



# Monday DAC E-Mail

April 8, 2019

## QUESTION OF THE WEEK

- Q:** When will the Grade 10 Test Administration Manual (TAM) be available?
- A:** The online [Grade 10 TAM](#) for high school field testing is available electronically on the Google Drive. The document is not yet 508 Compliant. Once accessible, it will be posted to the K-PREP page on the KDE website. We are providing the grade 10 TAM early to give your district and school additional time for spring test preparation. For the Grade 10 online field test, the TAMs will only be available electronically. Schools will not receive a paper copy of the TAM and will need to print copies if desired. Note: Test Proctors administering the paper version of the accommodated kits (Braille, large print, audio cd, and text reader) will need to print the TAM/script. A TAM will not be included in the accommodated kits.

## [Assessment Calendar](#)

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## Important Dates

- March 25-April 24: Grade 10 Accommodated Kit Ordering Open in PearsonAccess<sup>next</sup>
- March 25-April 30: Grade 10 Additional Return Material Ordering Open in PearsonAccess<sup>next</sup>
- March 13-April 17: ACT Rosters Open in Student Data Review and Rosters Application (SDRR)
- April 1-30: Administrative Support and Business Management CTE End-of-Program (EOP) Assessment PILOT Testing Window
- April 8-18: Student Data Review and Rosters (SDRR) Open for Test Window Selection
- April 8: Additional Accommodated Kit Ordering For K-PREP Grades 3-8 and 11 Opens In PearsonAccess<sup>next</sup> For Districts In Shipping Option #2
- April 11: Monthly DAC Webcast
- April 12: Deadline to Order ACT Makeup and Additional Materials
- April 15: Alternate K-PREP Window 2 Assessment Begins
- April 15-26: Grade 10 Online Field Test (Reading and Mathematics)  
OSAA Site Visits During Grade 10 Online Field Test
- April 19: State Offices Closed (Afternoon) in Observance of Good Friday
- April 22: Additional Accommodated Kit Ordering for K-PREP Grades 3-8 and 11 Opens in PearsonAccess<sup>next</sup> for Districts in Shipping Option #3

April 24:	ACT Makeup Test K-PREP Rosters Opening in SDRR
April 30:	Deadline for Applications for Standards and Assessment Committee Work
July 23:	K Screen Training of Trainers (TOT), Kentucky Department of Education (KDE), Frankfort

## STUDENT DATA REVIEW AND ROSTERS (SDRR) OPEN FOR TEST WINDOW SELECTION

SDRR will be open from **April 8-18** to allow District Assessment Coordinators (DACs) to enter the date of the first day of K-PREP testing. DACs will need to log in to SDRR during this window and indicate the first day of testing for elementary, middle and high schools in the district. There is only one date for each level.

District-level users may make changes to the K-PREP test windows in SDRR, while School-level users may *view* the test window dates. Pre-loading of student accountability data on Spring rosters is accomplished by using both Infinite Campus (IC) enrollment information and the testing window information in SDRR. The Office of Standards, Assessment and Accountability (OSAA) pre-loads as much student accountability as possible into SDRR to reduce workload for schools and districts. Users can export a list of the testing start dates for all districts from this section of SDRR as well, which will hopefully assist in determining correct 100 day accountability.

Please note that the spring summative testing window must fall within the last 14 instructional days of the school year. DACs cannot enter a testing start date that is earlier than the Earliest Start Date shown in SDRR. That date is 14 days prior to the end of the year, based on the calendar information in IC.

### Applications

[SDRR](#)  
[Secure Web App](#)  
[SRD](#)  
[PearsonAccess<sup>next</sup>](#)

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

### @KDE

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

### Helpful Links

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

Earliest Start Date	Date
Elementary Test Window: 05/06/2018	
Middle Test Window: 05/06/2018	
High Test Window: 05/06/2018	

Add Counts  
 Elementary Start Date:   
 Middle Start Date:   
 High Start Date:   
 Submit  
 Export to Excel | Export to PDF

Detailed information and screen shots are available via the red I NEED HELP

button , which is accessible from every page within SDRR.

If districts still have questions after reviewing the information in the Spring Testing Window Collection section of the Help button, or if the start date of K-PREP testing changes after April 18, e-mail [KDE Assessment](#) for assistance.

## **GUIDANCE ON ADDITIONAL TIME FOR HIGH SCHOOL ONLINE TESTING**

The online Grade 11 operational tests (science and on-demand writing) and the Grade 10 field tests (reading and mathematics) have recommended testing times, and it is anticipated that all students can complete the assessments in the allotted time. However, in the TestNAV 8 system, the timer is not available for the assessments.

