



Kentucky Department of **EDUCATION**

ADMINISTRATION CODE REGULATION TRAINING CHECKS FOR UNDERSTANDING QUESTIONS

The following information is a direct representation of the Administration Code regulation training provided by the Kentucky Department of Education. This document is provided as a resource service to Kentucky public school districts for training purposes only.

Administration Code Check for Understanding (1)

1. Is it acceptable to take photos of test items for use in designing instructional materials to know you are teaching the correct content?
2. Is it acceptable for testing staff to receive or access Test Administration Manuals prior to the first day of testing?
3. Is it acceptable to read only the bold type instruction script in TAMS and scripts and skip the test administrator directions if you have been a test administrator in previous years?
4. Is it acceptable to administer a state assessment for a virtual or home/hospital student using Google Meet, Zoom, Teams, etc.?

Administration Code Check for Understanding (2)

1. Is it acceptable for a teacher to use his/her personal cellphone to communicate with another teacher about a testing situation in the classroom?
2. Is it acceptable to allow general education students to use a handheld calculator instead of the online calculator?
3. Is it acceptable to leave content on the walls in the test room when administering a field test?
4. Is it acceptable to allow students to read library or personal books as each student finishes and test materials are collected?

Administration Code Check for Understanding (3)

1. Is it acceptable to change the order of the test to facilitate calculators or other accommodations?
2. Is it acceptable for a disruptive student to be tested away from their peers even if that student does not have a plan?
3. Is it acceptable for students to take an unscheduled break during an active test session without a monitor?
4. Is it acceptable to give evaluative feedback during testing such as “Try to write a little more” or “Are you sure that’s all?”

Administration Code Check for Understanding (4)

1. Is it acceptable to do test prep activities or scrimmage tests if no feedback is given or applied to future instruction?
2. Is it acceptable for a Good Faith Checklist to include efforts such as bringing a fully charged device, sitting quietly after finishing, and not using unapproved electronic devices?
3. Is a violation of the Inclusion of Special Populations regulation also a violation of the Administration Code regulation?
4. Is there additional training required to administer Alternate Assessment components?

Administration Code Check for Understanding (5)

1. If you have a concern about a test item, is it acceptable to summarize the question when reporting to administration?
2. Are DACs expected to make determinations about what constitutes a reportable testing allegation?
3. Is it acceptable for a parent to review a secure test item at the district central office if they request?
4. Can **only** authorized staff review and discuss assessment data during the embargo period after signing a nondisclosure?