



Monday DAC E-Mail

April 15, 2019

QUESTION OF THE WEEK

Q: Is the recording for the April DAC monthly webcast available?

A: The Office of Standards, Assessment and Accountability (OSAA) hosted the monthly District Assessment Coordinator (DAC) webcast on April 11. The webcast was hosted by Jennifer Stafford, Director in the Division of Assessment and Accountability Support (DAAS). Pearson's Scott Wilson and Jeff Heathman also answered technology questions. Jason Howard shared the latest updates for the upcoming online high school assessments. Other topics included Accommodated Materials and Review, Test Session Guidelines and Timing/Monitoring and other Assessment and Accountability updates.

During the webcast, Jason Howard addressed the change to Grade 10 Reading Paper/Pencil Accommodations (Extended Response – Question #14). A short-answer box is provided for reading Question 14 in the student response booklet. This is incorrect. For all paper and pencil tests, please use the [extended response](#) non-standard response template for student responses. Once the student completes the response, tape the response over the entire page in the Student Response Booklet (SRB). This only affects students taking the paper and pencil accommodated kit test. Students taking the online test are not affected. More information was shared during the webcast.

The April DAC Webcast [PowerPoint](#) and [video](#) are available on the [KDE Media Portal](#) and the [KDE Meetings and Trainings](#) page with any pertinent materials.

[Assessment Calendar](#)

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Important Dates

March 25-April 24:	Grade 10 Accommodated Kit Ordering Open in PearsonAccess ^{next}
March 25-April 30:	Grade 10 Additional Return Material Ordering Open in PearsonAccess ^{next}
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 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 ^{next} 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 the 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.

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

Form fields:
Elementary Start Date:
Middle Start Date:
High Start Date:
Submit:
Export to Excel: Export to PDF:

Applications

[SDRR](#)

[Secure Web App](#)

[SRD](#)

PearsonAccess^{next}

- [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](#)

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

HELP button  , which is accessible from every page within SDRR.

Note: 122 districts that have entered their testing start dates and 54 who have not.

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.

GRADES 10 AND 11 TEST ADMINISTRATOR MANUALS AVAILABLE FOR SPRING TESTING

The Grade 10 and Grade 11 Test Administrator Manuals/Scripts are now available electronically on the [K-PREP page](#) on the KDE website. 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.

WIDA SUMMER ACADEMIES

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June Writing Academy

Registration is open for the June 18-19th *Writing with Multilingual Learners in the Elementary Grades Academy*, in Rosemont, Illinois

[Academy details and registration](#) (Register by 4/21 for early bird rate)

June Administrator Academy

Registration is open for the June 25-27th *Administrator Academy: Leading Schools for Multilingual Learner Achievement*, in St. Louis, Missouri

[Academy details and registration](#) (Register by 4/29 for early bird rate)

CLARIFICATION IN TEST ADMINISTRATOR MANUAL FOR GRADE 10 MATHEMATICS FIELD TEST

A discrepancy has been noted in the mathematics portion of the Grade 10 Test Administrator's Manual (TAM). On page 29 the manual states that the mathematics test parts must be administered in a separate test session. This is incorrect. On Page 41, the manual states that Part A and Part B for mathematics will be tested in one session. Due to Part A being 4 questions, once the student finish Part A they will submit their answers and Part B will

appear. Enter the seal code and continue testing. The correct language will be reprinted in the Grade 10 TAM and is as follows:

Mathematics Part A and Part B will also be tested in one session. Due to Part A being 4 questions, once the student finishes Part A there will be a short pause before beginning Part B. Time allowed for testing Part A and Part B is 45 minutes; the test proctor should use their own discretion for a small break between the two parts.

KAAC NOMINATIONS FOR BAC AND DAC OF THE YEAR

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The Kentucky Association for Assessment Coordinators (KAAC) is now accepting nominations for the annual Building Assessment Coordinator (BAC) and District Assessment Coordinator (DAC) of the year awards. To submit a nomination, please complete the appropriate nomination form at the link below by the close of business on July 19. Winners will be recognized at the annual conference in October.

