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# ONLINE TESTING TOOLBOX

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## Introduction to Online Testing in Kentucky

Kentucky's technology infrastructure supports the administration of computer-based testing allowing for the development of innovative assessment systems.

Kentucky leads the nation in bandwidth availability per student. One hundred percent of Kentucky public schools are equipped with WiFi access. Of Kentucky parents, 83% believe that technology used in classrooms enhances student learning.<sup>1</sup>

There are advantages to online testing. Computer-based testing offers many benefits to Kentucky students and educators:

- Multiple-test administrations
- Engages students with technology enhanced items
- Provides more independence for students with special needs
- Allows for greater test security

The Kentucky Board of Education unanimously voted on June 6, 2018 to support an online test administration as referenced in [KRS 158.6453](#).

This Online Policy Manual has been developed to offer Kentucky public schools a quick reference to technology requirements, accommodations, and other general policies and procedures for online testing.

## Online KSA Practice Tests

All stakeholders in state accountability testing must be familiar with the format and interface of the assessments that will be administered. For students, educators and parents to become acquainted with online testing, the Kentucky Department of Education (KDE), along with Pearson, have developed a series of practice tests. Practice tests will allow all stakeholders to see how the TestNav environment operates and how the test tools and accommodations function.

There are scorable practice tests available for the test administrator and student to receive instant feedback on student responses. Test administrators may use the scorable practice tests in various ways. The scorable practice tests can provide an indication of the student's understanding of the content and provide students the opportunity to practice, use, and navigate the TestNav system.

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<sup>1</sup> The Kentucky Department of Education. (2019). [Infographic illustration and visualization of statewide digital readiness, representing school year 2018-2019]. Kentucky Digital Readiness Report for the KETS Master Plan Surveys and Results. Retrieved from <https://education.ky.gov/districts/tech/Pages/KETS-2018--2024-Master-Plan--Appendix-B.aspx>

Multiple-choice, multiple-select and technology-enhanced items are instantly scored. Short answer and extended response items are captured, and the student responses may be printed. The teacher or test administrator can score the written responses using the appropriate rubric. The test administrator should provide direction to the student, upon completion of the practice test, to not close their browser or click on the Sign out button until the test administrator is able to print the student responses. If the student does either of these prior to printing, the student responses are gone. The test administrator may print the summary report to see the student's responses. The maximum score for each multiple-choice/multiple-select/technology-enhanced question is reflected on the Summary report. The test administrator may score the printed short answer/extended response using the approved scoring rubrics. Practice tests and rubrics can be found on the [Test Preparation](#) page of the [Kentucky Portal](#).

It is recommended that districts utilize these practice tests to familiarize students with the TestNav system. The tests are organized by content and grade. The purpose of the practice tests is two-fold.

- To get students and testing administrators familiar with the TestNav platform prior to the day of the test administration.
- To focus on the TestNav tools (see: [TestNav tutorial](#) provided by Pearson) and not on content.

There are two types of practice tests- an unsecured version and a secured version. The unsecured version will work in a basic Internet browser and has all the functionality of the secured version. One difference between the two practice tests is that in the unsecured version, the computer and Internet browser are NOT locked down or 'secure' so students could access outside resources while taking the practice test. The secured version of the practice test utilizes the TestNav app instead of the browser and will give students the closest experience to what they will experience on test day as everything will be locked down.

## Non-Secured Practice Tests

The non-secured practice tests are browser-based tests and available for use by anyone. There are no testing tickets, seal codes, or a need for additional software to be installed to access these tests. The practice tests are housed under the Test Preparation link on the [Kentucky Portal](#).

- Reading
  - Elementary School (Grades 3, 4 and 5)
  - Middle School (Grades 6, 7 and 8)
  - High School (Grade 10)
- Mathematics
  - Elementary School (Grades 3, 4 and 5)
  - Middle School (Grades 6, 7 and 8)
  - High School (Grade 10)
- Science
  - Elementary School (Grade 4)

- Middle School (Grade 7)
  - High School (Grade 11)
- Social Studies
  - Elementary School (Grade 5)
  - Middle School (Grade 8)
  - High School (Grade 11)
- On-Demand
  - Elementary School (Grade 5)
  - Middle School (Grade 8)
  - High School (Grade 11)
- Editing and Mechanics
  - Elementary School (Grade 5)
  - Middle School (Grade 8)
  - High School (Grade 11)

## Secured Practice Tests

The secured practice tests give a realistic look and feel for what the tests will look like for students, District Assessment Coordinators (DAC), and Building Assessment Coordinators (BAC). The secured tests are loaded to the brown training site so that the DACs/BACs can practice how to create sessions, assign students, prepare the sessions, print testing tickets, find seal codes and start the sessions. Districts do not have to have TN8 loaded before DACs or BACs may work in the brown training site. For technology guidance see the Technology section of this toolbox or the [Technology Page](#) on the [Kentucky Portal](#).

## Accommodated Practice Tests (Text-To-Speech)

It is also important that students who need a text reader utilize the accommodated practice tests and the embedded Text-To-Speech functionality. Those can be found on the Kentucky Portal under the [Accommodated Practice Tests](#) tab.

It is highly advisable that students receiving this accommodation are given time to adequately learn how to navigate the new text-to-speech software. While the functionality will be similar to other software produced by the same company, TextHelp, there are some slight differences that students should experience prior to test day.

## Test Preparation

### Practice Tests and Content Based Answer Keys/Rubrics

Access resources for educators to prepare students for testing.

|   |
|---|
| <p>TestNav 8 Kentucky Tutorials</p> <p>TestNav 8 Kentucky Tutorials ▼</p>   |
| <p>Editing &amp; Mechanics Practice Test and Answer Key/Rubrics</p> <p>Editing &amp; Mechanics Practice Tests ▼</p> <p>Editing &amp; Mechanics Answer Key/Rubrics ▼</p>   |
| <p>Editing &amp; Mechanics <b>Accommodated Practice Test</b> and Answer Key/Rubrics</p> <p>Editing &amp; Mechanics Accommodated Practice Tests ▼</p> <p>Editing &amp; Mechanics Accommodated Answer Key/Rubrics ▼</p> |

## General Online Testing

The Online Testing Toolbox contains important test administration information pertaining to all grades taking online assessments including accommodated formats of paper/pencil testing. All test administrators are encouraged to read the toolbox prior to testing.

## Test Security in the Online Environment

District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) are responsible for ensuring that all personnel administering any online assessment follow security requirements.

### Statutory and Regulatory

Requirements for online assessments are set forth in the Administration Code for Kentucky's Educational Assessment Programs ([703 KAR 5:080](#)) and the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs ([703 KAR 5:070](#)). Training on each of these regulations must take place prior to testing. Failure to follow program procedures can result in an allegation or possible invalidation of scores or other disciplinary actions.

### Test Security

Although the KSA is an online assessment, there will still be paper materials for some accommodated students. Plus, students testing online will have secure paper materials such as testing tickets and scratch paper. Refer to the test administration section and the test manuals for handling secure materials, i.e., seal codes, storing materials, maintaining, and tracking chain of custody of the materials, documentation of tracking and maintaining the integrity of tracking/storage. It would also be important to familiarize yourself with the CAVEON Testing Security practices for online testing. For more information on the CAVEON test security practices see the [KDE website](#).

### Confidentiality

An important aspect of an online test administration involves protecting the security and confidentiality of all parts of the assessment from the secure test content, testing tickets, answer documents, seal codes, online assessments, and scratch paper.

### Material Security and Storage

A process/procedure is needed in each school/district for maintaining security and storage of secure online test materials. Follow directions for security and storage prepared in the Test Administrators Manual.

### Training

Districts are required to provide training annually on the Administration Code and Inclusion of Special Populations. Additional trainings are encouraged in the use of the TestNav system. Documentation is required and maintained at the school/district.

