



ONLINE TESTING TOOLBOX

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Introduction to Online Testing in Kentucky

Kentucky's technology infrastructure supports the administration of computer-based testing, allowing for the development of innovative assessment systems.

Computer-based online testing offers many benefits to Kentucky students and educators:

- Multiple-test administrations
- Engages students with technology-enhanced (TE) items
- Provides more independence for students with special needs
- Allows for greater test security

The Kentucky Board of Education unanimously voted on June 6, 2018, to support an online test administration as referenced in [KRS 158.6453](#).

This Online Toolbox has been developed to offer Kentucky public schools a quick reference to technology requirements, accommodations, and other general policies and procedures for online testing.

Online KSA Practice Tests

All stakeholders in state accountability testing must be familiar with the format and interface of the assessments that will be administered. For students, educators and parents to become acquainted with online testing, the Kentucky Department of Education (KDE), along with Pearson, has developed a series of practice tests. Practice tests will allow all stakeholders to experience the functionality of the TestNav platform, tools and accommodations.

There are scorable practice tests available for the test administrator and student to receive instant feedback on student responses. Test administrators may use the scorable practice tests in various ways. The scorable practice tests can provide an indication of the student's understanding of the content and provide students the opportunity to practice, use, and navigate the TestNav system.

Multiple-choice (MC), multiple-select (MS) and technology-enhanced (TE) items are instantly scored. Short answer and extended response items are captured, and the student responses may be printed. The teacher or test administrator can score the written responses using the appropriate rubric. The test administrator should provide

direction to the student, upon completion of the practice test, to not close their browser or click on the Sign-out button until the test administrator is able to print the student responses. If the student does either of these prior to printing, the student's responses are deleted. The test administrator may print the summary report to see the student's responses. The maximum score for each multiple-choice/multiple-select/technology-enhanced question is reflected in the Summary report. The test administrator may score the printed short answer/extended response using the approved scoring rubrics. Practice tests and rubrics can be found on the [Test Preparation](#) page of the [Kentucky Portal](#).

It is recommended that districts utilize these practice tests to familiarize students with the TestNav system. The tests are organized by content and grade. The purpose of the practice tests is two-fold.

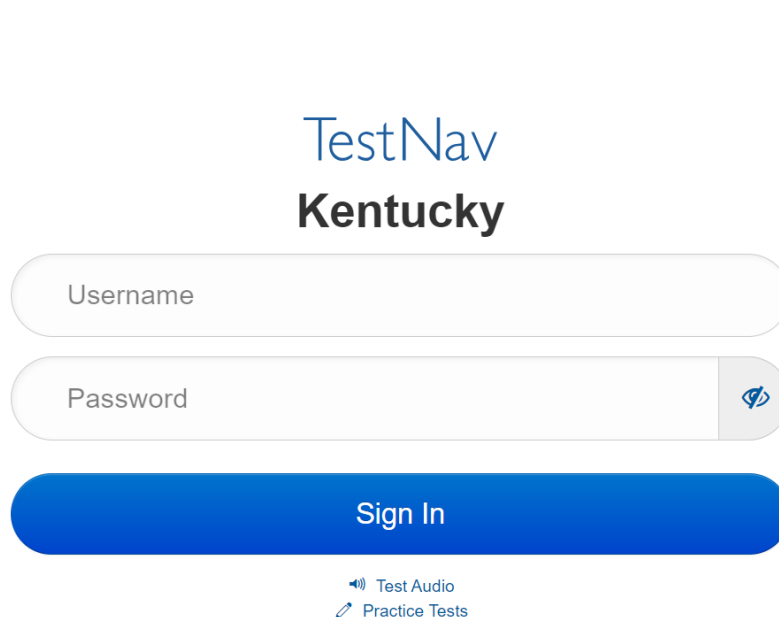
- To get students and testing administrators familiar with the TestNav platform prior to the day of the test administration.
- To focus on the TestNav tools (see the [TestNav tutorial](#) provided by Pearson) and not on content.

The non-secured practice tests are browser-based tests and are available for anyone to use. There are no testing tickets, seal codes, or a need for additional software to be installed to access these tests. The practice tests are housed under the Test Preparation link on the [Kentucky Portal](#).

- Reading
 - Elementary School (Grades 3, 4 and 5)
 - Middle School (Grades 6, 7 and 8)
 - High School (Grade 10)
- Mathematics
 - Elementary School (Grades 3, 4 and 5)
 - Middle School (Grades 6, 7 and 8)
 - High School (Grade 10)
- Science
 - Elementary School (Grade 4)
 - Middle School (Grade 7)
 - High School (Grade 11)
- Social Studies
 - Elementary School (Grade 5)
 - Middle School (Grade 8)
 - High School (Grade 11)
- On-Demand
 - Elementary School (Grade 5)
 - Middle School (Grade 8)

- High School (Grade 11)
- Editing and Mechanics
 - Elementary School (Grade 5)
 - Middle School (Grade 8)
 - High School (Grade 11)

Additionally, the practice tests can be found in the TestNav app at the bottom of the login page. This option will open an unsecured practice test within the TestNav platform. This is considered unsecured because the user can open browsers and other resources, and it is not “locked down.”



TestNav
Kentucky

Username

Password

Sign In

Test Audio

Practice Tests

Accommodated Practice Tests (Text-To-Speech)

It is also important that students who need a text reader utilize the accommodated practice tests and the embedded Text-To-Speech functionality. Those can be found on the Kentucky Portal under the [Accommodated Practice Tests](#) tab or in the TestNav platform under Practice Tests.

It is highly advisable that students receiving this accommodation are given time to adequately learn how to navigate the text-to-speech software. While the functionality will be similar to other software produced by the same company, EverWay (formerly TextHelp), there are some slight differences that students should experience prior to test day.

Test Preparation

Practice Tests and Content Based Answer Keys/Rubrics
Access resources for educators to prepare students for testing.

TestNav 8 Kentucky Tutorials

TestNav 8 Kentucky Tutorials ▼

Editing & Mechanics Practice Test and Answer Key/Rubrics

Editing & Mechanics Practice Tests ▼

Editing & Mechanics Answer Key/Rubrics ▼

Editing & Mechanics Accommodated Practice Test and Answer Key/Rubrics

Editing & Mechanics Accommodated Practice Tests ▼

Editing & Mechanics Accommodated Answer Key/Rubrics ▼

DAC/BAC Training Site

Pearson has created a [training site](#) so that DACs/BACs can practice how to create sessions, assign students, prepare the sessions, print testing tickets, find seal codes and start the sessions. It is not required to have TestNav loaded before DACs or BACs may work in the training site. For technology guidance, see the Technology section of this toolbox or the [Technology Page on the Kentucky Portal](#).

General Online Testing

The Online Testing Toolbox contains important test administration information pertaining to all grades taking online assessments, including accommodated formats for paper/pencil testing. All test administrators are encouraged to read the toolbox prior to testing.

Test Security in the Online Environment

District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) are responsible for ensuring that all personnel administering any online assessment follow security requirements.

Statutory and Regulatory

Requirements for online assessments are set forth in the Administration Code for Kentucky's Educational Assessment Programs ([703 KAR 5:080](#)) and the Inclusion of Special Populations in the State-Required Assessment and Accountability Programs ([703 KAR 5:070](#)). Training on each of these regulations must take place annually prior

to testing. Failure to follow program procedures can result in an allegation or possible invalidation of scores or other disciplinary actions.

