



2024-2025 Kentucky Assessment and Accountability Frequently Asked Questions

The purpose of this document is to provide answers to frequently asked questions about testing and accountability for the 2024-2025 school year.

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High School

ACT

Can a student be tested if the MyACT non-test activity has not been completed?

It is the expectation of KDE that a pretest session is held for all students to ensure every student has the opportunity to complete the required pretest activities. ACT and the Office of Assessment and Accountability (OAA) allow two days after the exam to complete this activity on an emergency basis. The action cannot be completed on the morning of the exam. ACT highly discourages the activity from being conducted on the exam day after administering the assessment. **The student is expected to take the test even if the MyACT activity is not completed.** Please see [Step 4: Preparation on the ACT-hosted website](#) for guidance on the MyACT activities.

How is the EOS Parental Consent document collected, and when should the process start?

It is essential to have parental consent finalized when examinees conduct the non-test activity in MyACT to ensure students under 18 without consent do not opt into ACT's Educational Opportunity Service (EOS) opportunity or select organizations to send scores to during the non-test activity. MyACT activities that are not completed prior to testing need to be completed within two days after testing; however, never the day of testing.

The form is embedded into the [Parental Consent Guidance](#). If consent is not obtained from a parent and/or guardian, the student does not have permission to opt into the Educational Opportunity Service (EOS) system and send scores to up to four colleges for free.

A student who was in grade 11 last year took the ACT and was retained in grade 11. Does the student retake the ACT?

Yes, any student retained in grade 11 should retake the ACT assessment.

If a student in the Early Graduate Pathway utilized the one-time state-funded ACT exam in the Fall, can the student re-take the test this spring?

If the early graduate pathway student utilized his/her one-time state-funded ACT exam, he/she cannot re-test this spring.

ACT Test Setup/Administration

If a school has a student who is medically unable to take the ACT, should the school complete the medical exemption documentation for the ACT as with the other assessments?

OAA does not collect medical nonparticipation forms in SDRR since ACT is no longer directly a part of federal accountability but rather one of several tests that can demonstrate postsecondary readiness. The ACT is, however, still required by the state. As such, districts have been directed to keep a copy of the medical nonparticipation form on file locally for any student unable to complete the ACT for medical reasons.

What should a school do if internet/connectivity issues occur during online administration?

Be sure to contact ACT immediately by phone at 319-337-1577. The customer service department will walk testing staff through problem-solving steps to assist with online testing.

Does ACT allow students to use a handheld calculator?

On the mathematics section of the ACT, a student can use either the online Desmos calculator or an ACT-approved handheld calculator from the calculator list, regardless of accommodation status. This ACT policy differs from the KSA policy, which does not allow handheld calculators unless stated on students' IEPs.

If a student receives extended time on the ACT, does the testing staff have to let the extended time elapse?

For standard-time students, yes, testing staff should allow for the full time to elapse on the ACT. However, testing staff does not have to allow the extended time to elapse for extended-time students.

When testing with the state-funded ACT and district-funded testing in the same testing window, can schools complete makeups with mixed groups of district-funded and state-funded?

No, the state-funded ACT exam must be administered separately from any district-funded or school-funded ACT exam on all test occasions.

Will a school need to file an irregularity report if the school uses the late start policy testing after 9:00 am?

Yes, if using the ACT late start policy, the test administrator will need to file an irregularity form. For online testing, please see page 59 of the [Online Test Administration Manual](#). For accommodation paper irregularities, please see page 127 of the [Accommodations Paper TA manual](#).

Test Security

Is each District Assessment Coordinator (DAC) required to set up a Core/Caveon account?

Yes. All DACs must have a Caveon Core account. DACs will want to work with BACs on testing violations that must be submitted on Caveon Core as an allegation. However, only a DAC can file an allegation. The links on KDE's [Allegation Reporting](#) page are intended for DACs to report allegations of inappropriate testing practices and submit the required documentation.

Is a Chromebook considered a secure material?

Chromebooks are only considered secure material when TestNav is open and active (i.e., a test session is open, and questions can be accessed). All TestNav sessions must be exited prior to breaks. Additionally, students may not carry a Chromebook from one location to another if a TestNav session is active.

Did the Administration Code regulation (703 KAR 5:080) change?

The [Administration Code Regulation](#) was amended through the legislative process in December 2024. This change occurred much faster than anticipated. Re-training of staff is not required prior to testing in Spring 2025. The Office of Assessment and Accountability will be releasing updated training. Please refer to the Test Security February DAC training presentation for an overview of the changes that DACS/BACS should be aware of and implement.



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Are there any planned site monitoring visits for Spring 2025?

KDE will continue to engage in site monitoring visits as in years past. In addition to KDE visits, in Spring 2025, Caveon will conduct in-person monitoring visits during assessment administration. DACs will receive a call from OAA staff informing them that Caveon will be conducting a visit. The Caveon staff will arrive onsite before the start of the school day and will identify themselves with documentation. Caveon staff have passed background checks and have also received training regarding their obligations under FERPA and Kentucky state law to protect student privacy. BACs will be interviewed and asked to provide testing documentation and procedures which may include security protocols, distribution of test materials, etc. One difference from KDE site visits is that Caveon monitors will actively observe classrooms and log their observations in real time. Caveon Monitors have been trained and instructed not to interfere with or disrupt testing in any manner. Efforts will be made not to observe groups who would be severely adversely affected by the presence of an outside person (for example, students testing in a small group or individually due to behaviors). Schools will need to provide valid network login credentials to the monitor. The information collected from these site visits will be used for reporting and auditing purposes. If OAA conducts a site visit, Caveon will not visit.

ACCESS

When will the ACCESS rosters close?

The ACCESS and Alternate ACCESS rosters will close on March 10 in the Student Data Review and Roster (SDRR) application. As a reminder, ACCESS and Alternate ACCESS Rosters in SDRR are to record nonparticipation only. However, the ACCESS and Alternate ACCESS rosters will reopen during the spring rosters starting in late April.

If a student moved during the ACCESS window and was not tested, does the school need to submit this information somewhere?

Districts will need to submit a “withdrew during the test window” nonparticipation in SDRR for students who moved during the test window and did not fully test.

Student Data Review and Rosters (SDRR)

Testing Window/Important Dates

When will the spring testing windows open in SDRR?

The spring testing windows open late April in SDRR for the Kentucky Summative Assessments (KSA), Alternate Kentucky Summative Assessments (AKSA), ACCESS, Alternate ACCESS and Postsecondary Readiness. The spring rosters in SDRR will close in mid-June for new tickets.

When specifying start dates in SDRR, do all levels begin testing on the first day of the last 14 days?

The DAC will specify the district start date by level. The levels (elementary, middle and high) may have different start dates in SDRR. Districts may begin testing on or after the first day of the last 14 instructional days. Although schools may choose to begin testing on different days, KDE will view the date provided by the DAC as the start date for all schools at a level for making nonparticipation determinations. The District Test Window Collection window is March 12- 28 for the DAC to enter start dates in SDRR.

What date should all demographic data and IEPs be locked so that the information can be pulled into SDRR when it opens? Should it be prior to April?

