

**Commonwealth Accountability Testing System
Kentucky Core Content Test**

Spring 2009



PROFICIENT & PREPARED FOR
S U C C E S S

KENTUCKY DEPARTMENT OF EDUCATION

Test Administrator's Manual

Grade 7



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Important Information for Test Administrators

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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. Return shipping dates are tied to the testing window options.

Updates - New for Spring 2009

| Topic | General Information |
|--|---|
| Test Administration Forms and Materials | <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 rest of the used 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 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. |
| New Systems | <ul style="list-style-type: none"> • Expanded Online Data Verification (ODVS): There is no page 2 or demographic page on 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. • 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 prior to administration. • Online DACCPA: The District Assessment Coordinator's Certification of Proper Test Administration will be completed online. |
| Classroom Materials | <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 administration. The regulation, information, and training materials are available on the KDE web site. |

General Information

This manual contains the test administration directions for the Kentucky Core Content Test (KCCT). Read this manual carefully. If you have any questions concerning the following instructions or information, contact your BAC. A checklist is provided on the back cover of this manual to ensure the necessary steps have been taken to prepare for this test administration.

- The test materials include a test booklet and a student response booklet (inserted into each test booklet) for each student. Student response booklets should not be removed prior to test administration.

Also included are:

- Rulers with 1/16" increments for grades 6-8,
- Mathematics Reference Sheets for grades 7, 8, and 11,
- Science Reference Sheets for grade 11, and
- Writer's Reference Sheets for grades 5 and 8.

Rulers and reference sheets may be kept by the students. **Do not return these materials.**

Responsibilities of Test Administrators and Proctors

As a test administrator or proctor, you are responsible for:

- reading, signing, and abiding by the Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080);
- reading this manual before administering the test and administering the test according to the instructions in this manual;
- conducting makeup testing for students absent from original test sessions, if assigned to do so;
- protecting the security of the KCCT by carefully following the instructions in this manual for administering and handling materials through securing, counting, and returning all materials to the BAC when testing is finished;
- understanding the proper procedure for how extended testing time will be handled by your school;
- reading the Appropriate Assessment Practices Certification Form (see Appendix A) and returning a signed copy to the BAC; and
- returning all test booklets and student response booklets in good condition to your BAC **as soon as you complete testing or as directed by your BAC.**

Advance Announcement

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

KCCT Assessed Content Areas

The following content areas will be administered in 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 |

The first row in the table presents the order in which the content areas **must** be administered. The content areas of reading, mathematics, science, and social studies are each divided into three parts (for example, reading parts A, B, and C). This allows schools flexibility in administering each content area test. The time used to administer one or more parts of the test is called a *testing session*. **Your District Assessment Coordinator (DAC) or BAC will determine a schedule that will work best for you and the students.**

For mathematics, science, and social studies, an entire content area test (parts A, B, and C) is designed so that most students should be able to complete all parts in three and one-half hours.

Order of Content Area Testing

All parts of the test must be administered in the order in which they appear in the test booklets. You must simultaneously test students of the same school and grade in the same part of the content area test. This means, for example, that all grade 10 students in a school will take the Reading Part B test at the same time.

The length of time of testing breaks and the monitoring of students should be conducted as determined by the testing schedule and should not affect the integrity of testing in any way. **If students finish a test early, they may not work on a test administered during a previous session, nor may they move ahead to another test.**

Extended Time

Extended time is allowed for any student who requires it to complete any portion of the assessment. Students in grades 3 through 5 are allowed 100% extended time for all content areas. Students in grades 6 and above are allowed 50% extended time for all content areas

except grade 8 on-demand writing. Grade 8 is allowed 50% additional time for Part A and 100% for Part B. For example:

| Grades | Time (minutes) | Mathematics | | |
|---------|----------------|-------------|----|----|
| | | A | B | C |
| 3-5 | Allowed | 80 | 80 | 50 |
| | Extended | 80 | 80 | 50 |
| 6-8, 11 | Allowed | 80 | 80 | 50 |
| | Extended | 40 | 40 | 25 |

Extended time must occur immediately after the initial administration of each test part through the end of the school day. Additional extended time is allowed for students with a current Individualized Education Plan (IEP), 504 Plan, or Program Services Plan (PSP), if documented in the plan for the student.

Students who do not need additional time may not proceed with 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 are escorted, supervised, and monitored during released time, they may return to complete that session **only**.

School personnel 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 the test-completion site by authorized school personnel only. Do not permit students to transport materials to the “test-completion site”.

Interruptions During Testing

Circumstances over which you have no control (fire drills or power outages, for example) may disturb the students. If conditions and time allow, collect all testing materials and secure the room. When normal conditions are restored, redistribute the testing materials to students and resume testing. **Interruptions should not reduce the total amount of time students are given to complete the test questions.**

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

Scripts

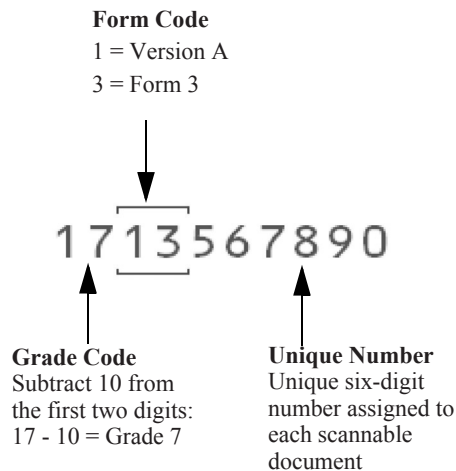
Instructions and scripts detailing the procedures to be followed for each test part are contained in this manual. To ensure consistent and accurate test administrations, instructions are to be read aloud to students at the beginning of each test session. The instruction scripts for each test session are printed in **bold** type and enclosed in boxes. Directions for test administrators interspersed within the scripts are printed in regular *italic* type. Other directions are printed in regular type.

Damaged Test Materials

Once assigned, each student must use the same test booklet and student response booklet throughout the entire assessment. If a student damages or soils a test booklet or student response booklet, you must report it immediately to the BAC.

For damaged test or student response booklets, the replacement test booklet and/or student response booklet must have the same form number (1 through 6) and be the same version (A or B) as the damaged one. The form number and version are printed on the front cover of the test booklet. Use the student response booklet to verify the form number and version by checking the third and fourth digits (in brackets) of the lithocode number in the bottom right corner of its cover. The third digit indicates the version number: 1 is version A, and 2 is version B.* The fourth digit numerically represents the form number. **When a replacement booklet of the same form is not available, contact the BAC before proceeding.**

*Grade 11 will not have 2 versions for testing. Forms are numbered 1-6 only.



