



Monday DAC Email

October 28, 2019

QUESTION OF THE WEEK

Q: Who will be assisting the Kentucky Department of Education (KDE) with test security?

A: To help ensure the integrity of Kentucky's state assessment system, KDE has contracted with Caveon Test Security to provide a set of comprehensive professional assessment services. Caveon is a nationally recognized leader in K-12 education assessment services that has provided test security assistance to 25 state education agencies and more than 30 local education agencies. KDE is partnering with Caveon to perform a comprehensive statistical analysis of state assessment data, conduct investigations of schools where there are concerns about the integrity of testing, implement an improved system to report allegations of inappropriate testing practices, and conduct real-time monitoring of the administration of state exams in some locations. A letter is being sent this week to District Assessment Coordinators (DACs) that will provide more details and will also discuss opportunities for DACs to provide feedback on some changes to training materials and the new system to report allegations of inappropriate testing practices. KDE is excited about this partnership to help ensure the integrity of the state assessment programs.

Note: this information was also included in the Superintendent Monday Message.

[Assessment Calendar](#)

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Important Dates

October 2-November 15:	EOC Exam Ordering Window
October 1-30:	ACCESS for ELLs® Test Ordering Window
October 28-29:	Scott Trimble Workshop
November 1:	ACT Data and Reports Removed from PearsonAccess ^{next} (PAN)
November 1:	Assessment Blueprint Social Studies Review Committee Meeting in Frankfort
November 4:	SRD Opens for Score Entry
November 4- December 13:	Alternate K-PREP Testing Window 1
November 5:	Election Day (KDE Offices Open)
November 11:	Veteran's Day Holiday (KDE Offices Closed)
November 18:	ACT Face-to-Face Training in Lexington

Week of November 18:	ACCESS for ELLs Writing Bias, Sensitivity and Content Review (Online)
November 19:	Online Field Test Administration Training (3 p.m. ET) Link coming soon.
November 20:	ACT Face-to-Face Training in Bowling Green

ACT TEST ADMINISTRATION TRAINING (UPDATED WITH REGISTRATION LINKS)

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.

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The training sessions will be:

November 18 at Embassy Suites by Hilton Lexington/UK Coldstream

Address: 1801 Newtown Pike, Lexington.

Sign in: 8-8:30 a.m.

Training content: 8:30-12 noon

[Register for the Lexington Training Session](#)

November 20 at Holiday Inn University Plaza in Bowling Green

Address: 1021 Wilkinson Trace, Bowling Green.

Sign in: 8-8:30 a.m.

Training content: 8:30-12 noon CT

[Register for the Bowling Green Training Session](#)

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](#)

Applications

[SDRR](#)

[Secure Web App](#)

[SRD](#)

PearsonAccess^{next}

• [ACT](#)

• [K-PREP](#)

@KDE

[ACCESS for ELLs](#)

[ACT](#)

[Alternate K-PREP](#)

[K-PREP](#)

[Kindergarten Screener](#)

[DAC E-Mails](#)

[School Report Card](#)

[Open House](#)

Helpful Links

[ACT](#)

[Admin Code Training](#)

[Registration](#)

[KAAC](#)

[NAEP](#)

[Pearson](#)

ACCESS FOR ELLS WRITING BIAS, SENSITIVITY AND CONTENT (BSC) REVIEW

The World-Class Design and Assessment (WIDA) team is looking for educators to participate in the Bias, Sensitivity and Content (BSC) Review of the new ACCESS for ELLs Writing test content. The purpose this review is to ensure that test item content is grade-level appropriate and factually accurate, as well as free of material that might favor any subgroup of students over another on the basis of gender, race or ethnicity, home language, religion, culture, region, or socio-economic status. This review also helps ensure that test items are free of material that might be upsetting to students. These reviews are conducted during online meetings the **week of November 18**, so no travel is necessary to participate.

WIDA is asking educators interested in participating to complete a [short survey](#).

CUSTOMER SERVICE HOURS FOR WIDA AND DRC

The WIDA Client Services Center will hold extended hours starting in November.

