late Consideration form](#) and upload with any supporting documentation in the [Test Accessibility and Accommodations \(TAA\)](#) system.

Late Consideration is applicable **only** to:

- Students new to the school or in a newly classified grade level
- Students who have a newly defined disability
- Students with medical emergencies or sudden medical onset
- Transfer students with previously approved accommodations from another school in Kentucky

2019 K-PREP Testing Format Items and Times Chart Now Available

The new [2019 K-PREP Testing Format Items and Times](#) chart for Grades 3-8 and 11 is available on the K-PREP page on KDE's website. Information around the 2019 Grade 10 reading and mathematics field test will be available soon.

COHORT PRELIMINARY REPORT FOR 4-YEAR AND 5-YEAR

The Preliminary 4-year and 5-year Adjusted Cohort Student Listings are now available in the [Student Data Review and Rosters](#) (SDRR) application. These reports allow District Assessment Coordinators (DACs) the opportunity to review the students accountable to the district/school. When checking for changes made in Infinite Campus (IC), please note the **Data Last Updated** date in red in the Cohort section of SDRR. These reports are for information only. Submission of change requests will be available after the end of the current school year (July 31). It is a good time to review and filter for students accountable to the district/school with On Time status of No, and Non Participation set to Participated.

For assistance, click on the "[I NEED HELP](#)" button  in SDRR and choose Cohort. If you do not find the answer there, contact [David Curd](#) via e-mail or phone (502) 564-9853 ext. 4744.

Accountability: Accountable	Cohort Type: 4 Year Cohort	Distr
On Time: No	L. Name: * Grade *	Scho
	Non Part: Participated	

Apply Clear Filter Car

DAC Spotlight

Bourbon County is known for its impressive horse farms, historic homes and beautiful downtown area. However, Bourbon County Schools is quite impressive also. The district is comprised of approximately 2,700 students with six schools: Bourbon Central Elementary, Cane Ridge Elementary, North Middletown Elementary, Bourbon County Middle, Bourbon County High, and the Bourbon County Preschool Center.

The Bourbon County Board of Education members and Superintendent Amy Baker made a strong commitment to the district to support early childhood education through funding for four-year-olds to attend preschool. This initiative has proven very effective as the Brigance Screener results have increased and are at an all-time high for the district and among the top for preschool and head start in the state. Growth does not stop there; for the 2017-2018 school year, juniors at Bourbon County High scored the highest composite ACT score for the school since Kentucky began its own state junior administration.



[Neely Traylor](#)
Bourbon County

The district's extracurricular activities are thriving as well. The Bourbon County High School Band has 120 members, with 42 being middle school students. Michael Stone, the school's new band director, led the band to its fourth National Championship and seventh State Championship for the 2018 band season. The theatre program throughout the district is also strong and produces a number of productions at all school levels.

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).

Previous Topics

COHORT GRADUATION RATE ACCOUNTABILITY CHANGE

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The Every Student Succeeds Act (ESSA) now requires that foreign exchange students must be included in the cohort 4-year and 5-year graduation rate like all other students. Students who were previously exempted in the 2018 4-year cohort will be included in the 2018 5-year cohort unless they have an ending withdrawal status in Infinite Campus (IC) of:

- W07 (Withdrawn for health reasons)
- W08 (Withdrawn due to death)
- W20 (Withdrawn to home school)
- W21 (Withdrawn to private school/Job Corps)
- W29 (Moved, out of state or out of Country)

Please make sure to update these students in IC from a C01 (Close of Year) or W22 (Moved, re-enrolled in another Kentucky public school) to the appropriate withdrawal status as needed; otherwise these students will count against your cohort graduation rate. Foreign exchange students who graduate from your district will be included in your accountability in the same way other graduates count. Foreign exchange students who dropout or fail to re-enroll in school will be included in cohort and will count against the school where they were last enrolled.

