Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety Survey

Spring 2021

Kentucky Department of Education

Our Children, Our Commonwealth

Education

Test Administration Manual

Contact Information

If you are a Building Assessment Coordinator (BAC) and have any questions concerning the information found in this manual, please contact your District Assessment Coordinator (DAC). DACs should contact the parties below with questions.

Spring 2021 Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety Survey Administration Questions:
Pearson Monday–Friday from 7 a.m. to 8:30 p.m. (ET) **Phone:** (888) 437-1430 **Fax:** (319) 339-6525
Kentucky Department of Education Division of Assessment and Accountability Support Monday–Friday from 7:30 a.m. to 5 p.m. (ET) **Phone:** (502) 564-4394 **Email:** dacinfo@education.ky.gov **Fax:** (502) 564-3249

2021 K-PREP Grades 3-8, 10 & 11 Important Dates

User	Action	Begin Date
Pearson	Load student data into PearsonAccess[next]	Prior to March 15
	PearsonAccess[next] live and training sites available	March 16
	Post Test Administration Manual	Week of March 22
DAC	DAC available to create user account	March 16
	Create Test Sessions	March 16 – June 16
	Enter Orders for Accommodated Test Materials	March 16 – June 14
	Prepare Sessions	One to two weeks before testing
	Print Testing Tickets	One to two weeks before testing
	Start and monitor sessions	March 30 – June 16
BAC	Create user accounts (Online Test Administrators)	After DAC has created BAC account
	Create Test Sessions	March 16 – June 16
	Prepare Sessions	One to two weeks before testing
	Print Testing Tickets	One to two weeks before testing
	Start and monitor test sessions	March 30 – June 16
Technology Staff	Prepare online testing environment	Can begin March 16
	Proctor Cache (districts may use at their own discretion)	One to two weeks prior to testing
	Configure TestNav 8 in PearsonAccess[next]	Before test sessions are created
	Precache test content (districts may use at their own discretion)	One to two weeks prior to testing
Test Administrators	Review Test Administration Manual	Week of March 22
	Start and monitor test sessions	March 30 – June 16
Students	Practice Tests and TestNav 8 tutorials	Before testing begins
	Take assessment	March 30 – June 16

Introduction

The Spring 2021 Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety (QSCS) Survey will be administered to students in grades 3-8, 10 and 11 in a secure online computer environment. Paper and pencil versions of the test are offered only for students receiving accommodated test kits (Braille and large-print) for the K-PREP assessment.

For Spring 2021, there is a single Test Administration Manual (combination of the District Assessment Coordinator/Building Assessment Coordinator Manual and the Test Administrator's Manual (TAM). Scripts for each grade-level (3-8, 10, and 11) administration for both online and paper testing are available.

Grade 3 – Reading, Mathematics
Grade 4 – Reading, Mathematics, Science
Grade 5 – Reading, Mathematics, On-Demand Writing
Grade 6 – Reading, Mathematics
Grade 7 – Reading, Mathematics, Science
Grade 8 – Reading, Mathematics, On-Demand Writing
Grade 10 – Reading, Mathematics
Grade 11 – Science, On-Demand Writing

This Test Administration Manual is separated into three main sections:
Part I: General testing information that applies to all test administrators,
Part II: Online testing preparation, and
Part III: Paper testing preparation

District and school staff should follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and most current health guidance at the time of testing when administering the Spring 2021 K-PREP and QSCS Survey to students.

District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), and Test Administrators will use an online tool called PearsonAccess^next (PAN). PAN is the assessment management system for the Spring 2021 K-PREP and QSCS Survey. In this system, users can review and manage student data and student tests, place additional orders, set up and start testing sessions, print testing tickets, and monitor student test progress. School Technology Coordinators will work with DACs and BACs to ensure the set up for this system. New for 2021 is the Kentucky Portal. This site holds all the tools necessary for DACs, BACs, Technology Coordinators and Test Administrators to prepare and administer Kentucky Summative Assessments.

Instructions for using PAN.

Students will complete the online tests through a downloadable application called TestNav. Technology Coordinators can prepare student workstations for testing by downloading TestNav onto testing computers.

Instructions for using TestNav 8.

Part I: General Testing Information

Health and Safety Expectations

Safety expectations were written with input from the Education Continuation Task Force as well as the Governor's Office, Department for Public Health, Kentucky Department of Education, the Cabinet of Education and Workforce Development and the Cabinet for Health and Family Services. Throughout this process, stakeholders from all areas of education were engaged to provide input and expertise. KDE strongly recommend all schools and districts to adhere to all school related guidance.

Staff should follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and most current health guidance at the time of testing when administering the K-PREP assessment to students.

Staff and students participating in the K-PREP assessment should abide by social distancing and mask protocols. Cleaning and disinfection procedures would also apply to testing materials (e.g., technology devices, calculators) and desks, tables, and chairs after each student use.

Security Requirements

Security requirements are included in this manual to protect the validity of the Spring 2021 K-PREP and QSCS Survey. Secure test materials refer to any necessary materials used to administer both online and paper assessments.

Test security measures have been added with checks and processes to monitor appropriate administrations of state-required tests.

The *Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety Survey Test Administration Manual* has been created to assist school personnel in administering the Spring 2021 K-PREP and QSCS Survey. District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) are responsible for ensuring that all personnel within the school buildings are aware of the policies set forth in this manual. Test Administrators are responsible for conducting the assessment following the directions in this manual. Failure to follow proper procedures can result in an allegation or other disciplinary actions. Any violation or suspected violation of test security requirements set forth in this manual must be reported to the BAC, the DAC, and the Kentucky Department of Education (KDE) immediately.

Assessment Regulations

The state assessment and accountability program is governed by the following assessment regulations:

➤ *703 KAR 5:070 Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (December 2016)*

➤ *703 KAR 5:080 Administration Code for Kentucky's Educational Assessment Programs (February 2014)*

➤ *703 KAR 5:140 Requirements for School and District Report Cards*

➤ *703 KAR 5:225 Continuous Improvement Planning for Schools and Districts*

> *703 KAR 5:240 Accountability Administrative Procedures and Guidelines*

> *703 KAR 5:270 Kentucky's Accountability System*

These regulations outline the legal requirements of the state assessment program for schools and districts. Annually, all individuals administering or overseeing administration of the state-required assessments must be trained on the *Administration Code for Kentucky's Educational Assessment Programs (703 KAR 5:080*). Any individual providing accommodations for students in special populations must **also** be trained on the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070).*

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content achievement during assessment.

Accommodations provided on all state assessments are to be identified in a current Individual Education Program (IEP), 504 Plan or Program Service Plan (PSP). It is critical that all accommodations provided on the state assessment have been identified and discussed by all involved parties, and guidelines have been followed as set forth in the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070) regulation.

Responsibilities of All Test Administrators

DAC Responsibilities

> Create policies and procedures to ensure maximum security throughout the district in accordance with the requirements described in this manual*.*

> Provide COVID-19 state safety expectations and best practice guidelines when administering the Spring 2021 Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety (QSCS) Survey.

> Securely transfer materials (paper and online) to and from the district office to schools and testing facilities.

> Ensure BACs and Technology Staff are aware of important dates, policies and procedures described in this manual.

DAC and BAC Responsibilities

> Select and train all school personnel who will have access to the secure test materials. Access does not imply the review of individual test answers or the tests themselves.

> Conduct training on the *Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080) and the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070).*

> Ensure that all test administrators, who will be providing accommodations to students, are properly trained in the use and guidelines for both paper and online accommodations.

> Provide a copy of this manual (electronic or paper) to every test administrator early enough to allow them to read the documents and ask questions.

> Schedule test sessions. Ensure that all test administrators are aware of the schedule and any subsequent changes.

➢ Complete Header Sheets and confirm the number of all paper materials returned to Pearson.

➢ Complete required seating charts that reflect all students and adults in the testing room. Seating Charts are collected and maintained for 12 months at the district office. Examples are included on the [Forms](#) page on the KDE website.

➢ Verify that all test administrators read the student honor code aloud at onset of testing as the student reads it while preparing for the K-PREP assessment.

Responsibilities of Test Administrators/Proctors

As a test administrator, you are responsible for:

➢ Reading, signing and abiding by the *Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080)* and, if providing accommodations, reading, signing and abiding by the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*.

➢ Reading this manual before the test administration and administering the test according to the instructions in this manual.

➢ Ensuring appropriate accommodations are given to students with special needs, based upon their IEP, 504 or PSP.

➢ Reading the student honor code aloud at onset of testing as the student reads it while preparing for the K-PREP assessment.

➢ Verifying that materials containing content information or strategies for solving problems are covered or removed from classroom walls, bulletin boards, or other surfaces (e.g., ceilings, floors, blinds, windows, and clothing) during testing sessions.

➢ Conducting makeup testing for students absent from original test sessions, if assigned to do so.

➢ Protecting the security of the K-PREP assessment by carefully following the instructions in this manual for administering and handling materials through securing, counting, and returning all materials to the BAC when testing is finished.

➢ Notifying the BAC of testing irregularities immediately.

➢ Reading the *Appropriate Assessment Practices Certification Form* in the Forms section of this manual, abiding by the practices described therein and returning a signed copy to the BAC.

➢ Returning all paper test materials in good condition to the BAC as soon as testing is completed or as directed by the BAC.

➢ Completing seating charts is a required task for all state-required test administrations, reflecting students and adults in the testing room. The BAC or DAC will collect and maintain.

Secure Test Materials

Confidentiality (online and paper)—Student Tests, Student Testing Tickets, Seal Codes, Student Test Booklets, Test Questions, Student Response Booklets, and Student Responses

> *Caution:* Test questions in the assessment (online and paper) are copyrighted, secure materials, and should always be protected.

➤ From receipt to return of any testing materials, no school personnel may review, edit, or share, either verbally or nonverbally, the contents of the assessments or student responses without approval from KDE.

➤ Students may not be given access to paper test materials or the online test by any school personnel prior to testing.

➤ School Personnel may not duplicate, print, record, write notes (electronically or by any other means) on any portions of the online test or student responses. School personnel may NOT audiotape, videotape, photograph or photocopy any test materials.

➤ Student testing tickets and seal codes are considered secure materials. If the DAC or BAC prints the testing tickets ahead of time, the testing tickets must be stored in a secure area until the time of testing. Storage locations within classrooms must be secured with double locks.

- All testing tickets, seal codes and scratch paper must be securely destroyed after the completion of testing by the DAC or BAC.

Supervising Test Sessions With and Without Accommodations

Responsibilities While Supervising Test Sessions

➤ All tests must be administered according to the procedures documented in this manual.

➤ Test administrators may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.

➤ Active monitoring is required by the test administrators.