### Monitoring

Monitoring a test administration session requires more than setting up test sessions. Test administrators are expected to monitor students closely to ensure that every student has a fair and equal chance to receive valid scores. A test administrator's responsibilities during testing include, but are not limited to, actively moving about the room.

### Allegation Reporting

Should it be determined that a possible allegation may have occurred, specific steps should be taken to report the incident through the [Allegation Reporting Application](#) on the KDE website. The information should be entered into the application following the step-by-step directions on the website.

### Dictionary/Thesaurus

Dictionaries and thesauri are available to students in Grades 5, 8 and 11 during the online on-demand writing (ODW) assessment within TestNav. In the unlikely event that a student is unable to access these resources during ODW, please allow students to use a paper copy of the dictionary or thesaurus.

### Calculator Use Policy

Desmos calculators (four-function, scientific and graphing) are available for students to use on online mathematics assessments within TestNav. Testing calculators differ from standard calculators available in the app stores and on the general Desmos website. Practice is available with the testing versions of these calculators through the links specified below or by visiting the [Desmos Kentucky](#) page. More information about how the Kentucky testing calculator differs from the general Desmos calculator can be found in the [Kentucky testing PDF](#).

- Grades 3-5: [Four-function](#)
- Grades 6-8: [Scientific](#)



- High School (sans Science): [Graphing](#)
- Grade 11 Science: [Scientific](#)

## Home Bound Students

It is the expectation that all students participate in online testing with the exception of those students with an approved medical nonparticipation request. The [Technology section of the Kentucky Portal](#) contains further information about administering an online assessment in a student's home. If all steps to administer online testing to a student are exhausted, please contact [DACInfo@education.ky.gov](mailto:DACInfo@education.ky.gov).

## Makeup Testing

Test administrators should keep a list of students absent during the regularly scheduled student testing so that makeup sessions can be scheduled. Schedule makeup testing sessions for students who are absent during the testing window. Note: DACs and BACs have the ability to override Part A so absent students can test the same section as the rest of the class. Contact OAA at KDE for more information.

## Seal Codes

A seal code is a unique four-digit number used to allow students to access a section of the online assessment. The need for a seal code prevents the student from going on to the next portion of the test. Science, Editing and Mechanics, and On-Demand Writing will have one seal code for the entire assessment. Reading, Mathematics, and Social Studies will have two seal codes.

## TestNav Tools

The following tools are available to all students and could be useful to all student populations. Below are screenshots of how to access these tools and their basic functionality. Students and testing administrators can also access these tools and learn the functionality for each tool in the [practice tests](#) provided by Pearson and KDE which are available online. There is also a detailed tutorial provided by Pearson that will walk students and staff through each tool within TestNav. The tutorial is available on the [Kentucky Portal](#).

TestNav Tools Include:

- Change the background and foreground color (*Fig 1 & Fig 2*)
- Enable Magnifier (*Fig 1 & Fig 3*)
- Show Line Reader Mask (*Fig 1 & Fig 4*)
- Enable Answer Masking (*Fig 1 & Fig 5*)

For a full list of tools available in each subject, see Appendix B. To see the functionality of each tool in TestNav, see the tutorial provided by Pearson located on the [Kentucky Portal](#).

Students should utilize the practice tests. Review each of these tools with students and how to use them. Tutorials and documents created by Pearson provide further detail on each tool and how to customize it.

Other resources provided by Pearson include the following:

[PearsonAccess<sup>next</sup> User Guide](#)

[Pearson TestNav 8 KY Tutorial](#)

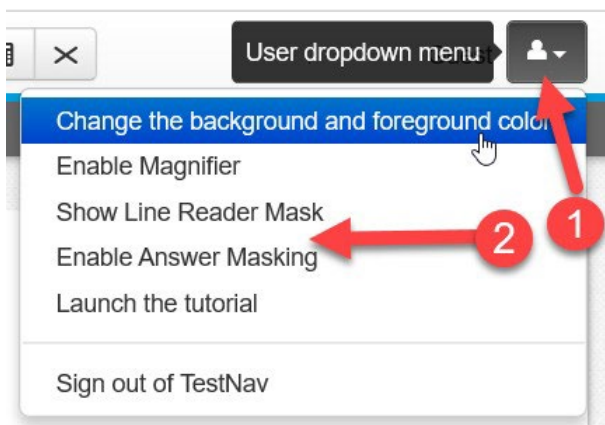
[Pearson TestNav 8 Online User Guide](#)

Below is a quick tutorial of the basic tools embedded in all grade levels, subject areas, and for all students within TestNav. This does not include subject or grade level specific tools (i.e., ruler, protractor, etc.) For that level of detail please consult the Pearson TestNav 8 KY Tutorial located on the [Kentucky Portal](#).

To access the universal tools within TestNav, first click on the User Dropdown Menu as seen in Fig 1.

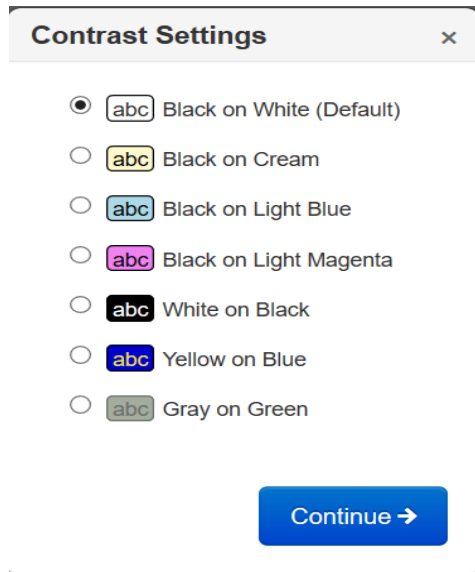
*Fig 1. User Dropdown Menu within TestNav*

The User Dropdown Menu is located in the top righthand section of the TestNav screen during testing. Click the icon with the person silhouette to access (#1) and the options will unfold below as seen in *Fig 1*.



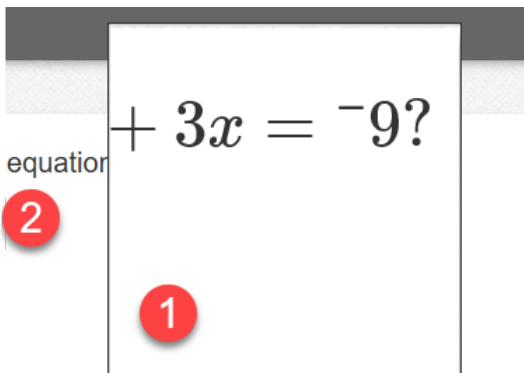
*Fig 2. Change the background and foreground color tool within TestNav*

From the user dropdown menu, the user can select to change the background and foreground color for greater contrast within TestNav. This will open a menu as seen in *Fig 2* that will have the different contrast options available to the user.



*Fig 3. Enable Magnifier Tool: Magnification Tool In Action*

From the user dropdown menu (*Fig 1*) the user can select to enable the magnifier tool. This will create a boxed in area on the screen the user can navigate around the screen to magnify any text within that boxed in window. See *Fig 3* for an example.



*Fig 4. Enable Show Line Reader Mask (customizable)*

From the user dropdown menu (*Fig 1*) the user can select to enable the line reader mask. In *Fig 4*, the user can see the visible box that allows text to be seen (#1), the darkened area that covers all other text (#2), the sizing control for the darkened box that allows the user to grow or shrink the darkened area (#3) and lastly the sizing button for the visible boxed in area that allows the student to grow or shrink the viewing window (#4).