Test Security

DACs, BACs, test administrators and other testing staff shall ensure the security of the assessment materials before, during and after test administration. When not being used for a scheduled testing session, all assessment materials shall be stored in a secure, double-locked location with access granted to authorized personnel only. Although the KSA is an online assessment, there are still associated secure paper materials such as testing tickets, scratch paper, and seal codes, as well as paper materials for some accommodated students. Refer to the test administration section and the test manuals for handling secure materials.

Confidentiality

An important aspect of an online test administration involves protecting the security and confidentiality of all parts of the assessment from the secure test content, testing tickets, answer documents, seal codes, online assessments, and scratch paper.

Material Security and Storage

A process/procedure is needed in each school/district for maintaining the security and storage of secure online test materials. Follow directions for security and storage prepared in the Test Administration Manual.

Training

Districts are required to provide training annually on the Administration Code and Inclusion of Special Populations. Documentation of training is required and maintained at the school/district level. Additional trainings are encouraged on the use of the TestNav system.

Monitoring

Test administrators are expected to monitor students closely to ensure that every student has a fair and equal chance to receive valid scores. A test administrator's monitoring responsibilities during testing include circulating around the testing site to actively monitor students, physically remaining in the room while students are actively testing and not engaging in other activities such as lesson planning or grading. In addition, students must be monitored during breaks or other unstructured activities.

Allegation Reporting

All allegations of inappropriate testing practices must be reported to KDE for investigation through the [Allegation Reporting Application](#) on the KDE website. The information should be entered into the application following the step-by-step directions on the website.

Dictionary/Thesaurus

Both dictionaries and thesauri are available to students in Grades 5, 8 and 11 during the online on-demand writing (ODW) assessment within TestNav. The dictionary and thesaurus are active in the [practice tests](#) on the Kentucky Portal. In the unlikely event that a student is unable to access these resources during ODW, please allow students to use a paper copy of a dictionary or thesaurus.

Calculator

Desmos calculators (four-function, scientific and graphing) are activated within the TestNav platform for the Reading, Social Studies, Science, Editing and Mechanics and Writing content assessments and on one part of the Mathematics assessment. Testing calculators differ from standard calculators available in the app stores and on the general Desmos website. Practice is available with the testing versions of these calculators through the links specified below or by visiting the [Desmos Kentucky](#) page. More information about how the Kentucky testing calculator differs from the general Desmos calculator can be found in the [Kentucky testing PDF](#).

- Grades 3-5: [Four-function](#)
- Grades 6-8: [Scientific](#)
- Grades 10-11 (sans Science): [Graphing](#)
- Grade 11 Science: [Scientific](#)

Home Bound Students

It is the expectation that all students participate in online testing except for those students with an approved medical nonparticipation request. The [Technology section of the Kentucky Portal](#) contains further information about administering an online assessment in a student's home. For questions surrounding test administration for home bound students, email DACInfo@education.ky.gov. Please note that all test administration must be completed in-person, and no test administration can occur on a virtual platform (such as Zoom, Google Meet, or Microsoft Teams).

Makeup Testing

Makeup tests are expected to be offered within the test window. Test administrators should be advised to keep a list of students who are absent during the regularly scheduled testing so that makeup sessions can be scheduled. Each BAC should schedule makeup testing sessions for students who are absent during the initial testing.

Seal Codes

A seal code is a unique four-digit number used to allow students to access a section of the online assessment. The need for a seal code prevents the student from going on to the next portion of the test. In the Spring 2025 administration, Science and Editing and Mechanics will have one seal code for the entire assessment. Reading, Mathematics, Social Studies, and On-Demand Writing will have two seal codes. Please follow the Test Administration Manual and grade-specific scripts for instructions regarding when to give students the seal codes.

TestNav Tools

The following tools are available to all students and could be useful to all student populations. Below are screenshots of how to access these tools and their basic functionality. Students and testing administrators can also access these tools and learn the functionality of each tool in the [practice tests](#) provided by Pearson and KDE, which are available online. There is also a detailed tutorial provided by Pearson that will walk students and staff through each tool within TestNav. The tutorial is available on the [Kentucky Portal](#).

TestNav Tools Include:

- Change the background and foreground color (*Fig 1 & Fig 2*)
- Enable Magnifier (*Fig 1 & Fig 3*)
- Show Line Reader Mask (*Fig 1 & Fig 4*)
- Enable Answer Masking (*Fig 1 & Fig 5*)
- Zoom (*Fig. 6*)

For a full list of tools available in each subject, see Appendix B. To see the functionality of each tool in TestNav, see the tutorial provided by Pearson located on the [Kentucky Portal](#).

Students should utilize the practice tests. Review each of these tools with students and how to use them. Tutorials and documents created by Pearson provide further detail on each tool and how to customize it. Please note that these practice tests are available for students to become familiar with the functionality of the TestNav platform and do not necessarily represent the full scope of the KSA.

Other resources provided by Pearson include the following:

[PearsonAccess^{next} User Guide](#)

[Pearson TestNav 8 KY Tutorial](#)

[Pearson TestNav 8 Online User Guide](#)

Below is a quick overview of the basic tools embedded in all grade levels, subject areas, and for all students within TestNav. This does not include subject or grade-level specific tools (i.e., ruler, protractor, etc.) For subject or grade-level specific tools, please consult the Pearson TestNav 8 KY Tutorial located on the [Kentucky Portal](#).

To access the universal tools within TestNav, first click on the User Dropdown Menu, as seen in Fig 1.

Fig 1. User Dropdown Menu within TestNav

The User Dropdown Menu is located in the top right-hand section of the TestNav screen during testing. Click the icon with the person silhouette to access (#1), and the options will unfold below, as seen in Fig 1.

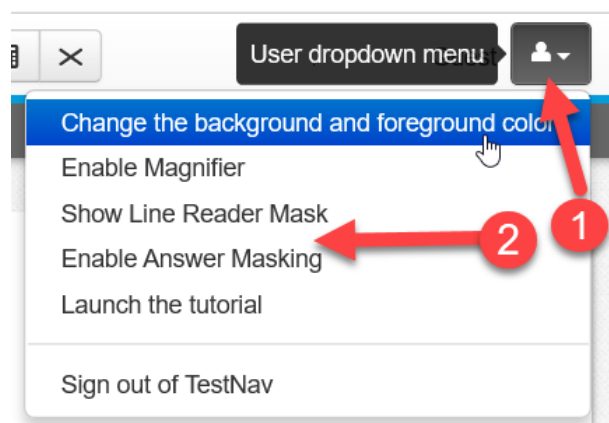


Fig 2. Change the background and foreground color tool within TestNav

From the user dropdown menu, the user can select to change the background and foreground color for greater contrast within TestNav. This will open a menu, as seen in Fig 2, that will have the different contrast options available to the user.

