



2026 ONLINE TESTING TOOLBOX

Table of Contents

Introduction to Online Testing in Kentucky.....	2
General Online Testing Overview.....	3
DAC/BAC Training Site.....	3
Non-Secured Practice Tests.....	3
Test Security in the Online Environment.....	5
TestNav Tools.....	6
Special Paper Kit Accommodations.....	12
Braille.....	12
Large Print.....	13
Ordering Paper Braille/Large Print Materials.....	13
Returning Accommodated Materials.....	15
State-Approved Accommodations.....	15
Paraphrasing/Simplified Language.....	24
Reader.....	15
Calculator.....	16
Scribe.....	19
Extended Time.....	21
Manipulatives.....	22
Alternate Testing Environments (i.e. behavioral issues, etc.).....	24
Temporarily Exiting and Resuming the Test (Stop the Clock).....	24
Interpreter for Students who are Deaf or Hard of Hearing.....	23
College Entrance Exam Accommodations.....	24
Online Testing – Technical Information.....	24
Contact Information.....	25
Student Instructions.....	27

Emergency Breaks/Fire Drills..... 27

Equipment Malfunction..... 27

Testing Equipment Setup and Maintenance..... 27

Appendix A..... 29

 Notes for Technical Staff 29

 TestNav 8: Additional Information 31

 Chromebooks..... 31

 iPads 31

Appendix B Available Tools by Subject in TestNav 32

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 testing offers many benefits to Kentucky students and educators:

- Multiple-test administrations
- Engaging students with technology enhanced items
- Providing more opportunities for independence for students with special needs
- Allowing 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 Policy Manual has been developed as a quick reference to technology requirements, accommodations, and other general policies and procedures to assist District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), and Test Administrators for online testing.

General Online Testing Overview

The Kentucky Summative Assessment (KSA) is delivered through the TestNav platform, which provides a secure, user-friendly environment for students. DACs and BACs utilize PearsonAccess^{next} (PAN) to set up rosters, accommodations and test sessions. Districts are encouraged to use resources provided by KDE and Pearson to explore navigation and tools available on both platforms before test day.

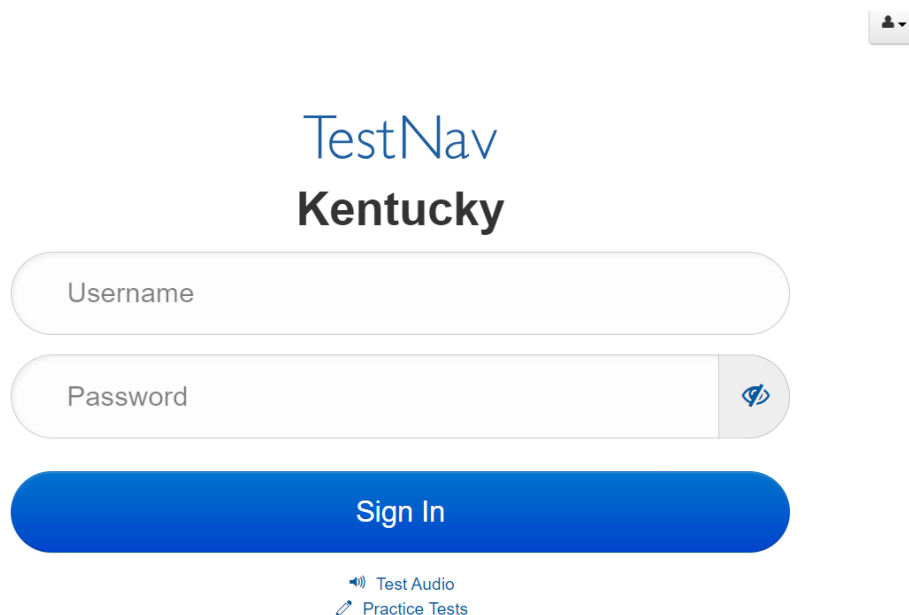
DAC/BAC Training Site

Pearson has created a [brown training site](#) that simulates PAN so that DACs/BACs can practice creating sessions, assigning students, preparing sessions, locating seal codes, printing testing tickets and starting/ending sessions. Districts do not have to have the TestNav app loaded before DACs or BACs may work in this training site. [For technology guidance see the Technology section of this toolbox or the Technology Page on the Kentucky Portal.](#)

Non-Secured Practice Tests


Practice tests and rubrics can be found on the [Test Preparation](#) page of the [Kentucky Portal](#) or [within the TestNav app itself \(see below\)](#). The practice tests found in the TestNav app are the

closest to the actual test-day experience. It is encouraged to focus on system functionality rather than content, ensuring smooth administration and reducing test-day issues.





