



## Kentucky Summative Assessments (KSA) and Alternate Kentucky Summative Assessments (AKSA) Site Visit Survey Questions

<b>Date/Time:</b>		<b>Grade Range:</b>	
<b>District:</b>		<b>BAC(s):</b>	
<b>School:</b>		<b>DAC (if present):</b>	
<b>Principal:</b>		<b>DoSE (if present):</b>	
<b>KDE Interviewer(s):</b>		<b>KDE Interviewer(s):</b>	

While conducting the site visit, please ask the school for copies of the following:



- 1 copy each of a KSA and AKSA (if applicable) Testing Schedule
- 1 copy of a Seating Chart (any 2 grades, group and individual testing, 1 AKSA seating chart if applicable)
- 1 copy of a Medical Nonparticipation Form (if applicable)
- 1 copy of an Attainment Task Quiz Completion Certificate (if applicable)
- 1 copy of a Transition Attainment Record Quiz Completion Certificate (if applicable)
- 1 copy of a Good Faith Effort Checklist (if used)



If the site visit is virtual, copies may be collected electronically.

## Kentucky Summative Assessment (KSA) Questions

<b>BEFORE TESTING</b>	
<b>1. Student Participation</b>	
a. Do you have both in person and virtual students that are assessed for state testing?	
b. If you answered yes, how were virtual students contacted and scheduled for testing?	

<p><b>2. Training</b></p> <p>a. Did the district use any of the KDE Administration Code and Inclusion of Special Population training (703 KAR 5:080 &amp; 703 KAR 5:070) materials including PowerPoints, modules and checks for understanding? If so, which materials did you use and approximately how much time was spent in the trainings?</p>	
<p>b. How far in advance were Test Administrator's Manuals/Scripts distributed?</p>	
<p><b>3. Testing Schedule</b></p> <p>a. How many days are being/were used for testing during the 14-day test window that was permitted by KDE this spring?</p>	
<p>b. How is the test schedule developed?</p>	
<p>c. How did you determine the location where students would be tested during the 14-day test window?</p>	
<p>d. How are makeup sessions managed?</p>	
<p><i>Please ask for a copy of the test schedule.</i></p>	<p> If virtual, test schedule is collected electronically.</p>
<p><b>4. Student Motivation</b></p> <p>a. Are Good Faith Effort Checklists used? If so, when, and how are rewards distributed?</p>	
<p><i>Please ask for copies of Good Faith Effort Checklists.</i></p>	<p> If virtual, a Good Faith Effort Checklist is collected electronically.</p>

## DURING TESTING

### 1. Test Security

- a. Where are secure test materials stored before testing and between sessions? (Secure test materials contain confidential test content or student data and could include test tickets, seal codes, paper test booklets, student response booklets, etc.)

*Ask to see the storage area.*



If virtual, ask for a description of the storage area.

- b. What procedures are used to distribute and collect secure materials from test administrators and proctors?

- c. How are secure materials (i.e., test tickets, seal codes, scratch paper) destroyed?

- d. What procedures are in place to prepare the test environment in alignment with the Administration Code (703 KAR 5:080)?

Posters:

Overcrowding:

Workstation Surface and Arrangements:

### 2. Test Administration with Accommodations

- a. Describe the process for making sure that IEPs, 504s, and PSPs are current and/or information is entered into Infinite Campus.

*Ask to see at least 1 or 2 testing areas where accommodations were provided.*



If virtual, ask for a description of 1 or 2 testing areas where accommodations were provided.

- b. Who provides accommodations in your school?

<p>c. Describe the process used for letting proctors know the appropriate accommodations to provide for individual students.</p>	
<p>d. How is extended time for students managed?</p>	
<p>e. In what type of setting were accommodations provided to students with disabilities or English Learners?</p> <p>___ small group (4 and under)</p> <p>___ with regular education students</p> <p>___ one-on-one</p> <p>___ other (please specify)</p>	
<p>f. How many students required a human reader/human scribe/hand-held calculator? How was the use of a hand- held calculator determined? Was the Calculator Policy used as guidance?</p>	<p>___ # of Readers</p> <p>___ # of Scribes</p> <p>___ # of Hand-held Calculators</p>
<p>g. Describe the experience of students and proctors for the following accommodated materials and the number of students utilizing these materials:</p> <ul style="list-style-type: none"> <li>• Braille</li> <li>• Large Print</li> <li>• Text Reader</li> <li>• Visual Impairment (VI) Materials for (AKSA)</li> <li>• Proctor Read Aloud Group</li> </ul>	