Demographics are based on the 1st day of the district's 14-day summative window. Changes, including locking of IEPs, need to be made in Infinite Campus (IC) no later than the end of the school day on Friday, before the opening of Spring Rosters, in order to be reflected on the SDRR roster when it opens late April. However, any demographic changes made in IC after SDRR opens will be reflected on the SDRR roster the next school day. Please make sure that during the roster phase, the IEPs are completed appropriately and locked at the end of each school day so that the information is correct the next day in SDRR. For IEP issues, please contact [Amy Patterson](#).

How is accountability determined?

The accountability is determined as of the first day of your district's 14-day spring summative test window, regardless of when the school begins testing. For accountability determination resources, refer to the [100-day tool](#) and [100-day quiz](#) in SDRR.

When will spring rosters and the SDRR sandbox be available?

Spring rosters will open in SDRR in late April. For training purposes, districts will have access to the sandbox (training site) prior to the opening of spring rosters.

Student Demographics

Is there a specific date to check all identifying student information for the data to roll into SDRR?

Demographics are based on the first day of the district's 14-day summative window. To ensure these changes are accurately reflected in the SDRR roster when it opens in late April, all updates, including the locking of IEPs, must be finalized in Infinite Campus (IC) by the end of the school day on the Friday preceding the opening of Spring Rosters. Any demographic changes made in IC after SDRR opens will appear on the SDRR roster the following school day.

During the roster period, please ensure that IEPs are completed accurately and locked at the end of each school day to maintain the integrity of the information reflected in SDRR. For assistance with IEP-related issues, please contact [Amy Patterson](#).

Should IEPs be locked or unlocked for roster pull?

The IEPs should be locked prior to roster pull. Unlocked IEPs are not reflected in the State Edition of IC or SDRR.

What if changes made in IC did not appear the next day in SDRR?

Districts should contact KDEdatarequest@education.ky.gov if the changes are not reflected the next day in SDRR. For IEP issues, please contact [Amy Patterson](#).

Is the 100-day accountability requirement in place this year?

Yes, accountability is based on 100-day enrollment this year.

Where will 100-day students appear? Where is the 100-day tool located?

The spring testing windows open in SDRR, the student listings will reflect the 100-day students for each school, district or state. For accountability determination resources, refer to the [100-day tool](#) and [100-](#)



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[day quiz](#) in SDRR.

Where are changes made to the student's graduation Cohort?

For the Cohort Preliminary Report with 4 and 5-year Adjusted Cohort Student Listing changes, districts will need to make the changes in IC. When checking for changes made in IC, please note the On-Time Status Last Updated and Next planned update dates in red in the cohort sections of SDRR.

Where do students with 504 Plans appear in SDRR?

Students with 504 Plans are not reflected in SDRR. If districts want a place to add 504 Plan information, the only place is in the annotation column of SDRR. This is for school/district use only.

If a student with an IEP exits services during the test window (but after the students have completed testing), can we reverse their status?

No, the IEP status is established as the first day of the district's 14-day summative test window.

If a student is newly eligible for an IEP during the 14-day window, is it reflected in SDRR?

No. The IEP demographic data status is reflected as the first day of the 14-day district's summative test window.

How are homeschooled students coded in IC?

Homeschool students receiving services should be reflected in IC as Secondary (S) Enrollment. The SDRR student listings only reflect Primary (P) Enrollment.

If a child is being educated within a district at another school due to receiving certain special education services not being available at the child's home school, will the home school still receive accountability, or will the accountability for the child go to the school providing the services?

By default, accountability is tracked back to the Primary Enrollment in IC. If the district desires accountability to track to the home school, which is not the student's primary enrollment, a ticket must be requested in SDRR, and a comment from the DAC must be included in the ticket request, verifying the student's home school location along with an explanation as to why the student's primary enrollment is not the home school, in order for approval to be granted.

If a student is in an A1 and goes to an alternative program and returns to the A1 before testing, which school is accountable?

Accountability is not based on where the student is tested. The determination for the 100-day entity (e.g., school, district, or state) is made as of the first day of the district's 14-day summative test window. Assuming the student was not court-ordered or agency-placed with a KECSAC enrollment in IC, the student will typically track back to the A1 school where they had at least 100 days of enrollment. For more accountability determination resources, refer to the [100-day tool](#) and [100-day quiz](#) in SDRR.

The district has a half day on Friday. Does that count as a testing day?

Half days are instructional days and will count as a testing day toward the district's 14-day testing window.

When will districts enter district test window dates into SDRR?

March 12-28 is the window for the District Test Dates collections for elementary, middle and high school in SDRR. Note: It is crucial that all IC school calendars are checked for accuracy early (prior to March 7 to

allow for updates in IC), including preschools/alternative programs that may impact the district calendar. There will only be a couple of times (Mondays, March 17 and 24) that IC will refresh any changes made to school calendars during the KSA District Test Window collection in SDRR. All dates are tentative. DACs will enter the district starting date for each level. The [SDRR February DAC Training Video and PPT](#) and the “I Need Help” in SDRR are great resources to assist DACs with this task.

[SDRR PowerPoint notes](#) Lunch, EL, and IEP status will be as of the first day of the 14-day window. Will those three items no longer sync to IC nightly after that date? If it continues to sync and something changes, do we need to file a ticket to change it back? For example, if a student is placed or released late in the year.

It depends. Lunch, EL and IEP status will be synced nightly. However, these values will only change if the value that was effective on the first day of the 14-day testing window changes. For example, if the first day of the window was April 17 and the student’s lunch status is free on that date and the student’s lunch status became reduced on April 18, the student will still show a free lunch status in SDRR. However, if the effective date was April 17, then the student’s status will show updated the next day as reduced.

Medical Nonparticipation

How can you request nonparticipation for specific content?

Districts will submit nonparticipation for specific content for Kentucky Summative Assessment (KSA) and Alternate Kentucky Summative Assessment (AKSA) only from the nonparticipation column on the student listings in SDRR.

How much flexibility is provided with doctor signatures?

The Superintendent or the DAC may sign the medical nonparticipation form in lieu of the doctor’s signature.

Would a medically fragile student or student who lives with a medically fragile person be approved for medical nonparticipation?

Each medical nonparticipation is reviewed on a case-by-case basis. Please provide as much detail on the student’s situation as possible from the school’s perspective. Note: A nonparticipation **cannot** be approved for a handicapping condition. Rather, there must be an acute medical condition. Moreover, accommodations should be made to enable the student to participate in testing whenever possible.

What are some examples of mental, emotional, and/or physical issues that could be considered for medical nonparticipation?

All medical nonparticipations have to be reviewed on a case-by-case basis. A few examples of medical nonparticipation might include mental health crisis, compromised immunity from cancer treatment, the death of a close family member, etc. Contact dacinfo@education.ky.gov if you have questions.

Is attending school virtually a basis for medical nonparticipation?

No. The basis for medical nonparticipation is an acute medical situation, as described in the Help document in SDRR. Each medical nonparticipation is reviewed on a case-by-case basis. Schools are to make arrangements to have the virtual students come to the school, a designated place in the community, or at the student’s home, following the Administration Code and KSA technology guidelines.

How does a school handle ACT medical nonparticipation, and why will it not be included in SDRR rosters?