TestNav
Kentucky

Username

Password 

Sign In

 Test Audio
 Practice Tests

There are scorable practice tests available for the Test Administrator and student to practice using and navigating the TestNav platform. Multiple-choice, multiple-select and technology-enhanced items are instantly scored and a summary report will show the student responses and maximum score for each question. Short answer and extended response items are captured but not saved. Student responses may be printed by using the Print Screen on the computer. The summary report will not show a score for short answer or extended responses.

In addition to general practice tests, there are practice tests available with the Text-to-Speech (TTS) activated. Tests with this feature are labeled Accommodated Practice Tests. It is highly advisable that students receiving this accommodation are given time to adequately learn how to navigate the software within TestNav. While the functionality will be similar to other software students might have used in instruction, there are some slight differences that students should experience prior to test day.

The following practice tests and accommodated practice tests are available:

- 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)

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 and all 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 limited to authorized personnel only. Although the KSA is on an online platform, secure paper items still exist (testing tickets, scratch paper, seal codes and some accommodated materials). Refer to

the test administration section of the regulation and the test administration manual for handling secure materials.

Confidentiality

All persons helping with testing, including technical support staff (e.g., packing materials, providing accommodations, escorting students to test sites, etc.) must sign a form each calendar year committing to nondisclosure of information and to following appropriate practices as defined in the Administration Code regulation.

Monitoring

During testing, Test Administrators shall circulate throughout the testing site to actively monitor students as they work. Test Administrators shall not perform activities that would prevent active monitoring such as using electronic devices for non-test activities, planning lessons, grading papers, etc. Areas accommodating large numbers of students should have adequate staff to conduct active monitoring.

Allegation Reporting

All potential testing violations must be reported as allegations to KDE for investigation utilizing the steps on the [Allegation Reporting Application](#) on the KDE website.

TestNav Tools

The following tools are universal, which means available to all students regardless of accommodation status. Below are screenshots of how to access these tools and their basic functionality. These tools can be accessed within the practice tests. There is also a detailed tutorial for each tool in TestNav found in the Kentucky Portal or through the practice tests on the TestNav app.

TestNav Tools in the Dropdown Menu:

- 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 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 righthand 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.

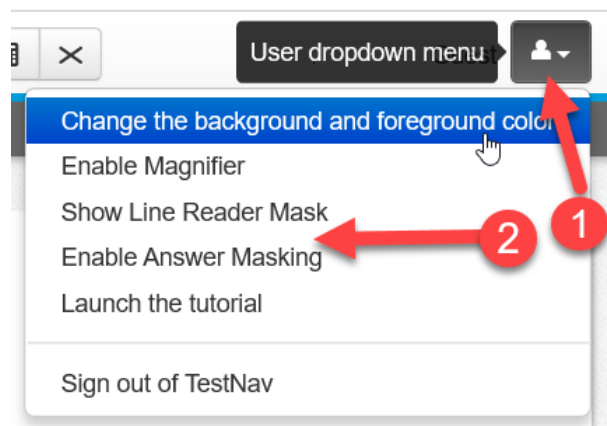


Fig 2. Change the background and foreground color tool within TestNav

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.

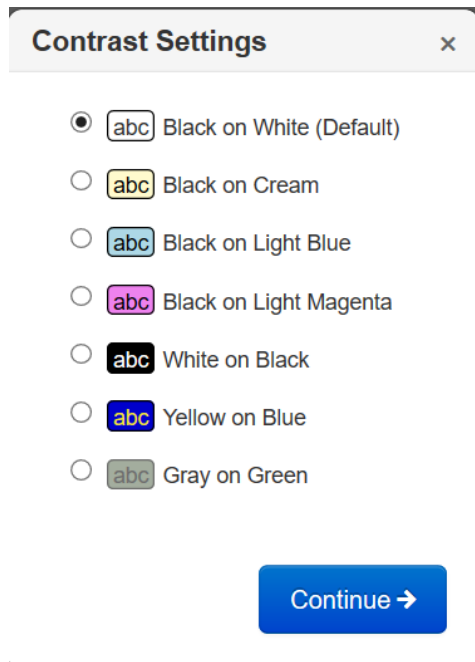


Fig 3. Enable Magnifier Tool

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.