## AFTER TESTING

### 1. Preparation for Return of Materials

<p>a. What procedures are in place for checking materials at the school after all testing has concluded?</p>	
<p>b. What process is used to return school level testing materials to the DAC?</p>	


<p>c. Who is responsible for submitting medical non-participation information in the Student Data Review and Roster (SDRR) application and managing paper nonparticipation forms?</p>	
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## GENERAL ONLINE TESTING

<p><b>1. Test Environment and Devices</b></p> <p>a. Describe the environment where students are tested.</p>	
<p>b. What types of devices are used for test administration? (e.g., computer lab, classroom computers, portable lab, Chromebooks, iPads)?</p>	
<p>c. Does the school have a 1:1 initiative? If so, were those student devices used?</p>	
<p>d. Did students experience any technology issues during testing?</p>	
<p><b>2. Resources for Online Testing</b></p> <p>a. Did students take the practice tests prior to the live test?</p>	
<p>b. Are KDE and Pearson providing the level of support that permits a successful online test administration experience? If not, what improvements are needed?</p>	

# Alternate Kentucky Summative Assessment (AKSA) Questions

(If the school does not have an Alternate Assessment Program, move to General Comments.)

BEFORE TESTING	
<p><b>1. Student Participation</b></p> <p>a. What is the process the district used to ensure all AKSA eligible students are tested? How was this communicated to test administrators?</p>	
<p><b>2. Training</b></p> <p>a. How did the district ensure the Overview and Attainment Task Training and Transition Attainment Record (TAR) Training was completed? When was this completed?</p>	
<p>b. How does the district ensure test administrators have completed the qualification quiz (AT and/or TAR) prior to test administration? When did the test administrators complete the quizzes?</p>	
<p><i>Please ask for a copy of an Attainment Task Qualification Quiz Completion Certificate and Transition Attainment Record Quiz Completion Certificate.</i></p>	<p> If virtual, the Attainment Task Qualification Quiz Completion Certificate and Transition Attainment Record Quiz Completion Certificate are collected electronically.</p>
<p>c. What is the protocol for activating teachers in the Student Registration Database (SRD) for score entry?</p>	
<p>d. How do you determine staff who will administer AKSA?</p>	
<p><b>3. Testing Schedule</b></p> <p>a. How many days are being/were used for AKSA testing during the test window?</p>	
<p>b. How is the AKSA test schedule developed?</p>	

<p>c. How did you determine the location where AKSA students would be tested during the test window?</p>	
<p>d. How are AKSA makeup sessions managed?</p>	
<p><b>4. Test Security</b></p> <p>a. How are AKSA materials distributed to test administrators?</p>	
<p><b>DURING TESTING</b></p>	
<p><b>1. Test Security</b></p> <p>a. Where are AKSA secure test materials stored before testing and between sessions? (Secure test materials contain confidential test content or student data and could include school level binders, copies of testing materials, thumb drives, etc.)</p>	
<p><i>Ask to see the storage area for a test administrator's materials.</i></p>	<p style="text-align: center;"></p> <p>If virtual, ask for a description of the storage area.</p>
<p>b. For any off-site tests given, how were AKSA materials managed? Please describe in detail the check-in and check-out policies.</p>	
<p><b>2. Test Administration</b></p> <p>a. Do the DAC/BAC or other district/school staff monitor AKSA test sessions? If so, describe the process.</p>	
<p><b>AFTER TESTING</b></p>	
<p><b>1. Preparation for Return of Materials</b></p> <p>a. What procedures are in place for checking AKSA materials at the school after all testing has concluded?</p>	

<p>b. What process is used to return AKSA school-level testing materials to the DAC or DoSE?</p>	
<p>c. How are secure materials (i.e., copies of testing materials) destroyed?</p>	
<p>d. How are secure materials stored?</p> <ul style="list-style-type: none"> <li>• DAC Binder being retained for Window 2</li> <li>• DAC Thumb Drive being retained for Window 2</li> <li>• Student response sheets</li> </ul>	
<p><b>2. Score Entry</b></p> <p>a. Who is responsible for entering student scores into the Student Registration Database (SRD)?</p>	
<p>b. What is the process for ensuring all student scores have been entered into the SRD?</p>	

<p><b>GENERAL COMMENTS</b></p>
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