➤ Content information or strategies for solving problems on classroom walls, bulletin boards or other surfaces (e.g., ceilings, floors, blinds, windows, or clothing) must be covered or removed during testing sessions in the testing room. Standard periodic tables need not be covered or removed.

Responsibilities While Providing Accommodations

➤ Test administrators are responsible for providing appropriate accommodations as defined in the Kentucky regulation *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*. In the Accommodations section, key points of the regulation are summarized. Provide the required accommodations identified in the student's current Individual Education Program (IEP), 504 Plan or Program Services Plan (PSP) and used routinely and consistently throughout the year in instruction. For students needing Braille and large-print, paper accommodated materials (kits) are available for the Spring 2021 K-PREP assessment. Other accommodations are provided on the online assessments as identified in the student's IEP, 504 Plan or PSP.

➢ The District Assessment Coordinator (DAC) may allow students who are showing continued progress, to work past the recommended time. Record this occurrence as needed in the district.

Reporting Student Cheating

Student cheating or jeopardizing test security is serious and, in many cases, leads to disciplinary actions.

Monitoring a test administration requires more than starting/stopping test sessions. Test administrators are expected to monitor students closely to ensure that every student has the same testing experience. A test administrator's responsibilities during testing include, but are not limited to, actively moving about the room to ensure:

- Students are working in the appropriate online (or paper) test.
- Students are using appropriate resources.
- Students are accessing only **approved** electronic devices.
- Students are not talking to other students and are not looking at another student's work.
- Students are not in any way conducting themselves in a manner that would be considered inappropriate for the testing session.

A test administrator should also be aware of student behavior before and after testing to monitor that secure test information is not being shared in a manner which could include a face-to-face conversation or posting on social media.

Student

Inappropriate student behavior is not considered an allegation but should be properly reported. Should it be determined by school/district staff that a student has cheated or jeopardized test security by revealing test information, specific steps should be taken to report the incident through the KDE Allegation Reporting webpage. The information should be entered into the application following the step-by-step directions on the website. Information regarding the incident should be gathered as soon as possible.

The information should include school/district name, testing room number, student name(s), State Student Identification number (SSID), test administrator's name(s), grade level, content area, item numbers, a detailed description of what happened, how the situation was handled, date of incident, and any other information deemed to be pertinent. Schools should use this information when determining disciplinary action for the student's misbehavior.

Test Administrator

It is considered an allegation when test administrators cause or allow inappropriate student behavior. The incident should be filed as an allegation using the KDE Allegation Reporting application and similar process as filing for student misbehavior. Test administrators may face consequences based on the outcome of the KDE investigation.

Testing Irregularities

Any problems that occur during testing should be documented thoroughly by the personnel involved. Test administrators should forward this documentation to their BAC, who will pass it on to the DAC. If the problem concerns secure materials that have been jeopardized and there is the possibility of an allegation, the DAC must enter information in the KDE Allegation Reporting webpage. If the irregularity does not concern secure material and there is no allegation concern, the documentation must be kept on file at the district office.

Student Data Review and Rosters (SDRR) Application

KDE's electronic SDRR application is for rosters and data review. For Spring 2021, 100-day students (grades 3-8, 10 and 11) are pre-populated in SDRR. Districts will need to check and make any changes to demographics in Infinite Campus (IC), request non-participations, make any annotations, and mark accommodations on the roster.

Quality of School Climate and Safety (QSCS) Survey

The Quality of School Climate and Safety Survey is an online survey that will be administered during the Spring 2021 K-PREP assessment to students at every tested grade in 2021. The survey will be administered prior to the first content area test, during the same sitting, but in a separate test session. There are two survey forms, one for grades 3-5 and one for grades 6-High School with 34 questions on each form. The time allowed for administering the survey will be 20 minutes. The survey uses a Likert scale format for answering the questions:
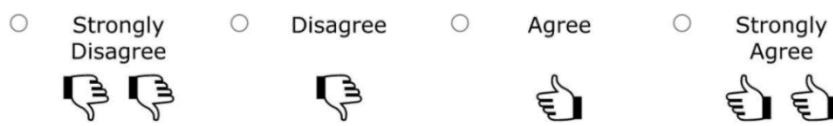
If students do not understand a statement or feel uncomfortable responding to an item, they are offered the option to skip to the next item.

Note: All QSCS surveys must be completed online for the 2021 Spring K-PREP administration. Arrangements should be made for students receiving the Braille/Large-Print paper/pencil form of the test to provide the QSCS survey to these students through the TestNav 8 system before the K-PREP paper/pencil administration begins.

Note: Students participating in the Kentucky Alternate Assessment will complete the QSCS survey during the Alternate K-PREP Test Window (March 22-May 28).

Calculator Use Policy

In order to create a test administration that provides every student with a fair and equitable assessment opportunity, KDE has developed a calculator policy. Following this policy will ensure that all students have a measure of their academic achievement that is comparable to all students across the state.

Calculator Use Policy for Online Testing

Desmos calculators will be available for students to use in TestNav for the K-PREP. There are three calculators available – four-function, scientific and graphing. Students will have access to the three types of calculators depending upon the grade level and the question. Elementary (3-5) grades will have access to the four-function calculator; Middle (6-8) grades will have access to the scientific calculator; and High (10, 11) grades will have access to the graphing calculator. *Note: Students taking the science test at grade 11 will have use of the scientific calculator*. The calculator will appear on the online screen on certain questions that allow a calculator when the Calculator button is selected. To move the calculator, students will select the calculator and drag it. Students can select the buttons or use their keyboard to use the calculator. Selecting the Calculator button again closes the calculator.

The Desmos online calculators are available for free to all students now and throughout the school year. Tutorial videos are available for practice and guidance. They may be used by students during instruction to plot functions, create tables, make graphs, etc. at Desmos.com.

Providing the online calculators within the TestNav system further standardizes the assessment. All students using the same calculator adds to the validity of Kentucky's state test. Valid inferences about students' knowledge and/or skills can be made.

Only students that receive specific accommodations or accommodated kits can use a hand-held calculator. If a student is taking the test using Braille or Large-Print, then they may use a hand-held calculator from the approved calculator policy.

Note: In the unlikely event that the online calculator should not function during a test administration, an approved hand-held calculator should be provided to the student.

Calculator Use Policy for State Testing
The KDE calculator policy applies to all paper-based state assessments, and to all students, including those who receive test accommodations with an Individual Education Program (IEP) or 504 Plan.

In some instances, a student with an IEP or a 504 Plan might use a device not listed on the approved calculator list. The District Assessment Coordinator (DAC) must submit a written request to the Office of Assessment and Accountability (OAA) for permission allowing a student to use the device not included on the list. OAA will consider the request, which will include reviewing IEPs or 504 plans, to determine if the device is part of the plan and whether it would provide an unfair advantage on state assessments. Each grade level has a calculator and no-calculator section, thus even permitted calculators should only be used within the appropriate section of testing.

Prohibited Computer Applications, Programs and Documents
During test administration, all applications, programs, or documents built-in, created or downloaded on calculators are prohibited for use on state assessments. This includes all applications and programs with a computer algebra system (CAS)[1]. Some permitted calculators have suppression functions, such as Press to Test, that disable applications and use of documents for testing purposes. If available, the suppression function should be used on permitted calculators to deactivate prohibited applications and programs[2]. In addition, all stored documents must be removed.

Prohibited Calculators
The following types of calculators are **prohibited**:
- calculators with built-in or downloaded computer algebra system functionality
  Prohibited calculators in this category include:
  - Texas Instruments: All model numbers that begin with **TI-89** or **TI-92** and the **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
  - Hewlett-Packard: HP Prime, HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
  - Casio: fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
- handheld, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- calculators built into cell phones or any other electronic communication devices
- calculators with a keypad (letter keys in QWERTY format). Note: Letter keys not in QWERTY format are permitted.

Calculators Permitted with Modification
The following types of calculators are **permitted, but only after they are modified as noted:**
- calculators that can hold programs or documents—Remove all documents and remove all programs that have computer algebra system functionality.

- calculators with paper tape—Remove the tape.
- calculators that make noise—Turn off the sound.
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series and HP 48G).
- calculators that have power cords—Remove all power/electrical cords.

Permitted Calculators
Students may use any four-function, scientific, or graphing calculator, if:
- ✓ It is not on the list of **Prohibited Calculators**.
- ✓ All applications, programs and documents have been removed or deactivated as described in the **Prohibited Computer Applications, Programs and Documents section.**
- ✓ Proctors have made necessary modifications based on the **Calculators Permitted with Modification section.**

[1]*Calculators with a Computer Algebra System (CAS) can produce symbolic results. These calculators can manipulate algebraic expressions, performing operations such as factor, expand and simplify. In addition, calculators with CAS can give answers in exact form without numerical approximations (Wikipedia). Some examples of applications with CAS functionalities: all versions of Zoom-Math, APP4MATH, F2K, Allmath and Polynomials All in One.*

[2]*Knowledgeable school staff may need to assist students in reinstalling or reactivating suppressed applications <u>after</u> testing is complete.*

Calculator Use Policy for Paper-Based Testing and Testing with Accommodations
The use of a permitted calculator is allowed on all sections of the state-required assessment including those sections labeled non-calculator for students with an IEP or 504 Plan. The test administrator is not permitted to encourage the use of a calculator.

It is the examinee's responsibility to know whether his/her type calculator is permitted. Calculators that hold documents or programs must have all documents and programs removed that have computer algebra system functionality.

Hand-Held Calculator Accommodation
Students receiving Braille or Large-Print kits must use a hand-held calculator on the approved calculator list. Students taking the online test should use the online calculator provided, however some students may qualify for a hand-held calculator if they meet specific guidelines.
- ➢ They must have use of a calculator and a mathematics deficiency noted on their IEP or 504 Plan.
- ➢ They must have received and consistently used the calculator as part of regular classroom instructions throughout the year. Like all other accommodations, a calculator cannot simply be a state testing accommodation.
- ➢ A hand-held calculator must be clearly indicated on the IEP or 504; otherwise the student only qualifies for an online calculator during testing.

If students meet the above conditions, they may use an approved hand-held calculator on the online version of the test. If a student needs a hand-held calculator that is not on the approved list, the District Assessment Coordinator (DAC) must submit a written request to the Office of Assessment and Accountability (OAA) for permission allowing a student to use device not included on the list.

Online Calculator Accommodation

Students taking the online test with a calculator accommodation noted on their IEP or 504 Plan that does not specify hand-held and/or clearly specifies electronic or online calculator, may be provided an online calculator even on no-calculator tests. Use of the online calculator must meet specific guidelines:

> ➢ Student must have use of a calculator and a mathematics deficiency noted on their IEP or 504 Plan.

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.

Approved and Unapproved Testing Resources

Approved Testing Resources

Students are permitted to use the tools and resource materials listed below:

> ➢ Student Testing Tickets (Testing Tip: Student testing tickets may be used as scratch paper and then be securely destroyed after testing.)

