



District and Building
Assessment
Coordinators' Manual
Spring 2009



Kentucky Core Content Test
Commonwealth Accountability Testing System

Contact Information

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

KCCT Administration Questions:

Measured Progress Service Center

Monday–Friday from 8:00 A.M. to 4:00 P.M. (EDT)

Phone: (866) 482-3873

E-mail: Ky.client@measuredprogress.org

Fax: (866) 923-1504

KCCT Accountability, Accommodations and Revised Testing Regulations Questions:

Kentucky Department of Education

Division of Assessment Support

Phone: (502) 564-4394

For Services Available on the Measured Progress iServices Web site:

1. Go to <http://iServices.measuredprogress.org>.
2. Select “Kentucky Core Content Test” from the drop-down box, click the “Enter” box, and then follow the instructions below.
 - To order **Additional Materials**, click on “Order Additional Materials.”
 - To complete the District Assessment Coordinator’s Certification of Proper Test Administration (**DACCPA**), click on “District Assessment Coordinator’s Certification.”
 - To complete the Building Assessment Coordinator’s Certification of Proper Test Administration (**BACCPA**), click on “Building Assessment Coordinator’s Certification.”
 - To confirm and update information in **ODVS**, click on “Online Data Verification System.”

Note: Your alphanumeric password is required to access most of the iServices options. Passwords are case sensitive.

For password information, Building Assessment Coordinators should contact District Assessment Coordinators. District Assessment Coordinators should contact the Measured Progress Service Center.

Important Dates	1
Updates - New for Spring 2009	2
Part 1 - KCCT Security Requirements and Responsibilities	4
Secure Test Materials	4
Secure Environment	4
Confidentiality	4
Accounting for and Tracking Materials	5
Approved and Unapproved Testing Resources	5
Approved Resource Materials	5
Unapproved Resource Materials	6
Supervising Test Sessions with and without Accommodations	6
Responsibilities While Supervising the Test.....	6
Responsibilities While Providing Accommodations	6
Testing Irregularities	6
Part 2 - Accountability	8
Accountability Overview	8
Importance of Accurate Student Information and the Use of ODVS	8
Full Academic Year for Spring Testing	8
100-Day Student Listing	8
Student Accountability Status	9
Students Attending A-2 through A-6 Programs	9
Online Data Verification.....	10
Verifying Student Rosters	11
Assessment Regulations	12
Part 3 - Who Should Be Tested	14
Participation Rate	14
Students Not Tested	14
Student Move During Testing	15
Medical Emergency	15
Medical Exemptions	16
Other Exemptions	16
Students Participating in the Alternate Assessment	16
Limited English Proficient (LEP) Students	16
Alternate Testing Settings	19
Students Receiving Home/Hospital Instruction	19
Part 4 - Test Administration	22
Scheduling the Tests	22
Content Areas Tested	22
Test Session Patterns	23
Testing Time Limits	23
Extended Time	26

District Assessment Coordinator Instructions	27
Responsibilities of DACs	27
Distributing Materials and Training BACs	27
District Test Materials	28
Ordering Additional Materials April 1 through May 13	29
Test Extensions	29
Alert Papers	29
After Testing	30
Online Survey	31
Building Assessment Coordinator Instructions	32
Responsibilities of BACs	32
Inventory of Test Materials	32
Distributing Materials and Training Test Administrators	35
Important Procedures	35
Precoded Student Labels	36
Damaged Test Materials	38
Voided Student Response Booklets	38
After Testing	39
Packing Return Materials	40
Online Survey	42
Part 5 - Accommodations	44
Students with Disabilities	44
Paraphrasing	44
Interpreter for a Student with a Hearing Impairment	45
Prompting or Cueing System	45
Reader	45
Use of Assistive Technology	46
Scribe	47
Extended Time	47
Visually-Impaired and Hearing-Impaired Students	47
Appendix A - Forms	50
Form Descriptions	50-52
Material Summary Form	53
Test Booklet Tracking Sheet	54
Medical Emergency Form	55
Medical Exemption Form	56
HIPAA Form	57
Other Exemption Form	58
Appropriate Assessment Practices Certification Form	59-60
Frequently Asked Questions	62
General	62
Student Labels	64
Glossary	66

Important Dates

Date	Event
January 30, 2009	Deadline to enter special form requirements in ODVS.
March 13, 2009	Deadline to complete updates in ODVS for student label production.
March 25, 2009	Deadline for test materials to arrive in district offices.
April 10, 2009	Deadline for student labels to arrive in district offices.
May 28, 2009	Deadline for school-level accountability data to be complete in ODVS. Writing Portfolio scores must be submitted in ODVS.
June 5, 2009	Deadline for district-level accountability data to be complete in ODVS.

Table 1: Testing Window Selection and Corresponding Deadlines

Testing Window*	Deadline for Additional Testing Materials	Deadline for Additional Shipping Materials	Materials must be packed for UPS by:	Automatic UPS Pickup Scheduled for:
April 20–May 1, 2009	April 29, 2009	May 5, 2009	May 6, 2009	May 7, 2009
April 27–May 8, 2009	May 6, 2009	May 11, 2009	May 13, 2009	May 14, 2009
May 4–May 15, 2009	May 13, 2009	May 18, 2009	May 20, 2009	May 21, 2009

***Districts should have submitted a form to the KDE Office of Assessment and Accountability requesting particular testing windows for the district/schools. Test administration must be completed during the two week period chosen.**

Updates - New for Spring 2009

Topic	General Information
<p>Test Administration Forms and Materials</p>	<ul style="list-style-type: none"> • Void Bubble: The void bubble has been moved to the front cover of the student response booklet for the spring administration for grades 5-8,10, and 11 and to the back cover for grades 3 and 4. • No Void Materials Envelope: There will be NO Void Materials envelope for this administration. Properly voided materials must be returned with the used student response booklets or combined test booklets. • Separate Label Shipment: Student precoded labels will be shipped separately from other test materials. Labels will arrive in district offices the week before the testing window. This will allow school and district staff time to update student information in ODVS to ensure accuracy. The student response booklet no longer captures page 2 or demographic information. All student demographic and biographic data must be entered in ODVS. • CDs and Disks for Typed Responses: BACs will erase disks and CDs used to save non-standard responses during testing. These disks and CDs will NOT be returned to Measured Progress. • Handling Damaged Materials: If materials are damaged by bodily fluids, schools must contact the Measured Progress Service Center prior to destroying the materials. The service center must collect information from the test materials PRIOR to the proper destruction of materials. • Lithocode: The third and fourth digits of the lithocode indicate the version and the form. The third digit indicates the version and the fourth digit indicates the form. Previously these digits were reversed. • CATS Online (iTest) - There will be no online tests this year. Be sure to order appropriate testing materials for students who tested online previously.
<p>New Systems</p>	<ul style="list-style-type: none"> • Expanded Online Data Verification System (ODVS): There is no page 2 or demographic page on either the student response booklet or combined test booklet. All student demographic and biographic data must be entered in ODVS provided by Measured Progress. This will allow school and district staff more time to update student information in ODVS to ensure accurate labels, student rosters, and accountability data. For students with labels, no bubbling is required. Corrections to labels should NOT be bubbled on page 1 of the student response booklet. Instead, all corrections must be made in ODVS. Students without labels must be added/updated in ODVS, AND page 1 (biographic data) must be bubbled on the student response booklet. For students without labels, enter the lithocode number in ODVS. More information regarding ODVS and detailed instructions can be found under “Online Data Verification” on page 10 of this manual. • List of Schools: The list of schools usually supplied in the back of this manual for accountability purposes has been removed. When assigning accountability to schools or districts, select from a drop-down option in ODVS that lists the schools and districts by name. • Writing Portfolio Score Submission for Grades 4, 7, and 12: The Writing Portfolio Score Submission Form (WPSSF) will not be used this year. Instead, scores will be submitted in ODVS. Instructions for completing will be forwarded via DAC e-mail prior to administration. • Online DACCPA: The District Assessment Coordinator’s Certification of Proper Test Administration will be completed online.
<p>Classroom Materials</p>	<ul style="list-style-type: none"> • Materials containing content information or strategies for solving problems must be removed or covered from classroom walls, bulletin boards, or other surfaces (e.g., ceilings, floors, blinds, windows, and clothing) during testing sessions. Standard periodic tables need not be removed or covered. Note: Revised regulations impact Spring 2009 test administrations. The regulations, information and training materials are available on the KDE web site.

Part 1 - KCCT Security Requirements and Responsibilities

Part 1 - KCCT Security Requirements and Responsibilities

To protect the validity of the Kentucky Core Content Test (KCCT), security requirements have been included in this manual. “Secure test materials” in this document refer to any student responses, test booklets, or test items.

The District and Building Assessment Coordinators’ Manual along with the *Test Administrator’s Manual* has been created to assist school personnel in administering the KCCT. DACs and BACs are responsible for ensuring that all personnel within the school buildings are aware of the policies set forth in this manual and that noncompliance will result in disciplinary actions. These can include employment consequences, delays in reporting of test results, the invalidation of test results, and the removal of school personnel from future KCCT administrations. Failure to follow proper procedures can result in an allegation and possible invalidation of scores. Any violation or suspected violation of test security requirements set forth in this manual must be reported to the school BAC, the DAC, and KDE immediately.

Secure Test Materials

Secure Environment

DAC responsibilities:

- Create policies and procedures to ensure maximum security throughout the district in accordance with the requirements described throughout this manual and the *Test Administrator’s Manual*,
- Securely transfer materials from the district office to schools and testing facilities, and
- Ensure that BACs are aware of important dates, policies, and procedures that are described throughout this manual and the *Test Administrator’s Manual*.

BAC responsibilities:

- Select and train all school personnel who will have access to the secure test materials (access does not involve the review of individual test answers or the tests themselves),
- Conduct training on the Administration Code and the *Procedures for the Inclusion of Special Populations* for all test administrators/proctors prior to test administration (**Note:** Regulations are revised this year),
- Ensure that all administrators/proctors who will be providing accommodations to students are properly trained in the use and guidelines of those accommodations,
- Provide a copy of the appropriate *Test Administrator’s Manual* to every test administrator/proctor, and
- Schedule test sessions.

Confidentiality - Test Booklets, Test Questions, Student Response Booklets, and Student Responses

- From receipt to return of testing materials, no school personnel may view, edit, or share, either verbally or nonverbally, the contents of test and student response booklets without approval from KDE.

- Students may not be given access to test booklets by any school personnel prior to testing.
- School personnel may not reproduce any portions of the test booklets or student response booklets except for transcription of responses by test administrators when materials are damaged or defective (e.g., hazardous materials—nose bleed, torn pages, food contamination). Reproductions are limited to hand transcriptions. School personnel may NOT keep any hand-copied portions of the test used for transcriptions. School personnel may NOT audiotape, videotape, photograph, or photocopy materials.
- School personnel may NOT retain, discard, recycle, remove, or destroy test booklets or student response booklets without specific instruction from the DAC or BAC.
- If materials are defective or damaged, schools must contact the Measured Progress Service Center prior to destroying the materials. The service center must collect information appearing on the test materials PRIOR to their proper destruction.

NEW for 2009 

Accounting for and Tracking Materials

- Each test material shipment will contain a Material Summary Form and packing slip. These documents should be used to verify the materials received in the test shipment and the materials that will be included in the return shipment after testing. Keep these documents on record in the school or district office in case a discrepancy arises.
- Materials MUST be accounted for from the time they are received at the district office until they are picked up by UPS following test administration.
- DACs and BACs are responsible for establishing and following document tracking procedures.
- Materials must be stored in a secure area when not being used for testing. All areas must be secured with double locks when storage locations are within classrooms.
- The tracking sheet included in the test materials shipment has been designed to assist school personnel in tracking the location of materials at all times.
- Any irregularities regarding the use or tracking of documents or the information captured on them must be immediately investigated. If any instances of a security breach are discovered, contact KDE immediately.

Approved and Unapproved Testing Resources

Approved Resource Materials

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

- No. 2 pencil
- Extra lined, plain, or graph paper (scratch paper)
- Calculator
- Provided reference sheets
- Provided rulers

Grades 5 and 8, Writing, Part B ONLY

- Dictionary
- Thesaurus

Unapproved Resource Materials

- Books other than test booklets (e.g., thesauri, encyclopedias, textbooks, novels)
- Copies of acronyms
- Graphic organizers
- Computers (except for students with approved test accommodations)
- Editing devices (e.g., spell-checker or grammar checker)
- Cell phones
- Electronic devices (e.g., iPods or other music players, pocket translators, PDAs)

Supervising Test Sessions with and without Accommodations

Responsibilities While Supervising the Test

NEW for 2009

- All tests must be administered according to the procedures documented in the *Test Administrator's Manual*.
- Test administrators may NOT leave students unsupervised at any time. While supervising testing, administrators must focus their full attention on students and their testing environment.
- Materials containing content information or strategies for solving problems must be removed or covered from classroom walls, bulletin boards, or other surfaces (e.g., ceilings, floors, blinds, windows, and clothing) during testing sessions. Standard periodic tables need not be removed or covered.
- Reference sheets and rulers are provided by Measured Progress. Any other supplemental materials not listed above are not permitted unless they are used in accordance with an approved accommodation.
- Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will a student be allowed to work ahead in a part not yet administered.

Responsibilities While Providing Accommodations

- Test administrators are responsible for providing appropriate accommodations as outlined in this manual in “Part 5 - Accommodations” on page 44. Provide the required accommodation identified in the child’s Individualized Education Plan (IEP), 504 Plan, or Program Services Plan (PSP).
- Test administrators providing accommodations may NOT leave students unsupervised at any time. While supervising testing, administrators must focus their full attention on students and their testing environment.

Testing Irregularities

Testing irregularities occur when set procedures are not followed. They include student misconduct, educator misconduct, or a mishandling of secure test materials.

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, the DAC shall enter information in the allegation-reporting, Web-based application on the KDE Web site at www.education.ky.gov. If the documented problem does not concern secure materials, the documentation must be kept on file at the district office.