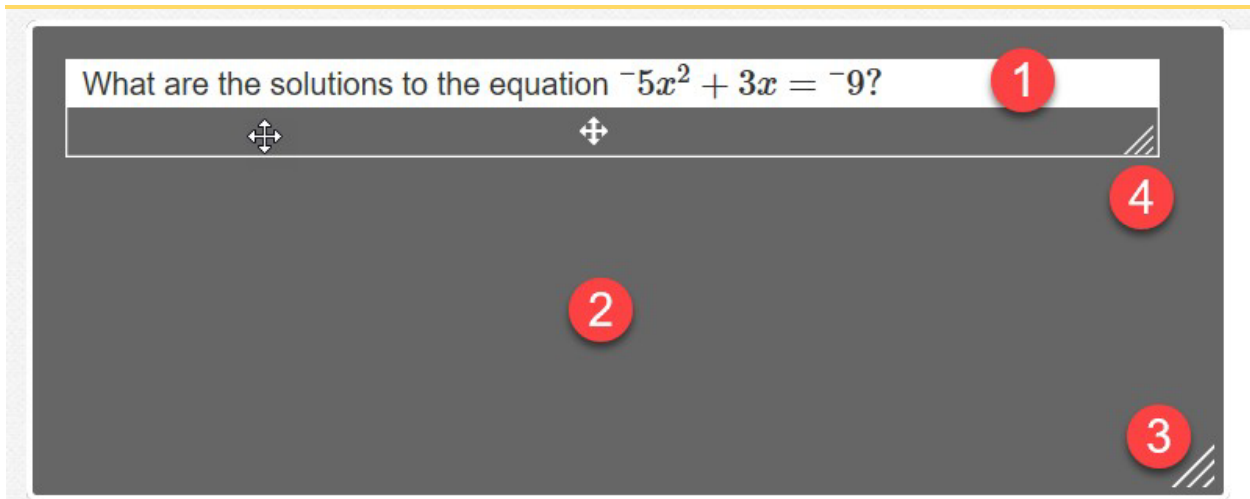
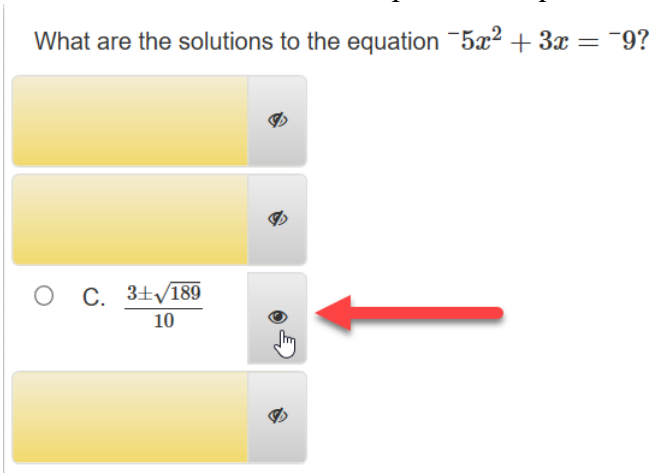


Fig 5. Enable Answer Masking

From the user dropdown menu (Fig 1), the user can select to enable answer masking. This will cover all the answer choices. When answer choices are covered the user will have a yellow box covering the answer with an eye icon with a slash through it. To uncover an answer choice, click the eye icon as seen in Fig 5. If answer masking is enabled, it will remain enabled through the entire section on multiple choice questions until manually disabled.



For further explanation about how to access and utilize the tools available in TestNav, please consult the [TestNav 8 KY Tutorial provided by Pearson](#). For a full list of all the tools available in TestNav, by subject, please consult the chart in [Appendix B](#) of this document.

## Accommodations: Introduction

Accommodations are provided for roughly 10% of the student population that participate in state testing. With the move to online testing, some accommodations will look different when provided in an online environment, but all accommodations that are available for paper and pencil testing will also be available during online testing.

It is important to establish how accommodations are provided in an online testing environment. In the following sections, each accommodation is described in detail for how and under what conditions it is to be provided during an online test administration. However, state regulation requires three parameters must be met for any individual accommodation to be considered for use on a state test. These requirements apply to all the following accommodations:

1. The accommodation must appear on a recognized student plan (Individualized Education Program (IEP), 504 Plan or Program Services Plan (PSP)).
2. The accommodation must be used throughout the year during regular classroom instruction and cannot solely be a testing accommodation.
3. The accommodation must be recognized by KDE as an appropriate testing accommodation.

These are comprehensive guidelines that must be applied to each accommodation provided on the state assessments. Students must meet the requirements to receive accommodations on the state test. Assuming the student meets the guidelines for receiving these accommodations, the following sections will provide guidance on how to properly administer those accommodations for a successful online test administration.

It is advisable that all students and staff who will be participating in the online state tests use and get comfortable with the [practice tests](#) made available by Pearson and KDE (see Practice Test section of this document for more info). Within the practice test, all tools available during the live administration will be available. There are also accommodated practice tests available for use which include the Text-To-Speech functionality. These practice tests are scorable and provide instant feedback on most questions.

## Accommodated Materials

Most spring assessments will be administered online. Some students will take the state tests using a paper and pencil format. This manual primarily covers online testing, but it is important to also cover how accommodated students that require accommodated materials will be tested and which materials are available.

Large print, Braille kits, and a limited number of paper test kits will be available. Other students, even those receiving accommodations, will complete testing online within TestNav.

## Braille

Braille versions of assessments will be available in kits. All accommodated kits are to be ordered via the additional order option in [PearsonAccess<sup>next</sup>](#). It is expected that when ordering, districts will specify which version of the Braille kits are needed such as Unified English Braille Code (UEB) or Nemeth Braille Code. Pearson staff will not be calling districts to verify this.

Braille is only available in a paper and pencil format for all Kentucky state tests. The Quality of School Climate and Safety (QSCS) Survey will be included in the Braille test booklet. For information on how to order Braille materials in [PearsonAccess<sup>next</sup>](#), see the Ordering Paper Materials section of this manual.

## Large Print

There is a zoom function available in TestNav for anyone who needs to enlarge the text. For any student who requires the test in Large Print there will be paper and pencil kits available for order. The Quality of School Climate and Safety (QSCS) Survey will be included in the Large Print test booklet. The Large Print orders will be placed in [PearsonAccess<sup>next</sup>](#) via additional orders only. For information on how to order Large Print materials in [PearsonAccess<sup>next</sup>](#), see the Ordering Paper Materials section of this manual.

## Special Paper Kit Accommodations

If a student cannot test online due to a disability – such as seizures brought on by electronic usage – there are a small number of paper kits printed that can be sent to districts for special situations. These can only be obtained with KDE approval and cannot be ordered in [PearsonAccess<sup>next</sup>](#). To gain approval please email [DACInfo](#) with the State Student ID# (SSID) and where the documentation can be found in IC. The documentation should contain supporting evidence of the condition that prevents online testing and rationale of why a paper kit is needed. The request will be reviewed; upon approval, KDE will communicate with Pearson regarding the district and grade level needed, and a paper kit will be sent to the district.

## Ordering Paper Braille/Large Print Materials

Ordering paper Braille or Large Print test accommodated materials should be completed in [PearsonAccess<sup>next</sup>](#). Accommodated materials may only be ordered via additional ordering, so there are no shipping windows.

For help placing additional orders in [PearsonAccess<sup>next</sup>](#), consult the [Create an Order for Materials document](#). *Also See Fig 1, 2, 3 and 4 below.*

*Fig 1. Ordering Additional Materials in PearsonAccess<sup>next</sup> (Step 1)*

To place an additional materials order within [PearsonAccess<sup>next</sup>](#), start with the following steps.

