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 state-required 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. <u>Collect the following Support Documents for all allegations in advance of filing</u>:

a) Testing Incident Summary Form https://education.ky.gov/AA/distsupp/Pages/Allegation-Reporting.aspx 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 https://education.ky.gov/AA/distsupp/Pages/Forms.aspx

   <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. https://education.ky.gov/AA/distsupp/Pages/Forms.aspx

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. **And if applicable, collect the following Support Documents for allegations regarding special 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 Populations training.

    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

1. Connect to KDE/CORE ALLEGATION REPORTING 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**.
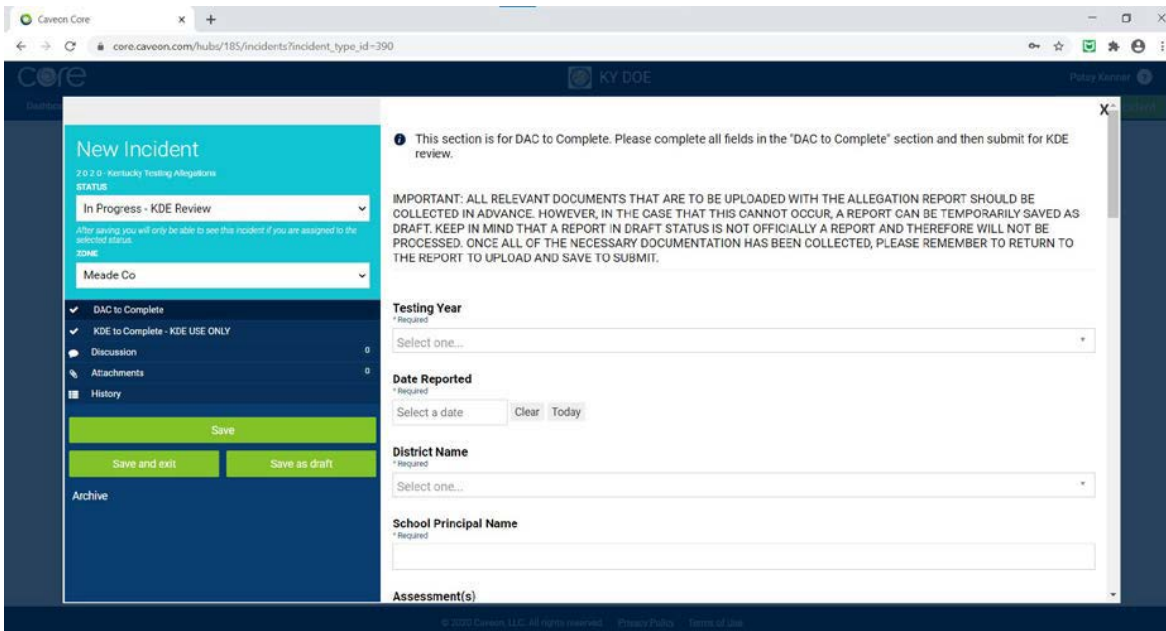
7. Select **Assessment or if you checked "Other" fill in space as appropriate**.
8. Select **Test Mode**.
9. Select all that apply under **Grade(s)**.
10. Select all that apply under **Content Area or if you checked "Other" fill in space as appropriate.**
11. Select **Issue Code**.
12. Complete the information 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**.

