

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations at Grades 3–8 and The Iowa Tests[®] at Grades K–2 and 9

April 2011

DISTRICT AND SCHOOL TEST COORDINATORS' MANUAL

SECURITY WARNING

All test items used in the Arkansas Comprehensive Testing, Assessment, and Accountability Program are CONFIDENTIAL and must be kept secure at all times. NO PART of this test may be reviewed, duplicated, or reproduced by ANY means. All test booklets, used answer documents, and other secure materials must be returned as directed.

Unauthorized use, review, duplication, or reproduction of ANY or ALL portions of the test booklets, answer documents, and other secure materials is prohibited.

Important Dates

- April 4–15, 2011** Administration window for The Iowa Tests at Grades K–2 and 9.
- April 11–15, 2011** Administration dates for the Augmented Benchmark Examinations at Grades 3–8.
- April 20, 2011** Make-up test administrations for the Augmented Benchmark Examinations must be completed.
- April 19, 2011** Scoreable materials for grades K–2 and 9 must be shipped to Questar.
- April 20, 2011** Nonscoreable materials for grades K–2 and 9 must be shipped to Questar.
- April 22, 2011** Scoreable materials for grades 3–8 must be shipped to Questar.
- April 25, 2011** Nonscoreable materials for grades 3–8 must be shipped to Questar.

The success of the Augmented Benchmark Examinations and The Iowa Tests depends upon your assistance. The Arkansas Department of Education thanks you for your valuable assistance in administering the Augmented Benchmark Examinations and The Iowa Tests.

Arkansas Department of Education
April 2011

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GENERAL INFORMATION

INTRODUCTION

The **Arkansas Comprehensive Testing, Assessment, and Accountability Program (ACTAAP)** includes criterion-referenced test (CRT) and norm-referenced test (NRT) components including the Augmented Benchmark Examinations at grades 3–8 and The Iowa Tests® at grades K–2 and 9.

The Augmented Benchmark Examinations for grades 3–8 combine the CRT and NRT components. The Iowa Tests comprise the NRT component of the Augmented Benchmark Examinations. The focus of the testing at these grades is to identify those students who may be in need of remediation in the mathematics and English language arts curricula for grades 3–8 and in the science curriculum for grades 5 and 7.

All test items and materials for the CRT portion of the Augmented Benchmark Examinations are field tested before moving into full implementation. Field test items are embedded in the assessment.

The *Iowa Tests of Basic Skills*® will be administered to students in grades K–2. The *Iowa Tests of Educational Development*® will be administered to students in grade 9.

THIS DISTRICT AND SCHOOL TEST COORDINATORS' MANUAL

This manual contains general information related to the Augmented Benchmark Examinations and The Iowa Tests, information on key events related to the test administrations, and the overall administration schedules. It also contains specific instructions for District and School Test Coordinators including procedures for the receipt and inventory of test materials, the distribution of materials to schools and to Test Administrators, and the return of materials. Specific information and instructions for Test Administrators are contained in the Test Administration Manuals for the Augmented Benchmark Examinations (one manual for grades 3, 4, 6, and 8 and one manual for grades 5 and 7), and in the Test Administration Manuals for the The Iowa Tests for grades K–2 and 9 (one manual per grade).

District and School Test Coordinators should be familiar with the information contained in this manual and also with the information provided in each Test Administration Manual.

AUGMENTED BENCHMARK EXAMINATIONS AND THE IOWA TESTS CONTRACTORS

The Arkansas Department of Education (ADE) has contracted with Questar Assessment, Inc. (Questar) and Riverside Publishing Company (Riverside) for the development, production, distribution, and collection of the materials for the Augmented Benchmark Examinations and The Iowa Tests. Materials will be shipped from and returned to Questar. Riverside will provide materials and services in support of the norm-referenced testing.

GENERAL INFORMATION

CONTACT INFORMATION

With questions related to policy	ADE Assessment Office, Arkansas Department of Education 501-682-4558
With questions about materials or to order additional materials	Hiedi McMann, Questar Assessment, Inc. Customer Service ARCustomerSupport@QuestarAI.com, 800-643-8547

2011 IMPORTANT DATES

SCHEDULE OF EVENTS FOR THE AUGMENTED BENCHMARK EXAMINATIONS AND THE IOWA TESTS

Event	Date
Districts receive non-secure testing materials	March 14, 2011
Districts receive secure testing materials	March 28, 2011
Districts complete correction of student information for grades K–2 and 9	April 1, 2011
Districts complete correction of student information for grades 3–8	April 8, 2011
Districts have a testing window to administer The Iowa Tests for grades K–2 and 9	April 4–15, 2011
Districts administer the Augmented Benchmark Examinations for grades 3–8	April 11–15, 2011
Districts complete make-up testing for the Augmented Benchmark Examinations	April 20, 2011
Deadline for districts to return scoreable materials for grades K–2 and 9	April 19, 2011
Deadline for districts to return nonscoreable materials for grades K–2 and 9	April 20, 2011
Deadline for districts to return scoreable materials for grades 3–8	April 22, 2011
Deadline for districts to return nonscoreable materials for grades 3–8	April 25, 2011

Testing shall be conducted on the dates given above. No part of the test may be given early. Early testing constitutes a breach of security. See the “Testing Guidelines and Security” section beginning on page 21 for more information about test security.

NEW FOR 2011

NEW—DELIVERY OF NON-SECURE TEST MATERIALS

Non-secure materials, such as return kits, header sheets, paper bands, and affidavits, will now be sent as part of the Non-secure Test Materials Shipment.

NEW—LARGE PRINT AND BRAILLE TEST BOOKLET KITS

Large Print and Braille materials will now be available in kits.

Large Print materials are available for all examinations except for grades K–1. Braille materials are available for all examinations except for grades K–2.

NEW—ADDITIONAL MATERIALS ORDERS

Please inventory all materials immediately when shipments are received. If additional materials are needed, the District Test Coordinator should place one order for all additional materials for the district. Beginning in 2010–2011, additional materials may be ordered through Questar’s ServicePoint™ Web site. A Quick Reference Guide with instructions for placing orders through ServicePoint is provided in Appendix F of this manual. Questar will also continue to accept additional materials orders by phone, e-mail, and fax.

NEW—PLACEMENT OF STUDENT LABELS ON ANSWER DOCUMENTS AND CONSUMABLE TEST BOOKLETS

The field in which to place the student label on the answer documents and consumable test booklets has been moved to the center of the appropriate document. Please read the directions on the front cover of the answer document or back cover of the consumable test booklet before placing student labels.

NEW—STUDENT NOT TESTED FORM

A Student Not Tested Form is provided to districts and schools for students who received a student label but will not be testing. Place the student label on the Student Not Tested Form and fill in the appropriate bubble above the label to indicate why the student did not test. Up to four (4) student labels can be placed on a single form. Additional Student Not Tested Forms may be copied, as needed. See sample in Appendix G of this manual.

NEW FOR 2011

NEW—RETURN MATERIALS SHIPMENTS

The Test Booklet Return Shipment will now be called the Nonscoreable Materials Return Shipment. The Answer Document Return Shipment will now be called the Scoreable Materials Return Shipment.

All materials returned to Questar after testing are secure and all security procedures must be followed. Please note which materials should be included in each shipment:

Scoreable Materials for Return

- Used answer documents and consumable test booklets with student responses
- Used answer documents and consumable test booklets for students not tested
- Student Not Tested Forms
- Affidavits
- Consumable Test Booklet or Answer Document Transmittal Form
- School/Grade Header Sheet
- Classroom/Group Information Sheet

Nonscoreable Materials for Return

- Secure used and unused test booklets (all used consumable test booklets must be returned in the Scoreable Materials Return Shipment)
- Test Booklet Security Forms
- Test Administration Manuals for grades K–2 (used and unused)
- Test Administration Manual Security Forms for grades K–2
- Mathematics Reference Sheets for grades 3–8
- Scratch paper for grades 1–2

NEW—RETURN VERIFICATION

Districts are required to provide return verification information by fax or by entering the requested data on Questar’s ServicePoint Web site. Return verification information helps ensure test security and prompt follow-up should answer documents and/or test booklets not arrive at Questar by the expected date.

Return verification forms have been returned to Questar by fax in previous administrations. Questar will now be collecting return verification information via ServicePoint for districts who wish to use this new feature. A Quick Reference Guide is provided in Appendix F of this manual.

GUIDELINES FOR STUDENTS TO BE TESTED

STUDENTS TO BE TESTED

All students who are able to test under standardized conditions, with or without allowable accommodations, are required to take the Augmented Benchmark Examinations in grades 3–8 or The Iowa Tests for grades K–2 and 9.

The following guidelines apply to exceptional students.

DISABLED STUDENTS (P.L. 94-142)

All students, including students identified as disabled pursuant to P.L. 94-142 and under section 504 of the Rehabilitation Act of 1973, as amended, must be tested if their Individualized Education Programs (IEPs) indicate that paper and pencil testing is appropriate. In grades 3–8, if a student’s IEP indicates that it is inappropriate to administer the Augmented Benchmark Examination, that student must participate in the Alternate Portfolio Assessment for the corresponding grade. Students in School Age Programs (DDS) are to be tested. This requirement began with the 2002–2003 school year. Additionally, students in Day Treatment Programs are to be assessed (see Director’s Memo IA-04-110, created 05/13/2004).

A student’s Exceptional Student Identification (ESI) code is included in the student label barcode and on the Preliminary Demographic Verification Roster and does not need to be coded on the answer document or consumable test booklet if a label is used. If a student label is not used for a disabled student, a Test Administrator must code the student’s answer document or consumable test booklet.

Specific directions for coding student answer documents or consumable test booklets are provided in Appendix D of this manual. Students identified as disabled will receive an Individual Student Report and will be included in the IEP Summary Report, as well as in the Combined Population Report. Do not code the Special Education Accommodations section for students with a 504 Plan. However, students may still receive accommodations that are in their 504 Plans and used regularly in the classroom.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Limited English Proficient students should be tested, with or without accommodations.

Identification of a student as LEP is included in the student label barcode and on the Preliminary Demographic Verification Roster. A student’s LEP status does not need to be coded on the answer document or consumable test booklet if a student label is used. If a student label is not used for an LEP student, a Test Administrator must code the student’s answer document or consumable test booklet. Specific directions for coding student answer documents or consumable test booklets are provided in Appendix D of this manual. Students identified as LEP will receive an Individual Student Report and will be included in the LEP Summary Report, as well as in the Combined Population Report.

GUIDELINES FOR STUDENTS TO BE TESTED

FIRST-YEAR LIMITED ENGLISH PROFICIENT STUDENTS

LEP students in their first year in the U.S., who are scheduled to participate in the Augmented Benchmark Examinations and The Iowa Tests, must take the Mathematics and Science portions but are **not** required to be tested in Literacy (reading and writing). However, the decision to test LEP students who have been in the U.S. for less than one year should be based on the professional judgment of a language assessment committee composed of appropriate district and school personnel.

First-year LEP students must be identified as such on their answer documents or consumable test booklets regardless of whether or not a student label is used. To identify first-year LEP students, Test Administrators must code each student's answer document or consumable test booklet by filling in the circle for LEP student less than one year in the U.S. in the "Teacher Use Only" Box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided in Appendix D of this manual. First-year LEP students whose answer documents or consumable test booklets have been properly coded will not be included in Adequate Yearly Progress (AYP) calculations for 2011. Once the answer documents or consumable test booklets are returned for scoring, students cannot be reassigned. If the circle for LEP student less than one year in the U.S. is **not** coded, that student will be included in the AYP calculations.

TRANSFER STUDENTS

Any student meeting the criteria for taking the Augmented Benchmark Examinations or The Iowa Tests, who is enrolled in school **on or before** the first day of testing, should be tested. District Test Coordinators must contact the ADE for instructions regarding the transfer of a used answer document or consumable test booklet for any student moving from one district to another during testing.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students enrolled in grades K–9 must take the Augmented Benchmark Examinations or The Iowa Tests, as appropriate. A foreign exchange student may be coded as an LEP student less than one year in the U.S. in the "Teacher Use Only" Box. In this case, the student will receive an Individual Student Report and will count toward the 95% tested for AYP purposes, but the student's scores will not be included in school, district, or state summary reports. If the circle labeled LEP student less than one year in the U.S. is **not** coded, the student's scores will be included in AYP calculations. Specific directions for coding student answer documents or consumable test booklets are provided in Appendix D of this manual.

GUIDELINES FOR STUDENTS TO BE TESTED

MIGRANT STUDENTS

To identify migrant students, the Test Administrator must code each student's answer document or consumable test booklet by filling in the circle for Migrant Student in the "Teacher Use Only" Box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided in Appendix D of this manual.

Students should be identified as migrant if they meet the following guidelines: Children of migratory agricultural workers or migratory fishers, including children who are workers themselves and the spouses of such workers, who have been identified by the Migrant Education Program (MEP) as migrant children.

For questions related to migrant student information, the District Test Coordinator should contact Stan Young at 501-324-9660.

HIGHLY MOBILE STUDENTS

Any student enrolled in the school or moving between schools in the district **after** October 1, 2010, should be identified as highly mobile.

A student's highly mobile status is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided in Appendix D of this manual.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

Alternative Learning Environment students shall participate in the Augmented Benchmark Examinations or The Iowa Tests, as appropriate. The testing location may be decided by the district. Testing materials must be kept secure at all times. Test Administrators must be **currently** licensed by the ADE as a teacher or administrator and must be properly trained in test administration procedures.

STUDENTS NOT TESTED

Every student who was scheduled to test and/or received a student label must be accounted for. If a student does not submit an answer document or consumable test booklet for scoring, a Student Not Tested Form must be returned with a “Student NOT Tested” reason coded. If a student was scheduled to test and did not receive a student label, an answer document or consumable test booklet must be returned with student demographic information completed **and** a not tested reason coded. Do not fill in a “Student NOT Tested” reason code on the answer document or consumable test booklet if any questions have been answered by the student—this code is used only when there are no student answers on the answer document or consumable test booklet. Do not submit more than one document type for one student.

A Student Not Tested Form should be used, prior to testing, when a student who received a student label will not be taking the examination. The student labels should be placed on the Student Not Tested Form with the appropriate reason code entered above each label. Up to four (4) student labels may be placed on a single form. Each district and school will receive one (1) copy of the form and may make additional copies as needed. Please follow the instructions provided in the manuals and return kits for returning the Student Not Tested Forms.

For a student who refused to take **all** portions of the test, Test Administrators should fill in the circle next to SRT (“Student Refused to Test”) on the answer document or consumable test booklet. “Student Refused to Test” is not a reason provided on the Student Not Tested Form. The Test Administrator must notify the School Test Coordinator of any student refusing to take **all** portions of the test.

If the reason a student did not test is not listed on the answer document or consumable test booklet, or if a student refused to take **all** portions of the test, the District Test Coordinator must contact the ADE for further instructions. Testing procedures for the district must include the manner in which the District Test Coordinator will be notified.

All other information requested on the front of the answer document or the back of the consumable test booklet must be completed, as appropriate, for the student according to the instructions provided in the Test Administration Manuals (student labels must be used if provided). No special handling is required. They are to be considered used answer documents or consumable test booklets and submitted along with the scoreable materials for students taking the test.

Erasures

If a “Student NOT Tested” reason code has been filled in on an answer document or consumable test booklet, the student answer portion must be completely blank and contain no eraser marks. Eraser marks may be picked up by the scanners, resulting in the student receiving a score. Answer documents or consumable test booklets that are returned with a filled in “Student NOT Tested” reason code, and with one or more student answers and/or any eraser marks on the student answer portion of the document, will be scored and included in all reports.

STUDENT INFORMATION

STUDENT IDENTIFICATION NUMBERS

A 10-digit State Reporting Identification Number is required for the ACTAAP and is included in the student label barcode. If a student label is not used, both a 10-digit State Reporting Identification Number* and a Social Security Number (SS ID) need to be completed on the student answer document or consumable test booklet. The ADE will provide districts with a range of federally-assigned identification numbers to use if parents object to providing their child's Social Security Number or if none is available. (See Director's Memo ACC-01-028, created September 25, 2000.) Social Security Numbers or federally-assigned identification numbers will be suppressed on reports. As part of the advance announcement of testing, students should be advised to have their 10-digit State Reporting Identification Numbers and Social Security Numbers or federally-assigned identification numbers available on the day of testing. Please contact Susan Gray at the ADE at 501-682-4559 for additional information.

*If a student is new to the state of Arkansas and does not have a 10-digit State Reporting Identification Number, this section may be left blank.

ETHNICITY CODES

If a student label is not used, the student or the Test Administrator should fill in the circle(s) on the answer document or consumable test booklet in the "Ethnic Background" Box beside the best description(s) of the student's ethnic background. More than one circle may be filled in when it is appropriate to do so. The Preliminary Demographic Verification Roster will show only one ethnicity code. If a student's record in APSCN/TRIAND shows Hispanic and any additional ethnicity code, the ethnicity code on the roster will show "Hispanic." If a student's record in APSCN/TRIAND shows two or more ethnicity codes not including Hispanic, the ethnicity code on the roster will show "Two or More." The ethnicity code filled in on the answer document or consumable test booklet should match the student's ethnicity code in APSCN/TRIAND. The ethnicity codes are as follows:

1. Hispanic
2. Asian
3. Native Hawaiian/Pacific Islander
4. American Indian/Alaska Native
5. Black
6. White
7. Two or More (included only on the roster and reports)

VERIFICATION AND CORRECTION OF STUDENT INFORMATION

STUDENT INFORMATION FROM APSCN/TRIAND

Student information used to place students in the appropriate reporting categories to determine the school and district Adequate Yearly Progress (AYP) for No Child Left Behind and for the state accountability system will be pulled from APSCN/TRIAND and is provided to Questar for reporting purposes. Student information in APSCN/TRIAND is pulled twice. Data from the first pull are used to produce the Preliminary Demographic Verification Rosters and student labels. Data for reporting purposes are pulled shortly after the deadline for correcting student information. See dates in the “Preliminary Demographic Verification Roster” section below.

The updated/corrected information in APSCN/TRIAND will **override** information in the student label barcodes and filled in on student answer documents or consumable test booklets (with the exception of the sections of the “Teacher Use Only” Box denoted with an asterisk that need to be completed by the Test Administrator). Therefore, it is critical that student information be verified and corrected as needed within the allotted time frame.

PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

A Preliminary Demographic Verification Roster will be provided by grade to each school; districts will be provided with copies for each school within the district where students are being tested. The roster contains the following information for each student as it appears in APSCN/TRIAND: student name, grade, birth date, State Reporting Identification Number, SS ID, gender, ethnicity, ESI Code, Monitored Former LEP status, LEP status, Free and/or Reduced Lunch status, and Gifted and Talented status. The rosters should be used to verify the correctness of student information in APSCN/TRIAND. Do **not** use the student labels for verification purposes (the rosters contain additional information not visible on the student labels).

All information on the Preliminary Demographic Verification Roster must be checked carefully. If any of the information on the roster is not correct, it **must** be updated in APSCN/TRIAND **by the end of the day on Friday, April 1, 2011, for The Iowa Tests, and by the end of the day on Friday, April 8, 2011, for the Augmented Benchmark Examinations.**

VERIFICATION AND CORRECTION OF STUDENT INFORMATION

STUDENT LABELS

Student labels are provided for use on answer documents or consumable test booklets so that student information will not need to be entered and coded for students for whom labels have been provided. The labels will contain district and school information, the student's name, State Reporting Identification Number, birth date, gender, ethnicity, and grade. Additional student information is provided on the Preliminary Demographic Verification Roster, which is to be used for verifying that student information is correct.