The ACT medical nonparticipations are to be kept on file in the district. ACT is one of the assessments that can be used to demonstrate academic readiness for the Postsecondary Readiness Indicator.

During the testing window, if an IEP is opened/ not locked and SDRR is open, what happens?

SDRR is updated from IC nightly. If the IEP is not locked and is open, then SDRR will not reflect the student having an IEP the next day. To correct this, lock the IEP, which will resync to IC nightly.

Do medical nonparticipations get marked in IC?

No. Nonparticipations for spring testing can be requested on the student listings in SDRR.

In the KSA Training PowerPoint, there's a slide that says the district will keep emergency forms. Do staff print various forms and from where? Should staff give these to each school for "just in case" purposes? Are these submitted online, what is the process, and how exactly do staff prepare? Should the forms be given to the BACs?

[Medical Emergency forms](#), as well as other forms needed by the district, are located on the [Forms](#) page of the KDE website. Medical emergency forms are completed for a student who may need this. BACs do not need to print these if they are not needed.

Medical Emergency forms are kept on file in the district. They are not submitted in SDRR.

When do medical nonparticipations have to be submitted in SDRR?

Medical nonparticipations are submitted in SDRR during the spring rosters and during data review in the fall.

Kentucky Summative Assessment (KSA)

Can districts use any or all of the last 14 instructional days for testing?

Yes, the KSA window is the entire 14 days. Initial and make-up testing will take place in the last 14 days of each district's school year.

Do we have to set a consecutive 5-day window?

No, there is no longer a 5-day window. Each district will have up to 14 days to complete the initial and make-up portions of the KSA. Districts are required to submit their testing window start dates in SDRR by level (elementary, middle and high). Testing should begin as close to the district start date as possible, but not before the date indicated by the DAC. All levels will have until the last day of school to test students, and make-up tests should be administered as needed up to (and including) the last day of school.

Can each individual school in a district have its own testing schedule as long as testing is completed in the 14-day window?

Individual schools in a district may have their own testing schedule. Each school will need to follow the content order: reading, mathematics, science, social studies, editing and mechanics, and on-demand writing, with the Quality of School Climate and Safety (QSCS) survey being administered first. The only exception to the survey being administered out of order is if the student missed the first day of testing and had to complete the survey as a makeup. Students should complete the test in a single continuous test

session per section (part) in each content area, though there may be exceptions for students with accommodations. As a test security measure, each grade level within the same school (all of third, for example) should complete the same content test each day.

Please note: OAA is recommending that testing begin as early in the 14-day window as possible to ensure all students have an opportunity for a successful test administration. If a student becomes ill and is not assessed due to the school having a later testing schedule, the student may not be eligible for a nonparticipation in SDRR, and the school could receive the lowest score possible for that student's missing test in accountability.

For example, the ES level should start on 4/30 (based on the district ES level start date submitted in SDRR), but the school doesn't start testing until 5/6, and the student is sick beginning on 5/6. The student may not be eligible for nonparticipation if there were days that the student could have been tested prior to the illness because of the district start date of 4/30. For questions linked to medical nonparticipations, OAA will use the date submitted by the district in SDRR in order to assist in making determinations of when testing was available to begin.

What are the options for taking breaks for tests that have 2 parts?

Breaks are permitted for content tests that have two parts (reading, mathematics, social studies and on-demand). The test administrator scripts located on the [Resources page of the KY Portal](#) will give specific directions for three testing options: 1) Continue testing Part B immediately after Part A; 2) Take a break after Part A; or 3) Test Part B on another day.

If a break is provided, the test will have to be exited and resumed. Directions on how to exit and resume testing can be found in the Monitoring the Online Test Session section of the TAM. PAN will log all start and stop times and their duration.

Since testing times are estimated for 2025, should the times be split evenly for content tests that have 2 parts (for scheduling purposes)? For example, the recommended time for reading is 120-140 minutes, so should each part be 60-70 minutes?

Yes. The test administrator scripts located on the [Resources page of the KY Portal](#) will give directions for each part of the test with a recommended time for each part. The recommended times are split evenly between parts.

Can two content areas be scheduled on the same day for the same grade? For example, can grade 11 science and social studies be scheduled on the same day?

Yes, multiple contents may be administered on the same day. As a reminder, each test section started must be completed by the end of the day.

Can a school schedule to test at any point during the 14 days if the correct order is followed?

Yes, however, OAA strongly recommends testing at the start of your testing window. Please keep in mind that the 14 instructional days include the make-up testing.

For a grade level, can different classrooms or groups test the same content on different days of the week (e.g., Ms. Smith's grade 4 tests reading on Monday, but Ms. Jones' grade 4 takes reading on Tuesday)?

To adhere to test security, the same grade levels must administer the same content on the same days. The

example provided would not be acceptable.

The time frames seem long. Are the times given a recommended time or a set time frame?

These are estimated or recommended test times for each content area. Students showing continued progress are allowed to continue testing when the recommended time has expired. Students who are not diligently working once the recommended time has expired cannot continue. If all students complete the assessment before the recommended time has expired, it is not necessary to continue waiting. OAA will make adjustments for upcoming years based on the outcome of the recommended testing times this spring.

When you say times are approximate/no real time limit, should there be some sort of cut off or should you still allow students to work as long as they are progressively working?

OAA encourages test administrators to adhere to the recommended time limits for each content area test; however, if students are diligently working, they may continue.

Do we need to report students who work past the estimated test time to OAA or just document in the district?

OAA is not currently collecting that data; DACs and BACs will need to document within the district.

If we know a student will be out during the testing window, can we test them prior to the other students testing?

Yes. If a student will not be present for all, or the majority of the 14-day KSA testing window, they may be approved for an early makeup schedule exception. A [Schedule Exception Request](#) must be submitted and approved by OAA.

Are there alternate places, dates and times to test students enrolled in virtual programs?

All students who attend school in person and in virtual programs are expected to participate in the KSA during an in-person, proctored administration during the testing window. Students and proctors can meet at off-site destinations to complete the KSA if students are not able to test at school. Please submit a [Schedule Exception Request](#) for OAA approval.

If you are a district that is allowing students in virtual programs to test after regular school hours, a [Schedule Exception Request](#) will also need to be submitted. OAA will contact Pearson so the testing hours may be extended within TestNav. Pearson will need the following information: district and school name, grade, session name and content. These sessions **must** be prepared and started before Pearson can change the after-hours setting.

Test security must be maintained at all times in all testing environments.

Can we administer multiple grades/content areas in the same room when administering makeup tests or testing students in virtual programs?

Students in virtual programs and students needing to complete makeups are the only exception to testing grades together to accommodate time restrictions that the school or district may face. The intent for testing during the 14-day window is to test each grade independently. This is due to the impact of testing such a large number of students in the same location, using multiple scripts and the overall effect it could have on both students and test administrators.

If a student must leave with a partially finished test (got sick, etc.) and does not come back to test, can he or she be marked so their score is not counted?

If a student becomes ill and is unable to return at any point during the testing window, a medical nonparticipation will need to be filed. Scores by KSA content area will not be reported for students who have been approved for medical nonparticipation in that content area.

If the student leaves during the test and does not return, the test needs to be “Marked Complete.” When the test is marked complete in PAN, test coordinators will need to indicate a reason why the student did not finish.