If the student response booklet was damaged after testing began, the student’s responses must be transcribed in the new student response booklet (of the same form number) by trained school personnel. **You must give any damaged student response booklets and/or test booklets accompanied by a note of explanation to your BAC for documentation.** If the booklet has been damaged by **bodily fluids** (for example, a nosebleed), the soiled test booklet or student response booklet **and** the new student response booklet (with answers transcribed) must be sent to your BAC with a letter of explanation. Your BAC will properly destroy the soiled document in accordance with Occupational Safety and Health Administration (OSHA) rules after providing Measured Progress with some identifying information.

Voided Student Response Booklets

A “Voided Student Response Booklet” bubble is included on the front cover of the student response booklet. If the void bubble is not filled in, the Student Response Booklet will be processed normally.



Booklets that are not bubbled VOID will be scored and reported. Examples of voided student response booklets include, but are not limited to, booklets damaged by food or water or booklets that have torn pages.

Makeup Tests

You are advised to keep a list of students who are absent during regularly scheduled testing so that makeup sessions can be scheduled. Each BAC will schedule makeup testing sessions for students who are absent during the initial testing. Notify your BAC if you have students for whom arrangements need to be made. The BAC will determine the allowed time for individual students to complete makeup sessions. Extended time **must** be monitored. **Only** during makeup testing is it acceptable to complete content areas out of order. If a student becomes ill, the student may pick up where he or she left off, but the student may not go back to questions already answered. **Makeup testing sessions must be completed within the testing window.**

Appropriate Materials

In the directions for each content area test, there is a list of materials that is allowable for each student. For all content areas, all students may have available:

- extra lined, plain, or graph paper (scratch paper),
- erasers, and
- extra No. 2 pencils.

You may not distribute or make available to students during testing any information or materials that are not part of the assessment or specifically listed in this manual.

Copies of acronyms or sheets of paper containing a system for organizing answers may not be distributed.

Dictionaries and Thesauri

Dictionaries and thesauri should be available for grade 5 and 8 students for **Writing, Part B only**. Dictionaries and thesauri **may not be used on any other part or content area of the KCCT**, with the exception of pre-existing accommodations described in a student's IEP, 504 Plan, or PSP.

Calculators

Every student must have a calculator available for use during the mathematics portion of the KCCT. Students must not share calculators during testing. The order of testing may not be altered to accommodate a calculator shortage. Minimally, the calculators should have four-functions, but students may use scientific and/or graphing calculators. If they desire, students may use calculators on any portion of the KCCT.

Reference Sheets

Reference sheets are provided and should be distributed for mathematics at grades 7, 8, and 11; science at grade 11; and on-demand writing at grades 5 and 8. These materials contain additional information or guidelines specific to the content area being tested. They should not be available to students during other content area test sessions.

Aiding Students

With the exception of approved pre-existing accommodations described in a student's IEP, 504 Plan, or PSP, **you must not aid any student** in reading, understanding, or responding to any part of the KCCT.

Testing Sessions

Should a student work ahead on any part of the KCCT, the teacher/proctor must instruct the student to stop. Take note of how many questions the student has completed in the section. Notify your 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.

Documentation of Problems during Testing

Problems during testing, such as a disruption during the test administration or a potential breach of test security, must be documented. Although there is no special form to complete, staff involved with the problem or issue should document it in writing. Return the written documentation to your BAC. Your BAC will submit the information to the DAC, who will forward it to the Kentucky Department of Education (KDE) for processing, if needed.

Additional Pages for Student Answers

Only students legally identified as having a disability related to fine motor skills, with current IEPs or 504 Plans documenting the need for extra writing space, may submit additional answer pages. You must document, through practice exercises carried out in class prior to testing, that the space used by these students is approximately the same as one page transcribed. Students will be allowed only this amount of space for their one-page answers. For example, if a teacher documents that three pages of a student's writing should be equivalent to one page of typical handwriting, the student is allowed up to three pages to answer one open-response question. When the student has completed the test, the extra pages generated by that student should be inserted behind the front cover of the student's response booklet or combined test booklet.

When a student with disabilities is using additional pages to answer questions, follow this procedure:

1. At the top of each handwritten page, write the words "STUDENT RESPONSE PAGE" as a header.
2. Write the following information under the header:
 - Student's name
 - Student's SSID number
 - Lithocode number from the student's response booklet/combined test booklet (located in the lower right corner of the front cover)
 - Name and code of the school district
 - Name and code of the school
 - Name of the content area test
 - Part letter (A, B, or C)
 - Question number or task number

Place a sticky note on the front cover of the student response booklet/combined test booklet documenting that additional pages are inserted. The BAC will place the materials in the Special Handling Envelope for return to Measured Progress. **NOTE:** These responses will not be imaged.

If students are not usually allowed accommodations for extra writing space, they are not allowed extra pages for responses on the KCCT, and must use only the pages designated in the student response/combined test booklets for answering the open-response questions.

Other Technology

A student with special needs may type the open-response questions on a computer using a word processing program only if this accommodation is noted on the student's IEP, 504 Plan, or PSP, and the student uses this procedure routinely in his or her regular instructional program. **NOTE:** Multiple-choice responses cannot be computer-generated and must be bubbled on the student response booklet/combined test booklet by trained school personnel. If the answers to the multiple-choice items have been entered on computer-generated pages, they must be transferred to the student's response booklet/combined test booklet.

When a student is typing responses, follow this procedure:

Allow the student to provide a computer printout up to one page in length for responses to open-response questions, and up to four pages in length for responses to the on-demand writing task using the following specifications:

- Font type: Times New Roman
- Font size: 14 point
- Margins: 1.0 inch
- Line spacing: Double-spaced

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 then 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's name
- Student's SSID number
- Lithocode number from the student's response booklet/combined test booklet (located in the lower right corner of the front cover)
- Name and code of the school district
- Name and code of the school
- Name of the content area test
- Part letter (A, B, or C)
- Question number or task number

The student's responses to open-response questions or writing tasks must **not** be saved to the hard drive of the computer on which the student is working, nor 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 diskette or a CD for the duration of the test.

After the student has completed a testing session, you must immediately carry out the following steps:

1. Print out the student's response.

2. Use a No. 2 pencil to write “**NSR**” (nonstandard response) in large letters in the response area of the student’s response booklet/combined test booklet for **each** open-response item that has a computer-generated response.
3. Insert the computer-generated responses with the appropriate template headings behind the front cover of the student’s response booklet/combined test booklet. (Do not staple the pages.)
4. Make sure the diskette or CD containing the saved responses, along with the student’s test booklet, is stored securely until you administer the next part of the assessment. **Be sure to write the student’s name on the diskette or CD label.**
5. After all sessions are completed and the responses have been printed, return the diskette or CD to your BAC with your testing materials. BACs will erase disks and CDs used to save non-standard responses during testing. These discs and CDs will NOT be returned to Measured Progress.

Once a session is complete, the computer upon 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.

Who Should Be Tested?

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All students enrolled in grades 3 through 8, 10, and 11, including newly enrolled students, must be tested. 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. NOTE: Students remaining in the primary program do not have to participate and should not have materials assigned to them. However, if a student remaining in primary is tested, then scores will be accountable to the school or district.

