Monday DAC Email

October 21, 2019

QUESTION OF THE WEEK

Q: Has information about the upcoming online field tests been shared?

A: Yes. Exciting plans and features for implementing new online assessments, including field tests, for the 2019-2020 school year were shared during the October Monthly DAC Webcast. The webcast was hosted by Jennifer Stafford, Director, and Helen Jones, Program Manager, in the Division of Assessment and Accountability Support (DAAS), and Scott Wilson, Pearson Program Manager for Kentucky. Additional timely assessment and accountability topics were included.

The session was recorded and posted on the KDE Media Portal and will be posted to the KDE Meetings and Trainings page soon. The October DAC Webcast PowerPoint is available to use while viewing the webcast.

Important Dates

<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>October 2 - November 15</td>
<td>EOC Exam Ordering Window</td>
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<tr>
<td>October 1 - 30</td>
<td>ACCESS for ELLs® Test Ordering Window</td>
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<td>October 22</td>
<td>Committee to Analyze and Review Assessment Results and Accountability System</td>
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<td>October 22-23</td>
<td>Bias Review Committee Meeting at the Louisville Marriott East (Hurstbourne)</td>
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<td>October 24-25</td>
<td>Assessment Blueprint Review Committee Meetings (Reading/Writing, Social Studies) in Frankfort</td>
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<td>October 28-29</td>
<td>Scott Trimble Workshop</td>
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<td>November 1</td>
<td>ACT Data and Reports Removed from PearsonAccessnext (PAN)</td>
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<td>November 4</td>
<td>SRD Opens for Score Entry</td>
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<td>November 5</td>
<td>Election Day (OSAA Open)</td>
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<td>November 11</td>
<td>Veteran’s Day Holiday (KDE Offices Closed)</td>
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ALTERNATE K-PREP STUDENT REGISTRATION DATABASE (SRD) ADMINISTRATOR ACCESS

The SRD is now available for District Assessment Coordinators (DACs), Directors of Special Education (DoSE) or those in the district with DAC level access. Once access to the site has been established (see link below), please review and complete the following items:
1. Activate accounts for teachers who plan to enter scores in the SRD. It opens November 4 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 4. 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 2019-2020 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 Darrell Mattingly or Kevin O’Hair.

SRD LINK

SRD Training

SRD Manual

ACT FACE-TO-FACE TEST ADMINISTRATION TRAININGS

District Assessment Coordinators (DACs) should share the following information with high school principals and ACT school test coordinators.

ACT school test coordinators or district and school administrators that are assisting with ACT test administration should plan to attend one of the annual face-to-face ACT Test Administration Trainings.

The training sessions will be:

**November 18** (8:30 a.m. – 12 noon ET) at Embassy Suites by Hilton Lexington/UK Coldstream

**November 20** (8:30 a.m. – 12 noon CT) at Holiday Inn University Plaza in Bowling Green

Sign in: 8:30 a.m.

The half-day training is an opportunity to learn how to successfully administer the ACT in the spring of 2020. Representatives from ACT and KDE will be present to provide information and answer questions regarding all aspects of the ACT test administration.

Topics will include:

- KDE policies
- Key dates
- Important pre-test tasks
- Events surrounding test day
• Post-test responsibilities
• Testing with accommodations

If you have any questions please email Shara Savage or ACT
Registration information will be shared soon.

**DAC Spotlight**

Nicholas County is located on the outer edge of central Kentucky about 35 miles northeast of Lexington. The county is rural in nature with agriculture as the major source of income for most families. The county seat is Carlisle, known as “The Little Town with a Big Heart.” The Nicholas County School system is in Carlisle and can be referred to as “the heartbeat of the little town with a big heart.”

Nicholas County is a small school district with two school buildings. Nicholas County Elementary houses preschool through grade 6 with 654 students, 44 certified staff and 16 classified staff. Nicholas County Middle and High School is home to 462 students in grades 7 through 12, served by 30 certified staff and 12 certified staff. In addition to the two school buildings, the district has a Board Office that houses the offices of 7 district administrators and a bus garage which provides a location for transportation and maintenance staff services.

