Kentucky Performance Rating for Educational Progress (K-PREP)

Spring 2012

EVERY CHILD

PROFICIENT & PREPARED FOR SUCCESS

KENTUCKY DEPARTMENT OF EDUCATION

Grades 10 & 11
Test Administrator’s Manual/Scripts
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About This Manual

The Test Administrator’s Manual/Scripts (TAM) contains important test administration information pertaining to all grades taking the Spring 2012 Kentucky Performance Rating for Educational Progress (K-PREP) assessment. All test administrators are required to read this manual prior to testing. The script within this manual contains grade-specific test administration information, including testing times, materials required by session and content-area scripts.

- **Test materials:** Pearson provides the following test materials.

<table>
<thead>
<tr>
<th>Grades 10 and 11 Test Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Booklet</td>
</tr>
<tr>
<td>Student Response Booklet</td>
</tr>
<tr>
<td>K-PREP Writer’s Reference Sheet</td>
</tr>
</tbody>
</table>

- **Terminology:** test booklets
  Grades 10 and 11 have separate test booklets (nonscorable) and scorable student response booklets.

- **Terminology:** scorable booklets
  Student response spaces and procedures and student response booklets (grades 10 and 11) are referred to as “scorable student response booklets.”

<table>
<thead>
<tr>
<th>Student Response Booklet Grades 10 and 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contains answer spaces only</td>
</tr>
<tr>
<td>Student information page located on front cover</td>
</tr>
</tbody>
</table>
2012 Important Dates

Important dates are derived from the shipment option selected on the Administration Details Screen in PearsonAccess.

- Shipment Option 1: If your district is testing between 4/23/2012 and 5/4/2012, materials will arrive on or before 4/2/2012.
  - Districts testing before 4/23/12 will need to select Shipment Option 1.
- Shipment Option 2: If your district is testing between 5/7/2012 and 5/18/2012, materials will arrive on or before 4/16/2012.
- Shipment Option 3: If your district is testing between 5/21/2012 and 6/4/2012, materials will arrive on or before 4/30/2012.
  - Districts testing after 6/4/12 will need to select Shipment Option 3.

<table>
<thead>
<tr>
<th>Event</th>
<th>Shipment Option 1</th>
<th>Shipment Option 2</th>
<th>Shipment Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Administration Details in PearsonAccess (select a Shipment Option)</td>
<td>01/31/12–02/15/12</td>
<td>01/31/12–02/15/12</td>
<td>01/31/12–02/15/12</td>
</tr>
<tr>
<td>Manage Participation counts in PearsonAccess; Verify Regular Counts and Enter Accommodated Material Orders</td>
<td>01/31/12–02/24/12</td>
<td>01/31/12–03/09/12</td>
<td>01/31/12–03/16/12</td>
</tr>
<tr>
<td>Regular and Accommodated Testing Materials Arrive in Districts</td>
<td>04/02/12</td>
<td>04/16/12</td>
<td>04/30/12</td>
</tr>
<tr>
<td>Testing Window</td>
<td>04/02/12–06/08/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter Additional Orders for Regular and Accommodated Testing Materials (books, student response booklets)</td>
<td>04/02/12–06/05/12</td>
<td>04/16/12–06/05/12</td>
<td>04/30/12–06/05/12</td>
</tr>
<tr>
<td>Enter Return Shipping Materials (labels, boxes, etc.)</td>
<td>04/02/12–06/11/12</td>
<td>04/16/12–06/11/12</td>
<td>04/30/12–06/11/12</td>
</tr>
<tr>
<td>One week after testing ends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seven days after last day of testing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nine days after last day of testing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Introduction

Senate Bill 1 (SB1), enacted in the 2009 Kentucky General Assembly, required a new public school assessment program beginning in the 2011–12 school year. Spring 2012 is the first year for the Kentucky Performance Rating for Educational Progress (K-PREP) test, replacing the Kentucky Core Content Test (KCCT).

There are two key assessment themes for the 2012 K-PREP administration:

- **Data Quality**—collaborative process between the Office of Assessment and Accountability (OAA) and school/district staff to ensure accurate reporting of test results.
- **Test Security**—addition of new checks and processes to monitor appropriate administration of state-required tests, including seating charts and room location codes.
Part 1: Security Requirements and Responsibilities

Security requirements are included in this manual to protect the validity of the K-PREP assessments. The term “secure test materials” in this document refers to used student response booklets, test booklets or test items.

Test security measures are being added with new checks and processes to monitor appropriate administrations of state-required tests.

The *District and Building Assessment Coordinators’ Manual* and the grade specific *Test Administrator’s Manual/Scripts* have been created to assist school personnel in administering the K-PREP. District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) are responsible for ensuring that all personnel within the school buildings are aware of the policies set forth in this manual. Failure to follow proper procedures can result in an allegation and possible invalidation of scores or disciplinary actions. Any violation or suspected violation of test security requirements set forth in this manual must be reported to the BAC, the DAC and the Kentucky Department of Education (KDE) immediately.

Responsibilities of Test Administrators and Proctors

As a test administrator or proctor, you are responsible for:

- Reading, signing, and abiding by the *Administration Code for Kentucky’s Educational Assessment Program (703 KAR 5:080)* and, if providing accommodations, reading, signing, and abiding by the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*.
- Reading this manual before the test administration and administering the test according to the instructions in this manual.
- Conducting makeup testing for students absent from original test sessions, if assigned to do so.
- Protecting the security of the K-PREP by carefully following the instructions in this manual for administering and handling materials through securing, counting and returning all materials to the BAC when testing is finished.
- Notifying the BAC of testing irregularities immediately.
- Reading the *Appropriate Assessment Practices Certification Form* in the Appendix of this manual, abiding by the practices described therein and returning a signed copy to your BAC.
- Returning all test materials in good condition to your BAC as soon as you complete testing or as directed by your BAC.
- Seating charts are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain.
- Room location codes will be bubbled on the student response booklet indicating the room where each student takes the test.
Secure Test Materials

Confidentiality—Test Booklets, Test Questions, Student Response Booklets and Student Responses

*Note:* Test questions in the K-PREP are copyrighted, secure materials, and may not be duplicated in any way.

- From receipt to return of testing materials, no school personnel may review, edit or share, either verbally or nonverbally, the contents of test and student response booklets without approval from KDE.
- Students may not be given access to test booklets by any school personnel prior to testing.
- School personnel may not reproduce any portions of the test booklets or student response booklets, except for transcription of responses by test administrators when materials are damaged (e.g., hazardous materials—nose bleed, torn pages, food contamination). Reproductions are limited to hand transcriptions. School personnel may NOT keep any hand-copied portions of the test used for transcriptions. School personnel may NOT audiotape, videotape, photograph or photocopy materials.
- School personnel may NOT retain, discard, recycle, remove or destroy test booklets or student response booklets without specific instruction from the BAC, DAC, KDE and Pearson.
- If secure test materials are damaged, schools must contact the Pearson Kentucky Customer Service Center at (888) 437-1430 PRIOR to destroying the materials.
  - Report the type of test material damaged and the security barcode number from the upper right corner on the back cover of the test booklet.
  - In accordance with Occupational Safety and Health Administration (OSHA) rules, do not return test materials damaged by bodily fluids; they will not be processed or scored.

Supervising Test Sessions with and without Accommodations

Responsibilities While Supervising Test Sessions

- All tests must be administered according to the procedures documented in this manual.
- Test administrators may NOT leave students unsupervised at any time. Administrators must focus their full attention on students and their testing environment while supervising testing.
- Content information or strategies for solving problems on classroom walls, bulletin boards or other surfaces (e.g., ceilings, floors, blinds, windows and clothing) must be covered or removed during testing sessions. Standard periodic tables need not be covered or removed.
Part 1: Security Requirements and Responsibilities

- Reference sheets are provided by Pearson. Any other supplemental materials not listed under “Approved Resource Materials” are not permitted unless they are used in accordance with an approved accommodation.

- Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will a student be allowed to work ahead in a part not yet administered.

Responsibilities While Providing Accommodations

- Test administrators are responsible for providing appropriate accommodations as outlined in this manual, in the District and Building Assessment Coordinators’ Manual, and as defined in the Kentucky regulation Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070). The test administrator must provide the required accommodation identified in the child’s current Individualized Education Plan (IEP), 504 Plan or Program Services Plan (PSP), and used throughout the year in instruction.

- Test administrators providing accommodations may NOT leave students unsupervised at any time. Administrators must focus their full attention on students and their testing environment while supervising testing.

Alert Papers

An alert paper is any student response that raises concern about the safety or welfare of the student or others. In general, student responses should not be copied in part or whole. However, if an alert paper is found, the BAC should be notified and the student response booklet handed over to the BAC immediately following the end of the testing session. The BAC or school administrator will then copy only the response. The copy must be kept secure as it is considered testing material. If another testing session is scheduled, the student response booklet may be returned to the test administrator.

