

KEEP Exit Information

Contact the Assessment Department (801-402-5356) if there are any questions or problems.

KEEP Exit testing takes place during the last four weeks of school – two weeks of small group testing, one week of individual testing (students not in class), and one week of makeup testing during the last week of school.

- Your Assessment/Evaluation Coordinator at your school should give you all your KEEP Exit materials by the end of April. Teachers should not need to make any copies.
- First-time KEEP Exit testers will need to watch a 1.5 hour training video at: <https://www.youtube.com/watch?v=0Bj-f29DOa4&t=1491s> and earn re-licensure points. Contact the Assessment Department for details. The training does not reflect a few small revisions in KEEP Exit.
- Any content that is up all the time can remain up during the testing. Word Walls, generic graphic organizers, number lines, alphabet, etc. can all remain up, but teachers cannot direct students to use any of them during the KEEP testing. Nothing that explicitly shows an answer for KEEP should remain.
- The Social-Emotional Section is optional in Davis District.
- Used consumable pages may be passed-on to first grade teachers or shredded.
- All other materials are returned to your Assessment/Evaluation Coordinator when you are finished.

Data Entry

- Enter scores in Data Gateway: <https://datagateway.schools.utah.gov/> - Do not use Internet Explorer.
- Entering scores on a computer or iPad while you test the student is recommended. (Use “Live” option rather than “Data Entry.”)
- When entering scores, remember you need to cross out letters, numbers, or words on the screen if they are incorrect. Data Gateway will assume everything is correct, if you do not mark anything. Be especially careful on question six.
- If you want to enter the writing scores before you begin the one-on-one testing, you must click on “Data Entry” so it will let you save without entering scores for every question.
- You can “SAVE” scores, but you must click SUBMIT before the last day of school. – Each student should have a padlock to the right of their name once you have submitted.
- Contact the Assessment Department if you have submitted a student’s scores, but now need the account reopened. It only takes a minute or two. (801-402-5356)

All student scores must be submitted (padlock showing) in Data Gateway before the last day of school.