



Kentucky Summative Assessments (KSA) and Alternate Kentucky Summative Assessments (AKSA) 2023 Site Visit Survey Questions

Date/Time:		Grade Range:	
District:		BAC(s):	
School:		DAC (if present):	
Principal:		KDE Interviewer(s):	



While conducting the survey, please ask the school for copies of the following:


- 1 copy of a Testing Schedule
- 1 copy of a Seating Chart (any 2 grades, group and individual testing)
- 1 copy of a Medical Nonparticipation Form (if applicable)
- 1 copy of a Good Faith Effort Checklist (if used)




If the site visit is virtual, copies may be collected electronically.

BEFORE TESTING	
1. Student Participation a. What process was used to identify in-person and virtual students for state testing?	
b. How were virtual students contacted and scheduled for testing?	
2. Training a. How much time was devoted to Administration Code and Inclusion of Special Populations trainings (703 KAR 5:080 & 703 KAR 5:070)?	
b. Did the district use any of the KDE Administration Code and Inclusion of Special Population training materials that included PowerPoints, modules and checks for understanding?	

c. How far in advance were Test Administrator's Manuals/Scripts distributed?	
3. Testing Schedule	
a. How many days are being/were used for testing during the 14-day test window that was permitted by KDE this spring?	
b. How is the test schedule developed?	
c. What determines placement of students for testing? (e.g., alphabetical, homeroom, reading teachers)	
d. How are makeup sessions managed?	
<i>Please ask for a copy of the test schedule.</i>	 <i>If virtual, test schedule is collected electronically.</i>
4. Student Motivation	
Are Good Faith Effort Checklists used? If so, when and how are rewards distributed?	
<i>Please ask for copies of Good Faith Effort Checklists.</i>	 <i>If virtual, a Good Faith Effort Checklist is collected electronically.</i>

DURING TESTING	
1. Test Security	
a. Where are secure test materials stored before testing and between sessions?	
Secure test materials contain confidential test content or student data and could include test tickets, seal codes, paper test booklets, student response booklets, etc.	
<i>Ask to see the storage area.</i>	 <i>If virtual, ask for a description of the storage area.</i>
b. What procedures are used to distribute and collect secure materials from test administrators and proctors?	
c. Were documents such as test tickets, graph paper, blank paper, online notepad used during the test administration? If so, how is the destruction of used scratch paper handled?	<ul style="list-style-type: none"> • Test tickets • Graph paper • Online notepad • Blank paper

<p>d. What procedures are in place to prepare the test environment in alignment with the Administration Code (703 KAR 5:080)?</p>	<p>Posters:</p> <p>Overcrowding:</p> <p>Workstation Surface and Arrangements:</p>
<p>2. Test Administration with Accommodations</p> <p>a. Who provides accommodations in your school? (volunteers, classified staff, certified staff, etc.)</p> <p><i>Ask to see at least 1 or 2 testing areas where accommodations were provided.</i></p>	<p></p> <p><i>If virtual, ask for a description of 1 or 2 testing areas where accommodations were provided.</i></p>
<p>b. In what type of setting were accommodations provided to students with disabilities or English Learners?</p> <p>___ small group (4 and under)</p> <p>___ with regular education students</p> <p>___ one on one</p> <p>___ other (please specify)</p>	
<p>c. Describe the process for making sure that IEPs, 504s, and PSPs are current and/or information is entered into Infinite Campus.</p>	
<p>d. Describe the process used for letting proctors know the appropriate accommodations to provide for individual students.</p>	
<p>e. How many students required a human reader/human scribe/hand-held calculator? How was the use of a hand-held calculator determined? Was the Calculator Policy used as guidance?</p>	<p># of Readers ____ # of Scribes ____</p> <p># of Hand-held Calculators ____</p>
<p>f. Describe the experience of students and proctors for the following accommodated materials and the number of students utilizing these materials:</p> <ul style="list-style-type: none"> • Braille • Large Print • Text Reader • VI Materials for Alternate KSA • Form Group Read Aloud 	

AFTER TESTING**Preparation for Return of Materials**

1. What procedures are in place for checking materials at the school after testing?
2. What process is used to return school materials to the DAC?
3. Who is responsible for submitting medical non-participation information in the Student Data Review and Roster (SDRR) application and managing paper nonparticipation forms?

ALTERNATE KENTUCKY SUMMATIVE ASSESSEMENT

If the school does not have an Alternate Assessment Program, move to General Online Testing.

Training

1. What is the process to ensure all relevant training is completed in the OTS? When was this completed?
2. What are the procedures for ensuring all staff are trained to administer the Alternate KSA?
3. What is the protocol for activating teachers in the SRD for score entry and distributing testing materials?
4. For any off-site tests given, how were materials managed? Please describe in detail the check-in and check-out policies.
5. Do the DAC/BAC or other district/school staff monitor test sessions? If so, describe the process.

GENERAL ONLINE TESTING

1. Test Environment and Devices	
a. What type of testing environment is used (e.g., computer lab, classroom computers, portable lab, Chromebooks, iPads)?	
b. Does the school have a 1:1 initiative? If so, were those student devices used?	
c. Did students experience any technology issues during testing?	
2. Resources for Online Testing	
a. Did students take the practice tests prior to the live test?	
b. Are KDE and Pearson providing the level of support that permits a successful online test administration experience? If not, what improvements are needed?	

GENERAL COMMENTS