As a district, Nicholas County lives out its motto, Every Student- Every Day, in all facets and phases of educating students. Special emphasis has been placed on student attendance and achievement over the past several years, and the elementary school has created and implemented a new program this year which addresses not only attendance and achievement but also attitude. Nicholas County Elementary introduced their Triple Threat for School Success Program at the beginning of the school year. Students in grades K through 6 are focusing on their attendance, their attitude, and their assessments (achievement). Every week a class is highlighted for their great work in all three of the “triple threats.” At the end of each month, students who have meet benchmarks set for any of the three “triple threats” are awarded a specific bracelet for the area they mastered during a school-wide assembly. After the first month of the program, many students wear their bracelet or bracelets to school daily.

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**

**PROGRAM CONSULTANT VACANCY**

An **Education Academic Program Consultant** position in the Division of Assessment and Accountability Support is open through October 27 for applicants. The posting lists the job description and duties for all those who are interested in working with the Office of Standards, Assessment and Accountability in Frankfort.

Please share this information with your colleagues who would be interested in this position. We look forward to filling this position quickly.
K SCREEN DATA ENTRY DEADLINE
Each district’s data entry window begins with the screening window and extends to 15 instructional days beyond the end of the screening window, but no later than October 15.
Required data exclude the Core Assessment and Self-Help and Social-Emotional Scales (SH/SE) data in the Online Management System (OMS) and Prior Setting data in Infinite Campus (IC).

It is recommended that K Screen staff generate and check data reports as soon as possible prior to October 15 to ensure that all data have been entered correctly and entirely.

Recommended reports include the Group Screening Summary Report in the OMS and Early Learning Prior Settings ad hoc report in IC.

Thank you to everyone who is proactively using these reports to ensure accurate data reporting!

WINDOW 1 ALTERNATE K-PREP MATERIALS
Materials for the Window 1 Alternate K-PREP Attainment Tasks administration will arrive in districts the week of October 21-25. The materials will represent assessments for reading in grades 3-8 and 10, 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.

ALTERNATE K-PREP COMBINED OVERVIEW/ATTAINMENT TASKS (AT) TRAINING TO CLOSE
The 2019 Alternate K-PREP combined Overview/AT training and online quiz that opened August 26 will close Friday, November 1. 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 email or by phone at (502) 564-4394.

CAREER AND TECHNICAL EDUCATION END-OF-PROGRAM (CTE EOP) ASSESSMENT 2019-2020 E-SESS ACCOUNTS AND TESTING WINDOW SELECTION
The CTE EOP Assessment is administered through Technological Fluency Institute (TFI) online assessment system and is delivered by E-SESS. The CTE EOP Assessment is only administered online via E-SESS.

New TESTING WINDOW: 2019-2020 CTE EOP Assessment Testing Window – February 24 to March 31

- CTE EOP Assessment Coordinator must select their consecutive two-week school testing window by completing the 2019-2020 CTE EOP Assessment School Testing Window Selection Form by December 1.
E-SESS ACCOUNTS: The 2019-2020 E-SESS accounts are now available.

- Registered district/school personnel have access to previous years’ performance data (i.e., CTE EOP, Career and Technical Education End-of-Program Assessment for Articulated Credit).
- District Assessment Coordinators and CTE EOP Assessment Coordinators will have access to the 2019-2020 organization in E-SESS in February 2020 to prepare for testing administration.

RESOURCES: Visit the [CTE EOP Assessment web page](#) for more information.

- **Critical Deadlines**
  Schools must meet CRITICAL DEADLINES in order for students to test. Note: A student must be identified as a “concentrator” in the Technical Education Database System (TEDS) by the February 1 deadline to be eligible to test in 2019-2020.

- **Assessment Regulations Training**
  All individuals participating in the administration of CTE EOP Assessment shall comply with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations. Required trainings must be completed prior to the administration of CTE EOP Assessment at the local level. Nondisclosures and Group Signature Sheets verifying training should be kept on file locally.

- The 2019-2020 CTE EOP Assessment Coordinator/Administrator Manuals will be available at the [CTE EOP Assessment web page](#) by December 1.

- **CTE EOP Frequently Asked Questions** (FAQ)
  Please email Sherri Craig, Office of Career and Technical Education and Student Transition (OCTEST), or phone: 502-564-4286 Ext. 4226 with any questions.

Contact Information
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[KDE DAC Information](#)