The student labels will be provided to each school by grade in alphabetical order by student last name, and will need to be separated and sorted by testing classroom/group. Labels are provided on perforated strips to facilitate the separation of individual labels. If a label is torn or damaged during the separation process, do **not** use it. Instead, enter and code all the demographic information on the answer document or consumable test booklet for that student.

It is extremely important that labels be affixed correctly so that the scanning equipment can properly read the barcode. Labels must be carefully and precisely affixed within the dotted lines on the front of the answer document or back of the consumable test booklet (or within the dotted lines on the Student Not Tested Form). The bottom of the label should be aligned with the triangular marks (the label will partially cover the student name grid). Do **not** apply the student label to Box 1. Student information cannot be captured if the label is not applied in the correct space. For students not tested, the student label should be aligned in the box on the Student Not Tested Form.

Information requested in Box 1 (District/School/Class Information) **must** be entered (either by the student prior to the start of testing on Day 1 or by the Test Administrator prior to distributing answer documents or consumable test booklets to students). If a label is used, only the Classroom/Group Name field in Box 1, the test booklet form (if applicable), and sections of the "Teacher Use Only" Box with an asterisk must be completed.

Student Labels for Scratch Paper

For grades 1 and 2 **only**, schools may provide each student with one (1) piece of scratch paper for use during the Math Problems test session. Two (2) sets of student labels will be provided to each school. One (1) set of labels is for use on the consumable test booklets and the other set is provided to track each student's scratch paper. (Since there are two labels provided for each student, if one of the student labels is damaged, it is more important to use the undamaged label on the consumable test booklet rather than on the student's scratch paper.)

Place the second student label in the top right-hand corner on the scratch paper prior to testing. If a student does not have a label, the student's State Reporting Identification Number, name, and school must be written on the scratch paper. Even if a student does not use scratch paper, but has access to it, the paper still must be returned to Questar at the conclusion of testing.

Students NOT Listed on the Preliminary Demographic Verification Roster/No Student Label

Complete the demographic information on the front of the answer document or back of the consumable test booklet when there is no student label. If a student is not listed on the roster, check to see if the student's information is in APSCN/TRIAND, and verify and make corrections as necessary. If a student is not listed on the roster or there is no information in APSCN/TRIAND, verify that the student information on the answer document or consumable test booklet is complete and add or correct the student's information in APSCN/TRIAND.

Note: Both the Preliminary Demographic Verification Rosters and student labels contain confidential student information and must be handled accordingly. When not in use, they must be kept in a secure location. Rosters and damaged student labels must be shredded or otherwise disposed of in a secure manner.

VERIFICATION AND CORRECTION OF STUDENT INFORMATION

Instructions for completing the “Teacher Use Only” Box can be found in Appendix D of this manual. An asterisk indicates that a section needs to be completed regardless of whether or not a student label is used.

Incorrect Labels

If provided, student labels **must** be used even if some of the information in the label is not correct. Information in the student label barcode will be used to match students to the appropriate, corrected record in APSCN/TRIAND. If a student label is not provided or a label is damaged, all the demographic information on the front of the answer document or the back of the consumable test booklet must be completed by the student or Test Administrator.

PROCEDURES PRIOR TO TEST ADMINISTRATION

ADVANCE ANNOUNCEMENTS

An announcement of testing dates and a reminder before the first day of testing is necessary. Testing dates should be made known to parents and students in advance so that students come to school well-rested and equipped with two No. 2 pencils on the days of the test. It is recommended that Parent Notification Pamphlets (A Note to Parents) be distributed to parents two weeks prior to testing. Parent Notification Pamphlets are included in the Non-secure Test Materials Shipment (Shipment 1).

There should also be an advance announcement to students that they should bring calculators*, if calculators are not provided by the school, and to have their Social Security Numbers or federally-assigned identification numbers and State Reporting Identification Numbers available on the first day of testing. The use of a Social Security Number (SS ID) or a federally-assigned identification number and a State Reporting Identification Number is required for student demographic information if a student label is not used. See page 10 of this manual for information about the use of Social Security Numbers and State Reporting Identification Numbers for student identification purposes. **Note:** If a student label is used, a Social Security Number is not required.

*No calculators are allowed for students taking The Iowa Tests at grades K, 1, and 2.

PREPARING STUDENTS, PARENTS, AND TEACHERS

Student, parent, and teacher attitudes strongly influence the overall success of the test administration. Parent and teacher attitudes influence student attitudes which, in turn, will be reflected in student performance results. There are a number of reasons why students bring negative attitudes to the testing process, many of which can be directly linked to the attitudes of the adults who are supposed to be supporting student success. The following is a partial list of attitudes, perceptions, or circumstances that will significantly impact the test results:

- The testing program lacks importance (to students or parents).
- The tests are too difficult or too easy.
- The tests do not reflect what the student needs to know to be prepared for the future.
- Teachers do not seem to care.
- Parents do not seem to care.
- Testing conditions are not conducive to good concentration.
- The test administration is poorly organized, confusing, or haphazard.
- Test results are misunderstood or misinterpreted.

In order to mitigate these perceptions, it is essential that District and School Test Coordinators, Test Administrators, and all district personnel work together to provide a testing experience that maximizes student performance results. It is important that district staff model behaviors that demonstrate positive and constructive attitudes toward testing. The following preparations should also be instituted:

- Stress the importance of the examinations to both students and parents well in advance of testing.
- Stress the importance of the examinations to teachers well in advance of testing.
- Underscore the importance of testing by characterizing the Augmented Benchmark Examinations and The Iowa Tests as crucial components of education within Arkansas that reflect the types of skills deemed necessary for a successful educational experience.

PROCEDURES PRIOR TO TEST ADMINISTRATION

TRAINING TEST ADMINISTRATORS

District Test Coordinators, School Test Coordinators, and Test Administrators, as well as all personnel who administer the Augmented Benchmark Examinations and The Iowa Tests and/or act in a supervisory capacity during testing, must be **currently** licensed by the ADE as Arkansas teachers or administrators. An essential role for the District and School Test Coordinators is training the Test Administrators. This training is required by law and helps to overcome some of the negative perceptions about testing.

The district must develop and conduct training sessions for Test Administrators prior to the test administrations. The Test Administration Manuals should be distributed upon receipt so that Test Administrators may review them prior to training. Test Administration Manuals for grades K–2 are secure materials. Packages may not be distributed until the first day of testing. Test Administrators should have the opportunity to obtain answers to questions they may have at a formal training session. A formal training session should be held at least three (3) days prior to testing and should include a review of the following:

- the testing schedule, testing procedures, and Test Administrator responsibilities
- the Test Administration Manuals for the Augmented Benchmark Examinations and The Iowa Test at Grade 9
- students to be tested and how to appropriately provide accommodations for testing
- preparation of materials prior to and after testing
- the dates by which materials must be prepared for testing and returned to the School Test Coordinator
- all security requirements to be followed prior to, during, and after testing
- testing group size—there should be one Test Administrator appointed for each group of approximately 25 students

Appendix C contains an outline of a suggested training agenda.

SELECTING AND PREPARING TEST ADMINISTRATION SITE(S)

Because the administration of the Augmented Benchmark Examinations and The Iowa Tests requires that a substantial amount of testing be done in just a few days, preparation for the receipt of materials, test administration, and return of materials is critical. **Since students must use the SAME test materials each day of the test, it is strongly advised that students be tested in the same group each day.** This should be taken into consideration when selecting a site.

Each District Test Coordinator must work with the Building Principal or School Test Coordinator to identify the testing arrangements that will best

- maintain the security of the test materials before, during, and after testing;
- allow materials to be quickly and accurately distributed to and collected from students each day of testing;
- provide an environment for the students that is comfortable and conducive to testing;
- ensure that students are not interrupted during a testing session.

PROCEDURES PRIOR TO TEST ADMINISTRATION

Some guidelines that can be used in selecting a test administration site are to

- choose the administration site well in advance of testing;
- make sure the room is well-lighted, adequately ventilated, and free from distractions;
- make sure each student has enough space to work (i.e., space to open a test booklet, to open and write in an answer document, and to use a calculator);
- make sure there will be sufficient space between students to discourage cheating.

Just prior to testing, Test Administrators should prepare the administration site by

- removing or covering all visual aids in the room that might provide clues to answers;
- posting a sign announcing: “TESTING: PLEASE DO NOT DISTURB.”

OVERVIEW OF TESTING MATERIALS

NON-SECURE TEST MATERIALS

The following materials are packaged for the district and by school. Each school's materials will be boxed and labeled by school to facilitate distribution. Inventory materials immediately upon receipt. The materials for the District Test Coordinator will be packaged separately in the district box. The Non-secure Test Materials Shipment will include the following materials:

District Materials

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Cover Memo
- Copy of the Secure Materials Shipment School Packing List for each school in the district
- Brochures for Educators—1 package of 25
- Parent Notification Pamphlets (A Note to Parents)—1 package of 25
- District and School Test Coordinators' Manual—2 copies
- Test Administration Manuals—1 copy for grades 3, 4, 6, and 8; 1 copy for grades 5 and 7; and 1 copy for grade 9
- Copy of the Preliminary Demographic Verification Roster for each school in the district
- Student Not Tested Form—1 copy for the district
- Paper Bands
- Test Security Affidavits
- Blank School/Grade Header Sheets
- Blank Classroom/Group Information Sheets
- Scoreable Materials Return Kits (one return kit for the Augmented Benchmark for grades 3–8, and one return kit for The Iowa Tests for grades K–2 and 9)
 - Return Instructions for Scoreable Materials
 - Consumable Test Booklet and Answer Document Transmittal Forms
 - UPS Labels
 - Scoreable Questar Return Shipping Labels (GREEN for the Augmented Benchmark and PURPLE for The Iowa Tests)
 - Scoreable Materials Return Verification Form
- Nonscoreable Materials Return Kits (one return kit for the Augmented Benchmark for grades 3–8, and one return kit for The Iowa Tests for grades K–2 and 9)
 - Return Instructions for Nonscoreable Materials
 - UPS Labels
 - Nonscoreable Questar Return Shipping Labels (IVORY for both the Augmented Benchmark and The Iowa Tests)
 - Nonscoreable Materials Return Verification Form

OVERVIEW OF TESTING MATERIALS

School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Copy of Secure Materials Shipment School Packing List
- Brochures for Educators—packages of 25
- Parent Notification Pamphlets (A Note to Parents)—packages of 25
- District and School Test Coordinators' Manual—1 copy
- Test Administration Manuals—1 copy per every 20 students tested
- Answer Documents—packages of 15
- Rulers (Augmented Benchmark Examinations **only**)—packages of 25
- Mathematics Manipulatives (Augmented Benchmark Examinations **only**)—provided for grades 3–6 in packages of 25
- Protractors (Augmented Benchmark Examinations **only**)—provided for grades 7 and 8 in packages of 25
- Student Labels
- Preliminary Demographic Verification Roster—1 copy for the school
- Student Not Tested Form—1 copy for the school
- School/Grade Header Sheets
- Classroom/Group Information Sheets

Important: Care must be taken in the handling and storage of student labels and Preliminary Demographic Verification Rosters since they contain personal information about students that should be kept private.

OVERVIEW OF TESTING MATERIALS

SECURE TEST MATERIALS

The Secure Test Materials Shipment (Shipment 2) will arrive two weeks after the Non-secure Test Materials Shipment. Each school's materials will be boxed separately and labeled by school to facilitate distribution. The materials for the District Test Coordinator will be packaged separately in the district box. The Secure Test Materials Shipment will include secure test booklets, Test Administration Manuals for grades K–2, and associated materials. **District Test Coordinators are responsible for inventorying all materials immediately upon receipt.**

District Materials

The following materials are for District Test Coordinator use except for the Large Print and Braille test booklets and associated materials, which should be distributed to the schools for which they were ordered:

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Secure Materials Report
- Cover Memo
- Large Print and Braille Test Booklets and associated materials (if ordered)

School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Test Booklets
- Test Booklet Security Forms
- Mathematics Reference Sheets (Augmented Benchmark Examinations **only**)—packages of 15
- Test Administration Manuals (grades K, 1, and 2 **only**)
- Test Administration Manual Security Forms (grades K, 1, and 2 **only**)

Note: Testing materials must match the number of students to be tested. NO extra test booklet is provided for the Test Administrator.

OVERVIEW OF TESTING MATERIALS

SHIPPING INVENTORY DOCUMENTS

Materials will arrive with the following inventory documents for your use:

- **Box Content List**—a list of all materials in each box that will be included in each box. A Box Content List will not be included if there is only one box in the shipment.
- **Shipment Summary List**—a list of all boxes in the shipment and the quantity of materials contained in each box. Each district will receive a District Shipment Summary List (in Box 1), and each school will receive a School Shipment Summary List (in Box 1) for each shipment.
- **Packing List**—packing lists will continue to be provided and show a summary of the total quantities of materials included in all boxes of the shipment. Each district will receive a District Packing List (in Box 1), and each school will receive a School Packing List (in Box 1) for each shipment.
- **Secure Materials Report**—a report for the district that will include a list of all secure materials in the shipment, with the range of test booklet and secure test administration manual security ID numbers shipped to all schools in the district.

LARGE PRINT AND BRAILLE TEST BOOKLETS

Large Print and Braille test booklets are available for all grades in the Augmented Benchmark Examinations. Large Print versions of The Iowa Tests are available for grades 2 and 9, and a Braille version is available for grade 9. The District Test Coordinator will have requested Large Print and Braille editions for students during the enrollment process. If there are additional students who will require these editions, prior to testing, please contact Questar’s Arkansas Customer Service at 800-643-8547 to request additional Large Print or Braille testing materials. **See note on page 62 for information regarding the transcription of Large Print and Braille test booklets.**

Large Print materials will be available for students in grades 2–9. The Large Print Kit will include

- a Large Print test booklet and Large Print Mathematics Reference Sheet shrink-wrapped together (Mathematics Reference Sheets for grades 3–8 only)
- a standard-sized answer document, Test Administration Manual, and line template
- a Large Print ruler (for grades 3–8 only)
- enlarged manipulatives (for grades 3–6 only)
- a Large Print protractor (for grades 7–8 only)

Test Booklet Security Forms for Large Print will not be included in the kit.

Braille materials will be available for students in grades 3–9. The Braille Kit will include

- a Braille test booklet and Braille Mathematics Reference Sheet shrink-wrapped together (Mathematics Reference Sheets for grades 3–8 only)
- a standard-sized answer document and Test Administration Manual
- a Braille ruler (for grades 3–8 only)
- enlarged manipulatives (for grades 3–6 only)
- a Large Print protractor (for grades 7–8 only)

Test Booklet Security Forms for Braille will not be included in the kit.

TESTING GUIDELINES AND SECURITY

TEST SECURITY GUIDELINES

Maintaining test security is a very serious responsibility for all currently licensed Arkansas personnel. Breach of test security is one of the actions for which teaching/administrative licenses can be revoked.

Districts must have a system in place to ensure that all materials are accounted for and kept secure during testing. Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the Arkansas Department of Education as an inappropriate use or handling of tests and will be treated as such. The following guidelines are to assist in determining which activities constitute inappropriate testing activities and breaches of test security:

1. The Superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.
2. All District Test Coordinators, School Test Coordinators, and Test Administrators shall be **currently** licensed by the Arkansas Department of Education as a teacher or administrator.
3. The tests must be administered on the scheduled dates as specified in the District and School Test Coordinators' Manual and the Test Administration Manuals. No portion of the test may be given early.
4. All test materials shall be inventoried upon receipt at the district and school. Test booklets and the Test Administration Manuals for grades K–2 must be kept in a secure area at all times, except during the formal testing sessions.
5. The tests must be administered in strict accordance with the instructions outlined in the District and School Test Coordinators' Manuals and the Test Administration Manuals. These instructions include reading directions verbatim to students during testing.
6. Test booklets with multiple forms must be distributed to all students in spiral order, including special education and LEP students. Distributing forms incorrectly is considered a testing irregularity.
7. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all district personnel involved in the testing have been properly trained as specified by the Arkansas Department of Education.
8. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all assessment documents and student identification information are properly and accurately coded and that ALL students have participated in the appropriate grade-level assessment(s).
9. The Superintendent or his/her designee in each school district shall be responsible for ensuring that Individualized Education Programs, Limited English Proficient Assessment Plans, and/or 504 Plans shall specify any state-approved accommodation(s) available to students participating in the administration of standard state assessments.
10. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a state-tested grade or course shall be accounted for in the State Assessment System.
11. District staff may **not** read, review, or in any way duplicate or reproduce the test booklets, the associated test items, the writing prompts, or other secure materials. Removing or copying the Mathematics Reference Sheet provided in or with the test booklets is a breach of security.
12. All District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign the appropriate Test Security Affidavit. All Test Security Affidavits must be returned to Questar with the scoreable materials.
13. Students must not be exposed to answers of items at any time before, during, or after testing. Upon reporting, customized CRT items that contribute to at least 50% of the points possible on the student score report will be released and may be used by public schools for instructional purposes.
14. Student responses to test items must represent the student's own independent and unaided thinking and must not be read, reviewed, or changed during or after testing.
15. Students are not allowed to use scratch paper **except for grades 1–2**. The use of scratch paper is considered a breach of security.

TESTING GUIDELINES AND SECURITY

16. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions.
17. No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-502(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3 player).
18. If students are permitted to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the requirements specified in the District and School Test Coordinators' Manual and in the Test Administration Manuals. Failure on the part of the Test Administrator to verify that each calculator meets the requirements will constitute a breach of security. Calculator use is not permitted at grades K–2.
19. It is the responsibility of the Test Administrator to clear the memory of each calculator both at the beginning and end of each testing day. Failure to do so constitutes a breach of security.
20. During the test administration, Test Administrators should continually monitor the testing process by moving unobtrusively about the room. The Test Administrator is to devote total attention to the students being tested and not work on other things. Test Administrators shall not access computers or other electronic equipment during the assessment.
21. **All** test booklets and Test Administration Manuals for grades K–2, used and unused, scratch paper, and Mathematics Reference Sheets shall be inventoried subsequent to testing and returned to the testing company in the prescribed manner on the prescribed dates. Any test booklets not returned by the district on the dates required shall be reported to Dr. Gayle Potter at the Arkansas Department of Education.
22. All known violations of the Arkansas Department of Education security regulations shall be reported in writing, signed by the reporter, and addressed to Dr. Gayle Potter at the Arkansas Department of Education. All security violations shall be investigated by the state.

TEST SECURITY PROCEDURES

Shrink-wrapped secure materials may leave the district's secure location no more than five (5) school days before the first testing session. However, it is strongly recommended that materials not leave the district's secure location more than three (3) school days before the first testing session unless the size of the district absolutely necessitates more time for distribution. All test booklets and all Test Administration Manuals for grades K–2 are secure materials.

Security ID numbers have been assigned to and printed on all test booklets and Test Administration Manuals for grades K–2. These materials are shrink-wrapped with a label that indicates the security ID numbers of the documents enclosed and the quantity included in the package. **Due to security reasons, the shrink-wrapped packages of test booklets and Test Administration Manuals for grades K–2 may be opened no earlier than one (1) school day before the first day of testing for organizational purposes only.** No one may look inside test booklets for any reason. No test booklets or Test Administration Manuals for grades K–2 should be distributed to Test Administrators until the first day of testing.