1. Click Setup
2. Click Orders & Shipment Tracking from dropdown menu
3. Click the Select Tasks dropdown
4. Select Create/Edit Orders

5. Click start

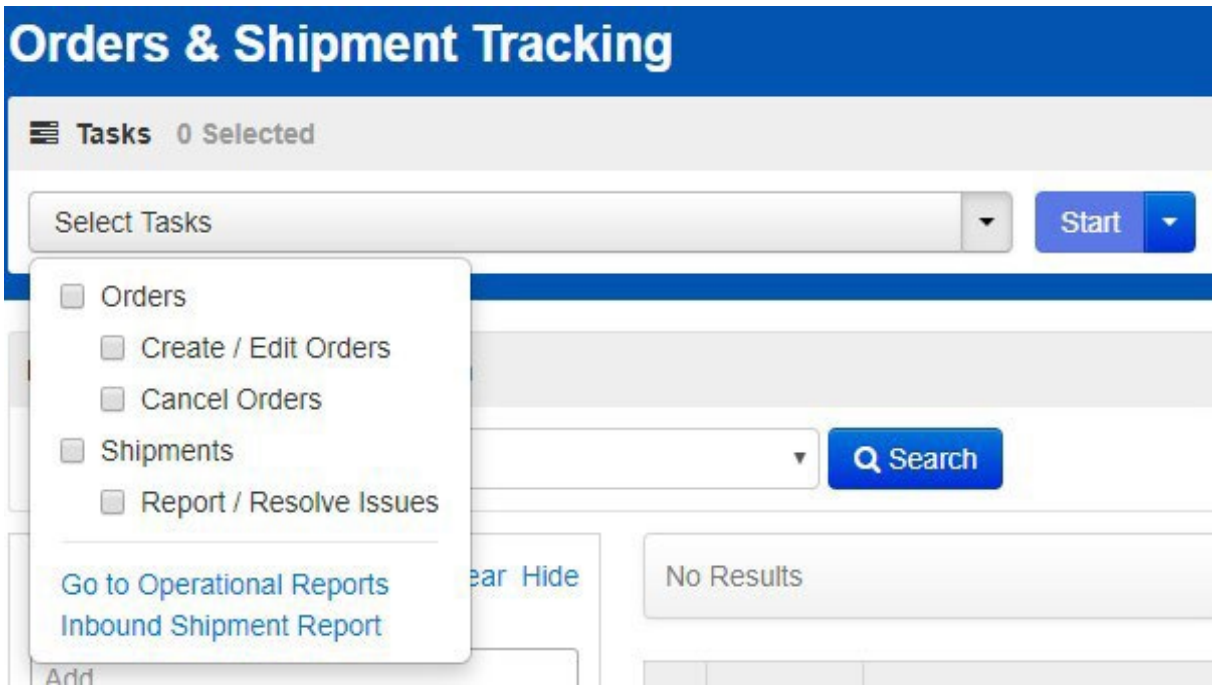


Fig 2. Ordering Additional Materials in PearsonAccess<sup>next</sup> (Step 2)

1. Click create an additional order

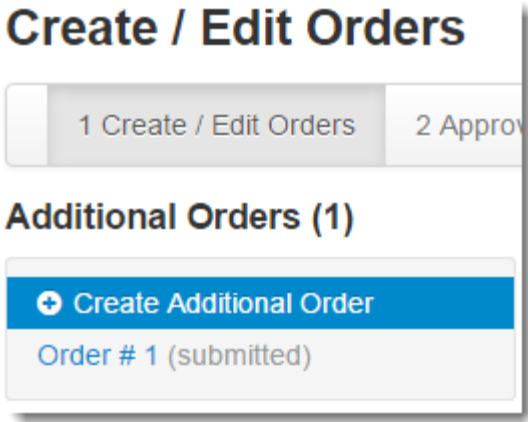


Fig 3. Ordering Additional Materials in PearsonAccess<sup>next</sup> (Step 3)

1. Enter the Date Needed (recommended to select date 2 days prior to test administration)
2. Click the dropdown arrow for stored contact
3. Click on add items at the bottom of the page

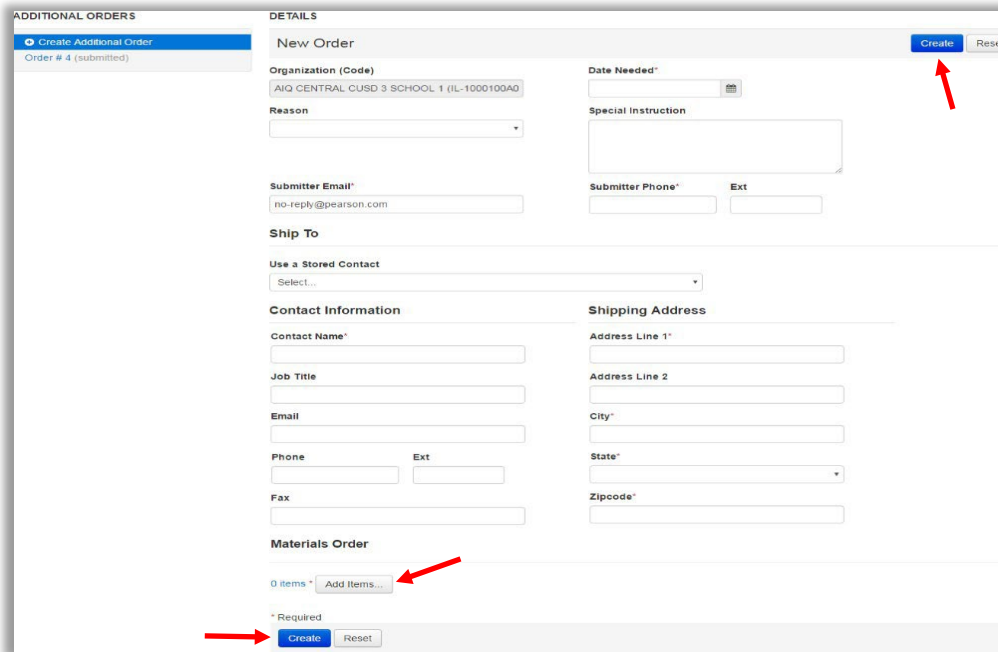




Fig 4. Ordering Additional Materials in PearsonAccess<sup>next</sup> (Step 4)

1. Enter the quantity of items needed
2. Click save

**Edit Materials Order**

Q Find Materials  Filters (clear)

Description  Item #  Subject...  Material Type...  Grade...

7 Results    Displaying 25

| Amount                         | Description                           | Item # | Subject            | Type            | Grade |
|--------------------------------|---------------------------------------|--------|--------------------|-----------------|-------|
| <input type="text" value="2"/> | TEST ADMINISTRATORS MANUAL, GR 3      | 00001  | Not Grade Specific | Manuals         | 3     |
| <input type="text" value="0"/> | TEST ADMINISTRATORS MANUAL, GR 4      | 00002  | ODW Only           | Manuals Scripts | 4     |
| <input type="text" value="2"/> | TEST ADMINISTRATORS MANUAL, GR 5      | 00003  | M,R                | Manuals Scripts | 5     |
| <input type="text" value="0"/> | TEST ADMINISTRATORS MANUAL, GR 6      | 00004  | M,R,SCI            | Manuals Scripts | 6     |
| <input type="text" value="4"/> | TEST ADMINISTRATORS MANUAL, GR 7      | 00005  | SCI                | Manuals Scripts | 7     |
| <input type="text" value="0"/> | GRADE 4 SCRIPT                        | 00006  | M                  |                 |       |
| <input type="text" value="0"/> | MATH REFERENCE SHEETS, K-PREP, GR 7-8 | 00007  | M                  | Miscellaneous   | 7,8   |

**1** **2**

## Returning Accommodated Materials

Accommodated Materials are shipped in paper and pencil format kits and thus must be returned to Pearson. Please see documentation in the accommodation kit on how to properly return these materials to Pearson.