Coming soon, Cohort students will be available in the Student Data Review and Rosters ([SDRR](#)) application for viewing purposes only. No changes or ticket will be allowed until data review time with other parts of accountability. A helpful [Cohort Accountability Resource Tool](#) is available

Please e-mail [KDE Assessment](#) with questions about cohort.

ALTERNATE K-PREP WINDOW 2 SHIPPING OPTION

Anyone who has already confirmed their selection for Window 2 shipping may disregard this message.

With spring break occurring in many districts in late March or early April, it often affects the receipt of test materials for the Window 2 Alternate K-PREP assessment. The Division of Assessment and Accountability Support (DAAS) would like to provide districts with the opportunity to select from two shipping options to determine when the spring Alternate K-PREP test materials arrive. To create an e-mail response, please select one of the following options:

[Option 1](#): The week of March 25-29

[Option 2](#): The week of April 1-5

Submit the chosen option for the district to [Kevin O'Hair](#) by Friday, **March 1**. If no selection is provided, Option 1 will be automatically selected for the district.

ACT WINDOW FOR SUBMITTING ADDITIONAL ORDERS

The window is now open **through March 1** to order additional standard time materials for the March 12 test date and non-college reportable (NCR) accommodations materials for the March 12–26 testing window.

Before test day, if you need additional test materials beyond what is received in your initial shipment or if you need to order non-college reportable materials, you can place an order for these materials in [PearsonAccess^{next}](#).

You will need to add new or transfer students to your school in PearsonAccess^{next} before additional orders of test materials can be placed for them. Use the instructions in the “Submit a Request to Enroll or Un-enroll an Examinee” section of the [PearsonAccess^{next} User Guide for ACT](#).

CAREER AND TECHNICAL EDUCATION END OF PROGRAM (CTE-EOP) ASSESSMENT WINDOW

The 2018-2019 CTE EOP Assessment window opened Friday, February 1. Schools have identified a two-week window to complete the administration of the assessments. Student accounts will be locked outside of the school’s identified testing window. If a school’s testing window must be changed due to school closure, notify [Sherri Craig](#). All 2018-19 CTE EOP Assessments must be completed by March 29.

UPDATED FEBRUARY/MARCH DAC TRAINING SCHEDULE

Below is the list of the February/March DAC trainings scheduled around the state for the upcoming spring assessments. Registration is now open. Everyone planning to attend must register.

We welcome BACs to attend but please keep in mind that DACs will receive preference in the event a venue is booked to full capacity.

- February 12, [Russell County Natatorium](#) in Russell Springs
- February 13, [Ralph Rush Professional Development Center](#) in Florence
- February 19, [Pike County Central High School](#) in Pikeville
- February 20, [KEDC](#) in Ashland
- February 21, [Center for Innovations](#) in Laurel County
- February 27, [KDE](#), 300 Sower Blvd., Frankfort
- March 5, [GRREC](#) in Bowling Green
- March 6, [Christian Co. Board of Education](#) in Hopkinsville
- March 7, [Owensboro Board of Education](#) in Owensboro

★★★ The Division of Assessment and Accountability Support is going **Green**. Attendees may bring their own paper copies, electronic copies or an electronic device to the meeting. Documents will be available to download from SharePoint prior to each meeting, during the meeting and from a jump drive at each location. Wi-Fi will be available. Materials will only be distributed electronically. ★★★

2019 SPRING TESTING FORMS

The forms for spring 2019 testing have been updated and are available on the [Forms](#) page. Forms are updated as needed on this page. Recently updated forms include:

- Medical Nonparticipation
- Extraordinary Circumstance Nonparticipation
- Medical Emergency
- Group Seating Charts
- Individual Seating Charts

K-PREP Site Visit forms will be available in late spring.

Contact Information

Office of Standards, Assessment and Accountability
Division of Assessment and Accountability Support
(502) 564-4394

[KDE DAC Information](#)