Part 2 - Accountability

Part 2 - Accountability

Accountability Overview

NEW for 2009

A student response booklet (or combined test booklet for grades 3 and 4) must be completed for every student enrolled on the first day of the testing window (except students participating in the Alternate Assessment), even if the student is not participating in testing or is exempt. If a student is exempt, this information must be updated in ODVS.

Student performance on the Spring 2009 KCCT administered at grades 3–8, 10, and 11 will be documented in both state CATS and federal (No Child Left Behind [NCLB]) accountability reports in Fall 2009. The reports have different components and rules for calculations; therefore, Kentucky must collect information on where the student participates in the assessment and where the student’s score will be included in accountability.

Importance of Accurate Student Information and the Use of ODVS

It is critical that all schools and districts ensure the collection of accurate data for each student by:

- thoroughly verifying rosters,
- carefully reviewing and updating all student information in ODVS (data entered in ODVS during test administration is used when the reports for both state and federal accountability are generated),
- using the precoded student labels provided by Measured Progress, and
- completing page 1 of the student response booklet for students without labels.

Note: Student information in ODVS must be completed by authorized school personnel no later than May 28.

Full Academic Year for Spring Testing

- “Full Academic Year for a School” means a school is accountable for any student who was enrolled in the school any 100 instructional days during the school year (2008–2009) through the first day of the testing window.
- “Full Academic Year for a District” means a district is accountable for any student who was enrolled in the district any 100 instructional days during the school year (2008–2009) through the first day of the testing window for the school/district.
- The 100 instructional days should include the first day of testing and do not need to be consecutive. In some cases, a student will not have been enrolled in a single school for 100 days, but will have been in the same district for 100 days. The student will not be included in the accountability calculations for the school, but will be included in the accountability calculations for the district. Some students will not be enrolled in any single school or district in Kentucky for a full academic year. The scores for these students will be attributed for accountability purposes to the state.

100-Day Student Listing

KDE recommends that schools and districts create a 100-day student listing **to be retained in the district** in order to assist DACs and school personnel during the data review process. The listing should contain students who were enrolled in the school or district for a full academic year (any 100 instructional days during the school year {2008–2009} through the first day of

the testing window), but withdrew to another Kentucky public school or district before the first day of the testing window. If the new school is a Kentucky public school, then that school will test the student, and the scores will be attributed to the school or district in which the student was enrolled 100 instructional days. Your Student Information System (SIS) district support person can provide instructions for running the 100-day enrollment query from SIS.

After the listing is completed, a copy should remain with the DAC and the BAC.

Student Accountability Status

NEW for 2009

An important step in obtaining accurate data is verification and completion of student information in ODVS. The Student Accountability Status section in ODVS captures information needed to include a student appropriately in participation rate and accountability calculations for CATS reporting. The school or district in which a student has been enrolled for any 100 instructional days during the prior school year will have the student's scores attributed to that school's accountability.

Schools that test students who have been enrolled in another school or district for 100 days during the prior school year will need to track the student's performance to the appropriate school or district. The Student Accountability Status section includes functionality that allows the school testing the student to select the school or district to which the student score should be attributed for accountability purposes. **It is important to update Student Accountability Status for any student tested in a school in which the student has not been enrolled for 100 instructional days during the prior school year (A-1 school grade range should be verified).**

- If no district and/or school is selected for a student whose score should be sent to another school or district, the score will automatically default to the submitting school and district.
- If a student has not been enrolled in the A-1 school that is testing the student for any 100 instructional days during the prior school year, but has been enrolled in another Kentucky public school district for 100 instructional days during the prior school year, then the appropriate district and/or school must be selected.
- If a student has not been enrolled in any Kentucky school or district for 100 days during the prior school year, the state will be accountable for the student. In ODVS click on the last button in the accountability list to code the student to the state.
- If no A-1 code is bubbled for students in A-3, A-5, or A-6 facilities or alternative settings, the score will default to the district housing the facility.

Students Attending A-2 through A-6 Programs

Students who are not attending an A-1 school but are enrolled in an A-2, A-3, A-5, and A-6 program, as well as students attending the Kentucky School for the Deaf or the Kentucky School for the Blind, will participate in the KCCT. Students in an A-4 program will not participate in the KCCT.

Definitions of A-1 through A-6 Programs

A-1	A school under administrative control of a principal or head teacher and eligible to establish a school-based decision-making council. An A-1 school is not a program operated by, or part of, another school.
A-2	A district-operated, totally vocational/technical program whose membership is counted in other schools.
A-3	A district-operated, totally special education program.
A-4	A district-operated, totally preschool program (e.g., Headstart, Kentucky Education Reform Act [KERA] Preschool, Parent And Child Education [PACE]).
A-5	An alternative program in a district-operated and district-controlled facility, with no definable attendance boundaries, that is designed to provide services to at-risk populations with unique needs. Its population composition and characteristics change frequently and are controlled by the local school district’s student assignment practices and policies.
A-6	A district-operated instructional program in a non-district-operated institution or school.

The following summarizes how students are to be coded for accountability calculations.

- Students enrolled in an A-1 school and attending an A-2 program will be attributed to the A-1 school for accountability purposes.
- Students enrolled in an A-4 program will not participate in the state-required assessment.
- Students enrolled in A-3, A-5, or A-6 programs who are placed there by local school district policies or procedures will be attributed to the sending A-1 school or district for accountability purposes.
- Students enrolled in A-3, A-5, or A-6 programs who are placed there by a court, a governmental agency other than a school district, or an A-1 school other than the student’s home A-1 school, or are self-placed, will be attributed to any single A-1 school or district in which they have been enrolled for 100 instructional days this school year prior to placement in the non-A-1 program.
- Students can be enrolled in A-1 through A-6 programs. The Kentucky School for the Blind and the Kentucky School for the Deaf are state agencies. Therefore, scores for these students are not part of a district, but coded back to the students’ home school.
- Students enrolled in A-3, A-5, or A-6 programs who have not been enrolled in an A-1 school or district for a full academic year prior to placement will be attributed to the state for accountability purposes.

Online Data Verification



ODVS will be used to manage student data for the KCCT. Districts and schools will be required to update student data before, during, and after testing and to print student rosters. This will allow for more accurate student labels, rosters, and accountability data.

There are five main activities for ODVS for this administration.

- **Special Form Assignments.** Students requiring special forms (Braille, large-print, and audiotape) must be identified in ODVS prior to shipping.
- **Student Information Verification for Labels.** Verify student information by making updates or adding new students in ODVS. This will ensure that accurate labels are produced.
- **Rosters.** Rosters must be generated from ODVS during the test window (see “Verifying Student Rosters” on page 11).

- **Student Accountability Status.** Schools must indicate accountability status in ODVS for ALL students, as this data is no longer captured on page 2 of the student response booklet.
- **Writing Portfolio Score Submission.** Writing Portfolio scores must be submitted in ODVS. There will be no scannable Writing Portfolio Score Submission Form.

NEW for 2009

Verifying Student Rosters

NEW for 2009

If a student tests in your school but has been in another school or district for a full academic year (any 100 instructional days during the current school year), it is important to verify and correct the accountable school or district code in the Student Accountability Status section in ODVS. Important information contained on the student roster must be correct and filled in individually for each student in ODVS.

A school's student roster must reflect student enrollment on the first day of the testing window. Students who are exempt or who are participating in the Alternate Assessment should be included on the school's roster and annotated as exempt (including reason).

Assessment regulation 703 KAR 5:16, Section 10, defines the required components of a State and Federal Accountability Student Roster as the following

- district and school names and code numbers;
- grade;
- each student's name;
- whether the student has completed 100 instructional days in the school, in the district or in the state during the current school year; and;
- whether the student participated in state-required assessments.

Districts/schools **must** use the formatted roster from ODVS. The roster includes information beyond regulatory requirements to assist DACs and school personnel in the data review process.

Note: Students designated as part of the Alternate Assessment should be included in the school's ODVS roster even though they are not taking the KCCT.

The school's student roster generated from ODVS contains the following data for each student:

- lithocode number,
- SSID,
- students last name, first name, middle initial,
- birth date,
- annotations,
- exemptions,
- A-1 code of accountability,
- full academic year status for the school or district,
- free or reduced-price lunch, and
- ethnicity.

When you are ready to download and save the school data, for consistency, the file should be named using the district number and school name.

Instructions for accessing and utilizing ODVS through iServices will be provided in advance of administration deadlines.

If you need assistance, contact the Measured Progress Service Center at (866) 482-3873 or e-mail the service center at Ky.client@measuredprogress.org.

Assessment Regulations

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

- 703 KAR 5:001 Assessment And Accountability Definitions
- 703 KAR 5:010 Writing Portfolio Procedures
- 703 KAR 5:020 Formula For Determining School Accountability
- 703 KAR 5:040 Relating Accountability Index To School Classification (A2—A6)
- 703 KAR 5:050 School Building Appeal Of Performance Judgments
- 703 KAR 5:060 Interim Accountability Model
- 703 KAR 5:070 Procedures For The Inclusion Of Special Populations
- 703 KAR 5:080 Administration Code
- 703 KAR 5:120 Guidelines For Scholastic Audit
- 703 KAR 5:130 School And District Accountability
- 703 KAR 5:140 Requirements for School And District Report Card
- 703 KAR 5:160 Administration Procedures

Support materials for training teachers on the *Administration Code* and *Procedures for the Inclusion of Special Populations* are posted on the KDE Web site www.education.ky.gov.

Part 3 - Who Should Be Tested

Part 3 - Who Should Be Tested

Participation Rate

All students enrolled in grades 3 through 8, 10, and 11, including newly enrolled students, must be tested. Grade 12 students submit a writing portfolio. Each school must test every student enrolled in the school on the first day of the testing window. Students may not be excluded from testing because of poor academic performance, absenteeism, or discipline problems.

NCLB requires a calculation and reporting of the percent of students who participate in the state-required assessments for the student population as a whole and for each subpopulation, or group of students, of sufficient size. Due to increased flexibility with NCLB, Kentucky averages participation rate up to three years in order to help a school or district reach the 95% participation rate target. For reporting participation rate, ALL STUDENTS must be assessed using the KCCT or the Alternate Assessment unless the student is eligible for an exemption.

- KCCT: Students who are enrolled the first day of the testing window are included in the school participation rate.
- Alternate Assessment: Information regarding students who participated in the Alternate Assessment was submitted by districts prior to the testing window and will be included in the school participation rate.

NEW for 2009

For a student to be considered as participating in the assessment, he or she must answer questions in the test booklet unless an appropriate exemption is identified in ODVS. Regulations state that participation in state-required assessments requires demonstration of a good-faith effort by completing four multiple-choice items or by responding to at least one open-response item in both reading and mathematics assessments combined for the appropriate grade level. Only NCLB reports participation rate in reading and mathematics. NCLB requires that science be included for participation but not for AYP calculations.

Students Not Tested

A student would not participate in testing if he or she:

- is a foreign exchange student.
- is remaining in primary.
- is expelled and not receiving services as provided for in KRS 158.150(2).
- is medically unable to take the assessment. A completed Medical Exemption Form (see page 56) must be returned to and approved by KDE.
- is a Limited English Proficient (LEP) student who is in the first year of enrollment in a U.S. school. However, the student must take the mathematics and science portions of the test for participation. See “Limited English Proficient (LEP) Students” on page 16 for further information.
- moved out of Kentucky public schools during the testing window.
- is in a situation allowing him or her to qualify for an Other Exemption. (KDE must be notified for final approval, and documentation must be sent to the Division of Assessment Support. A copy of the form can be found on page 58. An explanation must also be provided on the student roster.)

NEW for 2009

The student roster must be annotated by updating the information in ODVS if a student is not participating in the assessment for any reason. The BAC should notify test administrators of any students who are not participating in the KCCT.

Student Move During Testing

Sending District

If a student transfers to another Kentucky school or withdraws on or after the first day of the testing window, the school is responsible for

- sending student materials to the new school.
 - If DAC's are unable to forward testing materials to a new school, the DAC should return the student's incomplete test booklet to Measured Progress in the return shipment. The student will be assigned a novice-low level for any non-tested areas.
- updating ODVS roster.

NEW for 2009

If a student moves to a private or out-of-state school

- verify if the booklet has a label. If not, complete page 1 of the student response booklet.
- update the Student Accountability Status section in ODVS accordingly.
- return the student response booklet in the used return envelope.

NEW for 2009

Receiving District

Note: Due to varying testing windows, the student may have already tested elsewhere.

If a student officially enrolls in a school **before** the end of the first day of the testing window, or **after** the testing window has started, the school is responsible for

- verifying the testing progress.
 - If you received material, continue testing where the student left off.
 - If you did NOT receive materials, contact the sending school/district to verify testing progress and request any necessary materials.
- testing that student during the testing window if they have not tested in the previous school (the student will be included in the school's participation rate calculation).

If you receive materials

- Return that student's test booklet to the former school/district for return shipping, immediately upon completion of the assessment.**

If you do not receive materials

- test the student using a test booklet and student response booklet from your materials,
- update in ODVS, annotate your roster accordingly, and
- bubble all biographic data on page 1 of the student response booklet. The student will be assigned a novice-low level for any non-tested areas.
- return the completed student response booklet to Measured Progress in your return shipment.

NEW for 2009

Medical Emergency

An injured student whose injury is not serious enough to warrant a medical exemption request should receive appropriate accommodations that enable the student to participate in the assessment. Some examples of medical emergencies and appropriate accommodations are as follows:

- Broken arm—use a scribe
- Broken eyeglasses—use a reader
- Leg in traction without heavy medication—give test at home or in hospital

A Medical Emergency Form should be completed to document the situation and should be placed with the injured student's cumulative records. A copy of the documentation must be sent to the Division of Assessment Support. This form is located on the KDE Web site at www.education.ky.gov. A copy of the form can be found on page 55. Schools are asked to fax or e-mail the forms as situations occur and to notify the DAC. The roster must also be annotated, stating the accommodation used due to the injury or medical condition.