Students Participating in the Alternate Assessment

Alternate Assessment students should be entered in ODVS. Students who meet the guidelines for participation in the Alternate Assessment will not take part in the regular assessment. Therefore, do **not** complete a student response booklet/combined test booklet or place a label on a blank student response/combined test booklet for these students.

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. 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 submitted to KDE. Contact your BAC or DAC for more information. Do not complete a student response/combined test booklet for this student if he or she is participating in the Kentucky Alternate Assessment.

Students with Disabilities

Except for rare circumstances, all students in an accountability grade will participate in the KCCT. To be implemented for testing, accommodations must be identified in the student's current 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. **If you are uncertain whether an accommodation is allowable, contact your BAC.**

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; or
- 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; or
- 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 website at www.education.ky.gov.

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

Testing Limited English Proficient (LEP) Students

All LEP students must be included on Student Rosters and must participate in the state-required assessment 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. Visit the KDE website at www.education.ky.gov for more information.

| 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

Who Should Be Tested?

| 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

| 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

Test Materials

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Test Booklets

Test booklets are secure materials. For grade 11, there are six forms of the test (Forms 1-6). For all other grades, there are six forms of the test, each with a version A and B, for a total of twelve different forms (Forms 1A through 6B). Large-print, Braille, and audiotapes are produced in Form 1A only (Form 1 for grade 11). **Do not remove the student response booklets from the test booklets as these are form specific. 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.**

Test questions in the Kentucky Core Content Test are copyrighted, secure materials and may not be duplicated in any way.

In the lower left corner of the front cover, each test booklet has a unique bar code assigning the test booklet to your school. Prior to distribution, inventory the test booklets. The Test Booklet Tracking Sheet may be used to inventory materials before distribution, as well as to verify that all test booklets have been collected when returning them to your BAC. Packages can be split to divide test booklets between classrooms (do not change the order of the booklets).

Each student must be assigned only one test booklet and corresponding student response booklet and must use the same test booklet and student response booklet throughout the assessment. See “Damaged Test Materials” on page 6 for instructions on how to handle damaged student response booklets/combined test booklets.

Student Response Booklets

With the exception of grades 3 and 4, for which the test booklet and student response booklet are combined into one scannable document, student response booklets are inserted into the test booklets and are test form specific. Therefore, student response booklets should not be removed from test booklets prior to distributing materials to students.

If the precoded labels have already been applied to the student response booklets, be sure each student receives his or her own set of test materials. If you are responsible for applying

the precoded labels to the student response booklets, **do not separate the student response booklets from the test booklets.**

Students may not make notes in their student response booklets; they should use the blank paper provided during testing for this purpose. The student response booklets are machine-scanned. Any marks other than responses to the test questions could interfere with the processing of these booklets.

Throughout testing, the student response booklets should be handled carefully to ensure accurate results. They should be free of extraneous marks (including smudges) and loose erasure bits, and they should never be folded, stapled, banded, taped, or torn.

With the exception of students participating in the Kentucky Alternate Assessment, every student enrolled in school on the first day of the testing window, whether the student is being tested or not, must have a student response booklet with a student label affixed. If there is no student label, the student information must be bubbled on the student response booklet and then entered into the ODVS. Instructions and scripts have been provided in this manual to help you guide students in completing the demographic information if a label is not provided or is incorrect.

Space is provided in the student response booklets for students to record their responses to the multiple-choice and open-response questions and the writing tasks at grades 5 and 8. Students' written answers to the open-response questions and the writing tasks must be contained within the boxed spaces on the designated pages within the student response booklets. **No extra pages may be submitted for the KCCT, with the exceptions already noted for special populations on page 9.**

Writing Portfolio Score Submission (Grade 7)

Writing Portfolio scores will be submitted in the ODVS. Consult your BAC for more information as this is a new procedure for the 2009 test administration.

Rulers and Reference Sheets

In addition to test booklets and student response booklets, the following materials have been provided for students:

| Grade | Ruler with 1/8" increments | Ruler with 1/16" increments | Mathematics Reference Sheet | Science Reference Sheet | Writer's Reference Sheet |
|-------|----------------------------|-----------------------------|-----------------------------|-------------------------|--------------------------|
| 3 | X | | | | |
| 4 | X | | | | |
| 5 | X | | | | X |
| 6 | | X | | | |
| 7 | | X | X | | |
| 8 | | X | X | | X |
| 10 | | | | | |
| 11 | | | X | X | |

Rulers and reference sheets may be kept by the students. **Do not return these materials.**

Special Test Materials

Large-Print Test Booklets

Large-print test booklets are provided for visually impaired students. Form 1A (Form 1 for grade 11) is used to produce the large-print booklets. The booklets are printed in 18-point type on 9" by 12" paper and then spiral-bound. Large-print materials are provided in individual shrink-wrapped packs. These include a large-print test booklet, reference sheet (if applicable), a large-print ruler, and a regular-print student response booklet (or combined test booklet for grades 3 and 4). Large-print test booklets are secure materials with a bar code on the cover page, and they must be kept secure before, during, and after the test.

Whenever possible, a student should respond in the regular-print student response booklet (or combined test booklet for grades 3 and 4). If a student is unable to respond in the regular-print student response booklet, then he or she may write his or her responses on paper provided by the test administrator. Since extra pages cannot be scanned, **responses to the test items must be transcribed from the large-print test booklet by a test administrator/proctor into the accompanying regular-print student response booklet (or combined test booklet for grades 3 and 4) for scanning.** Responses in any document other than a regular-print student response booklet or combined test booklet will not be scanned. Any test administrator/proctor who transcribes student work must first receive training in the Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080) and the Inclusion Regulation (703 KAR 5:070). Authorized school personnel must update the student's information in ODVS to indicate the student's primary disability and any accommodations used during testing.

Braille Materials

Form 1A (Form 1 for grade 11) is used to produce the Braille test materials. They are provided in shrink-wrapped packs that include a Braille test booklet, a Braille ruler and/or reference sheet (if applicable), a regular-print Form 1A (Form 1 for grade 11) test booklet and a regular-print student response booklet (or combined test booklet for grades 3 and 4), a regular-print ruler and/or reference sheet (if applicable). Braille test booklets are secure materials with a bar code on the cover page, and they must be kept secure before, during, and after the test.

Since Braille test booklets cannot be scanned, **responses to the test must be transcribed by a test administrator/proctor into a regular-print student response booklet (or combined test booklet for grades 3 and 4) for scanning.** Any test administrator/proctor who transcribes student work must first receive training in the Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080) and Inclusion Regulation (703 KAR 5:070). Authorized school personnel must update the student's information in ODVS to indicate the student's primary disability and any accommodations used during testing.

