

Intradistrict Communication

DATE: Monday, August 17, 2020

TO: Elementary Principals

FROM: Shelley Nordick, Ph.D., Administrator of Teaching and Learning
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: KEEP Entry Remote Administration Materials

Principals are asked to pass this information, along with the materials included with this memo, to their kindergarten teachers as soon as possible.

KEEP Entry administration for the 2020-21 school year is still required by the state. The KEEP Entry window ends on Monday, September 14, 2020. Data entry into the [Data Gateway](#) is due by Wednesday, September 30, 2020. Those who are administering the KEEP Entry (including kindergarten teachers and classroom aides) should have been trained. Test administrators can access training in one of two ways:

- Self-guided Canvas course: <https://usbe.instructure.com/enroll/KHAF8B>
- Recorded webinar on YouTube:
<https://www.youtube.com/watch?v=XIZhvKFPOFA&list=PL2WvfDlxdszldWVwYLSVwFaLSmWURnMuC&index=3&t=0s>

In an effort to accommodate students who are learning online, the state has just released procedures and materials for administering the KEEP Entry virtually. USBE is recommending that, when possible, schools administer the KEEP Entry in-person, which would mean that schools would need to request appointments from parents of online students to bring their kindergarten students into the school building to be tested. If this is not possible, the following procedures should then be used:

- The teacher should make an appointment with the parent for the KEEP Entry to be administered to the kindergarten student online.
- The parent will need to assist with technology and provide a blank sheet of paper, writing utensil, and 7 counters (small objects to count like cereal, pebbles, etc.). The parent should plan on being present for the duration of the test, but should be instructed to not provide answers to their child.
- Two devices with video capabilities will be required at home – one for the student and one for the parent. The parent's device will be used to show what the student is pointing to on the student's screen (see demo video link below).

Included with this memo are the following materials:

- **KEEP Entry Remote Administration Guidelines** – Kindergarten teachers should use this document as the script they read while administering the test.
- **KEEP Entry Remote Administration Materials** – Kindergarten teachers should use this document to display on their screen so the student can see it.
- **KEEP Entry Score Sheet** – This is the same scoring sheet for the in-person KEEP Entry assessment. It is recommended that the teacher record scores on this sheet and then input the scores on the Data Gateway after testing has been completed.
- **KEEP Entry Test Administration Manual** – This manual contains procedures for administering the entire assessment.

Kindergarten teachers administering the KEEP Entry online are strongly encouraged to watch the demo video here:

<https://drive.google.com/drive/folders/10ACAtwjjsal8Uii773i4ZKTyHshFaITH>

If you have questions about the KEEP Entry, please contact the following people:

- For Data Gateway or test administration questions: Ben Jameson, Evaluation, Research & Accountability: 801-567-8243 or ben.jameson@jordandistrict.org
- For test administration questions: Liz Williams, USBE Assessment & Accountability: 801-538-7542 or liz.williams@schools.utah.gov