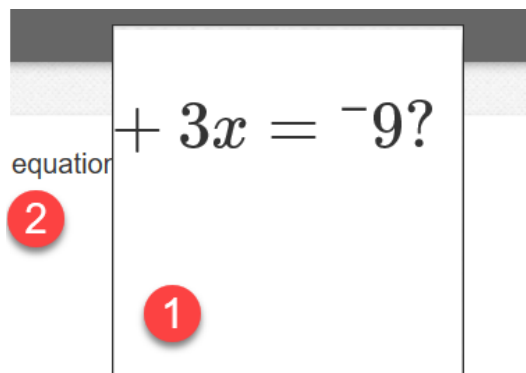


Fig 4. Enable Show Line Reader Mask (customizable)

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).

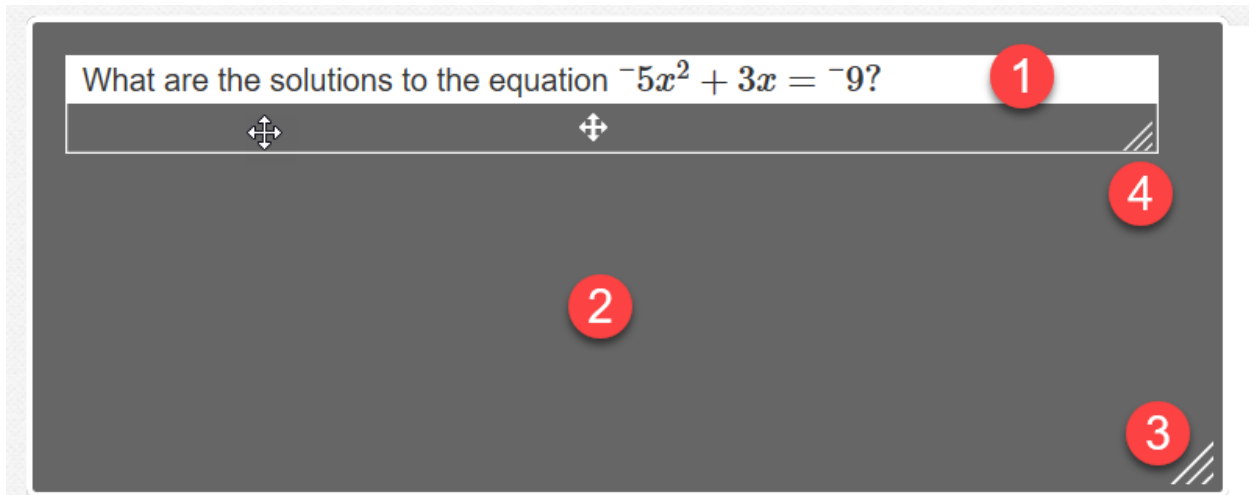


Fig 5. Enable Answer Masking

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 through the entire section on multiple choice questions until manually disabled.

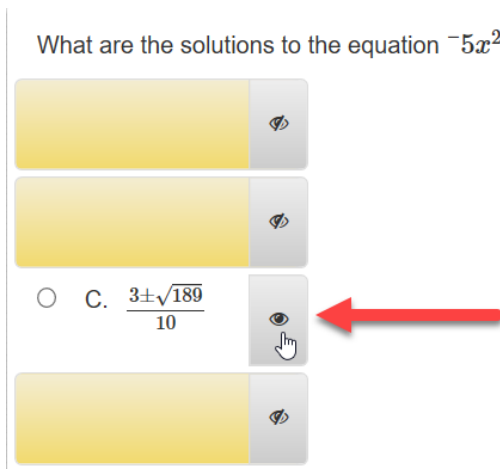
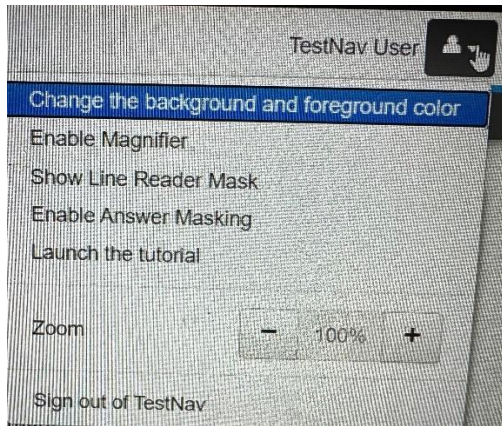


Fig 6. Zoom

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 online practice tests in the Kentucky Portal, it is activated in the practice tests in the TestNav app itself as well as in the operational test.