No part of the Augmented Benchmark Examinations or The Iowa Tests may be downloaded into any assistive device.

Maintaining test security is a very serious responsibility and there are security risks involved in this situation. A breach of security is one of the reasons for loss of license in the state of Arkansas.

Keep all test materials stored in a securely locked location. School Test Coordinators and Test Administrators should also be instructed to monitor test materials at all times and to store them in a securely locked place when not in use. This includes securing materials at the close of each day of the testing sessions.

TESTING GUIDELINES AND SECURITY

TEST SECURITY AFFIDAVITS

District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign affidavits regarding the security of test materials. Each district will receive one (1) set of affidavits to be used for both the Augmented Benchmark Examinations and The Iowa Tests. Affidavits must be copied* as needed to provide forms to the schools and for all Test Administrators. There are three (3) types of affidavits as follows:

Affidavit 1—District Level Test Security Form. The district-level affidavit needs to be signed by the District Superintendent and the District Test Coordinator. One (1) copy, each, needs to be signed for the Augmented Benchmark Examinations and The Iowa Tests in the district.

Affidavit 2—School Level Test Security Form. The school-level affidavit needs to be signed by the School Test Coordinator and Building Principal. The District Test Coordinator should make copies of the school-level affidavit in order to provide one to every school with students being tested. One (1) copy, each, needs to be signed for the Augmented Benchmark Examinations and The Iowa Tests in the school.

Affidavit 3—Test Administrator Security Form. The Test Administrator affidavit contains space for the signatures of five (5) Test Administrators. The District Test Coordinator should make copies of the Test Administrator affidavit in order to provide one to every school with students being tested. Each school may make as many copies as will be needed for all Test Administrators to sign. **A separate Affidavit 3 needs to be signed for each grade being tested.**

All completed and signed affidavits must be returned with the scoreable materials according to instructions provided in this manual.

Note: Affidavits 1 and 2 may be completed for multiple grades as long as each grade is checked. A separate Affidavit 3 must be submitted for each grade with only one grade checked.

*Affidavits do not need to be copied onto colored paper.

TEST BOOKLET AND TEST ADMINISTRATION MANUAL SECURITY FORMS

Schools will receive a Test Booklet Security Form for each grade tested in the school. Test Administration Manuals for grades K–2 contain “live” (operational) items and are secure. Therefore, schools with grades K, 1, and/or 2 will also receive a Test Administration Manual Security Form for each grade tested.

The forms must be used to distribute test booklets and secure manuals to Test Administrators and to account for all test booklets and secure manuals, daily, after testing. Space is provided on the forms to enter the range of test booklet or secure manual security ID numbers assigned to each Test Administrator. Each Test Administrator must initial in the “Out” column under “Test Booklet Receipt and Return” when the booklets are distributed and the School Test Coordinator must initial in the “In” column when they are returned and counted each day after testing. The security forms shall be used in tracking test booklets and secure manuals assigned to Test Administrators. The School Test Coordinators shall verify the number of test booklets and secure manuals returned by each Test Administrator. Test Booklet and Test Administration Manual Security Forms must be returned with the appropriate administration’s nonscoreable materials. Careful attention to completing the security forms will minimize lost test booklets and secure manuals. Separate Test Booklet Security Forms will be provided for Large Print and Braille test booklets. The completed security forms are to be returned with the secure materials according to the instructions provided on pages 39 and 41 of this manual. District Test Coordinators should make a copy of the completed Test Booklet and Test Administration Manual Security Forms for the district records.

TESTING GUIDELINES AND SECURITY

SECURE PROCEDURES FOR SCRATCH PAPER (GRADES 1–2 ONLY)

Scratch paper can be provided for students in grades 1 and 2. Please be familiar with the security procedures for scratch paper on page 25. If students in grades 1 and 2 use scratch paper, the additional student labels provided for students must be affixed to the scratch paper in the top right-hand corner. Scratch paper must be included in the Nonscoreable Materials Return Shipment. If a student does not have a student label, then the student's State Reporting Identification Number, name, and school must be written on the scratch paper. Even if a student does not use scratch paper, but has access to it, that paper must still be returned to Questar.

TRANSFERRING MATERIALS FROM DISTRICT TO DISTRICT

It is critical that materials be inventoried as soon as they are received so that additional materials can be ordered if necessary. However, there may be situations when ordering materials in time for testing is not possible. In an emergency, materials may be transferred from one district to another.

If secure materials (test booklets and Test Administration Manuals for grades K–2) are transferred from one district to another, the District Test Coordinator must complete and fax the Secure Material Transfer Form to the ADE **and** to Questar (see sample in Appendix G). The District Test Coordinator must follow all instructions on the form to ensure that test security is maintained. Additionally, districts must note the transfer on both Test Security Affidavit 1 and the appropriate Test Booklet or Test Administration Manual Security Form.

The transfer of secure materials must be handled by someone **currently** licensed by the ADE as an Arkansas teacher or administrator. Transfer of secure materials must be done either by hand delivering them or by a method that is trackable (FedEx or UPS). Be sure to keep all paperwork related to the shipment. **District Test Coordinators must call the ADE for instructions regarding the transfer of a used answer document or consumable test booklet for any student moving from one district to another during testing.**

Non-secure materials, including **unused/blank** answer documents, rulers, manuals (except Test Administration Manuals for grades K–2), parent pamphlets, etc., may be transferred to another district without documentation and without contacting Questar or the ADE.

Before transferring any scratch paper for grades 1–2 or Mathematics Reference Sheets for grades 3–8, you must call the ADE Assessment Office at 501-682-4558.

TESTING GUIDELINES AND SECURITY

MATERIALS PROHIBITED DURING TEST ADMINISTRATION

Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions. If students finish a session early, they may review only the current session test answers and then sit quietly. Collect rulers, protractors, and manipulatives from students, if applicable, after the completion of the last mathematics session on which these materials can be used.

Scratch Paper—Except for grades K–2, students may write in their test booklets. **No scratch paper may be provided** for students in grade K and grades 3–9 (the use of scratch paper is a breach of security). However, in grades 3–9, students may use blank spaces in the test booklets to do scratch work. For open-response items, students must show all of their work in the spaces provided in the answer documents; **any work recorded in the test booklets will NOT be scored**. Only work recorded with a No. 2 pencil in the answer documents will be scored.

Electronic Devices—No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-502(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3 player).

Food and Drink—During testing, no food or drink is allowed in the testing area.

Highlighters—Highlighters may be used on the test booklets ONLY (except for grades K–2). **No highlighters may be used on the answer documents or consumable test booklets.**

Ink Pens/Felt-Tip Markers—Ink pens and felt-tip markers must **not** be used on any answer document or consumable test booklet. **Use a No. 2 pencil only.**

CALCULATOR USE AND RESTRICTIONS

Within the Augmented Benchmark Examinations and The Iowa Test at grade 9, most sessions permit calculator use. However, during certain sessions, calculators may **not** be used. Calculators may **not** be used on the science portions of the Augmented Benchmark Examinations or on The Iowa Tests for grades K–2. See the Test Administration Manuals for further information on calculators. **Students may NOT share calculators during testing sessions and may have only ONE calculator during testing.**

Students may use any four-function, scientific, or graphing calculator, as long as it does not have any of the features on the list below.

Calculators that may NOT be used for any session of the examinations include the following:

- Pocket organizers
- Hand-held or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cellular phones or other wireless communication devices
- Calculators with QWERTY (typewriter-like) pads
- Calculators with paper tape
- Calculators that “talk” or make unusual noises
- Calculators that require an electrical outlet
- Calculators with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials
- CAS (often designated Computer Algebra Systems)
- Calculators that can communicate wirelessly with other calculators

TESTING GUIDELINES AND SECURITY

Some examples of specific calculator models prohibited include the following:

- Casio CFX-9970G, Algebra FX 2.0, and ClassPad300
- Hewlett-Packard HP-40G, HP-48gII, HP-49G, and HP-50G
- Texas Instruments TI-89 or TI-92
- Voyage 200

TI-Nspire calculators without CAS are allowed only in the following two cases:

- 1) with the TI-84 Plus keypad**
- 2) with the TI-Nspire keypad using operating system 1.7 or higher with both “Limit geometry functions” and “Disable function grab and move” invoked in Press-to-Test mode. You must invoke Press-to-Test mode at the beginning of each session and exit Press-to-Test mode at the end of each session.**

If students are permitted to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the above requirements. Failure on the part of the Test Administrator to verify that each calculator meets the above requirements will constitute a breach of security.

It is the responsibility of the Test Administrator to clear the memory of each calculator at the beginning and end of each testing day. Failure to do so constitutes a breach of security.

Make sure that students using calculators have practiced using them and are familiar with the use of the calculator in testing situations with items similar to those they will see on the examination (i.e., open-response items). It is also important that students understand that while they are allowed to use calculators, it is still essential that the students show all of their work when responding to the open-response items.

If one student has the opportunity to use a calculator, then all students in the class should have equal access to a calculator. However, there should be no perceived disadvantage to your students whether they are encouraged to use calculators or not allowed to use them. The test items were designed to minimize the amount of computational effort the students would need on the test. Those who teach mathematics in your school should decide whether or not calculators should be used.

No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-502(b)].

ALERTS

Student responses are confidential with scorers seeing only an answer document identification number for any response to an open-response item or essay topic. However, there is an approved alert process in place for any response that is disturbing or indicates some administrative irregularity (e.g., any potential danger to the student or others, illegal activity, cheating, breach of test security). In case of an alert situation, Questar will notify the ADE Assessment Office who will notify the Superintendent. In these cases, the Arkansas Department of Education and the Superintendent constantly maintain student confidentiality.

2011 TESTING SESSION GUIDELINES AND SCHEDULE

AUGMENTED BENCHMARK EXAMINATIONS TESTING SESSION GUIDELINES AND SCHEDULE

The Augmented Benchmark Examinations consist of 12 forms for each grade. District Test Coordinators are responsible for designating the time at which all students in a grade will be tested at all schools in the district. While all students in a grade must be tested at the same time, testing times may vary by grade (all grades do not have to be tested at the same time). The testing schedule for the Augmented Benchmark Examinations must be provided to School Test Coordinators.

It is recommended that the test be administered in the morning. The test administration should not be scheduled after an athletic event, assembly, or class outing. All test schedules should be checked with the appropriate school officials to be sure that the administration of the test is not interrupted.

The Augmented Benchmark Examinations are timed tests. Each session must be administered in the time specified below so that accurate assessment information may be collected. For each session, refer to the amount of time shown in the table below. Allow time at the beginning of each session to present directions and other information to the students. **Early testing constitutes a breach in test security.**

DAY	GRADE(S)	SESSION	TESTS	MINUTES
Monday April 11, 2011	Grade 5	-	Student Demographic Information	15
		S1	22 multiple-choice items	35
		S2	2 open-response items	30
		S3	2 open-response items	30
		S4	14 multiple-choice items	25
		S5	2 open-response items	30
	Grade 7	-	Student Demographic Information	15
		S1	22 multiple-choice items	35
		S2	2 open-response items	30
		S3	2 open-response items	30
		S4	14 multiple-choice items	25
		S5	2 open-response items	30
Tuesday April 12, 2011	Grade 3	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
	Grade 4	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
	Grade 5	M6	10 multiple-choice items	15
		M7	2 open-response items	30
		M8	2 open-response items	30
		W9	Writing Prompt #1	45

2011 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE(S)	SESSION	TESTS	MINUTES
Tuesday April 12, 2011	Grade 6	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
	Grade 7	M6	10 multiple-choice items	15
		M7	2 open-response items	30
		M8	2 open-response items	30
		W9	Writing Prompt #1	45
	Grade 8	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
	Wednesday April 13, 2011	Grade 3	M5	24 multiple-choice items
M6			2 open-response items	30
W7			Writing Prompt #2	45
Grade 4		M5	25 multiple-choice items	40
		M6	2 open-response items	30
		W7	Writing Prompt #2	45
Grade 5		M10	25 multiple-choice items	40
		M11	2 open-response items	30
		W12	Writing Prompt #2	45
Grade 6		M5	25 multiple-choice items	40
		M6	2 open-response items	30
		W7	Writing Prompt #2	45
Grade 7		M10	20 multiple-choice items	30
		M11	2 open-response items	30
		W12	Writing Prompt #2	45
Grade 8		M5	19 multiple-choice items	30
		M6	2 open-response items	30
		W7	Writing Prompt #2	45
Thursday April 14, 2011	Grade 3	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30
	Grade 4	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30

2011 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE(S)	SESSION	TESTS	MINUTES
Thursday April 14, 2011	Grade 5	R13	8 multiple-choice items / 1 open-response item	30
		R14	8 multiple-choice items / 1 open-response item	30
		R15	8 multiple-choice items / 1 open-response item	30
		R16	8 multiple-choice items / 1 open-response item	30
	Grade 6	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30
	Grade 7	R13	8 multiple-choice items / 1 open-response item	30
		R14	8 multiple-choice items / 1 open-response item	30
		R15	8 multiple-choice items / 1 open-response item	30
		R16	8 multiple-choice items / 1 open-response item	30
	Grade 8	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30
Friday April 15, 2011	Grade 3	R12	Part 1—10 multiple-choice items	5
			Part 2—17 multiple-choice items	25
		L13	43 multiple-choice items	30
		M14	Part 1—19 multiple-choice items	22
	Part 2—4 multiple-choice items		3	
	Grade 4	R12	Part 1—11 multiple-choice items	5
			Part 2—19 multiple-choice items	25
		L13	47 multiple-choice items	30
		M14	Part 1—21 multiple-choice items	22
	Part 2—4 multiple-choice items		3	
	Grade 5	R17	Part 1—12 multiple-choice items	5
			Part 2—20 multiple-choice items	25
		L18	51 multiple-choice items	30
		M19	Part 1—23 multiple-choice items	22
			Part 2—5 multiple-choice items	3
	S20	37 multiple-choice items	30	
	Grade 6	R12	Part 1—13 multiple-choice items	5
			Part 2—21 multiple-choice items	25
		L13	54 multiple-choice items	30
		M14	Part 1—25 multiple-choice items	22
	Part 2—5 multiple-choice items		3	
	Grade 7	R17	Part 1—14 multiple-choice items	5
			Part 2—22 multiple-choice items	25
		L18	57 multiple-choice items	30
M19		Part 1—27 multiple-choice items	22	
		Part 2—6 multiple-choice items	3	
S20	41 multiple-choice items	30		

2011 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE(S)	SESSION	TESTS	MINUTES
Friday April 15, 2011	Grade 8	R12	Part 1—14 multiple-choice items	5
			Part 2—23 multiple-choice items	25
		L13	59 multiple-choice items	30
		M14	Part 1—29 multiple-choice items	22
			Part 2—6 multiple-choice items	3

The tests must be administered on the scheduled dates shown above. No portion of the test may be given early.

Breaks between Sessions

For grades 3, 4, 6, and 8 it is recommended that students be allowed at least a 15-minute break after the following sessions: Tuesday—M2 and M3, Wednesday—M6, Thursday—R9, and Friday—L13. For grades 5 and 7, it is recommended that students be allowed at least a 15-minute break after the following sessions: Monday—S2 and S4, Tuesday—M7 and M8, Wednesday—M11, Thursday—R14, and Friday—L18 and M19. For all grades, it is also recommended that students be given short breaks of 5 minutes after all other sessions. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day.

THE IOWA TESTS TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE	TESTS	MINUTES
Testing Window* April 4–15, 2011	K	Vocabulary—31 multiple-choice items	20
		Language—31 multiple-choice items	25
		Mathematics—35 multiple-choice items	25
		Reading—48 multiple-choice items	43
	1	Vocabulary—30 multiple-choice items	15
		Reading—34 multiple-choice items	35
		Language—46 multiple-choice items	30
		Math Concepts—29 multiple-choice items	20
		Math Problems—28 multiple-choice items	25
	2	Vocabulary—32 multiple-choice items	15
		Reading—38 multiple-choice items	35
		Language—54 multiple-choice items	30
		Math Concepts—31 multiple-choice items	20
		Math Problems—30 multiple-choice items	25
	9	Student Demographic Information	15
		Vocabulary—40 multiple-choice items	15
		Reading Comprehension—44 multiple-choice items	40
		Language: Revising Written Materials—56 multiple-choice items	40
		Mathematics: Concepts and Problem Solving—40 multiple-choice items	40
		Computation—30 multiple-choice items	15

* Districts have the option to decide when the tests for grades K, 1, 2, and 9 will be administered within the testing window. Please see the Test Administration Manuals for additional guidelines regarding testing.

2011 TESTING SESSION GUIDELINES AND SCHEDULE

INTERRUPTION OF TESTING SESSIONS

Circumstances over which you have no control (e.g., power failures, fire drills, severe weather conditions) may disturb the students during testing. If an interruption occurs during a testing session, Test Administrators are instructed to collect the student test materials and place them in the designated secure location. The District Test Coordinator must be notified of the interruption and must then call the ADE Assessment Office at 501-682-4558 for instructions prior to resuming testing. Interruptions should not reduce the total amount of time students are given to complete the test questions. If an interruption occurs, Test Administrators should note the time remaining in the testing session.

MAKE-UP TESTING SESSIONS

Make-up testing sessions may be scheduled for any day after the initial administration. However, all make-up testing **must be completed no later than Wednesday, April 20, 2011**, for the Augmented Benchmark Examinations. Every attempt should be made to administer make-up tests to students who were absent during original testing sessions. Districts must complete make-up testing for The Iowa Tests at grades K–2 and 9 within the established testing window of April 4–15, 2011.

REQUIREMENTS FOR CODING THE “TEACHER USE ONLY” BOX

The “Teacher Use Only” Box on the front cover of the answer document and the back cover of the consumable test booklet should be completed after all testing is completed. The Preliminary Demographic Verification Roster and student label include the student’s Monitored Former LEP status, ESI Code, Free and/or Reduced Lunch status, Gifted and Talented status, and LEP status as appropriate for the student. These sections do not need to be coded if a student label is used. If any of the information for the student is not correct on the Preliminary Demographic Verification Roster, the information must be updated in APSCN/TRIAND prior to the first day of testing. If a student label is not provided, enter and grid all of the information for that student.

For students without labels, only the person authorized in the agreement signed by the school with Child Nutrition can code the section for students eligible for Free and/or Reduced Lunch. This information must be filled out after testing is completed. This section cannot be marked by the Test Administrator. (Refer to Director’s Memo IA-99-011; the contact person is Suzanne Davidson at 501-324-9502.) As part of the preparations for testing, arrangements need to be made with the authorized person to code the Free and/or Reduced Lunch section on answer documents or consumable test booklets for students without labels after testing is completed.

Information requested in the “Teacher Use Only” Box must be completed correctly as applicable to each student. Coding of students cannot be changed after answer documents or consumable test booklets are sent to Questar. See Appendix D for more information on coding the “Teacher Use Only” Box.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

DISTRICT TEST COORDINATOR RESPONSIBILITIES

The District Test Coordinator should be familiar with the entire contents of this manual and the Test Administration Manuals for the Augmented Benchmark Examinations and The Iowa Tests. The District Test Coordinator is responsible for the following:

- inventory all materials **immediately upon receipt**
- distribute testing materials to schools
- provide training to district personnel as required by law
- ensure that an accurate count of all materials assigned to each School Test Coordinator is kept at all times
- maintain and supervise the security of all test materials before, during, and after testing
- distribute and collect affidavits (Affidavit 3 shall be signed by **all** Test Administrators)
- monitor test administration
- collect all test materials from School Test Coordinators after testing
- package all materials for return to Questar

A District Test Coordinator Checklist is provided on pages 43–45. The checklist covers only the major steps in the materials receipt and return processes and should **not** be used as a substitute for reading all of the instructions in this manual.