> ➢ Dictionary (use paper dictionary only if online dictionary is not available for on-demand writing only). English Learners (ELs) may use a paper or electronic bilingual dictionary (not available online).

> ➢ Thesaurus (use paper thesaurus only if online thesaurus is not available for on-demand writing only)

> ➢ Scratch paper (note pad is also available.)

> ➢ Pen/Pencil for use with scratch paper.

> ➢ Hand-held calculators--students who have hand-held calculator marked on their IEP may use an approved hand-held calculator. See specific directions on page 19.

Unapproved Resource Materials

Students are NOT permitted to use the tools and resource materials listed below:

> ➢ Books such as encyclopedias and textbooks are not permitted for use. Allowing students to read non-content books after testing is a district decision.

> ➢ Copies of acronyms

> ➢ Graphic organizers

> ➢ Editing devices (e.g., spell-checker or grammar-checker)

> ➢ Cell phones, Smart phones, Smart watches, or similar wrist devices with Internet access

> ➢ Electronic devices (e.g., iPods, or other music players, pocket translators, Smartwatch, PDAs)

Note: Students with IEPs, 504 Plans or PSPs may have some of these resources as outlined in their educational plan, and if it is an allowable option on the assessment.

Students Participating

Students Tested

It is the expectation that all students at grades 3-8, 10 and 11, including newly enrolled students, participate in the Spring 2021 K-PREP and QSCS Survey. Schools should follow the additional guidance provided in the 2020-2021 Kentucky Summative Assessment Administration Guidance and 2020-2021 Participation in State Testing documents.

Additional COVID-19 district guidance and resources can be found on KDE's COVID-19 webpage.

Students may not be excluded from testing because of poor academic performance, absenteeism, or discipline problems.

Students who are required to test include the following:

- ➢ Students with disabilities

- ➢ Foreign exchange students

- ➢ Students who move during testing

- ➢ Students experiencing a minor medical emergency

- ➢ English Learners (ELs) in their second year (or beyond). First year EL students are required to take four multiple-choice or one extended response in both the mathematics and science tests for federal participation.

Students With Disabilities

Students with disabilities participate in the Spring 2021 K-PREP and QSCS Survey unless they participate in the Kentucky Alternate Assessment. Students with disabilities may participate with or without accommodations. (See Accommodations section for more information.)

Students Receiving Home/Hospital Instruction

Students enrolled in the district who are taught at home or in a hospital setting will participate in the Spring 2021 K-PREP and QSCS Survey. The health and safety of students, test administrator, and proctors should be the priority. Therefore, instructors of home/hospital students must be notified, trained, and supplied with the necessary materials in time to test these students within the testing window.

See the TestNav 8 User's Guide for technology requirements.

If a student's illness or injury is such that participation in the Spring 2021 K-PREP and QSCS Survey would pose a threat to the student's well-being, the student should not participate.

In the unlikely event that a homebound or hospitalized student does not have Internet access and is unable to relocate for the administration of the Spring 2021 K-PREP and QSCS Survey, contact the Office of Assessment and Accountability (OAA) for direction.

Medical Emergency

A student whose injury is not serious enough to warrant a non-participation request should receive appropriate accommodations that enable the student to participate in the assessment. Some examples of medical emergencies and appropriate accommodations follow:

- ➢ Broken arm—use a scribe

- ➢ Broken eyeglasses—use a reader and/or scribe

- ➢ Leg in traction without sedating/sedative medication—give test at home or in hospital

See TestNav 8 User's Guide for technology requirements.

To document a medical emergency, the BAC must do the following:

- ➢ Notify the DAC as situations occur.

- ➢ Complete the Medical Emergency Form and keep on file in the district.

The Medical Emergency Form is located on KDE's website.

Students Not Tested

Schools should keep a record of students not testing and why at the school/district level. All documentation (non-participation, etc.) is maintained at the school/district.

A student will not participate in the Spring 2021 K-PREP and QSCS Survey if he or she:

- ➢ Participates in the Kentucky Alternate Assessment.

- ➢ Is a first year EL student—see section below. First year EL students are required to take four multiple-choice or one extended response in both the mathematics and science tests for federal participation.

- ➢ Is expelled and not receiving services as provided for in *KRS 158.150(2).*

- ➢ Is medically unable to take the assessment.

- ➢ Moved out of Kentucky public schools during the testing window.

Be sure to **inform your BAC/DAC** if you have students who meet the requirements in this section and should not be tested.

English Learners (ELs)

First Year English Learners (ELs)

First year EL students are required to take four multiple-choice or one extended response in both the mathematics and science tests for federal participation. Documentation shall be maintained at the school/district.

Second Year English Learners (ELs)

EL students who are in their second year or later of enrollment in U.S. schools shall participate in the Spring 2021 K-PREP and QSCS Survey.

Accommodations

Students with Disabilities Using Accommodations

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content knowledge during assessment.

Accommodations shall be individualized and specifically designed to aid the student as the student learns, being faded, or reduced as the student gains/demonstrates increased skill and

confidence and moves toward greater independence. Accommodations shall not inappropriately impact the content being measured. In all components of the Spring 2021 K-PREP and QSCS Survey, a student shall be the sole creator, author, decision-maker, and owner of his/her own work.

With very few exceptions, all students in tested grades will participate in the K-PREP assessment. Students may be provided with assessment accommodations, based on evaluation data, if the following criteria are met:

➢ The accommodations must be identified in the student's current IEP, 504 Plan or PSP.

➢ The student must have routinely received the accommodation throughout the year during classroom instruction. Accommodations should not be added for the sole purpose of use on state-required assessments.

➢ The accommodations shall not impact the content validity being measured.

➢ All accommodations shall be provided in accordance with regulation 703 KAR 5:070 as outlined by a student's placement team or Admissions and Release Committee (ARC) unless the student specifically refuses such accommodations.

Many accommodations used in the instructional program for students with disabilities are permitted for testing if they do not give the student an unfair advantage. For example, if a student normally wears noise buffers while working, this accommodation can be used during testing.

Occasionally, noncertified staff members or volunteers provide accommodations for students. Please note that such people should receive thorough training and are required to sign the nondisclosure form found on KDE's website.

Training must include two regulations, *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs and 703 KAR 5:080—Administration Code for Kentucky's Educational Assessment Programs.* Assessment regulations and training materials are located on KDE's website.

Specific accommodations used for assessments are maintained in the student's IEP, 504 Plan or PSP.

Authorized school personnel must also update the student's information in Infinite Campus (IC) to indicate the accommodations the education team found the student was qualified to use on state assessments. There are a variety of assessment accommodations that may be used for students with disabilities, including the following:

➢ Reader

➢ Scribe

➢ Manipulatives

➢ Hand-held Calculator -- Only students that receive specific accommodations can use a hand-held calculator.

➢ Extended Time

➢ Paraphrasing (Directions only)

➢ Reinforcement and behavior modification strategies

➢ Interpreters for students with deafness or hearing impairment (signing)

- ➢ Simplified language support for ELs (Directions only)
- ➢ Oral native language support for ELs
- ➢ Bilingual/English dictionary

The following information summarizes how to specifically administer accommodations. Test administrators providing accommodations must have completed training on *703 KAR 5:070*. Accommodations shall not be designed or provided solely for the state-required test, or to lead a student to any specific answer. Specific accommodations used for tests are maintained in the student's IEP, 504 Plan or PSP.

- ▸ For specific directions on the use of online accommodations, see the KDE Online Testing Toolbox.

Assistive Technology

For the use of special equipment, including assistive technology, to be allowed during the state-required assessments, the ARC shall have considered under what conditions a student will use the technology on a routine basis during instruction. Evaluation information and ongoing progress data shall support the need for technology. Examples may include, but are not limited to the following:

- ➢ Amplification equipment
- ➢ Noise buffers (Noise-canceling headphones)
- ➢ Magnification (Monocular, Portable Digital Magnifier, Accessibility Features, etc.)
- ➢ Non-calibrated ruler or template
- ➢ Communication systems (boards or devices)
- ➢ Word processors
- ➢ Computer/laptop/tablet
- ➢ Talking calculators
- ➢ Text-to-speech software or devices
- ➢ Close-captioned or video materials
- ➢ Audio file of state-required assessments
- ➢ Cranmer Abacus
- ➢ FM Trainer
- ➢ Electronic dictionaries
- ➢ Refreshable Braille
- ➢ Signing avatar
- ➢ Word prediction
- ➢ Computer Alternate Access (Head Mouse, Touchscreen, Rollerball Mouse, Onscreen Keyboard, etc.)

Reader

> *Note:* Scripts are provided under separate cover for the Spring 2021 K-PREP and QSCS Survey at Grades 3-8, 10 and 11.

The use of a reader is allowed on all sections of the Spring 2021 K-PREP and QSCS Survey as described in a student's current IEP, 504 Plan or PSP. The use of a reader shall not in any way lead the student to the correct answer.

The role of the reader during the state-required assessments is to:

➢ Read directions, prompts, situations, passages, and stories as provided;

➢ Not use or provide additional information or directions that may lead the student to specific information needed to answer the question;

➢ Re-read the directions, prompts, situations, passages, and stories only if specifically requested by the student;

➢ Not point out parts of the task, questions or parts skipped by the student; and

➢ Read individual words or abbreviations that are mispronounced by text or screen readers, if specifically requested by the student.

Scribe

A scribe's role shall be to type the student's responses in the online space provided. Students receiving Braille or large-print paper tests requiring a scribe will have their responses recorded in a paper SRB. This will reflect what the student knows and is able to do while providing the student with an alternative means to express his or her thoughts and knowledge. At no time shall a student's ideas, revisions or editing be characterized as teacher authored. In all components of the test, a student shall be the sole creator, author, decision maker, and owner of his or her work. A scribe shall type or write student responses in a manner consistent with the accommodations described in the student's current IEP, 504 Plan or PSP.

The role of the scribe is to:

➢ Type what the student dictates word for word;

➢ Format, capitalize and punctuate the student's writing as directed by the student;

➢ Not alter, edit, or revise a student's own ideas, revisions, or edits.

Manipulatives

Manipulatives shall be available for student use to complete the Spring 2021 K-PREP and QSCS Survey, if they are a strategy used by the student to solve problems routinely during instruction, and the use of manipulatives is described in the student's IEP or 504 Plan. Manipulatives cannot be placed on a student's desk, but instead should be in a place in which the student can access them when needed. The use of a manipulative shall in no way lead the student to the correct answer.

Hand-Held Calculator

Students receiving Braille or large-print kits may use a hand-held calculator.

Students taking the online test should use the online calculator provided.

Some students taking the online assessment may qualify for a hand-held calculator if they meet specific guidelines.