Medical Exemptions

A student's handicapping condition cannot be the basis for a medical exemption. 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 exemption for the student. The Medical Exemption Form can be located on the KDE Web site at www.education.ky.gov and a copy of the form can be found on page 56. The form **MUST** be signed by a doctor, the parent or guardian, and the DAC. Submission of the request does not guarantee approval. Sufficient information must be supplied to determine that the request is justified.

NEW for 2009

If your exemption is approved by KDE, mark Medical Exemption in ODVS. The request should be submitted directly to the Office of Assessment and Accountability. A copy should be retained in the district. Test materials for these students seeking a medical exemption must be submitted on time with all other returned test materials, even if appropriately blank.

If you are unsure whether a student qualifies for a medical exemption, please contact the Division of Assessment Support at (502) 564- 4394.

Other Exemptions

NEW for 2009

Students who should not be included in accountability for reasons other than those listed in the Student Accountability Status section in ODVS AND who do not qualify for a medical exemption must be recorded on the "Other" Exemption Form and submitted to KDE. The form can be found on page 58. A copy must be sent to the Division of Assessment Support. Submission of an exemption request does not guarantee approval. Sufficient information must be supplied to determine that the request is justified. If your exemption is approved by KDE, mark Other Exemption in ODVS. Test materials for students seeking an other exemption must be submitted on time with all other returned test materials, even if appropriately blank.

If you are unsure whether a student qualifies for a other exemption, please contact the Division of Assessment Support at (502) 564-4394.

Students Participating in the Alternate Assessment

NEW for 2009

Students who meet the guidelines for participation in the Alternate Assessment will not take part in the regular assessment. Therefore, a student response booklet should **NOT** be completed for these students, but the Alternate Assessment checkbox in ODVS must be selected.

Limited English Proficient (LEP) Students

All LEP students must be included on student rosters and must participate in the state-required assessments if they were enrolled on the first day of the testing window. The means and the degree of participation are determined by the length of time these students have been enrolled in U.S. schools. See the charts and descriptions below and on the following page for more information.

1st Year LEP Students

1 st Year	WIDA	KENTUCKY CORE CONTENT TEST							EPAS		
Gr. Level	ACCESS	Reading	Mathematics	Science	Social Studies	Writing	Arts & Humanities	PL/VS	EXPLORE	PLAN	ACT
K	X										
1	X										
2	X										
3	X	Optional	X*								
4	X	Optional	X*	X*		Optional		Optional			
5	X	Optional	X*		Optional	Optional	Optional				
6	X	Optional	X*								
7	X	Optional	X*	X*		Optional		Optional			
8	X	Optional	X*		Optional	Optional	Optional		Optional		
9	X										
10	X	Optional						Optional		Optional	
11	X		X*	X*	Optional		Optional				Optional for (2008—2009)
12	X					Optional					

* = required for participation, optional for inclusion in accountability calculations

2nd Year LEP Students

2 nd Year	WIDA	KENTUCKY CORE CONTENT TEST							EPAS		
Gr. Level	ACCESS	Reading	Mathematics	Science	Social Studies	Writing	Arts & Humanities	PL/VS	EXPLORE	PLAN	ACT
K	X										
1	X										
2	X										
3	X	X	X								
4	X	X	X	X		Portfolio*		X			
5	X	X	X		X	On-Demand	X				
6	X	X	X								
7	X	X	X	X		Portfolio*		X			
8	X	X	X		X	On-Demand	X		X		
9	X										
10	X	X						X		X	
11	X		X	X	X		X				X
12	X					On-Demand and Portfolio*					

X = required for participation and for inclusion in accountability calculations

* = optional testing

3rd Year LEP Students

3 rd Year	WIDA	KENTUCKY CORE CONTENT TEST							EPAS		
Gr. Level	ACCESS	Reading	Mathematics	Science	Social Studies	Writing	Arts & Humanities	PL/VS	EXPLORE	PLAN	ACT
K	X										
1	X										
2	X										
3	X	X	X								
4	X	X	X	X		Portfolio		X			
5	X	X	X		X	On-Demand	X				
6	X	X	X								
7	X	X	X	X		Portfolio		X			
8	X	X	X		X	On-Demand	X		X		
9	X										
10	X	X						X		X	
11	X		X	X	X		X				X
12	X					On-Demand and Portfolio					

X = required for participation and for inclusion in accountability calculations



- LEP students enrolled in Kentucky schools for their first year ever in a U.S. school will be required to take an English Language Proficiency test (in grades K through 12), the KCCT mathematics test (in grades 3 through 8 and 11), and the KCCT science test (in grades 4, 7, and 11). The mathematics and science tests are required for NCLB participation.
- The school or district may choose to have LEP students participate in the state-required reading test (optional) if this is their first year of enrollment in a U.S. school. (**Note:** If a school chooses to administer the optional reading test, all content areas for that grade will be scored, but districts will not be accountable for these scores. For all students, information in ODVS MUST be updated.)
- LEP students enrolled in Kentucky schools for the first year ever in a U.S. school do not have to participate in the social studies, practical living/vocational studies, or arts and humanities content areas of the KCCT. (**Note:** If a school chooses to administer any of the content areas, all will be scored, but schools/districts will not be accountable for these scores. For all students, information in ODVS MUST be updated.)
- LEP students enrolled in their second year or above in a U.S. school shall participate in all parts of the KCCT. These scores will be used in Adequate Yearly Progress (AYP) and accountability index calculations. (LEP students who have not yet completed two full years in an English-speaking school do not have to submit a writing portfolio.)

LEP students may be provided with accommodations if the following criteria are met:

- The accommodations are included in the student's current (PSP).
- The student has been given the accommodation throughout the year during instruction and not just before testing.
- The accommodations do not inappropriately affect the content being measured.

KCCT accommodations:

- Reading text to student in English with extended time,
- Simplifying language with extended time (directions, questions, multiple-choice answers, but not reading passages),
- Providing oral native language support with extended time,
- Administering assessments to small groups of LEP students to enable simplified language and/or native language support in accordance with guidelines in Section 6 of this regulation,
- Administering a single form of the test to a small group of LEP students receiving oral native language support because a limited number of bilingual staff is available,
- Using a student-generated glossary (bilingual or English) with extended time,
- Using dictionaries (bilingual or English) in print or electronic version with extended time,
- Using a scribe, and
- Using technology (e.g., text-to-speech software, grammar, or spell-check systems) with extended time.

The test administrator(s) and the BAC should determine whether accommodations are needed prior to testing.

These accommodations shall be related to the individual student's needs, the impact of the student's English-language proficiency on their ability to demonstrate what they know on a test written in English, and their ability to access the curriculum. These decisions shall be made in the best interest of the student (e.g., scribing for a student throughout the school year just so that a scribe can be provided for assessment is not in the student's best interest).

Every effort should be made to distribute test forms to all students in the order in which they are packaged. Under the condition that a school can demonstrate no feasible way to provide a multiple number of interpreters for students who are LEP, school staff may allow students to use the same form of the test so that one interpreter per foreign language may be employed to provide this accommodation.

A list of students who are administered the same form of the test for this purpose shall be submitted to the Division of Assessment Support, along with the assigned test booklet barcode number for each student. If a student has a hearing or visual impairment, or uses an audiotape, the student shall be provided the specific form as directed in all administration manuals. For unique situations requiring a different schedule with interpreter services, contact KDE for guidance.

Alternate Testing Settings

Students Receiving Home/Hospital Instruction

Students enrolled in the district who are taught at home or in a hospital setting will participate in the KCCT and Writing Portfolio Assessment. Therefore, instructors of home/hospital students must be notified and supplied with necessary materials in time to test these students within the testing window. However, if a student's illness or injury is such that participation in the assessment would pose a threat to the student's well-being, a medical exemption may be requested for the student. A Medical Exemption Form must be completed and signed by a doctor, a parent or guardian, and the DAC. The completed form must be forwarded to KDE for processing. Additionally, a labeled student response booklet (or bubbled response booklet

for students without labels) must be included with all other used student response booklets unless the student is participating in the Alternate Assessment.

NEW for 2009

Medical Exemption Forms are reviewed for approval or denial. A student's handicapping condition cannot be the sole basis of a medical exemption. Be sure to update ODVS to show the medical exemption.

Part 4 - Test Administration

Part 4 - Test Administration

Scheduling the Tests

This assessment must be administered to students in grades 3 through 8, 10, and 11 during the school/district's designated testing window. Each part of the test should be administered in its entirety in one testing session and **all students in the same school and same grade must take the same part at the same time.** However, testing should be scheduled early enough during the testing window to allow ample time for makeup testing of students who miss regularly scheduled tests. Arrange the specific days of testing within the prescribed time period to accommodate the school schedule as much as possible.

During the testing session for any one part, students may return to questions within that part at any time. Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will he or she be allowed to work ahead in a part not yet administered.

Prior to the beginning of testing, arrange space and supervision for additional testing time. Additional testing time should be scheduled in the same general location where the testing session occurred; however, students from different testing rooms can be combined into one group to continue their testing session. **Remember that the extra time must immediately follow the initial testing session and must be monitored.** In addition, do not allow students to transport testing materials to the site used for the extended time.

Content Areas Tested

The following content areas will be administered at the grade levels listed in the table below:

Grade	Reading	Math	Science	Social Studies	Arts & Humanities	PL/VS	On-Demand Writing
3	X	X					
4	X	X	X			X	
5	X	X		X	X		X
6	X	X					
7	X	X	X			X	
8	X	X		X	X		X
10	X					X	
11		X	X	X	X		
12							Sept. 2008 X

Test Session Patterns

There are four different combinations of testing sessions from which to choose. These are outlined in the following chart.

Administration Patterns	
A/B/C	Administer each part of the test in a separate session (e.g., Reading Part A on Tuesday morning, Reading Part B on Tuesday afternoon, and Reading Part C on Wednesday morning).
A/BC	Administer Part A in one session and combine Parts B and C in another session (e.g., Reading Part A on Tuesday morning and Reading Parts B and C on Tuesday afternoon).
AB/C	Combine Parts A and B in one session and administer Part C in a separate session (e.g., Reading Parts A and B on Tuesday morning and Reading Part C on Tuesday afternoon).
ABC	Administer all parts of the test in a single session (e.g., Reading Parts A, B, and C on Tuesday morning).

Testing Time Limits

The following charts provide the order of KCCT testing for each grade and the completion times for each part of the test. Allotted or allowed times are provided as a recommended base for planning and calculating extended time limits. These times must be followed unless all students complete a test session early.

3 rd Grade	Reading	Allowed Time	Extended Time Limit	Math	Allowed Time	Extended Time Limit
	Part A	70 min.	70 min.	Part A	80 min.	80 min.
	Part B	70 min.	70 min.	Part B	80 min.	80 min.
	Part C	70 min.	70 min.	Part C	50 min.	50 min.

4 th Grade	Reading	Allowed Time	Extended Time Limit	Math	Allowed Time	Extended Time Limit
	Part A	100 min.	100 min.	Part A	80 min.	80 min.
	Part B	70 min.	70 min.	Part B	80 min.	80 min.
	Part C	70 min.	70 min.	Part C	50 min.	50 min.
	Science	Allowed Time	Extended Time Limit	PL/VS	Allowed Time	Extended Time Limit
	Part A	80 min.	80 min.	1 part	30 min.	30 min.
	Part B	80 min.	80 min.			
	Part C	50 min.	50 min.			

5 th Grade	Reading	Allowed Time	Extended Time Limit	Math.	Allowed Time	Extended Time Limit
	Part A	100 min.	100 min.	Part A	80 min.	80 min.
	Part B	70 min.	70 min.	Part B	80 min.	80 min.
	Part C	70 min.	70 min.	Part C	50 min.	50 min.
	Soc. Studies	Allowed Time	Extended Time Limit	A&H	Allowed Time	Extended Time Limit
	Part A	80 min.	80 min.	1 part	80 min.	80 min.
	Part B	80 min.	80 min.			
	Part C	50 min.	50 min.			
	On-Demand Writing	Allowed Time	Extended Time Limit			
	Part A	30 min.	30 min.			
	Part B	60 min.	60 min.			

6 th Grade	Reading	Allowed Time	Extended Time Limit	Math	Allowed Time	Extended Time Limit
	Part A	100 min.	50 min.	Part A	80 min.	40 min.
	Part B	70 min.	35 min.	Part B	80 min.	40 min.
	Part C	70 min.	35 min.	Part C	50 min.	25 min.

7 th Grade	Reading	Allowed Time	Extended Time Limit	Math	Allowed Time	Extended Time Limit
	Part A	100 min.	50 min.	Part A	80 min.	40 min.
	Part B	70 min.	35 min.	Part B	80 min.	40 min.
	Part C	70 min.	35 min.	Part C	50 min.	25 min.
	Science	Allowed Time	Extended Time Limit	PL/VS	Allowed Time	Extended Time Limit
	Part A	80 min.	40 min.	1 part	30 min.	15 min.
	Part B	80 min.	40 min.			
	Part C	50 min.	25 min.			

8 th Grade	Reading	Allowed Time	Extended Time Limit	Math	Allowed Time	Extended Time Limit
	Part A	100 min.	50 min.	Part A	80 min.	40 min.
	Part B	70 min.	35 min.	Part B	80 min.	40 min.
	Part C	70 min.	35 min.	Part C	50 min.	25 min.
	Soc. Studies	Allowed Time	Extended Time Limit	A&H	Allowed Time	Extended Time Limit
	Part A	80 min.	40 min.	1 part	80 min.	40 min.
	Part B	80 min.	40 min.			
	Part C	50 min.	25 min.			
	On-Demand Writing	Allowed Time	Extended Time Limit			
	Part A	30 min.	15 min.			
	Part B	60 min.	60 min.			

10 th Grade	Reading	Allowed Time	Extended Time Limit	PL/VS	Allowed Time	Extended Time Limit
	Part A	100 min.	50 min.	1 part	30 min.	15 min.
	Part B	70 min.	35 min.			
	Part C	70 min.	35 min.			