OVERVIEW OF MATERIALS SHIPMENTS

Each district will receive two separate shipments of testing materials for the Augmented Benchmark Examinations and The Iowa Tests. Quantities of materials are based on enrollments provided by the district, plus an overage for each school.

The Non-secure Test Materials Shipment (Shipment 1) will contain Test Administration Manuals for grades 3–9, answer documents, student labels, Preliminary Demographic Verification Rosters, Student Not Tested Forms, Parent Notification Pamphlets, Brochures for Educators, rulers, protractors, mathematics manipulatives, return kits, paper bands, test security affidavits, and header sheets. The Secure Test Materials Shipment (Shipment 2) will contain test booklets, Test Administration Manuals for grades K–2, Large Print and Braille materials (if ordered), and associated security forms. Keep all testing materials stored in a securely locked place. School Test Coordinators and Test Administrators are also instructed to monitor test materials at all times and to store them in a securely locked place when not in use. This includes securing materials at the close of each day of the testing sessions or if students are given an extended break between sessions.

INVENTORYING MATERIALS

It is the District Test Coordinator’s responsibility to inventory the district and school materials immediately upon receipt of each shipment. If there is a discrepancy between the shipping inventory documents and the materials, contact Questar’s Arkansas Customer Service (ARCustomerSupport@QuestarAI.com) at 800-643-8547, toll-free. **The District Test Coordinator is responsible for reporting any discrepancies or irregularities.**

Non-secure Test Materials Shipment (Shipment 1)

Check the quantity and type of district materials received against quantities listed on the District Packing List. Distribute the boxes of school materials to School Test Coordinators as soon as possible after receipt. The contents of the school boxes should also be inventoried as soon as possible, whether it is done by the District

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

Test Coordinator, the School Test Coordinator, or jointly. Verify that the quantities specified on each school's packing list will be sufficient for their needs. If you are missing materials or need additional materials, they may be ordered through Questar's ServicePoint Web site. A Quick Reference Guide with instructions for placing orders through ServicePoint is provided in Appendix F of this manual. Questar will also continue to accept additional materials orders by phone, e-mail, and fax (see Appendix G for an Additional Materials Order Form).

All of the forms and labels you will need to return test materials to Questar are packaged separately in plastic bags by return shipment type. When you have checked to make sure you have all of the required return forms and labels, put them back in the separate bags until needed after testing is completed. It is important to keep the return materials in their separate bags to avoid returning materials to Questar with incorrect UPS labels and Questar Return Labels.

Materials included in the district shipment that need to be distributed to schools are the paper bands and Test Security Affidavits. Your shipment includes one (1) set of Test Security Affidavits that must be copied as needed to provide sufficient quantities to each school. See page 23 of this manual for more information about the affidavits.

Secure Test Materials Shipment (Shipment 2)

Check quantities of materials shipped for the district and school against the quantities specified on the Packing Lists. Please use either the Box Content List, Shipment Summary List, or Secure Materials Report to confirm the test booklet and secure test administration manual security ID numbers.

Large Print and Braille test booklets and associated materials are included only if they were ordered for schools by the district and should be distributed to schools as appropriate.

Be sure to save all of the boxes in which your materials were received to use for returning test materials to Questar; instruct School Test Coordinators to do the same.

DISTRIBUTING MATERIALS

Shrink-wrapped secure test materials may be distributed to School Test Coordinators **no earlier** than five (5) school days prior to testing. School Test Coordinators should receive all materials for their school in the original boxes. The District Test Coordinator should inventory the school materials with each School Test Coordinator. This will ensure that materials received by the school have been accounted for and will eliminate the need for the School Test Coordinator to report discrepancies after receiving materials from the District Test Coordinator. Check quantities and materials in each school's box(es) against the items listed on the School Packing List or Shipment Summary List. After the inventory for each school is complete, make one copy of each school's Packing List for district records and return the original to Box 1 of the school box(es).

All test booklets and Test Administration Manuals for grades K–2 have been sequentially numbered and shrink-wrapped for security purposes. The shrink-wrapped school packages have labels that specify the security ID number range of the documents enclosed. **Due to security reasons, the shrink-wrapped packages of test booklets and Test Administration Manuals for grades K–2 may be opened no earlier than one (1) school day before the first day of testing for organizational purposes only.** No one may look inside test booklets for any reason. No test booklets or Test Administration Manuals for grades K–2 should be distributed to Test Administrators until the first day of testing. Maintaining test security is a very serious responsibility and there are security risks involved in this situation. A breach of security is one of the reasons for loss of license in the state of Arkansas.

If quantities or security ID numbers do not match the Secure Materials Report or shipping inventory documents, call Arkansas Customer Service immediately at 800-643-8547. The District Test Coordinator is responsible for reporting any discrepancies.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

REQUESTING ADDITIONAL MATERIALS

Inventory and distribute materials to all schools before requesting additional materials. After all materials have been distributed and an inventory has been done with each School Test Coordinator, make one request for additional materials for the entire district, should this be necessary. Additional materials may be ordered by

- ServicePoint (see ServicePoint Quick Reference Guide provided in Appendix F of this manual);
- faxing the Additional Materials Order Form (Appendix G) to Arkansas Customer Service at 866-688-0419; or
- contacting Questar’s Customer Service at ARCustomerSupport@QuestarAI.com or 800-643-8547.

REPORTING MISSING SECURE MATERIALS OR INCORRECT SECURITY NUMBERS

If, after opening a package of test booklets or Test Administration Manuals for grades K–2 on the first day of testing, a School Test Coordinator discovers a missing test booklet, a missing Test Administration Manual, or an incorrect security ID number, the District Test Coordinator should be notified immediately. The District Test Coordinator must then contact Questar at 800-643-8547 and the ADE Assessment Office at 501-682-4558 to inform them of the situation. The District Test Coordinator/School Test Coordinator should document the issue on the Test Booklet or Test Administration Manual Security Form.

DUTIES DURING TESTING

The District Test Coordinator should be available to answer questions and resolve problems during the testing sessions. If there are any problems with testing materials, call Questar at 800-643-8547 to report the situation. If there is a problem with test administration or test policy issues, contact the ADE Assessment Office at 501-682-4558. A call to the ADE to verify procedures is better than an error that results in a test investigation.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

GENERAL PROCEDURES FOR RETURNING TEST MATERIALS

After testing, inventory all materials returned from each school. During the inventory process, complete the associated documentation to be returned with each type of material. The following pages of this manual provide instructions for returning materials to Questar. Please read the instructions carefully to make sure you are completing and returning all required forms, materials are correctly organized, and materials are being returned within the prescribed time.

The return shipments for grades K–2 and 9 must be packaged and returned separately from the grades 3–8 shipments. You must use the appropriate UPS labels and Questar Return Labels. The procedures for returning the materials are the same for grades K–2 and 9 and for grades 3–8, but must be followed separately.

Scoreable materials to be returned to Questar include

- Used answer documents for grades 3–8
- Used answer documents for grade 9
- Used consumable test booklets for grades K–2
- Completed Student NOT Tested Forms

Nonscoreable materials to be returned to Questar include

- All test booklets, used and unused, for grades 3–8
- All test booklets, used and unused, for grade 9
- Unused consumable test booklets for grades K–2
- All Test Administration Manuals, used and unused, for grades K–2
- Scratch paper for grades 1 and 2
- All Mathematics Reference Sheets, used and unused, for grades 3–8

You may return scoreable and nonscoreable materials at the same time, but they **must be boxed separately** with the **appropriate** label on the boxes. Three different colors of labels are provided for the return of materials—make sure the correct label is used for each shipment. Materials are sorted at the scoring facility according to the color of the label on the box. Returning used documents in a box with an incorrect label may cause a substantial delay in processing and scoring them.

The four separate shipments returned to Questar will be

- Grades K–2 consumable test booklets, Grade 9 answer documents, Student NOT Tested Forms, and associated materials (using PURPLE Scoreable Questar Return Shipping Labels)
- Grade 9 test booklets, Grades K–2 Test Administration Manuals, scratch paper for grades 1–2, and associated materials (using IVORY Nonscoreable Questar Return Shipping Labels)
- Grades 3–8 answer documents, Student NOT Tested Forms, and associated materials (using GREEN Scoreable Questar Return Shipping Labels)
- Grades 3–8 test booklets, Mathematics Reference Sheets, and associated materials (using IVORY Nonscoreable Questar Return Shipping Labels)

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

There are three major steps involved in returning testing materials:

1. Inventory and organize all testing materials returned by School Test Coordinators and check and complete all required forms.
2. Package used answer documents or consumable test booklets, Student NOT Tested Forms, and related forms and arrange for the pick-up of the Scoreable Materials Return Shipments. (Used answer documents and consumable test booklets include those for Students NOT Tested.)
3. Package all test booklets (used and unused) for grades 3–9 and related forms and arrange for the pick-up of the Nonscoreable Materials Return Shipments.

SCOREABLE MATERIALS FORMS FOR RETURN

The following forms must be completed and returned with the scoreable materials.

Classroom/Group Information Sheets

The use of Classroom/Group Information Sheets is **mandatory**. Each school **must** complete at least one Classroom/Group Information Sheet for each grade tested. School Test Coordinators have been instructed to complete Classroom/Group Information Sheets for individual classes/groups within their school, place them on **top** of the appropriate sets of scoreable materials, and paper band them together. (Scoreable materials include those for Students NOT Tested.)

Check each Classroom/Group Information Sheet to ensure that it has been correctly completed. Count the scoreable materials associated with each Classroom/Group Information Sheet and verify the quantity with the count coded in Box 4 on the Classroom/Group Information Sheet. Keep the Classroom/Group Information Sheet on top of the corresponding set of classroom/group-level scoreable materials under the paper band. Then band all classroom sets of scoreable materials together by grade with the School/Grade Header Sheet on top. See the diagram provided on pages 38 and 40 of this manual.

School/Grade Header Sheets

The School Test Coordinators have been instructed to complete a School/Grade Header Sheet for each grade tested in their school, place it on top of the corresponding scoreable materials, and paper band them together. Check each School/Grade Header Sheet to ensure that it has been correctly completed. Verify that the name of each classroom/group is included on the School/Grade Header Sheet. Keep the School/Grade Header Sheet on **top** of the corresponding scoreable materials under the paper band. See the diagram provided on pages 38 and 40.

Consumable Test Booklet or Answer Document Transmittal Forms

Using the School/Grade Header Sheet(s), make a check mark on the appropriate Consumable Test Booklet or Answer Document Transmittal Form in the box beside each school returning scoreable materials. Verify that each paper band is marked “**USED.**” After completing the transmittal forms, sign your name at the bottom.

Test Security Affidavits

Each District Superintendent, District Test Coordinator, School Test Coordinator, Building Principal, and Test Administrator **must** sign affidavits regarding test security after completing the test administration. If additional copies of the affidavits are needed, they may be photocopied. (Affidavits do not need to be copied onto colored paper.) Make sure that all affidavits have been completed, signed, and returned to you. See page 23 of this manual for more detailed information about the affidavits.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

Scoreable Materials Return Verification Form

These forms are provided in the Scoreable Materials Return Kits, or the scoreable materials return verification information may be entered on ServicePoint (instructions are included in Appendix F). After the scoreable materials have been picked up, complete the information requested. If the information was not entered in ServicePoint, the paper form must be faxed to the number provided.

NONSCOREABLE MATERIALS FORMS FOR RETURN

Test Booklet and Test Administration Manual Security Forms

All test booklets and Test Administration Manuals for grades K–2, used and unused, must be returned to Questar. As District Test Coordinator, **it is your responsibility to verify that all test booklets and Test Administration Manuals for grades K–2 (used and unused) have been returned to you from the schools.** Also verify that they are in sequential order. School Test Coordinators and Test Administrators have been instructed to order test booklets and Test Administration Manuals sequentially before returning them to you. (There may be gaps in the test booklet sequences for grades K–2 as used test booklets for these grades will be returned in the Scoreable Materials Return Shipment.)

Verify that the Test Booklet and Test Administration Manual Security Forms have been completed and initialed and that they have been paper-banded with the test booklets and manuals, as appropriate. Any missing test booklets or Test Administration Manuals for grades K–2 must be documented on the appropriate security form, and a separate letter of explanation **must** be attached. Do **not** write the explanation on the security form. This information must be sent to Questar with the test booklets or Test Administration Manuals for grades K–2. At the completion of check-in, Questar will make a report of missing materials to the Arkansas Department of Education. Return the Test Booklet and Test Administration Manual Security Forms with the nonscoreable materials. Do **not** return the security forms with answer documents, consumable test booklets, or affidavits.

Nonscoreable Materials Return Verification Form

This form is provided in the Nonscoreable Materials Return Kits. After the nonscoreable materials have been picked up, complete the information requested and fax the Nonscoreable Materials Return Verification Forms to the number provided on the form, or complete the nonscoreable materials return information on ServicePoint (a Quick Reference Guide is provided in Appendix F).

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

PACKAGING THE SCOREABLE MATERIALS RETURN SHIPMENT FOR GRADES K–2 AND 9

The Scoreable Materials Return Shipment for grades K–2 and 9 must be completed and ready for pick-up on **April 19, 2011**. The **used*** answer documents, consumable test booklets, and Student Not Tested Forms are to be returned to Questar for scoring.

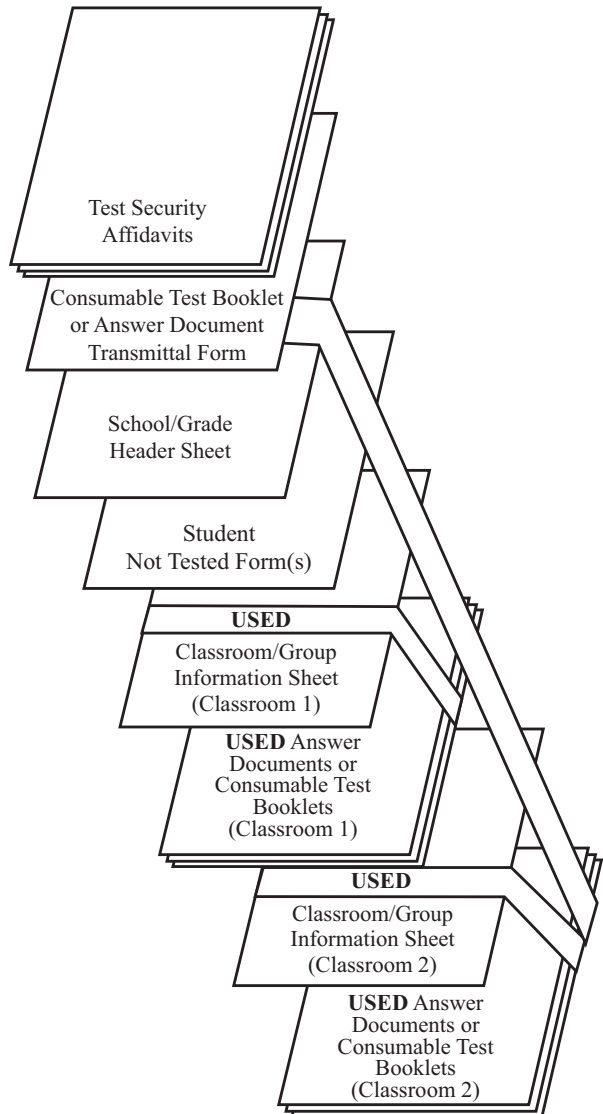
All **used*** answer documents and consumable test booklets should be returned for scoring, including documents for students not tested and Student Not Tested Forms. Any blank or unused documents received by Questar will be scored. Make sure that scoreable documents have been separated from nonscoreable documents. Place the Consumable Test Booklet or Answer Document Transmittal Form for each grade on top of the **used*** documents and Student Not Tested Forms for that grade.

Package scoreable materials one grade at a time, with all Test Security Affidavits on top of the school bundles for the entire district.

Prepare the scoreable materials for shipment as follows:

- Package materials for return to Questar.
- Do **not** return nonscoreable materials in the same box as scoreable materials.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label on each box.
- Place one Scoreable Questar Return Shipping Label (**PURPLE**) on each box.
- In the lower left corner of each **PURPLE** label, write the number of the box and the total number of boxes of scoreable materials you are shipping. For example: **Box 1 of 3, Box 2 of 3, Box 3 of 3**. If you are shipping only one box, write **Box 1 of 1**. Do **not** include the number of boxes of nonscoreable materials in the total for the number of boxes of scoreable materials.
- Make arrangements with UPS for package pick-up.
Please be aware that UPS may not be able to pick up the packages until the **following** business day.

Note: Responses for students who used a Large Print or Braille test booklet must be transcribed onto a student answer document (or consumable test booklet if a Large Print test was taken at grade 2) prior to inclusion in the Scoreable Materials Return Shipment.



*Used answer documents and consumable test booklets include those for Students NOT Tested.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

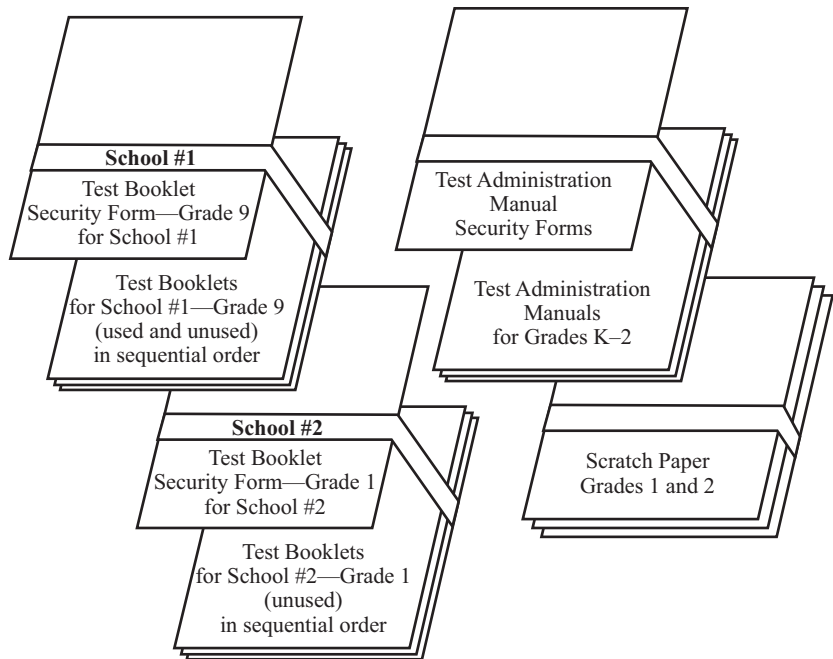
PACKAGING THE NONSCOREABLE MATERIALS RETURN SHIPMENT FOR GRADES K–2 AND 9

The Nonscoreable Materials Return Shipment for grades K–2 and 9 must be completed and ready for pick-up on **April 20, 2011**. For each school, make sure the Test Booklet Security Form is on **top** of the appropriate test booklets, arranged by grade, and the Test Administration Manual Security Forms are on **top** of the appropriate Test Administration Manuals for grades K–2, arranged by grade.

Package the nonscoreable test booklets, Test Administration Manuals for grades K–2, and scratch paper for grades 1–2 in the original boxes in the order shown. Large Print and Braille test booklets must be returned in this shipment. Large Print test booklets may be folded to fit in the boxes.