The Test Administrator Manual will also be available on the [KDE Kentucky Summative Assessments page](#) and the [Kentucky Portal](#).

## Accommodations

The following section provides a limited list of state approved accommodations on the online test. These accommodations fit into two main categories: A) most used or B) most impacted by online testing. To some degree, all of these accommodations fit into both categories. This, however, is not the complete listing of all accommodations allowed on state testing.

Also included are tips of things to consider for each accommodation when providing the accommodation during an online administration.

## Paraphrasing/Simplified Language

Paraphrasing/Simplified Language is not a supported accommodation for state assessments. **The proctor may only paraphrase or simplify directions. Test questions or answer choices may not be altered.** This includes directions embedded within test questions. Once time begins on a state assessment, nothing can be paraphrased. *Note: this is not a change in policy.*

## Bilingual/Word-To-Word Dictionary

The bilingual or word-to-word dictionaries can be in print or electronic versions. One point of emphasis is that if an electronic version is used, it will not be provided within TestNav and cannot be operated on the same computer that is running TestNav. An electronic version would have to be on an exterior device.

Further, consistent with best practices for English Learners (ELs), the dictionary used should be a word-to-word translation without definitions. When using an electronic bilingual or word-to-word dictionary make sure that other capabilities such as Internet capabilities, translating whole phrases and sentences, etc. are turned off before using this accommodation on the state-required assessments.

## Human Reader

The human reader accommodation can be provided in a one-on-one setting or a group setting of up to four students. In order to provide this accommodation in a small group setting, all students must have the same form of the test and cannot have other accommodations – such as scribe – that require a one-on-one test administration. Extended time would be an accommodation that would permit small group assessment administrations to be provided along with a human reader.

The human reader accommodation can be provided by allowing the human reader to sit next to the student(s) and read from the computer screen.

## Form Group Read Aloud Sessions/Proctor Testing Ticket

In some instances, school staff may find that there are not enough test accommodators available to provide an individual reader to each student. DACs and BACs may then group students into small groups of *up to four*. The DAC/BAC may set up read aloud sessions that will automatically assign all students in the session the same form and create a proctor testing ticket. Detailed instructions for this process may be found in the Kentucky Assessments - *Creating Test Sessions Guide*<sup>1</sup> on the [Kentucky Portal](#).

**Note:** Proctor Testing Tickets are to be used by the test administrator/proctor **only**. Do **NOT** give a Proctor Testing Ticket to a student to use to log into a test. It is advisable to print the Proctor Testing Ticket on a different color paper to distinguish it from the student test ticket.

*Tips or things to consider when using a Human Reader and Proctor Test Ticket...*

1. Take great care when setting up a test environment where multiple students will receive reading services from a single human reader. All test security and all administration regulation requirements must be followed. Do not create blind spots for the testing administrator.
2. Plan to have extra staff trained and available to deliver this accommodation because each test administrator providing this accommodation can only provide the service for 1-4 students per test session.

3. If using the Proctor Testing ticket option, please print on a different color paper to distinguish from student test ticket.
4. Selecting the Read Aloud option will produce one Proctor Testing Ticket per session created. This test ticket could be used to test successive students/groups but cannot be copied for simultaneous use. For example, a proctor could use the ticket to test one student and after that student finishes, use the same ticket to test the next student (from same session created in PAN). However, the ticket could not be copied for 2 or more proctors to use at the same exact time.

## Oral Native Language Support

Oral native language support shall be based on a student's individual language needs as documented in the Program Service Plan (PSP).

This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering printed English test materials (i.e., directions, questions, prompts, situations, passages and stories as written) orally in the student's native language. The accommodation or oral native language support shall include providing directions orally in a student's native language. The accommodation shall also incorporate some simplification of language in the test administration directions.

*Tips for providing Oral Native Language Support...*

1. Because students can choose to have the entire test, part of the test or none of the test translated, it would be wise to plan well in advance for students needing this service. Some languages may be harder to provide than others so make plans well in advance of test day.
2. If a school district or school has specific circumstances that require the testing windows to be adjusted in order to provide this accommodation to students, the Kentucky Department of Education (KDE) will work with the DAC on a case-by-case basis. If a DAC needs this assistance, please email the [Office of Assessment and Accountability](#) (OAA) for further direction.

## Extended Time

Administration of extended time varies depending on the type of assessment being administered. Extended time is an honored accommodation for all state testing.

Operational testing generally has stated firm time limits that can easily be given time and a half or double time. However, if students are working diligently, allow them to continue to work.

*Tips or things to consider for providing extended time...*

1. Students must use their regular time productively in order to qualify for extended time.

2. If a student is denied extended time because they misused their regular time, it is in the proctor, BAC and DAC's best interest to document the decision and why it was made.
3. Plan ahead for where extended time will be provided and plan to have plenty of test administrators on hand to provide the accommodation. For instance, if a school chooses to move extended time students to the library to finish their exam, BACs will want multiple administrators on hand and circulating to adequately track and adhere to test security and the test administration code.
4. With an online test, pausing and resuming testing to relocate students to a different testing area for extended time is done within [PearsonAccess<sup>next</sup>](#). See pausing and resuming the test information in the Test Administration Manual.

## Scribe

Provided the student has the appropriate accommodations within their student plan, scribes are allowed to type student responses on the online test. This is a change from paper and pencil testing where indicating the use of technology was also required for a scribe to be able to type a student response. Because technology is now the primary mode of delivery of the test for all students, technology is not being used in addition to or instead of other entry of student items. Scribes can type for students on all online tests.

The scribe is a required one-on-one testing accommodation, and this supersedes all other accommodations when it comes to testing environment setup. What this means is that if a student has a scribe and a reader, the reader accommodation can be provided in a group of up to four students. However, the scribe accommodation requires a one-on-one environment. The one-to-one requirement supersedes all others; therefore, the student must be tested one-on-one.

*Tips or things to consider for providing a scribe...*

1. Scribe is an accommodation which must always be provided in a one-to-one environment. It is advisable that DACs and BACs train extra or all staff on Inclusion of Special Populations prior to the testing window to ensure maximum flexibility on testing days.
2. Scribes must type exactly what a student dictates to them. This includes student directions for punctuation, paragraphs, grammar, capitalization, and editing the typed product. As with scribing in a paper-and-pencil format, the student must remain the sole creator and editor of the online response.

## Hand-held and Online Calculator Accommodation

All students taking the online test, without requisite accommodations on a student plan, must use the online Desmos calculator provided to students within TestNav. For most students taking the online test, hand-held calculators are not allowed. Likewise, most students will not be able to use any calculator on any section tagged "non calculator."

If a student has within their student plan an accommodation allowing a hand-held or online calculator, they are permitted to use one during online testing on any test administered by the state. The calculator must conform to the [KDE calculator policy guidelines](#). If a student needs a calculator not approved by the KDE calculator policy, please follow the guidelines for requesting a non-approved calculator found in this document.

For the majority of students, the only calculator allowed on the online test will be the online Desmos calculator that is embedded into the TestNav system. Each grade band has a different version of the calculator available on their test. This testing calculator is specific to Kentucky and differs from the general Desmos calculators available on the website. For more information about specific features, please refer to the [Desmos Kentucky Information PDF](#).

- Elementary (3-5) will have the [Desmos 4-Function calculator](#) available. See Fig 1.
- Middle School (6-8) will have the [Desmos Scientific calculator](#) available. See Fig 2.
- High School all but Science (10, 11) will have the Desmos [Graphing calculators](#) available and the appropriate one will be provided based on each question. See Fig 1, Fig 2, Fig 3.

High School Science (11) will have the [Desmos Scientific calculator](#) available. See Fig 2.