11 th Grade	Math	Allowed Time	Extended Time Limit	Science	Allowed Time	Extended Time Limit
	Part A	80 min.	40 min.	Part A	80 min.	40 min.
	Part B	80 min.	40 min.	Part B	80 min.	40 min.
	Part C	50 min.	25 min.	Part C	50 min.	25 min.
	Soc. Studies	Allowed Time	Extended Time Limit	A&H	Allowed Time	Extended Time Limit
	Part A	80 min.	40 min.	1 part	80 min.	40 min.
	Part B	80 min.	40 min.			
	Part C	50 min.	25 min.			

Extended Time

Extended time is allowed for any student who requires it to complete any portion of the assessment. Students at grades 3 through 5 are allowed 100% extended time for all content areas. For instance, most students will complete Part A of the mathematics test in 80 minutes. If a student needs extended time for that test part, then that student should have an additional 80 minutes, or a total of 160 minutes, to complete that test part.

Students at grade 6 and above are allowed 50% extended time for all content areas except the on-demand writing prompt for grade 8. Grade 8 is allowed 50% additional time for part A and 100% for part B.

Extended time must be provided immediately after the initial administration of the test part(s). Additional extended time is allowed for students whose current IEP, 504 Plan, or PSP documents this accommodation.

Students who do not need additional time may not proceed to the next part of the test until **all** students have finished. Once students are dismissed from testing to proceed with any other part of the school day (for example, recess, lunch, classes, assembly, or dismissal at the end of the day), they may **not** return to work on any parts of the test already administered. However, if students will be working through their lunch or other break, they must be escorted and supervised during lunch and then return to complete that test session **only**.

Schools may want to designate a special “test completion site” within the school (such as a guidance office or another classroom) and assign appropriate staff to monitor any extended testing sessions for students who need additional time. Test materials should be transported to a test completion site by authorized school personnel. Do not permit students to transport materials to the test completion site.

District Assessment Coordinator Instructions

Responsibilities of DACs

DAC responsibilities:

- Read this manual and distribute the test materials to schools according to the included instructions,
- Protect the security of the tests by carefully following all handling instructions provided,
- Review procedures with the BACs,
- Serve as the point of contact with Measured Progress regarding issues with test materials,
- Complete the online DACCPA,
- Check accountability in ODVS,
- Return all test booklets and student response booklets (**used and unused**), and
- Have all materials packaged and ready for UPS pickup **by the end of the day on Wednesday, May 6, 13, or 20 (pick up dates respective to your testing window).**

NEW for 2009 →

Distributing Materials and Training BACs

Test materials are packaged by school and shipped to your attention to the district office. Each school's boxes are clearly labeled. As a DAC, it is your responsibility to determine when and how to distribute materials to schools, but security of the test booklets must be maintained at all times. Test materials should be distributed to all BACs within a reasonable time frame so that they may inventory materials in a timely manner. Administration manuals and test booklets should be available to staff as needed, and the security of the test booklets must be properly ensured. Refer to the "Test Materials" section in the *Test Administrator's Manuals* for a description of all materials in this shipment.


KCCT materials will be provided to you in two shipments. The test materials shipment will arrive no later than March 25 and will include all materials **except** student precoded labels. The label shipment will arrive no later than April 10 and will include all student precoded labels. Any updates made in ODVS by March 13 will be reflected on the labels.

DACs must:

- be familiar with the responsibilities of the BACs and the test administrators as described in this manual and in the *Test Administrator's Manual* and
- schedule a meeting with the BACs to distribute materials, review procedures for handling test materials, and answer any questions they may ask prior to testing.

DACs and/or BACs should:

- schedule a meeting with the test administrators to distribute materials, review procedures for handling the test materials, and answer any questions they may ask,
- provide any district-specific instructions and/or procedures that are not covered in this manual (such as handling disposal of scratch paper), and
- train all test administrators, and those helping, on accommodations in the *Administration Code* and the *Procedures for the Inclusion of Special Population Regulations* prior to testing.

DAC Administration Materials Box	
Item	Notes
	<ul style="list-style-type: none"> • <u>Memo</u> This memo contains general information for DACs. • <u>District and Building Assessment Coordinators' Manual</u> Additional copies may be made at the school/district or downloaded from the KDE Web site. • <u>Test Administrator's Manuals (DAC copies)</u> Additional copies may be made at the school/district or downloaded from the KDE web site. • <u>Return Shipping Instructions Sheet</u> This sheet outlines all steps for preparing materials for UPS pickup. • <u>Online DACCPA Instruction Sheet</u> This sheet provides instructions for accessing the Web-based application used to complete the Online District Assessment Coordinator's Certification of Proper Test Administration form.
Material Summary Forms for each school in the district (DAC copy)	These forms are used by the schools to inventory materials by checking the quantities under the headings "Qty. Received" and "Qty. Returned" when counting and returning test materials. Keep the enclosed copies for your records.
Material Summary Form for DAC shipment	Use this form to inventory the district test materials by checking the quantities under the headings "Qty. Received" and "Qty. Returned" when counting and returning district-allocated test materials.
Shrink-wrapped packs	These packages contain test materials for each grade. This predetermined quantity of test materials can be distributed as additional test materials to the schools within your district as needed. See page 34 for a more detailed list of materials received in packs per grade.
UPS Return Shipping Labels	<p>Schools: You will receive Return Shipping Labels for each school in your district that received test materials. Affix these labels to the top of the nonscorable boxes for returning test materials.</p> <p>District: You will receive Return Shipping Labels to be applied to the boxes containing unused district test materials that are being returned to Measured Progress. You MUST return all unused district test materials.</p>

District Test Materials

Each district will receive an allocation of test materials for school use if a shortage of materials occurs in a school within the district (including non-A-1 schools) before or during testing. This shipment will arrive in the box(es) labeled for the DAC. In case of a shortage, you may request additional test materials using the Measured Progress Web-based system. "Ordering Additional Materials April 1 through May 13" on page 29 will provide details on how to request more materials.

DACs must:

- keep track of which schools these materials are allocated to in case a discrepancy of materials should arise after testing is complete (each school that receives district test materials is responsible for returning them with their regular test materials),

- apply the UPS Return Shipping Label(s) that was supplied in your DAC Administration Materials box to the return box(es),
- return unused district test materials in the original district level box(es) in which they were received,** and
- give these materials to UPS when they arrive to pick up all boxes on May 7, 14, or 21.

Ordering Additional Materials April 1 through May 13

When unpacking all your materials, check the quantity of what you have received for both test materials as well as all return materials. If it is determined that additional materials are needed, please contact the Measured Progress Service Center at (866) 482-3873 by the following dates:

- by May 13, if you need additional test materials or if a BAC reports a discrepancy between the number of materials indicated as shipped on the provided Material Summary Form and the quantity received
- by May 18, if you need additional return shipment materials (i.e., boxes or Return Service Labels).

For additional materials requests, please use the web-based site <http://iservices.measuredprogress.org>.

This site will be available **April 1 through May 13**. When placing an order for additional materials, the DAC must include information about the school for which the order is intended, as all test materials (including extra materials) will be tracked by individual schools. Orders received online PRIOR to April 17 will be shipped UPS Ground for arrival prior to the start of the testing window.

Orders received online AFTER April 17 will be shipped overnight for guaranteed arrival the next business day. Orders must be placed online by **1:30 p.m. (EDT)** to be included in that day's shipment. After you place an order, an order confirmation number will appear. Please keep a record of this number until your order is received.

Do not exchange test materials from one school to another (even if the schools are within the same district) as all test materials are assigned to individual schools.

Note: Only one order, per school, per grade can be processed in a single day. Any materials required after an additional order has been placed cannot be processed until the following business day.

Test Extensions

The KCCT must be administered during the two-week testing window you have selected. No testing window extensions or modifications of the two-week window will be granted, except in cases of natural disasters or extraordinary circumstances beyond the control of the school/district. All test extensions must be approved by the Department of Education, Office of Assessment and Accountability. In the event of such an occurrence, contact KDE at (502) 564-4394 for approval. KDE will then inform Measured Progress.

Alert Papers

In general, student test booklets or student response booklets should not be copied in part or whole. However, if an alert paper is found, the BAC should be notified and the student response booklet handed over to the BAC immediately following the end of the testing session. The BAC or principal may then copy only the response. The copy must be kept

secure as it is considered testing material. If further testing sessions are scheduled, the student response booklet may be returned to the test administrator.

The BAC is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school/district policy for handling the situation. If there is a need for local authorities or parents to see the response test, security should be explained and a nondisclosure form signed by those parties before viewing the response. A copy of the nondisclosure form should remain on file at the district office. See page 66 for a description of an Alert paper.

After Testing

When testing is complete, the BACs must collect and inventory all test materials (including test booklets, student response booklets, and administrative forms) from test administrators. All materials should be returned **no later than the last day of your testing window**. You may request an earlier return date, depending on the testing schedule in your district. The materials should be packed by the BAC in accordance with the instructions in the “After Testing” section that begins on page 39 of this manual.

Prior to returning materials to Measured Progress, please verify that:

- all boxes containing test booklets and student response booklets (used and unused) have been returned from each school.

The **pre-labeled box(es) for return of used answer documents/student response booklets** for each school should contain:

- a Special Handling envelope for any test materials that require special attention. Be sure a note is attached to those return materials explaining the circumstance, such as torn pages.
- white plastic envelopes containing all used student response booklets, **including used student response booklets from special form kits and properly voided student response booklets**. (Grades 3 and 4 envelopes will contain the used combined test booklets.)

NEW for 2009 →

The **original shipping box(es) for return of nonscorable materials** should contain:

- all used test booklets (except for grades 3 and 4), **including used special form test booklets**.
- all unused test booklets and response booklets, **including unused special form kits**.

Ensure that:

- all unused district-assigned test materials are packed in the **original** box(es) received for your DAC shipment.
- you have completed the DACCPA on iServices.

NEW for 2009 →

If it is determined that you need additional return shipment materials (i.e. boxes or Return Service Labels), please contact the Measured Progress Service Center (866) 482-3873 by **May 18**.

Once all the materials have been properly prepared and packed, and the DAC form has been completed:

- seal the boxes,
- make sure that the school name listed on the Return Shipping Labels matches the school name on the original shipping labels,
- apply the UPS Return Shipping Labels to the original shipping boxes only**, and

- place the Return Shipping Labels **over** the original shipping address labels on the box(s). The flat boxes for return of scorable materials were provided with UPS labels already applied. Store all boxes in a secure location until pickup.

Note: You will receive an overage of Return Shipping Labels with each school's test materials. Use only the number of labels needed to return each school's shipment. Any unused labels can simply be discarded after UPS has arrived to pick up test materials.

UPS will automatically arrive at the district office on May 7, 14, or 21 to pick up the spring KCCT test materials. UPS route times vary; please ensure that the materials are ready for pickup by the end of the day on **May 6, 13, or 20**.

Online Survey

Once test materials are returned to Measured Progress, you are invited to participate in an online survey to answer questions about your experience with the KCCT. Participation in the survey is not mandatory; however, it is highly encouraged because it will provide valuable feedback regarding test administration practices and procedures. Directions and a link for accessing the survey will be provided in a DAC Monday E-Mail.

Building Assessment Coordinator Instructions

Responsibilities of BACs

BAC responsibilities:

- Receive test materials from your DAC,
- Inventory the test materials given to you,
- Schedule testing sessions,
- Schedule makeup test sessions,
- Train all individuals involved with any component of the assessment,
- Distribute test materials to test administrators/proctors,
- Account for all returned test materials after testing,
- Verify that the data in ODVS is complete and accurate,
- Verify that the student roster in ODVS is complete and accurate, and then download the data for your records,
- Complete the online BACCPA, and
- Pack materials for return shipment.

 **NEW for 2009**

Inventory of Test Materials

 **NEW for 2009**

Inventory your test materials immediately upon receipt. The KCCT materials will be provided in two shipments. The test materials shipment will arrive in the district office no later than March 25 and will include all materials **except** student precoded labels. The label shipment will arrive no later than April 10 and will include all student precoded labels. Any update made in ODVS by March 13 will be reflected on the labels.

If you will be testing more than one grade at your school, each grade's materials will arrive in separate boxes. The **Material Summary Form** provides the total number of materials shipped to your school. Using the Material Summary Form, mark the quantity of each item shipped in the "Qty. Received" column.

The packing slip documents provide a list of the contents of each box. Secure test materials are listed on one form. These materials are in the shrink-wrapped sets. The remaining materials are considered nonsecure and are listed on separate packing slips. It is important that all test materials are inventoried prior to testing.

Any discrepancy between what is listed on your Material Summary Form and the actual count, or between the packing slip detail and materials received must be reported immediately to your DAC. The completed Material Summary Form should be kept on file at the school in case a discrepancy arises.

Note: Do NOT discard the boxes containing your test materials shipment. These boxes will be used to return all test materials to your DAC. Please leave the barcode labels on the sides of the boxes intact.

The materials that are packaged in your test shipment are described on the following pages. For a full description of the contents, see the "Test Materials" section of the *Test Administrator's Manual*.