The BAC or school administrator is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school or district policy for handling the situation. If there is a need for local authorities or parents to see the student response, security should be explained and a nondisclosure form signed by all parties before viewing the response. A copy of the nondisclosure form should remain on file at the district office. A nondisclosure form is located on the KDE website, www.education.ky.gov and in the Appendix of this manual.

Student Data Review and Reporting (SDRR) Application

KDE’s electronic Student Data Review and Reporting (SDRR) application will be used for the collection of student rosters, requesting exemptions and for data review.

Schools and districts are required to identify which students in grades 3–12 taking the Spring 2012 K-PREP have been enrolled for 100 instructional days. Accountability is required for all students taking the Spring 2012 K-PREP. Schools and districts must provide a student’s accountability status in SDRR for grades 3–12.
Student Pre-ID Listing
The Student Pre-ID Listing is a list of all students that have a pre-printed student response booklet. The listing includes all demographic information provided in KDE’s electronic Student Data Review and Reporting (SDRR) application. The paper listing is included in the School Coordinator Kit.

Test Forms
There is one operational form for Grades 10 and 11 On-Demand Writing.

On-Demand Writing Pre-Write Section
Scratch paper is not allowed for on-demand writing. Instead, a pre-write section is included in the test booklet. Students may use this section for pre-writing and planning activities such as taking notes and outlining. Notes written in this section will not be scored.

Testing Irregularities
Testing irregularities occur when set procedures are not followed. They include student or educator misconduct or a mishandling of secure test materials.

Any problems that occur during testing should be documented thoroughly by the personnel involved. Test administrators should forward this documentation to their BAC, who will pass it on to the DAC. If the problem concerns secure materials that have been jeopardized, the DAC shall enter information in the Web Application for Allegation Reporting available on the KDE Website at http://www.education.ky.gov (Administrative Resources > Testing and Reporting > District Support > Tools and Resources). If the documented problem does not concern secure materials, the documentation must be kept on file at the district office.

Approved and Unapproved Testing Resources

Approved Resource Materials
Students are permitted to use only the following tools and resource materials:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Content Area Approved Resource Materials</th>
</tr>
</thead>
</table>
| 10 and 11| All content areas/test parts (provided by school)  
|          | Note: No scratch paper is allowed for on-demand writing.  
|          | ➢ No. 2 pencils (no mechanical pencils)  
|          | ➢ Erasers  
|          | ➢ Thesauri  
|          | ➢ Dictionaries  
|          | ➢ Writer’s Reference Sheet (provided by Pearson) |
**Unapproved Resource Materials**
Students are NOT permitted to use the tools and resource materials listed below:

- Books such as encyclopedias or textbooks
- Copies of acronyms
- Graphic organizers
- Computers
- Editing devices (e.g., spell-checker or grammar-checker)
- Cell phones, Smart phones
- Electronic devices (e.g., iPods, iPads, or other music players, pocket translators, PDAs)
- Highlighters

*Note*: Once testing has been completed and a student’s testing materials have been removed from the testing station, the student may read.
Part 2: Who Should Be Tested

Students Tested
All students enrolled in grades 10 and 11, including newly enrolled students, must take the K-PREP unless they are participating in the Alternate K-PREP. Each school must test every student who is enrolled in the school on the first day of the testing window. Students may not be excluded from testing because of poor academic performance, absenteeism or discipline problems.

Students who are required to test include the following:
- Students with disabilities
- Students who are retained
- Students who moved during testing
- Students experiencing a minor medical emergency
- English Learners (EL) in their second year (or beyond)
- EL students in their first year must attempt mathematics and science where tested at that grade. **Note:** Name change from Limited English Proficient to English Learner.

Please see the following sections for more information on testing students who fall into these categories.

Retained Students
A student retained in any grade in which state-required assessments are administered shall participate in the assessments for that grade again and shall continue to be included in all accountability calculations.

Double or Multiple Grade Promotions
If a student is double promoted or otherwise skips a grade in the normal progression of grades primary through grade 12, the student will not take the state-required assessments associated with the grade being skipped.

Students with Disabilities
Students with disabilities must take the K-PREP unless they are participating in the Alternate K-PREP. Students with disabilities may participate with or without accommodations. See Part 3: Accommodations for more information.
Students Who Moved During Testing

Sending District
If a student transfers to another Kentucky school or withdraws on or after the first day of the testing window, the school is responsible for:

- Sending student materials to the new school.
  - If the DAC is unable to forward testing materials to the new school, the DAC should return the student’s incomplete student response booklet to Pearson in the return shipment. The student will receive an Individual Student Report (ISR) at both schools and will be assigned a novice performance level for any non-tested areas.
- Updating the SDRR student roster record with an annotation.

If a student moves to a private or out-of-state school, the school must:

- Void the student response booklet and return in the scorable shipment.
- Update the K-PREP section in SDRR accordingly.

Note: If a student withdraws prior to the testing window, update the student record in SDRR. Void the booklet and return it with the used scorable materials.

Receiving District
If a student officially enrolls in a school before the end of the first day of the testing window, or after the testing window has started, the school is responsible for:

- Verifying the testing progress of a student.
  - If you received materials, continue testing where the student stopped.
  - If you did not receive materials, contact the sending school/district to verify testing progress and request any necessary materials. Be sure to determine the number of questions answered.
- Testing that student if he or she has not tested in the previous school.

If you receive materials from the student's former school,

- Continue testing the student using the former school’s testing materials.
- Include the student response booklet with the scorable materials of the new school.

If you do not receive materials from the student's former school,

- Update the school SDRR student roster to include the student, assign accountability, and annotate accordingly.
- Test the student using test materials from your inventory.
Bubble the student information page on the student response booklet. The student will be assigned a novice performance level for any non-tested areas.

Return the completed student response booklet with scorable test materials from the new school.

Medical Emergency
An injured student whose injury is not serious enough to warrant a medical exemption request should receive appropriate accommodations that enable the student to participate in the assessment. Some examples of medical emergencies and appropriate accommodations follow:

- Broken arm—use a scribe
- Broken eyeglasses—use a reader and scribe
- Leg in traction without sedating/sedative medication—give test at home or in hospital

To document a medical emergency, the BAC must do the following:

- Notify the DAC as situations occur
- Complete the Medical Emergency Form (paper version) and keep on file in the district
- Annotate the SDRR student roster, stating that an accommodation was used due to an injury or medical condition

The Medical Emergency Form is located on the KDE Website, http://www.education.ky.gov and on in the Appendix of this manual.

English Learners (ELs)
English Learners (ELs) must be included on student rosters and must participate in the K-PREP if they were enrolled on the first day of the testing window. The means and the degree of participation are determined by the length of time these students have been enrolled in U.S. schools.

- EL students who are in their first year in U.S. schools are required to attempt an English Language Proficiency (ELP) test (in grades K through 12).
- EL students who are in their second year or later of enrollment in U.S. schools shall participate in the K-PREP On-Demand Writing assessment.

A student is identified as EL through a collection of survey and assessment results. The steps described below should be followed to identify an EL student.

Upon entering the district, all students should be provided a Home Language Survey (HLS) that includes the following four questions:

- What is the language most frequently spoken at home?
- Which language did your child learn when he or she first began to talk?
- What language does your child most frequently speak at home?
- What language do you most frequently speak to your child?
If the answer to any one of these is a language other than English, the student should be given the WIDA ACCESS placement test (W-APT). If the student scores an overall composite of less than a 5.0 for grades 1 through 12 on the W-APT, they are considered EL and eligible for services.

Once the EL student is identified, a Program Services Plan (PSP) must be written for the student based on his or her individual language needs, and school personnel must meet with the parents to discuss the W-APT results and the goals for the student.

The HLS survey, W-APT testing, PSP and parent meeting must occur within the first 30 days of the school year. If a student moves in later in the school year, the district has 2 weeks to comply with these requirements.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Grade Level</th>
<th>ELP</th>
<th>Criterion Referenced Test / Norm Referenced Test</th>
<th>Readiness Exams</th>
<th>End of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ELP</td>
<td>ACCESS</td>
<td>Reading</td>
<td>Mathematics</td>
</tr>
<tr>
<td>10</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>11</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year &amp; Beyond</th>
<th>Grade Level</th>
<th>ELP</th>
<th>Criterion Referenced Test / Norm Referenced Test</th>
<th>Readiness Exams</th>
<th>End of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ELP</td>
<td>ACCESS</td>
<td>Reading</td>
<td>Mathematics</td>
</tr>
<tr>
<td>10</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

X = Required
O = Optional
* = required for participation as part of federal accountability (K-PREP mathematics and science; EOC Algebra II and Biology)
** = Included in federal accountability (K-PREP reading and mathematics; EOC English 10 and Algebra II)
ELP = English Language Proficiency
Writing = On-Demand Writing

**Alternate Testing Settings**

**Students Receiving Home/Hospital Instruction**

Students enrolled in the district who are taught at home or in a hospital setting will participate in the K-PREP. Therefore, instructors of home/hospital students must be notified, trained and supplied with necessary materials in time to test these students within the testing window. However, if a student’s illness or injury is such that participation in the assessment would pose a threat to the student’s well-being, a medical exemption may be requested for the student. See “Medical Exemptions” on page 13 for more information regarding the steps involved in ensuring a student who qualifies for a medical exemption is accounted for accordingly.

