

Spring 2015 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—All test preparation practices shall be designed and used for the purpose of increasing student learning.
- Student Ownership—All assessment work shall be done entirely by 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 (KDE). 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 all use 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 Programs (703 KAR 5:080)* at <http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx>.

A 2015 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, a test administrator guide for the state-required assessments is provided for use.

Test Administrator Guide for the 2015 Spring K-PREP

Test administrators 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.

Test administrators should do the following for the 2015 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 SRBs according to the directions.
- Encourage students to work constructively to complete the assessment; however, test administrators shall not provide any content information for the assessment.
- Notify your BAC 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 DAC after testing.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).

Test administrators should NOT do the following for the 2015 Spring K-PREP:

- Duplicate or reproduce any part of the assessment in any manner.
- Provide scratch paper for on-demand writing (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 2015 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, The Inclusion of Special Populations* and the *Appropriate Assessment Practices Certification Form* provided by the Kentucky Department of Education.

Name of District

Staff Member's Signature

Name of School

Date