Label Shipment	
Item	Notes
Envelope(s) containing precoded KCCT student labels	<p>Precoded student labels are provided for the KCCT. The labels include specific information for each student, including name, birth date, gender, ethnicity, Student State ID (SSID) and the ODVS ID.</p> <p>The ODVS ID is the student's unique identifying number directly below the barcode. The school name, district/school codes, SSID and grade are also noted. The labels must be affixed to the student's response booklets prior to returning them to your DAC.</p>

Administration Materials Box(es) [Test Materials Shipments]	
Item	Notes
BAC Administration Kit (included in the lowest grade level box received at each school):	<ul style="list-style-type: none"> • <u>Memo</u> This memo contains general information for BACs. • <u>Test Booklet Tracking Sheet</u> Use this form for tracking test materials while they are on school premises. This completed form should be kept for school records. Additional copies may be made at the school/district or downloaded from the KDE Web site. • <u>District and Building Assessment Coordinators' Manual</u> Additional copies may be made at the school/district or downloaded from the KDE Web site. • <u>Test Administrator's Manual(s) (BAC copies)</u> One manual per 20 students enrolled. Additional copies may be made at the school/district or downloaded from the KDE Web site. • <u>Online BACCPA Instruction Sheet</u> This sheet provides instructions for accessing the Web-based application used to inventory your materials and to complete the Online Building Assessment Coordinator's Certification of Proper Test Administration form.
White plastic envelopes	<p>White plastic envelopes labeled:</p> <ul style="list-style-type: none"> • "For Return of Answer Documents Only" - used for the return of used student response booklets only, including used student response booklets from special form kits. Note: These envelopes will be used to return the used combined test booklets for grades 3 and 4, and • "Special Handling" - used for any set(s) of test materials needing special attention. Please submit an explanatory note with any test materials returned in this envelope.

Test Materials Box(es) [Test Materials Shipment]	
Item	Notes
Material Summary Form	Use this form to inventory materials by verifying the quantities under the headings “Qty. Received” and “Qty. Returned” when counting and returning test materials. Refer to this form when completing the BACCPA online. This form does not need to be returned to Measured Progress and can be kept on file for school use only.
Packing slips	These documents will provide the quantity of test materials shipped per box. There are separate secure and nonsecure packing slips. The packing slips do not need to be returned to Measured Progress.
Shrink-wrapped packs (grades 3 and 4)	<p>These shrink-wrapped packs contain the materials needed for testing. Each package contains:</p> <ul style="list-style-type: none"> • combined student test booklets/student response booklets, and • rulers with 1/8-inch increments. <p>Make sure to distribute the test booklets in the order in which they are packed.</p>
Shrink-wrapped packs (grades 5—8, 10, 11)	<p>These shrink-wrapped packs contain the materials needed for testing. Each package contains:</p> <ul style="list-style-type: none"> • student test booklets, • student response booklets (inserted into each corresponding test booklet and must NOT be separated), • reference sheets, <ul style="list-style-type: none"> • Writer’s Reference Sheet: grades 5 and 8 • Mathematics Reference Sheet: grades 7, 8, and 11 • Science Reference Sheet: grade 11 • rulers. <ul style="list-style-type: none"> • Grade 5 will have a ruler with 1/8-inch increments. • Grades 6—8 will have a ruler with 1/16-inch increments. <p>Make sure to distribute the test booklets in the order in which they are packed.</p>
Special test materials kits	<p>If any students in your school are identified in ODVS as needing special test materials they will be packed here. Special materials such as:</p> <ul style="list-style-type: none"> • braille, • large-print, • audiotape, • form 2A (for hearing-impaired students), and/or
Prelabeled box(es)	<p>Find the prelabeled boxes marked “IMPORTANT Save this box to return your SCORABLE shipment.”</p> <p>When returning your materials these boxes MUST contain:</p> <ul style="list-style-type: none"> • All white envelopes containing used student response booklets or combined test booklets (including used student response booklets or combined test booklets from the special form kits), and • the Special Handling envelope (if needed).

Distributing Materials and Training Test Administrators

As a BAC, you must:

- be familiar with the responsibilities of test administrators described in this manual and in the *Test Administrator's Manual*,
- schedule a meeting with the test administrators to distribute materials, review procedures for handling test materials, and answer any questions.

Note: When unpacking all your materials, check the quantity of what you have received for both test materials as well as all return materials.

Contact the DAC for additional materials by the following dates:

- by **May 13**, if you need additional test materials
- by **May 18**, if you need additional return shipment materials (i.e., boxes or Return Shipping Labels)

Test Booklets/Student Response Booklets

Test booklets are secure materials and are delivered in shrink-wrapped packages, or “class packs,” with student response booklets, rulers (if applicable), and reference sheets (if applicable) for each student. Distribute the class packs to the test administrators. **Do not open the sealed class packs of test materials until ready to apply the student labels.** There are multiple forms of the test arranged in a special order. **Do not change the order of the test booklets.** They are arranged to achieve a random distribution of materials when they are given to students during testing.

See “Precoded Student Labels” on page 36 for completing the front cover of the student response booklet.

Test Booklet Tracking Sheet

Use the Test Booklet Tracking Sheet to document the transfer of test booklets until they are returned to your DAC. You should retain the tracking documents at the conclusion of testing for future reference regarding the distribution of test materials. Be sure that you have a secure location for storing test materials when they are not in use by students.

Important Procedures

Important procedures to emphasize are listed below:

- Test booklets must be distributed to students in the same order in which they were packed. Class packs can be split for use by two or more classrooms.
- Test booklet barcodes are listed on the “Packing Slip Detail” sheet included in your shipment and are arranged according to class pack. These numbers, however, are not necessarily in the order they appear in the class pack. Check off the serial numbers for each booklet received but **do not** rearrange the order of the booklets when they are distributed to students.
- Remind all test administrators that test booklets are secure and may not be duplicated in any way. Test administrators must account for all test materials from the time they receive them until they return them to you.

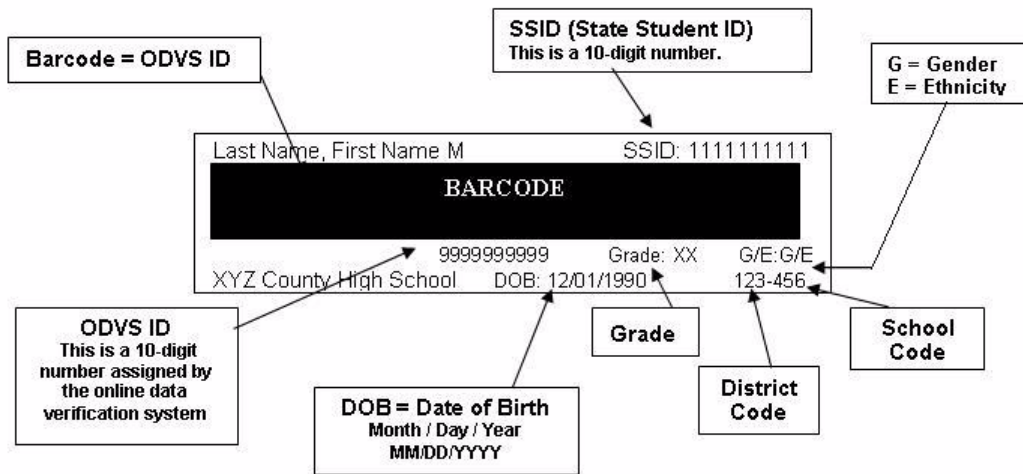
As a BAC, you determine when and how to distribute the materials to test administrators, but security of the test booklets must be maintained at all times.

It is important that during testing you monitor testing activities and be available to answer questions from your test administrators.

Precoded Student Labels

Precoded student labels will be used for the KCCT. A label will be placed by the test administrator on the top left corner of the front cover of the student response booklet in the space labeled “PLACE STUDENT PRECODE LABEL HERE.” Only the following information is precoded on the label: student name, birth date, student ID, ODVS ID, school name, school and district codes, grade, gender, and ethnicity. **Other demographic and accountability information for a student must be completed in ODVS at the school level.** Each school will receive only one label per student. Labels will arrive in the district office the week before the test administration window begins.

Kentucky Spring 2009 - Student Label



The precoded labels will be generated from ODVS and are provided to improve data accuracy and reporting. Updates made in ODVS by March 13 will be reflected on the labels. Schools will be asked to proof the precoded labels for accuracy of information.

For students with labels:

- **Correct Label:** Place the label for each student on the front cover of the student response booklet in the box labeled “PLACE STUDENT PRECODE LABEL HERE.” Be sure to place the label squarely within the box so that the edges of the label do not cover any part of the box.
- **Incorrect Label:**
 - Use the label as directed above.
 - No information should be edited directly on the label.
 - Update the incorrect information in ODVS.
 - DO NOT bubble corrections on the student response booklet.
 - Correct the information in the Student Information System (SIS).
 - If a school receives labels for students who are no longer enrolled, the labels should be destroyed.

NEW for 2009 →

NEW for 2009 →

For students without labels:

- If a student does not have a label for any reason (e.g., label is missing, lost, or damaged), update ODVS and complete all information on page 1 of the student

response booklet. If the student is not listed in ODVS, the student must be added. You will be required to enter a lithocode for all students who are not designated ALT when adding them to ODVS.

- If an entire class is missing student precoded labels, students may bubble their own biographic information in accordance with the script read by the test administrator from the *Test Administrator's Manual*. Student and lithocode data must be entered in ODVS.

Note: The information in ODVS will override any discrepancies on the student label or bubbled information on the student response booklet.

Sample Page 1 of the student response booklet

1. Student Information

PLACE STUDENT PRECODE LABEL HERE


All information on this page must be completed for any student without a student precoded label.

Students will be asked to complete the information on the lines below prior to the start of testing. Directions to students are scripted in the *Test Administrator's Manual* under "Student Information Section."

Student Name *(Please print.)* _____

School Name _____

School District _____

EVERY CHILD

Spring 2009
Grade 10
Student Response Booklet

3. Gender

Male

Female

4. Ethnicity

White (non-Hispanic)

African American

Hispanic

Asian/Pacific Islander

American Indian/Alaskan Native

Other

5. Birth Date

Month	Day	Year
<input type="radio"/> Jan		
<input type="radio"/> Feb		
<input type="radio"/> Mar	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> Apr	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> May	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> Jun	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> Jul	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> Aug	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> Sep	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> Oct	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> Nov	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> Dec	<input type="radio"/> 9	<input type="radio"/> 9

6. SSID For School Use Only

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Damaged Test Materials

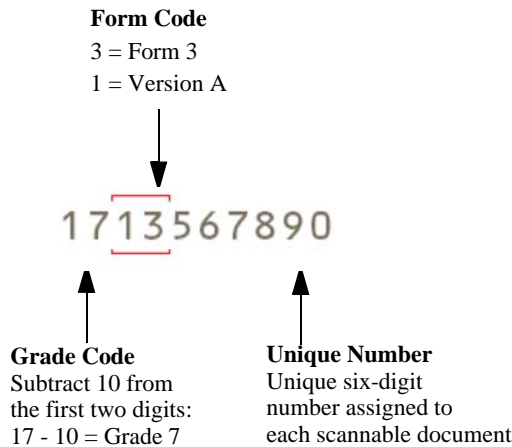
For damaged test booklets or student response booklets, the replacement test booklet and/or student response booklet must be the same form number (1 through 6) and the same version (A or B) as the damaged one.

NEW for 2009

The form number and version on the **student response booklet** can be verified by using the lithocode number in the bottom right corner of the cover. The third and fourth digits of the lithocode (in brackets) indicate the form and version. The third digit numerically represents the version: 1 is Version A, and 2 is Version B. The fourth digit indicates the form number.* If a replacement booklet of the same form is not available, please contact your DAC.

*Grade 11 will not have two versions for testing. Forms are numbered 1–6 only.

Sample Lithocode



If the student response booklet was damaged after the student began testing, the student's responses must be transcribed in the new student response booklet by trained school personnel. The test administrator must give you any damaged student response booklet and/or test booklet for documentation with a note of explanation. Both the booklet and note should be packed in the Special Handling envelope.

NEW for 2009

If a test booklet, student response booklet, or combined test booklet (for grades 3 and 4) has been damaged by bodily fluids (for example, a nosebleed), contact the Measured Progress Service Center **PRIOR** to destroying the materials in accordance with OSHA rules so the service center may properly document necessary data. A letter of explanation should be included in the Special Handling envelope explaining why the booklet was destroyed and documenting the secure lithocode number. **Do NOT return test materials damaged by bodily fluids.** They will not be processed or scored.

Voided Student Response Booklets

NEW for 2009

A "Voided Student Response Booklet" bubble is included on the back cover of the integrated test booklet for grades 3 and 4 and on the front cover of the student response booklet for grades 5—8,10, and 11. When a student response booklet needs to be voided for any reason, you **must** fill in this bubble and return the student response booklet with the rest of your used scorable materials. **Booklets that are not bubbled VOID will be scored and reported.**

Voided Student Response Booklet

Examples of voided student response booklets include, but are not limited to, booklets damaged by food or water or booklets that have torn pages.

After Testing

Your responsibilities after testing include:

NEW for 2009

- collecting and organizing test materials for return to your DAC,
- verifying that the information in ODVS is complete and accurate,
- verifying that the Online Building Assessment Coordinator's Certification of Proper Test Administration Form has been completed accurately, and
- completing all documentation associated with testing for return to your DAC. This would include medical emergency forms, medical exemption forms, and "Other" exemption forms.

When testing is complete, collect all secure test materials (test booklets, student response booklets, and grades 3 and 4 combined test booklets) from the test administrators. Make sure that all rough draft papers used by students during testing are destroyed per DAC instruction. Do not seal the white envelopes or boxes unless instructed to do so by your DAC. Materials should be packed and returned to your DAC as soon as your school has completed testing.