- Student must have use of a calculator and a mathematics deficiency noted on the IEP or 504 Plan
- 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.
- A hand-held calculator must be clearly indicated on the IEP or 504; otherwise the student only qualifies for an online calculator during testing.

If students meet the above conditions, they may use an approved hand-held calculator on the online version of the test. If a student needs a hand-held calculator, please contact the Office of Assessment and Accountability (OAA).

All other students taking the online test should use the online calculator provided.

Extended Time
Extended time, for students with a current IEP, 504 Plan or PSP, shall be available to the student once standard test time has ended. Extended time will be given if the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere.

Paraphrasing (directions only)
Students with a current IEP or 504 Plan can receive paraphrasing as an accommodation.

Paraphrasing during the Spring 2021 K-PREP and QSCS Survey shall be limited to the following:

- ➢ Breaking directions into parts or segments;
- ➢ Using similar words or phrases in directions; and
- ➢ Repeating or rephrasing directions.

Paraphrasing shall not include defining words or concepts, teaching vocabulary, or telling a student what to do first, second, etc.

Reinforcement and Behavior Modification Strategies
Reinforcement and behavior modification strategies are allowed when they are documented in a student's IEP or behavior intervention plan and are used on a routine basis during instruction.

Strategies may include:

- ➢ Verbal, tangible, or tactile reinforcements for being on task
- ➢ Use of technology to focus attention or reduce stress
- ➢ Testing in a separate location outside the regular classroom

Interpreters for Students with Deafness or Hearing Impairment (Signing)
The Spring 2021 K-PREP and QSCS Survey may be signed (i.e., translated to the student using American Sign Language). Signing shall not be a replacement for technology or reading instruction. Interpreters shall not define words for students, provide content or teach vocabulary or concepts during the assessment.

Interpreters who are also scribes shall follow the policies on scribing outlined in *703 KAR*

5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs document located on [KDE's website](#).

Use of Simplified Language Support for an EL Student (directions only)
Students receiving this accommodation must have a current PSP. Simplified language can ONLY be provided for directions and never on test content.

Simplified language and vocabulary shall not change the overall context of the test materials or the content but ensures that students understand how to take the test. Specific words may be exchanged, but words cannot be defined as part of simplifying language. Directions for test administration may be described using fewer complex words (i.e., the word "assessment" becomes "test") and sentence structure (i.e., break a sentence into smaller sections). It is considered best practice to use a word-to-word translation. Simplified language includes breaking directions into parts or segments or using similar words or phrases that are easier for the student to understand.

Oral Native Language Support for an EL Student
Oral native language support shall be based on a student's individual language needs as documented in the PSP. This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering online English test materials orally in the student's native language. The accommodation of oral native language support may include providing directions orally in a student's native language. The accommodation may also incorporate some simplification of language in the test administration directions.

Bilingual or English Dictionaries
Bilingual or English dictionaries can be in print or electronic versions for the EL student with a PSP. The dictionary should be a word-to-word translation without definitions. When using an electronic bilingual or English dictionary, ensure that other capabilities such as going to the Internet, translating whole phrases and sentences, etc. are turned off.

Medically Necessary Breaks
If a student has a medical condition or urgent need to pause a testing session this can be completed directly in TestNav 8 by pausing and resuming the test. Directions on how to stop and resume testing are on page 36. PearsonAccess^next will log all start and stop times and their duration.

If a student is taking the test in one of the paper formats, collect all materials and record the stop and start time as directed by the BAC.

Scheduling Test Sessions/Test Preparation

General Instructions for Test Administration
Tests are to be administered using standard testing procedures as outlined in this manual. It is very important that these procedures are followed and that any deviations from standard testing conditions are documented and reported to the BAC.

Prior to test administration, District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), Technology Coordinators (TCs), and Test Administrators (TAs) should review the technology infrastructure at their schools to ensure that networks meet security requirements.

Content Areas Tested

For the Spring 2021 K-PREP and QSCS Survey, schools will test during the 14-day K-PREP test window. Students will complete reading, mathematics, science, and on-demand writing for Spring 2021 at the appropriate grade level. The allowed time for reading, mathematics and science is 60 minutes and the allowed time for on-demand writing is 90 minutes. The 20-minute QSCS Survey will be administered to all students in tested grades prior to the first content test.

Scheduling Test Administrations

Tests will be administered as determined by the DAC or BAC. The time used to administer a test is called a "testing administration." **The DAC or BAC will determine a schedule that works best for the school and the students.** The Office of Assessment and Accountability (OAA) is allowing flexible scheduling of test administrations during the 14-day test window.

Schools may schedule multiple test administrations over multiple days within the March 30-June 16 test window. The testing schedule should be created so that it includes ample staff coverage for monitoring test administrations.

After Hours Testing

For districts that will have students testing after regular school hours, contact OAA for approval. OAA will contact Pearson with this information so the testing hours for the district can be extended.

Advance Announcement

Testing dates should be made known to parents and students in advance to ensure that students come to school well rested on the days of the test. An announcement of testing dates and a reminder before the first day of testing are suggested.

Allowed Testing Time

Twenty minutes (20) for the QSCS Survey; Sixty minutes (60) for Reading, Mathematics and Science; and ninety minutes (90) for On-Demand Writing are the allowed testing times for each test administration of the Spring 2021 K-PREP and QSCS Survey. The test administrator may allow students, showing continued progress, to work on the K-PREP assessment past the recommended time. Record this occurrence as needed at the school/district.

Number of Items and Item Types

The detailed number of items and item types for the Spring 2021 K-PREP and QSCS Survey are provided in the scripts, posted to the Kentucky Portal. Students will see multiple choice, multiple select, short answer, and extended response items on the 2021 K-PREP assessment.

Testing Window Extensions

The Spring 2021 K-PREP and QSCS Survey must be administered during the 14-day testing window. Due to technical issues, if schools are unable to complete the Spring 2021 K-PREP and QSCS Survey within the test window, please contact the Division of Assessment and Accountability Support (DAAS) at 502-564-4394.

Seating Charts

Seating charts, for both groups and individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The BAC/DAC will collect and maintain for 12 months at the school or district. Examples are provided on the Forms page on the KDE website.

DAC/BAC Certification of Proper Test Administration

This form is to be completed by the BAC and DAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080), the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070), and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district and send a copy of the DAC Certification to KDE. Details and timelines will be announced in a Monday DAC Email.

Part II: Online Testing Information

The information contained within this part of the Spring 2021 K-PREP and QSCS Survey is specific to the online test administration. Directions for paper testing for students using accommodated kits (Braille and large-print) are contained in Part III of this manual.

Online Student Listing/Roster

The Student Listing/Roster is a list of all students that have been pre-loaded to PAN. The listing/roster includes demographic information captured from Infinite Campus (IC). To view the Student Listing/Roster, log on to PAN, go to Setup → Students. Select the Search dropdown to show all results. Select the check-box next to the student or students to view or update.
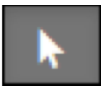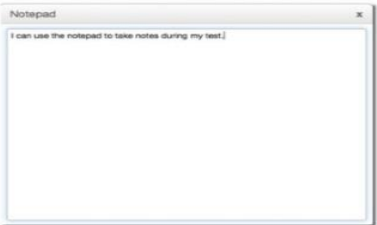
Online Practice Tests and TestNav 8 Tutorial
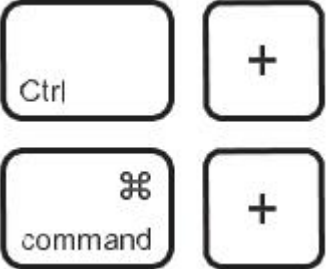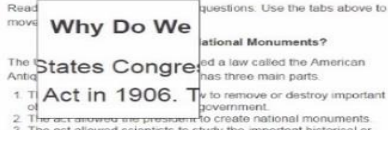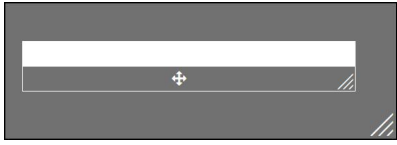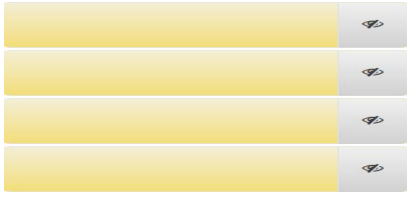
The Kentucky practice tests for general education and accommodated students, and TestNav 8 tutorial will familiarize students with the online testing environment and the question formats. These are optional and separate from the required online tests; however, it is strongly recommended that students have the opportunity to access the practice tests and tutorial, so that they can become familiar with the item types on the test and to learn how to use the TestNav 8 tools before testing. The online practice tests and TestNav 8 tutorial must be administered on a different day from live testing; these may be administered prior to the testing window. The time spent on these should consider students' needs and familiarity with computers.

The Kentucky Practice Test for Reading, Mathematics, Science, On-Demand Writing and TestNav 8 Tutorial, can be accessed on the landing page of PearsonAccess[next] or on the Kentucky Portal.

> **NOTE:** For all tools listed below, refer to the TestNav 8 Tutorial for demonstration as to how the tools work.

TestNav 8 Resources Available

Tool Icon	Tool Name and Description
	Pointer—Use to select on screen and to place the cursor in an answer box, plot points, select one or more answers, and drag information from one location to another.
	Answer Eliminator—Use to eliminate (cross off) answer options. This tool functions with multiple-choice and multiple-select items.
	Notepad—Use to type notes while testing.