*Fig 1. Desmos 4-Function calculator within TestNav (Grades 3-5)*

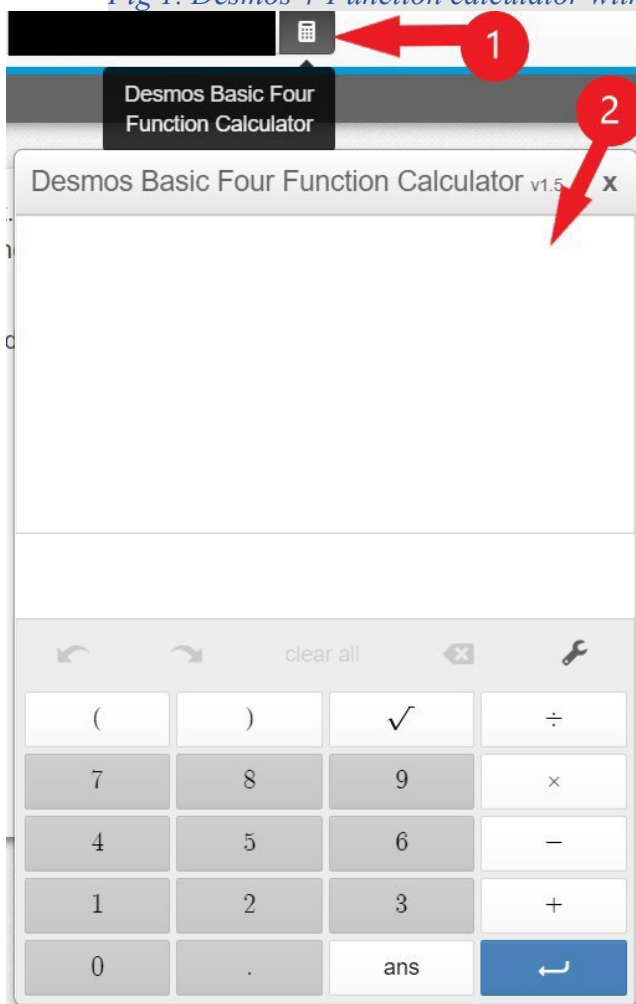
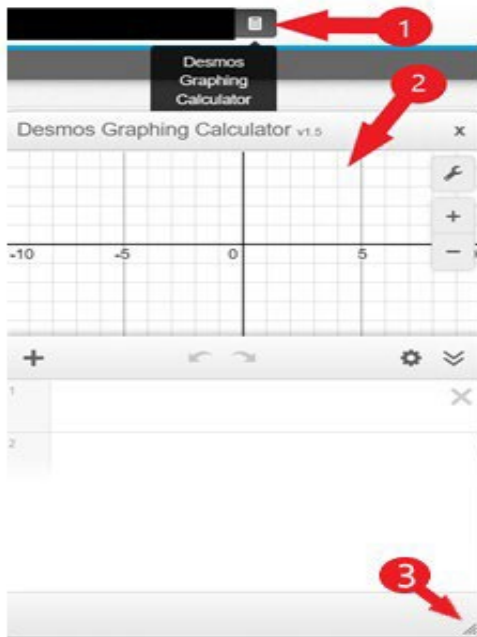


Fig 2. Desmos Scientific Calculator within TestNav (Grades 6-8, 11 science)



Fig 3. Desmos Graphing Calculator within TestNav (Grade 10 & 11 (all but science))



The graphing calculator can be moved around the screen and can also be resized or enlarged. In the bottom right-hand corner (3), the resizing tool can be clicked, and the calculator can be made larger. The four-function and scientific calculators can be moved around the screen but cannot be resized.

If a student requires a hand-held or online calculator and is taking any online state assessment, they must have very specific requirements met in order to qualify for a hand-held calculator accommodation.

1. The student must have a mathematics deficiency noted on their IEP or 504 Plan.
2. The student must have technology and/or calculator marked in the state testing accommodations box.
3. The student must have received and consistently used the calculator as part of regular classroom instruction throughout the year. Like all other accommodations, a calculator cannot simply be a state testing accommodation.

See the chart below for examples on how to determine if the use of a **hand-held calculator** is permitted.

**HAND-HELD CALCULATOR**

| Does the student receive an accommodation? | Is the student using a paper kit? | Does the student’s IEP or Section 504 Plan document the need for a hand-held calculator? | Is a calculator used during regular instruction? | Is the hand-held calculator approved? |
|--|-----------------------------------|--|--|---------------------------------------|
| No   | N/A                               | N/A  | N/A  | No                                    |
| Yes  | No                                | No   | N/A  | No                                    |
| Yes  | No                                | Yes  | Yes  | Yes                                   |
| Yes  | Yes                               | N/A  | N/A  | Yes                                   |

See the chart below for examples on how to determine if the use of an **accommodated online calculator** is permitted.

### ONLINE CALCULATOR (IEP/504 CALCULATOR)

| Does the student receive an accommodation? | Is the student using a paper kit? | Does the student's IEP or Section 504 Plan document the need for an online calculator? | Is a calculator used during regular instruction? | Is the online calculator approved? |
|--|-----------------------------------|--|--|------------------------------------|
| No   | N/A                               | N/A  | N/A  | No                                 |
| Yes  | No                                | No   | N/A  | No                                 |
| Yes  | Yes                               | N/A  | N/A  | No                                 |
| Yes  | No                                | Yes  | Yes  | Yes                                |

*Tips or things to consider when providing a hand-held calculator accommodation...*

1. It may be advisable to test students with a hand-held calculator accommodation together and separate from students not allowed a hand-held calculator. While not required by KDE, this could be considered best practice to alleviate possible distraction that could be created by allowing some students to use a hand-held calculator and not allowing others,
2. A student that qualifies for a hand-held calculator accommodation is allowed to use that calculator on every test, including tests labeled non-calculator tests.
3. For accommodated students, the type of calculator provided depends on what the IEP states as an accommodation (handheld or online). If for some reason technology fails and the online calculator cannot be utilized, then a handheld calculator from the approved list should be used. This scenario is unlikely, but it is best practice to prepare.

### Requesting Non-KDE Approved Hand-held Calculators

When requesting the use of an unapproved calculator, please email [DACinfo](#) with the subject line Unapproved Calculator Request. The body of the email should contain the student's SSID number and where the supporting evidence can be located (IEP, 504, etc.). KDE will use the SSID to review the student's documentation (IEP, conference summary, evaluation, etc.) which should support the need for the unapproved calculator. Please **do not** include any personally identifiable information for the student (name, guardian information, disability, etc.) or a screenshot of the student summary page in the email; the SSID is sufficient.



Applications for an unapproved calculator are processed on a first come, first served basis. For the speediest response time, please e-mail your request well before testing starts. Typically, a response will be received within three business days, but that timeframe can expand the closer the form is submitted to testing time.

The outcome is decided through a review process which takes into account the calculator and its features. Calculators that have Internet capability which cannot be turned off will not be approved, for example, because it directly violates the Administration Code.

The other portion of the review is based on the student's IEP or 504 Plan. The student must have a specific need for an accommodation that cannot be satisfied by a calculator on the approved calculator list. A good example would be a talking and/or large button calculator for a student with visual impairments. No calculators on the already approved list can satisfy this need.

It is important that all students have everything needed to be successful. That said, documentation of a valid need for an unapproved calculator is required prior to approval.

*Tips of things to consider for using Non-KDE Approved Hand-held Calculators...*

1. When submitting a request for a Non-KDE Approved Hand-held Calculator, verify the student plan in Infinite Campus (IC) is up to date before sending the email request.
2. There is no need to send the student's name or copy of the plan. Simply provide the Student ID# (SSID) and identify which document contains the evidence (IEP, etc.) in the email. Do not send a screenshot of the student's summary page from IC.
3. The earlier DACs submit requests the faster response time tends to be. The two weeks leading up to testing tend to be when the highest volumes of applications arrive. Because of this, response times are much slower.