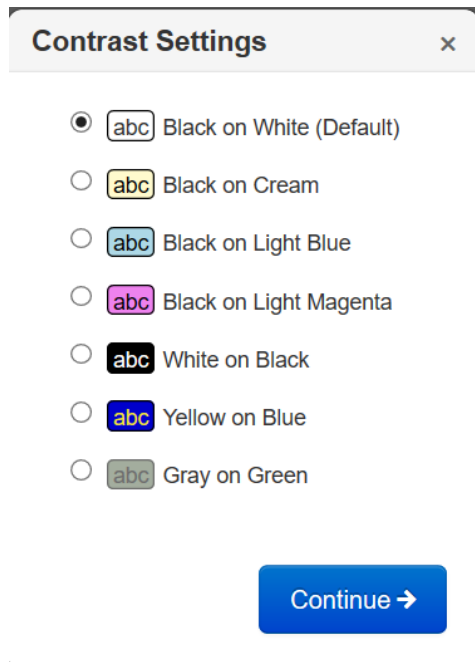


Fig 3. Enable Magnifier Tool: Magnification Tool in Action

From the user dropdown menu (*Fig 1*), the user can select to enable the magnifier tool. This will create a boxed-in area on the screen. The user can navigate around the screen to magnify any text within that boxed-in window. See *Fig 3* for an example.

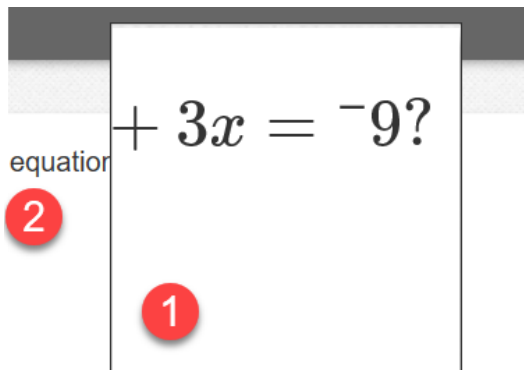


Fig 4. Enable Show Line Reader Mask (customizable)

From the user dropdown menu (*Fig 1*), the user can select to enable the line reader mask. In *Fig 4*, the user can see the visible box that allows text to be seen (#1), the darkened area that covers all other text (#2), the sizing control for the darkened box that allows the user to grow or shrink the darkened area (#3) and lastly the sizing button for the visible boxed in area that allows the student to grow or shrink the viewing window (#4).

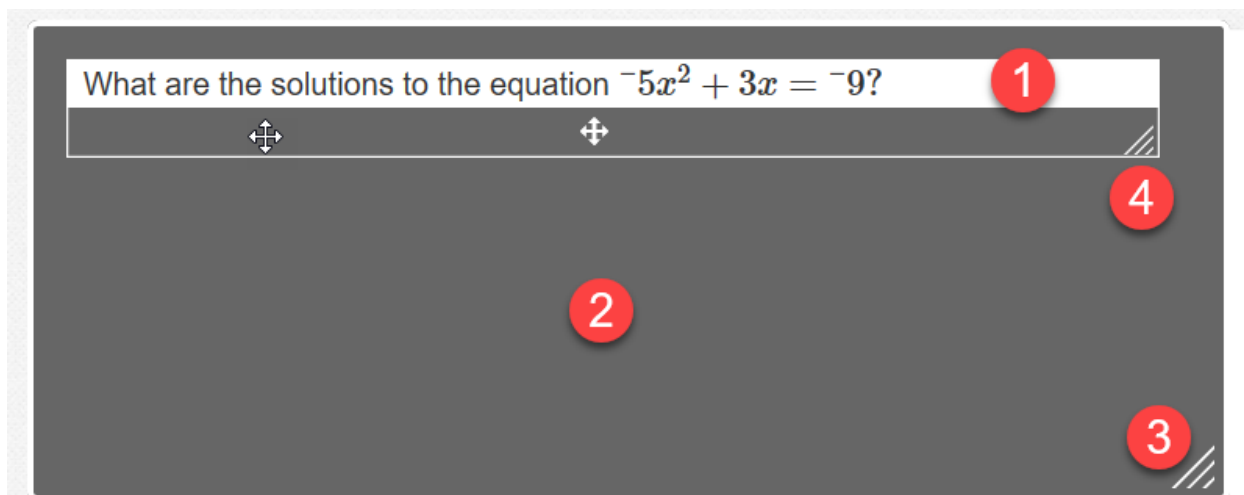


Fig 5. Enable Answer Masking

From the user dropdown menu (*Fig 1*), the user can select to enable answer masking. This will cover all the answer choices. When answer choices are covered, the user will have a yellow box covering the answer with an eye icon with a slash through it. To uncover an answer choice, click the eye icon, as seen in *Fig 5*. If answer masking is enabled, it will remain enabled throughout the entire section on multiple-choice questions until manually disabled.

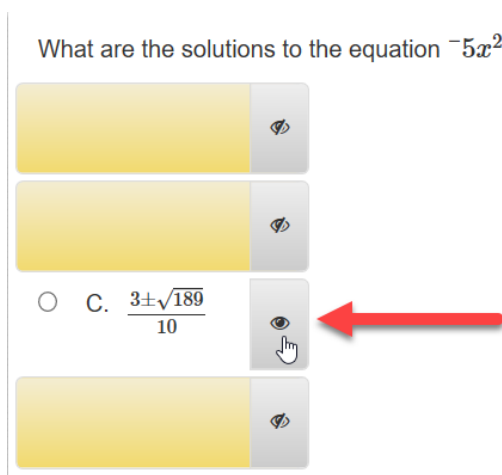
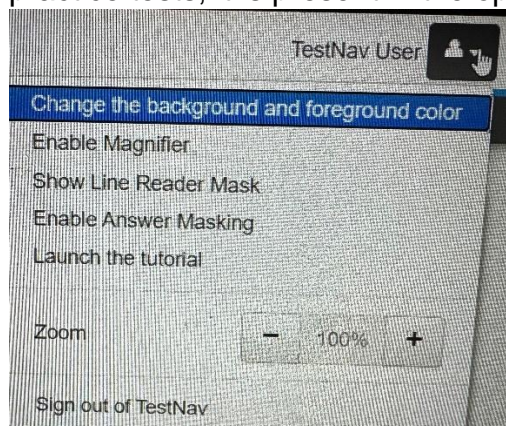


Fig 6. Zoom

From the user dropdown menu (*Fig 1*), the user can select the zoom. This will enlarge the screen up to 500%. Please note that while this feature does not appear in the

practice tests, it is present in the operational testing platform.



For further explanation about how to access and utilize the tools available in TestNav, please consult the [TestNav 8 KY Tutorial provided by Pearson](#). For a full list of all the tools available in TestNav by subject, please consult the chart in [Appendix B](#) of this document.

Accommodations: Introduction

Accommodations are provided for roughly 10% of the student population that participate in state testing. With the move to online testing, some accommodations will look different when provided in an online environment, but all accommodations that are available for paper and pencil testing will also be available during online testing.

It is important to establish how accommodations are provided in an online testing environment. In the following sections, each accommodation is described in detail for how and under what conditions it is to be provided during an online test administration. However, state regulation requires three parameters to be met for any individual accommodation to be considered for use on a state test. These requirements apply to all the following accommodations:

1. The accommodation must appear on a recognized student plan- Individualized Education Program (IEP), 504 Plan or Program Services Plan (PSP).
2. The accommodation must be used throughout the year during regular classroom instruction and Alternate Testing Environments (i.e., behavioral issues, etc.) solely be a testing accommodation.
3. The accommodation must be recognized by KDE and listed in the [Inclusion of Special Populations Regulation](#) as an appropriate testing accommodation.