Audiotapes

Audiotape versions of the KCCT for students who receive an oral accommodation are produced for Form 1A (Form 1 for grade 11). The intent is to standardize audio or oral delivery of the test and to reduce the number of school and district staff needed to administer tests orally.

Use of the audiotape version is considered an oral accommodation. A student may use an audiotape version of the test if:

- the student's current IEP provides for the use of oral accommodations in instruction and assessment, and
- the student receives oral accommodations throughout the school year as part of his or her ongoing instructional program.

It is strongly advised that the student have experience using audiotapes before the testing situation in order to reduce the novelty of the technology for the student. Contact your BAC if you need a practice tape.

Students using the audiotape version of the test must have a standard, two-track tape player/recorder (one per student) with headphones that allow the student to hear but do not allow sound to escape into the testing room. It is strongly suggested that a backup tape player be readily available in case of malfunction. Additional batteries or access to an electrical outlet may be necessary.

With each audiotape, a regular-print, large-print, or Braille (with regular-print) version of Form 1A (Form 1 for grade 11) is included. Also included is a regular-print student response booklet (or combined test for grades 3 and 4) and any rulers or reference sheets for the appropriate grade level and version (regular, large-print, or Braille). For grades 5 and 8, a Writer's Reference Audiotape is also included.

If a student is unable to respond in the regular-print student response booklet, **responses to the test items must be transcribed by a test administrator/proctor into a regular-print student response booklet (or combined test booklet for grades 3 and 4) for scanning.** Responses written in any document other than a student response booklet or combined test booklet will not be scanned. Any test administrator/proctor who transcribes student work must first receive training in the Administration Code for Kentucky's Educational Assessment Program (703 KAR 5:080) and Inclusion Regulation (703 KAR 5:070). Authorized school personnel must update the student's information in ODVS to indicate the student's primary disability and any accommodations used during testing.

Audiotape versions of the test are secure materials with a bar code on the case, and they must be kept secure before, during, and after the test.

Form 2A (Hearing-Impaired)

Form 2A has been designated for use by hearing-impaired students. Form 2A kits include a regular-print test booklet, a regular-print student response booklet, and a regular-print ruler and/or reference sheet (if applicable).

Test Administration

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| General Instructions for Administering the KCCT | 23 |
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Inventory Materials

The BAC will distribute test materials to you. Test booklets are secure materials and will be delivered with form-specific student response booklets inserted. Do not remove the student response booklets from the test booklets. Student response booklets and/or combined test booklets have been labeled by your BAC with individual precoded student labels. **Be sure to distribute the test booklet/student response booklet to the student whose name appears on the precoded label.** In addition to the test booklets and student response booklets, test materials will include any necessary rulers and/or reference sheets.

Be sure test materials are stored in a secure location when they are not in use by students.

Please check to make sure you have been given the following materials. If you need additional materials prior to or during testing, contact your BAC.

- Test booklets (or combined test booklets for grades 3 and 4). **NOTE:** The Writing Portfolio scores will be submitted online this year.
- Student response booklets for grades 5-8, 10, and 11 (labeled and inserted into test booklets).
- Reference sheets and/or rulers:
 - Grade 3: Rulers with 1/8" increments
 - Grade 4: Rulers with 1/8" increments
 - Grade 5: Rulers with 1/8" increments and Writer's Reference Sheets
 - Grade 6: Rulers with 1/16" increments
 - Grade 7: Rulers with 1/16" increments and Mathematics Reference Sheets
 - Grade 8: Rulers with 1/16" increments, Mathematics Reference Sheets, and Writer's Reference Sheets
 - Grade 11: Mathematics Reference Sheets and Science Reference Sheets

Also make sure that students have the following additional materials:

- extra lined, plain, or graph paper (scratch paper),
- erasers,
- extra No. 2 pencils, and
- calculators available for mathematics (grades 3-8 and 11).

Just prior to testing:

- review the scripts that you will read to students during testing,
- acquire one test booklet and one student response booklet to use as a visual aid while you give directions,
- confirm that you have all the necessary supplies for the test administration,

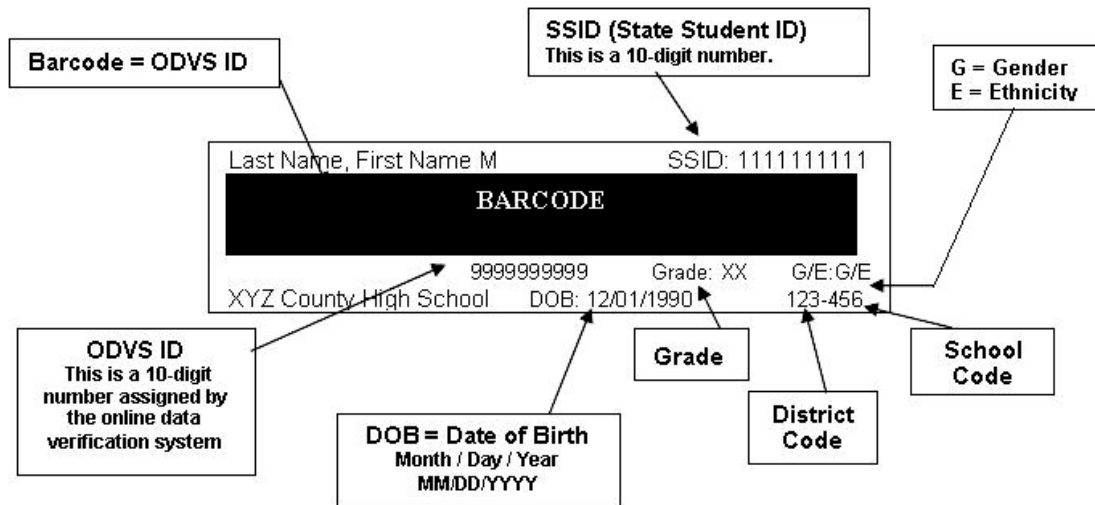
- post a “TESTING—PLEASE DO NOT DISTURB” sign on the classroom door, and
- instruct students to clear their desks of books and other materials not needed for the test.

Completing Student Information

Review the precoded student labels prior to testing to ensure that all the student information printed on the labels is correct.

- If any of the student information is incorrect, still use the label. Do **NOT** correct the label and do **NOT** bubble the information that requires correction on the student response booklet or combined test booklet. Instead, document this information and provide it to your BAC. (This allows staff to update the ODVS and your student information system so that it is current and accurate.)
- If a precoded student label was not provided for a student, student identification information on the cover page of the student response booklet or the **back cover page** of the combined test booklet must be completed by school personnel prior to testing and added or updated in the ODVS. Contact your BAC for more information.
- If an entire class is missing precoded student labels, you may have the class bubble their own biographic information by reading the script to them in the following section. The student and lithocode data must be entered in the ODVS.
- Note: If a student label is affixed AND student biographic information is bubbled on the student response booklet or combined test booklet, the bubbled information will NOT override the information on the student label. All corrections must be made in the ODVS.
- A sample student label and a sample biographic page are provided on the following two pages.

