Kentucky Summative Assessment Administration Guidance 2020-2021 School Year

Introduction

The administration of annual summative assessments is required by state and federal law. On Feb. 22, the U.S. Department of Education (USED) confirmed its expectation of the required participation of public school students in state assessments. Therefore, the Kentucky Department of Education's (KDE's) Office of Assessment and Accountability (OAA) is planning and preparing for the in-person administration of the *Kentucky Performance Rating for Educational Progress* (K-PREP) and other state summative assessments. OAA also is encouraging school and district staff to plan and prepare for administering summative state assessments this spring, taking into consideration the unique circumstances in each school and district.

USED invited states to request a waiver for the 2020-2021 school year of the accountability and school identification requirements in the Elementary and Secondary Education Act of 1965 (ESEA). A state receiving this waiver would not be required to implement and report the results of its accountability system, including calculating progress toward long-term goals and measurements of interim progress or indicators, or to annually meaningfully differentiate among its public schools using data from the 2020-2021 school year. KDE will request this and other flexibilities offered.

On March 8, USED provided a template for states to complete and submit for waivers from accountability and school identification. KDE will submit the waiver, and anticipates USED approval.

The most important reason for administering state assessments this spring is to gain a clearer picture of the pandemic's impact on student learning, including for our most vulnerable groups.

The K-PREP assessments have been administered for years in Kentucky and provide very consistent data about students and schools. Because of this consistency and comparability, state assessments likely will be the most useful source of information on the statewide impact of the pandemic. Of course, districts may use their own assessments and data to determine individual student and school impact.

With consideration of the limited amount of in-person instructional time students have had, OAA has worked internally and with test vendors to provide flexible testing windows and to reduce the amount of time for assessment administration, where possible.

State assessments are designed to be a standardized administration. At this time, state assessments must be administered in person with a proctor who has been trained in the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations in the State-Required Assessment and Accountability in accordance with the most recent version of the Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12) document.

The U.S. Department of Education, Office of Elementary and Secondary Education released guidance on administration of the English Language Proficiency exam for English Learners. The Providing Services to English Learners During the Covid-19 Outbreak Fact Sheet Addendum provides direction on administration of Kentucky's ACCESS and Alternate ACCESS assessments.

District and school staff should make a reasonable, dedicated effort to assess all students. All students attending school in-person full or part time should be scheduled for testing on their in-person days. Additionally, school administrators should plan, in conjunction with district administrators, to bring in small groups of students who are in a full-time virtual setting for testing. Students served in a homebound or hospital setting and provided with in-person services should also be scheduled to take the state assessment., School and district testing plans should be communicated to parents in advance of testing windows.

All assessment administrations should follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and the most current health guidelines at the time of testing.

Remote proctoring with students taking assessments at home without a trained administrator is not an option on state assessments for the 2020-2021 school year.

Note: The Kentucky Department of Education will review attendance and participation data in Infinite Campus throughout the year and during test windows to verify testing rosters of students. Districts should not alter their attendance schedules or plans based on participation in state testing. The decision about how a student interacts with the school and its instructional program should carry forward to the test administration. It would be inappropriate to select a mode of interaction (i.e., virtual) based on whether the test can be completed.

Guidance provided below includes guidelines for test administration, test accommodations, safety expectations and staff training within a variety of school attendance scenarios.

Definitions
- **Hybrid Learning** – Instructional program where a percentage of the students enrolled in a school attend school in-person on certain days and do remote learning on other days. The traditional hybrid schedule has half the students attending in-person

two days a week and the other half two days a week and ALL students attending remotely on the fifth day. Hybrid learning is a mix of in-person and virtual learning.

- **Remote Learning** – Digital learning and virtual learning are types of non-traditional instruction (NTI). Remote learning is any learning that occurs outside the traditional classroom setting.
- **Small Group** – Defined based on the Guidance on Safety Expectations and Best Practice for Kentucky Schools (Pages 7-8) as determined by Kentucky Department for Public Health and the district.
- **Virtual Learning** – Non-traditional instruction that is most specifically digital in nature. It involves the interaction of the student with a device and applications designed to deliver instruction through that device.
- **No Services** – Physical building closed to students and no access to virtual learning
- **NTI** - 702 KAR 7:125E(2)(4)(c) states: "Non-traditional instruction" means *remote instruction in which the student is learning in a location other than the traditional classroom using digital or other alternative methods of learning.* A program that encourages the continuation of academic instruction on days when school would otherwise be cancelled.