Be sure to inform your BAC if you have students who meet the requirements above and should not be tested. A pre-printed student response booklet (or bubbled student response booklet) must be submitted for these students.
Students Not Tested
A student will not participate in the K-PREP if he or she:

- Participates in the Alternate K-PREP
- Is expelled and not receiving services as provided for in KRS 158.150(2)
- Is a foreign exchange student
- Is medically unable to take the assessment
- Moved out of Kentucky public schools during the testing window
- Is in a situation allowing him or her to qualify for an “extraordinary circumstances” exemption

Be sure to inform your BAC if you have students who meet the requirements in this section and should not be tested. A pre-printed booklet (or bubbled student response booklet) must be submitted for these students. One exception is students participating in the Alternate K-PREP.

Note: Submission of an exemption request to KDE does not guarantee approval. Do not wait to receive approval from KDE to document the exemption in SDRR. Do not delay the return of test materials for students pending approval of an exemption.

Students Participating in the Alternate K-PREP
Students who meet the Alternate K-PREP participation guidelines will not take part in the K-PREP. Student response booklets should NOT be completed for these students.

Students participating in the Alternate K-PREP are required to complete the appropriate components (attainment tasks or transition attainment record). Directions for the Alternate K-PREP will be provided by your BAC. Be sure to inform your BAC if you have any students who participate in the Alternate K-PREP.

Exemptions

Medical Exemptions
A student’s handicapping condition cannot be the basis for a medical exemption. However, if a student is ill or medically fragile that he or she is unable to complete the state-required assessment, even in a homebound situation with accommodations provided, a school may choose to request a medical exemption for the student. If you are unsure whether a student qualifies for a medical exemption, please contact the Division of Support and Research at (502) 564-4394.

The Medical Exemption Form can be found on the KDE Website at http://www.education.ky.gov and in the Appendix of this manual.
Extraordinary Circumstances Exemptions
Students may qualify for an Extraordinary Circumstances exemption if they

- Should not be tested for any reason not already listed in this section, and
- Do not qualify for a medical exemption.

Examples of Extraordinary Circumstances include the following:

- Parental kidnapping
- Child in protective custody

**Note:** Submission of the request does not guarantee approval. **Do not** wait to receive approval from KDE to indicate an exemption in SDRR.

The Extraordinary Circumstances Form can be found on the KDE Website at [http://www.education.ky.gov](http://www.education.ky.gov) and in the Appendix of this manual.

Exemption Checklist

- Notify the BAC and/or DAC.
- Complete the appropriate exemption form (Medical or Extraordinary Circumstances); collect signatures from the student’s doctor (if necessary), parent or guardian, and DAC (keep on file in the district).
- Document the details of the medical and extraordinary circumstances exemption in SDRR.
- Update the K-PREP SDRR record.
- Return the student response booklet to Pearson with the rest of the school’s scorable materials shipment. **Do not void the booklet.**
Part 3: Accommodations

Students with Disabilities Using Accommodations
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 shall be individualized and specifically designed to aid the student as the student learns, being faded or reduced as the student gains/demonstrates increased skill and confidence and moves toward greater independence.

With very few exceptions, all students in grades 10 and 11 will participate in the K-PREP. Students may be provided with assessment accommodations, based on evaluation data, if the following criteria are met:

- The accommodations must be identified in the student’s current IEP, 504 Plan or PSP.
- The student must have received the accommodation throughout the year during classroom instruction and not just before the testing window. The use of an accommodation during the state-required assessment shall be initiated by the student.
- The accommodations shall not impact the content validity being measured.

Most accommodations used in the instructional program for students with disabilities are permitted for testing. For example, if a student normally wears noise buffers while working, this accommodation can be used during testing.

Occasionally, noncertified staff members or volunteers provide accommodations for students. Please note that such people should receive thorough training in assessment practices and are required to sign the nondisclosure form found on the KDE Website at http://www.education.ky.gov and in the Appendix of this manual.

Training must include two regulations, 703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs and 703 KAR 5:080—Administration Code for Kentucky’s Educational Assessment Programs. Assessment regulations and training materials are on the KDE Website at http://www.education.ky.gov.

Authorized school personnel must update the student’s information in SDRR to indicate any accommodations used during testing. There are a variety of assessment accommodations that may be used for students with disabilities on the K-PREP, including the following:

1. Use of assistive technology
2. Manipulatives
3. Readers
4. Scribes
5. Paraphrasing
6. Extended time
7. Reinforcement and behavior modification strategies
8. Prompting and cueing
9. Interpreters for students with deafness or hearing impairment (signing)
10. Simplified language and oral native language support for EL

The following information summarizes how to specifically administer accommodations. Test proctors providing accommodations must have complete training on 703 KAR 5:070. Accommodations shall not be designed or provided solely for the state-required assessment, or to lead a student to any specific answer.

**Use of Assistive Technology**
During the K-PREP, a student with a disability may request and use special equipment, including assistive technology described in the student’s IEP or 504 Plan, which is part of the student’s regular instructional routine. “An assistive technology device, as defined by (PL 105-394), is any item, piece of equipment or product system whether acquired commercially, off the shelf, modified or customized that is used to increase or improve functional capabilities of individuals with disabilities.” Examples include the following:

- Amplification equipment
- Noise buffers
- Magnifying devices

A student may respond to writing tasks by typing on a computer only if this accommodation is noted on the student’s IEP or 504 Plan, and the student uses this procedure routinely in his or her regular instructional program.

If the use of special equipment (e.g., talking calculators) during the state-required assessment would influence or distract the performance of another student, then the assessment must be administered to the student using special equipment in an alternate setting.

**Non-Standard Responses**
Before the assessment begins, the school must download the non-standard response template located on the KDE Website at [http://www.education.ky.gov/KDE](http://www.education.ky.gov/KDE) (Administrative Resources > Testing and Reporting > District Support > Forms).

The student’s responses to the Spring 2012 K-PREP questions or writing tasks may not be saved to the hard drive of the computer where the student is working, or to any part of a computer network to which the student’s computer may be attached. Responses must only be saved directly to a portable drive or a CD for the duration of the test.

After the student has completed a testing session, the test administrator must immediately follow these steps:

1. Print out the student’s response.
2. Cut and tape (clear tape) the student’s print-out into the corresponding area in the student response booklet. (Do not attach pages with staples or paperclips.) Using clear tape, make sure the document is taped within the box on the page, covering at least the four corners of the document with the clear tape, and do not cover any bar codes or timing tracks.
3. Make sure the portable drive or CD containing the saved responses, along with the scannable booklet, is stored securely until the next part of the assessment is administered. Make sure to write the student’s name on the portable drive or CD label.
4. After all sessions are completed, the responses have been printed and responses taped in the booklets, the test administrator must erase the portable drive or CD.

5. Once each session is complete, the computer on which the student was working must be logged off from any network to which it was attached and completely powered down to ensure elimination of any student work that may have been saved in a temporary file.

6. The portable drive or CD, and a note of explanation, must be given to the BAC.

**Note:** DO NOT return the portable drive or CD with student responses to Pearson. The BAC must reformat the portable drive so that it may be reused and must destroy any CD.

**Note:** No cell/smart phones, camera devices or other electronic communication devices shall be available during testing.

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**Use of Manipulatives**

Manipulatives may be requested by the student to complete the state-required assessments if they are a strategy used by the student to solve problems routinely during instruction and the use of manipulatives is described in the student’s IEP or 504 Plan. Manipulatives cannot be placed on a student’s desk but instead should be located in a place for which the student can access them when needed. However, the student shall not be encouraged to use specific manipulatives if the student has not initiated their use.

**Readers**

**Note:** Scripts are included in the grade specific Test Administrator Manuals.

The role of the reader during the state-required assessments is to:

- Read directions, prompts, situations, passages and stories as written;
- Not use or provide additional information or directions that may lead the student to specific information needed to answer;
- Re-read the directions, prompts, situations, passages and stories only if specifically requested by the student;
- Not point out parts of the task, questions or parts skipped by the student; and
- Read individual words or abbreviations that are mispronounced by text or screen readers, if specifically requested by the student.

**Scribe**

At the student’s request, a scribe’s role shall be to record the student’s responses so that they reflect what the student knows and is able to do while providing the student with an alternative means to express his or her thoughts and knowledge. At no time shall a student’s ideas, revisions or editing be characterized as teacher-authored. In all components of the K-PREP, a student shall be the sole creator, author and owner of his or her work. A scribe shall record student responses in a manner consistent with the accommodations described in the student’s current IEP or 504 Plan.
A scribe shall:

- Record what the student dictates word for word.
- Format, capitalize and punctuate the student’s writing as directed by the student.
- Give the written product to the student to edit or revise.
- Not alter, edit or revise a student’s own ideas, revisions or edits.