Kentucky Spring 2009 - Student Label Layout



General Instructions for Administering the KCCT

Tests are to be administered using standard testing procedures as outlined in this manual. It is very important that these procedures are followed and that any deviations from standard testing conditions be documented and reported to the BAC. **All students in a grade level within a school must test in the same content area at the same time.**

The first page of the student response booklet contains space for school personnel to complete biographic information. The remainder of the booklet provides space for students to record responses to the multiple-choice, open-response, and/or writing tasks. Student responses must be contained on the pages provided within the student response booklet. **No additional pages should be submitted unless this is an authorized accommodation. No electronic devices, such as word processors and spell-checkers, may be used, except in cases of authorized test accommodations for special education or LEP students. No preprinted organizers or acronym sheets may be distributed to students.**

Make sure to write the school and district names in a classroom area where all students will be able to locate them so that they can complete box 1 on page 1 of the student response booklet (or on the back cover of the combined test booklet) and the identification section on the front cover of the test booklet. Also, be sure to have a test booklet and a student response booklet to use as an example when pointing out directions to students.

Students should be granted the allotted time provided in the directions at the beginning of each test part.

Student Information Section

If a precoded student label is inaccurate, still use the label. Do NOT correct the label and do NOT bubble the information that requires correction on the student response booklet or combined test booklet. Instead, document this information and provide it to your BAC. (This allows staff to update the ODVS and your student information system so that it is current and accurate.)

If a student does not have a precoded student label, you MUST bubble the information on the student response booklet and ensure that the student is added to the ODVS. Unless an entire class is missing the precoded student labels, the student information should be completed accurately by trained personnel before testing.

Materials Needed:

- A test booklet and student response booklet for each student
- No. 2 pencils

Estimated Time:

- 10 minutes

Distribute one test booklet and student response booklet to each student. If the student response booklets have student labels, **make sure each student receives his or her own student response booklet.**

1. Say to the students:

Now, you are preparing to begin the Kentucky Core Content Test, or KCCT. On the front cover of the test booklet, please print your name at the top of the page where it says “Student Name.” On the lines provided below your name, please print your school name and school district name and then set your test booklet aside. (Pause.)

Now you will fill out some identification information on the cover of your student response booklet.

Please check that the student name on the label in box 1 at the top of the front cover page is yours. If another student’s name is on the label, please raise your hand and I will assist you.

On the front cover of your student response booklet in box 1 (below the label), please print your name where it says “Student Name.” On the lines provided below your name, please write your school name and district name.

2. If the student response booklets have student labels, or if school personnel have already bubbled in the student information, skip to “Content Area Scripts” on page 25. If there are no precoded student labels, continue with Step 3.
3. Say to the students:

In box 2, below “Last Name,” print the letters of your last name, starting in the first box on the left. Do not leave any spaces between the letters in your last name. Then print your first name and middle initial in the spaces indicated. Do not leave any spaces between the letters of your first name. If your name is longer than the number of spaces given, print as many letters as you can. (Pause.) Now, under each letter you have printed, darken the circle that contains the same letter. You should not darken any circles under blank boxes. (Walk around to check that this is being done properly.) When you have finished, check that the letters of your name have been darkened correctly.

Box 3 is labeled “Gender.” Darken either the circle for male or female to indicate your gender.

Box 4 is labeled “Ethnicity.” Are you white (non-Hispanic), African American, Hispanic, Asian or Pacific Islander, American Indian or Alaskan Native, or of other ethnic background? Darken only one circle next to the description that best describes you. (Walk around to check that this is being done properly.)

Box 5 is labeled “Birth Date.” Fill in the circle next to the month in which you were born. In the boxes under “Day,” write the two numbers for the date of the month you were born. If your birth date is a single number, put a zero in the first box and the number of your birthday in the second box. In the boxes under “Year,” write the last two numbers of the year in which you were born.

Under each number you have entered, fill in the circle with the same number. (Pause.)

Box 6 is for school use only. Please do not make any marks in that box.

4. Once students have completed filling out the identification information on their student response booklets, proceed with the assessment.

Content Area Scripts

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Reading A/B/C

Part A: Reading

Time allowed: 1 hour and 40 minutes, with an extended time limit of 50 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for reading. You are going to take Part A, the first of three reading parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 3 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 2. You will bubble in your multiple-choice answers in the box at the top of each page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign. Does anyone have any questions?

Now turn to page 4 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Part A - Reading

This part of the test contains two reading selections with a total of thirteen multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part A). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 40 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional 50 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part A. You may reread any selection or review your answers to the test questions in Part A, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 40 minutes, say to the students:

This completes Part A. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 50 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part B: Reading

Time allowed: 1 hour and 10 minutes, with an extended time limit of 35 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will continue with the Kentucky Core Content Test for reading. You are now going to take Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 4 . You will begin to answer the questions in Part B on this page. Stop when you come to the stop sign.

Now turn to Part B in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part B - Reading

This part of the test contains two reading selections with a total of thirteen multiple-choice questions and one open-response (short-answer) question. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part B). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 10 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional 35 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part B. You may reread any selection or review your answers to the test questions in Part B, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 10 minutes, say to the students:

This completes Part B. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 35 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part C: Reading

Time allowed: 1 hour and 10 minutes, with an extended time limit of 35 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for reading. You are now going to take Part C, the final reading part. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 6. You will begin to answer the questions in Part C on this page. Stop when you come to the stop sign.

Now turn to Part C in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part C - Reading

This part of the test contains two reading selections with a total of thirteen multiple-choice questions and one open-response (short-answer) question. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 10 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional 35 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may reread any selection or review your answers to the test questions in Part C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 10 minutes, say to the students:

This completes Part C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 35 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Reading A/BC

Part A: Reading

Time allowed: 1 hour and 40 minutes, with an extended time limit of 50 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for reading. You are going to take Part A, the first of three reading parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 3 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 2. You will bubble in your multiple-choice answers in the box at the top of each page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign. Does anyone have any questions?

Now turn to page 4 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Part A - Reading

This part of the test contains two reading selections with a total of thirteen multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part A). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 40 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional 50 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part A. You may reread any selection or review your answers to the test questions in Part A, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 40 minutes, say to the students:

This completes Part A. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 50 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Parts B and C: Reading

Time allowed: 2 hours and 20 minutes, with an extended time limit of 1 hour and 10 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for reading. You are now going to take Parts B and C. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 4 . You will begin to answer the questions in Part B on this page. Stop when you come to the stop sign at the end of Part C.