## Activating the Online Calculator for a student in TN8

Students with the appropriate accommodation in their IEP may receive an online calculator accommodation on non-calculator sections of the test. Activating the online calculator for non-calculator portion of the mathematics section is strictly for students who receive an online calculator as an accommodation. This process is NOT permitted for every student in the building. Only students that fall into the approved calculator accommodation guidelines qualify for this. To see if a student qualifies for this accommodation see the Hand-held and Online Calculator Accommodation section of this Toolbox.

DACs and BACs can enable this functionality by setting a flag either using the Student Registration Export (SRE) and Student Registration Import (SRI) file OR by clicking a box in [PearsonAccess<sup>next</sup>](#). It will work in a similar fashion as Text-to-Speech; DACs or BACs indicate "Y" in the SRE file OR check the box on the student's mathematics test screen in PAN, and then the calculator is available in TestNav. Detailed instructions can be found in the [Kentucky Portal](#) under the Guidance Documents tab.

## Manipulatives

If a student has manipulatives marked on their student plan and have used them throughout the school year, they may use the manipulatives on the test if they are considered appropriate for a state assessment (free of content, no guidance to a response). Any student that receives this accommodation should be tested in a **one-to-one environment**. The manipulatives should be placed at a central location that is not on the student's direct testing surface.

Students cannot be prompted to use manipulatives once the test has commenced. The proctor can, however, prior to testing begins show the student where the manipulatives are located so they are aware they are available and where to find the manipulatives.

Manipulatives must be free of content of any kind when first presented to the student. This includes any numbers, letters, pictures, sketches or designs that can be considered content.

*Examples of Manipulatives include...*

- Base 10 Blocks
- Fraction Strips
- Blank Number Lines
- Abacus
- 3x5 Notecard (content free see *Fig 1* for example)

*Fig 1. Example of Content Free Note Card*



*Tips or things to consider when providing manipulatives as an accommodation...*

1. BACs should consider the optimal room setup to provide manipulatives as an accommodation. There must be a separate workspace for the manipulatives as the manipulatives cannot be placed directly on a student's desk. The proctor must also have easy access to both areas as a test administrator so that the proctor can provide active monitoring.
2. Make sure to provide all manipulatives a student is to receive available to the student on test day as their student plan dictates. If a student has 20 manipulatives listed on their student plan but only routinely uses six during instruction, all 20 still must be provided on test day.
3. The important thing to remember about manipulatives is that the manipulatives are only to serve as a trigger for information the student already possesses. The role of a manipulative is never to teach or provide answers to the test being taken.

## Speech-To-Text

KDE is working with Pearson on methods of providing the Speech-to-Text functionality within TestNav but at this time the software lacks the functionality needed to be operational within the TestNav platform. There is not a secure method for providing this feature on online state testing using an outside software.

Results from the 2021 Kentucky pilot indicate that more enhancements to the product are needed before going operational with the capability within TestNav, and this is an ongoing project.

## Text-To-Speech

The Text-To-Speech capability in TestNav was developed by TextHelp and has nearly the same functionality as previous text reader software.

In order for a student to receive the TTS functionality during testing the functionality will need to be turned on in PAN, **before** the student is placed into a session. To setup a student for TTS the DAC/BAC will have two options.

- The DAC/BAC can enter the information into PAN via the User Interface (UI)
- The DAC/BAC can export a file from PAN, make updates to the student record on the file, and import the file back in to PAN.

Detailed instructions for this are posted in the Text to Speech (TTS) and IEP/504 Instructions located on the [Kentucky Portal](#) under the Guidance Tab.

It is highly advisable that students and staff practice the new Text-To-Speech system by utilizing the [accommodated practice tests](#) which has the Text-To-Speech activated.

## Alternate Testing Environments (i.e. behavioral issues, etc.)

This is a local decision. If the DAC or BAC feel students can handle small group testing, there is nothing that precludes students from testing in small groups. If past behavior has demonstrated the student cannot handle small group testing, then it may be advisable – but not required by KDE – that the student be tested in a one-on-one environment.

BACs and DACs will need to ensure all testing schedules and seating charts accurately reflect the testing environment for each student taking the test.

## Stop the Clock

If the student has an accommodation for stopping the clock due to medical concerns, which may or may not appear in a student plan, KDE generally accepts this as a valid state testing accommodation. The student should be tested in a one-on-one environment and the test administrator should keep track of the time used and remaining. Providing additional time would not be permitted unless extended time was identified as part of a student plan. Directions for temporarily exiting and resuming a test session are located in the Test Administration Manual.

## Interpreter for Students who are Deaf or Hard of Hearing

KDE works annually to accommodate the needs of the Kentucky School for the Deaf (KSD) and all schools that contact the department needing flexibility in providing resources so American Sign Language (ASL) interpreters can assist students in completing state tests.

To provide this during an online test administration a school would set up the students needing this accommodation into a test session within TestNav. When setting up the test session, use the form group type selection to select the ‘Read Aloud’ option. This will ensure all students in that testing session have the same form of the test.

The interpreter can utilize the proctor test ticket to log into their own device, then stand in the front of the student(s) and interpret the test. If a school district has circumstances beyond what is covered here, the DAC can contact OAA for further guidance.

## ACT Accommodations

ACT does provide online testing; however, it does not fall under the umbrella of KSA testing and is not covered by this manual. All ACT accommodations should be emailed to the ACT accommodations department if the student desires a college reportable score. If a DAC or BAC has specific questions about ACT accommodations that they feel are best directed to KDE first, the DAC or BAC may direct those questions to the [Office of Assessment and Accountability](#).

## Online Testing – Technical Information

### Contact Information

#### Policy and General Questions

Kentucky Department of Education  
Office of Assessment and Accountability  
Division of Assessment and Accountability Support  
(502) 564-4394  
[dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov)

#### Technical Online Questions

Pearson Customer Support  
(888) 437-1430

[Online Contact Form](#)

#### Network, Routers, Firewall, etc.

Kentucky Department of Education  
Office of Education Technology  
[KETS Service Desk](#)

(502) 564-2002

## Outage or Service Interruption

If an outage or other interruption occurs during an online test administration, follow these few steps to achieve a resolution as quickly as possible.

### 1. Gather Information

When users experience an outage during an online administration, they should gather information that will assist in a resolution. Users reporting issues should be prepared to provide the following information:

- What is the issue? (Gather issue details.)
- What is the duration of the issue? (When did the issue begin, how long did the issue persist, and is the issue continuing?)
- How many students are impacted? (Specify the number of students involved and if those students are waiting for a resolution.)
- Who should be contacted to help resolve the issue? (Give the contact information, such as name and phone number of the school/district technology support. This person should be onsite to assist.)
  - District/School Technology Coordinator
  - Building Assessment Coordinator (BAC)
  - District Assessment Coordinator (DAC)

### 2. Contact Service Provider

As soon as the information is gathered, immediately contact Pearson Customer Support to determine if testing can continue or should be delayed to another day.

#### Emergency Contact List

Pearson Technical Support KY Line: 1-888-437-1430

[Contact Kentucky Support](#)

### 3. Contact the Kentucky Department of Education

While the issue is being reported to Pearson, users should follow up with KDE's technical support to determine if there are Kentucky network issues affecting testing.

KETS Help Desk: (502) 564-2002

### 4. Contact Division of Assessment and Accountability Support

The DAC and/or BAC should contact the Division of Assessment and Accountability Support via email at [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov). If the outage occurs during active testing, please call (502) 564-4394.

## Student Instructions

If a testing session is interrupted during administration due to a technical issue, have student(s) remain in the testing center (computer lab, classroom, library) while the cause of the outage is determined. If it becomes clear that the resolution to the issue will not allow the next session to begin on schedule, students and staff are encouraged to return to the classroom.