In the K-PREP manuals, it states that all students participating in the high school online assessments, who are showing continued progress, may work on the online assessment past the recommended time [See page 47 of the DAC/BAC Manual]. The District Assessment Coordinator (DAC) should work with individual schools to allow this extended time for all students while ensuring that the use of appropriate test timing occurs. Schools should record and maintain this occurrence as needed. This is not to be confused with Extended Time for Accommodated Students who are also permitted extended time based upon their IEP, 504 Plan or PSP. If further clarification is needed, please contact the Division of Assessment and Accountability Support at (502) 564-4394 or [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov).

## **CLARIFICATION FOR RETURN SHIPPING OF PAPER ACCOMMODATION KITS FOR GRADES 10 AND 11**

### ***Grade 11***

For students completing the Grade 11 assessment (science and on-demand writing) with an accommodated materials kit (Braille, audio cd, large-print, or text reader), test administration should be scheduled within the five-day testing window. After completion of the test, insert the individual Student Response Booklet (SRB) into the manila envelope (included with kit) and return with the school's K-PREP scorable materials. No header sheets are necessary. Other materials from the accommodated materials kit such as the paper test booklet, etc., are returned with the school's K-PREP nonscorable shipment.

### ***Grade 10***

For students completing the Grade 10 field test (reading and mathematics) with an accommodated materials kits (Braille, audio cd, large-print, or text reader), test administration should be scheduled within the ten-day testing window. After completion of the test, insert the individual Student Response Booklet (SRB) into the manila envelope (included with kit). Collect all completed paper SRBs in individual manila envelopes and return in box received with kits (Use Violet scorable label on outside of box.). Other materials from the accommodated materials kits such as the paper test booklet, etc., may be returned in a nonscorable box (Use Pink nonscorable label on outside on box.). If additional materials are needed, order in [PearsonAccess<sup>next</sup>](#). All manila envelopes can be returned in the same scorable box, and the nonscorables can be returned together also.

## **APRIL 11 MONTHLY DAC WEBCAST**

The Office of Standards, Assessment and Accountability (OSAA) will host its live monthly District Assessment Coordinator (DAC) webcast on Thursday, April 11 from 11 a.m. – 12 noon ET. Future broadcasts are scheduled for the second Thursday of each month.

The webcast will be hosted by Dr. Jennifer Stafford, Director, in the Division of Assessment and Accountability Support. Pearson's Scott Wilson will join Jason Howard to share the latest updates for the upcoming online high school assessments. Topics included will be Accommodated Materials and Review, Test Session Guidelines and Timing/Monitoring. Other Assessment and Accountability updates will also be provided. The PowerPoint presentation will be shared in a Special DAC E-mail early Thursday morning.

Please join Jennifer at 11 a.m. ET on Thursday, April 11 for the [live broadcast](#) from the Kentucky Department of Education (KDE) Studio in Frankfort. Questions may be asked by sending an e-mail to [KDE DAC Information](#).

These sessions will be recorded and posted on the [KDE Media Portal](#) and the [KDE Meetings and Trainings](#) page with any pertinent materials.

## **CAREER AND TECHNICAL EDUCATION (CTE) REMINDERS**

- The 2018-2019 Administrative Support and Business Management CTE End-of-Program (EOP) Assessment PILOT testing window is open April 1 - April 30. Specific instructions have been provided to CTE EOP Assessment Coordinators and DACs of participating schools.
- 2018-2019 CTE EOP Assessment testing window closed March 29. CTE EOP Assessment results are scheduled to be released April 16. Specific instructions will be provided to CTE EOP Assessment Coordinators and DACs.
- 2018-2019 Skilled Trades TRACK (TRACK Carpentry and TRACK Electrical) retesting window is April 16 – 30. Specific instructions will be provided to the Test Coordinator and DAC of participating schools.

E-mail [Sherri Craig](#) or contact by phone at 502-564-4286, ext. 4226 with any questions related to CTE End-of-Program (EOP) Assessment PILOT, CTE EOP Assessment results or Skilled Trades TRACK assessments.

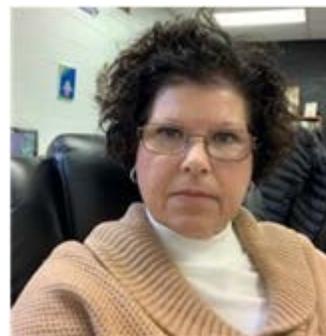
Trimble County School District is located in a rural community about 40 miles northeast of Louisville along the Ohio River. The school district is comprised of two elementary schools and one junior/senior high school, and serves approximately 1,150 students. With a free/reduced-price lunch percentage nearing 60%, the school district has done much to provide students with the education they deserve. Over the last three years the focus has been in the following areas: personalized learning, graduate profile and accreditation.