Now turn to Part B in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts B and C - Reading

Parts B and C each contain two reading selections with a total of twenty-six multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part B and C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 2 hours and 20 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional hour and 10 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may reread any selection or review your answers to the test questions in Parts B and C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 2 hours and 20 minutes, say to the students:

This completes Parts B and C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 10 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Reading AB/C

Parts A and B: Reading

Time allowed: 2 hours and 50 minutes, with an extended time limit of 1 hour and 25 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for reading. You are going to take Parts A and B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 3 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 2. You will bubble in your multiple-choice answers in the box at the top of each page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign at the end of Part B. Does anyone have any questions?

Now turn to page 4 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts A and B - Reading

Parts A and B each contain two reading selections with a total of twenty-six multiple-choice and three open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part A and B). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 2 hours and 50 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional hour and 25 minutes to complete your work.

Please stop when you come to a stop sign in the bottom right corner at the end of Part B. You may reread any selection or review your answers to the test questions in Parts A and B, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 2 hours and 50 minutes, say to the students:

This completes Parts A and B. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 25 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part C: Reading

Time allowed: 1 hour and 10 minutes, with an extended time limit of 35 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for reading. You are now going to take Part C, the final reading part. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 6 . You will begin to answer the questions in Part C on this page. Stop when you come to the stop sign.

Now turn to Part C in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part C - Reading

This part of the test contains two reading selections with a total of thirteen multiple-choice questions and one open-response (short-answer) question. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 10 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional 35 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may reread any selection or review your answers to the test questions in Part C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 10 minutes, say to the students:

This completes Part C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 35 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Reading ABC

Parts A, B, and C: Reading

Time allowed: 4 hours, with an extended time limit of 2 hours if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only) in the reading selections.

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will take the Kentucky Core Content Test for reading. The test is divided into three parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 3 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 2. You will bubble in your multiple-choice answers in the box at the top of each page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign at the end of Part C.

Now turn to page 4 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts A, B, and C - Reading

Parts A, B, and C each contain two reading selections with a total of thirty-nine multiple-choice and four open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Reading - Part A, B, and C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 4 hours to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional 2 hours to complete your work.

Since you are doing Parts A, B, and C together, you should ignore the stop signs at the end of Reading Parts A and B and continue working through to the end of Reading Part C. You may reread any selection or review your answers to the test questions in the reading test parts, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 4 hours, say to the students:

This completes the reading test. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 2 additional hours to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Mathematics A/B/C

Part A: Mathematics

Time allowed: 1 hour and 20 minutes, with an extended time limit of 40 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for mathematics. You are now going to take Part A, the first of three mathematics parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 37 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 7. You will bubble in your multiple-choice answers in the box provided at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign. Does anyone have any questions?

Now turn to page 38 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Part A - Mathematics

This part of the test contains twelve multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part A). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 20 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 40 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part A. You may review your answers to the test questions in Part A, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 20 minutes, say to the students:

This completes Part A. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 40 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC

for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part B: Mathematics

Time allowed: 1 hour and 20 minutes, with an extended time limit of 40 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will continue the Kentucky Core Content Test for mathematics. You are now going to take Part B, the second of three mathematics parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 9. You will begin to answer the questions in Part B on this page. Stop when you come to the stop sign.

Now turn to page 44 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part B - Mathematics

This part of the test contains fourteen multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part B). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 20 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 40 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part B. You may review your answers to the test questions in Part B, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 20 minutes, say to the students:

This completes Part B. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 40 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part C: Mathematics

Time allowed: 50 minutes, with an extended time limit of 25 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for mathematics. You are now going to take Part C, the final mathematics part. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 11. You will begin to answer the questions in Part C on this page. Stop when you come to the stop sign.

Now turn to Part C in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part C - Mathematics

This part of the test contains twelve multiple-choice questions and one open-response (short-answer) question. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 50 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 25 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may review your answers to the test questions in Part C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 50 minutes, say to the students:

This completes Part C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 25 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Mathematics A/BC

Part A: Mathematics

Time allowed: 1 hour and 20 minutes, with an extended time limit of 40 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for mathematics. You are now going to take Part A, the first of three mathematics parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 37 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 7. You will bubble in your multiple-choice answers in the box provided at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign. Does anyone have any questions?

Now turn to page 38 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Part A - Mathematics

This part of the test contains twelve multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part A). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 20 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 40 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part A. You may review your answers to the test questions in Part A, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 20 minutes, say to the students:

This completes Part A. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 40 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC

for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Parts B and C: Mathematics

Time allowed: 2 hours and 10 minutes, with an extended time limit of 1 hour and 5 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for mathematics. You are now going to take Parts B and C. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 9. You will begin to answer the questions in Part B on this page. Stop when you come to the stop sign at the end of Part C. Does anyone have any questions?

Now turn to page 44 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts B and C - Mathematics

Parts B and C contain twenty-six multiple-choice and three open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part B and C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 2 hours and 10 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional hour and 5 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may review your answers to the test questions in Parts B and C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 2 hours and 10 minutes, say to the students:

This completes Parts B and C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 5 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Mathematics AB/C

Parts A and B: Mathematics

Time allowed: 2 hours and 40 minutes, with an extended time limit of 1 hour and 20 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for mathematics. You are now going to take Parts A and B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 37 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your response booklet to page 7. You will bubble in your multiple-choice answers in the box provided at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign at the end of Part B. Does anyone have any questions?

Now turn to page 38 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts A and B - Mathematics

Parts A and B contain twenty-six multiple-choice and four open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part A and B). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 2 hours and 40 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional hour and 20 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part B. You may review your answers to the test questions in Parts A and B, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 2 hours and 40 minutes, say to the students:

This completes Parts A and B. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 20 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC

for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part C: Mathematics

Time allowed: 50 minutes, with an extended time limit of 25 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for mathematics. You are now going to take Part C, the final mathematics part. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 11. You will begin to answer the questions in Part C on this page. Stop when you come to the stop sign.

Now turn to Part C in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part C - Mathematics

This part of the test contains twelve multiple-choice questions and one open-response (short-answer) question. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 50 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 25 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may review your answers to the test questions in Part C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 50 minutes, say to the students:

This completes Part C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 25 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Mathematics ABC

Parts A, B, and C: Mathematics

Time allowed: 3 hours and 30 minutes, with an extended time limit of 1 hour and 45 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils
- calculators
- protractors
- angle rulers
- rulers with 1/16" increments (provided)
- mathematics grade 7 reference sheet (provided)

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets, student response booklets, calculators, rulers, and mathematics reference sheets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will take the Kentucky Core Content Test for mathematics. The mathematics test is divided into three parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 37 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 7. You will bubble in your multiple-choice answers in the box provided at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign at the end of Part C. Does anyone have any questions?

Now turn to page 38 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts A, B, and C - Mathematics

Parts A, B, and C contain thirty-eight multiple-choice and five open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Mathematics - Part A, B, and C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 3 hours and 30 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional hour and 45 minutes to complete your work.