**Paraphrasing**
Paraphrasing for the K-PREP shall be consistent with classroom instruction and shall include repeating or rephrasing on-demand tasks, directions, questions or situations at the student’s request. Paraphrasing shall include breaking sentences into parts or segments or using similar words or phrases, but shall not include defining words or concepts or telling a student what to do first, second, etc. Reading passages and content passages may not be paraphrased as that would impact content validity.

**Extended Time**
Extended time must be requested by the student. The use of extended time shall be utilized as long as the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere.

**Reinforcement and Behavior Modification Strategies**
Reinforcement and behavior modification strategies are allowed on the state-required assessment when they are documented in a student’s IEP or behavior intervention plan and are used on a routine basis during instruction.

Strategies may include:

- Verbal, tangible or tactile reinforcements for being on task
- Use of technology to focus attention or reduce stress
- Testing in a separate location outside the regular classroom

**Prompting and Cueing**
During classroom instruction, these prompts, cues and notebooks become a collection of tools to assist a student with disabilities and/or limited English proficiency in accessing the general education curriculum, organizers for the student’s thinking and work, a management strategy to assist a student in organizing his or her learning, and memory devices (e.g., mnemonics) that foster English-language acquisition, lifelong learning, independence, and self-cueing strategies.

Personal reference notebooks and cue cards, when specified as an accommodation for a student with disabilities and/or limited English proficiency, can be used if specific to the student and consistent with the needs of the individual student and his or her specific disability or limited English proficiency. They are personal and not generic. For use on the state-required assessments, these cueing notebooks cannot contain content.

Students who use any of these prompting or cueing strategies on a daily basis during instruction as stipulated by the student’s current IEP, 504 Plan or PSP may use such devices or strategies during the state-required assessment. The use of these strategies and guides for assessment shall be student-initiated and not teacher-initiated.
Interpreters for Students with Deafness or Hearing Impairment (Signing)
The K-PREP may be signed (i.e., translated to the student in sign language 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.

Interpreters who are also scribes shall follow the policies on scribing outlined in the 703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs document located on KDE’s Website at http://www.education.ky.gov.

Use of Simplified Language and Oral Native Language Support for an EL Student
The use of simplified language and oral native language support for a student with limited English proficiency shall not inappropriately impact the content being measured.

Simplified language and vocabulary shall not change the overall context of the test materials or the content, but ensures that students understand how to take the test. Specific words may be exchanged, but words cannot be defined as part of simplifying language. Directions for test administration may be described using less complex words (i.e., the word “assessment” becomes “test”) and sentence structure (i.e., break a sentence into smaller sections).

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 orally in the student’s native language. The accommodation of oral native language support may include providing directions orally in a student’s native language. The accommodation may also incorporate some simplification of language in the test administration directions.

Accommodation Materials
Accommodation orders will be collected via PearsonAccess and will be shipped with the initial distribution of test materials.

Form 1 is designated for use by students who require a visual, oral or Braille accommodation in grades 10 and 11.

The following figure provides information about the accommodation materials available and the Accommodation Materials section on the following page details the materials provided for accommodations.

<table>
<thead>
<tr>
<th>Accommodation Required</th>
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<tr>
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<td>Visual</td>
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<td>Oral</td>
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Note: It is strongly suggested that a backup computer or audio CD player be readily available in case of malfunction. Additional batteries or access to an electrical outlet may be necessary if using a standard audio CD player.

Students using the audio version of the test may use a computer with a CD-ROM with headphones that allow the student to hear but do not allow sound to escape into the testing room. If the student is using the CD as a read-aloud accommodation, a stand-alone CD player (one per student, with headphones) may be used.
Accommodation Materials
DACs order accommodation materials during the participation window. Accommodation orders
for the K-PREP contain a Form 1 test booklet for grades 10 and 11.

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<th>Accommodation Materials Shipment Box</th>
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<td><strong>Item Notes</strong></td>
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<td>(for students who are visually impaired or blind)</td>
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<td><em>Braille reference sheets</em></td>
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<tr>
<td>- Grads 10 and 11 Writer’s Reference Sheet</td>
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<tr>
<td>- Student response booklet</td>
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<td>- Form 1 test booklet</td>
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<tr>
<td>- Reference sheets</td>
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<tr>
<td>- grades 10 and 11—Writer’s Reference Sheet</td>
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<tr>
<td>- Accommodation Orders Information Memo</td>
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<tr>
<td>- Test Administration Notes</td>
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<td><strong>Large-Print Kit</strong></td>
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<td>(for students who are visually impaired)</td>
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<td><em>large-print test booklet</em></td>
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<td>- grades 10 and 11—Writer’s Reference Sheet</td>
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<td><em>student response booklet</em></td>
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<td><em>student test booklet (regular print Form 1)</em></td>
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<td><em>Accommodation Orders Information Memo</em></td>
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<td><strong>Audio</strong></td>
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<tr>
<td>(for students who require a read-aloud accommodation)</td>
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Part 4: Test Preparation

General Instructions for Test Administration
Tests are to be administered using standard testing procedures as outlined in this manual. It is very important that these procedures are followed, and that any deviations from standard testing conditions are documented and reported to the BAC.

Before Testing Checklist
➢ Read this manual in its entirety.
➢ Inventory test materials received from the BAC.
➢ Secure additional materials needed for testing (e.g., No. 2 pencils, erasers, dictionaries, thesauri). See Approved Resource Materials in Part 1.

Scheduling the Tests
The testing schedule should be created so that it includes time for testing breaks and ample staff coverage for monitoring students. Before testing, all school personnel must be aware of the testing schedule, including procedures for testing breaks and monitoring students. Testing breaks must not affect the integrity of testing in any way. Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will he or she be allowed to work ahead in a part not yet administered.

Breaks
Testing proctors must stop at the end of each part of the tested content area for a break. Breaks may be short (i.e., stand and stretch) or long (i.e., lunch) with appropriate monitoring.

Makeup Tests
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.

Makeup testing is allowed during the five-day test schedule and four additional days while materials are prepared for return shipping.

Advance Announcement
Testing dates should be made known to parents and students in advance to ensure that students are well rested on the test days. An announcement of testing dates and a reminder before the first day of testing are suggested.

Content Areas Tested
K-PREP On-Demand Writing is administered at grades 10 and 11.
Order of Testing
Test parts must be administered in the order in which they appear in the test booklet. Each content area is divided into parts to allow schools flexibility in scheduling sessions. The time used to administer a part of the test is called a “testing session.” Your DAC or BAC will determine a schedule that works best for you and the students.

Each part of the K-PREP must be administered simultaneously to all students taking the test within a school.

If students finish a test part early, they may not work on a test part administered during a previous session nor may they move ahead to another test part.

Should a student work ahead on any part of the K-PREP, the teacher/proctor must instruct the student to stop. Take note of how much the student has completed in the section. Notify your BAC. The student may resume testing where he or she stopped when that section of testing begins for other students. Do not allow the student to work on previously completed questions when testing resumes.

Allowed Testing Time
The following charts provide the order of K-PREP testing for each grade and the completion times for each part of the test. Each part is a separate timed test session. These times must be followed unless all students complete a test session early. Extended time is allowed only for students with an approved IEP, 504 PLAN or PSP.

Testing Schedule
The grade 10 and 11 On-Demand Writing should be scheduled for one or two days of testing to complete both parts. Each grade can use different days within the 5 day window for testing.

There are two parts (Part A and Part B) to the K-PREP On-Demand Writing test. One is a stand-alone prompt, consisting of the student selecting one of two writing tasks to complete. The second type of prompt is passage-based. The student will read a passage and respond to a prompt. No scratch paper is permitted for on-demand writing. There is a separate Pre-Writing space in the on-demand writing test booklet for use in idea development and outlining. The Pre-Write space will not be scored.
### Part 4: Test Preparation

#### 2012 K-PREP: Number of Items and Testing Times

**MC**=Multiple Choice, **SA**=Short Answer, **ER**=Extended Response, **Psg**=Passages, **NoC**=No Calculator

Each test part must be administered in a separate test session. The test window is five-days. Content area tests may be divided across one or two days.

### 3rd Grade

<table>
<thead>
<tr>
<th>K-PREP</th>
<th>Reading</th>
<th>#Psg</th>
<th># MC</th>
<th># SA</th>
<th>Time</th>
<th>Mathematics</th>
<th># MC</th>
<th># SA</th>
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<th># MC</th>
<th># SA</th>
<th># ER</th>
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<th># SA</th>
<th># ER</th>
<th>Time</th>
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<th># MC</th>
<th># SA</th>
<th># ER</th>
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*Only students with the appropriate IEP, 504 Plan or PSP are permitted extended time during the test sections.