These comprehensive guidelines that must be applied to each accommodation provided on the state assessments. The following sections will provide guidance on how to properly administer those accommodations for a successful online test administration, based on the [Inclusion of Special Populations](#) regulation.

It is advisable that all students and staff who will be participating in the online state tests utilize the [practice tests](#) made available by Pearson and KDE (see the Practice Test section of this document for more info). Within the practice test, all tools available during the live administration will be available. There are also accommodated practice tests available for use which include the online calculator and Text-To-Speech functionality. These practice tests are scorable and provide instant feedback on most questions.

Accommodated Materials

Most spring assessments will be online, with some students using paper and pencil. This manual focuses on online testing but also covers accommodations and available materials for eligible students.

Large print, Braille kits, and a limited number of paper test kits will be available. Other students, even those receiving accommodations, will complete testing online within TestNav.

Braille

Braille versions of assessments will be available in kits. All accommodated kits are to be ordered via the additional order option in [PearsonAccess^{next}](#). It is expected that when ordering, districts will specify which version of the Braille kits are needed, such as Unified English Braille Code (UEB) or Nemeth Braille Code. Pearson staff will not be calling districts to verify this.

Braille is only available in a paper and pencil format for all Kentucky state tests. The Quality of School Climate and Safety (QSCS) Survey will be included in the Braille test booklet. All Braille kits will also contain a regular print Student Test Booklet and Student Response booklet. For information on how to order Braille materials in [PearsonAccess^{next}](#), see the Ordering Paper Materials section of this manual.

Large Print

The Large Print paper tests are a 164% enlargement of the standard paper test. This generally provides an 18-point font printed test. The Quality of School Climate and Safety (QSCS) Survey will be included in the Large Print test booklet. All Large Print kits will also contain a regular print Student Test Booklet and Student Response booklet. The Large Print orders will be placed in [PearsonAccess^{next}](#) via additional orders only.

For information on how to order Large Print materials in [PearsonAccess^{next}](#), see the Ordering Paper Materials section of this manual.

Special Paper Kit Accommodations

Students unable to test online due to a disability, special circumstances, or a medical condition such as seizures triggered by electronic use (not behavior) may be eligible to complete the assessment using one of a limited number of paper test kits. These can only be obtained with KDE approval and cannot be ordered in [PearsonAccess^{next}](#). To gain approval, please complete the [Paper Test Request Form](#) which will require the SSID and location of supporting documentation. The request will be reviewed; upon approval, KDE will coordinate material acquisition and shipping with Pearson.

Ordering Paper Braille/Large Print Materials

Ordering paper Braille or Large Print test accommodated materials should be completed in [PearsonAccess^{next}](#). Accommodated materials may only be ordered via additional ordering, so there are no shipping windows.

For help placing additional orders in [PearsonAccess^{next}](#), consult the [Create an Order for Materials document](#). Also, See Fig 1, 2, 3 and 4 below.

Fig 1. Ordering Additional Materials in PearsonAccess^{next} (Step 1)

To place an additional materials order within [PearsonAccess^{next}](#), start with the following steps.

1. Click Setup
2. Click Orders & Shipment Tracking from the dropdown menu
3. Click the Select Tasks dropdown
4. Select Create/Edit Orders
5. Click start

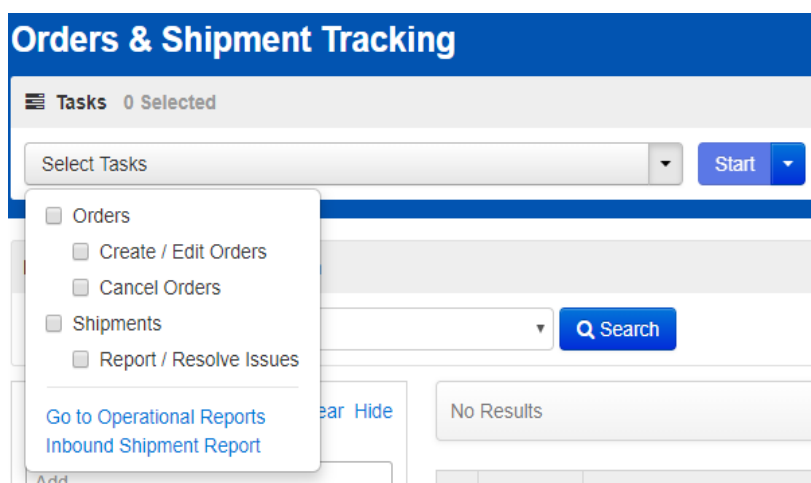
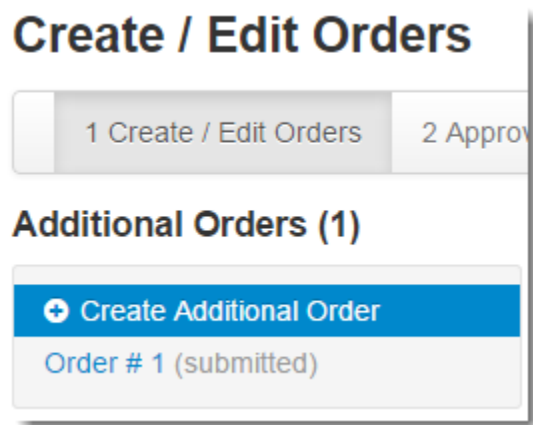


Fig 2. Ordering Additional Materials in PearsonAccess^{next} (Step 2)

1. Click create an additional order



Create / Edit Orders

1 Create / Edit Orders

2 Approve

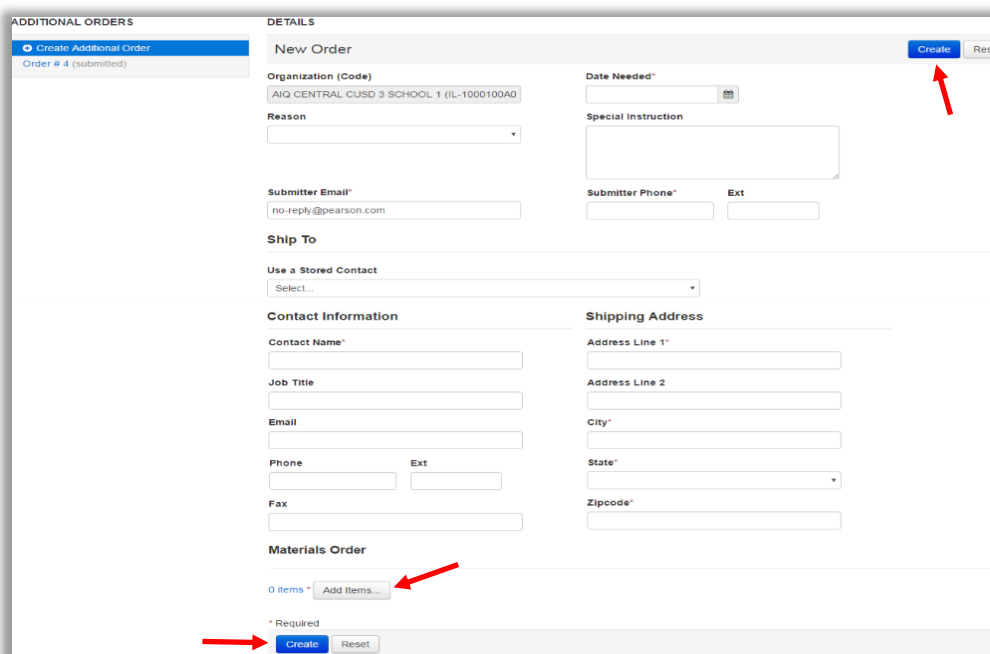
Additional Orders (1)

Create Additional Order

Order # 1 (submitted)

Fig 3. Ordering Additional Materials in PearsonAccess^{next} (Step 3)

1. Enter the Date Needed
2. Click the dropdown arrow for stored contact
3. Click on add items at the bottom of the page



ADDITIONAL ORDERS

Create Additional Order

Order # 4 (submitted)

DETAILS

New Order

Organization (Code)

AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)

Date Needed*

Reason

Special Instruction

Submitter Email*

no-reply@pearson.com

Submitter Phone*

Ext

Ship To

Use a Stored Contact

Select...