As each test administrator returns materials, please verify the following:

NEW for 2009

- all test booklets and student response booklets, whether used or unused, have been returned by that administrator;
- a student precoded label has been applied to each student response booklet or, if there is no label, page 1 of the scannable booklet has been completed properly for each student in grades 5—8, 10, and 11 and the outside back cover of the scannable booklet for students in grades 3 and 4;

NEW for 2009

- student information in ODVS, including biographic, demographic, and accountability information, is completed properly (see "Online Data Verification" on page 10 for more information);
- if "Medical" or "Other" is selected in the Exemption Status section in ODVS, be sure you have submitted the appropriate form and documentation to KDE;
- the student response booklets are in good condition and are free of eraser bits;
- all booklets have been accounted for on the Material Summary Form, the Test Booklet Tracking Sheet, and the online BACCPA;
- each test administrator has signed the Test Booklet Tracking Sheet upon submission of test materials;
- no extra pages have been stapled, taped, pasted, or otherwise attached to the student test booklets or student response booklets;
- all paper (rough drafts and scratch paper) used during the test has been collected and destroyed. **Do not return students' rough drafts to Measured Progress.** Follow school or district procedures for destroying rough drafts;
- any materials requiring special handling (with explanatory notes) or letters concerning missing/lost/nonreturned test booklets on school or district letterhead, have been inserted in the Special Handling envelope;
- any VOID student response booklets/combined test booklets have the "void" bubble filled in; and
- all materials that are being returned to Measured Progress are inventoried by using the Material Summary Form. Mark the quantity packed for each item under the heading "Qty. Returned" on this form. **The Material Summary Form should be kept on file for school records only.**

Note: The following items should NOT be returned to Measured Progress:

- DAC or BAC memo
- *Test Administrator's Manual*
- *District and Building Assessment Coordinators' Manual*
- Packing slips
- Student rosters
- Return Shipping Instruction Sheet
- BACCPA Instruction Sheet
- Test Booklet Tracking Sheet
- Material Summary Form(s)
- Rulers
- Reference sheets
- Practice test materials
- Unused precoded student labels
- Unused UPS Return Shipping Labels
- Disks from typed responses—locally destroyed
- Portable drives used for typed responses- reformatted so that they may be reused

NEW for 2009

Please keep the Test Booklet Tracking Sheet and the Material Summary Form(s) on file in your school.

Packing Return Materials

Packing the Used Scorable Test Materials

Note: Your original test materials shipment contained NEW flat, prelabeled boxes for each grade. These boxes are to be used for your scorable shipment to return USED student response booklets and USED combined test booklets. Do not combine grades when returning your materials.

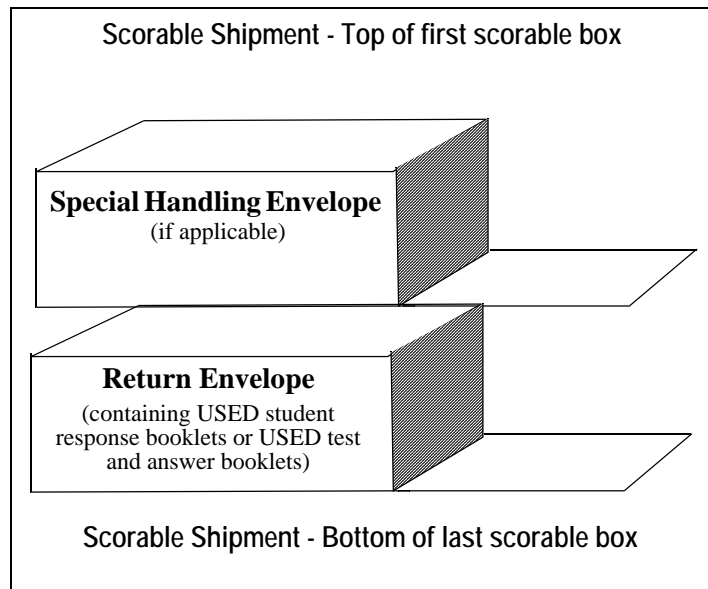
1. Separate the used student response booklets by grade (**including used student response booklets from the special test materials kits and properly voided student response booklets**) from the test booklets (except for grades 3 and 4, which use a combined test booklet).
2. Place **all** used student response booklets and combined test booklets in the grade-appropriate white plastic envelope(s) for return.
 - **Return Envelope:** containing USED student response booklets or USED test and answer booklets (including properly voided student response booklets).
 - **Special Handling Envelope:**
 - for any test materials that require special attention,
 - for non-standard responses accompanying a student response booklet, and/or
 - for damaged or defective booklets with letters of explanation.
3. Put all envelope(s) containing used student response booklets and the Special Handling envelope (if used) in the **pre-labeled box(es)** marked “This is carton ___ of ___ of my scorable shipment.”

NEW for 2009

Note: See page 41 for a diagram showing how to pack your scorable materials box.

4. Indicate the number of boxes of materials being returned in the space provided in the top corner and on the side of each box.
5. Mark the boxes X of X by grade, including scorable and nonscorable shipments.
 - If your school is returning two boxes of scorable materials and one box of nonscorable test materials, the **scorable** materials box(s) is to be labeled Box 1 of 2 and 2 of 2, and the **nonscorable** test materials box is to be labeled Box 1 of 1.

Note: If you are using more than one box, **the box containing the Special Handling envelope(s) should be numbered Box 1 of X (X being the total number of scorable boxes).**



Packing the Nonscorable Test Materials

Note: Any materials remaining after the scorable shipments have been packed will be returned in the nonscorable shipment, discarded, or saved in school files.

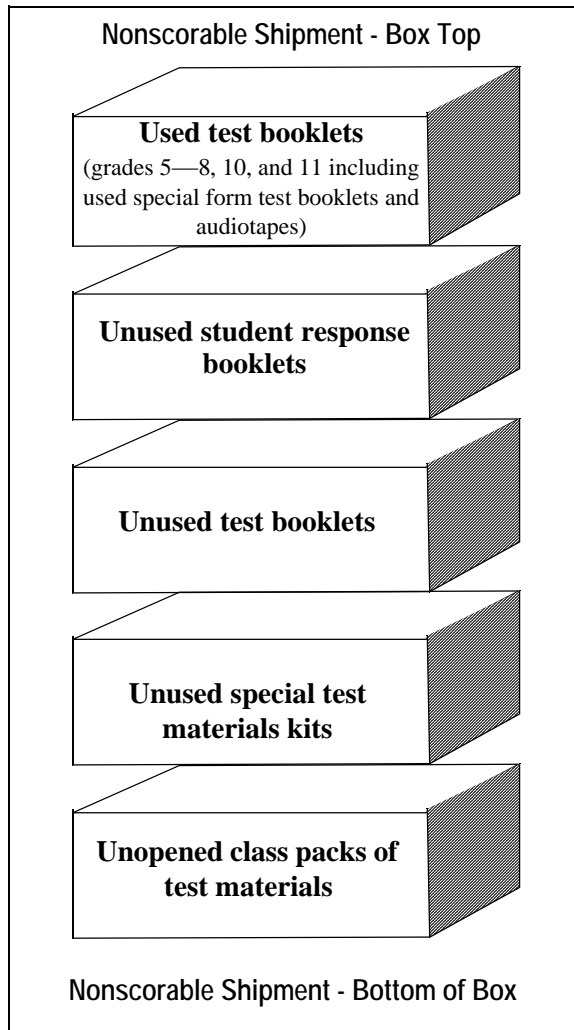
The box(es) in which you received your original shipment are to be used for the return of nonscorable materials.

These nonscorable materials include:

- used regular test booklets (except for grades 3 and 4)
 - used special forms test booklets (except for grades 3 and 4) and audiotapes, and
 - all unused materials, including unused special test materials kits.
1. Be sure to indicate the number of boxes being returned in the space provided in the top corner and on the side of each box. Refer to the packing diagram on page 42 as you pack materials in the box(es).
 2. Do not remove or cover any labels on the sides of the original shipping box(es), as these labels will be used to track the receipt of your test materials. If you did so, please contact the Measured Progress Service Center at (866) 482-3873 for instructions.

- Once your materials have been packed in the boxes as previously described, return them to your DAC **no later than the last day of your testing window**. Your DAC, however, may request an earlier return date.

Note: If you are using more than one box, **the box containing the USED test booklets should be numbered Box 1 of X (X being the total number of nonscorable boxes)**.



Note: See page 40 for a list of items that do not have to be returned.

Online Survey

Once testing materials are returned to the DAC, you are invited to participate in an online survey to answer questions about this experience with the KCCT. Participation in the survey is not mandatory; however, it is highly encouraged because it will provide valuable feedback regarding test administration practices and procedures. Directions and a link for accessing the survey will be provided by your DAC.

Part 5 - Accommodations

Part 5 - Accommodations

Students with Disabilities

Except for rare circumstances, all students in an accountability grade will participate in the KCCT. Accommodations must be identified in the student's IEP or 504 Plan and used throughout the year during instruction. Most accommodations typically used in the instructional program for a student with disabilities are allowable for testing. For example, if a student normally works while wearing noise buffers, this accommodation can be used during testing.

Occasionally, noncertified staff members or volunteers provide accommodations to students. Please note that such people should receive thorough training in assessment practices and are required to sign the nondisclosure form found on the KDE Web site at www.education.ky.gov.

NEW for 2009

Authorized school personnel must update the student's information in ODVS to indicate the student's primary disability and which, if any, accommodations were used during testing.

There are a variety of accommodations that may be appropriately used for students with disabilities on the state-required assessment, including:

- use of assistive technology;
- readers;
- scribes;
- paraphrasing;
- extended time;
- reinforcement and behavioral modification strategies;
- manipulatives;
- prompting or cueing; and
- interpreters.

Accommodations may be appropriately used for students with language needs on the state-required assessment, including:

- use of assistive technology;
- readers;
- scribes with limited conditions;
- extended time;
- interpreters for students with deafness or hearing impairment; and
- simplified language and oral native language support for LEP students.

Further information is available in the regulation 703 KAR 5:070, *Inclusion Of Special Populations In The State-Required Assessment And Accountability Programs*. Locate assessment regulations on the KDE Web site at www.education.ky.gov.

Note: No cell phones, camera devices, or other electronic communication devices shall be available during testing.

Paraphrasing

Paraphrasing for the KCCT shall be consistent with classroom instruction and includes repeating or rephrasing the on-demand tasks, directions, prompt, or situation. This shall include breaking directions and sentences into parts or segments or using similar words or

phrases, but shall not include defining words or concepts or telling a student what to do first, second, etc. Stories (reading passages) and content passages may not be paraphrased.

Interpreter for a Student with a Hearing Impairment

The KCCT may be signed (i.e., translated to the student in sign language). “Signing” shall not be a replacement for technology or reading instruction. The interpreter shall not indicate correct answers to test items. For example, 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 the Inclusion of Special Populations document located at www.education.ky.gov.

Prompting or Cueing System

During classroom instruction these prompts, cues, and notebooks become a collection of tools to assist a student with disabilities in accessing the general education curriculum, organizers for the student’s thinking and work, a management strategy to assist a student in organizing his/her learning, and memory devices (e.g., mnemonics) that foster English-language acquisition, lifelong learning, independence, and self-cueing strategies. Personal reference notebooks and cue cards, when specified as an accommodation for a student with disabilities and/or limited English proficiency, are specific to the student and consistent with the needs of the individual student and his/her specific disability or limited English proficiency. They are personal and not generic. For use on the state-required assessments, these cueing notebooks cannot contain content.

Students who use any of these prompting or cueing strategies on a daily basis during instruction as stipulated by the student’s IEP, 504 Plan, or Program Services Plan may use such devices or strategies during the state-required assessment. The use of these strategies and guides for assessment shall be student-initiated and not teacher-initiated.

Reader

A “reader’s” responsibilities shall be consistent with accommodations described in the student’s IEP, 504, or PSP. The role of the “reader” described below shall be considered in the context of the student’s IEP or 504 Plan and how the student reads routinely for instructional activities and classroom assessments.

The “reader” shall:

- read the directions, prompts, situations, passages, and stories as written unless the student meets the criteria outlined in this document for “paraphrasing.” The “reader” shall follow the rules for “paraphrasing”;
- not use information to lead the student to specific information needed for answering the open-response items or multiple-choice questions;
- 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/abbreviations that are mispronounced by text screen readers, if specifically requested by the student.

Note: Measured Progress does not provide reader scripts. Test administrators are to read directly from the test booklet to the student.

Use of Assistive Technology

During the KCCT, a student with a disability or limited English proficiency may use special equipment, including assistive technology described in the student's IEP, 504 Plan, or PSP, that is part of the student's regular instructional routine.

If the use of special equipment (e.g., talking calculators, electronic dictionaries) during the state-required assessment would influence the performance of another student, then the assessment should be administered to the student in an alternative setting.

A student with special needs may complete written work on a computer only if this accommodation is noted on the student's IEP or 504 Plan and the student uses this procedure routinely in his/her regular instructional program.


When a student is using technology, this procedure should be followed:

1. The computer printout should be one page in length using the following specifications:
 - Font type: Times New Roman
 - Font size: 14 point
 - Margins: 1.0 inch
 - Line spacing: double-spaced
2. Before the assessment begins, a template must be prepared in the appropriate word-processing program for the student's use. The template should include the words "STUDENT RESPONSE PAGE" and the date of the assessment as a header at the top of each page. The following information should be included directly under the header:
 - student name
 - SSID number
 - lithocode number from the student's response booklet
 - name and code of the school district
 - name and code of the school
 - name of content area test
 - part letter (A, B, or C)
 - question number or task number

The student's responses to the on-demand writing tasks may not be saved to the hard drive of the computer on which the student is working, nor may they be saved to any part of a computer network to which the student's computer may be attached. Responses must be saved directly and only to a disk, a portable drive, or a CD for the duration of the test.

Once the student has completed a testing session, the test administrator must **immediately** carry out the following steps:

1. Print out the student's response.
2. Use a No. 2 pencil to write "NSR" (non-standard response) in large letters in the response area of the student's response booklet for each writing task.
3. Insert the computer-generated responses with appropriate template headings in the student's response booklet behind the front cover. (Do not staple pages.)
4. Make sure the disk, portable drive, or CD containing the saved response to the writing task, along with the student's test booklet, is stored securely until you administer the next session of the assessment. Make sure to write the student's name on the diskette, portable drive, or CD label.

5. After both sessions are completed and the responses have been printed, erase the disk, portable drive, or CD.
6. Once each session is complete, the computer on which the student was working must be logged off from any network to which it was attached and completely powered down to ensure elimination of any of the student's work that may have been saved in a temporary file.
-  7. The blank and reformatted disk or CD, along with the student's response booklet, must be given to the BAC. The BAC will place the student response booklet in the Special Handling envelope for return to Measured Progress. It is not necessary to return the portable drive or CD/disk to Measured Progress. The BAC must reformat the portable drive so that it may be reused and must destroy any disk or CD.