**Notes:**
- Field test items are included in the charts above.
- Time is designated in minutes.
- These charts show the expected time needed to complete each K-PREP test. In spring 2012, any student that does not complete Parts B or C in the expected time may use up to an additional twenty minutes, for all content areas except writing. During the first K-PREP administration, the Kentucky Department of Education will study completion times for Parts B and C. This additional time will be reviewed for its use in future years.
# 2012 K-PREP: Number of Items and Testing Times

MC = Multiple Choice, SA = Short Answer, ER = Extended Response, Psg = Passages, NoC = No Calculator

<table>
<thead>
<tr>
<th>Grade</th>
<th>K-PREP</th>
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</tr>
<tr>
<td>10th</td>
<td>Part A</td>
<td>1</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>Part A</td>
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<td>40</td>
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<td>Part A</td>
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<tr>
<td></td>
<td>Part B</td>
<td>1</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>Part B</td>
<td>1</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>Part B</td>
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<td>90</td>
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<tr>
<td>11th</td>
<td>Part A</td>
<td>1</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>Part A</td>
<td>1</td>
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<td>Part A</td>
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<td>40</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Part B</td>
<td>1</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>Part B</td>
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<td>90</td>
<td>90</td>
<td>Part B</td>
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<td>90</td>
<td>90</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Only students with the appropriate IEP, 504 Plan or PSP are permitted extended time during the test sections.

**Notes:**
- Field test items are included in the charts above.
- Time is designated in minutes.
- These charts show the expected time needed to complete each K-PREP test. In spring 2012, any student that does not complete Parts B or C in the expected time may use up to an additional twenty minutes, for all content areas except writing. During the first K-PREP administration, the Kentucky Department of Education will study completion times for Parts B and C. This additional time will be reviewed for its use in future years.
Testing Window Extensions
The K-PREP must be administered during the testing window. No testing window extensions or modifications will be granted, except in cases of natural disaster or extraordinary circumstances beyond the control of the school/district. All test extensions must be approved by the Department of Education, Office of Assessment and Accountability. To inquire about a test extension contact KDE at (502) 564-4394 for approval. KDE will then inform Pearson.

Test Materials
The BAC will distribute test materials. Please check to make sure you receive the correct materials for testing your students. If you need additional materials before or during testing, contact your BAC. Each student must be assigned only one test booklet and corresponding student response booklet (grades 10 and 11) to be used throughout the assessment.

Inventory of Test Materials

<table>
<thead>
<tr>
<th>Shrink-Wrapped Packs of Test Materials</th>
<th>Materials are packaged in groups of 5 as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Grade 10 student test booklets packaged with:</td>
</tr>
<tr>
<td></td>
<td>• Grades 10 and 11—Writer’s Reference Sheet</td>
</tr>
<tr>
<td></td>
<td>• Grade 11 student test booklets packaged with:</td>
</tr>
<tr>
<td></td>
<td>• Grades 10 and 11—Writer’s Reference Sheet</td>
</tr>
</tbody>
</table>

Do not rearrange the order of the test booklets.

Prior to distribution, inventory the test materials. The School Test Materials Security Checklist should be used to inventory materials before distribution, so that you can verify all test booklets have been collected when you return them to your BAC. When not in use by students store test materials in a secure location.
Test Booklet Security Barcode Number
As illustrated in the following figure, each test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from the school.

Pre-Printed Student Response Booklet
All students included in KDE’s Student Information System (Infinite Campus) before test materials are shipped will have a pre-printed student response booklet for testing. If the student’s pre-printed student response booklet has incorrect demographic information, the pre-printed booklet will need to be marked “VOID” across the booklet in permanent black marker and a new blank student response booklet with the demographic information gridded. Gridding instructions are in the script portion of this manual.

Room location codes will be bubbled on the student response booklet indicating the room where each student takes the test.

Space is provided in the student response booklets for students to record their responses to the writing tasks. Students’ written answers to the writing tasks must be contained within the boxed spaces on the designated pages.

Students may not make notes in their student response booklets. There is a Pre-Write space in the test booklet for the On-Demand Writing portion of the test. The student response booklets
are machine scanned, and any marks other than responses to the test questions could interfere with the processing of these booklets.

Serial Number
This unique seven-digit number is used to track a student to a student response booklet in SDRR. The Serial Number is located on the front page of the student response booklet in the lower right corner. This number must be entered in SDRR for newly enrolled students or students missing a pre-printed student response booklet.

Pre-Printed Demographic Information
Following is how the demographic information will look on the pre-printed student response booklet.
Seating Chart
Seating charts are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain.

New Students to District
New students to the district will need to have a blank student response booklet gridded in the demographic portion of the document before testing. Gridding instructions are in the script portion of each of this manual.

Voided Student Response Booklets
When a student response booklet needs to be voided for any reason, you must write “VOID” across the front of the student response booklet with a black marker and place it on the top of the scorable student response booklets sent to Pearson.

Examples of reasons why a booklet would be voided include:
- Damaged by food
- Damaged by water
- Booklets that have torn pages.

Damaged Test Materials
If a student test booklet is damaged, replace it by selecting a new test booklet.

If the student response booklet was damaged after the student began testing, the student’s responses must be transcribed into a new student response booklet by trained school personnel. Make sure that once the student’s responses are transcribed the damaged booklet has “VOID” marked across it in black marker and it is returned on top of the scorable materials.

If a test booklet has been damaged by bodily fluids (e.g., a nosebleed), contact Pearson so the service center may properly document necessary data prior to destruction of the materials in accordance with OSHA rules. Provide information to the BAC as to why test booklet was destroyed. The BAC will note this on the School Test Materials Security Checklist.

**Note:** Do NOT return test materials damaged by bodily fluids. They will not be processed or scored.

Schools without Original Grade Shipments
If you need materials for a grade (in any alternative program) that previously did not have an enrollment and therefore did not receive materials, please contact your BAC or DAC as soon as possible. New grade-level orders must be processed so that the school receives the proper testing and return shipping materials.
Accommodation Materials
DACs were to have ordered accommodations for all students’ needing them. If you have a student that needs either Braille, large-print or audio accommodations please advise your DAC to order it. For a list of accommodation materials, see page 20.

Preparing for Irregularities During Testing

Interruptions During Testing
Circumstances over which you have no control (e.g., fire drills or power outages) may interrupt testing. If testing is interrupted and time permits, secure the room and collect all testing materials from students. When normal conditions are restored, redistribute the testing materials to students and resume testing. Interruptions should not reduce the total amount of time students are given to complete the test.

Should interruptions occur, document the occurrence and notify your BAC immediately. All documentation should be forwarded to your BAC and kept on file in the district office.
Part 5: Test Administration

Test Day Preparations

Just Prior to Testing

➢ Review the scripts that you will read to students during testing.
➢ Acquire one test booklet and one student response booklet to use as visual aids while you give directions. (Be sure to return these materials after testing.)
➢ Confirm that you have all of the necessary supplies for the test administration.
➢ Post a “TESTING—PLEASE DO NOT DISTURB” sign on the classroom door.
➢ Be sure that all students have comfortable and adequate work spaces.
➢ Instruct students to clear their desks of books and other materials not needed for the test.
➢ Hand out testing materials. See the section titled “Materials Needed” below.

During Testing

➢ Maintain test security.
➢ Write the allowed time for the test in a classroom area where all students can see it. Be sure to write both the start and end times. Write the room number where the student is taking the test on the student response booklet.
➢ Be available to answer questions as necessary.
➢ Monitor students’ handling of test materials to ensure the materials remain in good condition.
➢ Notify your BAC of any testing irregularity as soon as possible.

Materials Needed

See the list below when preparing materials for testing.

➢ No. 2 pencils
➢ Erasers
➢ Thesauri
➢ Dictionaries
➢ Writer’s Reference Sheets

Note: Students may NOT use highlighters on any part of the test, but they may underline lightly (with pencil only).
Part 6: Scripts

Overview
This section includes instructions and scripts detailing the procedures to be followed. To ensure consistent and accurate test administration, instructions must be read aloud to students at the beginning of the test. The instruction scripts are printed in bold type and enclosed in boxes. Directions for test administrators are printed in italic type.

Distribute Test Booklets and Student Response Booklets
Distribute one test booklet and one student response booklet to each student.

Completing Student Information

Estimated Time: 10 minutes

1. School and district name can be written on board for students to copy.

2. Say to the students:

You are now preparing to begin the Kentucky Performance Rating for Educational Progress (K-PREP) test. On the front cover of the test booklet, please print your name at the top of the page where it says “Student Name.” On the lines provided below your name, please write your school and district name. When you are finished, set your test booklet aside.

3. Not all students will have a pre-printed student response booklet. For those students provide the following instructions for completing the demographic information on their student response booklet. (If all students have pre-printed forms, only read the boxes labeled “All Students.” These include directions for Box 1, Student Information, and Box 6, Room Number Where Student Is Tested.

Say to the students:

It is very important that you print the information correctly. Listen carefully as I read the instructions. Raise your hand if you have any questions. Mark only the spaces I tell you to mark. Do not make any stray marks on your student response booklet. If you make a mistake, erase your marks completely and then fill in the correct information. If you have a pre-printed form, please sit quietly until other students have filled in the form.