Contact Information

Shipping Address

Materials Order

0 Items

Add Items...

* Required


Create

Reset

Fig 4. Ordering Additional Materials in PearsonAccess^{next} (Step 4)

1. Enter the quantity of items needed
2. Click save

Edit Materials Order

Q Find Materials  Filters (clear)

Description Item # Subject... Material Type... Grade...

7 Results show all items show 0 2 Displaying 25

Amount	Description	Item #	Subject	Type	Grade
<input type="text" value="2"/>	TEST ADMINISTRATORS MANUAL, GR 3	00001	Not Grade Specific	Manuals	3
<input type="text" value="0"/>	TEST ADMINISTRATORS MANUAL, GR 4	00002	ODW Only	Manuals Scripts	4
<input type="text" value="2"/>	TEST ADMINISTRATORS MANUAL, GR 5	00003	M,R	Manuals Scripts	5
<input type="text" value="0"/>	TEST ADMINISTRATORS MANUAL, GR 6	00004	M,R,SCI	Manuals Scripts	6
<input type="text" value="4"/>	TEST ADMINISTRATORS MANUAL, GR 7	00005	SCI	Manuals Scripts	7
<input type="text" value="0"/>	GRADE 4 SCRIPT	00006	M		
<input type="text" value="0"/>	MATH REFERENCE SHEETS, K-PREP, GR 7-8	00007	M	Miscellaneous	7,8

Returning Accommodated Materials

Accommodated Materials are shipped in paper and pencil format kits and must be returned to Pearson. Please see the memo in the accommodation kit or refer to the Test Administration Manual on how to properly return these materials to Pearson.

The Test Administration Manual will also be available on the [KDE Kentucky Summative Assessments page](#) and the [Kentucky Portal](#).

Accommodations

The following section provides a limited list of state approved accommodations on the online test. It is not the complete listing of all accommodations allowed on state testing.

Also included are tips and considerations for each accommodation when providing the accommodation during an online administration.

Paraphrasing/Simplified Language

Paraphrasing/Simplified Language is not a supported accommodation for state assessments. 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. *Note: this is not a change in policy.*

Bilingual/Word-To-Word Dictionary

The bilingual or word-to-word dictionaries can be in print or electronic versions. An electronic bilingual dictionary will not be provided within TestNav, cannot be operated on the same computer that is running TestNav and must be on an exterior device.

Any bilingual dictionary used should be a word-to-word translation without definitions. When using an electronic bilingual or word-to-word dictionary, make sure that other capabilities such as Internet capabilities, translating whole phrases and sentences, etc. are turned off before using this accommodation on the state-required assessments. The use of a bilingual dictionary is a 1:1 accommodation.

Online translation products that rely on Artificial Intelligence (AI) are not permissible for use during state-regulated assessments due to significant conflicts with both the Administration Code and Inclusion of Special Populations regulations.

Human Reader

The human reader accommodation can be provided in a one-on-one setting or a small group setting of up to four students. To provide this accommodation in a small group setting, all students must have the same form of the test and cannot have other accommodations – such as a scribe – that require a one-on-one test administration. Extended time would be an accommodation that would permit small group assessment administrations to be provided along with a human reader.

The human reader accommodation can be provided by allowing the human reader to sit next to the student(s) and read from the computer screen or by using the proctor test ticket option.

Form Group Read Aloud Sessions/Proctor Test Ticket

In some instances, school staff may find that there are not enough accommodators available to provide an individual reader to each student. DACs and BACs may then group students into small groups of *up to four*. The DAC/BAC may set up a read aloud session that will automatically assign all students in the session the same form and create a proctor ticket. Detailed instructions for this process may be found in the *Creating Test Sessions Guide* on the [Kentucky Portal](#).

Note: Proctor Testing Tickets are to be used by the test administrator/proctor **only**. Do **NOT** give a Proctor Testing Ticket to a student to use to log into a test. It is advisable to print the Proctor Testing Ticket on a different color paper to distinguish it from the student test ticket.

Tips or things to consider when using a Human Reader and Proctor Test Ticket...

1. Take great care when setting up a test environment where multiple students will receive reading services from a single human reader. All test security and all administration regulation requirements must be followed. Do not create blind spots for the testing administrator.
2. Plan to have extra staff trained and available to deliver this accommodation because each test administrator providing this accommodation can only provide the service for 1-4 students per test session.
3. If using the Proctor Test ticket option, please print on a different color paper to distinguish it from the student test ticket.
4. Selecting the Read Aloud option will produce one Proctor Test Ticket per session created. This test ticket could be used to test successive students/groups but cannot be copied for simultaneous use. For example, a proctor could use the ticket to test one student, and after that student finishes, use the same ticket to test the next student (from the same session created in PAN). However, the ticket could not be copied for 2 or more proctors to use at the same exact time.

Oral Native Language Support

Oral native language support (ONLS) shall be based on a student's individual language needs as documented in the Program Service Plan (PSP).

The ONLS accommodation can be provided in a 1:1 setting or a small group setting of up to four students who are the same language and grade level. Care should be taken that grouped students are also at the same proficiency level. Students who receive multiple accommodations (dictionary, scribe, etc.) in addition to ONLS must be tested in a 1:1 setting. A peer may not provide translation services for state-regulated assessments.

Translation may range from vocabulary to a sight translation of all materials presented in English- directions, passages, questions, answer choices, etc. - as written.

Simplification is permissible **for directions only**.

Considerations for providing Oral Native Language Support:

1. Students may need to have the entire test, part of the test or none of the test translated; it would be wise to plan well in advance for students needing this service. Some languages may be harder to provide than others, so make plans well in advance of test day.
2. All interpreters must complete the Administration Code and Inclusion of Special Populations Regulations training and sign a Non-Disclosure Agreement if not working in a certified position for the district.

3. Oral Native Language Support can be provided in a group of up to 4 students **if** they are the same language and grade and that is the **only** accommodation listed in the current PSP. Students with multiple accommodations must be tested 1:1.
4. AI or Google Translate may not be used for EL translation services in the administration of state assessments due to conflicts with [703 KAR 5:080](#) Administration Code for Kentucky's Educational Assessment Program and the [703 KAR 5:070](#) Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.
5. If a school district or school has specific circumstances that require the testing windows to be adjusted to provide this accommodation to students, KDE will work with the DAC on a case-by-case basis. If a DAC needs this assistance, please email dacinfo@education.ky.gov for further direction.