The BAC should contact the DAC to report that the schedule will be changed and submit the proposed changes. If additional time outside the scheduled testing window is needed, the DAC will contact KDE for approval.

## Emergency Breaks/Fire Drills

Student and staff safety are always the most important factor to consider in these scenarios. In the case of an emergency fire drill, the test session may be paused. See individual test administration manuals for details.

Test administrators should note the time the drill begins in order to track the amount of time that was lost if students are unable to pause their exam. When it is safe to return to the test location, the Proctor will need to reinitiate the session. When the student is ready to resume the exam, he or she will see a prompt to re-enter their credentials or test ticket information. Please refer to the test administration manual for details.

## Equipment Malfunction

Proctor should

- Pause student test, if it has not already.
- Move student to another computer. Technical Staff or other designated party may do this step.
- Resume student test from PAN console.
- Note this Test Irregularity for submission to the BAC and DAC.
- Make any other notifications as required by the school.

## Testing Equipment Setup and Maintenance

The District Technology Coordinator will receive information from the KETS Engineer or KDE regarding instructions for setup. Some of the information available includes the following:

- Pearson documentation
  - Technical Requirements
  - Software Download Instructions
  - User Guides
  - Pearson Portal – Technology Tab
- Kentucky Department of Education
  - Emails from KETS Engineers
  - Emails from OAA
  - Emails from Paul Shoemaker
- District Assessment Coordinators
  - Receive updates via Monday and Special DAC Emails to share with technical and school staff
  - Additional trainings from DAAS, including written and video links



## Appendix A

### Notes for Technical Staff

Troubleshooting and Assistance:

Pearson Technical Support KY Line: 1-888-437-1430

[Online Contact Form](#)

TestNav 8 Technical Documentation

The first stop when dealing with technical issues would be the newly developed [Technology Section of the Kentucky Portal](#). If the answer cannot be found there then continue on with this guide.

TestNav 8 Homepage:

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

TestNav 8 System Requirements:

<https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements>

TestNav 8 Set Up and Use:

<https://support.assessment.pearson.com/display/TN/Set+up+and+Use+TestNav>

Note:

Only use the TestNav 8 installable apps for the operating systems used in the district. Each version lists single and large deployment options. **DO NOT USE** the browser-based TestNav.

TestNav 8 Network Requirements:

<https://support.assessment.pearson.com/display/TN/Network+Requirements+and+Guidelines>

Note:

Districts using Lightspeed have these settings installed by Lightspeed, as requested by KDE/OET.

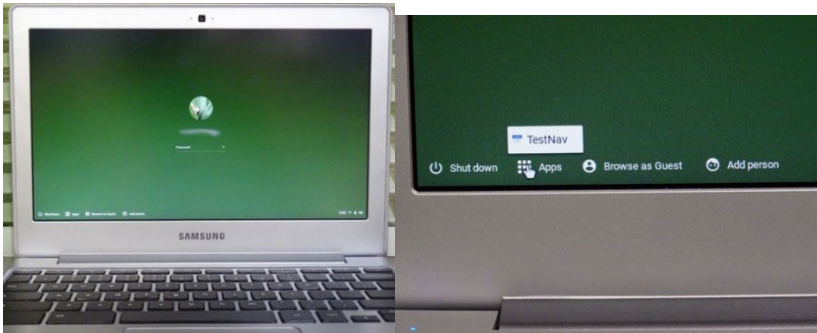
Firewall settings for all districts have been installed as requested by KDE/OET.

For districts using a system other than Lightspeed, please add the URLs from the link above, on the “permit or whitelist” policy rules.

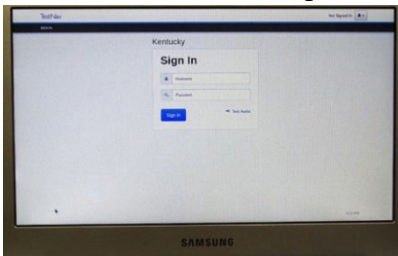
## TestNav 8: Additional Information

### Chromebooks

When students test using Chromebooks or Chromeboxes, they **will not** log into the device from the operating system login screen. They will click on the “Apps” tab on the bottom left of the log in screen.

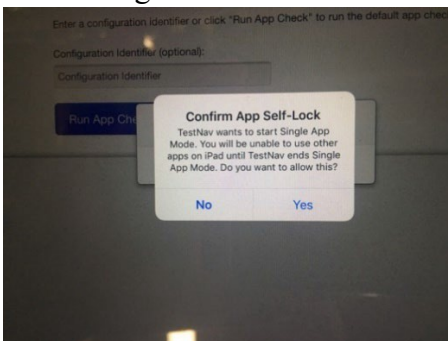


When you click on the “Apps” icon, the TestNav option will appear. Click on the TestNav icon and the program will start in secured mode. The student will then use their assigned test credentials and password to log into the test.



### iPads

iPads will operate TestNav by clicking on the icon on the iPad “Desktop”, the same as any other application. When TestNav starts on the iPad, a prompt will appear, stating the TestNav program will be running in “Single App Mode”. This secures the iPad during the test by not allowing other programs to run while the test is in session. Click “Yes” to proceed to the log in screen and begin the test session.



## Appendix B

### Available Tools by Subject in TestNav

| Tool                           | Reading | Mathematics      | On-Demand Writing | Editing and Mechanics | Science          | Social Studies |
|--------------------------------|---------|------------------|-------------------|-----------------------|------------------|----------------|
| Notepad                        | YES     | YES              | YES               | YES                   | YES              | YES            |
| Answer Eliminator              | YES     | YES              | NO                | YES                   | YES              | YES            |
| Highlighter                    | YES     | YES              | YES               | YES                   | YES              | YES            |
| Passage Carryover <sup>2</sup> | YES     | NO               | YES               | YES                   | NO               | YES            |
| Ruler                          | NO      | YES <sup>3</sup> | NO                | NO                    | NO               | NO             |
| Protractor                     | NO      | YES <sup>4</sup> | NO                | NO                    | NO               | NO             |
| Straight Edge                  | NO      | YES              | NO                | NO                    | NO               | NO             |
| Calculator                     | YES     | YES <sup>5</sup> | YES               | YES                   | YES <sup>6</sup> | YES            |
| Dictionary & Thesaurus         | NO      | NO               | YES <sup>7</sup>  | NO                    | NO               | NO             |
| Color Contrast                 | YES     | YES              | YES               | YES                   | YES              | YES            |
| Magnifier                      | YES     | YES              | YES               | YES                   | YES              | YES            |
| Zoom Control                   | YES     | YES              | YES               | YES                   | YES              | YES            |
| Line Reader Mask               | YES     | YES              | YES               | YES                   | YES              | YES            |
| Answer Masking                 | YES     | YES              | NO                | YES                   | YES              | YES            |

<sup>2</sup> Passage Carryover is a passive, always on tool. It cannot be toggled on/off. The feature makes sure the place in the passage is stored so when students toggle between questions or passages, it resumes exactly where the student previously stopped reading.

<sup>3</sup> The ruler differs by grade level ranging from 1/8<sup>th</sup> an inch to 1/16<sup>th</sup> an inch.

<sup>4</sup> The protractor is available only in certain grades. Grade 4 it is available on Part B and not Part A. Grade 5 it is available on both Part A and Part B.

<sup>5</sup> The calculator differs by grade level. Elementary will only have 4-Function. Middle will only have Scientific. High School has access to 4-Function, Scientific and Graphing calculators based on item.

<sup>6</sup> Grade 11 will have access to a Scientific calculator.

<sup>7</sup> The dictionary differs by grade level. Elementary will have access to an elementary level dictionary. Middle will have access to a middle school level dictionary. High school will have access to a High School level dictionary.