Tools Icon Cont'd
 	
Ctrl   +
 	
⌘ command   +
	Zoom In/Out—Use to zoom in or out on a test page using keyboard shortcuts.
	Windows: [Ctrl] and [+] to zoom in
	                [Ctrl] and [-] to zoom out
	                [Ctrl] and [0] to reset to default
	
	Mac: [Cmd] and [+] to zoom in
	       [Cmd] and [-] to zoom out
	       [Cmd] and [0] to reset to default

Why Do We ... States Congress... Act in 1906. T...	**Magnifier Tool**—Use to magnify text, by dragging over it.
(Line Reader mask image)	**Line Reader** —selecting this will place a mask on the screen which the student may place over text or test questions. The line reader mask has a window which shows only one line of text. The student must drag the mask down over the text to read it. The student can resize the mask and the window. This mask must be selected for each passage or question after the student moves backward or forward in the test. To remove the line reader mask, in the dropdown the student selects *Hide Line Reader Mask*.
(Answer masking image)	**Answer Masking**—selecting this will place a mask over each multiple-choice answer choice. The student may uncover an answer choice by selecting the gray box with the image of an eye. Once enabled, the answer mask will be present on all multiple-choice questions. To stop the answer choice masking, the student enters the dropdown menu and selects *Disable Answer Masking*. (editing and mechanics only)
Exhibits	**Exhibits**—used in grade 11 on-demand writing only. This icon, when clicked, will bring up the Scoring Criteria for On-Demand Writing on the first tab and the second tab will be the Writing Reference sheet for On-Demand Writing. The icon is to the right of the screen during testing.
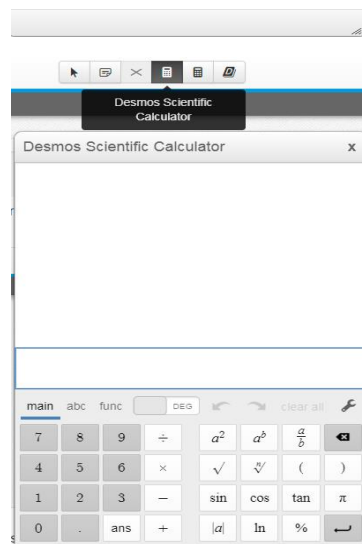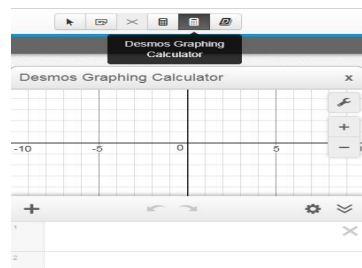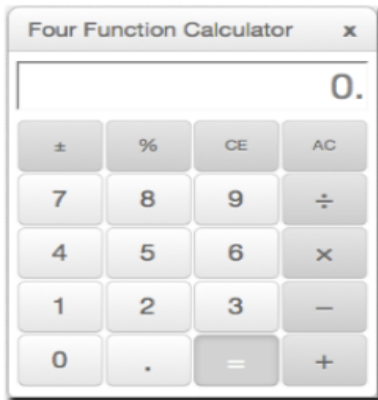
Tools Icon Cont'd	Calculator—Use to aid in calculation
Four Function Calculator	**DESMOS-Four-Function Calculator (Grade 3-5)**
	DESMOS-Scientific Calculator (Grade 6-8)
	DESMOS-Graphing Calculator (Grade 10 and 11)
	DESMOS-Scientific Calculator (Grade 11 Science)
	To move the calculator on the screen, select the calculator and drag it. If you move the calculator or pan in the graphing window, the keyboard will be put away. To display the keyboard again, select the expression line in the viewing window.
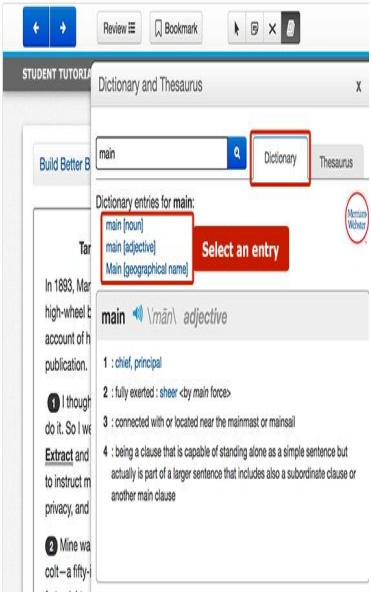
Tools Icon Cont'd	Dictionary and Thesaurus
	Can switch between both using the tabs in the top right corner. The dictionary differs by grade level, high school will have access to a High School level dictionary. (on-demand writing only)
	Note: Electronic dictionaries cannot run on the same computer as the one running TestNav.
Tools with no icons:	**Passage Carry Over-**This 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.
	Glossary-Some reading passages may include words that are unfamiliar. Some of these words have a dotted line below them. When selecting one of these words, its meaning will be displayed in a glossary definition.
	Highlighter tool-The highlighter tool is available for students to use without clicking an icon in the toolbar. Instead, turn on the highlighter by selecting a word or group of words. Highlight color choices differ, depending on the background and foreground color.
	Tools Carry Over-A student can activate a tool on one item and have that tool still be active while navigating to other items. Normally, a tool only stays active on the item it is enabled on.

Test Administration Dropdown on PAN

Before beginning the Spring 2021 K-PREP and QSCS Survey, verify that the test administration on PAN (dropdown menu) reads Spring 2021 Summative.

Moving Students Within a District

If a student within the district has moved to another school within the district, the DAC will need to follow the directions below:

➢ From **Setup**, select **Students**.

➢ Type a student name into the search field and click **Search**. Click the checkbox next to the student to manage.

➢ Click **Select Tasks**, select **Manage Enrollments**, and click **Start**.

➢ Click in the **Organization** search field to find organizations.

➢ Select the organization(s) to add or remove from the selected student.

➢ Click the checkbox to enroll on un-enroll a student from an organization.

➢ Click **Save**.

➢ With this action the student is enrolled in the new school within your district.

New Students to District-Transfers or New to Kentucky

If a new student moves to the district from another Kentucky district, the DAC or BAC will need to submit a work request in PAN. Below are the steps to follow:

Request Enrollment Transfer-To move a student to the district/school from another district, send a request to the student's current district/school.

➢ On PAN from the **Setup**, select **Work Requests.**

➢ Click **Select Tasks**, select **Request/Delete Enrollment Transfer**, and click **Start**.

➢ Type the student's SSID (obtained from sending district) and key in the student details to search for a student to transfer and click **Search**. Fill in the required fields with the exact information that the student file contains.

➢ Under **Change Enrollment To**, select the organization to which to transfer the student.

➢ Click **Send Request**.

Authorize Enrollment Transfer-Used to move a student from the district/school. The DAC or BAC must authorize the transfer request from the new district. When logged in to PAN there is a bell at the top of the page; if it is red, follow these steps and authorize the enrollment transfer.

➢ On PAN from the **Setup**, select **Work Requests.**

➢ Click the **Work Type** filter and select **Enrollment Transfer**.

➢ Select and enrollment transfer request(s).

➢ Click **Select Tasks**, select **Approve/Reject Enrollment Transfer**, and click **Start**.

➢ Review the enrollment request and **Approve** or **Reject**.

Create New Student in PAN

If a student moves to the district from another state, create the new student in PAN.

- ➢ On PAN from the **Setup**, select **Students.**
- ➢ Click arrow next to start, click **All Tasks,** click **Start.**
- ➢ Type in the student's information, i.e., organization, SSID, etc. The Pearson Student ID Number will fill once create is clicked.
- ➢ Click the **Register Students** tab and click the register box and add the student's grade, **Save.**
- ➢ Click the **Manage Student Tests** and assign the student to the appropriate grade level test.

Online Test Forms

Test forms define the contents of online tests. A test form is a collection of test questions grouped together to measure a student's understanding of a subject. For the Spring 2021 K-PREP, there is one form for reading, mathematics, and on-demand writing. There are four forms for science.

Makeup Tests

Makeup tests are expected to be offered within the test window. Test administrators should be advised to keep a list of students who are absent during the regularly scheduled testing so that makeup sessions can be scheduled. Each BAC should schedule makeup testing sessions for students who are absent during the initial testing.

If a student is absent from the original session and will do makeup testing, schools have two options:
1. Move the student from the original session to a makeup test session that is created the same way as other sessions.
2. Keep the absent student in the original session, leave the session open and test the student when he/she returns. As a reminder, test sessions cannot be stopped unless all students are in a Completed or Marked Complete Status.

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. There will be one seal code for reading, science, and on-demand writing and two seal codes for mathematics. The QSCS survey will not require a seal code.

Allowed Testing Time and Test Detail
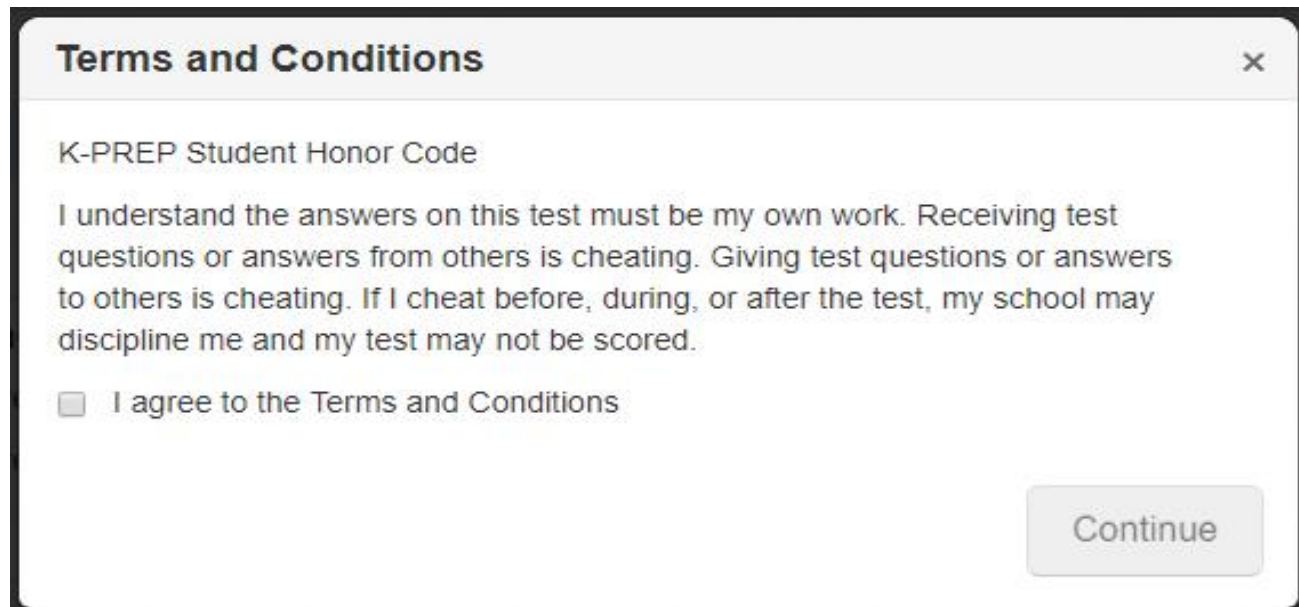
Charts providing the type and number of items for the 60-minute (reading, mathematics, and science) and 90-minute (on-demand writing) K-PREP assessment are included in the grade appropriate scripts located on the Kentucky Portal.

The times must be followed unless all students complete the test session early. If all students complete a test session early, return to regular classroom instruction.

For the 2021 K-PREP assessment the test administrator may allow students, showing continued progress, to work on the online assessment past the recommended time. Record this occurrence as needed.

Online Student Honor Code

Once the student logs in, the student will be asked to accept the honor code prior to entering the seal code before completing the content area test. The student will not be able to test without accepting the honor code. This process is one of the critical pieces of test security that was added to monitor appropriate administration of the K-PREP assessment. Students should be reminded of the importance of doing their own work and always putting forth their best effort.