Extended Time

The administration of extended time varies depending on the type of assessment being administered. Extended time is an honored accommodation for all state-required assessments. Please refer to the specific test administration manual for the test being administered as the different tests have their own guidelines regarding allowable testing times.

The Spring 2025 KSA and QSCS Survey has estimated testing times for each test administration. The test administrator may allow students showing continued progress to work on the KSA past the recommended time. Students who receive extended time on a plan should be provided that extra time as well.

Tips and considerations for providing extended time:

1. Students must use their regular time productively to qualify for extended time.
2. If a student is denied extended time because they misused their regular time, it is in the proctor, BAC and DAC's best interest to document the decision and why it was made.
3. Plan in advance for where extended time will be provided and plan to have plenty of test administrators on hand to provide the accommodation. For instance, if a school chooses to move extended time students to the library to finish their exam, BACs will want multiple administrators on hand and circulating to adequately track and adhere to test security and the test administration code.
4. With an online test, pausing and resuming testing to relocate students to a different testing area for extended time is done within [PearsonAccess^{next}](#).

Directions for exiting a test temporarily and resuming are found in the Test Administration Manual.

Scribe

A scribe's role shall be to type the student's responses in the online space provided. Scribes may also drag and drop or select responses in TE items. Students using Braille, large print, or paper tests with a scribe will have their responses recorded in a paper student response booklet (SRB). This allows the student to demonstrate content knowledge despite a verified disability affecting written expression.

A scribe shall type or write student responses in a manner consistent with the accommodations described in the student's current IEP, 504 Plan or PSP. In all components of the test, a student shall be the sole creator, author, decision maker, and owner of his or her work. A scribe may not be a peer tutor and any person not working in a certified position who is providing assistance for a student with disabilities or English learners shall read and sign a nondisclosure agreement provided by the department.

The scribe is a required 1:1 testing accommodation, and this supersedes all other accommodations when it comes to testing environment setup. If a student has other accommodations on their plan that could be administered in a group setting but also has a scribe accommodation, this requirement automatically means the student is tested 1:1.

Tips and considerations for providing a scribe:

A scribe is an accommodation which must always be provided in a 1:1 environment. It is advisable that DACs and BACs train extra or all staff on the Inclusion of Special Populations regulation prior to the testing window to ensure maximum flexibility on testing days.

1. Scribes must type exactly what a student dictates to them. This includes student directions for punctuation, paragraphs, grammar, capitalization, and editing the typed product. As with scribing in a paper-and-pencil format, the student must remain the sole creator and editor of the online response.
2. A scribe may not read a student's response back to them **unless** the student also has the accommodation for reader.

Online Calculator Accommodation

Desmos calculators will be available for students to use within TestNav for the KSA. Providing the online calculators within the TestNav system further standardizes the

assessment. All students using the same calculator adds to the validity of Kentucky's state test, allowing for accurate representation of students' conceptual understanding, procedural/skill fluency, and application essential to the content.

Each grade level has a calculator and non-calculator section on the mathematics assessment; in the calculator section, a calculator will appear when the calculator button in the toolbar is selected. Students with the online calculator accommodation will have access to the calculator in the non-calculator section as well.

Each grade band has a different version of the calculator available on their test. This testing calculator is specific to Kentucky and differs from the general Desmos calculators available on the website. For more information about specific features, please refer to the [Desmos Kentucky Information PDF](#).

- Elementary (3-5) will have the [Desmos 4-Function calculator](#) available. See Fig 1.
- Middle School (6-8) will have the [Desmos Scientific calculator](#) available. See Fig 2.
- High School all but Science (10, 11) will have the Desmos [Graphing calculators](#) available and the appropriate one will be provided based on each question. See Fig 1, Fig 2, Fig 3.

High School Science (11) will have the [Desmos Scientific calculator](#) available. See Fig 2.

Fig 1. Desmos 4-Function calculator within TestNav (Grades 3-5)

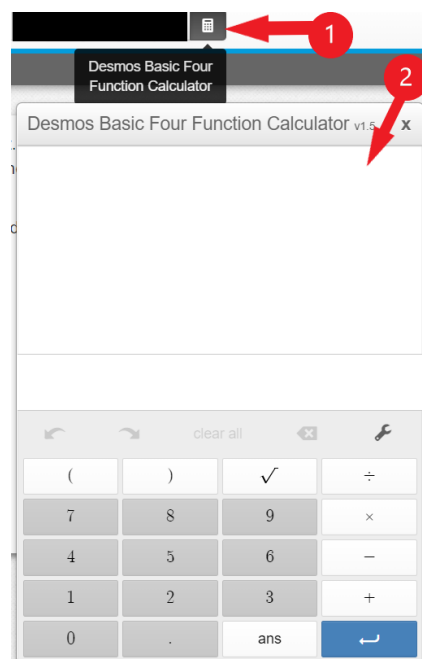


Fig 2. Desmos Scientific Calculator within TestNav (**Grades 6-8, 11 science**)

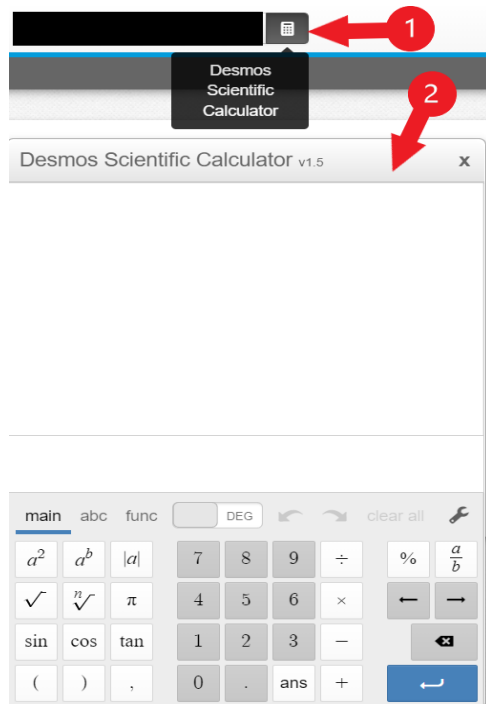


Fig 3. Desmos Graphing Calculator within TestNav (**Grade 10 & 11 (all but science)**)



The graphing calculator can be moved around the screen and can also be resized or enlarged. In the bottom right-hand corner (3), the resizing tool can be clicked, and the calculator can be made larger. The four-function and scientific calculators can be moved around the screen but cannot be resized.

Activating the Online Calculator for a student in TN8

Students with the appropriate accommodations in their IEP may receive an online calculator accommodation on non-calculator sections of the test. Activating the online calculator for non-calculator portion of the mathematics section is strictly for students who receive an online calculator as an accommodation. This process is NOT permitted for every student in the building. Only students who have a documented accommodation for an online calculator qualify for this.

DACs and BACs can enable this functionality by setting a flag either using the Student Registration Export (SRE) and Student Registration Import (SRI) file OR by clicking a box in [PearsonAccess^{next}](#). It will work in a similar fashion to Text-to-Speech; DACs or BACs indicate "Y" in the SRE file OR check the box on the student's mathematics test screen in PAN, and then the calculator is available in TestNav. Detailed instructions can be found in [PearsonAccess^{next}](#) under the Guidance Documents tab.