Test Administration and Regulations	Health and Safety	Accommodations	State Assessments Training
• Test Schedule • Administration • Practice and Training • Test Security • Technology	• Test Supplies • Locations and Seating Arrangements • Preventing Community Spread	• Pre-test Preparation • Materials • Training • Administration	• ACCESS and Alternate ACCESS for ELLs • ACT • Administration Code and Inclusion of Special Populations Trainings • Alternate K-PREP • K-PREP

Test Administration and Regulations Guidelines

Subject	In-Person	Hybrid	Remote Only
Test Schedule	District assessment coordinators (DACs) or building assessment coordinators (BACs) should schedule the test administration, arrange for adequate staff to administer the assessment, prepare accurate student testing rosters and seating charts, and ensure that all assessment materials are kept secure before, during and after the testing sessions. Follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and the Administration Code to avoid any testing irregularities.	DACs or BACs should schedule the test administration, arrange for adequate staff to administer the assessment, prepare accurate student testing rosters and seating charts, and ensure that all assessment materials are kept secure before, during and after the testing sessions. Alternative schedules may be developed to support students tested on in-person days. Follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and the Administration Code to avoid any testing irregularities.	School administrators may decide, in conjunction with district administrators, to bring in small groups of students who are in a full-time virtual setting for testing or test in a home or hospital setting. Alternative schedules may be developed to support students who are on remote instruction following the Guidance on Safety Expectations and Best Practices for Kentucky Schools. Districts should have a communication plan in place to encourage as many students as possible who are normally remote to participate in the assessment.
Administration	Ensure there are adequate staff trained in the Administration Code and Inclusion of Special Populations.	Ensure there are adequate staff trained in the Administration Code and Inclusion of Special Populations.	State assessments are designed to be a standardized administration. At this time, state assessments must be administered in-person with a

Subject	In-Person	Hybrid	Remote Only
	As preparations for testing occur, school leaders are encouraged to plan for multiple scenarios and consider the different impacts of each situation with respect to testing requirements under the Administration Code and the Inclusion of Special Populations regulations. Follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and the Administration Code to avoid any testing irregularities.	As preparations for testing occur, school leaders are encouraged to plan for multiple scenarios and consider the different impacts of each situation with respect to testing requirements under the Administration Code and the Inclusion of Special Populations regulations. Follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and the Administration Code to avoid any testing irregularities.	proctor who has been trained in the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations in the State-Required Assessment and Accountability. School administrators may decide, in conjunction with district administrators, to bring in small groups of students who are in a full-time virtual setting for testing or test in a home or hospital setting. Follow the Guidance on Safety Expectations and Best Practices for Kentucky Schools and the Administration Code to avoid any testing irregularities.
Practice and Training	Ensure there are adequate staff trained in Inclusion of Special Populations and Administration Code. Students should be familiar with using test-taking strategies for assessments such as those used in the classroom, direct formative assessments, etc., not	Ensure there are adequate staff trained in Inclusion of Special Populations and Administration Code. Students should be familiar with using test-taking strategies for assessments such as those used in the	Ensure there are adequate staff trained in Inclusion of Special Populations and Administration Code. State assessments are designed to be a standardized administration. At this time,

Subject	In-Person	Hybrid	Remote Only
	just for the use on state-required assessments.	classroom, direct formative assessments, etc., not just for the use on state-required assessments.	state assessments must be administered in-person with a proctor who has been trained in the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations in the State-Required Assessment and Accountability. School administrators may decide, in conjunction with district administrators, to bring in small groups of students who are in a full-time virtual setting for testing or test in a home or hospital setting.
Test Security	DACs or BACs shall schedule the test administration, arrange for adequate staff to administer the assessment, prepare accurate student testing rosters and seating charts, and ensure all assessment materials are kept secure before, during and after the testing sessions. Test security should be a top priority throughout the testing process, from the receipt of materials through test	DACs or BACs shall schedule the test administration, arrange for adequate staff to administer the assessment, prepare accurate student testing rosters and seating charts, and ensure all assessment materials are kept secure before, during and after the testing sessions. Test security should be a top priority throughout the testing process from the receipt of materials through test	For test security, state assessments must be administered in-person with a trained proctor. School administrators may decide, in conjunction with district administrators, to bring in small groups of students who are in a full-time virtual setting for testing or test in a home or hospital setting.