Terms and Conditions ✕

K-PREP Student Honor Code

I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during, or after the test, my school may discipline me and my test may not be scored.

☐ I agree to the Terms and Conditions

Continue

Irregularities during Testing

Interruptions During Testing

Circumstances over which you have no control (e.g., fire alarms or power outages) may interrupt testing. If testing is interrupted and time permits, note the amount of remaining time, secure any test materials, and secure the room. When normal conditions are restored, the proctor will need to resume all tests in PAN (see note below). Interruptions should not reduce the total amount of time students are given to complete the test. Instructions for exiting and resuming the online test are on page 36.

Note: To maintain system security, PAN times out after 15 minutes of test session management inactivity. Once the class has resumed, if timed out, sign back into PAN to resume the students' tests and continue monitoring the test session.

Should interruptions occur, document the occurrence, and notify the BAC immediately. All documentation should be forwarded to the DAC and kept on file in the district office.

Test Materials Needed for Online Testing

The BAC will distribute test materials needed to administer the online test to the test administrator.

 ➢ Test Session Roster

 ➢ Student Testing Tickets

 ➢ Seal codes

 ➢ Scratch paper (Testing tip: Student testing tickets may be printed one per page with the remaining sheet of paper available for use as scratch paper.)

 ➢ Pen/Pencil for use with scratch paper

Be sure to count the number of testing tickets received from the BAC and ensure that a test ticket for each student listed on each session roster is available.

Student Work Area

Ensure that all desks/workstations are clear of books and other materials not needed for the online test. Have students place book bags and other materials away from the desks/workstations. **Ensure that students have no access to cell phones, electronic devices, or other unauthorized materials during testing**

Preparations in PearsonAccess^next

Before beginning the Spring 2021 K-PREP and QSCS Survey, verify that the dropdown test administration on PAN reads Spring 2021 Summative. The DAC and/or BAC should have test sessions set up for the Test Administrator/Proctor prior to testing.

If managing test sessions in PAN, complete the following steps. Test session set up and proctor caching needs to be completed before the start of the test window.

 ➢ Ensure you have a username and password for PAN.

 ➢ Print student testing tickets, seal codes and sessions rosters, if not provided by the DAC or BAC.

    • For detailed instructions on printing student testing tickets, seal codes and session rosters, refer to the *Create Test Sessions in PearsonAccess^next* document on the Kentucky Portal.

 ➢ Add new students to the district in PAN. If the student moves from another state, add as a new student.

 ➢ If the student moves from another Kentucky district, step by step instructions are provided on page 28 in this manual. DACs or BACs will be responsible for submitting an Enrollment Transfer in PAN before testing begins.

Test sessions are virtual groupings of students who will, typically, take the same test at the same time in the same location. This part of the guide describes the process of creating test sessions and the optional steps that need to be taken before a test session is started. It is best practice to create test sessions after Configure TestNav 8 has been completed in PAN by the district technology coordinator. When creating and managing test sessions, remember to always verify that the **Spring 2021 Summative** is selected at the top of your screen on PAN.

The *Creating Test Sessions Guide* provides specific detailed instructions for completing the series of steps required in PAN for creating through starting student test sessions. The *Creating*

Test Sessions Guide is located on the webpage of the Kentucky Department of Education (KDE) website, and on the Kentucky Portal.

Timeframe for Completing Tasks

➢ Create test session and add students to test session – one to two weeks before testing.

➢ Print secure student testing ticket – one to two weeks before testing.

➢ Precache test content (optional) – one to two weeks before testing.

➢ Prepare test session(s) – one to two weeks before testing.

➢ Start test session(s) – beginning of testing.

Test Materials Needed for Online Testing

The BAC will distribute the following test materials needed to administer the online test.

➢ Test Session Roster

➢ Student Testing Tickets and Seal Codes

➢ Scratch paper (Testing Tip: Student testing tickets may be printed one per page with the remaining paper available for use as scratch paper.)

➢ Pen/Pencil for use with scratch paper

Text to Speech (TTS) on PearsonAccess^next

For a student to receive the TTS functionality during testing the functionality will need to be flagged in PAN. 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 is posted in the Kentucky Portal, under the PearsonAccess^next Guidance Documents tab.

Printing Student Testing Tickets in PearsonAccess^next

➢ Each student must have a student test ticket to sign-in to an online test. Each test ticket contains the student's unique username and password. You may also print a Session Roster for each session. The testing tickets and rosters are secure documents and must be kept in a secure location until the test is administered. Testing tickets should be printed at least one week prior to testing.

- Verify that **2021 Spring Summative** is selected in the dropdown.

- From **Testing**, select the action dropdown and select **Sessions**.

- Search for the session.

- Check the box for the session.

- Select **Go to Students in Sessions**.

- Select the session under Session List.

- Select the Resources dropdown.

- Under Student Testing Tickets, select "Print all for this session." If you want to print only selected testing tickets, click the checkbox next to the name of each student whose ticket you want to print and select "Print selected for this session."

- Select a print format from the dropdown. The options are 1 per page, multiple per page, grid, or list. Print the testing ticket(s) using your browser. **Note:** If the "1 Per Page" option is selected, students may use the testing ticket as scratch paper.

Prepare Test Sessions in PearsonAccess^next

➢ After sessions are created and before the session is started, users prepare the session. This step takes the information provided when users created sessions to assign students to the correct test forms. **All test sessions must be prepared before a session can be started.** You can begin to Prepare Sessions when Proctor Cache becomes available two weeks before testing begins. **Users should prepare sessions at least a day before testing.** You can prepare test sessions one at a time or prepare multiple sessions at the same time.

- Verify **2021 Spring Summative** is selected.

- From the Testing dropdown, select **Sessions**.

- Search for session(s).

- Check session(s).

- Select **Go to Students in Sessions**.

- Verify the test session(s) you want to prepare is selected under Session List.

- Click the *Prepare Session* button. (Note the session is *Not Prepared* and no Forms are assigned).

- Session will show as *Preparing*.

- When prepared, the session will be in the *Ready* status and a Form number has been assigned to each student.

Start Test Sessions in PearsonAccess^next

➢ After a test session is prepared, it can then be started. Test sessions should be started on the day of testing before students log in to test. You can start test sessions one at a time or start multiple sessions at the same time.

- Verify **2021 Spring Summative** is selected.

- From the Testing dropdown, select **Sessions**.

- Search for session(s). Click the Search dropdown to Search for all sessions.

- Check session(s).

- Select **Go to Students in Sessions**.

Select the **Start Session** button. (Students will log in with their test ticket *after* the test session has been started.

Online Testing Day

Prior to Testing and Before Students Arrive

➢ Review the scripts that you will read to students during testing.

➢ BACs confirm that test administrators have testing tickets, seal code(s) and all the necessary supplies needed to administer the online tests.

- Each student must have a student testing ticket to log in to a test. Student testing tickets contain a unique username and password needed to log in. The BAC should provide testing tickets for all students in the test administration. If you do not have a testing ticket for a student, please see your BAC.

- The testing tickets can be printed any time before students in the session log in to the test. The testing tickets are secure and must be kept in a secure location until the test is administered and must be returned to the BAC after the test session is over.

- Seal codes will be provided when testing tickets are printed.

➢ Post a "TESTING—PLEASE DO NOT DISTURB" sign on the classroom door.

➢ Be sure that all students have comfortable and adequate workspaces.

➢ Start the test session in PAN, if not completed by the DAC or BAC. Test sessions should not be started until the first day of testing.

➢ If managing test sessions in PAN, verify all students who will be testing are in the test session.

➢ Ensure that student computers/devices are turned on and have no additional software running. Please refer to the Kentucky Portal for technology related guidance documents.

Starting Testing Session and Student Sign In

➢ Access TestNav 8 on each student testing device, depending on device and DAC/BAC procedures for student log in. (Students may complete this step themselves).

- For installable TestNav 8:

  - On tablets: Students select the TestNav 8 icon on Home screen. All applications are locked while TestNav 8 is in use.

  - On Chromebooks: Students select the TestNav 8 app from the Apps menu on the lower left side of the screen (app provided; no log in).

  - On desktops or laptops: Students select the TestNav 8 icon on the desktop screen of the desktop or laptop.

➢ Instruct students to clear their desks of books and other materials not needed for the test.

➢ Test Administrators/Proctors will need to provide; student testing tickets, scratch paper, and pens/pencils. Students must verify their names at the top of their testing ticket.

➢ Write the seal code on the board for the students when directed by the scripts to do so. There is one seal code for the reading, science, and on-demand writing tests; two for mathematics; and no seal code for the QSCS Survey.

➢ Students must write their names on the scratch paper. All material will need to be turned in at the end of the test session. (*Testing Tip*: Students may use their testing ticket for scratch paper. The student testing ticket is considered secure material and should be maintained in a secure location until securely destroying after testing.)

During Testing

➢ Maintain test security.

➢ Write the allowed time for the test in a classroom area where all students can see it. Be sure to write both the start and end times. Testing times are listed within the scripts located on the [Kentucky Portal](#).

➢ Be available to answer questions as necessary. Test administrators must not provide evaluative comments during the test administration.

➢ Monitor testing by walking around the test environment during testing.

➢ Notify the BAC of any testing irregularity as soon as possible.

➢ Reminders may be given to entire class when 15-minute and 5-minute time intervals remain. Countdown timers are allowed if they make no noise.

Monitoring the Online Test Session

➢ **Active Monitoring**: Actively monitor students throughout the entire test administration by circulating around the room to carefully observe student behavior and ensure that students are working independently and making progress in the online administration. Do not complete other tasks, including lesson planning, grading papers, or talking casually with other staff. **If space is limited and students can potentially see other screens, active monitoring must be heightened.**

➢ **Monitoring Progress in PAN.** If monitoring student progress in PAN, on the **Students in Sessions** screen, monitor the **Student Test Status** column. Refresh your browser window or select the **Refresh** button.

- If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PAN. Add the relevant test sessions to the Session List and select **Combined View** in the Session List to see the testing status of all students in the sessions in one screen.

- To check the status of a specific student, find the student's name in the test session. View his or her status in the **Student Test Status** column. Select the student's status to view detailed information about the student's test and item progress.

Refer to the table below for a complete list and explanations of student statuses.

Status	Explanation
Ready	The student has not yet started the test
Active	The student has signed in and started the test
Exited	The student has exited TestNav 8 but has not submitted test responses
Resumed	The student's test has been resumed, but the student has not yet signed in Resumed-Upload status forces TestNav 8 to check for a saved response file (SRF) on the testing machine when the student signs back in to continue.
Complete	The test has been submitted by the student through TestNav 8 and the data has been processed
Marked Complete	The student's test has been marked complete by the DAC and the student will not finish testing.

NOTE: To maintain system security, PAN times out after 15 minutes of test session management inactivity. If you have been timed out, you will need to sign back into PAN to resume monitoring the test session.