Hand-held Calculator

Students receiving Braille, large-print, or paper test kits may use a hand-held calculator. Students taking the online test should use the online calculator provided.

Some students taking the online assessment may qualify for a hand-held calculator if they meet specific guidelines.

- Student must have use of a calculator and a mathematics deficiency noted on the IEP or 504 Plan.
- The student must have a handheld calculator marked in the state testing accommodations box on the student plan.
- Student must have received and consistently used the calculator as part of regular classroom instruction throughout the year. Like all other accommodations, a calculator cannot simply be a state testing accommodation.

Considerations when providing a hand-held calculator accommodation:

1. It may be advisable to test students with a hand-held calculator accommodation together and separate from students who are only using the online calculator.

While not required by KDE, this could be considered best practice to alleviate possible distraction that could be created by allowing some students to use a hand-held calculator and not allowing others.

2. A student who qualifies for a hand-held calculator accommodation is allowed to use that calculator on every test, including tests labeled non-calculator tests.
3. For accommodated students, the type of calculator provided depends on what the IEP states as an accommodation (handheld or online). If for some reason technology fails and the online calculator cannot be utilized, then a handheld calculator from the approved list should be used.

Requesting Unapproved Hand-held Calculators

When requesting the use of an unapproved calculator, please complete the [Calculator Request Form](#). Requests for an unapproved calculator are processed on a first-come, first-served basis. For the speediest response time, please submit your request well before the testing window opens. Typically, a response will be received within three business days, but that timeframe can expand the closer the form is submitted to testing windows.

Requests involve a review process which considers the student's IEP/504 Plan as well as the requested calculator and its features. Calculators that have a capability not available to other students in the grade band (such as fraction reduction, showing steps, or showing division remainders as fractions or decimals) would not be permitted because they would be a direct violation of the Inclusion of Special Populations regulation. An example of a calculator that may be approved after review would be a talking and/or large button calculator for a student with visual impairments.

Tips of things to consider for using Non-KDE Approved Hand-held Calculators...

1. When submitting a request for a Non-KDE Approved Hand-held Calculator, verify the student plan in Infinite Campus (IC) is up to date before sending the email request.
2. There is no need to email KDE requesting a calculator; please use the form.
3. The earlier DACs submit requests, the faster response time tends to be. The two weeks leading up to the testing window are the busiest and may yield delayed response times.

Manipulatives

If a student has manipulatives marked on their student plan and has used them throughout the school year, they may use the manipulatives on the test if they meet the criteria established in the Inclusion of Special Populations regulation (free of content, no guidance to a response). Any student that receives this accommodation should be

tested in a **1:1 environment**. The manipulatives should be placed at a central location that is not on the student's direct testing surface.

Students cannot be prompted to use manipulatives during the test, but proctors may show them their location before testing begins. Manipulatives must be free of content of any kind when first presented to the student. This includes any numbers, letters, pictures, sketches or designs that can be considered content.

Examples of Manipulatives include:

- Base 10 Blocks
- Fraction Strips (not labeled)
- Blank Number Lines
- 3x5 Notecard (content free see *Fig 1* for example)

Fig 1. Example of Content Free Note Card



Considerations when providing manipulatives as an accommodation:

1. BACs should set up the testing area with a separate workspace for manipulatives as they are not permitted to be placed directly on a student's desk. The proctor must have easy access to both areas for active monitoring.
2. Make sure to provide all manipulatives a student is to receive available to the student on test day as their student plan dictates. If a student has 20 manipulatives listed on their student plan but only routinely uses six during instruction, all 20 still must be provided on test day.

3. Manipulatives are used only as a trigger to the student as they organize their thoughts. The role of a manipulative is never to teach, provide answers or provide an unfair advantage to the student utilizing them.

Speech-To-Text

KDE is working with Pearson on methods of providing the Speech-to-Text functionality within TestNav, but at this time, the software lacks the functionality needed to be operational within the TestNav platform. There is not a secure method for providing this feature on online state testing using an outside software. Currently, more enhancements to the product are needed before going operational with the capability within TestNav. This is an ongoing project.

Text-To-Speech (TTS)

For a student to receive the TTS accommodations during testing, the functionality will need to be flagged in PAN. TTS **must** be added to the student's record **before** a session is prepared. To setup a student to receive the TTS accommodation, the DAC/BAC will have two options:

- The DAC/BAC can enter the information into PAN via the User Interface (UI)
- The DAC/BAC can export a file from PAN, make updates to the student record on the file, and import the file back into PAN.

Detailed instructions for this are posted in the [Kentucky Portal](#).

It is highly advisable that students and staff practice the TTS system by utilizing the [accommodated practice tests](#) which have the TTS activated.

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.

Alternate Testing Environments (i.e., behavioral issues, etc.)

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 1:1 environment.

BACs and DACs will need to ensure all testing schedules and seating charts accurately reflect the testing environment for each student taking the test.

Temporarily Exiting and Resuming the Test (Stop the Clock)

KDE generally accepts pausing the clock for medical reasons as a valid state testing accommodation, whether noted in a student plan or not. The student should be tested in a 1:1 environment. For online testing, the time will be automatically recorded in PAN. For paper-based testing, the test administrator should keep track of the time used and remaining. Additionally, if there will be a break between Part A and Part B, students must temporarily exit the test. Directions for temporarily exiting and resuming a test session are in the Test Administration Manual.

Interpreter for Students who are Deaf or Hard of Hearing

The Spring 2025 KSA and QSCS Survey may be signed (i.e., translated to the student using American Sign Language). Signing shall not be a replacement for technology or reading instruction. Interpreters shall not define words for students, provide content or teach vocabulary or concepts during the assessment.

To provide this during an online test administration a school may set up the students needing this accommodation into a test session within TestNav. When setting up the test session, use the form group type selection to select the 'Read Aloud' option. This will ensure all students in that testing session have the same form of the test.

The interpreter can utilize the proctor test ticket to log into their own device, then stand in the front of the student(s) and interpret the test. If a school district has circumstances beyond what is covered here, the DAC can contact OAA for further guidance.

Interpreters who are also scribes shall follow the policies on scribing outlined in the [Inclusion of Special Populations regulation](#) document.

ACT Accommodations

ACT does provide online testing; however, it does not fall under the umbrella of KSA testing and is not covered by this manual. All ACT accommodations should be emailed to the ACT accommodations department if the student desires a college reportable score. If a DAC or BAC has specific questions about ACT accommodations that they feel are best directed to KDE first, they may contact the [Office of Assessment and Accountability](#).

Online Testing – Technical Information

Contact Information

Policy and General Questions

Kentucky Department of Education
Office of Assessment and Accountability
Division of Assessment and Accountability Support
(502) 564-4394
dacinfo@education.ky.gov

Technical Online Questions
Pearson Customer Support
(888) 437-1430
[Online Contact Form](#)

Network, Routers, Firewall, etc.
Kentucky Department of Education
Office of Education Technology
[KETS Service Desk](#)
(502) 564-2002

Outage or Service Interruption

If an outage or other interruption occurs during an online test administration, follow these few steps to achieve a resolution as quickly as possible.

