

Kentucky Summative Assessment (KSA) Roadmap to Success

Before Testing

**At least 6
weeks before
testing**

This checklist is developed as a resource for District Assessment Coordinators (DACs) and should not be used as a substitute for participating in trainings or reading the KSA Test Administration Manual (TAM).

- Work with district and building administration to develop testing schedules within the 14-day instructional KSA window. The test window should be entered into [SDRR](#).
- Ensure Building Assessment Coordinators (BACs) and technology staff are aware of important dates, policies and procedures described in the [Test Administration Manual \(TAM\)](#) on the [KY Portal Resources page](#).
- Review individual student plans (IEPs, 504s and PSPs) in IC for all accommodations. Ensure that Text to Speech and online calculator accommodation selections are made for PAN. Refer to Monday DAC emails for deadlines to lock plans.
- Login to [PearsonAccessnext \(PAN\)](#) to check the current status of all users and add new users to the system. Encourage all users to login and familiarize themselves with the platform and tasks to be completed.
- Conduct training on the [Admin Code](#) and [Inclusion of Special Populations](#). Collect signed training forms ([Admin Code Group Training](#) and [Inclusion of Special Populations Training](#)) and nondisclosures. Maintain these signed forms within the district.
- Review the [Online Testing Toolbox](#) and [KDE Calculator Use Policy](#). Ensure district devices meet policy requirements.
- Order Braille or Large Print accommodated materials in [PAN](#). These orders can only be placed by DACs. Consult the [Create an Order for Materials Guide](#) for help placing the order.
- Submit any requests for [KSA Schedule Exceptions](#), [KSA Paper Tests](#) or [Calculator Requests](#).

**At least 2
weeks
before**

- Create and add students to test sessions in PAN. (Refer to the Creating Test Sessions Guide within the Guidance Documents tab on the Resources page of the [Kentucky Portal](#).)
- Provide a copy of the [TAM](#) to every test administrator for review. Collect the signed Appropriate Assessment Practices form (located in the back of the TAM). This signed form will be maintained within the district.
- Share [TestNav tutorials and practice tests](#) with BACs and test administrators. Encourage use of these online resources to familiarize students with the platform.
- Monitor work requests in PAN. Refer to page 28 of the [TAM](#) for directions on entering and approving Work Requests.
- [SDRR](#) will open in mid/late April. Refer to the SDRR Task List within the application for guidance on tasks to complete.

At least 1 week before testing

- Print student and proctor testing tickets in [PAN](#). It is advisable to print the Proctor Testing Ticket on a different color paper to distinguish it from the student test ticket. Test tickets and seal codes should be kept secure after printing and throughout testing window.
- Prepare test sessions in [PAN](#).
- Develop a procedure for signing in/out of test materials.
- Prepare test administrator materials (i.e., Testing in Progress door signs, [group](#) and [individual seating charts](#), good faith effort checklists, etc.)
- [Request nonparticipations](#) if needed. Submit nonparticipations in SDRR. (Filing nonparticipations can be completed throughout the testing window.)

During Testing

- Start test sessions in [PAN](#).
- Ensure that no students have access to prohibited electronic devices and administrators are **actively monitoring throughout the test sessions**.
- Monitor student progress in PAN. Follow the directions on page 36 in the [TAM](#) for exiting and resuming sessions.
- Ensure that test administrators create/update seating charts for each test session.
- For issues that arise during the testing window, please call Pearson Support at 888-437-1430 and select the "Live Testing" option.
- Ensure students properly sign out of test sessions (using the directions in the TAM).
- Document testing irregularities in [SDRR](#). Report any potential allegations in [Caveon Core](#).

After Testing

- Ensure that all students show a status of "Completed" in PAN sessions and stop all Sessions. Refer to page 38 of the [TAM](#) for directions on marking a student complete.
- Collect [BAC Certification of Proper Test Administration](#) (to be kept on file in the district). Submit the [DAC Certification of Proper Test Administration](#) via the [Google Form](#).
- Collect, label, box and return all accommodated paper kits. Refer to pages 41-43 of the [TAM](#) for directions on returning materials.
- Securely destroy testing materials (test tickets, proctor tickets, scratch paper) according to district policy. Store all other records (seating charts, etc.) at the district.