KEEP Entry Information

General Information: Please contact the Assessment Department (801-402-5305) if you have any questions or problems.

Please **read the entire (revised) KEEP Entry Test Administration Manual to familiarize yourself with it.** It has the word "Entry" in pink on the front cover. You want to be comfortable enough that your first few students won't take twice as long to test as the rest. Consider doing a dress rehearsal where you turn the pages and put out and take away the student materials just like you do with students.

KEEP Entry testing is done on three student-free days at the beginning of the school year. This year's testing dates are as follows: Thursday and Friday, August 17-18th, and Monday, August 21st.

New students and others who did not come to their appointment are tested through the end of the third week of school.

Appointments of at least 20 minutes are recommended for the one-on-one KEEP Entry testing. Acadience Reading testing may be done after the KEEP testing is completed, if there are still a few minutes left in the appointment (and if the students are already in mCLASS).

Only a trained, certified teacher may give KEEP. Training for KEEP Testing can be found on the USBE website. https://schools.utah.gov/assessment/assessments - click the kindergarten tab.

KEEP Entry must be given in one sitting*, but it is not timed.

Accommodations listed throughout the TAM and at the back are only for students who already have an IEP or 504.

KEEP Alternative materials and resources can be found at: https://schools.utah.gov/assessment/assessments -click the kindergarten tab. The KEEP Alternative may only be used with students who have significant cognitive disabilities and cannot access the general education KEEP Entry.

Other than introducing yourself, no part of KEEP Entry may be translated into another language.

Retesting a student should be very rare, but if the appropriate accommodations listed in the student's IEP or 504 were not used, then retesting may be appropriate.

The Social-Emotional section is optional in Davis District.

Parents may opt out of KEEP Entry testing for their child, but we do not encourage them to do so.

Before-Testing Preparation

Consider using a sheet protector or transparency to put on top of the page the student is using.

The paper used for the writing tasks must be blank.

Have 7 counters ready for the student to use.

A marker* cannot be used to cover items on student pages.

Have a place for parents to sit outside the room during the testing.

Provide a pencil/pen and copies of the Parent Questionnaire (provided by the district) so it can be filled out while the student is being tested. A small table or clipboard may be helpful.

Have a scoring sheet available for each child (provided by the district) even if you plan to enter scores Live in Data Gateway as you test. Right at the beginning of the year, there will be many students who may not yet be listed in Data Gateway, though.

*Students with accommodations listed in their IEP or 504 should be appropriately accommodated.

During Testing

Since it is the beginning of the year, please mark wrong any student responses that you can't understand. If a student already has an IEP which includes speech services, then you could ask the speech therapist to be there during testing.

Only responses in English are scored as correct. You may remind a student to "Tell me in English" during the testing as appropriate.

For Question 6 <u>only</u>, the non-verbal accommodation may be used even if the student doesn't have an IEP or 504 if the student has said nothing since arriving – not even "Hi."

The "not applicable for deaf or hard of hearing" instructions only apply to sign language students.

Data Entry

Data Gateway: https://datagateway@schools.utah.gov - Do not use Internet Explorer.

- You need to Register in Data Gateway if it is your first time using it.
- If you cannot log in to Data Gateway, please contact Bryce Barth at (801)402-5229.

KEEP Entry scores may be entered in Data Gateway while testing the student by clicking on Live, or scores can be entered later by clicking on Data Entry.

The deadline to have KEEP Entry scores in Data Gateway is September 30th, 2023.

The state expects to begin loading students into Data Gateway sometime during the first week in August. It takes 2-3 days, once all information has been entered in ENCORE by the school secretary, for a student to appear in Data Gateway. Contact the Assessment Department if it has been longer than that.

The Individual Student Reports from Data Gateway are to be made available to parents after KEEP Entry and KEEP Exit Testing.