



# Kindergarten Readiness Assessment

## *Test Coordinator's Guide*

Office of Early Learning  
and School Readiness

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### General Information

Beginning in the 2014-15 school year, public school districts and community schools are required to administer the new Kindergarten Readiness Assessment for all first time kindergarten students. The new test replaces the Kindergarten Readiness Assessment-Literacy (KRA-L). The items on the new test will measure the areas of Social Foundations, Mathematics, Science, Social Studies, Language and Literacy, and Physical Well-Being and Motor Development. The purpose of the assessment is to provide information about what children are able to do as they transition into kindergarten and what supports children will need to best engage in and benefit from the kindergarten curriculum.

Students who are retained (those repeating kindergarten) cannot take the Kindergarten Readiness Assessment in their second year of kindergarten.

The results cannot be used to prohibit a child from attending kindergarten, to determine grade placement, or to identify children with special needs.

A student with an Individualized Education Program (IEP) or a 504 Plan shall take the Kindergarten Readiness Assessment with or without allowable supports, as needed. See the *Guidelines on Allowable Supports for Administration* for answers to specific questions about the completion of the assessment for students with severe disabilities.

Districts must account for and report in EMIS any student who was required to take the Kindergarten Readiness Assessment but who did not complete it. EMIS is the Ohio Department of Education's Education Management Information System.

## **Assessment Window**

Districts may administer the new Kindergarten Readiness Assessment between the first official day of school and Nov. 1.

Regular classroom instruction is the ideal time to administer the assessment. It is not appropriate to administer the test during individual scheduled appointments. Districts that use a staggered start or phase-in may begin to administer the Kindergarten Readiness Assessment when small numbers of students are present as long as it is not before the official first day of school. However, districts should not expect teachers to administer all of the items during a staggered-start or phase-in time.

## **Transfer Students**

Students who transfer into a district, or to a different building within the district, during the assessment window must complete the Kindergarten Readiness Assessment if it was not completed by the previous district or previous building. A student may transfer in with partially completed assessment information in the Ready for Kindergarten online system. In the case of a partially completed assessment, the receiving district is only required to complete items for which there is no record.

Administration of the Kindergarten Readiness Assessment, in part or as a whole, cannot occur after Nov. 1 for any reason.

## **Allowable Supports for Test Administration**

Please read the *Guidelines on Allowable Supports for Administration of the Kindergarten Readiness Assessment* document, which is located in the Ready for Kindergarten online system and on the Ohio Department of Education website. Universally designed allowances are included in this document and can be used, if needed, with any student participating in the Kindergarten Readiness Assessment. Additional supports are also available for students with disabilities and English language learners.

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## **Assessor Qualifications and Professional Development**

### **Assessor Qualifications**

The assessment is to be administered by a teacher who

- 1) is an employee of the district,
- 2) holds a valid license/certificate/permit issued by the Ohio Department of Education, and
- 3) has successfully completed the Kindergarten Readiness Assessment training.

Teaching assistants, substitute teachers and other related service personnel may also administer the Kindergarten Readiness Assessment if they meet all of the above criteria.

### **Required Training**

District test coordinators are responsible for ensuring that each test administrator has successfully completed the required Kindergarten Readiness Assessment teacher

training. Anyone who attends a Kindergarten Readiness Assessment training will receive a certificate of professional development hours indicating that they participated in the training. To be a test administrator, each individual must earn a passing score on two assessments during the training. When the trainer has verified that the individual earned a passing score on both assessments, he or she will send the participant a certificate of successful completion. The certificate, pictured below, verifies an individual has successfully completed the required training.



### Training and Technical Assistance

[Ohio State Support Teams \(SSTs\)](#) provide training and technical assistance for the administration of the Kindergarten Readiness Assessment. In addition, some school districts have their own designated trainers for the assessment. For more information, visit [education.ohio.gov](http://education.ohio.gov) and search keyword: SST.

### Online Resources

education.ohio.gov/KRA	Site for general information about the assessment and related state policies
ohio.kready.org	Single sign-on page for the assessment, professional development and administration management tools
dataguidelines.kready.org	Information for district staff responsible for assigning user roles and managing student data in the ohio.kready.org system

### Assessment Content, Structure and Materials

#### Kindergarten Readiness Assessment Blueprint

All areas of school readiness align to the assessment. The assessment is comprised of three item types: selected-response, performance-task and observational.

