Steps to Follow When a Testing Allegation Occurs

IMPORTANT: ALL RELEVANT DOCUMENTS THAT ARE TO BE UPLOADED WITH THE ALLEGATION REPORT SHOULD BE COLLECTED IN ADVANCE. HOWEVER. IN THE CASE THAT THIS CANNOT OCCUR. A REPORT CAN BE TEMPORARILY SAVED AS DRAFT. KEEP IN MIND THAT A REPORT IN DRAFT STATUS IS NOT OFFICIALLY A REPORT AND THEREFORE WILL NOT BE PROCESSED. ONCE ALL OF THE NECESSARY DOCUMENTATION HAS BEEN COLLECTED. PLEASE REMEMBER TO RETURN TO THE REPORT TO UPLOAD AND SAVE TO SUBMIT.

BEFORE FILING:

- I. <u>Get the facts straight.</u>
 - Record the date and time of the incident.
 - List all involved (i.e., staff, volunteers, students).
 - Identify content area and test parts impacted.
 - Identify specific content question(s), if applicable.
 - Record what you learn.
 - Report the incident.

Per 703 KAR 5:080 (see page 18), "Allegations surrounding the administration or the security of the staterequired assessments that have been determined by the DAC to have not resulted in a student receiving a testing advantage or disadvantage or did not jeopardize the security of any state-required assessment shall not be filed with KDE for further investigation."

However, for allegations and irregularities that are not filed with KDE, a record of documentation of the district's findings or resolution must be kept on file and made available to KDE upon request.

All allegations where there is uncertainty regarding the seriousness or validity of the test scores or whether the student received a testing advantage shall be reported to KDE.

II. Collect the following Support Documents for all allegations in advance of filing:

- a) Testing Incident Summary Form <u>https://education.ky.gov/AA/distsupp/Pages/Allegation-</u> <u>Reporting.aspx</u> to be completed by BAC or DAC. This is not to be used as a notarized statement by test administrators or proctors.
- b) Notarized Statements <u>https://education.ky.gov/AA/distsupp/Pages/Forms.aspx</u>
 <u>All statements must be written and signed independently by each individual (teacher, proctor, BAC, principal and/or others) who has direct knowledge or is associated with the incident. The following types of statement are NOT ACCEPTALBE:</u>
 - **One statement written by a single individual and then signed by multiple individuals.**
 - **Statements written by someone other than the individual who signed the statement.**
- c) Testing Schedule
- d) Seating Chart and Room number, examples found at_ https://education.ky.gov/AA/distsupp/Pages/Forms.aspx

- e) Verification of Administration Code and Inclusion Training, and if applicable, any required training to administered specific assessments. <u>https://education.ky.gov/AA/distsupp/Pages/Forms.aspx</u>
- f) Appropriate Assessment Practices Form (only for K-PREP assessment and found in the TAM)
- g) Non-disclosure Agreement https://education.ky.gov/AA/distsupp/Pages/Forms.aspx
- h) Student Name(s) and SSID(s). If there is not enough room on the summary form, you can attach a testing room roster that contains this information.

III. <u>And if applicable, collect the following Support Documents for allegations regarding special</u> education issues before filing:

- a) Verification of student test accommodation(s) found on IEP, 504 Plans&PSPs.
- b) Verification of staff having received Inclusion of Special Populationstraining.
- c) A signed copy of the Code of Ethics for allegations regarding alternate assessment.
- d) Record of testing room and test administrator for allegations regarding alternate assessment.

COMPLETING THE KDE/CORE INCIDENT REPORTING FORM APPLICATION

- Connect to <u>KDE/CORE ALLEGATION REPORTING</u> Only authorized individuals can access the secure application.
- 2. Select Test Year.
- 3. Select **Reported Date**
- 4. Select District Name.
- 5. Select School Name.
- 6. Type in **Principal's Name**.

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New Incident 2020 - Katalada Teatling Allegations	This section is for DAC to Complete. Please complete all fields in the "DAC to Complete" section and then submit for KI review.	E		
STATUS In Progress - KDE Review After saving you will only be able to see this modent if you are assigned to selected fature. хоже	IMPORTANT: ALL RELEVANT DOCUMENTS THAT ARE TO BE UPLOADED WITH THE ALLEGATION REPORT SHOULD BE COLLECTED IN ADVANCE. HOWEVER, IN THE CASE THAT THIS CANNOT OCCUR, A REPORT CAN BE TEMPORARILY SAVEL DRAFT. KEEP IN MIND THAT A REPORT IN DRAFT STATUS IS NOT OFFICIALLY A REPORT AND THEREPORE WILL NOT BE PROCESSED. ONCE ALL OF THE NECESSARY DOCUMENTATION HAS BEEN COLLECTED, PLEASE REMEMBER TO RETURN THE REPORT TO UPLOAD AND SAVE TO SUBMIT.			
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Save				
Save and exit Save as draft	District Name			
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	School Principal Name			
	Assessment(s)			

- 7. Select Assessment or if you checked "Other" fill in space as appropriate.
- 8. Select Test Mode.
- 9. Select all that apply under **Grade**(s).
- 10. Select all that apply under Content Area or if you checked "Other" fill in space as appropriate.
- 11. Select Issue Code.
- 12. Complete the information for the **Categorization of Person identified in complain. This includes the name of the adult(s), their position/title, and for certified staff adult their EPSB or certificate number.**
- 13. Select all that apply under Allegation Source or if you checked "Other" fill in space as appropriate.