Subject	In-Person	Hybrid	Remote Only
	administration and the return of materials by all parties involved with creating or handling testing materials or setting up electronic devices for online testing. Testing environments such as arena testing, must be of adequate size and arrangement to allow for active monitoring. An adequate number of staff are required to ensure that monitoring (circulating) can be done in the room. Ensure student data privacy protections are in place.	administration and the return of materials by all parties involved with creating or handling testing materials. Testing environments such as arena testing, must be of adequate size and arrangement to allow for active monitoring. An adequate number of staff are required to ensure monitoring (circulating) can be done in the room. Ensure student data privacy protections are in place.	Test security should be a top priority throughout the testing process from the receipt of materials through test administration and the return of materials by all parties involved with creating or handling testing materials. Ensure student data privacy protections are in place.
Technology	Paper or online administration of assessments are dependent on the test (e.g., K-PREP or Alternate K-PREP). Administration of assessments should follow all requirements of the assessment program.	Students should be tested on their in-person days following all requirements of the assessment program. Paper or online administration of assessments are dependent on the test (e.g., K-PREP or Alternate K-PREP). Administration of assessments should follow all requirements of the assessment program.	Paper or online administration of assessments are dependent on the test (e.g., K-PREP or Alternate K-PREP). School administrators may decide, in conjunction with district administrators, to bring in small groups of students who are in a full-time virtual setting for testing or test in a home or hospital setting.

Subject	In-Person	Hybrid	Remote Only
			Districts should have a communication plan in place to encourage as many students as possible who are normally remote to participate in the assessment.

Health and Safety Guidelines

Subject	In-Person	Hybrid	Remote Only
Test Supplies	Do not allow students to share test supplies or equipment such as computers, earbuds, mice, etc.	Test supplies should be prepared for students during their in-person days.	Test supplies should be prepared for bringing in small groups of students for testing who are in a full-time virtual setting or test in a home or hospital setting.
Location/ Seating Arrangement	• Attempt to space desks 6 feet apart. • All desks should be arranged so students face the same direction. • The use of cloth face masks is a safety expectation for all students unless medically waived. • Reduce class sizes and modify schedule to decrease potential need for contact tracing.	• Consider offering small group or one on one proctored tests. • Create alternative schedules in advance that support parent or student concerns for in-person testing.	State assessments are designed to be a standardized administration. At this time, state assessments must be administered in-person with a trained proctor. • Consider offering small group or one on one proctored tests. • Create alternative schedules in advance that support

Subject	In-Person	Hybrid	Remote Only
			parent or student concerns for in-person testing.

Preventing Community Spread	• Follow normal preventive actions while at home and school, including cleaning hands and avoiding touching the eyes, nose and mouth with unwashed hands.
	• Routinely disinfect high touched items in the classroom such as desks, doorknobs, lockers and chairs.
	• Make hand cleaning supplies available.
	• Hand sanitizer containing at least 60% alcohol may be used when soap and water are not available.
	• Mask wearing is expected in alignment with the Guidance on Safety Expectations and Best Practices for Kentucky Schools.
		• Encourage preventative action at home.
		• While in the school building:
		   o Routinely disinfect frequently touched items in the classroom such as desks, doorknobs, and crafting.
		   o Make hand cleaning supplies available.
		   o Hand sanitizer containing at least 60% alcohol may be used when soap and water are not available.
		   o Mask wearing is expected in alignment with the Guidance on Safety Expectations and Best Practices for Kentucky Schools.
			Encourage preventive action at home.

*Please refer to the Guidance on Safety Expectations and Best Practices for Kentucky Schools for further information on best health and safety practices.