If a student tests partially at one school and then moves to another school, should the second school finish the testing?

Yes, if there is adequate time remaining in the second school's 14-day testing window, then testing will need to be completed.

How long do KSA records (seating charts, training documentation, etc.) have to be kept?

A [records retention schedule](#) for public school districts is available on the Kentucky Department for Libraries and Archives (KDLA) website. This schedule references KPREP rather than KSA; however, all records associated with KPREP are recommended **to be kept for 5 years**. OAA recommends scanning and digitizing all paper records, including seating charts, training documentation, etc. Additionally, the Archives and Records Management Division/KDLA staff continues to review and update this retention schedule to reflect changes.

Testing Environment

Can testing staff move a student to another room if everyone else is finished, and when moving a student who is working past the recommended time, does the test have to be paused and resumed?

Yes, testing staff can move a student in need of extended time (accommodated or diligently working) to another room to complete testing. Since the testing is online, you will want to exit the test session, move the student, and then resume the session. Directions on how to exit and resume testing can be found in the TAM. PearsonAccess^{Next} will log all start and stop times and their duration.

Can a large library with easily designated spaces, such as Space A and Space B, be used for separate makeup?

Yes, if there is adequate space between the two designated testing spaces to ensure students are not distracted by the other test proctors.

Test Content

Is there a Testing Items and Times Chart for this year?

Yes. The [Testing Items and Times Chart](#) is housed on the KSA Webpage.

Are reference sheets for writing available online?

Yes, the writing reference sheets and rubrics can be found on the KDE website on the [Kentucky Summative Assessments \(KSA\) page](#). While testing On-Demand Writing (ODW) in TestNav, students will have access to the Writer’s Reference Sheet within the “Exhibits” icon. Hard copies of Writer’s Reference

Sheets are not permitted during testing unless a student is testing via paper/pencil.

Do the character counts in the practice tests match the real test character counts?

Yes. The character count for On-Demand Writing is 10,000. For all other content areas, the short answer character limit is 3,000, and 6,000 for extended responses.

Do the mathematics and ODW reference sheets show up in practice tests?

The writing reference sheets are available in the [Kentucky Portal](#) for the On Demand Writing practice tests. The Writer’s Reference Sheet can be accessed within the “Exhibits” icon on the right side of the screen. Mathematics reference sheets are no longer provided. Instead, the formulas are embedded within specific assessment items.

How exact do fill-in-the-blank responses need to be (e.g., if the answer is 1.1, will it count it correct if they put 1.10)?

Equivalent answers are accepted. In this example, both 1.1 and 1.10 would be correct.

KSA Scoring

What are the maximum possible points earned for test questions?

Multiple-choice questions are worth 1 point.

Multiple select, technology-enhanced, short answer items are worth up to 2 points. Extended response questions are worth up to 4 points.

How are editing and mechanics factored into the writing score?

Students in grades 5, 8 and 11 will receive a scale score and performance level score for editing and mechanics and on-demand writing separately. A decision matrix combines editing and mechanics along with on-demand writing performance to provide a combined writing performance level for accountability.

How are multiple select items scored?

Multiple select questions require students to select the **two** best or correct answers from a menu of five choices.

If the student selects two or fewer answer choices, the scoring system will assign one point to each selection that is correct, up to two points for the two correct responses. The TestNav platform does not accept more than two answers; however, if a student taking a paper test selects more than two answers, the scoring system will not assign credit for any correct responses.

For example, a question with a correct answer of both A and D would receive the score indicated below, depending on the student’s response:

Only marked D (selected two or fewer answers; one answer correct) => Score of 1.

Marked B & C (selected two or fewer answers; neither answer correct) => Score of 0 (zero)

Marked B & D (selected two or fewer answers; one answer correct) => Score of 1.

Marked A & D (selected two or fewer answers; both answers correct) => Score of 2.

Marked A, B & D (selected more than two answers; unable to score) => Score of 0 (zero) Notice that if the student marks **more than** the two responses required by the question, the student earns 0 (zero) points even if one or two of the answers is correct.

How are On-Demand Writing responses scored?

On-Demand Writing responses are evaluated on traits as described in the KSA writing rubrics:

- [KSA Opinion Rubric Grade 5](#)
- [KSA Argumentation Rubric Grade 8](#)
- [KSA Argumentation Rubric Grade 11](#)

Each trait is scored twice, once by Pearson’s Intelligent Essay Assessor and once by a human scorer. Those two scores are combined for a total of up to 8 points per trait. If the two scores are non-adjacent (more than one point difference), then a supervisor will score the trait a 3rd time to determine the score. Previously, the ODW was not scored by trait, but the move to trait scoring was made to provide more information on the student’s score.

The KY Standards website provides instructional support for using the composition rubrics on the [Composition Resources webpage](#).

In order to create a common point of reference across the assessments in different grades, measures of student performance on the KSA (points) are translated to a scale score that ranges from 400 to 600 points for all content areas. The student’s scale score determines the assigned performance level (NAPD).

Quality of School Climate and Safety (QSCS) Survey

Does the QSCS survey need to be administered before the content area tests?

Yes. The Administration Code ([703 KAR 5:080](#)) specifies that test sections shall be administered in the order in which they appear in the test booklets, with students of the same grade being simultaneously tested in the same content area and test session in a given school. This also applies to online testing.

Depending on grade level, initial in-person testing should be completed in content order: survey, reading, mathematics, science, social studies, editing and mechanics and on-demand writing.

Students who are absent or missed test sections (including the QSCS survey) for any reason may complete those sections during make-up sessions.

Does the QSCS Survey have to be taken just prior to the reading assessment in the same test administration?

The survey should be administered prior to the reading assessment (science for grade 11); however, it may be taken as a separate test administration. Students who are absent or missed test sections (including the QSCS survey) for any reason may complete those sections during make-up sessions.

If a student is absent on the day the QSCS survey is administered, should we keep them on schedule with the student's peers in other content areas or wait until they have completed the Survey?

The preferred scenario is that students test with the student’s peers whenever possible. Therefore, students may join other peers in the assessment(s) scheduled on the day the students return. The test sections missed when absent (including the survey) can be taken during a makeup session.

Can the Quality of School Climate and Safety (QSCS) survey questions be shared with students?



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The QSCS survey questions are not considered secure test items; however, the survey is a state-required assessment included in accountability, and student responses are confidential. Therefore, school staff and test administrators should abide by the Administration Code regulation in regard to the published survey questions and the operational survey administered during the KSA window.

Teachers may review the survey with students in advance of the test, but only for the purpose of ensuring students understand the questions. School staff should not administer the survey outside the TestNav test session during the KSA window, nor should students be encouraged to provide any specific responses to the questions.

Note: QSCS questions should only be read aloud for students who have a reading accommodation specified on an IEP, 504 or PSP.

Are first-year EL students required to take the QSCS Survey?

No. First-year EL students do not take the QSCS Survey. The Test Administrations Manual - states that **First Year English Learners (ELs)** students are required to take four multiple-choice or one extended response in both the mathematics and science tests for federal participation. Documentation shall be maintained at the school/district. **Second-year EL** students who are in their second year or later of enrollment in U.S. schools shall participate in the Spring 2025 KSA and QSCS Survey.