TestNav Tools in the Toolbar Menu:

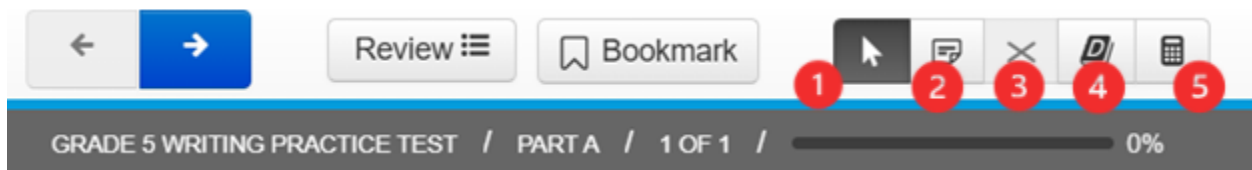


Fig. 1 Pointer

When selected, the user sees a regular mouse pointer. This is automatically enabled.

Fig. 2 Notepad

When selected, a blank notepad appears on the screen. The student can take notes in this space as needed. Copy and paste will not work in the notepad.

Fig. 3 Answer eliminator

When selected, the user will be able to strike out answer choices. A large red X will appear on the selected answer choice. If the X is present, the user will not be able to select that answer as a final submission. To deselect, click the X again.

Fig. 4 Dictionary/Thesaurus (Gr. 5, 8, 11 On-Demand Writing)

Both a dictionary and thesaurus are available to students in Grades 5, 8 and 11 during the online On-Demand Writing (ODW) assessment within TestNav. In the unlikely event that a student is unable to access these resources during ODW, please allow students to use a paper copy of the dictionary or thesaurus.

Fig. 5 Desmos Calculator

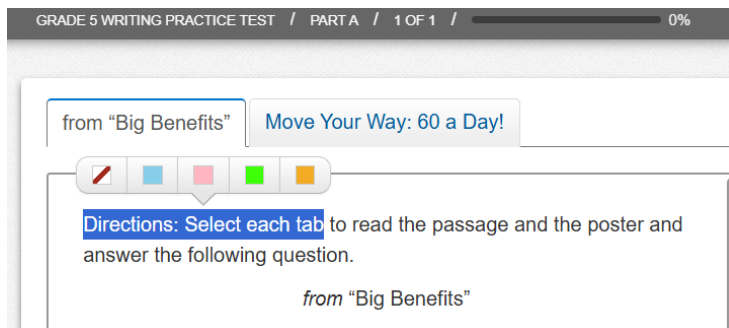
Desmos calculators (four-function, scientific and graphing) are available for students to use on online assessments within TestNav. Testing calculators differ from standard calculators available in the app stores and on the general Desmos website. Practice is available with the testing versions of these 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](#)
- High School (sans Science): [Graphing](#)
- Grade 11 Science: [Scientific](#)

Other TestNav Tools:

Highlighter

The user may select text and the highlighter tool will appear. The user can choose their color of highlighter. Please note that the highlighter tool will not work when using TTS.



Accommodations: Introduction

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content achievement during assessment.

Accommodations do not reduce learning expectations and are not intended to be a substitute for specific instruction. Accommodations shall be individualized and specifically designed to aid the student as the student learns. State regulation requires three parameters must 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 cannot solely be implemented for state-required assessments.
3. The accommodation must be recognized by KDE as appropriate testing accommodation.

Students must meet all eligibility requirements for accommodations on state assessments. The following sections outline how to administer appropriate accommodations effectively.

It is advisable that all students and staff who will be participating in the online state tests use and get comfortable with the [practice tests](#) made available by Pearson and KDE (see Practice Test section of this document for more info).

Accommodated Materials

While the assessment is expected to be completed online, large print, Braille kits and a limited number of paper test kits will be available for students whose plans specify them. Other students, even those receiving accommodations, will complete testing online within TestNav.

Special Paper Kit Accommodations

If a student cannot test online due to a disability – such as seizures brought on by electronic usage or a temporary medical issue such as a concussion – there are a small number of paper kits printed for special circumstances. These can only be obtained with KDE approval and cannot be ordered in [PearsonAccess^{next}](#). To request a paper test kit, please complete the [2026 Paper Test Request Form](#) which will require the SSID and location of supporting documentation. The request will be reviewed; upon approval, KDE will communicate with Pearson to coordinate shipping.