[Building Assessment Coordinator \(BAC\) of the Year Nomination](#)

[District Assessment Coordinator \(DAC\) of the Year Nomination](#)

NON-STANDARD RESPONSE TEMPLATE UPDATES

The non-standard response templates were updated for the Grade 10 Mathematics and Reading field test and the Grade 11 Science and On-Demand Writing operational tests. The templates are on the [KDE K-PREP resources page](#) and also linked below for your convenience. Please note that there are two different templates for the Grade 10 Reading test. There is a short-answer (Question #7) and an extended response (Question #14). The extended response question will appear as a short-answer box on the student response booklet for paper and pencil tests only. This is incorrect. For question #14 on the Grade 10 Reading field test, all students taking the paper and pencil test must use the non-standard response template for their response. Once complete, tape the template over the entire page in the student response booklet. This only affects students taking paper and pencil tests. Students taking the Grade 10 Reading test online will not be affected and you may proceed as normal with those tests.

- [Grade 11 Science](#)
- [Grade 11 On-Demand Writing](#)
- [Grade 10 Reading](#) (Short Answer – Question #7)
- [Grade 10 Reading](#) (Extended Response – Question #14)
- [Grade 10 Mathematics](#)

If you have any questions about the use of non-standard response templates or specifically about the Grade 10 Reading templates, do not hesitate to contact [KDE DAC Information](#).

STUDENT REGISTRATION DATABASE (SRD) CLEAN-UP FOR ALTERNATE K-PREP

As discussed during the February DAC meetings/trainings, the Office of Standards, Assessment and Accountability (OSAA) will ask that districts review and request changes made to the Alternate K-PREP roster housed in the SRD during Window 2.

The information provided in the following attachments will assist in the review, as the primary purpose of conducting this work now is to eliminate unnecessary work for districts in the fall during the official data review period. The intended goal is to make the data as clean and up to date as possible before it is delivered for first round reports released in August. The attachments contain a PowerPoint which describes the process and the requested work to be completed. There is also a two page document that walks one through the steps to completion. The spreadsheet will contain the information being requested for change; it also contains an example of how to mark the requested changes that need to be completed by OSAA staff.

- [SRD Cleanup Presentation](#)
- [Steps to Complete SRD Cleanup](#)
- [Example Spreadsheet for SRD Cleanup](#)
- [SRD Cleanup Spreadsheet](#)

Most changes will have to be completed by department level staff. Select which option along with the student information being requested and those corrections will be applied once the spreadsheet has been submitted. On slide 16 of the PowerPoint it displays how to name the spreadsheet before submitting to assist in identifying and tracking changes for each individual district. All changes must be submitted by **May 24**. It is recommended to submit as early as possible to be able to assist in answering any questions if those situations occur.

NOTE: Only one spread sheet should be submitted per district. If you have changes to occur after you have submitted your cleanup submit an e-mail with the change needed and your original spreadsheet will be updated. No spreadsheets at the school level should be submitted to the OSAA.

Please submit your completed spreadsheet named as shown in slide 16 of the training to [Kevin O’Hair](#).

DAC Spotlight

Pendleton County is often considered the southern side of Northern Kentucky. Situated approximately midway between Lexington and Cincinnati in a rural area, the county has lots to offer residents and visitors. Pendleton County Schools has a district membership of 2,281 students in grades K-12. District campuses include Southern Elementary, Northern Elementary, Phillip A. Sharp Middle School, and Pendleton County High School. Together the school district is “United in Pursuing Excellence” for all students, by empowering staff to deliver high quality instruction and services in a safe and trusting environment.



[Rhonda Moore](#)

Pendleton County Schools

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

K-PREP ACCOMMODATED MATERIALS

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Grade 10 Field Test

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

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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](#)

[Online High School Assessments FAQ](#)

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

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^{next} 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^{next}, please consult the [2019 PearsonAccess^{next} 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

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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.

KDE SEEKS APPLICANTS FOR STANDARDS AND ASSESSMENT COMMITTEE WORK

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.

K-PREP MANUALS AVAILABLE FOR SPRING TESTING

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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 on the K-PREP page, as of 4/15/2019. The document was released before being 508 Compliant on 4/8/2019. 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

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[KDE DAC Information](#)