Do students taking the Alternate Kentucky Summative Assessment (AKSA) need to take the Quality of School Climate and Safety (QSCS) survey?

The QSCS Survey is administered during Window 2 of the AKSA. All students tested on the AKSA **must** complete the QSCS Survey prior to the AKSA assessment.

Pearson Access Next (PAN) and TestNav

What is the date that we can begin adding test sessions in PAN? What is the deadline?

Test session development/rosters are available beginning on March 24. The timelines for test sessions are March 24-June 6. Specific dates tied to KSA can be found in the [KSA Important Dates](#) document.

Is it necessary to set up different testing sessions in PAN for students who get accommodations if they are testing at the same time as the students without accommodations?

Accommodations should be set up before creating a test session and do not require a separate session. Only Proctor Read Aloud sessions would need to be created separately.

How does a Form Group Type - Read Aloud session work?

A Read Aloud session is created for students who are receiving a human reader accommodation. In a Read Aloud session, the proctor will have a testing ticket. It will be different from a student testing ticket. When setting up a Read Aloud test session, the Proctor Reads Aloud box must be checked for a proctor testing ticket to be created. All students using the Proctor Read Aloud can be entered into the same session in PAN. The test may then be administered to small groups of up to 4 students who are receiving the human reader accommodation.

Pearson will provide guidance in the Creating Test Sessions Guide that will be placed on the [Kentucky Portal](#).

When is a Work Request necessary in PAN?

If a student transfers into the district from another Kentucky district, the DAC or BAC will submit a Work



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Request to transfer the student. Work Requests are not needed for students moving from school to school within the same district. Instructions for submitting a Work Request can be found in the TAM.

If a student is absent on Day 1, should we take the student out of that session in PAN and create a new makeup session, or can the student remain in the open session for as long as needed, allowing each student to finish?

A new session does not need to be created for a student who was absent on the first day of testing. Sessions can remain open until all students have completed the assessment. After all students within that session have finished testing, it should be closed. Once a session is closed in PAN, it cannot be reopened. Note: DACs and BACs will have an opportunity to override Part A to allow students who were absent the ability to test Part B of the same content area with the rest of the class. There are multiple steps required to complete this process. If interested, email DAC Info and include “Part A Override” in the subject line.

Is there a way in PAN to copy and paste students from one test session to another?

There is no way to copy and paste students from one session to another, but instructions are included in Creating Test Sessions Guide within the Guidance Documents tab on the Resources page of the [Kentucky Portal](#) on how to create a “class”. Creating a “class” will save time when testing a large number of students.

What are the steps to run the extract in PAN to see the accommodation(s) for our students?

Steps to view accommodations are included in the TTS and IEP/504 Directions within the Guidance Documents on the [PAN tab of the KY Portal](#). A Student Registration Export (SRE) will need to be run to view all students with TTS and IEP/504 Calculator accommodations.

Can testing sessions be left open overnight to test makeup sessions the next day, or should the session be closed and a new session started the following day for makeup sessions?

The session should be left open until all students in that test session roster have completed testing.

Should we delete students from PAN that withdraw after March 24 (e.g. home school) and do not test (different from Work Request)?

Students who withdraw after March 24 do not need to be deleted from PAN; however, these students should be removed from any testing sessions. (If the student withdraws after you have added them to a session, remove them from the session.) During roster cleanup, when all testing concludes, Pearson will remove students who did not test.

Can the BAC set up a read-aloud session for only one student?

Yes. The ability to add as many students or as few as one is permitted when creating the read-aloud sessions. However, as noted above, no more than four students may be tested together. Pearson will provide guidance that will be placed in the [Kentucky Portal](#).

Alternate Kentucky Summative Assessment (AKSA)

What are the AKSA testing window dates for 2024-2025?

Window 1 was Nov. 12-Dec. 18, 2024. Window 2 is from April 14 to May 23. Districts may conclude testing before May 23 if they choose. The TAR window is Sept. 30, 2024- May 23, 2025. The last day to enter scores in the [Student Registration Database \(SRD\)](#) is May 30.

What is the procedure if any test materials are missing or damaged?

If any test materials are missing or damaged, this should be communicated immediately to the DAC, BAC, DoSE, or district alternate assessment administrator. DACs should report to KDE within 48 hours of the end of the shipping window if materials have not been received. **Additional materials/copies may be used from the district binder provided to each DAC.**

How many content areas per day can be completed? Can we have multiple sessions per day?

Only one content area may be administered to an individual student each day unless approved by KDE.

Can the order of the test be modified when administering the AKSA?

The order of the binder must be followed when administering the assessment. The content areas are not interchangeable and cannot be administered in any order the test administrator wishes to give them.

Where can a test administrator locate the videos/animations for the assessment?

All videos and animations are located in the [Online Training System \(OTS\)](#) and on the DAC's thumb drive. Teachers **must** update their profiles in the OTS to reflect any schools and grades taught in order to access the videos.

What is the process for returning the DAC's thumb drive?

Thumb drives are to be returned in the prepaid envelope, which includes testing materials. If the prepaid envelope cannot be located, thumb drives may be mailed to the University of Kentucky, Human Development Institute, Attn: Tina Buster, 2355 Huguenard Street, Suite 100B, Lexington, KY 40503.

How does a district submit medical nonparticipations for students on AKSA?

Medical nonparticipation requests are submitted through SDRR during the Window 2 administration. Those requests are reviewed and approved by a team.

What happens if a student is identified for the Alternate Assessment Program or moves into the district after the Window 1 Makeup closes on March 21?

Students are allowed to make up Window 1 during Window 2. If students are identified after March 21, please notify dacinfo@education.ky.gov. The administration of both windows will ensure that the student receives a complete test score.

Accommodations

Reader

Are there practice tests with Text-to-Speech active?

There are practice tests with Text-to-Speech active in the [Kentucky Portal](#). Select the Accommodated Practice test to utilize this function.

What are the expectations for human readers versus the text reader for KSA and ACT on spring administration for state assessments?

The Junior State ACT and KSA are online-based administrations. Paper testing will only be available for accommodations with no online equivalent, including Non-College Reportable (NCR) accommodations for the ACT. Some approved accommodations that specify paper testing have online equivalents with different formats. For example, a Human Reader accommodation

converts to Text-to-Speech for online delivery. Text-to-speech (TTS) is increasingly being considered as a replacement for human readers where appropriate. For assessments such as the KSA and ACT, this shift is largely guided by the Inclusion of Special Populations regulation, which emphasizes the importance of prioritizing assistive technology over adult-provided accommodations.

It is essential to note that both human readers and TTS tools must provide consistent and equitable administration of assessments. The role of the reader is strictly to make the content accessible without influencing the student's responses or leading them toward correct answers. This ensures fairness and compliance with assessment protocols.

Is it required that the human reader use their own computer, or can the human reader use the student's computer?

In the Proctor Read Aloud Session, a proctor test ticket may be printed for the proctor to read from their own computer. However, a human reader may also read from the student's computer. If the option to print a proctor ticket is chosen, it is advisable to print the Proctor Testing Ticket on a different color paper to distinguish it from the student test ticket(s). Please be aware, if a student uses a Proctor Test Ticket to take the assessment, the answers will not be saved or reported.