Scribe

A "scribe's" role shall be to record the student's work to allow the student to reflect what the student knows and is able to do while providing the student with an alternative means to express his/her thoughts and knowledge. At no time shall a student's ideas, revisions, or editing be characterized as teacher-, peer-, or parent-authored. In all components of the KCCT, a student shall be the sole creator, author, and owner of his/her work. A "scribe" shall record student responses consistent with accommodations described in the student's IEP, 504 Plan, or PSP and as written in the *Procedures for the Inclusion of Special Populations* regulation.

Extended Time

Students with disabilities who have IEPs or 504 Plans or students with limited English proficiency who have a PSP that stipulates extra time is needed to complete assessments shall be allowed extended time to complete items on state-required tests, as long as extended time is an accommodation for assessments and completion of assignments is part of their daily instructional routine. To warrant additional time on the state-required assessments, students shall be making constructive progress on completing their responses and the school shall provide proper supervision to maintain an appropriate assessment atmosphere.

Visually-Impaired and Hearing-Impaired Students

Form 1A (Form 1 for grade 11) has been designated for use by visually-impaired students. Braille, large-print, and audiotape have been produced using Form 1A only. Form 2A (Form 2 for grade 11) has been designated for use by hearing-impaired students.

Braille, large-print, audiotape, and Form 2A kits must be ordered for students requiring those accommodations. BACs should contact their DAC for information regarding special materials kits.

Appendix A - Forms

Appendix A - Forms

Form Descriptions

Certifications of Proper Test Administration for DACs or BACs

Detailed instructions on completing the forms are included in your BAC and DAC kit envelopes. Both online certifications can be located at <http://iservices.measuredprogress.org>.

District Assessment Coordinator's Certification (DACCPA)

NEW for 2009

The Online District Assessment Coordinator's Certification of Proper Test Administration Form is referred to as the DACCPA. This form is to be completed online and signed by each DAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Program* and the *Inclusions of Special Populations in State-Required Assessment and Accountability Programs* for test administration that all test materials were kept secure and that a student response booklet was completed for every student enrolled on the first day of the testing window except for Alternate Assessment students.

Building Assessment Coordinator's Certification (BACCPA)

The Online Building Assessment Coordinator's Certification of Proper Test Administration Form is referred to as the BACCPA. This form is to be completed online and signed by each school's BAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Program* for test administration that all test materials were kept secure and that a student response booklet was completed for every student enrolled on the first day of the testing window.

Rules at a glance:

- Unless participating in the Alternate Assessment, all students enrolled on the first day of testing must have a student response booklet assigned for accountability. Even if a student is exempt from the KCCT, a student response booklet with appropriate demographics must be completed.
- A student enrolled after the first day of testing may be tested. However, if this student is not tested, do not assign a student response booklet to that student.

This form must be completed for every grade tested within the school and a signed printout must be returned to the DAC to keep on file.

Note: Once the forms have been electronically signed and submitted, you will not be able to change your information. If any information does need to be changed after submission, please contact the Measured Progress Service Center at (866) 482-3873.

Material Summary Form

The Material Summary Form is used to inventory test materials. It provides the total number of materials shipped to your school. To complete the form, **fill in the numbers** for quantity received and quantity returned for all materials listed on the form. If you received an additional material order, the Material Summary Form included with that shipment should also be used to record the quantity of materials received and returned. A sample Material Summary Form is located on page 53 of this manual.

Note: You do not need to return this form to Measured Progress. Please keep a completed copy of this form for school records in case a discrepancy arises.

Test Booklet Tracking Sheet

The Test Booklet Tracking Sheet is used to track test booklets within each school. To use the Test Booklet Tracking Sheet, fill out the number of booklets given to each test administrator, the name and signature of each test administrator, and the dates taken and returned for all sets of materials used within the school. A sample Test Booklet Tracking Sheet is located on page 54 of this manual.

Medical Emergency Form

There are situations during the testing window that can be handled with accommodations in a school, classroom, or homebound setting. For example, if a student has a broken arm, that student may need a scribe in order to record answers to the test questions.

Approval from KDE is not necessary before providing the needed accommodations. Submission of the Medical Emergency Form to KDE is required. The completed form should be e-mailed or faxed to the attention of Kathy Moore. Contact information is provided on the form itself.

The Medical Emergency Form can be found on page 55 of this manual or on the KDE Web site at www.education.ky.gov.

Medical Exemption Instructions

Guidelines for Completion of Medical Exemption Forms

It has been the intent of the Kentucky General Assembly that all students participate in the assessment and accountability components of KRS 158.645-KRS 158.6455.

The few exceptions currently allowed include those few students who cannot complete either the regular or alternate assessment components even with allowable accommodations due to medical or mental health conditions.

It's important to note that a student's handicapping condition cannot be used as the justification for a medical exemption. Because these children must be educated with the handicapping condition, they must also be assessed with the condition using accommodations. Homebound and school testing schedules do not require testing sessions for the entire school day. In most cases, sessions are spread over the 10-13 day testing window and vary by grade level.

If an accountable school feels that participation in the state-required assessment would be detrimental to a student's physical, mental or emotional well being, the school must complete the Medical Exemption form and obtain signatures from a physician and the student's parent/guardian; then return the form to the address at the bottom of this page. KDE staff will review the requests for Medical Exemptions. **The review considers the completeness (for example, signatures, date) of the form and the detail provided as to why the child's condition prohibits his/her participation in the state assessment program. However, completion of the form does not guarantee approval. The information provided should reflect the situation just prior to or during the testing window.**

The following bullets provide several examples of the type of medical conditions that are readily processed as approved:

- A student is seriously injured in an accident just prior to or during the testing window.
- A student is confined to home or hospital with an acute situation, not a long-term home/hospital instruction situation.

- A student is unable to interact with people without serious risk of infection or contamination to others.
- A student is pregnant with complications that endanger health of mother or child or has delivered just prior to or during the testing window.
- A student has a documented mental health crisis that makes him/her dangerous to self and/or others.

Return Medical Exemption Forms To:
Office of Assessment and Accountability
Attn: Kathy Moore
500 Mero Street, 18th Floor CPT
Frankfort, KY 40601
Fax: (502) 564-3249

HIPAA Form

This form should be used when release of a patient's protected health information is being made to anyone for a purpose other than treatment, payment, or health care operations. The form should be adapted to meet the needs of a particular situation and a particular physician practice. Releases in which the form will be needed are discussed in the KMA HIPAA material regarding authorizations. The information in brackets that is underlined should be filled in by the practice. Other information in brackets is designed to assist the patient in filling out the form.

Other Exemption Form

Students who should not be included in accountability for reasons other than those listed in the Student Accountability Status section in ODVS **and** who do not qualify for a medical exemption must be recorded on the "Other" Exemption Form and submitted to KDE. The Other Exemption Form can be found on page 58 of this manual or on the KDE Web site at www.education.ky.gov.

Return complete "Other" Exemption Forms with a detailed explanation to:

Office of Assessment and Accountability
Attn.: Chris Williams
500 Mero Street, 18th Floor
Frankfort, KY 40601
Secure Fax: (502) 564-3249
This form is located on the KDE Web site at www.education.ky.gov.

Appropriate Assessment Practices Certification Form

The Appropriate Assessment Practices Certification Form is included at the back of every *Test Administrator's Manual*. This form should be read and signed by each test administrator and kept on file by the BAC or the DAC.



MATERIAL SUMMARY

Ship To:

MP Ship Code:	0000000000127185	Date Packed: March 23, 2008	
Contract: 138401	Contract Name: Spring 2009 Kentucky Core Content Test	Administration: Spring 2009	
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code: 001	District Name: Adair County		
School Code: 010	School Name: Adair County High School	Grade: 10	Enrollment: 100
Total Boxes Shipped:		2	

Box Label: 000000127458001				
Content	Unit	Qty Shipped	Qty Received	Qty Returned
Grade 10 Test Materials	EA	105		
Flat Box for Return of Used Answer Doc/Student Response	EA	1		
Secure Packing List	EA	1		

Box Label: 000000127458002				
Content	Unit	Qty Shipped	Qty Received	Qty Returned
Return Service Label – Ground (with DAC materials)	EA	1		
Student Label Envelope	EA	1		
Administrative Materials Return Envelope	EA	1		
BAC Administration Kit	EA	1		
Special Handling Envelope	EA	1		
Test Administrator’s Manual	EA	6		
Return of Used Ans Document/Student Response Booklet Env	EA	2		
Material Summary List	EA	1		

2008-2009 Medical Emergency Form

(A copy of this form should be forwarded to the District Assessment Coordinator.)

Please circle only the assessments that apply to this exemption request.

KCCT (FALL SPRING) WP EXPLORE PLAN
ALTERNATE ASSESSMENTS (AP AT)

Student Name: _____ SSID: _____

District Name: _____

School Name: _____

Grade: _____ Date of Injury: _____

Nature of Injury: _____

Testing Modification Provided: _____

BAC Signature

Return form via US mail, fax or e-mail to:

Kentucky Department of Education
Kathy Moore
500 Mero Street, 18th Floor
Frankfort, Kentucky 40601
Fax: (502) 564-7749
Kathy.Moore@education.ky.gov

Model Authorization Form under HIPAA*

This form should be used when release of a patient's protected health information is being made to anyone for a purpose other than treatment, payment or health care operations. The form should be adapted to meet the needs of a particular situation and a particular physician practice. Releases in which the form will be needed are discussed in the KMA HIPAA material regarding Authorizations. The information in brackets that is underlined should be filled in by the practice. Other information in brackets is designed to assist the patient in filling out the form.

I, _____, hereby authorize _____ to use and/or disclose my
Name of Patient Name of Physician/Practice
protected health information described below to _____.
Name of Person or Entity to receive the information

My protected health information will be used or disclosed upon request for the following purposes [please name and explain each purpose]: _____

This authorization for use and/or disclosure applies to the information described below [mark those that apply]:

- Any and all records in the possession of _____ including mental health, HIV,
Name of Physician/Practice
and/or substance abuse records. [Cross out any item you do not authorize to be released]
- Records regarding treatment for the following condition or injury
_____ on or about
_____.
- Records covering the period of time _____ to _____.
- Other [please specify - include dates] _____.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to _____.

Name and Address of Contact Person at the Practice

I also understand that my revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that I do not have to sign this authorization and that _____ may not
Name of Physician/Practice
condition treatment or payment on whether I sign this authorization.

I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information.

This authorization expires on [please list a specific date or event] _____.

I certify that I have received a copy of this authorization.

Signature of Patient or Personal Representative

Date

Name of Patient or Personal Representative

Description of Personal Representative's Authority

*The source of this document is the Kentucky Medical Association.

2008-2009 “OTHER”FORM

District Name: _____

School Name: _____

Student Name: _____

SSID Number: _____

Grade Level: _____

Exemption For: _____
(ex. EXPLORE, PLAN, 12th Grade On-Demand, Alternate Portfolio, KCCT, ACT, etc.)

*Attach to this form detailed information/explanation for requesting the “other” exemption. Remember to annotate your roster in ODVS.

Return Form via U.S. Mail or Fax to:

**Kentucky Department of Education
Chris Williams
500 Mero Street, 18th Floor
Office of Assessment and Accountability
Frankfort, Kentucky 40601
Fax: (502) 564-7749**

COMMONWEALTH ACCOUNTABILITY TESTING SYSTEM
Kentucky Core Content Test—Spring 2009
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:¹

- Professional Ethics - No test-preparation practice should violate the ethical standards of the education profession in 16 KAR 1:020.
- Educational Defensibility - No test preparation shall increase students' test scores on the state-required tests without simultaneously increasing students' real ability to apply the content to real life or simulated real-life situations.
- Student Ownership - All assessment work shall be done entirely by student. No one shall coach, edit, or point out errors in student work on the open-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.

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.

The Kentucky Core Content Test is a standardized assessment consisting of open-response and multiple-choice items and on-demand writing tasks. This type of testing is generally familiar to most teachers, and the practices that are appropriate are well known. It is appropriate for teachers to know the concepts measured by the state-required tests and to teach those concepts. Teachers may use test items from previous years released by the Kentucky Department of Education to prepare their students for the testing. On the other hand, it is unethical to know specific test questions before the administration of the test and, more importantly, to use the knowledge about the content of any specific test questions in preparing any instructional materials or delivering any lessons. Administrators and teachers should use all due diligence to ensure the security of the test before, during, and after administration. All copies of materials 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 *District and Building Assessment Coordinators' Manual* and the *Test Administrator's Manual* that accompany 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.

A 2009 Appropriate Assessment Practices Certification Form signature block is provided on the next page. All school personnel involved in the assessment must sign this form. Additionally, an administrator/proctor guide for the state-required assessments is provided for use by test administrators.

¹ Popham, James. Appropriateness of Teachers' Test-Preparation Practices; *Education Measurement: Issues and Practices*, Winter, 1991

Administrator/Proctor Guide for the Kentucky Core Content Test

Administrators/proctors for the Kentucky Core Content Test 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.

Administrators/proctors should do the following:

- Explain to students how to fill out test booklets according to the directions.
- Provide extra writing instruments, sharpeners, blank writing paper, blank graph paper.
- Circulate among students during testing.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting) and adhere to revised testing regulations.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).
- Cite printing errors if they are discovered (e.g., misnumbered pages, blank pages, smeared copy) and notify your Building Assessment Coordinator.
- Notify your Building Assessment Coordinator if you believe there to be a universal or widespread error.
- Accommodate for physical comfort as necessary (e.g., broken chairs, drafts, lighting).
- Encourage students to work constructively to complete the assessments; however, proctors shall not provide any content information for the assessment.

Administrators/proctors may not do the following:

- Read the questions to students (except as specified in the manual).
- Provide references other than those specifically indicated in the instructions.
- Provide tools except as specifically allowed in the instructions (i.e., dictionaries and thesauri may be provided for writing task only).
- Answer questions related to the response (no hints, restatements, interpretations, rephrasing for clarification).
- Threaten students or lie about consequences of testing performance.
- Provide preprinted acronym sheets or paper containing a system for organizing answers (e.g., column method, ROOTs).

