

# Intradistrict Communication

DATE: Thursday, April 8, 2021

TO: Elementary School Administrators

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

SUBJECT: KEEP Exit Remote Administration Materials

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

KEEP Exit administration for the 2020-21 school year is still required by the state. The KEEP Exit window is scheduled during the end-of-year kindergarten testing days on the following dates:

- Traditional: May 21-28, 2021
- Year Round: A and B Tracks – May 14-20, 2021  
C and D Tracks – June 4-11, 2021

Data entry into the [Data Gateway](#) is due by Tuesday, June 15, 2021. Those who are administering the KEEP Exit (including kindergarten teachers and classroom aides) should have been trained. Test administrators can access training in one of two ways:

- [Self-guided Canvas Course](#)
- [Recorded webinar on YouTube](#)

## Testing of Virtual Kindergarten Students:

In an effort to accommodate students who are learning online, the state has released procedures and materials for administering the KEEP Exit virtually. USBE is recommending that, when possible, schools administer the KEEP Exit in-person, which would mean that schools would need to request appointments from parents of virtual 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 Exit to be administered to the kindergarten student virtually via Zoom.
- The parent will need to assist with technology and provide four blank sheets of paper, writing utensil, two sheets of lined paper (provided by the teacher), and 10 basic 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 or writing on the paper (see demo video link below).

Included with this memo are the following materials (they may also be found online [here](#)):

- **KEEP Exit Remote Administration Guidelines** – Kindergarten teachers should use this document as the script they read while administering the test.
- **KEEP Exit Remote Administration Materials** – Kindergarten teachers should use this slide deck to display on their screen so the student can see it.
- **KEEP Exit Score Sheet** – This is the same scoring sheet for the in-person KEEP Exit 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 Exit Test Administration Manual** – This manual contains procedures for administering the entire assessment.

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

[https://drive.google.com/drive/folders/16sLQsNQjxmqcAKr9y4hoFObuZvT\\_36OT](https://drive.google.com/drive/folders/16sLQsNQjxmqcAKr9y4hoFObuZvT_36OT)

If you have questions about the KEEP Exit, 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](mailto:ben.jameson@jordandistrict.org)
- For remote test administration questions: Liz Williams, USBE Assessment & Accountability: 801-538-7542 or [liz.williams@schools.utah.gov](mailto:liz.williams@schools.utah.gov)