How is the online text reader accommodation activated?

The student data in PAN is initially provided by KDE from an Infinite Campus pull. Additionally, DACs may use the Student Registration Input Export and Import instructions or add the functionality to individual student records via the User Interface. Detailed instructions for both methods can be found on the [Kentucky Portal](#) under the [PAN Guidance Documents](#) tab. Please note that students with 504 Plans will need their accommodations to be entered manually.

Can a human reader read punctuation and capitalization for a student?

No, a human reader can only read the words as written on the test. The human reader accommodation should never be provided to give an unfair advantage over peers.

If the technology fails or is not available, can a human reader be provided?

Yes, if the TTS technology fails or is not available, the test administrator may proceed with a human reader until the technology is available.

Calculator

Can a handheld calculator be used by any student, and can a student using a handheld calculator do so in the general education room?

Only students who have a handheld calculator indicated on an IEP or 504 Plan may use an approved handheld calculator on the KSA. To find a list of prohibited calculators and approved types of calculators per grade level, please reference the [KDE Calculator Policy](#). General education students or students marked for online calculators must use the Desmos calculator provided within the TestNav platform. There is no KDE policy for testing location and handheld calculators; however, it is best practice for students using a handheld calculator to test in a separate location.

If a student who has a handheld calculator marked on their IEP or 504 Plan is using an approved calculator that doesn't match their grade band type (elementary is using a scientific

calculator in instruction), can the student still use a handheld calculator on both sections or does it have to match what is provided online (4 function for elementary, etc.)?

A student who has a handheld calculator marked on their IEP or 504 Plan may use the handheld calculator used in daily instruction if it is an approved calculator per the [KDE Calculator Policy](#). It is important that the calculator does not have extra functions (simplifying/converting fractions, rounding numbers, automatically doing order of operations, etc.) that could provide an unfair advantage over peers without accommodations using the online calculator built into TestNav.

How is the Desmos online calculator enabled?

The online calculator is available on all content. For Math, the online calculator is only available on Part B, unless the student has an accommodation that would allow them to have the online calculator on Math Part A. DACs and BACs will be able to turn on the online calculator for Math Part A for students whose IEP/504 Plan indicates that they are eligible for the calculator. This functionality will need to be enabled in PAN. Detailed information can be found on the [Kentucky Portal](#) under the guidance document tab. Please note that students with 504 Plans will need their accommodations to be entered manually.

Is the calculator on the Desmos site or the app/extension the exact same online calculator that is on the KSA?

The online calculators on the KSA are the most up-to-date versions from Desmos. However, some functionalities that are available on the Desmos site are not available on the KSA. The calculators included in the online practice tests in the [Kentucky Portal](#) are reflective of the calculator found in TestNav. Standalone practice with the testing versions of these calculators is also available on the [Desmos practice site](#) (select Choose Assessment, then Kentucky Assessments).

Can the spreadsheet used to export/import students for TTS be the same spreadsheet to import/export student registration for a calculator?

Pearson has indicated this is possible. Please visit the [Student Registration Export/Import for Text to Speech and IEP/504 Calculator](#) for specific guidance.

If a student has a handheld calculator as their KSA option on their IEP, will the Desmos calculator still appear for them on the Math Part A section of the online test?

The online Desmos calculator will only be available for students in Math Part A if the calculator option has been selected within PAN.

Does the accommodation have to be specifically marked as "hand-held?"

For a student to be able to use a hand-held calculator during the assessment, their plan must specifically list a hand-held calculator as an accommodation. Hand-held calculators must comply with the [KDE Calculator Use Policy](#).

Extended Time

Will students with extended time on a plan (IEP, 504 Plan, or PSP) be able to utilize additional time as well (besides what is specified in the plan) if the students are progressively working?

For the 2025 Spring administration of the KSA, students with plans that specify extended time are also

entitled to additional flexible time as long as they are progressively working.

Scribe

Is Speech-to-Text going to be an option for Spring test administration?

Speech-to-Text will **not** be an option for Spring 2025 test administration. Another product, like Google Docs or voice typing, may **not** be used for speech-to-text in place of a scribe due to test security concerns.

What happens if a student’s IEP has Speech-to-Text on their plan; however, this feature is not available in TestNAV. How should the district provide this accommodation?

If a student can type their answers independently, it is encouraged to permit them to do so. However, for students who cannot type the answer, then the district would be permitted to provide a scribe for those students. If a scribe is provided, the scribe must follow all guidelines for that accommodation.

Paraphrasing

Please explain paraphrasing now within the regulation.

Paraphrasing/Simplified Language is not a supported accommodation for state assessments. The proctor may only paraphrase or simplify directions; test questions or answer choices may not be altered. Once time begins on a state assessment, nothing can be paraphrased. Note: this is not a change in policy. An accommodation is a support for the inclusion of special populations. Because paraphrasing can be used on test directions only for all populations, it is not a support for special populations and is therefore not an accommodation.

Can scripts be automatically paraphrased, or must the scripts be read as written?

Scripts should be read as written. Paraphrasing would only be permitted if a student had a question about the directions (for example, a proctor would be able to clarify that “assessment” means “test”).

Behavior Modifications and Supports

If a student without accommodations is creating a distraction, can the student be removed to test individually?

This is a local decision. If the DAC or BAC feels students can handle small group testing, there is nothing that precludes students from testing in small groups. If past behavior has demonstrated the student cannot handle small group testing, then it may be advisable – but not required by KDE – that the student be tested in a one-on-one environment. All testing schedules and seating charts should accurately reflect the testing environment for each student taking the test.

If a student’s behavior escalates during a test session and does not de-escalate, would the school complete a medical nonparticipation for that particular session?

Any and all efforts should be made to test students. If a student’s behavior escalates, the test session may be stopped and resumed. This information may also be recorded and kept on file in the district and/or annotated in SDRR.

Oral Native Language Support

Who can serve as an interpreter?

Most districts use an interpreter that is within the district or has been hired. All interpreters

must complete the Administration Code and Inclusion of Special Populations training before administering an assessment. Interpreters from outside the district must complete a Nondisclosure Agreement (NDA). Interpreters may not use a word-word dictionary and must be fluent in the language they are interpreting for the student. Students or peer tutors may not provide this accommodation.

What does the testing environment and schedule look like for students receiving ONLS?

Students who receive Oral Native Language Support as their **only** accommodation may test in a small group of up to 4 students who are the same grade level, English proficiency level and language. If the student has any additional accommodations, they need to be tested in a one-to-one setting. If needed, the students can be assigned into the same testing form and be on a different schedule from their peers if it is within the district’s 14-day testing window.

What dictionaries may be used as an accommodation for EL students?

Dictionaries must be word-word and cannot be picture dictionaries. Any electronic dictionary must have internet capabilities and whole-sentence translation turned off. If using an electronic dictionary, the student must be monitored 1-1 to make sure it is used correctly, with nothing enabled during the testing session. They must have used it during instruction.

We have students who have used online translation (such as Google Translate). Is this acceptable during test sessions?