Prepare to ship the nonscoreable materials as follows:

- Package nonscoreable materials for return to Questar.
- Do **not** return scoreable materials (used answer documents, consumable test booklets, and Student Not Tested Forms) in the same box as nonscoreable materials.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label on each box.
- Place one Nonscoreable Questar Return Shipping Label (**IVORY**) on each box.
- In the lower left corner of each **IVORY** label, write the number of the box and the total number of boxes of nonscoreable materials you are shipping. For example: **Box 1 of 3, Box 2 of 3, Box 3 of 3**. If you are shipping only one box, write **Box 1 of 1**. Do **not** include the number of boxes of scoreable materials in the total for the number of boxes of nonscoreable materials.
- Make arrangements with UPS for package pick-up. Please be aware that UPS may not be able to pick up the packages until the **following** business day.



INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

PACKAGING THE SCOREABLE MATERIALS RETURN SHIPMENT FOR GRADES 3–8

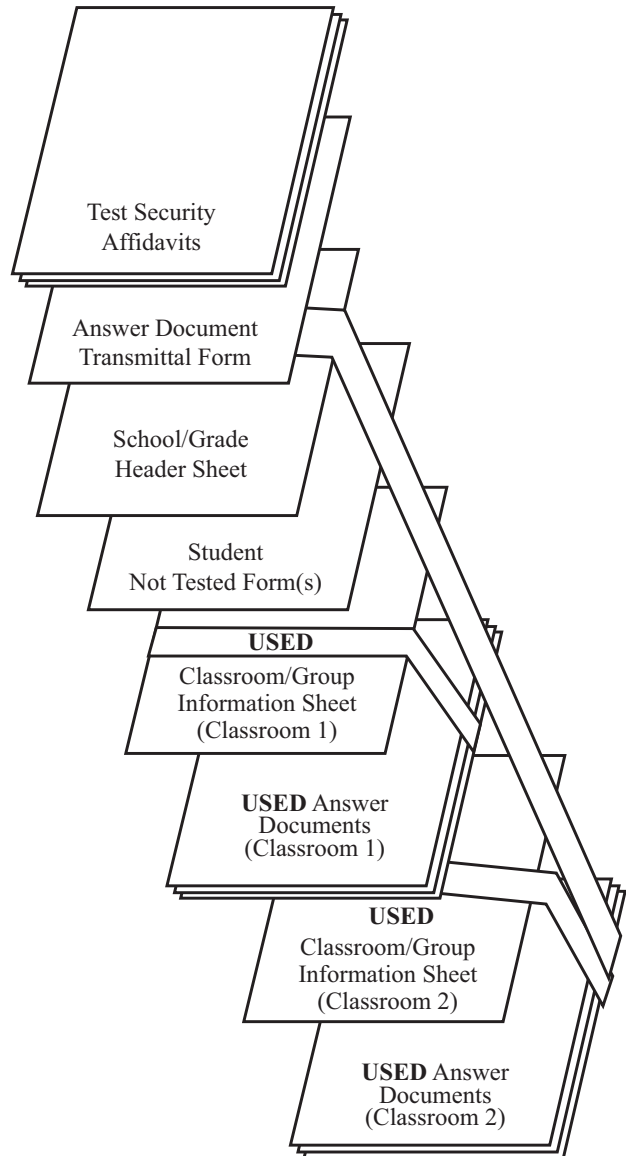
The Scoreable Materials Return Shipment for grades 3–8 must be completed and ready for pick-up on **April 22, 2011**. The **used*** answer documents and Student Not Tested Forms are to be returned to Questar for scoring.

All **used*** answer documents should be returned for scoring, including documents for students not tested and Student Not Tested Forms. Any blank or unused documents received by Questar will be scored. Make sure that scoreable documents have been separated from nonscoreable documents. Place the Answer Document Transmittal Form(s) for each grade on top of the **used*** answer documents and Student Not Tested Forms for that grade.

Package scoreable materials one grade at a time, with all Test Security Affidavits on top of the school bundles for the entire district.

Prepare the scoreable materials for shipment as follows:

- Package materials for return to Questar.
- Do **not** return nonscoreable materials in the same box as scoreable materials.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label on each box.
- Place one Scoreable Questar Return Shipping Label (**GREEN**) on each box.
- In the lower left corner of each GREEN label, write the number of the box and the total number of boxes of scoreable materials you are shipping. For example: **Box 1 of 3, Box 2 of 3, Box 3 of 3**. If you are shipping only one box, write **Box 1 of 1**. Do **not** include the number of boxes of nonscoreable materials in the total for the number of boxes of scoreable materials.
- Make arrangements with UPS for package pick-up. Please be aware that UPS may not be able to pick up the packages until the **following** business day.



Note: Responses for students who used a Large Print or Braille test booklet must be transcribed onto a student answer document prior to inclusion in the Scoreable Materials Return Shipment.

*Used answer documents include those for Students NOT Tested.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

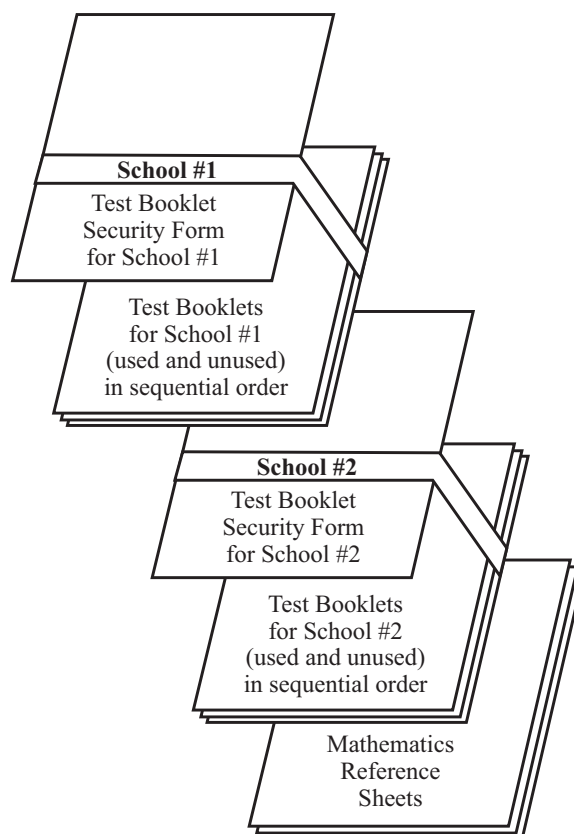
PACKAGING THE NONSCOREABLE MATERIALS RETURN SHIPMENT FOR GRADES 3–8

The Nonscoreable Materials Return Shipment for grades 3–8 must be completed and ready for pick-up on **April 25, 2011**. For each school, make sure the Test Booklet Security Form is on **top** of the appropriate test booklets, arranged by grade.

Package the nonscoreable test booklets and Mathematics Reference Sheets in the original boxes in the order shown. Large Print and Braille test booklets must be returned in this shipment. Large Print test booklets may be folded to fit in the boxes.

Prepare to ship the nonscoreable materials as follows:

- Package nonscoreable materials for return to Questar.
- Do **not** return scoreable materials (used answer documents and Student Not Tested Forms) in the same box as nonscoreable materials.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label on each box.
- Place one Nonscoreable Questar Return Shipping Label (**IVORY**) on each box.
- In the lower left corner of each **IVORY** label, write the number of the box and the total number of boxes of nonscoreable materials you are shipping. For example: **Box 1 of 3, Box 2 of 3, Box 3 of 3**. If you are shipping only one box, write **Box 1 of 1**. Do **not** include the number of boxes of scoreable materials in the total for the number of boxes of nonscoreable materials.
- Make arrangements with UPS for package pick-up. Please be aware that UPS may not be able to pick up the packages until the **following** business day.



ARRANGING FOR THE PICK-UP OF THE SCOREABLE MATERIALS RETURN SHIPMENT

All scoreable materials must be returned to Questar via UPS. UPS labels have been provided in the Scoreable Materials Return Kits. Questar is responsible for all shipping costs; however, it is the District Test Coordinator's responsibility to make shipping arrangements with UPS.

It is essential to keep records of the shipment. Keep the "Return Service Customer Receipt" portion of each UPS label you use to return scoreable materials.

After the scoreable materials have been picked up, complete and fax the Scoreable Materials Return Verification Forms to the number provided on the form or complete the scoreable materials return verification information on ServicePoint (a Quick Reference Guide is provided in Appendix F of this manual).

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

ARRANGING FOR THE PICK-UP OF THE NONSCOREABLE MATERIALS RETURN SHIPMENT

All nonscoreable materials must be returned to Questar via UPS. UPS labels have been provided in the Nonscoreable Materials Return Kits. Questar is responsible for all shipping costs; however, it is the District Test Coordinator's responsibility to make shipping arrangements with UPS.

It is essential to keep records of the shipments. Keep the "Return Service Customer Receipt" portion of each UPS label used to return nonscoreable materials.

After the nonscoreable materials have been picked up, complete and fax the Nonscoreable Materials Return Verification Forms to the number provided on the form or complete the nonscoreable materials return verification information on ServicePoint (a Quick Reference Guide is provided in Appendix F of this manual).

DISTRICT TEST COORDINATOR CHECKLIST

GENERAL

- ___ Read this District and School Test Coordinators' Manual in its entirety.
- ___ Read the Test Administration Manuals to familiarize yourself with all procedures.
- ___ Save all of the boxes in which your materials were received to use to return test materials to Questar; instruct School Test Coordinators to do the same.
- ___ Be available on testing days to answer questions and resolve problems.

RECEIPT OF MATERIALS

Non-secure Test Materials Shipment (Shipment 1)

- ___ Verify that you have received all boxes of materials for all schools that will be administering the Augmented Benchmark Examinations and The Iowa Tests according to the number of boxes indicated on the school labels, or use the Shipment Summary List (included in Box 1) for a list of all boxes and their materials.
- ___ Inventory and distribute materials according to the instructions in this manual. The District and School Packing Lists provide the quantities of materials shipped. Keep the return forms and labels in the separate bags until needed after testing.
- ___ Determine if each school is receiving a sufficient amount of student test materials. Refer to the instructions on page 34 for ordering additional materials, if needed.
- ___ Implement procedures to ensure that the information contained on the Preliminary Demographic Verification Rosters is correct for each student. If any information is not correct, it must be updated in APSCN/TRIAND prior to the first day of testing.
- ___ Make the appropriate number of copies of each Affidavit 2—School Level Test Security Form and each Affidavit 3—Test Administrator Security Form for distribution to schools.
- ___ Distribute paper bands, one copy of each Affidavit 2, and one copy of each Affidavit 3 to each school along with the non-secure materials. (Schools may make additional copies of Affidavit 3 if needed.)

Secure Test Materials Shipment (Shipment 2)

- ___ Verify that you have received all boxes of materials for all schools that will be administering the Augmented Benchmark Examinations and The Iowa Tests according to the number of boxes indicated on the school labels, or use the Shipment Summary List (included in Box 1) for a list of all boxes and their materials.
- ___ Inventory district materials according to the instructions provided in this manual.
- ___ Inventory each school's materials with the School Test Coordinator. Make a copy of each school's Packing List for your records.
- ___ Keep track of additional materials needed for each school so that you can make one request for the entire district (see page 34 for instructions and Appendix G for the Additional Materials Order Form).
- ___ Inventory test booklets and Test Administration Manuals for grades K–2 by using the Secure Materials Report, Shipment Summary List or Box Content List, and the label with security ID numbers on each shrink-wrapped package. Test booklets and secure manuals should be counted while they are in the shrink-wrapped package. **Secure materials may leave the district's secure location no more than five (5) school days before testing.** When not being used, test booklets for all grades and Test Administration Manuals for grades K–2 must be kept in a securely locked area.
- ___ Distribute Large Print and Braille test booklets to schools that ordered them following the same security procedures as for the regular test booklets.

DISTRICT TEST COORDINATOR CHECKLIST

RETURN OF TESTING MATERIALS TO QUESTAR

- ___ Inventory all testing materials returned from the schools.
- ___ Separate scoreable materials from nonscoreable materials—these must be returned in **separate** shipments.

Scoreable Materials

- ___ Verify that **used*** answer documents or consumable test booklets have been separated from **unused** answer documents or consumable test booklets. Do **not** return **unused** answer documents to Questar.
- ___ Verify that Student Not Tested Forms have been correctly completed and included with the used answer documents or consumable test booklets.
- ___ Check that each Classroom/Group Information Sheet has been completed correctly and that no changes have been made to the preprinted information. If changes were made to the preprinted information, a new (blank) header sheet must be completed with the correct information entered and coded. Verify that the number of **used*** answer documents or consumable test booklets matches what is coded in Box 4 on the Classroom/Group Information Sheet.
- ___ Check that each School/Grade Header Sheet has been completed correctly. Verify that the number of Student Not Tested Forms being returned is correctly listed in Box 4 and that each classroom/group returned under the School/Grade Header Sheet is listed in Box 5.
- ___ Make a check mark next to each school that has **used*** answer documents, consumable test booklets, or Student Not Tested Forms being returned on the appropriate Consumable Test Booklet or Answer Document Transmittal Form and then sign your name at the bottom.
- ___ Separate Affidavits 2 and 3 from each school's materials. Verify that they have been accurately completed and signed, and that no affidavits are missing. Keep all affidavits for a grade together; do not reband them with the scoreable materials.
- ___ Verify that any Affidavit Waiver Forms for Providing an Approved Accommodation are firmly attached to the appropriate Affidavit 3—Test Administrator Security Form.
- ___ Read and sign Affidavit 1—District Level Test Security Form and verify that the District Superintendent has also signed the form.
- ___ Organize all materials as shown in the diagrams provided in this manual.
- ___ Package the materials by grade and securely seal boxes with tape. Do **not** put nonscoreable materials in the same box with scoreable materials.
- ___ Place a Scoreable Questar Return Shipping Label (PURPLE for The Iowa Tests and GREEN for the Augmented Benchmark Examinations) on each box. In the lower left corner of each label, write the number of the box and the total number of boxes of scoreable materials you are shipping. For example: **Box 1 of 3, Box 2 of 3, Box 3 of 3**. If you are shipping only one box, write *Box 1 of 1*. Do **not** include the number of boxes of nonscoreable materials in the total number of boxes of scoreable materials.
- ___ If you do not have a regularly scheduled UPS pick-up, call 877-536-2697 to arrange for the scoreable materials to be picked up. Call one (1) school day prior to when you need the documents picked up.
- ___ Keep the "Return Service Customer Receipt" portion of each UPS label used to return scoreable materials.
- ___ Fax the Scoreable Materials Return Verification Forms to Questar at 866-688-0419 or enter your return information in ServicePoint.

*Used answer documents or consumable test booklets include those for Students NOT Tested.

DISTRICT TEST COORDINATOR CHECKLIST

Nonscoreable Materials

- _____ For each school, verify that the Test Booklet and/or Test Administration Manual Security Forms are on top of the appropriate test booklets or secure Test Administration Manuals (grades K–2). See the diagrams provided in this manual.
- _____ Verify that no answer documents are inside test booklets. If an answer document is found after the scoreable materials shipment has been picked up, notify Questar immediately.
- _____ Package test booklets and Test Administration Manuals for grades K–2 **separately for each grade** in sequential security ID number order and securely seal boxes with tape. Do not place nonscoreable materials and scoreable materials in the same box.
- _____ Place a Nonscoreable Questar Return Shipping Label (IVORY for **all** nonscoreable materials for grades K–2 and 9 AND for grades 3–8) on each box. In the lower left corner of each label, write the box number and the total number of boxes of nonscoreable materials you are shipping. For example: **Box 1 of 3, Box 2 of 3, Box 3 of 3**. If you are shipping only one box, write *Box 1 of 1*. Do **not** include the number of boxes of scoreable materials in the total number of boxes for nonscoreable materials.
- _____ If you do not have a regularly scheduled UPS pickup, call 877-536-2697 to arrange for the nonscoreable materials to be picked up. Call one (1) school day prior to when you need the materials picked up.
- _____ Keep a copy of the “Return Service Customer Receipt” portion of each UPS label used to return nonscoreable materials.
- _____ Fax the Nonscoreable Materials Return Verification Forms to Questar or enter your return information in ServicePoint.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

SCHOOL TEST COORDINATOR RESPONSIBILITIES

The School Test Coordinator is responsible for the following:

- appoint Test Administrators and provide training as required by law regarding appropriate administration procedures for the Augmented Benchmark Examinations and The Iowa Tests
- inventory test materials before and after testing
- distribute test materials to Test Administrators
- make sure that an accurate count of all materials assigned to each Test Administrator is kept at all times
- complete the Test Booklet and Test Administration Manual Security Forms as required to track secure test materials
- maintain and oversee the security of all test materials
- distribute and collect Test Security Affidavits
- monitor testing
- collect all test materials from Test Administrators after testing
- package and return test materials to the District Test Coordinator

A School Test Coordinator Checklist is provided on pages 53–55. The checklist covers only the major steps in the materials receipt and return processes and should **not** be used as a substitute for reading all of the instructions in this manual.

APPOINTING AND TRAINING TEST ADMINISTRATORS

There should be at least one Test Administrator appointed for each group of approximately 25 students. Each Test Administrator is responsible for the security of his/her group's test materials while testing is being conducted.

Whenever possible, the test should be administered by classroom teachers. You may need to contact the school administrator/Building Principal to determine who will act as Test Administrators. Test Administrators must be **currently** licensed by the ADE as Arkansas professional educators, such as teachers, principals, or counselors.

See page 15 of this manual for requirements regarding the training of Test Administrators and Appendix C for a suggested training session agenda.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

INVENTORYING TEST MATERIALS

The School Test Coordinator should inventory the materials with the District Test Coordinator for all shipments. Check the quantities and materials in each school box against the items listed on the School Packing List or Shipment Summary List.

Answer documents are shrink-wrapped for convenience only and may be opened and distributed to facilitate placing of student labels on them or if they will be pre-assigned to students (see page 48 for more information about pre-assigning answer documents). All test booklets and Test Administration Manuals for grades K–2 have been sequentially numbered and shrink-wrapped for security purposes. The shrink-wrapped school packages have labels that specify the security ID number range of documents enclosed. Use the school shipping inventory documents and the label from the shrink-wrapped package to inventory the test booklets and secure manuals; do not open the shrink-wrapped packages. Due to security reasons, **the shrink-wrapped packages of test booklets and Test Administration Manuals may be opened no earlier than one (1) school day before the first day of testing for organizational purposes only**. No one may look inside test booklets for any reason. No test booklets or Test Administration Manuals for grades K–2 should be distributed to Test Administrators until the first day of testing. Maintaining test security is a very serious responsibility and there are security risks involved in this situation. A breach of security is one of the reasons for loss of license in the state of Arkansas.

Inventory test materials upon receipt. Once the shrink-wrapped package of test booklets or Test Administration Manuals for grades K–2 is opened, no earlier than one (1) school day before testing begins, the School Test Coordinator should check the security ID numbers and number of documents in the package. If a secure document is missing or a security ID number is incorrect, it is the School Test Coordinator’s responsibility to contact the District Test Coordinator **immediately**.

Be sure to save all of the boxes in which your materials were received for use in returning test materials to the District Test Coordinator.

DISTRIBUTING TEST MATERIALS TO TEST ADMINISTRATORS

Keep the header sheets for use after testing is completed and materials have been returned to you. School/Grade Header Sheets and Classroom/Group Information Sheets are provided. The Test Booklet and Test Administration Manual Security Forms shall be used in tracking test booklets for all grades and Test Administration Manuals for grades K–2 assigned to Test Administrators.