Administrators/proctors should not do the following:

- 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.

**COMMONWEALTH ACCOUNTABILITY TESTING SYSTEM
KENTUCKY CORE CONTENT TEST — Spring 2009
APPROPRIATE ASSESSMENT PRACTICES CERTIFICATION FORM**

I have received and read the Administration Code for Kentucky’s Educational Assessment Program 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

Frequently Asked Questions

Frequently Asked Questions

General

1. **Q: What happens if a student has used an ink pen to record answers in his or her student response booklet?**

A: Measured Progress's scanning equipment will recognize ink as well as pencil. Therefore, no action is required.

2. **Q: What happens if a student soils a student response booklet with bodily fluids?**

NEW for 2009

A: A trained person should transcribe the student's answers into a new student response booklet. The new student response booklet must be the same form as the previous student response booklet. Be sure to record the barcode from the old and new test booklets as well as the lithocode from the old and new student response booklets and document each of those numbers in a letter to Measured Progress. Insert the new student response booklet and the letter of explanation in the Special Handling envelope. Remember to change the student's lithocode number in ODVS and to annotate the ODVS roster to indicate this incident. Dispose of the soiled document according to OSHA requirements and include a letter with the BAC administrative materials explaining the situation. **Do NOT return materials damaged by bodily fluids.** They will not be processed or scored.

3. **Q: What do I need to do if a student is injured and will have trouble reading or writing during testing?**

A: A student who is injured just prior to or during assessment administration qualifies for appropriate accommodations and is **not** to be excused automatically from testing. If the student completed the writing tasks on a computer, please insert the student's response booklet and the printout of the responses in the Special Handling envelope along with a copy of the documentation described below. Be sure that the student's responses are deleted from the computer after printing them. See "Use of Assistive Technology" on page 46

A Medical Emergency form should be completed to document the accommodations provided to the student as well as the names of the people making the accommodation decision(s). This form should be placed within the injured student's cumulative records. A copy of this form and instructions is included in the "Forms" section of this manual.

4. **Q: What do I do if I find any student response materials that exhibit evidence that the student may cause harm to himself or herself or others, or that exhibit he or she may otherwise be suffering abuse?**

A: Should an alert paper be found, the BAC should be notified and the student response booklet handed over to the BAC immediately following the end of the testing session. The BAC or principal may then copy **only** the response. The copy must be kept secure, as it is considered testing material. If further testing sessions are scheduled, the student response booklet may be returned to the test administrator. The BAC is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school/district policy for handling the situation. When there is a need for local authorities or parents to see the response,

security should be explained and a nondisclosure form signed by those parties before viewing the response. A copy of the nondisclosure form should remain on file at the district office.

5. **Q: If I find secure test materials that should have been returned to Measured Progress, what should I do?**

A: Pack them in a box with a letter of explanation, alert the Measured Progress Service Center about the shipment, and return the box to Measured Progress immediately. If the secure materials have been in a nonsecure environment, you must report the situation as an allegation. Please contact Patsy Kenner at KDE at (502) 564-4474 for assistance.

6. **Q: If I do not have enough test materials for the test administration, may I borrow materials from another school or district?**

A: No, do not use materials shipped to another school as they have been assigned to specific schools by the barcodes. If you need additional materials, use the district-allocated test materials or contact the Measured Progress Service Center immediately. If you used materials from another school, that student's results will be assigned to the school that was originally issued these test materials. In this case, you must contact the Measured Progress Service Center immediately for specific instructions on handling this material.

7. **Q: If I accidentally discarded or misplaced the boxes needed for the return of test materials, what should I do?**

A: Contact the Measured Progress Service Center by phone at (866) 482-3873, by e-mail at Ky.client@measuredprogress.org, or go online to <http://iservices.measuredprogress.org> to order additional boxes.

8. **Q: How do I void a student response booklet?**

NEW for 2009

A: To void a student response booklet, you **must** fill in the "Voided student response booklet" bubble on the front cover of the student response booklet. Return properly voided student response booklets with the rest of your used student response booklets.

9. **Q: What do I do if a student works ahead and answers questions to a part of the test not yet administered?**

A: Stop the student immediately and take note of how many questions he or she has completed in the section. Notify the BAC. The student may pick up testing where he or she stopped when that section of testing begins for other students. Do not allow the student to work on previously completed questions when testing resumes.

10. **Q: What do I do if a student becomes sick during testing?**

A: Remove the child from the classroom. Collect and securely store testing materials until the child can attend a makeup session. If materials become damaged or hazardous, schools must contact the Measured Progress Service Center prior to destroying the materials. The service center must collect information from the test materials PRIOR to the proper destruction of materials.

11. **Q: What if a student responds in the wrong area of the booklet?**

NEW for 2009

A: If a student responds in the wrong area of the booklet (for example, the student responds to open response question 4 in the space for open response question 5), that student response booklet can be processed as normal. School personnel should cross

out the printed question number and replace it with the question number that the answer belongs to. Pack the used student response booklets in the return answer document envelope with the rest of the answer documents and returned in the scorable materials box(es). Any errors in the placement of the student response within the booklet will be corrected during the scoring process. Annotate in ODVS.

12. Q: Can we copy the Writer’s Reference Sheet?

A: Yes. However, do not use reference sheets from previous administrations for this test administration. Use only reference sheets included with materials for the current year. If your initial packages were short on materials, please call the Measured Progress Service Center to report the discrepancy at (866) 482-3873.

13. Q: A child transferred to my school after starting a test in another school. What do I do?

A: The sending school should transfer the test materials to your school so the child can complete the test with the same test materials and form. These materials must be returned to the sending school so the booklet can be packed with that school’s materials. DO NOT return the booklets with your school materials. See “Student Move During Testing” on page 15 for more information.

14. Q: I need to complete the certifications of proper test administration online but cannot find my password. Who do I contact?

A: Call your DAC for passwords. The DAC will follow up with the Measured Progress Service Center if necessary.

Student Labels

1. Q: I put the wrong label on a booklet. What should I do?

A: If you inadvertently put one student’s label on another student’s booklet, do not use the booklet for testing. Void the booklet and use a new booklet for that student. You must bubble the student’s information on the new booklet.

NEW for 2009

2. Q: The student’s birth date is wrong on the precoded label. Can we still use the label?

A: Yes. If any of the precoded information is incorrect, please do not mark the label. The information must be corrected in ODVS. Updated information will be reflected on the student’s report. Do NOT bubble corrections on the student response booklet. Bubbled information will NOT override the information in ODVS.

NEW for 2009

3. Q: Does the precoded label contain all the demographic information?

A: No. The label contains only the student name, birth date, gender, ethnicity, SSID, school name, unique identifier (ODVS ID), and district and school codes. The accountability information must be entered in ODVS. All other demographic data must be entered in ODVS by authorized school personnel.

4. Q: There is a number printed on the front of the student response booklet and it has a barcode next to it. Is that where I put the student precoded label?

A: No. This is the secure barcode number used to track the booklet for inventory purposes. The student precoded label goes in the space that says “PLACE STUDENT PRECODE LABEL HERE.”

Glossary

Glossary

Alert Paper

A response by a student revealing harm, violence, drugs, etc. In general, student test booklets or student response booklets should not be copied in part or whole. However, if an alert paper is found, the BAC should be notified and the student response booklet handed over to the BAC immediately following the end of the testing session. The BAC or principal may then copy only the response. The copy must be kept secure, as it is considered testing material. If another testing session is scheduled, the student response booklet may be returned to the test administrator. See “Alert Papers” on page 29.

BAC Certification of Proper Test Administration (BACCPA)

This form is used to verify that the *Administration Code for Kentucky’s Educational Assessment Program* has been adhered to during the entire testing process and to confirm the number of materials received and returned. After completion of the online form, print a copy and send to the DAC. See “Certifications of Proper Test Administration for DACs or BACs” on page 50.

Barcode Number

A machine and human-readable code, consisting of ten numeric digits, assigned to KCCT booklets at each grade level. This is the identifying number by which test booklets are assigned to and accounted for by districts and schools. Measured Progress will use this number to inventory and account for all returned test booklets.

Building Assessment Coordinator (BAC)

The term “Building Assessment Coordinator (BAC)” refers to the individual who will be responsible for receiving the 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. See “Responsibilities of BACs” on page 32.

DAC Certification of Proper Test Administration (DACCPA)

NEW for 2009 

This form is to be completed online by the DAC to confirm adherence to the *Administration Code for Kentucky’s Educational Assessment Program* for test administration. After completion of the online form, print a copy and save in the district office. See “Certifications of Proper Test Administration for DACs or BACs” on page 50.

District Assessment Coordinator (DAC)

The term “District Assessment Coordinator (DAC)” refers to the district-level person who will be responsible for receiving the materials from Measured Progress before testing, organizing the materials, distributing the materials to the BAC, collecting the materials after testing, and returning the materials to Measured Progress. The DAC will also be responsible for communication between the Measured Progress Kentucky Service Center and his/her district’s schools. See “Responsibilities of DACs” on page 27.

Extended Time

Extended time is allowed for any student who requires it to complete any portion of the assessment. Students participating in the grade 12 On-Demand Writing are allowed 100% extended time for each writing task. See “Extended Time” on page 26.

Students with an IEP, 504 Plan, or PSP may have further extended time. See “Extended Time” on page 47.

Limited English Proficient (LEP) Students

Students with limited English proficiency (LEP) are English-language learners who have significant difficulty speaking, reading, writing, or understanding the English language. These difficulties may deny individuals the opportunity to learn successfully in classrooms where the language of instruction is English. LEP students include:

- individuals who were not born in the U.S. or whose native language is a language other than English;
- individuals who are Native Americans, Alaskan Natives, or are native residents of the outlying areas and come from environments where a language other than English has had a significant impact on their level of English language proficiency; and
- individuals who are migratory, whose native language is other than English, and who come from environments where a language other than English is dominant.

Lithocode Number

A unique ten-digit identification number printed on the student response booklets. The third and fourth digits of the lithocode indicate the form and version of the test booklet to which that student response booklet is assigned. Each lithocode number is used on only one student response booklet. When the student label is affixed to a booklet or that student prints his/her name on the booklet, the lithocode number printed on that booklet is thereby assigned to the student. See “Damaged Test Materials” on page 38 of this manual for an example lithocode number.

Material Summary Form

This form contains a listing of the types and quantities of test materials shipped to a school. It is the BAC’s responsibility to verify the quantities distributed to and received from the test administrators. The DAC will verify that all materials provided to the BACs have been returned to the district office. See “Material Summary Form” on page 50.

Medical Emergency Form

This form is submitted to KDE for an injured student whose injury is not serious enough to warrant a medical exemption request but should receive appropriate accommodations that enable the student to participate in the assessment. This form must be used to document the situation and should be placed within the injured student’s cumulative records. A copy of this form can be located on the KDE Web site at www.education.ky.gov. See “Medical Emergency Form” on page 51. A copy of the documentation must be sent to Kathy Moore, Division of Assessment Support. Schools are asked to fax or e-mail the forms as the situations occur. The student roster should also be annotated stating the accommodation used due to injury or medical condition.

A copy of the documentation must be sent to the Division of Assessment Support.

Medical Exemption Form

This form is submitted to KDE for students too ill or medically fragile to complete the state-required assessment, even in a homebound situation with accommodations provided. A school may choose to request a medical exemption for this student. A copy of this form can be located on the KDE Web site at www.education.ky.gov. See “Medical Exemption Instructions” on page 51. A copy of this form must be sent to Kathy Moore, Division of Assessment Support. The form is to be signed by a doctor, a parent or guardian, and the DAC. Submission of a medical exemption request is not a guarantee of approval. Sufficient information must be supplied to make a determination that the request is justified. A student’s handicapping condition cannot be the basis for a medical exemption.

A copy of the documentation must be sent to the Division of Assessment Support

Online Data Verification System (ODVS)

NEW for 2009

This system is used by districts and schools to verify student biographic, demographic, and accountability information. See “Online Data Verification” on page 10.

“Other” Exemption Form

This form is submitted to KDE requesting an exemption in a category not listed in the Student Accountability Status section of ODVS and does not qualify as a medical exemption (e.g., students in protective custody, or death of student during window).

Precoded Student Label

This label is precoded with student biographic information for use on the student response booklet. The label is printed with a machine-readable barcode that is a special ID number assigned for that student in the state Student Information System (SIS). Districts supply this information to KDE in the form of a student data file. These labels are applied to the student response booklets prior to testing. This eliminates the need to fill out the biographic identification information for every student. See “Precoded Student Labels” on page 36.

Program Services Plan (PSP) for Limited English Proficiency (LEP)

An individual language service plan for students with limited English proficiency that 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 LEP.

Special Handling Envelope

This white plastic envelope is to be used for any set(s) of test materials needing extra attention.

Special Test Materials Kit

If special test materials such as Braille, large-print, or audiotapes are ordered for any students in your school, these materials will be provided in separate kits included in your test materials boxes.

Student Response Booklet

The student response booklet is a scannable document that is used to record the student’s responses to the writing tasks and demographic information. There is space on the front cover of the booklet to apply the precoded student label.

Student Roster

This is a list of students enrolled on the first day of the testing window with notes about exemptions and annotations added. Rosters are required by regulation 703KAR 5:160 Section 10.

Test Booklet

Actual booklet containing test items.

Test Booklet Tracking Sheet

A form for tracking test materials while they are on school premises. This completed form should be kept for school records. See “Test Booklet Tracking Sheet” on page 51.

Test Part

The KCCT is divided into segments called parts (three each for Reading, Mathematics, Science, and Social Studies; two parts for Writing; and one part each for Arts and Humanities, Practical Living/Vocational Studies). Parts are labeled A, B, and C.

Testing Session

This refers to the actual time during which a test part or combination of parts are given.