Accommodations Guidelines

Subject	In-Person	Hybrid	Remote Only
Pre-Test Preparation	• Ensure accommodated materials are ordered and inventoried well in advance of test day. • Verify test sessions reflect accommodations. • Review all student plans and ensure they are locked in Infinite Campus (IC) and current. • Review all test administration manuals for how accommodations are provided.	• Ensure accommodated materials are ordered or provided well in advance of test day. • Verify test sessions reflect accommodations. • Review all student plans and ensure they are locked in IC and current. • Review all test administration manuals for how accommodations are provided.	School administrators may decide, in conjunction with district administrators, to bring in small groups of students who are in a full-time virtual setting for testing or test in a home or hospital setting. Districts that have arranged for students to participate in state assessments in-person with a trained proctor should, • Ensure accommodated materials are ordered or provided well in advance of test day. • Verify test sessions reflect accommodations. • Review all student plans and ensure they are locked in IC and current. • Review all test administration manuals for how accommodations are provided.

Subject	In-Person	Hybrid	Remote Only
			State assessments are designed to be a standardized administration. At this time, state assessments must be administered in-person with a proctor who has been trained in the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations in the State-Required Assessment and Accountability.
Materials	Ensure the accommodations students are entitled to are adequately provided on test day.	Ensure the accommodations students are entitled to are adequately provided on test day.	Districts that have arranged for students to participate in state assessments in-person with a trained proctor should ensure accommodations students are entitled to are adequately provided on test day.
Training	Ensure there are adequate staff trained in Inclusion of Special Populations and Administration Code.	Ensure there are adequate staff trained in Inclusion of Special Populations and Administration Code.	Ensure there are adequate staff trained in Inclusion of Special Populations and Administration Code.
Administration	Ensure the test administrator has been provided with the student plans and list of accommodations that the child receives on the day of the test.	Ensure the test administrator has been provided with the student plans and list of accommodations the child receives on the day of the test.	Districts that have arranged for students to participate in state assessments in-person should ensure the test administrator has been provided with the student plans and list of accommodations

Subject	In-Person	Hybrid	Remote Only
	All accommodations should be provided in accordance with the Guidance on Safety Expectations and Best Practices for Kentucky Schools and with the most current health guidelines at the time of testing.		the child receives on the day of the test.

State Assessments Training and Guidelines

ACCESS and Alternate ACCESS for ELLs
ACCESS Overview
User Accounts
Materials Ordering
Test Setup
Writing Tier Placement

ACT
Kentucky ACT website.
ACT Academy

Administration Code and Inclusion of Special Populations Trainings

Administration Code Training
Full-Length Training
Admin Code PowerPoint
Admin Code Video
Admin Code Regulation
Admin Code Group Signature Sheet
Administration Code (AC) Modules
AC Module 1 PowerPoint
AC Module 2 PowerPoint
AC Module 3 PowerPoint
AC Module 4 PowerPoint
AC Module 5 PowerPoint
AC Module 6 PowerPoint

Link to all AC Module Videos
AC Checks for Understanding Questions
AC Checks for Understanding Answers

Inclusion of Special Populations Training
based on 703 KAR 5:070
Regulation Updated December 2016
Inclusion PowerPoint
Inclusion Video
Inclusion Regulation
Inclusion Group Signature Sheet

Inclusion of Special Populations (ISP) Modules
ISP Module 1 PowerPoint
ISP Module 2 PowerPoint
ISP Module 3 PowerPoint
ISP Module 4 PowerPoint
ISP Module 5 PowerPoint
ISP Module 6 PowerPoint
ISP Module 7 PowerPoint
ISP Module 8 PowerPoint

Link to all ISP Module Videos
ISP Checks for Understanding Questions
ISP Checks for Understanding Answers

Alternate K-PREP
Overview/AT Trainings
Part 1: Overview/AT PowerPoint Part 1 and Overview/AT Video Part 1
Part 2: Overview/AT PowerPoint Part 2 and Overview/AT Video Part 2

Attainment Task (AT) Administration Demo
AT PowerPoint
AT Video

COVID-19 Participation in Spring 2021 Kentucky State Testing
February 2021

TAR Training
TAR PowerPoint
TAR Video

K-P REP

PearsonAccess^next
TestNAV Training
- TestNAV PowerPoint
- TestNAV Video
- TestNAV Tutorial

Creating Test Sessions in PAN
Seal Codes for Online Testing
Additional TestNAV Info for Test Proctors
Checking for Disabled Accounts in PAN
Disabling the Gamebar and Siri for Online Testing

DAC Monday Emails
DAC Trainings and Webcasts

Online Testing Toolbox

(OAA:DAAS: js:hj:jb:pp:br:jl)