In Box 1, “Student Information,” print your name and your school and district name as done on the student test booklet earlier.
4. Say to the students:

In box 2, below “Student’s Last Name” print the letters in your last name, starting in the first box on the left. Do not leave any spaces between the letters in your last name. Then print the letters in your first name and middle initial in the appropriate boxes. If your name is longer than the number of spaces given, print as many letters as you can.

[Pause.]

Now, under each letter you have written, fill in the bubble that contains the same letter. You should not fill in any bubbles under blank boxes.

When you have finished, check that the letters in your name have been bubbled correctly.

[Walk around to check that this is being done properly.]

Box 3 is labeled “Birth Date.” Fill in the bubble next to the month in which you were born. In the boxes under “Day,” write the two numbers for the date of the day you were born. If your birth date is a single number, put a zero in the first box and the number of your birth date in the second box. For example, if you were born on the 7th day of the month, you would enter zero in the first box and 7 in the second box under “Day.” Under each number you have entered, fill in the bubble with the same number.

In the three boxes under “Year,” write the first two digits of the year in which you were born in the first box.

[Pause.]

Then, in the second and third box, enter the last two digits of the year in which you were born. Under each number you have entered, fill in the bubble below with the same number.

Box 4 is labeled “Gender.” Darken the bubble for either “Male” or “Female” to indicate your gender.

[Pause.]

Box 5 will be filled out by the test administrator after the booklets are handed in.

It is up to the test administrator to make note of students that need to have the “ACCOMMODATED” bubble grided in after testing.

Before reading the information below for Box 6 the Test Administrator is to write the room number on the board for the subject being tested. This is a four-digit field. If the room number is less than four digits, place zeros in front of the room number to make it four digits long. For example, if the student is taking an On-Demand Writing test in Room 1, write On-Demand Writing on the board with the room number 0001 below it.

Box 6 is labeled “Room Number Where Student is Tested.” Write the room number in the box for the subject being tested (On-Demand Writing), and then grid the numbers accordingly below.

Make sure all students are following this step.

Box 7 is labeled “SSID.” This will be filled out by the test administrator after the booklets are handed in.

It is up to the test administrator to make note of students that need to have their SSID grided in after testing.

Make sure students have correctly filled in their name, date of birth, gender, grade and form and that all bubbles are grided before moving on.

5. Once students have completed filling out the identification information on their student response booklets, proceed with the test.
On-Demand Writing (Grade 10)

Writing: Part A (Grade 10)
The table below shows the time allowed for each test part. No additional time is allowed for on-demand writing.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>Part A</td>
</tr>
<tr>
<td></td>
<td>(Stand Alone Prompt)</td>
</tr>
</tbody>
</table>

1. Distribute one test booklet and one student response booklet (with the student’s name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

   Writing: Part A
   No scratch paper is allowed for on-demand writing.
   - No. 2 pencils
   - Erasers
   - Thesauri
   - Dictionaries
   - Writer’s Reference Sheets (provided by Pearson)

2. Say to the students:
   We will now begin the Kentucky Performance Rating for Educational Progress (K-PREP) test for On-Demand Writing. You are going to take Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

   When answering questions in your student response booklet:
   - Use only soft black lead pencil (No. 2).
   - Do NOT use ink or ball-point pen.
   - Completely erase any marks you wish to change.
   - Do not make any stray marks on any page of your student response booklet.

   Now turn to page 4 in your test booklet. If you need to review the scoring criteria for the writing questions, they are located on page 4.

   [Allow enough time for students to read the page.]

   Does anyone have any questions?
3. Say to the students:

**Now go to page 5 in your test booklet. Do not turn the page until I tell you to do so. Please read the directions silently while I read them aloud.**

[Read the following directions to the students.]

In a few minutes, you will begin Part A of the writing test. Part A contains two extended-response tasks. You will choose one of the tasks in which to respond. You will have 40 minutes for this task. This is an individual activity; therefore you are not allowed to work with or conference with anyone.

- Start by thinking about what you plan to write.
- Use the Writer’s Reference Sheet to aid in planning, revising, and editing your response.
- It is advisable to use pre-writing/planning activities such as making notes, outlining, webbing, mapping, clustering, or brainstorming on the pre-writing sheet on page 6 of your test book.
- Review scoring criteria on page 4 as these are the criteria that will be used to score your work.
- Create your pre-write piece on page 6 of your test book. You may use a dictionary and/or thesaurus for this portion.
- Write your FINAL copy in the space provided in your student response booklet.
- When you finish, await further instruction.
- Mark the space in your student response booklet to indicate the task you have chosen.

Remember: The pre-writing/planning activities in your test book will NOT be scored; only the final copy in your student response booklet will be scored.

4. Record the start time and the end time where all students will be able to see them.

**Now turn to page 7 in your test booklet. You will have 40 minutes to complete your response.**

Please stop when you come to the STOP sign in the bottom right corner on page 7 at the end of Part A. You may reread any selection or review your answers to the test questions in Part A. Do NOT work on any other test parts.

Does anyone have any questions?

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.
5. Circulate and monitor students’ work during the test.

**After 40 minutes, say to the students:**

This completes Part A. Make sure you gridded the correct task selection bubble on your student response booklet and then close your student response booklet.

6. Collect all test materials and store them in a secure place until the next scheduled test session.
Writing: Part B (Grade 10)

The table below shows the time allowed for each test part. No additional time is allowed for on-demand writing.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td>Part B</td>
<td>Allowed 90 minutes</td>
</tr>
<tr>
<td>(Passage based prompt)</td>
<td></td>
</tr>
</tbody>
</table>

1. Distribute one test booklet and one student response booklet (with the student’s name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

**Writing: Part B**

No scratch paper is allowed for on-demand writing.

- No. 2 pencils
- Erasers
- Thesauri
- Dictionaries
- Writer’s Reference Sheets (provided by Pearson)

2. Say to the students:

**We will now continue the K-PREP test for On-Demand Writing. You are going to take Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

If you need to review the scoring criteria for the writing questions, they are on page 4 in your test booklet. Remember, your responses to the passage-based prompt must fit in the space provided.

[Allow enough time for students to read the page.]

Does anyone have any questions?

3. Say to the students:

**Now turn to page 11 in your test booklet. Do not turn the page until I tell you to do so. Please read the directions silently while I read them aloud.**

[Read the following directions to the students.]

Read the item carefully before beginning. You will have 90 minutes for this task. This is an individual activity; therefore you are not allowed to work with or conference with anyone.

- Start by thinking about what you plan to write.
- Use the Writer’s Reference Sheet to aid in planning, revising, and editing your response.
• It is advisable to use pre-writing/planning activities such as making notes, outlining, webbing, mapping, clustering, or brainstorming on the pre-writing sheet on page 12 of your test book.
• Review scoring criteria on page 4 as these are the criteria that will be used to score your work.
• Create your pre-write piece on page 12 of your test book. You may use a dictionary and/or thesaurus for this portion.
• Write your FINAL copy in the space provided in your student response booklet.
• When you finish, await further instruction.

Remember: The pre-writing/planning activities in your test book will NOT be scored; only the final copy in your student response booklet will be scored.

Does anyone have any questions?

4. Record the start time and the end time where all students will be able to see them.
   You will have 90 minutes to complete your response.

   Please stop when you come to the STOP sign located in the bottom right corner of page 16 at the end of Part B. You may reread any selection or review your answer to the test prompt in Part B. Do NOT work on any other test parts.

   Does anyone have any questions?

   When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

   You may turn the page and begin.

5. Circulate and monitor students’ work during the test.
   After 90 minutes, say to the students:

   This completes Part B. Please close your test booklet and student response booklet.

6. Collect all test materials and store them in a secure place.

   This is the end of the K-PREP for grade 10.
On-Demand Writing (Grade 11)

Writing: Part A (Grade 11)
The table below shows the time allowed for each test part. No additional time is allowed for on-demand writing.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Part A</td>
<td>Allowed 40 minutes</td>
</tr>
<tr>
<td>(Stand Alone Prompt)</td>
<td></td>
</tr>
</tbody>
</table>

1. Distribute one test booklet and one student response booklet (with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

Writing: Part A
No scratch paper is allowed for on-demand writing.

- No. 2 pencils
- Erasers
- Thesauri
- Dictionaries
- Writer's Reference Sheets (provided by Pearson)

2. Say to the students:

We will now begin the K-PREP test for On-Demand Writing. You are going to take Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

When answering questions in your student response booklet:
- Use only soft black lead pencil (No. 2).
- Do NOT use ink or ball-point pen.
- Completely erase any marks you wish to change.
- Do not make any stray marks on any page of your student response booklet.

Now turn to page 4 in your test booklet. If you need to review the scoring criteria for the writing questions, they are on page 4.

Allow enough time for students to read the page.

Does anyone have any questions?
3. Say to the students:

Now turn to page 5 in your test booklet. Do not turn the page until I tell you to do so. Please read the directions silently while I read them aloud.

[Read the following directions to the students.]

In a few minutes, you will begin Part A of the writing test. Part A contains two extended-response tasks. You will choose one of the tasks in which to respond. You will have 40 minutes for this task. This is an individual activity; therefore you are not allowed to work with or conference with anyone.