<b>Areas</b>	<b>Selected Response</b>	<b>Performance Task</b>	<b>Observational Rubric</b>
Social Foundations	0	0	16
Mathematics	3	12	0
Science	2	0	1
Social Studies	0	0	2
Language and Literacy	7	10	3
Physical Well-Being and Motor Development	0	0	7
<b>Total</b>	<b>12</b>	<b>22</b>	<b>29</b>

### **Administration of Selected-Response and Performance-Task Items**

Selected-response and performance-task items, contained in the language and literacy and mathematics/science sections of this manual, require the teacher and the student to directly interact. The testing area should be prepared for the test administration prior to item administration. Any visual aids that may assist students while testing must be removed from the room or covered completely (for example an alphabet chart with picture cues for the letter sounds must be covered when administering letter-sound identification items).

The student should sit or stand in a position that allows the teacher to easily observe the student and that allows the student to easily view the test item images. The teacher must follow the directions exactly as written in the Teacher Administration Manual. Scripted directions guide the teacher through the administration and ensure proper testing procedures.

### **Administration of Observational-Rubric Items**

Observational-rubric items, contained in the observational section of this manual, do not require the teacher and the student to directly interact. Rather, each student is observed in the classroom and other school settings, and scored accordingly, based on the descriptors in each observational rubric for each item.

The best time to document and rate observational evidence is during live classroom activities. However, if a teacher needs additional rubric scoring time, video evidence may be obtained and scored later with the following conditions being met:

- Teachers must obtain written approval from an administrator.
- The district is responsible for obtaining family/parent permission prior to videotaping. This includes recording storage and distribution of video evidence, as applicable.
- It is not permissible to record any Kindergarten Readiness Assessment items or materials, including audio, video or photo.

### **Assessment Kits**

District test coordinators will receive the shipment of Kindergarten Readiness Assessment kits. Each kindergarten teacher needs one kit. Only district personnel who have successfully completed Kindergarten Readiness Assessment training will receive a kit.

Trained staff may have access to the kits prior to the administration window to become familiar with the scripts and prepare manipulatives but the kits must remain on school property. Everything in the kit will also be available to teachers electronically from Aug. 18 – Nov. 1 through the Ready for Kindergarten online system.

It is unethical and shall be viewed as a violation of test security for any person to disclose or allow to be disclosed the content of any portion of the Kindergarten Readiness Assessment before, during or after the test administration. Unauthorized persons may not see the kit contents. Test coordinators are required to account for and secure used and unused materials prior to and after the test administration window. All statewide tests remain secure even if they are unused.

In addition to the electronic or hard-copy version of the test kit for each teacher, **each student will need one blank 8 ½ x 11” sheet of paper and a pencil**. Teachers who plan to use the hard-copy version of the kit will benefit from having a **2” binder** for ease of storage and administration.

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## Students with Disabilities

### Allowable Supports for Test Administration

Please read the *Guidelines on Allowable Supports for Administration of the Kindergarten Readiness Assessment*. This document is located in the Ready for Kindergarten online system and on the Ohio Department of Education website. A list of universally designed allowances are included that can be used, if needed, with any student participating in the assessment. Additional supports are also available for students with disabilities and English language learners.

If the universally designed allowances are not sufficient to enable children with disabilities to demonstrate their skills and knowledge, the teacher should use the appropriate “Level the Field” supports described in the *Guidelines on Allowable Supports for Administration of the Kindergarten Readiness Assessment* document.

### Special Version Formats

An alternative version of some direct assessment items is available for students with visual impairments. The alternative version includes alternate text, braille and tactile graphics.

Please contact the Ready for Kindergarten Help Desk at [eccenter@education.ohio.gov](mailto:eccenter@education.ohio.gov) or 1-844-585-5800 to order these materials.

An alternative version of the Teacher Administration Manual is available for teachers who will administer the direct assessment items using sign language. This version will be available in the Ready for Kindergarten online system.

All first time kindergarten students in Ohio public schools must take the Kindergarten Readiness Assessment including English language learners whose primary language is not English.

### **Identification of English Language Learners**

A comprehensive resource with procedures for the initial identification and assessment of an English language learner are in the document *Guidelines for the Identification and Assessment of English Language Learners*. To access the document, visit [education.ohio.gov](http://education.ohio.gov) and search keyword: *Guidelines*.