Since we are doing Parts A, B, and C together, you should ignore the stop signs at the end of Mathematics Parts A and B and continue through to the end of Mathematics Part C. You may review your answers to the test questions in all the mathematics test parts, but you may NOT work on any other content area test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 3 hours and 30 minutes, say to the students:

This completes the mathematics test. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 45 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Science A/B/C

Part A: Science

Time allowed: 1 hour and 20 minutes, with an extended time limit of 40 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for science. You are now going to take Part A, the first of three science parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 59 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 12. You will bubble in your multiple-choice answers in the box at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign. Does anyone have any questions?

Now turn to page 60 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Part A - Science

This part of the test contains twelve multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part A). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 20 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 40 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part A. You may review your answers to the test questions in Part A, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 20 minutes say to the students:

This completes Part A. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 40 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC

for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part B: Science

Time allowed: 1 hour and 20 minutes, with an extended time limit of 40 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will continue the Kentucky Core Content Test for science. You are now going to take Part B, the second of three science parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 14. You will begin to answer the questions in Part B on this page. Stop when you come to the stop sign.

Now turn to page 68 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Part B - Science

This part of the test contains fourteen multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part B). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 20 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 40 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part B. You may review your answers to the questions in Part B, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all student will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 20 minutes, say to the students:

This completes Part B. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 40 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part C: Science

Time allowed: 50 minutes, with an extended time limit of 25 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for science. You are now going to take Part C, the final science part. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 16. You will begin to answer the questions in Part C on this page. Stop when you come to the stop sign.

Now turn to Part C in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part C - Science

This part of the test contains twelve multiple-choice questions and one open-response (short-answer) question. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 50 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 25 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may review your answers to the test questions in Part C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly and read until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 50 minutes, say to the students:

This completes Part C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 25 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Science A/BC

Part A: Science

Time allowed: 1 hour and 20 minutes, with an extended time limit of 40 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for science. You are now going to take Part A, the first of three science parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 59 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 12. You will bubble in your multiple-choice answers in the box at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign. Does anyone have any questions?

Now turn to page 60 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Part A - Science

This part of the test contains twelve multiple-choice and two open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part A). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 1 hour and 20 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 40 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part A. You may review your answers to the test questions in Part A, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 1 hour and 20 minutes say to the students:

This completes Part A. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 40 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC

for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Parts B and C: Science

Time allowed: 2 hours and 10 minutes, with an extended time limit of 1 hour and 5 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for science. You are now going to take Parts B and C. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 14. You will begin to answer the questions in Part B on this page. Stop when you come to the stop sign at the end of Part C.

Now turn to page 68 of your test booklet. Please read the directions in the box at that top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts B and C - Science

Parts B and C contain twenty-six multiple-choice and three open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part B and C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 2 hours and 10 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional hour and 5 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may review your answers to the test questions in Parts B and C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 2 hours and 10 minutes, say to the students:

This completes Parts B and C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 5 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Science AB/C

Parts A and B: Science

Time allowed: 2 hours and 40 minutes, with an extended time limit of 1 hour and 20 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will begin the Kentucky Core Content Test for science. You are now going to take Parts A and B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 59 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 12. You will bubble in your multiple-choice answers in the box at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign at the end of Part B. Does anyone have any questions?

Now turn to page 60 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts A and B - Science

This part of the test contains twenty-six multiple-choice and four open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part A and B). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 2 hours and 40 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional hour and 20 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part B. You may review your answers to the test questions in Parts A and B, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 2 hours and 40 minutes, say to the students:

This completes Parts A and B. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 20 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC

for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Part C: Science

Time allowed: 50 minutes, with an extended time limit of 25 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Student may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today you will complete the Kentucky Core Content Test for science. You are now going to take Part C, the final science part. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Open your student response booklet to page 16. You will begin to answer the questions to Part C on this page. Stop when you come to the stop sign.

Now turn to Part C in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (Read the following directions to the students.)

Part C - Science

This part of the test contains twelve multiple-choice questions and one open-response (short-answer) question. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 50 minutes to do the required reading and answer the questions in this session. If you are not finished at that time, you may have an additional 25 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner at the end of Part C. You may review your answers to the test questions in Part C, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 50 minutes, say to the students:

This completes Part C. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 25 additional minutes to complete this session. Raise your hand if you need additional time. (Explain to students how extended time is to be handled in your school.)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Science ABC

Parts A, B, and C: Science

Time allowed: 3 hours and 30 minutes, with an extended time limit of 1 hour and 45 minutes if needed

Materials Needed:

- a test booklet and student response booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: All parts of open-response answers must be contained in the areas designated in the student response booklet. Any writing outside designated areas will NOT be scored.

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will take the Kentucky Core Content Test for science. The science test is divided into three parts. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

Open your test booklet to page 2. This page contains a general scoring guide to assist you. Read through this page very carefully. You may refer to this page during any part of the test. (Allow enough time for students to read the page.) Does anyone have any questions?

3. Say to the students:

Turn to page 59 of your test booklet. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 12. You will bubble in your multiple-choice answers in the box at the top of the page. Write your answers to the open-response questions in the spaces provided. Answers or parts of answers written outside of the boxed areas cannot be scored. Remember, you may use only one page to answer each open-response question. Stop when you come to the stop sign at the end of Part C. Does anyone have any questions?

Now turn to page 60 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Parts A, B, and C - Science

Parts A, B, and C contain thirty-eight multiple-choice and five open-response (short-answer) questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Science - Part A, B, and C). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 3 hours and 30 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional hour and 45 minutes to complete your work.

Since we are doing Parts A, B, and C together, you should ignore the stop signs at the end of Science Parts A and B and continue working through to the end of Science Part C. You may review your answers to the test questions in the science parts, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 3 hours and 30 minutes say to the students:

This completes the science test. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have an additional hour and 45 minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

Practical Living and Vocational Studies

Time allowed: 30 minutes, with an extended time limit of 15 minutes if needed

Materials Needed:

- a test booklet for each student
- extra lined, plain, or graph paper for each student (scratch paper)
- No. 2 pencils

NOTE: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).

NOTE: Dictionaries, textbooks, thesauri, etc., are NOT allowed during any part of this test.

1. Distribute the test booklets and student response booklets to each student. Check to see that each student has his or her own test materials. Hand out scratch paper.
2. Say to the students:

Today we will take the Kentucky Core Content Test for practical living and vocational studies. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it. Does anyone have any questions?

3. Say to the students:

Open your test booklet to page 85. Look at the examples of correct and incorrect marks in the middle of the page. When you bubble your response to each multiple-choice question, make a dark mark that completely fills the circle. If you make a mistake, erase completely and carefully. Do not make any other marks in the multiple-choice answer boxes.

Open your student response booklet to page 17. You will bubble in your multiple-choice answers in the box at the top of the page. Stop when you come to the stop sign. Does anyone have any questions?