- Start by thinking about what you plan to write.
- Use the Writer’s Reference Sheet to aid in planning, revising, and editing your response.
- It is advisable to use pre-writing/planning activities such as making notes, outlining, webbing, mapping, clustering, or brainstorming on the pre-writing sheet on page 6 of your test book.
- Review scoring criteria on page 4 as these are the criteria that will be used to score your work.
- Create your pre-write piece on page 6 of your test book. You may use a dictionary and/or thesaurus for this portion.
- Write your FINAL copy in the space provided in your student response booklet.
- Mark the space in your student response booklet to indicate the task you have chosen.

Remember: The pre-writing/planning activities in your test book will NOT be scored; only the final copy in your student response booklet will be scored.

4. Record the start time and the end time where all students will be able to see them.

Now turn to page 7 in your test booklet. You will have 40 minutes to complete your response.

Please stop when you come to the STOP sign in the bottom right corner on page 8 at the end of Part A. You may reread any selection or review your answers to the test questions in Part A. Do NOT work on any other test parts.

Does anyone have any questions?

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.
5. Circulate and monitor students’ work during the test.

After 40 minutes, say to the students:

This completes Part A. Make sure you gridded the correct task selection bubble on your student response booklet and then close your student response booklet.

6. Collect all test materials and store them in a secure place until the next scheduled test session.
Writing: Part B (Grade 11)
The table below shows the time allowed. No additional time is allowed for on-demand writing.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Part B</td>
<td>Allowed 90 minutes</td>
</tr>
<tr>
<td>(Passage based prompt)</td>
<td></td>
</tr>
</tbody>
</table>

1. Distribute one test booklet and one student response booklet (with the student’s name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

- No scratch paper is allowed for on-demand writing.
- No. 2 pencils
- Erasers
- Thesauri
- Dictionaries
- Writer’s Reference Sheets (provided by Pearson)

2. Say to the students:

We will now continue the K-PREP test for On-Demand Writing. You are going to take Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.

If you need to review the scoring criteria for the writing questions, they are on page 4 in your test booklet. Remember, your responses to the passage-based prompt must fit in the space provided.

[Allow enough time for students to read the page.]

Does anyone have any questions?

3. Say to the students:

Now turn to page 13 in your test booklet. Do not turn the page until I tell you to do so. Please read the directions silently while I read them aloud.

[Read the following directions to the students.]

Read the item carefully before beginning. You will have 90 minutes for this task. This is an individual activity; therefore you are not allowed to work with or conference with anyone.

- Start by thinking about what you plan to write.
- Use the Writer’s Reference Sheet to aid in planning, revising, and editing your response.
- It is advisable to use pre-writing/planning activities such as making notes, outlining, webbing, mapping, clustering, or brainstorming on the pre-writing sheet on page 14 of your test book.
Part 6: Scripts

- Review scoring criteria on page 4 as these are the criteria that will be used to score your work.
- Create your pre-write piece on page 14 of your test book. You may use a dictionary and/or thesaurus for this portion.
- Write your FINAL copy in the space provided in your student response booklet.
- When you finish, await further instruction.

Remember: The pre-writing/planning activities in your test book will NOT be scored; only the final copy in your student response booklet will be scored.

Does anyone have any questions?

4. Record the start time and the end time where all students will be able to see them.

You will have 90 minutes to complete your response.

Please stop when you come to the STOP sign located in the bottom right corner of page 16 at the end of Part B. You may reread any selection or review your answers to the test questions in Part B. Do NOT work on any other test parts.

Does anyone have any questions?

When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.

You may turn the page and begin.

5. Circulate and monitor students’ work during the test.

After 90 minutes, say to the students:

This completes Part B. Please close your test booklet.

6. Collect all test materials and store them in a secure place.

This is the end of the K-PREP for grade 11.
Part 7: After Test Administration

Test Administration Verifications and Post-Test Procedures
Your special attention to these procedures will greatly help your BAC, DAC and Pearson promptly process testing materials.

After Testing

- Conduct any necessary makeup tests. See the section titled Makeup Tests in this manual on page 21.
- Collect all test materials assigned to you.

Scorable Booklets

- Verify that you are submitting a student response booklet for every student (even if exempted from the Spring 2012 K-PREP). The exception is students participating in the Alternate K-PREP.
- Each booklet is in good condition.
- Make sure those student’s that did not have a pre-printed student response booklet have bubbled in their demographic information correctly and completely.
- Each booklet is properly marked.
  - Erase any extraneous marks you find outside the multiple-choice bubbles or response spaces.
- Identify which student response booklets will be voided by BACs and be prepared to provide information regarding the reason. Examples of voided student response booklets include but are not limited to booklets damaged by food or water, or booklets with torn pages.
  - Write VOID on the front of the student response booklet in black marker.
  - Place voided student response booklets on top of the scorable student response booklets when packaging return materials.

Note: If a student response booklet is damaged after a student completes testing, all responses from the voided booklet must be transcribed to a new student response booklet.
Test Booklets

- Verify a test booklet is being returned for every student (even if exempted from the spring 2012 K-PREP) except students participating in the Alternate K-PREP.
- Each booklet is properly marked.
- Sign the School Test Materials Security Checklist to document that all test materials barcoded with security numbers and assigned to you have been returned.

Final Steps

- Organize the materials prior to handing them over to your BAC.
- Verify that all materials assigned to you have been returned.
Appendix: Forms

Form Descriptions

**Appropriate Assessment Practices Certification Form**
The Appropriate Assessment Practices Certification Form is included at the back of every *Test Administrator’s Manual/Scripts* and on pages 47 and 48 of this manual. This form should be read and signed by each test administrator and kept on file by the BAC or the DAC. **A paper copy should be retained in the district office.**

**Extraordinary Circumstances Exemption Form**
The Extraordinary Circumstances Exemption form should be used for students who should not be tested for reasons other than a medical exemption. Document the details in SDRR. The form can be found on page 49 of this manual or on the KDE Website at [http://www.education.ky.gov](http://www.education.ky.gov). The completed paper copy should be retained in the district office.

**Medical Emergency Form**
Some medical emergencies that occur during testing can be addressed by using accommodations in a school, classroom or homebound setting. For example, a student with a broken arm can use a scribe to record answers to the test questions.

Approval from KDE is not necessary for providing the needed accommodations. The completed form should be kept on file in the district. Annotate the student’s SDRR record. The Medical Emergency Form can be found on page 50 of this manual or on the KDE Website at [http://www.education.ky.gov](http://www.education.ky.gov).

**Medical Exemption Instructions:**
**Guidelines for Completion of Medical Exemption Forms**
It is the intent of the Kentucky General Assembly that all students participate in the assessment and accountability components of KRS 158.645–KRS 158.6455.

The few exceptions currently allowed include those few students who cannot complete either the regular or alternate assessment components even with allowable accommodations because of medical or mental health conditions.

It is important to note that a student’s handicapping condition cannot be used as the justification for a medical exemption. Because these children must be educated with the handicapping condition, they must also be assessed with the condition using appropriate accommodations. Homebound and school testing schedules do not require testing sessions for the entire school day. In most cases, sessions are spread over the testing window and vary by grade level.

If an accountable school feels that participation in the state-required assessment would be detrimental to a student’s physical, mental or emotional well-being, the DAC or BAC must complete the Medical Exemption Form and obtain signatures from a physician and the student’s parent/guardian. The information provided should reflect the situation just prior to or during the testing window.
Examples of the types of medical conditions that are readily approved by KDE include the following:

- A student is seriously injured in an accident just prior to or during the testing window.
- A student is confined to home or hospital with an acute situation, not a long-term home/hospital instruction situation.
- A student is unable to interact with people without serious risk of infection or contamination to others.
- A student is pregnant with complications that endanger health of mother or child or has delivered just prior to or during the testing window.
- A student has a documented mental health crisis that makes him or her dangerous to self and/or others.

The information from this exemption form should be entered into SDRR. The paper copy should be retained in the district office. The Medical Exemption Form can be found in this Appendix or on the KDE Website at http://www.education.ky.gov.

**Nondisclosure Form**

The Nondisclosure Agreement sets the conditions for accessing secure testing materials. It is available online at http://www.education.ky.gov (Administrative Resources > Testing and Reporting > District Support > Forms) and in this Appendix.

**Seating Chart**

Seating charts will be required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain.
Appendix: Forms

Spring 2012 Kentucky Performance Rating for Educational Progress (K-PREP)
Appropriate Assessment Practices Certification Form

Appropriate Assessment Practices

The Kentucky General Assembly through KRS 158.6453 requires an innovative student assessment program designed to measure student progress toward achievement of the goals specified in KRS 158.6451. The purpose of this document is to describe the practices that are considered appropriate in preparing students for the assessments, in administering them, and in assuring proper security of the assessments.

In determining appropriate practices, the following standards have been used:

- Professional Ethics—No test-preparation practice should violate the ethical standards of the education profession in 16 KAR 1:020.