**Personalized Learning:** This initiative occurs in most classrooms at every grade level to meet the needs of students. Beginning at grade 5, students are introduced to the Summit Learning Platform. Within this learning management system are four pillars: cognitive skills, content, habits of success, and sense of purpose. The Platform is one piece of the educational experience students receive. It provides access to resources and tools that teachers and students use in order to increase the depth and breadth of knowledge of not only the Kentucky Academic Standards, but cognitive skills and soft skills supporting students beyond the classroom. Students engage in content work and project work--independently, in small groups or whole group. Students, teachers and parents can see the year at a glance to determine if students are on target to complete and master the standards and other academic requirements for their grade level. This is a level of transparency that enables all parties to be informed of what is going on at any given time and enables staff to meet the variety of learning needs and challenges that all students face at one time or another.

**Graduate Profile:** The district's strategic plan outlines what it means to receive a Trimble County diploma. Students who earn a Trimble County diploma will be able to **Think** critically to problem solve, show **Resilience** to persevere, **Innovate** to create, have **Motivation** to take initiative, **Be** an effective communicator and collaborator, show **Leadership**, and **Excel** in service oriented citizenship. The graduate profile competencies has a direct impact on teacher practice as they have been shifting their focus from *teacher as disseminator of information* to *teacher as facilitator of learning*. Teachers support one another through professional learning cohorts and receive ongoing support.

**Accreditation:** According to the district's final report and recommendation for their accreditation, it was noted that the school system initiated numerous significant plans and programs. Input from multiple internal and external stakeholders was gathered. Resources (human, fiscal and material) were aligned to support the district's continuous improvement process. Staff have demonstrated a clear commitment and understanding of the need to develop stronger program evaluation practices and have the capacity to address this need. Leadership staff have established a clear focus on student learning as their number one priority. The accreditation team commented frequently on the positive and inviting school climate observed. The rapport among the students and teachers was positive and noticeable.

*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).*



[Susan Meredith](#)

Trimble County Public  
Schools

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## **K-PREP ACCOMMODATED MATERIALS**

### **Grade 10 Field Test**

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Accommodated materials (Braille, audio cd, large-print, and text reader) for the reading and mathematics field test will arrive close to or during the field test window, April 15-26. The Kentucky Department of Education (KDE) and Pearson are generally able to provide accommodated materials at least two weeks in advance of the test window. However, the contract between KDE and Pearson was signed in January which left four months to create a large scale assessment. The amount of time needed to complete all tasks has been compressed.

Our goals are to develop assessments that are of the highest quality, accurately measure the Kentucky Academic Standards, and are fair to all test takers. Paper based materials take time to create, review, and approve. Once test items and forms are approved, multiple steps in the accommodation production process are required. For example, for audio cds, once the test form is completed, a script must be written, reviewed, approved, and sent for production. Once the cd has been produced, quality control checks are in place to ensure the audio meets KDE's high standards. If there are issues with the quality, the cd goes back to be re-recorded and reviewed again. These important steps take time.

Expected delivery dates will be shared with District Assessment Coordinators when they are final. KDE will work with schools and districts to provide students the opportunity to participate in the field tests. We thank you for your patience and understanding as we work through the field tests.

### **Grade 11 Science**

Accommodated materials (Braille, audio cd, large-print, and text reader) for grade 11 science are on back order. Expected delivery dates will be shared with District Assessment Coordinators when they are final.

### **Grade 3-8 and Grade 11 On-demand Writing**

Note: Accommodated materials for the operational assessments for grades 3-8 and on-demand writing are on track to be delivered two weeks prior to each district's test window.

## **ADDITIONAL RESOURCES TO SUPPORT ONLINE TESTING AT HIGH SCHOOL**

As the testing season draws closer, extra resources are developed and distributed to help transition to online testing at the high school level. Currently the Kentucky Department of Education and Pearson have developed two things to share to help ease into this era of online testing. First is a training developed by Pearson which explains how seal codes will operate this spring for online testing. The second resource is a FAQ developed by the Kentucky Department of Education which covers topics in technology, accommodations and accommodated materials as they relate to online testing.