Each Test Administrator should receive student testing materials and a Test Administration Manual as appropriate for the grade for which the Test Administrator is responsible. The manuals (except for grades K–2) should be provided to Test Administrators at the training prior to the test administration, if not sooner. Note: The Test Administration Manuals for grades K–2 are **secure** materials and may **not** be distributed until the first day of testing.

Distribute the secure test booklets and/or Test Administration Manuals for grades K–2 to Test Administrators, as appropriate, **no earlier than the first day of testing**. The range of secure documents distributed to each Test Administrator must be recorded on the appropriate Test Booklet or Test Administration Manual Security Form (see instructions on page 48).

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

PRE-ASSIGNING ANSWER DOCUMENTS FOR GRADES 3–9

In order to accommodate the timely and efficient distribution of materials during testing, the answer documents for grades 3–9 may be pre-assigned to students. The School Test Coordinator and Test Administrators may work jointly to pre-assign answer documents by affixing student labels or by completing the student name and demographic information for students who were not provided a student label. The school, district, and classroom/group name sections on each front cover should also be completed. All information contained on the Preliminary Demographic Verification Rosters must be verified for correctness. If any of the information is incorrect, it must be updated in APSCN/TRIAND prior to the first day of testing (see page 11 of this manual).

The School Test Coordinator and Test Administrators must ensure that each student to be tested has one answer document assigned, and that the pre-assignments coincide with the test administration plan for groups of students. Once this has been completed, the answer documents must be returned to the secure area until the first day of testing.

COMPLETING THE TEST BOOKLET AND TEST ADMINISTRATION MANUAL SECURITY FORMS

Before distributing the test booklets for all grades and secure Test Administration Manuals for grades K–2 to Test Administrators, the Test Booklet and Test Administration Manual Security Forms for the appropriate grade must be completed. Make as many copies of the forms as needed to sign secure test booklets and manuals out to and in from Test Administrators. Directions for completing the Test Booklet and Test Administration Manual Security Forms are contained on the forms and include the following when distributing secure materials to Test Administrators:

1. Verify quantities and the security ID numbers printed on the secure materials against the security ID range printed on the form. Contact the District Test Coordinator **immediately** if any discrepancy is found. Attach documentation of the discrepancy to the appropriate security form.
2. Record the information requested on the form (Test Administrators' names and the **range** of security ID numbers of the test booklets or manuals assigned to each). Each Test Administrator must initial in the "Out" column under "Test Booklet Receipt and Return" when the booklets are distributed and the School Test Coordinator must initial in the "In" column when they are returned and counted each day after testing.

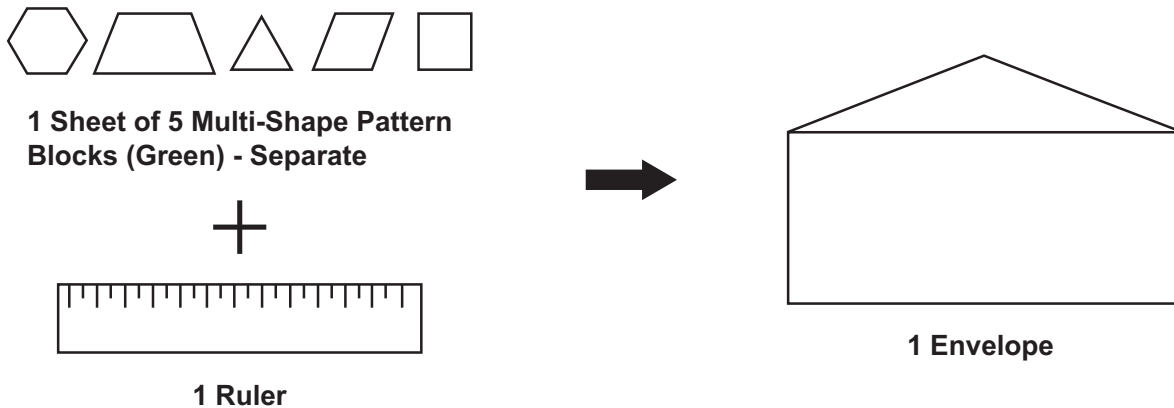
Retain the Test Booklet and Test Administration Manual Security Forms until testing has been completed. Each form will be used to account for the secure materials after testing.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

RULERS, PROTRACTORS, AND MANIPULATIVES FOR THE AUGMENTED BENCHMARK EXAMINATIONS

Students in grades 3–8 may be required to use a ruler to answer some mathematics items. Rulers will be provided in packages of 25 and should be given to all students being tested. All seventh- and eighth-grade students will also need a protractor. Protractors will be provided in packages of 25 and should be given to all seventh- and eighth-graders being tested.

Some of the test forms for grades 3–6 contain mathematics items that may require the use of green multi-shape pattern blocks. Since it will not be possible to identify students who will need the pattern blocks, all students in grades 3–6 should receive the pattern blocks and envelopes. These manipulatives will be provided in packages containing 25 sheets of green multi-shape pattern blocks and 25 envelopes. It is recommended that these materials be pre-assembled and students given a chance to practice with them prior to testing. As soon as the materials have been received, inventoried, and distributed, the School Test Coordinator and Test Administrators may work jointly to pre-assemble these materials. The Test Administration Manuals contain instructions for separating the perforated pattern blocks and placing them in an envelope along with a ruler.



Rulers, protractors, and manipulatives may NOT be used during all testing sessions. See the Test Administration Manuals for grades 3, 4, 6, and 8 and grades 5 and 7 for instructions on when rulers, protractors, and manipulatives may be used.

DUTIES DURING TESTING

School Test Coordinators must be available to answer questions and resolve problems during the testing sessions. If there are any problems with test materials, contact your District Test Coordinator.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

COMPLETING FORMS AND ORGANIZING MATERIALS AFTER TESTING

After testing, inventory all materials with each Test Administrator. Test Administrators should return the following bundles of materials: **used*** answer documents for grades 3–9 or consumable test booklets for grades K–2 (marked **USED**), unused answer documents for grades 3–9 or consumable test booklets for grades K–2 (marked **UNUSED**), all test booklets for grades 3–9, all Test Administration Manuals, scratch paper for grades 1 and 2, and Mathematics Reference Sheets for grades 3–8. **Unused** answer documents or consumable test booklets should be returned to the District Test Coordinator but should **not** be included in the counts on the Classroom/Group Information Sheets. Unused answer documents are **not** to be returned to Questar. **Unused** answer documents are those that are **completely** blank. Answer documents or consumable test booklets on which a “Student NOT Tested” reason is bubbled are to be included with **used*** answer documents or consumable test booklets and returned to Questar behind the appropriate Classroom/Group Information Sheet, along with the answer documents or consumable test booklets for students taking the test. Other materials (non-secure manuals, shipment inventory documents, etc.) may be destroyed, recycled, or returned to the District Test Coordinator if you are instructed to do so.

Used Answer Documents for Grades 3–9 or Consumable Test Booklets for Grades K–2

Test Administrators should have been instructed to count the **used*** answer documents or consumable test booklets, paper-band them together, and mark the paper band with the school name, the count, the security ID range (if applicable), and the word “**USED**.” Verify that this has been done and that the count is accurate.

Test Administrators have been instructed to thoroughly check all information on the **used*** answer documents or consumable test booklets and to code information in the “Teacher Use Only” Box on the front cover of the answer documents or back cover of the consumable test booklets **after** testing is completed. See page 67 for information regarding the requirements for coding the Free and/or Reduced Lunch section. Coding information for all sections in the “Teacher Use Only” Box is provided in Appendix D. Check to see that coding was done correctly and erase any stray marks.

Classroom/Group Information Sheet

One (1) Classroom/Group Information Sheet **must** be completed for **each** classroom of students tested, even if there is just one testing classroom/group. Students can be grouped any way you want them to be; however, the answer documents or consumable test booklets for all of the students you want grouped together must be placed behind the appropriate Classroom/Group Information Sheet. A School/Grade Header Sheet must still be completed for each school. The Classroom/Group Information Sheet is **not** a replacement for the School/Grade Header Sheet.

Instructions for completing the Classroom/Group Information Sheet are provided on the form itself. Enter and code the number of **used*** answer documents or consumable test booklets being returned on a separate Classroom/Group Information Sheet for each classroom/group. The number of answer documents or consumable test booklets for students not tested must be included in the count of **used*** answer documents or consumable test booklets. It is critical that the counts are accurate and are coded correctly. Do not include unused answer documents or consumable test booklets in the count. Place a completed Classroom/Group Information Sheet under the paper band on the corresponding stack of **used*** answer documents or consumable test booklets for each classroom.

Do **not** make changes to the preprinted information on the form. If the information printed for the school is incorrect, a blank Classroom/Group Information Sheet must be obtained from the District Test Coordinator. When completing a blank header, make sure the LEA Number is entered and coded accurately and completely.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

School/Grade Header Sheet

One (1) School/Grade Header Sheet must be completed for each grade tested at a school and/or for each grade at which Student Not Tested Forms are being returned. Fill in the circle for the appropriate grade, then list **all** of the classrooms/groups testing in the school. Make sure to fill out a corresponding Classroom/Group Information Sheet for each classroom/group listed and verify that the names of classes/groups are listed the same on both sheets. Indicate in Box 4 how many Student Not Tested Forms are being returned for the school. Place the School/Grade Header Sheet under the paper band on top of the corresponding Student Not Tested Forms and/or **used*** answer documents or consumable test booklets.

School identification information has been preprinted on the forms. If the information preprinted for the school is incorrect you may obtain a blank School/Grade Header Sheet from the District Test Coordinator. When completing a blank header sheet, make sure the LEA number is entered accurately and completely.

Unused Answer Documents for Grades 3–9 or Consumable Test Booklets for Grades K–2

Band together all **unused** (i.e., completely blank) answer documents or consumable test booklets. Return the bundles to the District Test Coordinator. (There may be gaps in the test booklet sequences for grades K–2 as used test booklets for these grades will be returned in the Scoreable Materials Return Shipment.)

Test Booklets for Grades 3–9

Test Administrators are instructed to organize all test booklets for grades 3–9 (used and unused) in security ID number order and paper band them together. Inventory the test booklets when they are returned to you to make sure all test booklets assigned to a Test Administrator have been returned. Verify that no answer documents are inside test booklets. Missing test booklets must be documented and an explanation provided. The District Test Coordinator is required to provide a letter of explanation for each missing test booklet. Return bundles of test booklets, paper-banded by grade, to the District Test Coordinator.

Test Administration Manuals for Grades K–2

Test Administrators are instructed to return all Test Administration Manuals for grades K–2 (used and unused). Inventory the secure manuals when they are returned to you to make sure all manuals have been returned and paper-band them together in security ID number order. Missing Test Administration Manuals for grades K–2 must be documented and an explanation provided. The District Test Coordinator is required to provide a letter of explanation for each missing secure manual. Return bundles of secure manuals, paper-banded by grade, to the District Test Coordinator.

Test Booklet and Test Administration Manual Security Forms

Test Booklet Security Forms for all grades and Test Administration Manual Security Forms for grades K–2 are provided with the range of security ID numbers assigned to the school. The security forms provide spaces to enter the ID range assigned to each Test Administrator, for the name of the Test Administrator, and for the Test Administrator and School Test Coordinator to initial the receipt and return of secure materials on each testing day. After the secure materials have been returned for the final time, they must be inventoried. On the appropriate security form, enter the date the secure materials are returned to the District Test Coordinator.

*Used answer documents or consumable test booklets include those for Students NOT Tested.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

Test Security Affidavits

During the collection of test materials from the Test Administrators, have each Test Administrator read and sign Affidavit 3—Test Administrator Security Form. Your District Test Coordinator will provide you with the appropriate affidavits. One copy of Affidavit 2—School Level Test Security Form must be read and signed by the School Test Coordinator and the Building Principal. All signed affidavits are to be returned to the District Test Coordinator.

Scratch Paper for Grades 1–2

Paper bands may be used to group scratch paper. Return bundles of scratch paper to the District Test Coordinator.

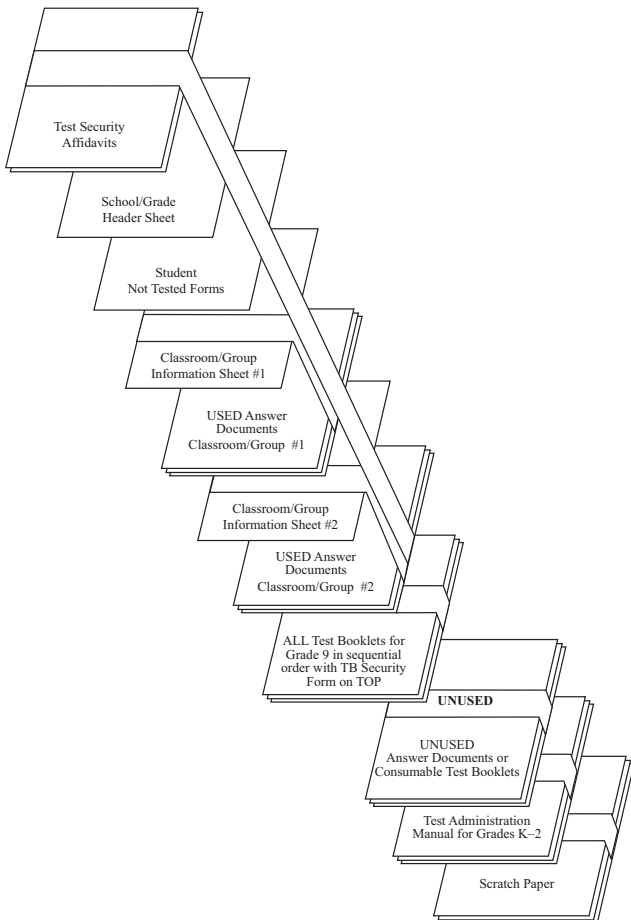
Mathematics Reference Sheets for Grades 3–8

Paper bands may be used to group the Mathematics Reference Sheets by grade. Return bundles of Mathematics Reference Sheets to the District Test Coordinator.

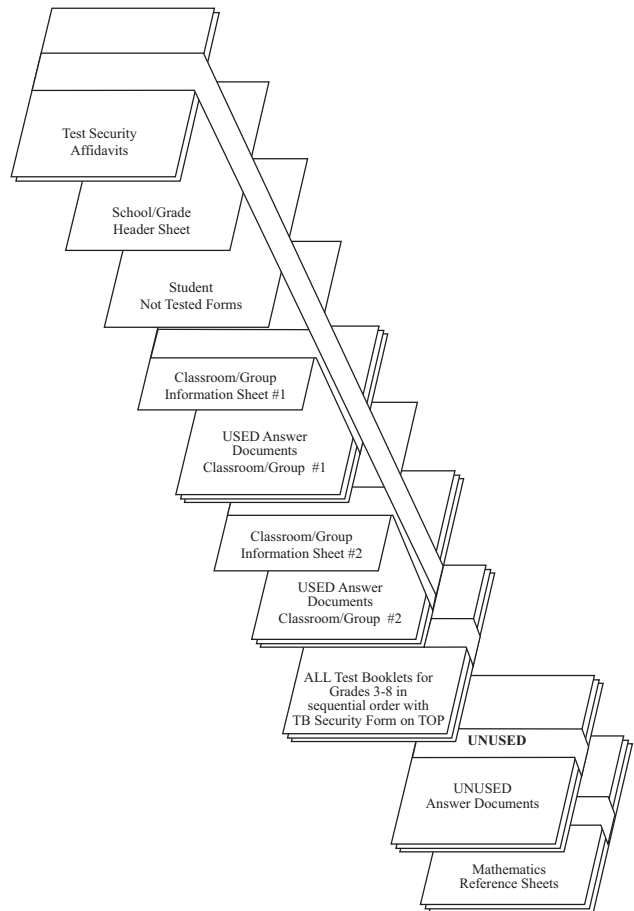
PACKAGING MATERIALS FOR RETURN TO THE DISTRICT TEST COORDINATOR

Return your materials to the District Test Coordinator immediately after testing. Materials should be packaged (separately by grade) in their original boxes in the order shown below so that you have one stack of materials for each grade tested.

Grades K–2 and 9



Grades 3–8



SCHOOL TEST COORDINATOR CHECKLIST

GENERAL

- ___ Read this District and School Test Coordinators' Manual in its entirety.
- ___ Read the Test Administration Manuals to familiarize yourself with all procedures.
- ___ Appoint Test Administrators **currently** licensed by the ADE as Arkansas professional educators.
- ___ Be available on testing days to answer questions and resolve problems.

RECEIPT OF MATERIALS

Non-secure Test Materials Shipment

- ___ Inventory all materials against the shipping inventory documents according to the instructions in this manual.
- ___ Check that you have enough of the manuals for grades 3–9 to provide one for each Test Administrator. If you need more manuals, they may be photocopied or printed off the ADE Web site.
- ___ Distribute the appropriate Test Administration Manual to each Test Administrator when Shipment 1 arrives. Stress to Test Administrators that they **must** read the manual prior to testing.
- ___ Verify that you have enough Parent Notification Pamphlets for each student being tested. The ADE suggests that the pamphlets be sent out two weeks prior to testing.
- ___ Distribute answer documents to Test Administrators who will be pre-assigning them to students according to the instructions provided in this manual.
- ___ Distribute mathematics manipulatives to Test Administrators if they will pre-assemble the multi-shape pattern blocks.
- ___ Verify that information on the Preliminary Demographic Verification Roster is correct, or assign Test Administrators to verify the information. If any student information is incorrect, it must be updated in APSCN/TRIAND prior to the first day of testing. See page 11 of this manual for further information.
- ___ Make as many copies of Affidavit 3—Test Administrator Security Form as needed for each grade to have all Test Administrators sign.

Secure Test Materials Shipment

- ___ With your District Test Coordinator, inventory all materials against the shipping inventory documents according to the instructions in this manual.
- ___ Keep the School Packing List and school shipping inventory documents for your records.
- ___ To inventory test booklets and secure Test Administration Manuals for grades K–2, use the shipping inventory documents (Shipment Summary List, Box Content List, or Secure Materials Report), and the label with security ID numbers provided on each shrink-wrapped package. Test booklets and secure manuals should be counted while they are in the shrink-wrapped package. **Secure materials may leave the district's secure location no more than five (5) school days before testing.** When not being used, test booklets for all grades and Test Administration Manuals for grades K–2 must be kept in a securely locked area.
- ___ Make as many copies of the Test Booklet Security Form for each grade and of the Test Administration Manual Security Form for grades K–2 as needed to check secure materials out to and in from all Test Administrators.
- ___ Complete the Test Booklet and Test Administration Manual Security Forms according to the instructions provided in this manual.
- ___ Distribute test booklets and secure Test Administration Manuals (grades K–2) to Test Administrators no earlier than the first day of testing.