- Educational Defensibility—No test preparation shall increase students’ test scores on the state-required tests without simultaneously increasing students’ real ability to apply the content to real life or simulated real-life situations.

- Student Ownership—All assessment work shall be done entirely by the student. No one shall coach, edit, or point out errors in student work on the constructed-response or multiple-choice portions of the test.

The first standard simply refers to evaluating the appropriateness of a practice to determine whether it meets standards of professional ethics. Therefore, such activities as duplicating secure testing materials, which is specifically prohibited, would be considered inappropriate by applying this standard. Only those items designated by the department or its contractors as “released” may be reproduced for any reason without the specific written permission from the Kentucky Department of Education. The second and third standards encourage any activities that increase student mastery of the content being tested, but would classify as unacceptable any practice that creates a deceptive picture of student achievement.

Administrators and teachers should use all due diligence to ensure the security of the test before, during, and after administration. All copies of materials shall be returned to the testing contractor immediately following administration or properly secured through procedures that may be issued by the department. No assessment materials other than those officially designated as released may be duplicated. All directions in the District and Building Assessment Coordinators’ Manual and the Test Administrator’s Manual that accompany the test materials shall be followed. For additional information concerning appropriate assessment practices, please refer to the Administration Code for Kentucky’s Educational Assessment Program (703 KAR 5:080).

A 2012 Appropriate Assessment Practices Certification Form signature block is provided on the next page. All school personnel involved in the assessment must sign this form. Additionally, an administrator/proctor guide for the state-required assessments is provided for use by test administrators.
Administrator/Proctor Guide for the 2012 Spring K-PREP

Administrators/proctors for the Kentucky Performance Rating for Educational Progress (K-PREP) shall maintain an atmosphere conducive to the successful completion of the assessment. No information about the content of answers may be provided to the students.

Administrators/proctors should do the following for the 2012 Spring K-PREP:

- Adhere to testing regulations.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting).
- Explain to students how to fill out test booklets and student response booklets according to the directions.
- Encourage students to work constructively to complete the assessment; however, proctors shall not provide any content information for the assessment.
- Notify your Building Assessment Coordinator of printing errors if they are discovered (e.g., misnumbered pages, blank pages, smeared copy).
- Circulate among students during testing.
- Return all materials to the vendor after testing.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).

Administrators/proctors should NOT do the following for the 2012 Spring K-PREP:

- Duplicate or reproduce any part of the assessment in any manner.
- Provide scratch paper (pre-write space is provided in the test booklet).
- Provide tools except as specifically allowed in the instructions (i.e., dictionaries and thesauri may be provided for writing).
- Answer questions related to the response (no hints, restatements, interpretations, rephrasing for clarification).
- Provide preprinted acronym sheet or paper containing a system for organizing answers (e.g., column method, ROOTs).
- Hover over individual students for extended periods of time.
- Allow distractions.
- Engage in activities preventing their full attention to the students.

All school personnel involved with the assessment program must sign the following certification form. The form should be kept on file in the local district.

Spring 2012 Kentucky Performance Rating for Educational Progress (K-PREP) APPROPRIATE ASSESSMENT PRACTICES CERTIFICATION FORM

I have received and read the Administration Code for Kentucky’s Educational Assessment Program and the Appropriate Assessment Practices Certification Form provided by the Kentucky Department of Education.

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Name of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________________________</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Staff Member’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
Extraordinary Circumstances Exemption Form  
(Kentucky State-Required Assessments)  
2011-2012

Please circle only the assessments that apply to this exemption request. (Testing window dates_______________)

ACCESS  ACT  ATTAINMENT TASKS  EXPLORE  K-PREP  PLAN  EOC (ALG II, BIOLOGY, ENGLISH II, U.S. HISTORY)

*****************************************************************************************************

REQUIRED: District Assessment Coordinator’s Signature                    Date

REQUIRED: State Student Identification (SSID)

________________________________           __________________________________
Student’s Last Name                        First                             MI                         Student’s Grade Level

________________________________           __________________________________
District and School Student Attends            Attending District/School Code

________________________________           __________________________________
Accountable District and School for Student (if different from above)      Accountable District/School Code

*****************************************************************************************************

Please explain the details around the extraordinary circumstances that prevent participation in the state-required assessment at this time.
2011-2012 Medical Emergency Form

Please circle only the assessments that apply to this accommodations request.

ACCESS ACT ATTAINMENT TASKS EXPLORE K-PREP PLAN
EOC (ALG II, BIOLOGY, ENGLISH II, U.S. HISTORY)

Student Name: __________________________ SSID: __________________________

District Name: __________________________________________________________________

School Name: __________________________________________________________________

Grade: __________________________ Date of Injury: __________________________

Nature of Injury: __________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Testing Accommodation Provided: ________________________________________________

______________________________________________________________________________

(A copy of this form should be forwarded to the District Assessment Coordinator.)

_____________________________  
BAC Signature

The information from this emergency form should be annotated on the roster in SDRR. The paper copy should be retained in the district.
Medical Exemption Form  
(Kentucky State-Required Assessments) 
2011-2012 

Please circle only the assessments that apply to this exemption request. (Testing window dates_________________) 

ACCESS   ACT   ATTAINMENT TASKS   EXPLORE   K-PREP   PLAN   EOC (ALG II, BIOLOGY, ENGLISH II, U.S. HISTORY) 

REQUIRED: District Assessment Coordinator's Signature ________________ Date ___________________ Is this student currently receiving homebound services? YES NO 

REQUIRED: State Student Identification (SSID) _______________ Dates of Diagnosis or Injury _______________ Dates of Hospitalization _______________ 

Student’s Last Name ___________________________ First MI ___________________________ Student’s Grade Level ___________________________ 

District and School Student Attends ___________________________ Attending District/School Code ___________________________ 

Accountable District and School for Student (if different from above) ___________________________ Accountable District/School Code ___________________________ 

NOTE: An exemption cannot be approved for a handicapping condition. 

REQUIRED--Describe, in detail, this student’s acute medical (physical or mental) condition. Additional pages may be attached. 

REQUIRED--Please explain how participation in the state-required assessment would adversely affect his/her well-being. 

Print or Type Doctor’s Name ___________________________ Doctor’s Signature ___________________________ Date ___________________________ 

I give permission to release my child’s pertinent medical information to the school district representative and the Kentucky Department of Education for the purpose of applying for a medical exemption from the 2011-2012 state-required assessment. I understand that, pursuant to Public Law 104-191, all parties will keep this information confidential. 

Parent or Guardian Signature ___________________________ Date ___________________________
KENTUCKY-REQUIRED ASSESSMENTS NONDISCLOSURE AGREEMENT

State-required student assessments include the Kentucky Performance Rating for Educational Progress (K-PREP) assessments, ACT, Inc. assessments (EXPLORE, PLAN, ACT and QualityCore®), and the Alternate Kentucky Performance Rating for Educational Progress (Alternate K-PREP) are managed by the Kentucky Department of Education (KDE).

The design requires that all items (test questions, writing prompts, attainment tasks and transition attainment record items) remain secure. To protect the security of the tests, only authorized persons are permitted to view the test questions. With the exception of items released by KDE with official state-required assessment reports, all K-PREP test questions, draft or final, and all supporting assessment materials or notes are to be regarded as secure documents. Thus, they may not be reproduced, discussed, or in any way released or distributed to unauthorized personnel.

Any reports or other communications based on the authorized use of secure state-required assessment materials must be reviewed by the Office of Assessment and Accountability or its designated agent prior to distribution or dissemination by the user. Permission for authorized use of secure state-required assessment materials may be granted by the Office of Assessment and Accountability, provided the user agrees to abide by the terms stated herein.

The undersigned is an employee, contractor, consultant, or advisory committee member for the state-required assessments, or person otherwise authorized to view secure state-required assessment materials and hereby agrees to be bound to the terms of this agreement restricting the disclosure of said materials.

____________________________________  ___________________________________
Name (printed)

____________________________________  ___________________________________
Signature

____________________________________
Date
Appendix: Forms

Spring 2012 Kentucky Performance Rating for Educational Progress (K-PREP)

Sample Seating Chart

Circle one of the following: K-PREP, ACT, EOC, ACCESS, COMPASS (if lab setting used)
Complete one form for each room used.

GENERAL INFORMATION:

Test Date: ______________________    Room Number: ______________________

District Name: ___________________   School: ____________________________

Number of Testing Staff: ___________     Number of Tested Students: __________

Test Administrator ------ Person in charge of testing for this room.

Test Administrator Name: ________________________________

Test Administrator Signature: ________________________________

Proctor----Person(s) assisting test administrator by monitoring students or
distributing materials.

Proctor(s) Name(s): ________________________________

Proctor(s) Signature(s): ________________________________

ROOM LAYOUT:

Desks:    Tables:    Students Per Table: ______
During the test, the test administrator must enter student examinee names in the boxes below.

Front of Room (Direction examinees are facing)

RETURN THIS FORM TO YOUR DAC OR BAC.