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}](#). Braille is only available in 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. Beginning in Spring 2026, KDE has Braille practice test booklets available on a “check-in, check-out” basis. Districts interested may complete the [Braille Practice Test Request Form](#).

Large Print

The Large Print paper tests are a 164% enlargement of the standard paper test. This generally provides an 18pt 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.

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 dropdown menu
3. Click the Select Tasks dropdown
4. Select Create/Edit Orders
5. Click start

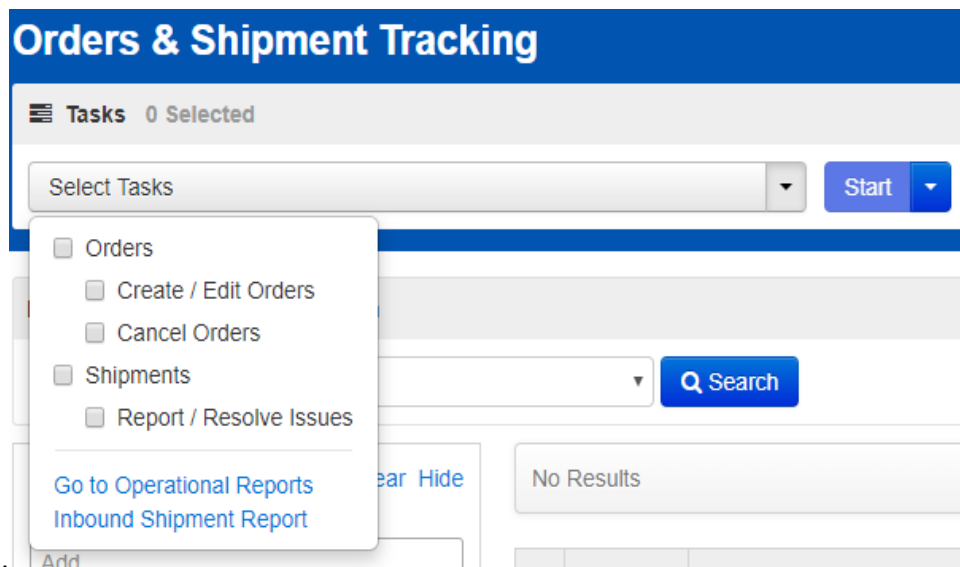


Fig 2. Ordering Additional Materials in PearsonAccess^{next} (Step 2)

1. Click create an additional order

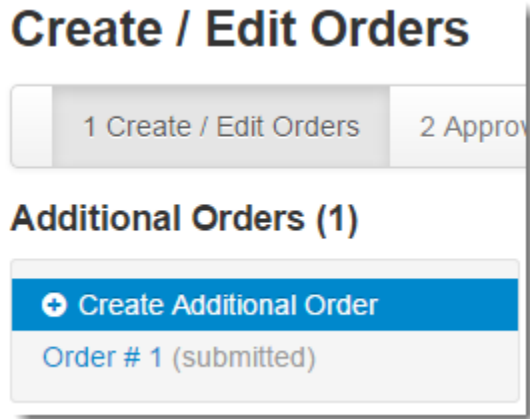


Fig 3. Ordering Additional Materials in PearsonAccess^{next} (Step 3)

