



Kentucky Department of **EDUCATION**

ADMINISTRATION CODE REGULATION TRAINING CHECKS FOR UNDERSTANDING ANSWERS

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 next year to know you are teaching the correct content?

(NO) It is unacceptable to take pictures of test items for use next year to teach the correct content. Concepts appropriate for curriculum instruction can be found in Kentucky's content standards. Test administrators may use released test items and support materials posted on the KDE website to help prepare students for the assessment. (pp. 6-7, 5)

2. Is it acceptable for testing staff to receive or access Test Administration Manuals (TAMs) prior to the first day of testing?

(YES) It is acceptable for testing staff to receive paper or electronic Test Administration Manuals (TAMs) prior to the first day of testing. Other secure test items may not be distributed until the test session. (p. 6)

3. Is it acceptable to read only the bold type instruction script in the TAMs and skip the test administrator directions if you have been a test administrator in previous years?

(NO) It is not acceptable to read only the bold type instruction script in the TAMs and skip the test administrator directions for those who have been test administrators in previous years. Test manuals and scripts are updated yearly. (p. 4)

4. Is it acceptable to administer a state assessment for a virtual or home/hospital student using Google Meet, Zoom, Teams, etc.?

(NO) All state testing must be administered in-person by trained personnel. The reference to "online testing" refers to the test platform, not the delivery method. Page 10 of the regulation states that "Test Administrators shall be physically present in the testing environment while students are actively testing."

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?

(NO) It is not acceptable for a teacher to use his/her personal cellphone to communicate with another teacher about a testing situation in the classroom. The teacher and BAC or designee may communicate regarding testing situations. (p. 9)

2. Is it acceptable to allow general education students to use a handheld calculator instead of the online calculator?

(NO) It is not acceptable to allow students to use handheld calculators instead of the online calculator unless the online calculator is not functioning, or the student has a disability requiring a handheld calculator. (p. 8)

3. Is it acceptable to leave content on the walls in the testing room when administering a field test?

(NO) It is not acceptable to leave content visible during any state assessment, whether operational or field test. (p. 7)

4. Is it acceptable to allow students to read library or personal books as each student finishes and test materials are collected?

(YES) It is acceptable to allow students to read library or personal books as each student finishes and test materials are collected. This is a local decision to allow this practice or not. (p. 9)

Administration Code Check for Understanding (3)

1. Is it acceptable to change the order of the test to facilitate calculators or other accommodations?

(NO) It is not acceptable to change the order of the test. The schedule may change, but the test must be given in the order it appears in the TAM. (p. 11)

2. Is it acceptable for a disruptive student to be tested away from their peers even if that student does not have a plan?

(YES) Students who exhibit disruptive behavior prior to or during testing may be tested in a different location from their peers. A plan to avoid a disruptive situation can be in place prior to testing. This is a local decision, and documentation may be kept at the district level. (p. 12)

3. Is it acceptable for students to take an unscheduled break during an active test session without a monitor?

(NO) Students may not take unmonitored breaks during active test sessions. (p. 10)

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?”

(NO) While phrases such as, "Do your best," "Get started," and "Stay on task" are acceptable, any comments that could be construed as evaluative or coaching are not acceptable. (p. 10)

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?

(NO) Scrimmages, content review, and benchmark testing types of activities are only acceptable if results are used to guide further instruction and to identify and improve areas for growth. (p. 13)

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?

(YES) Good Faith Checklists may include the efforts listed above. They may not require the use of specific strategies, answer lengths, or anything that would take away student ownership of assessment results. (p. 14)

3. Is a violation of the Inclusion of Special Populations regulation also a violation of the Administration Code regulation?

(YES) Violating the Inclusion of Special Populations regulation while providing accommodations is also a violation of the Administration Code. (p. 15)

4. Is there additional training required to administer Alternate Assessment components?

(YES) It is required to complete and pass additional training requirements before administering Alternate Assessment components. (p. 15)

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?

(NO) You may never reproduce a test item in any way, in whole, in part, or in summary. Please refer to the process outlined in slide 46-47.

2. Are DACs expected to make determinations about what constitutes a testing allegation?

(NO) All potential testing allegations must be reported. (p. 17)

3. Is it acceptable for a parent to review a test item at the district central office if they request?

(NO) Local districts should never allow the review of secure materials. (p. 18)

4. Is it acceptable for authorized staff **only** to view and discuss assessment data during the embargo period after signing a nondisclosure?

(YES) During an embargo, authorized district and school staff may discuss assessment data internally after signing a nondisclosure agreement; however, data cannot be shared in public meetings or by the media until public release. (p. 19)