Now turn to page 86 of your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud. (*Read the following directions to the students.*)

Practical Living and Vocational Studies

This part of the test contains nineteen multiple-choice questions. Please mark your answer for each multiple-choice question in the space provided in your Student Response Booklet (Practical Living and Vocational Studies). Mark only one answer for each question. If you do not know the answer, make your best guess. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.

Does anyone have any questions?

You will have 30 minutes to answer the questions in this session. If you are not finished at that time, you may have an additional 15 minutes to complete your work.

Please stop when you come to the stop sign in the bottom right corner. You may reread or review your answers to the test questions in this session, but you may NOT work on any other test parts. Does anyone have any questions?

When you finish, insert your student response booklet into your test booklet. Please sit quietly until everyone is finished. You may begin.

4. Record the start time and the end time where all students will be able to see them. Circulate and monitor students' work during the test.
5. After 30 minutes, say to the students:

This completes the practical living and vocational studies test. If you have finished, please insert your student response booklet into your test booklet and close your test booklet.

If you have not finished, you may have 15 additional minutes to complete this session. Raise your hand if you need additional time. (*Explain to students how extended time is to be handled in your school.*)

6. Collect all test materials and store them in a secure place until the next scheduled test session. Collect the scratch paper and follow the directions provided by the DAC/BAC

for destroying it. For students needing extended time, be certain that they do not take their own test materials to the extended-time location.

This is the end of the KCCT.

1. Collect all test materials and count them to ensure that all have been returned.
2. Collect all scratch paper and follow the directions provided by the DAC/BAC for destroying it.
3. Store all test materials in a secure place until you return them to your BAC.
4. If any materials need special handling because the materials are torn, pages have separated, a student was tested in two different booklets, etc., please indicate this on a note with the test materials. Place the special handling materials at the top of the stack of materials you are returning to your BAC.

Makeup Testing

If necessary, conduct makeup testing by the end of school on the last day of the testing window. Once testing is completed, be sure you have collected all materials from all of the students you were responsible for testing.

Post Test Procedures

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Student Response Booklet and Test Booklet Check

- Check all used student response booklets and test booklets to be sure they are in good condition.
- Erase any extraneous marks you find outside the bubbles. Give all materials to your BAC.
- Verify that rulers and reference sheets have been removed from the student response booklets and combined test booklets. Rulers and reference sheets may be kept by the students. **Do not return these materials.**
- Verify that all scratch papers, rough drafts, and additional writing papers have been removed from the student response booklets and combined test booklets. Follow directions provided by your DAC/BAC for destroying scratch paper, rough drafts, and additional writing papers.
- Only students legally identified as having a disability related to fine motor skills, who also have IEPs or 504 Plans documenting the need for extra writing space or typed responses, may submit additional answer pages. In these cases, the student response booklets and/or combined test booklets and additional writing papers should be identified for your BAC for placement in the Special Handling Envelope.

Returning Materials to the Building Assessment Coordinator

All materials must be accounted for and returned to your BAC upon completion of testing.

Your special attention to these procedures will greatly help your DAC/BAC and Measured Progress in the prompt processing of the testing materials.

- Verify that you have the same number of test booklets and student response booklets that you were given by your BAC, including special form test booklets and student response booklets.
- Sign the Test Booklet Tracking Sheet provided by your BAC.
- Scan through the test booklets and response booklets for extraneous materials (i.e., rulers, reference sheets, scratch paper) and remove if found.
- Check student response booklets to be sure that page 1 has a label or is complete and correct (or combined test booklet outside back covers).
- Return all test materials to your BAC.
- Collect the scratch paper and follow the directions provided by the DAC/BAC for destroying it.

All test booklets and student response booklets should be returned to your BAC in the following order from top to bottom:

| |
|--|
| TOP OF STACK |
| Test Booklet Tracking Sheet |
| Any materials needing special handling |
| Used student response booklets, including used special form response booklets, and properly voided response booklets. |
| Used test booklets |
| Used special form test booklets and audiotapes in their original cases |
| Unused student response booklets |
| Unused test booklets |
| Unused special form kits |
| Unopened class packs of test materials |
| BOTTOM OF STACK |

The following materials should **not** be returned to Measured Progress:

- Reference Sheets (mathematics grades 7, 8, and 11; science grade 11; writing grades 5 and 8)
- Rulers (mathematics grades 3-8)
- Scratch paper, rough drafts, or additional writing pages (unless additional pages are part of an approved accommodation), and
- *Test Administrator's Manuals.*

Online Survey

Once testing materials are returned to the BAC, you are invited to participate in an online survey to answer questions about your experience with the KCCT. Your participation in the survey is not mandatory; however, it is highly encouraged since it will provide valuable feedback regarding testing practices and procedures. Directions and a link to access the survey will be provided by your DAC.

Appendix A

Appropriate Assessment Practices Certification Form

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 and adhere to revised testing regulations.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting).
- 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., calculators shall be provided for mathematics and science and may be used in other content areas; 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

Checklist for Test Administrators

Before Testing

- Read this instruction manual in its entirety.
- Inventory test materials received from the BAC.
- Secure additional materials needed for testing (No. 2 pencils, scratch paper, etc.).
- Ensure any accommodations used are appropriate.
- Complete the Appropriate Assessment Practices Certification Form and give it to your BAC before testing.

During Testing

- Maintain test security.
- Post a “Testing—Please Do Not Disturb” sign on your classroom door.
- Write the school and district names in a classroom area where all students will be able to locate them. (For the Student Information Section only. See “Completing Student Information” for more information.)
- Record the start time and the end time of each test session in a classroom area for all students to see.
- Be available to answer questions as necessary.
- Be sure that all students have comfortable and adequate workspaces.
- Monitor students’ handling of test materials to keep the materials in good condition.
- Ensure any accommodations used are appropriate.
- Notify your BAC of any testing irregularity as soon as possible.

After Testing

- Collect all test materials that were assigned to you.
- Verify that you are submitting a student response booklet and a test booklet for every student tested and that the booklets are properly marked and in good condition.
- Verify that the student name space has been properly filled out for all students tested.
- Confirm that no paper has been taped, pasted, stapled, or otherwise attached to the test booklets or student response booklets.
- Provide an explanatory note with each student’s test booklet and/or response booklet that needs special handling before returning them to the BAC. Place these materials on top of your stack of used test materials.
- Assemble the test booklets and student response booklets and return them to your BAC. You do not need to return rulers, reference sheets, or this manual.
- Destroy all scratch paper, rough drafts, or extra writing pages if instructed to do so by your BAC. **Otherwise, return them to your BAC separate from the test materials.**
- Sign the Test Booklet Tracking Sheet provided by your BAC to document that all materials assigned to you have been returned.
- Complete the online test survey (optional).

**THANK YOU VERY MUCH FOR YOUR HELP IN ADMINISTERING THE
COMMONWEALTH ACCOUNTABILITY TESTING SYSTEM’S
KENTUCKY CORE CONTENT TEST.**