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

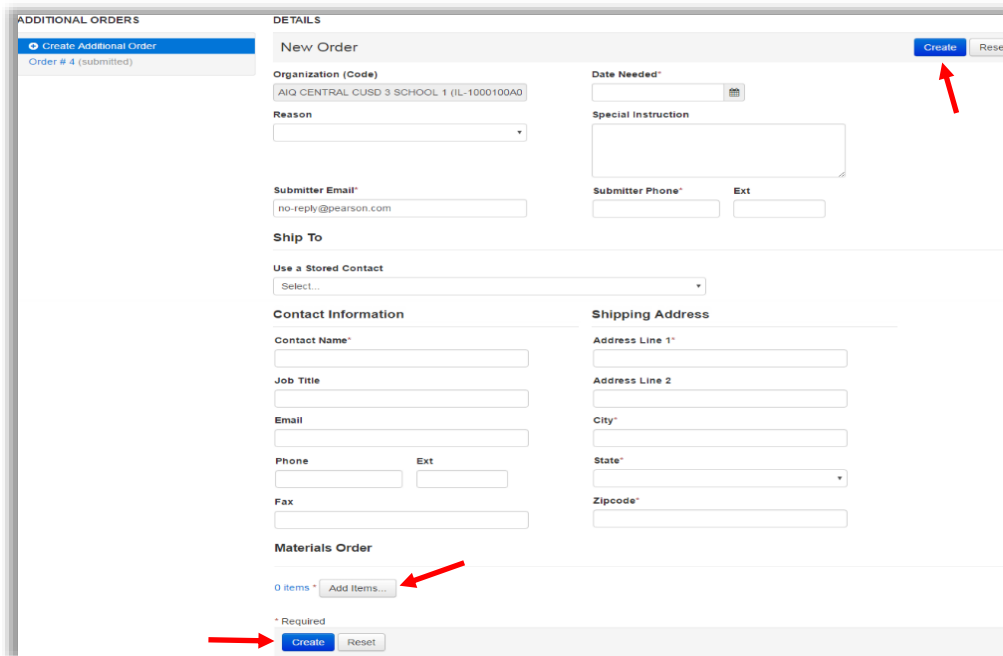


Fig 4. Ordering Additional Materials in PearsonAccess^{next} (Step 4)

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 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

1 **2**

Returning Accommodated Materials

Accommodated Materials are shipped in paper and pencil format kits and must be returned to Pearson. Return materials instructions are included in each kit.

State-Approved Accommodations

There are a variety of accommodations that may be appropriately used for qualifying students on the state-required content assessment.

Reader

Human Reader

The human reader accommodation can be provided in a one-on-one setting or a 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 scribe – that require a 1:1 test administration. Accommodations that do not require 1:1 settings, such as extended time, could be provided in a small group with a human reader.

Form Group Read Aloud Sessions/Proctor Test Ticket

While it is permissible for a human reader to read from a student's computer screen, schools may elect to place students in 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.

Considerations when using a Human Reader and Proctor Test Ticket:

Ensure the testing environment allows a single human reader to serve up to four students without compromising test security or creating blind spots.

1. 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.
2. If using the Proctor Test Ticket option, please print on a different color paper to distinguish from a Student Test Ticket.
3. Selecting the Read Aloud option generates Proctor Test Ticket per session created. This test ticket may be reused for successive students/groups within the same session but cannot be duplicated 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 same session created in PAN). However, the ticket could not be copied for two or more proctors to use at the same exact time.

Online Reader/Text-To-Speech (TTS)

For a student to receive the TTS accommodation 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 set up 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.

Calculator

When indicated in a student IEP or 504, the use of a calculator is allowable on all sections of the state-required content assessment including those sections labeled NON-CALCULATOR. Desmos calculators will be available for students to use within TestNav for the KSA.

Each grade band has a different version of the calculator available on the 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)

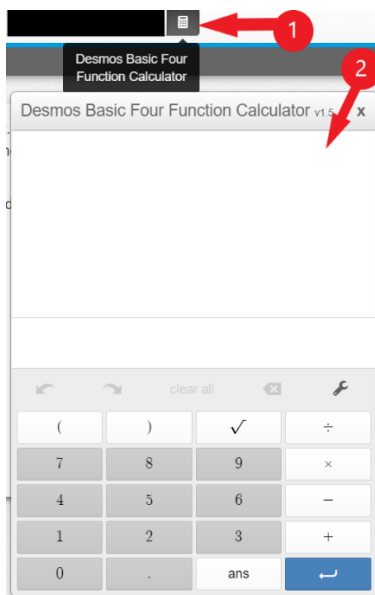


Fig 2. Desmos Scientific Calculator within TestNav (Grades 6-8, 11 science)

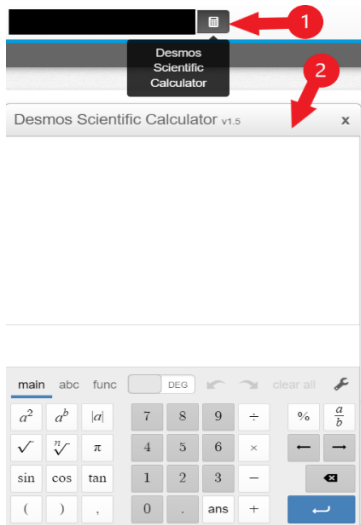


Fig 3. Desmos Graphing Calculator within TestNav (Grade 10 & 11 (all but science))



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

Activating the online calculator for non-calculator portion of the mathematics section is strictly for students who have online calculator marked as an accommodation on an IEP/504. This

process is NOT permitted for every student in the building. Only students that fall into the approved calculator accommodation guidelines 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}](#). 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 unless their plan specifies handheld calculators. Handheld calculators must meet the guidelines in the [KDE Calculator Use Policy](#) and must not be listed as prohibited or have similar functions as prohibited calculators.