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	Assessment(s)	х.
New Incident	Select Multiple	
2 0 2 0 - Kentucky Testing Allegations STATUS	Test Mode	
In Progress - KDE Review	Select one	×
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Save and exit	Save as draft Select one	
Archive	Allegation Source(s)	
	Select Multiple	
	Brief Description of Incident	16

- 14. Enter a brief description of the allegation in the textbox. Try to limit the description to two or three sentences. Complete details regarding the allegation should be captured on the notarized statements submitted.
- 15. Upload the **Support Documents for ALL allegations**.

	Brief Description of Incident
New Incident 2020-Kentucky Testing Allegiatoris Status	
In Progress - KDE Review After saving you will only be able to see this incident if you are assig	The following documents are required in order to submit this form. Please save all documents into one file and be sure to upload the combined file before continuing.
selected status zone Meade Co	List of documents required (upload below) for ALL incidents reported:
DAC to Complete KDE to Complete - KDE USE ONLY	1) Incident Summary Form
Discussion Attachments History	 2) Notarized Statements: Statements must be written and signed by each individual involved in or aware of the incident. A single statement signed by multiple individuals should not be submitted. A statement written by one individual and then copied to separate forms for others to sign should not be submitted.
Save	3) Testing Schedule
Save and exit Save as dr Archive	4) Seating Chart and Room number
	5) Administration Code Training File Upload. (When applicable, include Verification of any Additional Required Training).
	6) Appropriate Assessment Practices Certification Form (See K-PREP TAM)

C core.caveon.com/hubs/185/incidents?incident_type_id=3	90 ~ ☆		3	
	7) Nondisclosure Agreement File Upload, if applicable.		Χ-	
New Incident 2020- Kertucky Testlag Alegations status	8) Student Name & SSID			
In Progress - KDE Review After saving you will only be able to see this incident if you are assigned to the second datase.	Upload Required Documents			
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DAC to Complete KDE to Complete - KDE USE ONLY	There are no attachments			
	The following documents are required for all special education issues. Please save all documents into one file and be sure to upload the combined file before continuing.	E.		
Save	Documents required (upload below) for SPECIAL EDUCATION ISSUES:		i	
Save and exit Save as draft	1) Submit documentation of verification of student test accommodation(s) [IEP, 504 Plan, PSP],			
	2) Submit verification of staff having received Inclusion of Special Populations training.		ł	
	 Submit a signed copy of the Code of Ethics, record of testing room and test administrator for allegations regarding alterna assessment. 	te		

- 16. If applicable, upload the **Support Documents** for special education
- 17. Click on Save, Save and exit or Save as draft.

New Incident	Documents required (upload below) for SPECIAL EDUCATION ISSUES:	X*
2 0 2 0 - Kentucky Testing Allegations STATUS	1) Submit documentation of verification of student test accommodation(s) [IEP, 504 Plan, PSP].	
In Progress - KDE Review After saving, you will only be able to see this incident if you are as seecled status. ZONE	agest to the 2) Submit verification of staff having received Inclusion of Special Populations training.	
Meade Co	 3) Submit a signed copy of the Code of Ethics, record of testing room and test administrator for allegations regarding alterassessment. 	mate
DAC to Complete KDE to Complete - KDE USE ONLY Discussion	Upload Required Special Education Documents	
 Attachments History 		
Save	TYPE NAME/SIZE There are no attachments	_
Save and exit Save as		ew.
	If you have any questions, please contact Patsy Kenner at (502) 564-4474, ext. 4809 or patsy.kenner@education.ky.gov.	
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REMEMBER:

- YOU CAN <u>SAVE AS DRAFT</u> AT ANY TIME AND RETURNED LATER TOFINISHING FILING.
- ONCE YOU **SAVE** OR **SAVE AND EXIT** YOU WILL NOT BE ALLOWED TO MAKE CHANGES AND UPLOAD DOCUMENTS.

If you have any questions or experience issues with the Core Program, contact Beth Bales <u>beth.bales@education.ky.gov</u> or Casandra Rosa-Burgos, <u>casandra.rosa-burgos@education.ky.gov</u> at (502) 564-4474.