1. Gather Information

When users experience an outage during an online administration, they should gather information that will assist in a resolution. Users reporting issues should be prepared to provide the following information:

- What is the issue? (Gather issue details.)
- What is the duration of the issue? (When did the issue begin, how long did the issue persist, and is the issue continuing?)
- How many students are impacted? (Specify the number of students involved and if those students are waiting for a resolution.)
- Who should be contacted to help resolve the issue? (Give the contact information, such as the name and phone number of the school/district technology support. This person should be onsite to assist.)
 - District/School Technology Coordinator
 - Building Assessment Coordinator (BAC)
 - District Assessment Coordinator (DAC)

2. Contact Service Provider

As soon as the information is gathered, immediately contact Pearson Customer Support to determine if testing can continue or should be delayed to another day.

Emergency Contact List

Pearson Technical Support KY Line: 1-888-437-1430

[Contact Kentucky Support](#)

3. Contact the Kentucky Department of Education

While the issue is being reported to Pearson, users should follow up with KDE's technical support to determine if there are Kentucky network issues affecting testing.

KETS Help Desk: (502) 564-2002

4. Contact the Division of Assessment and Accountability Support via email at dacinfo@education.ky.gov. If the outage occurs during active testing, please call (502) 564-4394.

Student Instructions

If a testing session is interrupted during administration due to a technical issue, have student(s) remain in the testing center (computer lab, classroom, library) while the cause of the outage is determined. If it becomes clear that the resolution to the issue will not allow the next session to begin on schedule, students and staff are encouraged to return to the classroom.

The BAC should contact the DAC to report that the schedule will be changed and submit the proposed changes. If additional time outside the scheduled testing window is needed, the DAC will contact KDE for approval.

Emergency Breaks/Fire Drills

Student and staff safety is always the most important factor to consider in these scenarios. In the case of an emergency fire drill, the test session may be paused. See individual test administration manuals for details.

Test administrators should note the time the drill begins to track the amount of time that was lost if students are unable to pause their exam. When it is safe to return to the test location, the proctor will need to reinitiate the session. Please refer to the test administration manual for details.

Equipment Malfunction

Proctor should:

- Pause the student test if it has not already.
- Move the student to another computer. Technical Staff or other designated party may do this step.
- Resume student test from PAN.
- Note this Test Irregularity for submission.
- Make any other notifications as required by the school.

Testing Equipment Setup and Maintenance

The District Technology Coordinator will receive information from the KETS Engineer or KDE regarding instructions for setup. Some of the information available will be

- Pearson documentation
 - Technical Requirements
 - Software Download Instructions
 - User Guides
 - Pearson Portal – Technology Tab
- Kentucky Department of Education
 - Emails from KETS Engineers
 - Emails from OAA
 - Emails from Paul Shoemaker
- District Assessment Coordinators
 - Receive updates via Monday and Special DAC Emails to share with technical and school staff
 - Additional trainings from DAAS, including written and video links

Appendix A

Notes for Technical Staff

Troubleshooting and Assistance:

Pearson Technical Support KY Line: 1-888-437-1430

[Online Contact Form](#)

[TestNav 8 Technology Setup Section](#)

[TestNav 8 Online Support Homepage](#)

[TestNav 8 System Requirements](#)

[TestNav 8 Set Up and Use](#)

*Note: Only use the TestNav 8 installable apps for the operating systems used in the district. Each version lists single and large deployment options. **DO NOT USE** the browser-based TestNav.*

[TestNav 8 Network Requirements](#)

Note: Districts using Lightspeed have these settings installed by Lightspeed, as requested by KDE/OET.

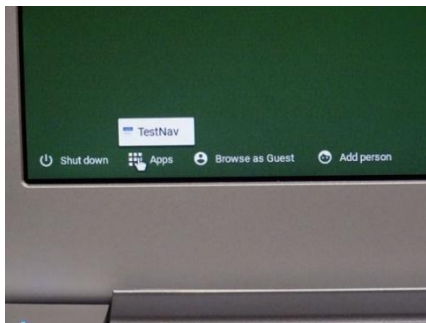
Firewall settings for all districts have been installed as requested by KDE/OET.

For districts using a system other than Lightspeed, please add the URLs from the link above, on the “permit or whitelist” policy rules.

TestNav 8: Additional Information

Chromebooks

When students test using Chromebooks or Chromeboxes, they **will not** log into the device from the operating system login screen. They will click on the “Apps” tab on the bottom left of the login screen.

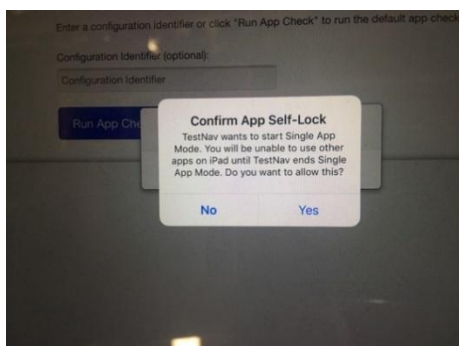


When you click on the “Apps” icon, the TestNav option will appear. Click on the TestNav icon and the program will start in secured mode. The student will then use their assigned test credentials and password to log into the test.



iPads

iPads will operate TestNav by clicking on the icon on the iPad “Desktop”, the same as any other application. When TestNav starts on the iPad, a prompt will appear stating the TestNav program will be running in “Single App Mode.” This secures the iPad during the test by not allowing other programs to run while the test is in session. Click “Yes” to proceed to the login screen and begin the test session.



Appendix B

Available Tools by Subject in TestNav

Tool	Reading	Mathematics	On-Demand Writing	Editing and Mechanics	Science	Social Studies
Notepad	YES	YES	YES	YES	YES	YES
Answer Eliminator	YES	YES	NO	YES	YES	YES
Highlighter	YES	YES	YES	YES	YES	YES
Passage Carryover ¹	YES	NO	YES	YES	NO	YES
Ruler	NO	YES ²	NO	NO	NO	NO
Protractor	NO	YES ³	NO	NO	NO	NO
Straight Edge	NO	YES	NO	NO	NO	NO
Calculator	YES	YES ⁴	YES	YES	YES ⁵	YES
Dictionary & Thesaurus	NO	NO	YES ⁶	NO	NO	NO
Color Contrast	YES	YES	YES	YES	YES	YES
Magnifier	YES	YES	YES	YES	YES	YES
Zoom Control	YES	YES	YES	YES	YES	YES
Line Reader Mask	YES	YES	YES	YES	YES	YES
Answer Masking	YES	YES	NO	YES	YES	YES

¹ Passage Carryover is a passive, always on tool. It cannot be toggled on/off. The feature makes sure the place in the passage is stored so that when students toggle between questions or passages, it resumes exactly where the student previously stopped reading.

² The ruler differs by grade level ranging from 1/8th an inch to 1/16th an inch.

³ The protractor is available only in certain grades. Grade 4 it is available on Part A and not Part B. Grade 5 it is available on both Part A and Part B.

⁴ The calculator differs by grade level. Elementary will only have 4-Function. Middle will only have Scientific. High School has access to 4-Function, Scientific and Graphing calculators based on item.

⁵ Grade 11 will have access to a Scientific calculator.

⁶ The dictionary differs by grade level. Elementary will have access to an elementary level dictionary. Middle will have access to a middle school level dictionary. The high school will have access to a High School level dictionary.