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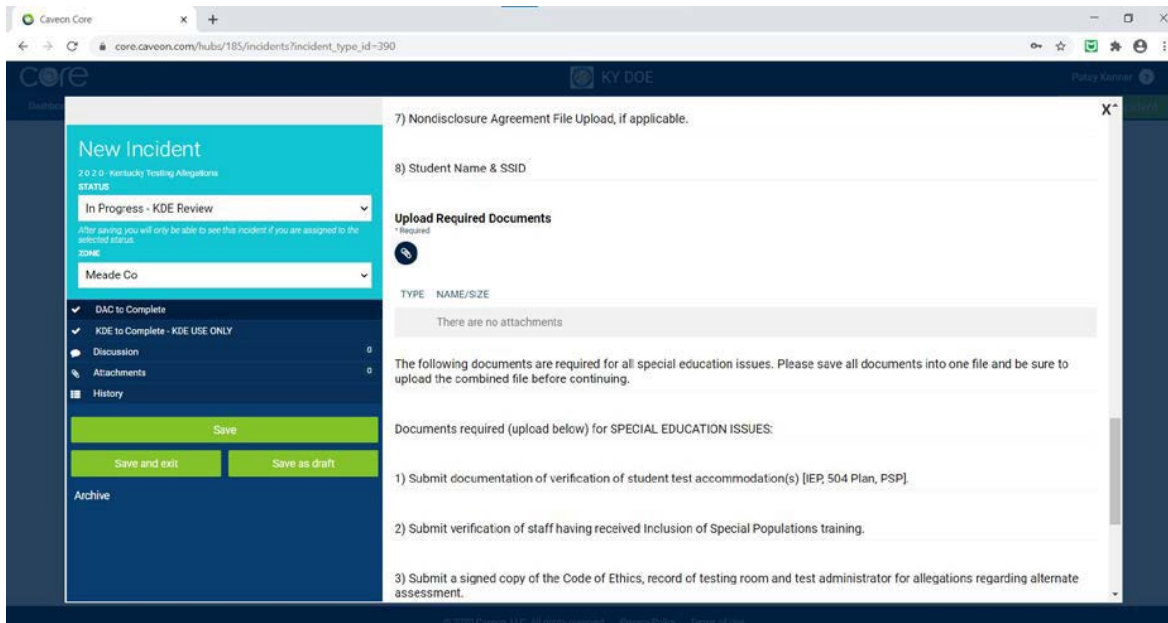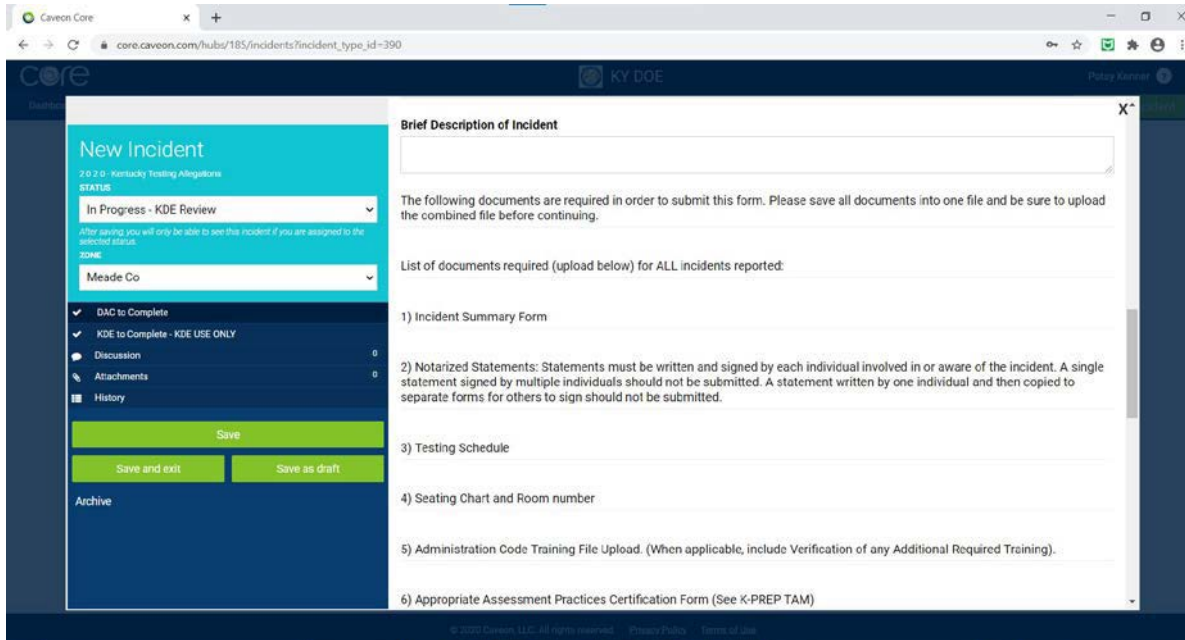
16. If applicable, upload the **Support Documents** for special education
17. Click on **Save, Save and exit or Save as draft.**
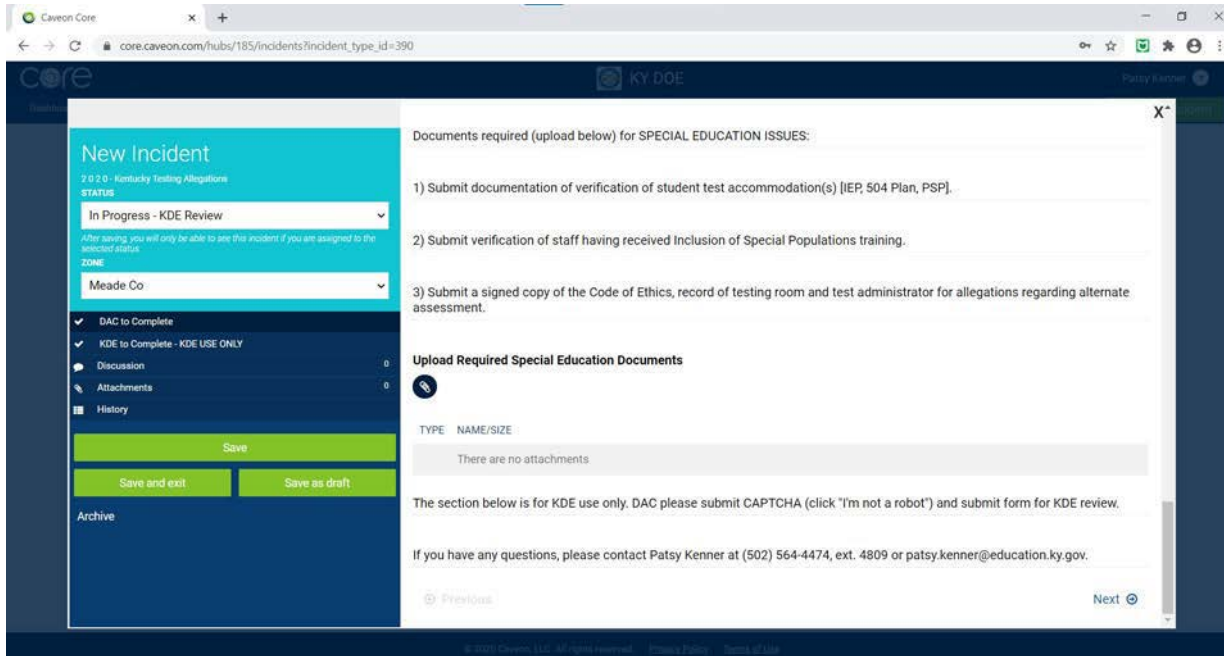
REMEMBER:

- YOU CAN **SAVE AS DRAFT** AT ANY TIME AND RETURNED LATER TO FINISHING 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 *beth.bales@education.ky.gov* or *Casandra Rosa-Burgos, casandra.rosa-burgos@education.ky.gov* at (502) 564-4474.