Kentucky Department of
EDUCATION

Kentucky Summative Assessments (KSA) and Alternate Kentucky Summative Assessments (AKSA) 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. Do you have both in person and virtual students that are assessed for state testing?	
b. If you answered yes, how were virtual students contacted and scheduled for testing?	
2. Training a. Did the district use any of the KDE Administration Code and Inclusion of Special Population training (703 KAR 5:080 & 703 KAR 5:070) materials including PowerPoints, modules and checks for understanding? If so, which materials did you use and approximately how much time was spent in the trainings?	

b. 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. How did you determine the location where students would be tested during the 14-day test window?	
d. How are makeup sessions managed?	
Please ask for a copy of the test schedule.	If virtual, test schedule is collected electronically.
4. Student Motivation a. Are Good Faith Effort Checklists used? If so, when, and how are rewards distributed?	
Please ask for copies of Good Faith Effort Checklists.	If virtual, a Good Faith Effort Checklist is collected electronically.

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.)	
Ask to see the storage area.	🌐 If virtual, ask for a description of the storage area.
b. What procedures are used to distribute and collect secure materials from test administrators and proctors?	
c. How were secure materials (i.e., test tickets, seal codes, scratch paper) destroyed?	
d. What procedures are in place to prepare the test environment in alignment with the Administration Code (703 KAR 5:080)?	Posters: Overcrowding: Workstation Surface and Arrangements:
2. Test Administration with Accommodations a. Describe the process for making sure that IEPs, 504s, and PSPs are current and/or information is entered into Infinite Campus.	
Ask to see at least 1 or 2 testing areas where accommodations were provided.	🌐 If virtual, ask for a description of 1 or 2 testing areas where accommodations were provided.
b. Who provides accommodations in your school?	
c. Describe the process used for letting proctors know the appropriate accommodations to provide for individual students.	

d. How is extended time for students managed?	
e. In what type of setting were accommodations provided to students with disabilities or English Learners? ____small group (4 and under) ____with regular education students ____one-on-one ____other (please specify)	
f. 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?	____# of Readers ____# of Scribes ____ # of Hand-held Calculators
g. Describe the experience of students and proctors for the following accommodated materials and the number of students utilizing these materials: • Braille • Large Print • Text Reader • Visual Impairment (VI) Materials for (AKSA) • Proctor Read Aloud Group	

AFTER TESTING

1. **Preparation for Return of Materials** a. What procedures are in place for checking materials at the school after all testing has concluded?	
b. What process is used to return school level testing materials to the DAC?	
c. 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. **1. Training** a. How do you determine staff that will administer AKSA?	
b. How are staff trained to administer the AKSA (including completion of the quiz in the Online Training System (OTS)? When was this completed?	
c. What is the school/district protocol for activating teachers in the Student Registration Database (SRD) for score entry?	
d. How are AKSA materials distributed to test administrators?	
e. For any off-site tests given, how were materials managed? Please describe in detail the check-in and check-out policies.	
f. 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. Describe the environment where students are tested.	
b. What types of devices are used for test administration? (e.g., computer lab, classroom computers, portable lab, Chromebooks, iPads)?	

c. Does the school have a 1:1 initiative? If so, were those student devices used?	
d. 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