### **Allowable Supports for Test Administration**

Please read the *Guidelines on Allowable Supports for Administration of the Kindergarten Readiness Assessment* document, which is located in the Ready for Kindergarten online system and on the Ohio Department of Education website. This document includes universally designed allowances to use, if needed, with any student participating in the Kindergarten Readiness Assessment. Additional supports are also available for students with disabilities and English language learners.

If the universally designed allowances are not sufficient to enable English Language Learners to demonstrate their skills and knowledge, the teacher should use the appropriate “Level the Field” supports described in the *Guidelines on Allowable Supports for Administration of the Kindergarten Readiness Assessment* document.

An alternative version of the Teacher Administration Manual is available for teachers who will be administering the direct assessment items using sign language. This version will be available in the Ready for Kindergarten online system.

### **Language Translations and Procedures for Language Translators**

A language translator may translate allowable parts of the assessment into the student's native language. Conduct language translations in the presence of an officially trained district employee who holds a certificate/license/permit. Family members and close family friends may **not** serve as Language translators.

A language translator must be an adult, may not be a student in high school and **must be proficient in both** English and the translation language. Language translators may **not** be relatives or close family friends of the students to be assessed.

When a word from the administration manual script will not translate word for word or in a few words, use the English word. A translator cannot substitute a definition or description of the word for the English word.

### Third-Grade Reading Guarantee

If the Kindergarten Readiness Assessment is used to meet the Third Grade Reading Guarantee assessment requirement, the Language and Literacy area must be administered by Sept. 30. Districts are required to submit the results for the on-track/not on-track status for each student through EMIS. Students with a raw Language and Literacy area score of 0-17 on the Kindergarten Readiness Assessment are not on-track.

A Third Grade Reading Guarantee guidance document is available on the Ohio Department of Education website.

## Teacher Evaluation

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### Ohio Teacher Evaluation

The purpose of the Kindergarten Readiness Assessment is to understand the skills and knowledge each student brings to kindergarten for the first time. The Kindergarten Readiness Assessment occurs once for each student. The assessment does not measure student growth.

In addition to the Kindergarten Readiness Assessment, Ohio has developed a new formative assessment called the Early Learning Assessment. The Early Learning Assessment can be used to measure student growth over time from age 3 through the end of kindergarten. The Early Learning Assessment will be available for use at the kindergarten level beginning in fall 2015.

## Data Processes and Score Reports

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### Requirements

Districts are required to upload student and teacher information into the Ready for Kindergarten online system in order for teachers to have access to enter student score information. The file upload process will be available to districts beginning on Aug. 18, 2014. Districts will be able to re-upload student and teacher data as often as necessary during the test window to add or remove students and teachers from the system. For additional information about the Pre-ID file upload process, visit <http://dataguidelines.kready.org/>.

Each student's total raw score shall be reported to the state through EMIS.

### Statewide Student Identifier (SSID)

Use of the SSID is **required** for all of Ohio's statewide assessments in public schools including the Kindergarten Readiness Assessment. If the SSID is missing from any Pre-ID file, an interim unique identifier will be assigned to the student within the online assessment system. It is the responsibility of the district to enter the student's SSID into the assessment system as soon as it is available.

## **Student Item Score Reporting**

All scores for the Kindergarten Readiness Assessment items must be entered in the Ready for Kindergarten online system prior to the end of the administration window (11:59 p.m. on Nov. 1). For observational-rubric items, enter the date and location of the observation in the comment box in addition to entering the item score.

Districts must account for and report in EMIS any student who was required to take the Kindergarten Readiness Assessment but who did not complete it. EMIS is the Ohio Department of Education's Education Management Information System.

## **Score Reports**

Assessment results will be available to districts and schools through the Ready for Kindergarten online system. For the 2014 administration of the Kindergarten Readiness Assessment, raw score reports will be immediately available to teachers and administrators once the data has been entered into the online system. Districts will be able to print individual student, class, building and district-level reports directly from the online system. Interpretive score reports will be available to districts through the online system in early spring 2015. Additional guidance about score interpretation will be provided at that time. The Ohio Department of Education and the assessment vendor will not send score reports to families.