SCHOOL TEST COORDINATOR CHECKLIST

CHECKING AND PREPARING MATERIALS FOR RETURN TO THE DISTRICT TEST COORDINATOR

- _____ Follow the instructions provided in this manual for completing forms and organizing materials for return to the District Test Coordinator.
- _____ Inventory all secure test materials with each Test Administrator as they return them, and initial the appropriate security forms indicating secure materials were returned after the final testing session.
- _____ Verify that **all** test booklets assigned to each Test Administrator have been returned and are in security ID number order with the lowest number on top and the highest number on the bottom.
- _____ Document any missing test booklets or Test Administration Manuals for grades K–2 with a detailed letter of explanation. Attach the letter(s) to the appropriate security form(s).
- _____ Have each Test Administrator read and sign Affidavit 3—Test Administrator Security Form for the appropriate grade(s). A separate copy of Affidavit 3 should be signed for each grade.
- _____ Confirm that Test Administrators followed the procedures in the Test Administration Manuals for checking student answer documents or consumable test booklets and that the “Teacher Use Only” Box has been properly completed.
- _____ Verify that **used*** answer documents or consumable test booklets have been separated from **unused** answer documents or consumable test booklets, and that Student Not Tested Forms and answer documents or consumable test booklets for Students NOT Tested are included with the **used*** answer documents or consumable test booklets. All answer documents and consumable test booklets, including blanks, returned to the scoring facility **will** be scanned and reported.
- _____ Complete Classroom/Group Information Sheets according to the instructions provided in this manual.
- _____ Place the Classroom/Group Information Sheet on top of the corresponding classroom’s **used*** answer documents or consumable test booklets and reband them.
- _____ Verify that the grade coded on the Classroom/Group Information Sheet matches the answer documents or consumable test booklets.
- _____ Verify that the number of **used*** answer documents or consumable test booklets behind each Classroom/Group Information Sheet is accurately entered and gridded in Box 4.
- _____ Complete a School/Grade Header Sheet for each grade tested at your school according to the instructions provided in this manual.
- _____ Place the School/Grade Header Sheet on the top of the appropriate Student Not Tested Forms and **used*** answer documents or consumable test booklets.
- _____ Verify that the grade coded on the School/Grade Header Sheet matches the answer documents or consumable test booklets.
- _____ Verify that each classroom/group returned under the School/Grade Header Sheet is listed for the appropriate grade.
- _____ Band together all **unused** answer documents or consumable test booklets.
- _____ Verify that all Student Not Tested Forms have been filled out correctly and completely and that the number of forms submitted is marked correctly on the School/Grade Header Sheet.
- _____ Organize all test booklets (**used** and **unused** for grades 3–9 and **used** for grades K–2) for each grade tested in the school in sequential security ID number order with the lowest number on the top and the highest number on the bottom.
- _____ Verify that no answer documents are inside test booklets and band the test booklets together.

*Used answer documents or consumable test booklets include those for Students NOT Tested.

SCHOOL TEST COORDINATOR CHECKLIST

- _____ Enter the date secure materials are returned to the District Test Coordinator on the Test Booklet and Test Administration Manual Security Forms.
- _____ Place the appropriate Test Booklet Security Form on top of the test booklets and the Test Administration Manual Security Form on top of the secure manuals, as appropriate, for each grade.
- _____ Read and sign Affidavit 2—School Level Test Security Form and verify that the Building Principal has also signed the form.
- _____ Place the Test Security Affidavits on top of the School/Grade Header Sheet. Band all materials together.
- _____ Band together all scratch paper, used and unused, for grades 1–2.
- _____ Group the Mathematics Reference Sheets by grade and paper-band each grade together.
- _____ Verify that materials are organized and banded as shown in the diagrams in this manual.
- _____ Return all materials to your District Test Coordinator.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

APPENDICES

APPENDIX A

ACCOMMODATIONS FOR TESTING

Testing accommodations may be made for students for whom standardized conditions are not appropriate but for whom the testing experience would be beneficial. Students may access any state-approved accommodations listed in their Individualized Education Programs (IEPs) and used on a regular basis in the classroom. However, IEPs may contain accommodations that are **not** allowed on the test, and these accommodations may **not** be used on the state-mandated testing. Testing accommodations may be made for students identified as disabled pursuant to P.L. 94-142 or for students considered as disabled under Section 504 of the Rehabilitation Act of 1973. Testing accommodations may be made for students identified as LEP as indicated in their Language Assessment Plans.

All accommodations must be administered by an Arkansas teacher or administrator who is CURRENTLY licensed by the ADE and has been trained in proper test administration procedures.

Allowable Special Education Accommodations include, but are not limited to, the following:

Code	Definition
1 TRAN*	a teacher transfers answers from the student’s test booklet to an answer document or consumable test booklet This means that the student must write all answers in the test booklet. This must be done in an individual setting. The student may not have extra paper. The teacher is to copy the student’s answers into the answer document or consumable test booklet exactly as the student wrote them. (Note: This accommodation is used with Large Print and Braille test booklets.)
2 REC*	a teacher records the student’s verbal responses and places them into his/her answer document or consumable test booklet This means that the teacher writes the student’s verbal responses into his/her answer document or consumable test booklet. This must be done in an individual setting. This accommodation is difficult on the writing portion of the Augmented Benchmark Examinations. Because the writing is scored for mechanics and usage, the student must spell each word and must provide each mark of capitalization and punctuation as he/she dictates his/her response. (Note: The teacher may not write it out first and then go back to ask the student to insert punctuation or adjust spelling.)
3 SIGN	directions signed for a student with a hearing impairment
4 PREF	preferential seating (study carrel)
5 SMGT	small group testing
6 INT	individual testing
7 RMT/RWT/RST*	reading of the math/writing/science test Important: <i>No portion of the reading test may be read to any student!</i>
8 MD	magnifying devices
9 NB	noise buffer
10 IS	individualized scheduling

***The Test Administrator will complete the Affidavit Waiver Form.**

APPENDIX A

Code	Definition
11 ET	extended time Important: <i>All testing scheduled for a given day must be completed by the conclusion of that school day.</i>
12 LPT*	Large Print test booklet There are no Large Print answer documents or consumable test booklets. The student shall write all answers in the test booklet. No scratch paper is permitted. The teacher will transcribe the student's answers into a standard answer document (or consumable test booklet for grade 2).
13 BT*	Braille test booklet There are no Braille answer documents. The teacher will transcribe the student's answers into a standard answer document.
14 AB	abacus

In special circumstances, additional requests for assistive devices will be considered for special education students or students with a 504 Plan. The "Special Accommodations Request Form for Special Education Students or Students with a 504 Plan" must be obtained from the ADE. Contact the ADE Assessment Office at 501-682-4558.

Allowable Limited English Proficient (LEP) Accommodations include the following:

Code	Definition
1 LEP - ET	extended time Important: <i>All testing scheduled for a given day must be completed by the conclusion of that school day.</i>
2 LEP - WTWD	word-to-word dictionary Limited English Proficient students may use an English/native language word-to-word dictionary that contains no definitions or pictures, if it is part of a student's LPAC Plan.
3 LEP - IS	individualized scheduling
4 LEP - PEF	preferential seating (study carrel)
5 LEP - SMGT	small group testing
6 LEP - INT	individual testing
7 LEP - RMT/RWT/RST*	reading of the math/writing/science test in English Important: <i>No portion of the reading test may be read to any student!</i>
8 LEP - NB	noise buffer

***The Test Administrator will complete the Affidavit Waiver Form.**

APPENDIX A

Accommodations that currently are not available include the following:

- audiocassettes
- languages other than English
- limiting multiple-choice answers
- reading any portion of the reading test

STUDENTS NOT TESTED

- Home-bound students
- Home-schooled students
- Incarcerated students
- Students in Residential Treatment Centers
- Students in Juvenile Detention Centers

APPENDIX B

READING OF MATHEMATICS, WRITING, AND SCIENCE

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having portions of the mathematics, writing, and/or science portions of the Augmented Benchmark Examinations or The Iowa Tests read to them if the accommodation is listed in their IEP, LPAC Plan, or 504 Plan and is used on a regular basis in the classroom. **Do not** code the Special Education Accommodations section for 504 students. However, they may still receive accommodations that are in the students' 504 Plans and used regularly in the classroom. **Reading of test questions or reading passages for the reading test is not allowed under any circumstances except when test administration instructions indicate test materials are read to all students.**

TRANSCRIPTION OF STUDENT RESPONSES

Only teachers or administrators who are **currently** licensed by the Arkansas Department of Education are allowed to transcribe a test for students who have this accommodation. The Affidavit Waiver Form provided in Appendix G must be copied and signed by the currently licensed Arkansas teachers or administrators providing the accommodation and stapled to Affidavit 3—Test Administrator Security Form. Keep one copy on file at the district.

Note: In certain cases, a student's response to test questions will require transcription (i.e., the responses must be coded or written in the student's answer document or consumable test booklet by someone other than the student). In those cases where a student's responses to test questions require transcription (e.g., Large Print version, Braille version, other approved accommodations), this transcription needs to be done by a teacher or administrator who is **currently** licensed by the Arkansas Department of Education and **must** occur within the district, prior to the shipment of materials to Questar. If this transcription does not occur within the district, the student's responses will be treated as nonscoreable or "not taken" by the contractor. Ideally, the transcription should be performed by the District Test Coordinator or someone working directly under his or her supervision.

APPENDIX C

TRAINING FOR TEST ADMINISTRATORS

The following is an outline of a potential training agenda to be used by District and School Test Coordinators for training Test Administrators prior to the 2011 Augmented Benchmark Examinations and The Iowa Tests. This agenda offers suggested topics for discussion and may be modified to meet the specific needs of districts.

SUGGESTED TRAINING AGENDA

Test Administration Assignments

- Test Administrator Assignments for Specific Groups of Students
- Selected Test Administration Sites within School/District

Test Administration Schedule

- General Administration Schedule
- Specific Administration Schedule for School/District

Test Administrator Responsibilities and Preparations

- Test Administrator Responsibilities
- Preparing Students and Parents: Advance Notification of Testing, Student Identification Numbers, Calculator Use and Restrictions
- Preparing Materials: Testing Materials, Other Materials
- Preparing the Administration Site
- Proper Administration of Accommodations

Students to be Tested

- Review Information in the Test Administration Manuals and in this District and School Test Coordinators' Manual
- Accommodations for Testing (Appendix A)

Test Security

- Testing Guidelines and Security Guidelines
- Procedures for Test Security: Identify Secure Area, Securing Materials Each Day of Testing

Checklist for Test Administrators

- Review Checklists in the Test Administration Manuals

Procedures during Test Administration

- Review Test Administration Scripts Provided in the Test Administration Manuals

Procedures after Test Administration

- Review Completing the "Teacher Use Only" Box and Procedures for Completing the Free and/or Reduced Lunch Section (Appendix D)
- Review Return of Materials to School Test Coordinators

APPENDIX D

COMPLETING THE “TEACHER USE ONLY” BOX

Information coded in the “Teacher Use Only” Box is used to place students in the appropriate reporting categories to determine the school and district Adequate Yearly Progress (AYP) for No Child Left Behind, and for the state accountability system. Therefore, it is critical that the information requested be completed correctly as applicable to each student. Students will not be reported correctly if the appropriate information is not coded on their answer documents or consumable test booklets. **Coding for students cannot be changed after answer documents and consumable test booklets are sent to Questar.**

Fill in the “Teacher Use Only” Box on the front cover of the answer document or the back cover of the consumable test booklet **after** all testing is completed. The Test Administrator and the person **authorized** to mark the Free and/or Reduced Lunch section are the only persons who should mark this box. See page 31 for information about persons authorized to mark the Free and/or Reduced Lunch section.

Verify that students did not mark any circle(s) in the “Teacher Use Only” Box.

The sections in the “Teacher Use Only” Box include the following: Monitored Former LEP, ESI Codes, Special Education Accommodations, Free and/or Reduced Lunch, Migrant Student, Gifted and Talented, Highly Mobile, Limited English Proficient (LEP), LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested (on page 2 of the answer document and on the inside back cover of the consumable test booklet).

After all testing is finished, the “Teacher Use Only” Box must be completed. If a student label has been used, it is not necessary to code the circles for Monitored Former LEP, ESI Codes, Free and/or Reduced Lunch, Gifted and Talented, and Limited English Proficient (LEP) in the “Teacher Use Only” Box. This information is already contained in the student label barcode and will override information coded in the “Teacher Use Only” Box. Only those sections of the “Teacher Use Only” Box that have an asterisk (Special Education Accommodations, Migrant Student, Highly Mobile, LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested) need to be completed, as appropriate, if a student label is used.

The following pages provide instructions for completing all of the sections in the “Teacher Use Only” Box, as appropriate for each student.

Important: A student label **must** be used on a student answer document, consumable test booklet, or Student Not Tested Form if one is provided for a student. Information provided by the ADE from APSCN/TRIAND will override anything coded in sections of the “Teacher Use Only” Box without an asterisk. If information for a student is incorrect, it must be updated in APSCN/TRIAND prior to testing. See page 11 regarding updating student demographic information.

A sample of the “Teacher Use Only” Box appears below.

TEACHER USE ONLY	SPECIAL EDUCATION ONLY	<input type="radio"/> Free and/or Reduced Lunch <input type="radio"/> *Migrant Student <input type="radio"/> Gifted and Talented <input type="radio"/> *Highly Mobile <input type="radio"/> Student enrolled in school/district after October 1, 2010	LEP ONLY	
	ESI Codes		<input type="radio"/> Limited English Proficient (LEP) <input type="radio"/> *LEP student less than one year in the U.S.	
	<input type="radio"/> Monitored Former LEP <input type="radio"/> Year 1 <input type="radio"/> Year 2		<input type="radio"/> *Special Education Accommodations ① TRAN ⑧ MD ② REC ⑨ NB ③ SIGN ⑩ IS ④ PREF ⑪ ET ⑤ SMGT ⑫ LPT ⑥ INT ⑬ BT ⑦ RMT/RWT/RST ⑭ AB	<input type="radio"/> *LEP Accommodations ① LEP - ET ② LEP - WTWD ③ LEP - IS ④ LEP - PREF ⑤ LEP - SMGT ⑥ LEP - INT ⑦ LEP - RMT/RWT/RST ⑧ LEP - NB
	<input type="radio"/> Student NOT Tested Mark the reason in Box 8 on page 2.			

APPENDIX D

Monitored Former LEP

A student's Monitored Former LEP status does not need to be coded if a student label is used. If a student label is not used, complete the Monitored Former LEP section of the "Teacher Use Only" Box as appropriate. Fill in the circle for Year 1 if the student is in the first year of monitoring, and fill in the circle for Year 2 if the student is in the second year of monitoring.

Monitored Former LEP (MFLEP) students include

- students who have exited out of a language instruction educational program funded by Title III into classrooms that are not tailored for LEP students;
- students who were exited from ESL services and whose academic progress is being monitored for two years in the regular education classroom as required by Federal law;
- students who were identified as LEP at some time in the prior two years but who no longer meet the state's definition of LEP.

ESI Codes

A student's ESI code does not need to be coded if a student label is used. If a student label is not used, complete the ESI Codes section of the "Teacher Use Only" Box as appropriate.

If a student participated in the testing and is part of a specific educational program, fill in the appropriate circle in the section labeled "ESI Codes" (Exceptional Student Identification). Choose the correct category for each exceptional student according to the list below. Fill in **only one** circle for numbers 1–12. If more than one condition exists, fill in the circle for the **primary** condition. Note that number 5 is MD for students with multiple disabilities.

1	AU	autism	7	OHI	other health impairment
2	DB	deaf-blindness	8	ED	emotional disturbance
3	HI	hearing impairment	9	SLD	specific learning disability
4	MR	mental retardation (both TMR and EMR)	10	SI	speech/language impairment
5	MD	multiple disabilities	11	TBI	traumatic brain injury
6	OI	orthopedic impairment	12	VI	visual impairment

APPENDIX D

*Special Education Accommodations

Complete the Special Education Accommodations section of the “Teacher Use Only” Box, as appropriate, regardless of whether or not a student label is used. Fill in **only one** circle. If more than one accommodation was allowed, fill in the circle for the **primary** accommodation. **Refer to Appendix A** for additional information on accommodations that are permitted.

1	TRAN	a teacher transfers answers from the student’s test booklet to an answer document or consumable test booklet
2	REC	a teacher records the student’s verbal responses and places them into his/her answer document or consumable test booklet
3	SIGN	directions signed for a student with a hearing impairment
4	PREF	preferential seating (study carrel)
5	SMGT	small group testing
6	INT	individual testing
7	RMT/RWT/RST	reading of the math/writing/science test Important: <i>No portion of the reading test may be read to any student!</i>
8	MD	magnifying devices
9	NB	noise buffers
10	IS	individualized scheduling
11	ET	extended time
12	LPT	Large Print test booklet
13	BT	Braille test booklet
14	AB	abacus

Do not code the Special Education Accommodations section for students with a 504 Plan. However, students may still receive accommodations that are in their 504 Plans and used regularly in the classroom.

Important: Accommodations 1, 2, 7, 12, and 13 require the Test Administrator to complete the Affidavit Waiver Form.

Note: Extended time means that the whole school day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students who are at different points in the test schedule must be isolated from students on the regular schedule for testing, during breaks, and during lunch.

* An asterisk indicates that the section **must** be coded whether or not a student label is used.

APPENDIX D

Free and/or Reduced Lunch Students

A student's eligibility for Free and/or Reduced Lunch does not need to be coded if a student label is used. For students without labels, only the person authorized in the agreement signed by the school with Child Nutrition can code the section for students eligible for Free and/or Reduced Lunch. This information must be filled out after testing is completed. This section cannot be marked by the Test Administrator. (Refer to Director's Memo #IA-99-011; the contact person is Suzanne Davidson at 501-324-9502.)

***Migrant Students**

Complete the Migrant Student section of the "Teacher Use Only" Box, as appropriate, regardless of whether or not a student label is used.

In the section labeled "Migrant Student," fill in the circle for any student meeting the following guidelines: Children of migratory agricultural workers or migratory fishers, including children who are workers themselves and the spouses of such workers, who have been identified by the Migrant Education Program (MEP) as migrant children.

For questions related to migrant student information, please have the District Test Coordinator contact Stan Young at 501-324-9660.

Gifted and Talented Students

A student's status as Gifted and Talented does not need to be coded if a student label is used. If a student label is not used, complete the Gifted and Talented section of the "Teacher Use Only" Box as appropriate.

***Highly Mobile Students**

Complete the Highly Mobile section of the "Teacher Use Only" Box, as appropriate, regardless of whether or not a student label is used. In the section labeled "Highly Mobile," fill in the circle for any student enrolled in the school or moving between schools **after** October 1, 2010.

Limited English Proficient (LEP) Students

A student's status as Limited English Proficient does not need to be coded if a student label is used. If a student label is not used and the student is designated as Limited English Proficient, complete the Limited English Proficient (LEP) section of the "Teacher Use Only" Box as appropriate. If an LEP student is also participating in a special education program, fill in the appropriate circle (1–12) in the ESI Codes section and the LEP circle.

***LEP student less than one year in the U.S.**

If a student is Limited English Proficient and has been in the U.S. less than one year, fill in the circle, regardless of whether or not a student label is used.

***LEP Accommodations**

Complete the LEP Accommodations section of the "Teacher Use Only" Box, as appropriate, regardless of whether or not a student label is used. Fill in **only one** circle. If more than one accommodation is allowed, fill in the circle for the **primary** accommodation.

* An asterisk indicates that the section **must** be coded whether or not a student label is used.

APPENDIX D

Important: Special education accommodations take precedence over LEP accommodations for students who are both Limited English Proficient and participate in special education programs. If a student with disabilities is also Limited English Proficient, mark **only** the Special Education Accommodations section. The only circumstance in which both the Special Education Accommodations section and LEP Accommodations section may be marked is if the student received the LEP accommodation of using a word-to-word dictionary.