[Spring 2019 Kentucky Seal Codes Training](#)

**ALTERNATE K-PREP STUDENT REGISTRATION DATABASE (SRD)  
TO OPEN APRIL 15**

Score entry in the SRD for test Window 2 will officially open on April 15. Teachers who had access to enter scores during Window 1 will continue to have access for score entry during Window 2. District Assessment Coordinators (DACs) or anyone with district level rights will have the same level of access that was provided during the first window.

**ALTERNATE K-PREP TESTING WINDOW 2 BEGINS APRIL 15**

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The second Alternate K-PREP testing window to administer Attainment Tasks (AT) will begin Monday, April 15. During this test window, content standards for reading, mathematics, science, social studies, and writing are assessed. **No tasks for Window 2 may be administered before April 15.**

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 second testing window will end May 24.

**Any makeup tests for Window 1, not yet administered, may continue into Window 2. For questions about administering the second Alternate K-PREP window or a makeup for the first window, please contact [Kevin O’Hair](#)**

**ORDERING WINDOW OPENS FOR GRADE 10 ACCOMMODATED  
KITS (DIRECTIONS INCLUDED)**

The ordering of grade 10 accommodated kits—Braille, audio cd, large-print, and text reader--opened in PearsonAccess<sup>next</sup> on March 25. All grade 10 accommodated kits must be ordered as additional orders. Ensure that grade 10 has been selected from the dropdown box before making any additional orders, as instructed during the DAC trainings this February and March.

For instructions on how to create an additional order in PearsonAccess<sup>next</sup>, please consult the [2019 PearsonAccess<sup>next</sup> Navigation Instructions PowerPoint](#). Slide #29 begins the instructions on creating additional orders. For all grade 10 additional orders, select ‘other’ as the reason for the order. Pearson staff will reach out if any additional information is needed for the order.

**KDE RELEASES INFORMATION ON OPT-OUT TESTING TO  
DISTRICTS**

Kentucky’s public school statewide accountability system depends on the testing of each and every student. Testing all students helps the state and local districts ensure that schools are serving all students and that gaps in categories of students are identified, addressed and closed.

In Kentucky, districts are not permitted to honor a parent’s request to opt out of the *Kentucky Academic Standards* or statewide testing. There is no authority in state or federal law allowing parents to opt out of the standards or statewide assessment system.

The Kentucky Department of Education has created two communications – [one for districts](#) and [one for parents](#) – that address opt-out testing. Any further questions regarding opt-out testing may be e-mailed to [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov).

## **KDE SEEKS APPLICANTS FOR STANDARDS AND ASSESSMENT COMMITTEE WORK**

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The Kentucky Department of Education is seeking Kentucky educators to help develop assessments that are of the highest quality, accurately measure the *Kentucky Academic Standards*, and are fair to all test takers.

Creating assessments is a complex process that involves many steps including blueprint development, item writing, bias review and standards setting. The legislatively required assessment review and development committees and advisory panels are part of this important process.

K-12 and postsecondary educators, as well as community stakeholders, interested in participating in the assessment development and review work are needed. A pool of candidates is being gathered for these critical steps and other supporting activities that may occur. Applications are being accepted for each of these activities in reading/writing, mathematics, science and social studies. Educators may select to be considered for a single activity or for all activities.

Applicants will be required to meet in Frankfort or Lexington at least one day; other activities may require multiple days. Some collaborative work may be accomplished virtually. Timeline for activities will vary for the content areas.

Selected team members will receive reimbursement for travel expenses. Substitute teacher expenses will be reimbursed to the teacher’s school district. The online application can be found in [this application document](#).

Applications will be accepted through **April 30**. Selected team members will be notified via phone or email. Questions regarding the application process may be sent to [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov).

## **K-PREP MANUALS AVAILABLE FOR SPRING TESTING**

### *DAC/BAC Manual*

The [DAC/BAC Manual](#) is now available electronically on the [K-PREP page](#) on the KDE website.

### *Grade 10 and 11 TAMs*

The online TAM for high school testing at grade 11 is available [electronically](#). The document is not yet 508 Compliant but will be early next week and then will be posted to the K-PREP page on the KDE website. We are providing the grade 11 TAM early to give your district and school additional time for spring test preparation. The grade 10 field test TAM remains in development and will be available online very soon. For the Grade 10 and 11 online assessment, the TAMs will be available electronically. Schools will not receive a paper copy of the TAM and will need to print copies if desired.

**Note:** Test Proctors administering the paper version of the accommodated kits (Braille, large print, audio cd, and text reader) will need to print the TAM/script. A TAM will not be included in the accommodated kits.

#### **Contact Information**

Office of Assessment and Accountability

Division of Assessment Support

(502) 564-4394

[KDE DAC Information](#)