Requesting Unlisted Hand-Held Calculators

To request the use of a calculator not listed in the policy, please complete the [Calculator Request Form](#). Applications for an unapproved calculator are processed on a rolling basis. Requests should be submitted at least one week prior to the start of the test window. Typically, a response will be received within three business days, but that timeframe can expand the closer the form is submitted to testing time. The outcome is decided through a review that considers the student plan and the features of the requested calculator. For example, a talking and/or large button calculator for a student with visual impairment would be submitted through a calculator request. Calculators that provide an advantage or directly violate the Administration Code will not be approved.

Scribe

A scribe's role shall be to type the student's responses in the online space provided. Students receiving Braille or large-print paper tests requiring a scribe will have their responses recorded in a paper student response booklet (SRB). At no time shall a student's ideas, revisions or editing be characterized as teacher authored. In all components of the test, a student shall be the sole creator, author, decision maker and owner of their work. 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. The scribe is a required 1:1 testing accommodation, and this supersedes all other accommodations when it comes to testing environment setup.

Considerations for providing a scribe:

1. A scribe is an accommodation that must always be provided in a 1:1 environment. It is advisable that DACs and BACs train extra or all staff on Inclusion of Special Populations prior to the testing window to ensure maximum flexibility on testing days.
2. 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.

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.

Bilingual/Word-To-Word Dictionary

The bilingual or word-to-word dictionaries can be in print or electronic versions. If an electronic version is used, it will not be provided within TestNav and cannot be operated on the same computer that is running TestNav. An electronic version would have to be on an exterior device that is disabled from the Internet.

Consistent with best practices for English Learners (ELs), the 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 translating whole phrases and sentences, etc. are turned off before using this accommodation on the state-required assessments. Devices or services such as PocketTalk or Google Translate may not be used on state-required assessments.

Oral Native Language Support

Oral native language support shall be based on a student's individual language needs as documented in the PSP. This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering printed English test materials (i.e., directions, questions, prompts, situations, passages and stories as written) orally in the student's native language. The accommodation or oral native language support shall include providing directions orally in a student's native language. The accommodation shall also incorporate some simplification of language in the test administration directions.

Considerations for providing Oral Native Language Support:

Plan ahead for students needing translation services, as some languages may be harder to provide.

1. 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.
2. Oral Native Language Support can be provided in a group of up to 4 students **if** they are the same language and grade and extended time. Students whose plan also includes a scribe or electronic dictionary must be tested 1:1.
3. AI such as Pocket Talk 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.
4. If a school district or school has specific circumstances that require the testing windows to be adjusted to provide this accommodation to students, the KDE will work with the DAC on a case-by-case basis. If a DAC needs this assistance, please email the [Office of Assessment and Accountability](#) (OAA) for further direction.

Extended Time

Administration of extended time varies depending on the type of assessment being administered. Extended time is an honored accommodation for all state testing.

There are estimated testing times for each test administration of the KSA and QSCS Survey. 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 with extra time as well. For other state-required assessments, please refer to that specific test administration manual.

Considerations for providing extended time:

Students must use their regular time productively in order to qualify for extended time.

1. If a student is denied extended time because they did not use their regular time constructively, the proctor and BAC/DAC should document the decision and why it was made.
2. Plan for where extended time will be provided and 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.

3. 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.

Manipulatives

If a student has manipulatives marked on their student plan and have used them throughout the school year, they may use the manipulatives on the test if they are free of content and provide 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 once the test has commenced. The proctor may show the student where the manipulatives are located prior to the test session beginning.

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
- Blank Number Lines
- Abacus
- 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. Set up a separate workspace for manipulatives that is not on the student's desk and ensure the proctor can easily monitor both areas.
2. Provide all manipulatives listed in the student plan on test day, even if the student typically only uses a few during instruction.
3. Manipulatives are only to serve as a trigger for information the student already possesses. The role of a manipulative is never to teach or provide answers to the test being taken.