- Monday – Thursday 7 a.m. to 6 p.m. CT
- Friday 7 a.m. to 5 p.m. CT

Data Recognition Corporation (DRC) Customer Service is open year round Monday – Friday 7 a.m. to 6 p.m. CT

ALTERNATE K-PREP TESTING WINDOW 1 ADMINISTRATION TO BEGIN

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The first Alternate K-PREP testing window to administer Attainment Tasks (AT) will begin Monday, November 4. 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 4.**

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 13.

STUDENT REGISTRATION DATABASE (SRD) OPENS FOR SCORE ENTRY NOVEMBER 4

Teachers who have received activation for the SRD opening November 4 will be able to access the system for score entry. No teachers will have access to the SRD before November 4. Anyone denied access to the SRD on or after November 4 should contact their DAC, DoSE or District Alternate Assessment

representative to request activation into the system. Activation to enter scores must be completed at the district level.

INFINITE CAMPUS DATA QUALITY - DAC ACTION REQUIRED

The Office of Standards, Assessment and Accountability (OSAA) will be extracting student data soon to provide to testing vendors and for the Student Data Review and Rosters (SDRR) application for ACCESS/Alternate ACCESS, dropout, and the ACT. Accurate data are essential to successful assessment and accountability reporting. Entering and maintaining accurate and up-to-date student demographic data within Infinite Campus (IC) will reduce errors and the amount of time for school and district staff to review data.

Specific demographic data including identification of student race/ethnicity, IEP status, English Learner status, and participation in the Alternate Assessment Program are especially important. These data are pulled from IC multiple times throughout the year.

Please be aware that there are several reports in IC that will help to ensure data quality. These include the Alternate Assessment Tracking report, the QA SPED error report, the Dropout Report, the English Learners Extract, and the IDEA Dec 1 Count Extract (which allows users to select the effective date and it does not have to be December 1). These reports all rely on the same checks as the extract that KDE uses to pull information from IC.

DACs should have access to each of these reports (see below). If the reports are not available to DACs within IC, please contact the District KSIS administrator to request access. Detailed information about these and additional IC reports to ensure data quality is available in the Help button within SDRR, and is linked from the home page of that document.

OSAA strongly encourages schools and districts to run these reports routinely and make any necessary changes to ensure that students are correctly identified, so that they will be correct in the IC extracts.

▼ KY State Reporting

▼ KDE Reports

A_Advanced_Coursework

A_Gifted and Talented – Opportunity and Access

A_Transition_Readiness_HighSchool

Adv Courses and Exams

Advanced Placement

Alternate Assessment Results

Alternate Assessment Tracking

Benchmark Report

QA Homeless
QA Migrant
QA Military Connected
QA Preschool
QA SPED
QA Student Counts
Read To Achieve
Restraint or Seclusion Error Report
SAT Assessment
SEEK At Risk ADM
SPED Exit Detail Report
SPED IEP vs Enrollment
Transient Population
W22 Withdrawn Students
Dropout Report
English Learners Extract
Extended School Services Report
FRYSC Group Program Report
FRYSC State Report
IDEA Dec 1 Count Extract
ILP Files
KEES Report
LEAD Extract

DAC Spotlight

McCracken County Schools is located in far western Kentucky, and includes the areas of Lone Oak, Reidland and Heath. There are eleven A-1 schools, along with a Regional Detention Center, in the McCracken County School District. There are 7,000 students in the district and 1,000 employees. McCracken County is located in Paducah, but not to be confused with Paducah Independent Schools.

There are countless efforts to improve student achievement in the district as the motto is “One Vision, Endless Opportunities.” Without question, all staff strive to search out and provide students with opportunities from robotics, foreign language, engineering, in the elementary schools; advanced mathematics, foreign language, Project Lead the Way in the middle schools; to biomedical sciences, pre engineering, media, health sciences, welding and more at the high school. McCracken County is a hub for finding ways to expose students to different options. A large emphasis is placed on the ACT for students in order to provide them the opportunities to be accepted in their desired programs at the



[Melanie Jarvis](#)

postsecondary level. McCracken is a great little community that looks to meet the needs of all students.

McCracken 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

ONLINE FIELD TEST

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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.

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](#)

Contact Information

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

[KDE DAC Information](#)

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