Districts should keep a copy of each student's individual score report in the student's cumulative folder.

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## **Special Situations**

### **Home Education or Home School**

A home-education student is a student receiving instruction outside of an established school environment. Another term for this student is home-schooled. Since a home-education student is not part of a school's full-time enrollment, he or she is not required to take the Kindergarten Readiness Assessment. Although not required to do so, both the school district and the home-education student's family may mutually agree to allow a home-education student to take the assessment. However, the same rules and procedures for enrolled students apply. The district ultimately makes the final decision.

### **Home Instruction**

Home instruction refers to a student who is enrolled in a public school district but who is temporarily receiving instructional services at home, often for health reasons. Any student receiving home instruction is required to take the Kindergarten Readiness Assessment regardless of the fact that the instruction is in the home. Administration of tests to home instruction students must follow the same rules and procedures as applied in the district, although the setting would not have to be in the school. The test may be administered in a student's home, provided it is administered by an officially-trained, certificated staff person and all security procedures are properly followed.

## **Chartered Nonpublic Schools**

For the 2014-15 school year, chartered nonpublic schools **will not be able to access or administer** the Kindergarten Readiness Assessment.

## **Students Receiving Vouchers or Scholarships**

There are cases where students may be enrolled in a chartered nonpublic school because they are receiving vouchers or scholarships. These students are not permitted to take the Kindergarten Readiness Assessment in the 2014-15 school year. This includes students on EdChoice Scholarship, Cleveland Scholarship, Jon Peterson Scholarship and Autism Scholarship.

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## **Test Security**

The Kindergarten Readiness Assessment materials are secure documents. Keep the materials in a secure location under lock and key, except during the actual administration. Prior to testing, district test coordinators should make coordinated arrangements for the immediate collection and secure storage of all materials after testing is completed. During administration, test administrators must carefully monitor the security of test materials.

## **District Test Policy/Procedures**

To protect the security of the tests, each school district and community school must establish written procedures that address the following components as specified by the State Board of Education:

- identification of personnel authorized to have access to the assessment;
- procedures for handling and tracking the assessment before, during and after testing;
- procedures for investigating any alleged violation of test security provisions; and
- procedures for communicating test security provisions in writing and discussing them with all district employees.

It is illegal to reveal any test question that is known to be on a statewide test in any manner whatsoever to any student who will be taking a test. The teacher must follow all state, district and school test security guidelines to ensure the security of the assessment materials before, during and after the administration. It is unethical, and shall be viewed as a violation of test security, for any person to:

- disclose, or allow to be disclosed, the content of any portion of the Kindergarten Readiness Assessment before, during, or after administration;
- discuss any Kindergarten Readiness Assessment item before, during, or after administration;
- allow students access to Kindergarten Readiness Assessment questions prior to administration;
- allow students to share information during or after the Kindergarten Readiness Assessment administration;

- read any parts of the Kindergarten Readiness Assessment to students except as indicated in the Teacher Administration Manual;
- influence students' answers or change students' answer choices; or
- participate in, direct, aid, counsel, assist in, encourage or fail to report any violations of these test security procedures.
- release secure material to any student, the media or the general public.

### **Copies or Photocopies**

No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase or oral. Do not duplicate secure test materials in any manner. **Blank score sheets may be copied for use by qualified test administrators.**

### **Penalty for Revealing Test Questions**

Ohio law prohibits any person from revealing to students any test questions known to appear on a test students will take. Violation is grounds for suspension of a teaching license and/or termination of a teaching contract and employment.

### **Consequences of Test Security Violations**

Any alleged assessment security violation of ORC 3319.151, or any unethical testing practice under OAC 3301-7-01, or any violation of the school's security procedures under OAC 3301-13-05, is to be reported to Ohio Department of Education's Office of Early Learning and School Readiness as soon as the alleged violation becomes known to the school district or participating school.

### **Standards for the Ethical Use of Tests**

The State Board of Education has adopted rules of ethical practice for the use of tests and other assessments. District and school personnel may reference OAC 3301-7-01 for standards concerning unethical or inappropriate practices that involve preparing students for tests, administering and scoring assessments, and interpreting and/or using results.

In addition to statewide testing, these standards apply to all school-wide and district-wide assessments. The standards, themselves, are included in the Ohio Department of Education rules book.

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