Interpreter for Students who are Deaf or Hard of Hearing

The 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 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 for that accommodation outlined in *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* document located on [KDE's website](#).

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

Small group or 1:1 testing is a local decision. A student does not have to have a plan to need a small group or 1:1 testing 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 allows pausing the test for medical reasons as a valid state testing accommodation, even if not listed in a student plan. If it is known that the student will need to exit and resume the test, please test in a 1:1 setting. 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 is 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.

*Paraphrasing/Simplified Language

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. This includes directions embedded within test questions. Once time begins on a state assessment, nothing can be paraphrased. *Note: this is not a change in policy.*

College Entrance Exam Accommodations

The College Entrance Exam does not fall under the umbrella of KSA testing and is not covered by this manual. Accommodations for that exam must be requested according to the test administration guidelines for that exam. For questions, email dacinfo@education.ky.gov.

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 steps to achieve a resolution as quickly as possible.

1. Gather Information

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 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 open a ticket. The ticket number allows a tracking point and assists in determining if a larger trend is developing or if the issue is unique.

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 Division of Assessment and Accountability Support

The DAC and/or BAC should 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 location (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 their regular 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 are always the most important factors to consider in these scenarios. In the case of an emergency fire drill, pause the test if possible. See individual test administration manuals for details.

Test Administrators should note the time the drill begins in order to track the amount of time that was lost if students are unable to pause their exam. When it is safe to return, the proctor will need to reinitiate the session and students will log back in using their credentials or test ticket information. Please refer to the test administration manual for details.

Equipment Malfunction

Proctor should

- Pause student test, if it has not already.
- Move student to another computer. Technical Staff or other designated party may do this step.
- Resume student test from PAN console.
- 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 (See Links Below – Appendix A Pg. 29)

- Technical Requirements
- Software Download Instructions
- User Guides
- Pearson Portal – Technology Tab
- [Disable Gamebar and Siri](#)
- [Disable Grammarly](#)
- 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 staffs
 - 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 Technical Documentation

The first stop when dealing with technical issues would be the newly developed [Technology Section of the Kentucky Portal](#). If the answer cannot be found there then continue on with this guide.

TestNav 8 Homepage:

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

TestNav 8 System Requirements:

<https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements>

TestNav 8 Set Up and Use:

<https://support.assessment.pearson.com/display/TN/Set+up+and+Use+TestNav>

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:

<https://support.assessment.pearson.com/display/TN/Network+Requirements+and+Guidelines>

Note:

Districts using Go Guardian have these settings installed by Go Guardian, as requested by KDE/OET.

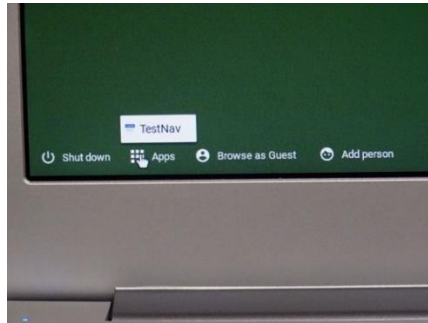
Firewall settings for all districts have been installed as requested by KDE/OET.

For districts using a system other than Go Guardian, please add the URLs from the link above, on the “permit or allow list” policy rules.

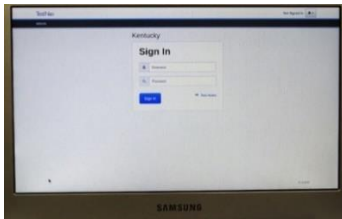
TestNav 8: Additional Information

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 log in screen.

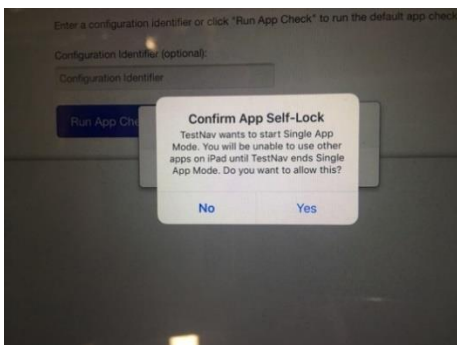


When the Apps icon is clicked, the TestNav option will appear. Click on the TestNav icon and the program will start in secured mode. The student will then use their assigned test credentials and password to log into the test.



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 log in 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 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. Grades 3-5 will have access to an elementary-level dictionary. Grades 6-8 will have access to a middle school-level dictionary. Grade 11 will have access to a High School level-dictionary.