NOTE: Recommend that schools have technology personnel available in the building to assist with any technology issues that should arise during the test administration.

Exiting or Submitting the Test Temporarily

If a student needs to exit TestNav 8 temporarily (for example, to take a break) before finishing the test, complete the following steps:

1. Click the user dropdown menu in the upper right corner of the screen next to the student's name.
2. Select "Sign out of TestNav 8" and then click the **Save and Return Later** button.

Exiting TestNav 8 does not send students' tests to completion. Exiting the test is for student breaks or if a student must be moved to another location. If the student inadvertently chooses the **Submit Final Answers** button, contact your BAC.

Resuming the Test

If a student exits TestNav 8 (either unintentionally or intentionally) before completing the test, then the student's test must be resumed by the test administrator before the student can continue with the same test. Note: only students in "Active" or "Exited" status can be resumed.

There are two ways to resume student tests in PAN:

- To resume an individual student's test, in the **Student Test Status** column, select the dropdown menu next to the student's status and select either **Resume** or **Resume Upload** (only one option will display, and the displayed option depends on how the student exited the test.)
- To resume all students, select the checkbox at the top on the left or the checkboxes next to individual students. Then select the dropdown menu next to the **Start** button and select **Student Test Statuses**. If not already on the Resume Student Tests screen, select the **Resume Student Tests** tab at the top. Select the checkbox at the top on the left or next to the student name(s) in the list to confirm your selection(s) and select **Resume**.

The student can now sign into TestNav 8 with the same student testing ticket previously used.

Submitting Tests

Students must submit answers for their tests to be completed. Students must click the **Submit Final Answers** button to send students' tests for completion. After all students have completed the test and submitted their responses, the test administrator should stop the session.

To stop a test session, complete the following steps:

1. Ensure that each student's status is "Completed" or "Marked Complete" on the Students in Sessions screen.
2. Click the **Stop** button to stop the test session.

After Testing

➢ Stop the test session.

➢ Collect testing tickets and return to BAC for destruction after testing.

➢ Collect scratch paper and return to BAC for destruction after testing.

Online Test Administration Instructions

DAC—Responsibility Checklist

➢ Serve as the point of contact with Pearson regarding issues with online test materials (e.g., additional materials orders).

➢ Be available to answer questions from BACs as necessary.

➢ Establish safety/security procedures for testing.

➢ Oversee the online testing procedures for the district.

➢ Coordinate with the District Technology Coordinator for online testing.

➢ Ensure test sessions are set up prior to testing day.

BAC—Responsibility Checklist

➢ Be available to answer questions from test administrators/DAC.

➢ Communicate questions/issues (including testing irregularities) to the DAC.

➢ Establish procedures for safety/security throughout testing.

➢ Coordinate with the District Technology Coordinator for online testing.

After Testing

➢ **Mark tests complete:** There may be situations where a DAC or BAC needs to mark a student's test complete in PAN.

- When a student will not complete the test during the test session, the tests may be marked complete if the district chooses. However, all incomplete tests will automatically be marked complete by Pearson at the end of the testing window

- If the student leaves during testing session due to illness and will not return during the session the test should be marked complete**.**

  ▪ Select the checkmark next to a student that is in "Ready" Student Test Status (you can do this by ensuring that "In the selected session(s) above" is chosen under **Find Students.**)

  ▪ Next, under **Select Tasks**, select **Mark Student Tests Complete**.

  ▪ Next, select **Start**.

  ▪ The next screen requires a "Reason." Input a reason the student's test will be marked complete (for example, the "Student was Absent" or "The Student Refused to Test").

  ▪ Select **Mark Complete**. **NOTE**: As it says on the screen, this action is not reversible.

  ▪ On the following screen, the Student Test Status will now say "Marked Complete."

Part III: Paper Testing Information

Paper Testing Preparation for Accommodated Students with Braille and Large-Print

The information contained within this part of the Spring 2021 K-PREP is specific to the paper test administration for students using accommodated kits (Braille and large-print). Directions for online testing are contained in Part II of this manual.

Accommodated Kits Ordering

Accommodated Kits ordering begins on March 16 and continues until June 14 for test materials and June 22 for ordering return materials. Kits available for accommodated orders are Braille and Large-Print.

DACs will order accommodated kits via Additional Orders for students.

Do not create test sessions in PAN for students that are taking a paper/pencil version of an online test.

For students receiving paper-based accommodations (Braille and large-print) for the QSCS Survey, a session will need to be added and their responses keyed online.

The chart below provides information about the accommodated materials available.

Accommodation Required	Accommodated Paper Test Materials Available	
	Braille	**Large-Print**
Visual	X	X

Text Reader has been replaced with the online accommodation Text to Speech (TTS). It is explained in more detail on page 32. There are detailed instructions that indicate how to mark a student (s) in PAN in the *Text to Speech (TTS) Instructions* on the Kentucky Portal under the PearsonAccess^next Guidance Documents tab.

Test Booklet Security Barcode Number

As illustrated in the following figure, each test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from schools. Test booklets are included in the accommodated kits only.
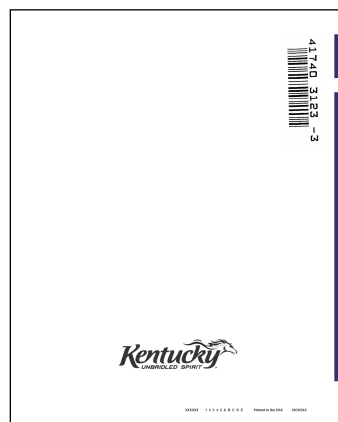
Student Honor Code

For students requiring an accommodated kit, a student honor code has been printed on the back page of the SRB that matches the online example below. This process is one of the critical pieces of test security that was added to monitor appropriate administration of state-required tests. Students should be reminded of the importance of doing their own work and always putting forth their best effort. Test administrators are to read aloud the student honor code and have students sign the honor code prior to the onset of testing. If the student refuses to sign the honor code, testing should move forward.

K-PREP Student Honor Code

I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during, or after the test, my school may discipline me and my test may not be scored.

_____

Student Signature

Serial Number

For students requiring an accommodated kit, a unique seven-digit number is used to track a student to a student response booklet. The serial number is located on the front page of the student response booklet. This number should be documented for newly enrolled students.

DAC/BAC—Before and During Testing Procedures

BAC-Additional Orders of Accommodated Kits

BACs are to determine what accommodated kits will be needed for their students. The accommodated test kits are by grade. Braille and large-print kits are available. **Only the DAC can order additional test materials.**

DACs-Additional Order of Accommodated Kits

When placing an order for additional accommodated kits the DAC must submit an Additional Order via PearsonAccess^next. Orders must be submitted and **approved by 1:30 p.m. ET** to be considered same-day business. After the materials are **shipped,** the DAC will receive an automatic email from the PearsonAccess^next System with the tracking number of the shipment and a link to track materials.

Please order additional accommodated kits by the following dates:

➢ **March 16-June 14** — if a BAC needs additional accommodated kits.

➢ **June 22** — if additional **return shipment materials are needed** for a school (e.g., boxes, yellow and/or olive return labels or white UPS return shipping labels).

BAC—Before Testing Procedures

Receiving Test Materials

Upon receipt of accommodated kits, the BAC should follow these steps to prepare for the test administration and maintain the security of the state assessments.

➢ Open boxes as soon as possible to allow enough time for inventory.

➢ Organize accommodated kits and testing tickets and place them in a locked, secure location until distributed for testing. Non-secure test materials, such as this manual, must be distributed to test administrators early to allow them enough time to prepare for test administration.

➢ Save the boxes in which the test materials arrived. Use them to return **all** test materials to **the DAC**.

BAC—After Testing Procedures

Collection and Return of Test Materials

After the tests are administered, the BAC is responsible for collecting, packing, and returning accommodated test materials to the DAC.

All used SRBs and secure test booklets must be returned to the DAC immediately after testing. Items that must be returned include the following:

➢ **Used** SRBs

➢ **All** used, unused secure test booklets and secure accommodated test materials

Items that should not be returned:

➢ Scratch paper—lined or graph paper **(must be securely destroyed)**

➢ Unused School ID Headers

Packing the Used Student Response Booklets

Packing Scorable Materials from an Individual School and Returning Used Student Response Booklets

➢ Arrange all used SRBs by grade and in separate stacks.

➢ Place a *School ID Header* on top of each grade, SRBs are not to be combined under a header. **Complete the School ID Header with district/school numbers, grade, and number of completed response booklets being returned.**

➢ Place all used SRBs in the shipping box(es) provided by Pearson.

➢ Attach a red return label to each box of the SRBs. Make sure the correct label is attached.

➢ If testing irregularities occur, contact the DAC and/or KDE immediately.

DAC—After Testing Procedures

When testing is complete, the BACs must collect and inventory all accommodated kit materials (including test booklets, completed SRBs and all secure test materials) received from test administrators. All school materials should be returned to the DAC **no later than the last day of the test window, June 16**.

All materials from the schools should be boxed and labeled (red scorable and blue nonscorable) when they are returned to the DAC after testing.

Scheduling a Pickup With UPS

The pickup is after the close of the last day of the testing window. DACs are to call UPS at (800) 823-7459 to schedule all pickups (both scorable and nonscorable) using Pearson's "Return Service." Provide the UPS representative with the following information:

➢ Account number from bottom of the return label

➢ Physical location where packages are to be picked up

➢ Estimated number of packages that will be available for pick up

Pickups should be scheduled 24 to 48 hours in advance. There may be time constraints for specific pickups based on location. When the pickup is confirmed, the school/district will receive a confirmation number from UPS to reference if questions arise or changes occur.
Before returning materials to Pearson, please verify the following:

➢ All boxes containing secure test booklets (used and unused), and scorable SRBs (used) have been returned from each school.

Instructions for Using the Red and Blue Labels

All materials returned from the BAC to the district office should have red (scorable) labels and blue (nonscorable) labels for the test on the boxes and be numbered sequentially (1 of x, 2 of x, etc.) for the school. Once the DAC receives all school boxes in the district, the boxes should be marked as follows and UPS labels affixed to the boxes:

➢ The boxes returned to the DAC by the BACs are to be numbered "(___ of ___)" below the school name on both the scorable and nonscorable boxes.

➢ Upon receipt of all boxes from the BACs, the DAC must separate the boxes by label color and mark the box count below the district name "(___of ___)" accordingly.

Scorable Shipment

The original shipping box(es) **generic** red (scorable) return labels from the BACs for return of scorable test materials for each school must contain:

➢ BACs should provide the original shipping box(es) from Pearson containing scorable SRBs.

➢ **The UPS labels for the scorable materials have "UPS Ground" on the label. Do not put nonscorable labels on your scorable materials as this will delay the return of your test materials**.