AI or Google Translate may not be used for administration of state assessments due to conflicts with 703 KAR 5:080 (Administration Code Regulation) and the 703 KAR 5:070 (Inclusion of Special Populations Regulation). The Oral Native Language Support with Extended Time accommodation (p.18) implies a human interpreter providing verbal translation and/or simplification of language. The Use of Dictionaries accommodation does allow an electronic version; however, it specifies a word-to-word translation without definitions, requires Internet capabilities to be turned off, and prohibits translation of whole phrases and sentences. Additionally, the *Administration Code* requires accommodations provided during assessments to be consistent with 703 KAR 5:070 (which does not provide for an electronic translation service). It also prohibits reproducing secure test materials in any way (including by typing). AI tools process data inputs into their algorithms, creating a breach of test security when secure test items are introduced into the database. This compromises the integrity of the assessment and violates confidentiality protocols.

Medical Needs

Can a test be temporarily exited and resumed for medical or behavioral needs or for breaks between sections?

Stop the Clock, or Exiting the Test Temporarily, can be utilized for students who have a plan requiring frequent breaks for medical purposes or for a general education student experiencing a medical emergency who needs to pause the test. Further information can be found in the Test Administration Manual (TAM) under the directions for Exiting the Test Temporarily. Temporary exiting and resuming of an online test are logged in PAN. If a student is taking the test in one of the paper formats, collect all materials and record the stop and start time as directed by the BAC.

If a student has a medical plan and uses an app to monitor blood sugar, can the student have

the cell phone in proximity (several feet away) while testing with general education students, or is that a 1:1 accommodation?

This is a 1:1 accommodation that is generally on a case-by-case basis. The cell phone may or may not have an audible alarm, which could be a distraction to other students. The phone may not be in the student's hand but may be in proximity.

Paper Tests

How do we request a paper test kit for KSA (not Large Print or Braille)?

Paper kits can be requested for students who have conditions that render them unable to test online. This may include students with vision impairment or epilepsy, for example. To gain approval please complete the [Paper Test Request form](#). As a reminder, the only student information that should be included on the form is the SSID. The request will be reviewed; upon approval, KDE will communicate with Pearson regarding the district and grade level needed, and a paper kit will be sent to the district.

For Large Print and Braille tests, will the QSCS survey be in print as well?

The QSCS survey will be included in print versions of the test.

Will students with visual impairments have access to an accommodated test book?

Yes, a Form 1 paper test book will be available for Braille, visual impairments, and students with color blindness. All accommodated material will be submitted via an additional order. Step by step instructions for ordering can be found on the [PearsonAccess^{next} Online Support document](#).

Testing Environment

Can a student with the Online Text Reader, Extended Time, or Online Calculator accommodations test in the general education room?

Yes. A student who receives the online reader may stay in the general education classroom if the student uses headphones, and it does not distract others. A student with extended time may stay in the general education room or move to another location if needed. A student with the online calculator accommodation may also stay in the general education room. Please note that a district may test students with Online Text Reader, Extended Time, or Online Calculator accommodations in a separate location if testing staff choose.

If a student needs to utilize extended time in the general education room and other students have finished, can that student change locations?

Yes, the student will be able to move to another location that has been determined by the BAC or DAC. If there is a need to pause a testing session, this can be completed directly in TestNav 8 by exiting and resuming the test. Directions on how to exit and resume testing are in the TAM. PAN will log all start and stop times and duration. The proctor must securely transport test materials during the move.

Will students who receive accommodations need to wait in a different location outside of the general education classroom until the student can be tested with accommodations?

In accordance with the Administration Code, normal instruction should continue during the test window for students who are not in a test session. Students may continue to work on school related activities while they wait to take their assessment with accommodations, as long as they are not working on test

preparation materials. If you have further questions regarding this please contact [DAC Info](#) or reference page 13 in the [Administration Code](#).

Are students with the same accommodations able to be grouped together for online testing?

Some accommodations, such as a handheld calculator or extended time (time and a half or double) can be grouped together. Students with a human reader can be placed in a small group of up to 4 students, provided they do not have any other 1:1 accommodations specified. Accommodations such as scribe or manipulatives are 1:1 due to the personalized nature of the accommodation. For example, if a student receives both a reader and a scribe, they will need to test in a 1:1 environment, because the 1:1 requirement of the scribe supersedes the small group capability for a reader.

Will 504 Plan accommodations also be pulled from Infinite Campus like IEPs?

No, 504 Plan accommodations will have to be manually entered into PAN. Step-by-step instructions can be found in the [TTS and IEP/504 Directions](#).

Addendum

KSA Pearson and Test Nav

Since On-Demand Writing has two parts for 2025, are details available for what students and administrators should expect?

The On-Demand Writing assessment includes a field test item for the 2025 administration; therefore, it's being tested in two sessions, Part A and Part B. A unique seal code will be provided for each part. Part A and Part B may be tested on separate days or the same day. Each part will have passages and a prompt. The rubric for each grade has not changed, so grade 5 will still write opinion pieces and grades 8 and 11 will write argumentative pieces.

What additional information is available about field test items?

Embedded field test items are used each year in most content areas on the KSA and are not distinguished from operational items (i.e., students will not know which items are field tests and which are operational.) Field test items are new items that are included on testing forms as part of the test development process. Using new items prevents test content from being compromised due to overexposure and allows test developers to ensure that the assessment is of high quality.

[KRS 158.6453\(13\)](#) requires an annual release of testing items. Therefore, it is important to maintain our current bank of summative assessment questions across the contents. Having a field test is a necessary step for maintaining the item bank.

The KSA training stated that the refreshed science assessment will include stand-alone items. What is the difference between stand-alone and cluster items?

Standalone items will consist of one question from one text. Cluster-based items may have multiple questions that build on one another from a set of reading sources. Social studies is a good example of an assessment that uses both cluster-based and stand-alone items.

Can students wear noise-canceling headphones or earplugs during the KSA administration?

Students with or without a plan are permitted to wear earplugs or noise-canceling headphones as long as they do not have Bluetooth capability and aren't plugged into any device. Test monitors must ensure that every set of headphones being used is compliant.

AKSA

If a student arrived after window one, when do we order window one materials and window two materials?

Each district receives DAC binders with testing materials for each Window. Instructions included with Window 1 materials and in training materials, instruct districts to retain the Window 1 binders in a secure location until the end of the school year. This allows districts to have access to testing materials in the event a student moves into the district or a student becomes eligible for the AKSA after Window 1 closes. Window 2 materials will ship (based on the option the district chose) either the week of March 24 or March 31. If a shipping option was not chosen, the district's materials will ship the week of March 24. All districts will receive DAC binders whether or not they have a student who takes the AKSA in the event a student moves into the district and needs to be tested.

Do students on the AKSA complete the QSCS Survey?

Yes, any student taking the AKSA must complete the Alternate Assessment QSCS survey. The survey is administered prior to any content area during Window 2 and can be found in the binders sent to the district. Districts may choose to administer the QSCS Survey first and then reading (or in grade 11, science) on the same day or on separate days as the first content test.

Are Window 1 and Window 2 assessments weighted equally?

Each content area assessment for AKSA is one complete test administered in two windows. So, half of the assessments are administered during Window 1 and half of the assessments are administered during Window 2. Results from both windows combine to produce one scale score and performance level.