- | | |
|---------------------|--|
| 1 LEP - ET | extended time |
| 2 LEP - WTWD | word-to-word dictionary |
| 3 LEP - IS | individualized schedule |
| 4 LEP - PREF | preferential seating (study carrel) |
| 5 LEP - SMGT | small group testing |
| 6 LEP - INT | individual testing |
| 7 LEP - RMT/RWT/RST | reading of the math/writing/science test in English
Important: <i>No portion of the reading test may be read to any student!</i> |
| 8 LEP - NB | noise buffer |

Important: Accommodation 7 requires that the Test Administrator complete the Affidavit Waiver Form.

Note: Extended time means that the whole school day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students who are at different points in the test schedule must be isolated from students on the regular schedule for testing, during breaks, and during lunch.

*Student NOT Tested

An answer document, consumable test booklet, or Student Not Tested Form **must** be submitted for any student who was scheduled to test or received a label but **took NO portion of the test**. All student labels sent to schools must be used on answer documents, consumable test booklets, or Student Not Tested Forms. If it is known in advance of testing that a student who received a label will not be testing, please use the Student Not Tested Form to record the reason not tested. If a student does not test and his or her label has been placed on an answer document or consumable test booklet, or if the student did not receive a student label, follow the instructions below.

Fill in the circle for the appropriate reason code (mark **only** one) on page 2 of the student answer document or on the inside back cover of the consumable test booklet. All student labels sent to schools must be used on answer documents, consumable test booklets, or Student NOT Tested Forms. If the reason the student did not test is not listed, or if the student refused to take all portions of the test, the District Test Coordinator must contact the ADE at 501-682-4558 for further instructions.

All of the information (as appropriate for the student) requested on the front of the student answer document or the back of the consumable test booklet must be completed.

* An asterisk indicates that the section **must** be coded whether or not a student label is used.

APPENDIX D

A sample of the “Student NOT Tested” Box appears below. (Note: Overall appearance will vary, depending on the examination being administered.)

TEACHER USE ONLY	
8	*Student NOT Tested
<p>Complete ALL of the information (as appropriate for the student) requested on page 1 of this answer document for any student who was scheduled to take the <i>Grade 8 Augmented Benchmark Examination</i> but took NO portion of the test. Instructions for completing page 1 are provided in the Test Administration Manual. Fill in the circle for the reason (mark ONLY one) the student took NO portion of the test.</p> <ul style="list-style-type: none">① Absent on ALL days of the test administration, including the make-up test administration② Expelled/suspended③ Extended hospitalization④ Residential treatment⑤ Homebound⑥ Incarcerated⑦ Juvenile detention⑧ Transferred to a different school/district in Arkansas⑨ Moved to a different state/out of country⑩ Transferred to a home school/private school⑪ Completed an alternate portfolio assessment⑫ Special Education services for home school/private school⑬ Withdrew from school⑭ SRT⑮ Deceased	

Important: Fill in circle 14, SRT (Student REFUSED to Test) in the Student NOT Tested section for any student who refused to take **all** portions of the test. The District Test Coordinator must notify the ADE of all students refusing to take **all** portions of the test. (The School Test Coordinator will contact the District Test Coordinator who will then notify the ADE.)

See page 9 for information regarding erasures on the answer document or consumable test booklet.

*An asterisk indicates that the section **must** be coded whether or not a student label is used.

APPENDIX E

SAMPLE PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

The following provides a key to the information that is printed on the Preliminary Demographic Verification Roster. Using the Preliminary Demographic Verification Roster, verify that the information for each student is correct. If any of the information for a student is **not** correct, the student label must still be used. However, you will need to correct the information in APSCN/TRIAND by the date listed on page 11 of this manual. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Arkansas Augmented Benchmark Examinations

April 2011

Preliminary Demographic Verification Roster

District LEA: 99-99 Arkansas School District School LEA: 99-99-999 Arkansas High School

Please use this form to verify the demographic information for your students. If any information is **not** correct, the student label must still be used. However, you will need to correct the information in APSCN/TRIAND by the end of the day on Friday, April 8, 2011. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Name (Last, First, Middle Initial)	Grade	Birth Date	State ID Number	SS ID	Gender	Ethnicity*	ESI Codes	MFLEP*	LEP	Free/Reduced Lunch	Gifted/Talented
Daley, Charles P	6	03-19-98	1234567890	987654321	M	6		1	N	Y	N
Fitzgerald, Scott	6	04-06-99	2345678901	876543210	M	7	HI		N	N	N
Herzog, Brenda K	6	05-31-98	3456789012	765432109	F	5	VI		N	N	N
Liverpool, Angela	6	07-15-98	4567891098	654321098	F	1			Y	Y	Y
Xuong, Yo	6	09-01-97	5678901234	543210987	M	2		2	Y	N	N

*Ethnicity Codes: 1 = Hispanic; 2 = Asian; 3 = Native Hawaiian/Pacific Islander; 4 = American Indian/Alaska Native; 5 = Black; 6 = White; 7 = Two or More
MFLEP (Monitored Former LEP): 1 = Year 1 Monitored Former LEP; 2 = Year 2 Monitored Former LEP

1. District LEA and District Name
2. School LEA and School Name
3. Student Name: Last Name, First Name, Middle Initial
4. Grade
5. Birth Date
6. State ID Number—10-digit State Reporting Identification Number
7. SS ID—Social Security Number or Federally-Assigned Identification Number
8. Gender: F = Female; M = Male
9. Ethnicity:
 - 1 – Hispanic 2 – Asian 3 – Native Hawaiian/Pacific Islander
 - 4 – American Indian/Alaska Native 5 – Black 6 – White 7 – Two or More
10. ESI Codes:

AU – autism	OHI – other health impairment
DB – deaf-blindness	ED – emotional disturbance
HI – hearing impairment	SLD – specific learning disability
MR – mental retardation (both TMR and EMR)	SI – speech/language impairment
MD – multiple disabilities	TBI – traumatic brain injury
OI – orthopedic impairment	VI – visual impairment
Blank – no ESI code reported	
11. MFLEP (Monitored Former LEP): 1 = (Year 1) the student is in the first year of monitoring; 2 = (Year 2) the student is in the second year of monitoring; blank field = the student is not identified as a Monitored Former LEP student
12. LEP: Y = Yes, the student is a Limited English Proficient student; N = No, the student is not a Limited English Proficient student
13. Free/Reduced Lunch: Y = Yes, the student receives Free and/or Reduced Lunch; N = No, the student does not receive Free and/or Reduced Lunch
14. Gifted and Talented: Y = Yes, the student is identified as Gifted and Talented; N = No, the student is not identified as Gifted and Talented

APPENDIX F

Spring 2011 Augmented Benchmark Examinations and The Iowa Tests Additional Materials Order Access

— Quick Reference Guide —

Availability & System Requirements

- ❑ Access to ServicePoint for additional material orders (AMOs) will be available **February 4, 2011–April 29, 2011**.
- ❑ Internet access through an internet browser—Microsoft Internet Explorer (version 5.5 or higher) preferred.
- ❑ Adobe Acrobat Reader (version 8.0 or higher recommended).
- ❑ Access ServicePoint™ through <https://ar-servicepoint.questarai.com/>

Please continue to use the same user name and password you used to enter enrollments in the fall of 2010 and are currently using to access **Grade 11 Literacy** additional material orders. After entering your password, you will be at the Home Page where you will “choose a business area from the menu choice to the left”. For AMOs, begin at “Material Distribution”. Additional materials are ordered at the district level and shipped to the District Superintendent. Please enter counts for each material item needed.

System Navigational Instructions

To Perform any of the Three Following Functions

1. To order materials for the Augmented Benchmark Examinations at grades 3–8, please select “**Benchmark 2011**” from the “**Test Admin**” dropdown box on the left side of the screen. To order materials for The Iowa Tests at grades K–2 and 9, please select “**NRT April 2011**” from the “**Test Admin**” dropdown box on the left side of the screen.
2. Click on the “**Material Distribution**” menu on the left of the screen.
3. Click on the “**Material Orders**” link on the left side of the screen.

To View Current Orders

1. From the “**Manage Material Orders**” screen, select the order you wish to view by clicking the option button (the circle) to the left of the order.
2. Click on the “**Review**” button at the bottom-center of the screen.
3. From the “Material Order Summary” screen, you will see the location and address to which the order was shipped. In addition, you will see the materials and quantities included on this order.
4. Completed orders are not available for edit or change.
5. Click the “**Return**” button to return to the previous screen.

To Track Orders

1. From the “**Manage Material Orders**” screen, find the order you wish to view.
2. To the right of the order, you will see “**Shipment Tracking**” information. Click on the highlighted link and it will take you to the UPS website where the shipment tracking information is available. This will provide you with time and date of delivery, along with the name of the person who signed for the shipment. If the shipment has not been delivered, package progress details, including expected delivery date and time are available.
3. Close the UPS window when you are finished and you will be back at the “**Manage Material Orders**” screen.

To Enter a New Order for Additional Materials

1. From the “**Manage Material Orders**” screen, click on the “**Add**” button at the bottom of the screen.
2. The “**Material Order Detail**” screen will default to your system information. Click on the “**Next**” button at the bottom of the screen.
3. From the “**Material Order Contact Detail**” screen, select the Order by District Contact Address from the drop-down box. The Ship to District Contact Address will default to the required option.
4. Click the “**Next**” button at the bottom of the screen.
5. The “**Material Order Summary**” screen will provide the shipping details for your new order. Click the “**Save Then Enter Order Lines**” button at the bottom of the screen.
6. On the “**Manage Material Order Lines Multi Add**” screen, all available items will be displayed. Please enter the quantities of materials you need for your district. If you need to order return kits, Large Print materials, or Braille materials, you will be prompted to call Customer Service. These cannot be ordered online. **Note:** *You must click the “**Save**” button at the bottom of the screen to submit your order. If you click the “**Return**” button, no materials will be ordered.*
7. If you need to change your order quantities, you may go back to the “**Manage Material Orders**” screen, select your order, and click the “**Edit**” button at the bottom of the screen. This will take you back through the process and allow you to make changes. Once an order number is assigned to your order, it has been forwarded to shipping and no further changes are allowed. Please allow 5 business days to receive your materials.

Additional Help

Business Hours: Monday–Friday, 8:00 AM – 5:00 PM CT
Customer Service – Kelly Larson or Hiedi McMann (800) 643-8547, ARCustomerSupport@questarai.com
To access ServicePoint you will need internet access and Adobe Acrobat Reader (version 8.0 or higher recommended).

APPENDIX F

Spring 2011 Augmented Benchmark Examinations and The Iowa Tests Return Verification Access

— Quick Reference Guide —

Availability & System Requirements

- Access to ServicePoint for recording your return materials will be available **April 4, 2011–April 29, 2011**.
- Internet access through an internet browser—Microsoft Internet Explorer (version 5.5 or higher) preferred.
- Adobe Acrobat Reader (version 8.0 or higher recommended).
- Access ServicePoint™ through <https://ar-servicepoint.questarai.com/>

Please continue to use the same user name and password you used to enter enrollments in the fall of 2010 and are currently using to access **Grade 11 Literacy** additional material orders. After entering your password, you will be at the Home Page where you will “choose a business area from the menu choice to the left”.

System Navigational Instructions

To Enter Return Material Information

1. For the Augmented Benchmark Examinations at grades 3–8, please select “**Benchmark 2011**” from the “**Test Admin**” dropdown box on the left side of the screen. For The Iowa Tests at grades K–2 and 9, please select “**NRT April 2011**” from the “**Test Admin**” dropdown box on the left side of the screen.
2. Click on the “**Address Book**” menu on the left of the screen.
3. Click on the “**Districts**” link on the left side of the screen.
4. From the “**Manage Districts**” screen, select your district by clicking the option button (the circle) to the left of the district code.
5. Click on the “**Return Materials**” button at the bottom-left of the screen.
6. From the “**Return Materials**” screen, please enter the number of boxes you are returning and the date that UPS picked up the boxes for return (by label color). As you click in the return date window, a calendar will appear, defaulted to today’s date. If your return date is different than today, please click on your actual return date. This will fill in the box for you.
7. Enter your email address, confirm your email address, and click “**Save**” at the bottom of the screen. An email confirmation of your box counts will be sent to you.

Additional Help

Business Hours: Monday–Friday, 8:00 AM – 5:00 PM CT
Customer Service – Kelly Larson or Hiedi McMann (800) 643-8547, ARCustomerSupport@questarai.com
To access ServicePoint you will need internet access and Adobe Acrobat Reader (version 8.0 or higher recommended).

APPENDIX G

The forms listed below are provided on the following pages of this manual:

- Affidavit Waiver Form for Providing an Approved Accommodation
- Additional Materials Order Form
- Secure Materials Transfer Form
- Student Not Tested Form
- Administration Feedback Form

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations and The Iowa Tests Affidavit Waiver Form

for
Providing an Approved Accommodation
April 2011

I provided an approved testing accommodation for:

_____ Student's Name _____ Answer Document or
Consumable Test Booklet Number*

by _____ Session(s) _____
reading/transcribing

of the grade (circle one) K 1 2 3 4 5 6 7 8 9

(Please check the appropriate box. For grades 3–8, enter the test booklet form.)

Augmented Benchmark Examinations, test booklet form _____ (enter the letter from the upper left corner of the test booklet)

The Iowa Tests

I agree not to copy, use in my classroom, or discuss any of the test questions I have read.

Date

Signature of Currently Licensed Arkansas Teacher Providing Accommodation

District Name and School Name

* For grades 3–9, the Answer Document Number is found on the front cover in the lower right corner inside the shaded bar.

For grades K–2, the Consumable Test Booklet number is found on the BACK cover in the lower right corner inside the shaded bar. Do **NOT** use the security number found under the security barcode on the front cover of the test booklet.

**Keep one (1) copy for file and staple one (1) copy to
Affidavit 3—Test Administrator Security Form**

Additional Materials Order Form

Augmented Benchmark Examinations and The Iowa Tests®

April 2011

District Name:	District LEA:
District Test Coordinator:	Phone:
E-mail:	Contact Preference:

You may enter material orders on the ServicePoint™ Website at <https://ar-servicepoint.questarai.com> or indicate quantities of materials needed on this form. Submit the form to Questar Assessment, Inc. via fax or e-mail (ATTENTION: Arkansas Customer Service)
Fax: 866-688-0419; **Email:** ARCustomerSupport@QuestarAI.com

Quantities											
Grades:	K	1	2	3	4	5	6	7	8	9	ALL

Manuals

District and School Test Coordinators' Manual											
Test Administration Manual											

Answer Documents and Test Booklets

Answer Document											
Test Booklet											
Test Booklet: Large Print											
Test Booklet: Braille											

Ancillary Materials

School/Grade Header Sheet											
Classroom/Group Information Sheet											
Affidavits (set)											
Student NOT Tested Form											
Parent Notification Pamphlet											
Brochure for Educators											
Mathematics Manipulatives (grades 3-6)											
Protractors (grades 7 and 8)											
Ruler											
Mathematics Reference Sheets (grades 3-8)											
Ruler: Large Print											
Ruler: Braille											
Line Placement Template											
Paper Bands											

District Return Materials

	Grades K-2 and 9				Grades 3-8				
Scoreable Materials: Return Instructions									
Consumable Test Booklet or Answer Document Transmittal Form									
Questar Return Labels									
Return UPS Labels									
Return Verification Form									
Nonscoreable Materials: Return Instructions									
Questar Return Labels									
UPS Return Labels									
Return Verification Form									

Student Label

<i>School Name:</i>	<i>LEA:</i>	
<i>School Name:</i>	<i>LEA:</i>	

Preliminary Demographic Verification Roster

<i>School Name:</i>	<i>LEA:</i>	
<i>School Name:</i>	<i>LEA:</i>	

Test Booklet and Test Administration Manual Security Forms

<i>School Name:</i>	<i>LEA:</i>	
<i>School Name:</i>	<i>LEA:</i>	



Arkansas
Comprehensive Testing, Assessment,
and Accountability Program

SECURE MATERIALS TRANSFER FORM

Examination:

District LEA #:

Name of District Transferring:

No. of Documents Transferred:

Security ID Number(s) Transferred:

Signature of Sender: _____
Date: _____

Examination:

District LEA #:

Name of District Receiving:

No. of Documents Received:

Security ID Number(s) Received:

Signature of Receiver: _____
Date: _____

Instructions: Each district shall retain a copy of this form. A copy shall be faxed to the ADE at (501) 682-4886 and to Questar at (866) 688-0419, ATTN: Kelly Larson or Hiedi McMann. This form must be completed and signed by both districts before it is faxed. Both districts must staple a copy of this Secure Materials Transfer Form to the appropriate school's Test Booklet or Test Administration Manual Security Form(s) **AND** must note the transfer on Affidavit 1—District Level Security Form.

GRADE		
Return labels for only one grade on each form. Fill in the circle to indicate which grade is returned on this form.		
<input type="radio"/> K	<input type="radio"/> 4	<input type="radio"/> 8
<input type="radio"/> 1	<input type="radio"/> 5	<input type="radio"/> 9
<input type="radio"/> 2	<input type="radio"/> 6	
<input type="radio"/> 3	<input type="radio"/> 7	

SCHOOL INFORMATION
School Name:
District Name:

INSTRUCTIONS
<ul style="list-style-type: none"> Write in your School and District name above. Place student labels for students not testing in a dotted label box. This form may be photocopied if more boxes are needed. Fill in the appropriate bubble above the label to indicate why the student did not test, using the codes below. Return this form to Questar along with other testing materials according to the instructions provided in the manuals.

Student NOT Tested Codes
1. Absent on ALL days of the test administration, including the make-up test administration
2. Expelled/suspended
3. Extended hospitalization
4. Residential treatment
5. Homebound
6. Incarcerated
7. Juvenile detention
8. Transferred to a different school/district in Arkansas
9. Moved to a different state/out of country
10. Transferred to a home school/private school
11. Completed an alternate portfolio assessment
12. Special Education services for home school/private school
13. Withdrew from school
14. Reason 14 not applicable on this form. Must be coded on an answer document.
15. Deceased

Student Not Tested Form 2011

A Student Not Tested Form should be used when it is known in advance of testing that a student who received a student label will not be taking the examination. Please read the instructions below.

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 15

ALIGN TOP OF LABEL HERE
Position label **WITHIN** the dotted lines.

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 15

ALIGN TOP OF LABEL HERE
Position label **WITHIN** the dotted lines.

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 15

ALIGN TOP OF LABEL HERE
Position label **WITHIN** the dotted lines.

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 15

ALIGN TOP OF LABEL HERE
Position label **WITHIN** the dotted lines.

DO NOT WRITE BEYOND THIS AREA



ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations and The Iowa Tests Administration Feedback Form April 2011

Please make a copy of this page and use it to report any problems that occurred during the April 2011 administration of the Augmented Benchmark Examinations or The Iowa Tests.

District Name: _____ LEA #: -

Person Responding: _____

Phone Number: _____

FEEDBACK/COMMENTS

Materials Receipt: _____

Testing Materials/Manuals: _____

Return of Materials: _____

Other Issues: _____

This form may be mailed/faxed to:

Hiedi McMann, Customer Service Lead
Questar Assessment, Inc.
5550 Upper 147th Street West
Apple Valley, MN 55124
FAX: 866-688-0419
ARCustomerSupport@QuestarAI.com

If you have any questions, please call Questar at 800-643-8547, and ask for Hiedi McMann.

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

DEVELOPED FOR THE ARKANSAS DEPARTMENT OF EDUCATION, LITTLE ROCK, AR 72201

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