Nonscorable Shipment

The original shipping box(es) pre-labeled for return of nonscorable materials should contain:

➢ All **used and unused** nonscorable secure test booklets, including Braille and large-print test booklets used during the test.

- ➢ K-PREP test accommodated test materials will be returned in box(es) with a blue label.
- ➢ **The UPS labels for the nonscorable materials have "UPS GROUND" on the label. Do not put scorable labels on your nonscorable materials as this will delay the return of your test materials.**

Instructions for After Materials Have Been Properly Prepared and Packed

- ➢ **Keep all tracking label tabs in a secure place for future reference.**
- ➢ Destroy any remaining unused UPS return shipping labels or original shipping boxes.
- ➢ Store all boxes in a secure location until pickup.

Forms

Appropriate Assessment Practices Certification Form
The Appropriate Assessment Practices Certification Form is included at the *end of this section.* This form should be read and signed by each test administrator and kept on file by the BAC and/or the DAC. **A paper copy should be retained in the district office.**

Medical Emergency Form
Some medical emergencies that occur during testing can be addressed by using accommodations in a school, classroom, or homebound setting. For example, a student with a broken arm can have a scribe to record answers to the test questions.

Approval from KDE is not necessary for providing the needed accommodations. The completed form should be kept on file in the district. The Medical Emergency Form can be found on KDE's website.

Medical Non-Participation
A student's handicapping condition cannot be the basis for a medical non-participation. However, if a student is so ill or medically fragile that he or she is unable to complete the state-required assessment, even in a homebound situation with accommodations provided, a school may choose to request a medical non-participation for the student. If unsure whether a student qualifies for a medical non-participation, please contact the DAC. The Medical Non-Participation Form can be found on KDE's website.

Nondisclosure Agreement Form
The Nondisclosure Agreement Form sets the conditions for accessing secure testing materials. It is available online on KDE's website.

School ID Header
When packaging accommodated test materials for return to Pearson, School ID Headers must be placed on top of each stack of materials. School ID Headers are used to identify test materials by school and grade.

Seating Charts
Seating charts, for groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Seating charts are available on KDE's website.

Spring 2021 Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety Survey

Page 43

**Spring 2021 Kentucky Performance Rating for Educational Progress (K-PREP) and
Quality of School Climate and Safety Survey
Appropriate Assessment Practices Certification Form**

Appropriate Assessment Practices

The Kentucky General Assembly through KRS 158.6453 requires an innovative student assessment program designed to measure student progress toward achievement of the goals specified in KRS 158.6451. The purpose of this document is to describe the practices that are considered appropriate in preparing students for the assessments, in administering them and in assuring proper security of the assessments.

In determining appropriate practices, the following standards have been used:

➢ Professional Ethics—No test-preparation practice should violate the ethical standards of the education profession in 16 KAR 1:020.

➢ Educational Defensibility—All test preparation practices shall be designed and used for the purpose of increasing student learning.

➢ Student Ownership—All assessment work shall be done entirely by the student. No one shall coach, edit, or point out errors in student work on the constructed-response or multiple-choice portions of the test.

The first standard simply refers to evaluating the appropriateness of a practice to determine whether it meets standards of professional ethics. Therefore, such activities as duplicating secure testing materials, which is specifically prohibited, would be considered inappropriate by applying this standard. Only those items designated by the department or its contractors as "released" may be reproduced for any reason without the specific written permission from the Kentucky Department of Education (KDE). The second and third standards encourage any activities that increase student mastery of the content being tested but would classify as unacceptable any practice that creates a deceptive picture of student achievement.

Administrators and teachers should all use due diligence to ensure the security of the test before, during and after administration. All copies of materials (paper and online) shall be returned to the testing contractor immediately following administration or properly secured through procedures that may be issued by the department. No assessment materials other than those officially designated as released may be duplicated. All directions in the *Test Administration Manual* that accompanies the test materials shall be followed. For additional information concerning appropriate assessment practices, please refer to the *Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080) at:* http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx.

A 2021 Appropriate Assessment Practices Certification Form signature block is provided on the next page. All school personnel involved in the assessment must sign this form.

Test Administrator Guide for the Spring 2021 Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety Survey

Test Administrators for the Spring Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety (QSCS) Survey shall maintain an atmosphere conducive to the successful completion of the assessment. No information about the content of answers may be provided to the students.

Test Administrators should do the following for the Kentucky Performance Rating for Educational Progress (K-PREP) and Quality of School Climate and Safety (QSCS) Survey:
- Adhere to testing regulations.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting).
- Provide opportunities for students to practice testing in an online environment.
- Explain to students how to fill out test booklets and student response booklets according to the directions for the paper-based test.
- Encourage students to work constructively to complete the assessment; however, test administrators shall not provide any content information for the assessment.
- Notify your Building Assessment Coordinator of printing errors if they are discovered (e.g., mis numbered pages, blank pages, smeared copy).
- Circulate among students during testing.
- Return all paper materials to the vendor after testing.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).

Test Administrators should NOT do the following for the Spring 2021 Kentucky Performance Rating for Educational Progress(K-PREP) and Quality of School Climate and Safety (QSCS) Survey:
- Duplicate or reproduce any part of the assessment in any manner.
- Provide tools except as specifically allowed in the instructions (i.e., dictionaries and thesauri may be provided for writing).
- Answer questions related to the response (no hints, restatements, interpretations, rephrasing for clarification).
- Provide preprinted acronym sheet or paper containing a system for organizing answers (e.g., column method, ROOTs).
- Hover over individual students for extended periods of time.
- Allow distractions.
- Engage in activities preventing their full attention to the students.

All school personnel involved with the assessment program must sign the following certification form. The form should be kept on file in the local district.
I have received and read the *Administration Code for Kentucky's Educational Assessment Program, the Inclusion of Special Populations,* and the Appropriate Assessment Practices Certification Form provided by the Kentucky Department of Education.

_____   _____
Name of District   **Name of School**

_____   _____
Staff Member's Signature   **Date**

Glossary

504 Plan
Section 504 of the Rehabilitation Act guarantees an appropriate special education as well as accessibility to regular education programs. The *504 Plan* is a written document prepared by a child's 504 Team that outlines the school's obligation to provide reasonable accommodations for a student.

Accommodated Kits
Accommodated kits (paper-base) special test materials to be used by students who require Braille and large-print.

BAC Certification of Proper Test Administration Form
This form is to be completed by the BAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080), to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070), and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district. The DAC and BAC Certification forms are sent via a DAC Monday Email near the end of testing to certify that all testing is complete.

Building Assessment Coordinator (BAC)
The term "Building Assessment Coordinator" (BAC) refers to the school-level individual who is responsible for receiving the test materials from the DAC, organizing the materials, distributing the materials to the test administrators, collecting the materials after testing and returning the materials to the DAC for verification and shipping.

District Assessment Coordinator (DAC)
The term "District Assessment Coordinator" (DAC) refers to the district-level individual who is responsible for receiving the materials from Pearson before testing, organizing the materials, distributing the materials to the BACs, collecting the materials after testing and returning the materials to Pearson. The DAC is responsible for communication between the Pearson Service Center and his or her district's schools.

DAC Certification of Proper Test Administration Form
This form is to be completed by the DAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080), to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070) and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district, and will send a copy of the DAC Certification to KDE. The DAC and BAC Certification forms are sent via a DAC Monday Email near the end of testing to certify that all testing is complete.

English Learners (ELs)
A student is identified as EL through a collection of survey and assessment results.

Every identified EL student must take an English language proficiency (ELP) test annually to meet federal requirements. The current exit criteria for an EL student on the ELP assessment ACCESS for ELLs® is an overall composite of a 4.5 on a Tier B or C.

Extended Time

Extended time must be based on documentation in the student's IEP, 504 Plan or PSP. The use of extended time shall be utilized if the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere.

Forms

Reading, Mathematics and On-Demand Writing have one form and science has four forms.

Individual Education Program (IEP)

An IEP is a written program for a student with a disability who is eligible to receive special education and related services under the Individuals with Disabilities Education Act (IDEA).

Medical Emergency Form

This form is used for an injured student whose injury is not serious enough to warrant a medical non-participation request but should receive appropriate accommodations that enable the student to participate in the assessment. Be sure to retain a copy of the completed form on file in the district office. A copy of this form can be found on KDE's website.

Medical Non-Participation

A student's handicapping condition cannot be the basis for a medical non-participation. However, if a student is so ill or medically fragile that he or she is unable to complete the state-required assessment, even in a homebound situation with accommodations provided, a school may choose to request a medical non-participation for the student in SDRR. If unsure whether a student qualifies for a medical non-participation, please contact the DAC. The Medical Non-Participation Form can be found on KDE's website.

PearsonAccess^next

PearsonAccess^next is an electronic system that districts, and schools use to accomplish the following:

- ➢ View student enrollment counts for the K-PREP assessment, (If there is a significant discrepancy with the enrollment counts, contact KDE).
- ➢ Order accommodated testing materials (Braille and Large-Print).
- ➢ Create test sessions for students testing the online assessment.
- ➢ Update district and school profiles.

Program Services Plan (PSP) for EL Students

A PSP for EL students is an individual language service plan for students with limited English proficiency. It is required under federal law (Title III, Sec 3302, No Child Left Behind Act of 2001). In Kentucky, an individual PSP is required for all students identified as EL. See "English Learners" on page 16.

Scannable Paper Student Response Booklet

The scannable booklet is a stand-alone document containing response areas to record the student's responses to the questions and biographic information.

- ➢ **Grades 3-8, 10 and 11**

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. There will be one single seal code used for reading, science, and on-demand writing and two seal codes for mathematics. The QSCS Survey will not require a seal code.

Seating Charts

Seating charts, for both groups and individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The BAC/DAC will collect and maintain. Examples are provided on the Forms page on the KDE website.

Test Booklet Security Barcode Number (paper)

The social studies test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from schools. The test booklets are included in the accommodated kits only.

State Student ID (SSID)

This number is generated by KDE's Student Information System (SIS). The SSID is a unique 10-digit number assigned to each student.

Student Data Review and Rosters (SDRR) Application

This is KDE's electronic rostering and data review application.

Student Honor Code

With the online test, the student will be asked to accept the honor code prior to entering the seal code and completing the content area. They will not be able to test without accepting the honor code. This process is one of the critical pieces of test security that was added to monitor appropriate administration of the Spring 2021 K-PREP. Students should be reminded of the importance of doing their own work and always putting forth their best effort.

Student Response Booklet

The scannable booklet is a stand-alone document containing response areas to record the student's responses to the questions and demographic information.

Test Booklet

The secure test booklet that contains test items and test questions.

Timed Testing Session

This refers to the amount of time allowed during which a test part is administered to students.

Notes