When will I be able to request a medical exemption for AKSA?

The Student Data Review and Roster (SDRR) will open in late April for medical nonparticipations.

Will Window 2 have field test items that have to be returned separately on a flash drive?

There will be a flash drive provided with Window 2 materials for use by DACs only. These secure drives contain videos and animations needed for test administration. Test Administrators will access the videos and Animation via the Online Training System (OTS). Once testing is complete, DACs will return the flash drives from both Window 1 and Window 2 in the prepaid envelope provided with Window 2 testing materials.

Accommodations

If we create more than one read-aloud group, will that group be assigned a different test form and have a different proctor test ticket generated by PAN?

Each read-aloud group created in PAN will have the same test form and includes a unique proctor test ticket for that group.

If a student has a scribe, can the scribe do the drag-and-drop and other technology-enhanced (TE)

requirements under the student's direction?

Yes, a scribe may perform drag-and-drop or other TE requirements as directed by the student.

If a student has text-to-speech, will they automatically also receive a scribe?

A reader and scribe are separate accommodations. The accommodation of a scribe must be noted in the plan for the student to receive that accommodation. Likewise, if a student has a scribe, their scribed answer cannot be read back to them unless they also have the accommodation of a reader.

What should students do if the Text-to-Speech tool stops or skips text?

If the EverWay (formerly TextHelp) text-to-speech tool in the Pearson TestNav App should stop or skip text during secure testing, students can easily resume reading by using the 'Click to Speak' function in the toolbar. This allows them to manually restart or re-read any skipped sections, ensuring a smooth testing experience.

Can teachers or students use a pocket translator for Oral Native Language Support (ONLS)?

While acceptable for instructional purposes, pocket translators (such as Pocketalk) **may not** be used on state-mandated assessments based on their features (translating whole phrases, connecting to the internet, etc.) and data inputs that compromise test security. Persons providing ONLS should not use a translating device as they should be fluent in the language for which they are accommodating.

Can all aspects of the test be translated for students with the ONLS accommodation?

The [Inclusion of Special Populations regulation](#) provides that this accommodation is dependent on student needs and may range from assistance with specific vocabulary to having all aspects of the test translated as written. The accommodation can incorporate some simplification of language in the test administration directions.

Can we group students in different grade levels who have the same accommodation for state testing?

For initial testing days (not makeup), students may not be tested in mixed-grade small groups. The scripts for each grade level and content are different, which could confuse both students and test administrators.

High School

What materials need to be returned to ACT after testing?

Specifically for online testing, schools will no longer return materials such as scratch paper, translated test directions, used and unused student authorization tickets, and the majority of the test administration forms to ACT. Please arrange for secure destruction in accordance with ACT's recommended retention guidelines highlighted in the online administration manual for those documents. However, one administration form, the seating diagram, still needs to be returned to ACT via an electronic file upload in PAN.

On the state-funded ACT for the spring 2025, with the flexibility of testing on different days, is the school required to sequester kids?

No, online testing has different forms of test; therefore, students do not have to be sequestered for the state-funded ACT.

Test Security

When will the new Administration Code be posted online, and will there be new training materials?

The most updated form of the [Administration Code regulation](#) can be found on the [Assessment Regulations Training page](#). The Office of Assessment and Accountability will release updated training materials in Summer 2025. Please refer to the Test Security February DAC training presentation for an overview of the changes that DACS/BACS should be aware of and implement.

Is the double-locked direction for secure materials for all locations or only classrooms?

When not being used for a scheduled testing session, all secure assessment materials for state-mandated assessments (KSA, AKSA, ACT, ACCESS, etc.) shall be stored in a secure, double-locked location with access granted to authorized personnel only. This includes offices and classrooms.

Do we need to sequester students who miss a day when others have tested?

No. Sequestering students is not required; however, staff should sufficiently monitor students during breaks and other unstructured activities to prevent discussion of test items.

What is the guidance for records retention for state-required assessments?

Unsecure test materials, such as seating charts, medical exemptions, etc., should be kept for 5 years. These may be kept in digital format.

What are the policies surrounding student cell phones, smart watches, etc.?

Per the Administration Code regulation, students who finish a test session should not access the Internet, wireless communication functions or imaging capabilities on electronic devices during testing sessions for purposes other than test administration until all students in the room have finished testing and materials have been collected. If a student accesses an outside electronic device (including earbuds, etc.) while a test session is still occurring, this should be reported as an allegation. The policies surrounding turning devices off, where to store them, etc. are local decisions.

May teachers use monitoring programs such as Lightspeed or GoGuardian to monitor students' computer screens to ensure they are not on other tabs?

There is a state-level filter in place for all schools. District and school-level staff may not use Lightspeed, GoGuardian, or other monitoring software to monitor students. Active monitoring per the regulation must be done by the test proctor and includes physically circulating the room.

SDRR

How do I access the SDRR sandbox and get an account?

SDRR [Sandbox](#) is for school and district staff to use for practice and training, without changing actual student information. The Sandbox environment uses the same login credentials as SDRR. Permissions are granted from the [Web Apps Admin Point of Contact \(WAAPOC\)](#) in the district.

For KYOTE scores, at what point will SDRR roll those scores in?



2024-2025 Kentucky Assessment and Accountability Frequently Asked Questions

OAA gets a file each year of KYOTE scores in the summer and will have them available under the Postsecondary Readiness Scores in SDRR during Data Review in the fall.

When will cohort data open in SDRR?

Cohort data will be available in SDRR during Spring rosters.

What if a student is expelled and put in a virtual program? Does that student test?

If the student is expelled with services and is enrolled in a virtual program, the student will take all the assessments in the grade level assigned in IC. If the student is expelled without services during the entire testing window, then the DAC can file an expelled without services nonparticipation in SDRR.

First Year EL

Is there anything specific that the enrollment record should state for first-year EL students?

In Infinite Campus (IC), under census data and demographics, the EL student should have the date the EL student first entered a US school.

When should first-year EL students participate in state testing?

All ELs must participate in: The state-approved English language proficiency assessment annually. Regardless of time enrolled in a U.S. school, all ELs enrolled in grades K-12 shall participate. All state-required content assessments after one full year of enrollment. The first full year of enrollment is defined as 240 instructional days or 12 months. These are cumulative. The EL student must have been enrolled less than 240 days as of the first day of the district's testing window. A mathematics test for participation only (if a student is enrolled in a grade in which a mathematics test is administered) for first-year EL students with appropriate accommodations noted in the EL's PSP. A science test for participation only (if a student is enrolled in a grade in which a science test is administered) for first-year EL students with appropriate accommodations noted in the EL's PSP. ELs in their first year of enrollment in a U.S. school are not required to participate in the other state-required content assessments.

ACCESS

How should incorrectly labeled Kindergarten ACCESS Student Response Booklets (SRBs) be handled?

If a label was applied incorrectly, then the district or school staff would need to apply the correct label (i.e., a school/district label if the SRB is to be scored or a do not process label if the Kindergarten SRB is not to be scored.) The SRBs should be shipped back with the district's ACCESS materials for that particular school.

Committee Work

Where is the application for assessment development and review committee work located?

The Application for Committee Work can be found in this [Google Form](#).