

# Answers to Questions After Today's Session

Arkansas ELDA

Measurement Incorporated

ELDA helpline 888-612-  
0180

[elda@measinc.com](mailto:elda@measinc.com)

For updates

[www.measinc.com/arelpa](http://www.measinc.com/arelpa)

Username: ARELPA

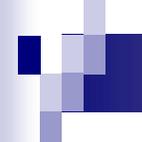
Password: 07AR@ELPA

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# Arkansas ELPA/ELDA 2007

## Important Test Dates

- Monday February 12 – ELDA ordering window begins (Grades K-12)
- Friday February 23 – ELDA ordering window ends (Grades K-12)
- Monday April 2 – ELDA testing window begins (Grades K-12)
- Friday May 11 – ELDA testing window ends (Grades K-12)
- Friday May 18 – All ELDA testing materials must be shipped back to Measurement Incorporated
- Friday June 29 – Grades K-12 ELDA score reports arrive in the districts



# DTC Procedures for Distributing and Returning Materials

## Receiving the order

- Confirm that your shipment contains a District Coordinator Manual, return shipping label(s), and boxes for each of your schools listed on your packing list.
- Open and inventory the contents of each school's materials and verify that all materials are included.
- Reseal and send each school its respective box.

## Returning materials after testing

- After testing, schools shall return all materials to the district in the same box in which they were delivered.
- DTC shall ensure that all boxes are taped securely.
- DTC is to use the supplied return shipping label(s) to send all testing materials back to MI. Follow the instructions on the back of the shipping labels to arrange for a pick-up of the materials. Please follow these instructions explicitly to arrange for ground pick-up. Air/Express drivers are unable to accept packages for ground pick-up. Do not use another shipping method or your own shipping labels.
- Ship all materials to the MI Coldwater KS office **on or before** Friday May 18, 2007.
- Refer all questions about packing and shipping to the ELDA helpline  
888-612-0180  
elda@measinc.com

# STC Collection And Return Of Student Assessment Materials

- When students have completed the assessment, they should raise their hands so that you can collect their booklets.
- Students must remain seated quietly at their desks and may not have access to any personal items or materials for the remainder of the testing period.
- After testing is completed, gather all the answer folders for students that you have tested into a stack. Place the pre-printed header sheet on top of this stack of student answer folders. All headers and student answer folders should then be placed back into the box.
- All materials (used and unused) should be returned to your School Test Coordinator directly after the assessment is completed.

- The **School Test Coordinator(s)** should account for and pack all materials before returning the boxes to the **District Test Coordinator**.
- The materials should be packed for return in the original shipping boxes in the following manner:
  - Unused test booklets and answer folders in the bottom of the box
  - Prompt cassettes or CDs, Speaking Scoring Guides, Administration Manuals, and any extra forms or headers should be placed above the unused materials
  - Used test booklets should be placed above the administration materials
  - The stack(s) of used answer folders, with corresponding headers **ON TOP**, should be placed in the top of the box
- When the School Test Coordinator has accounted for and packed all testing materials, all materials (used and unused) should be returned to the **District Test Coordinator**.

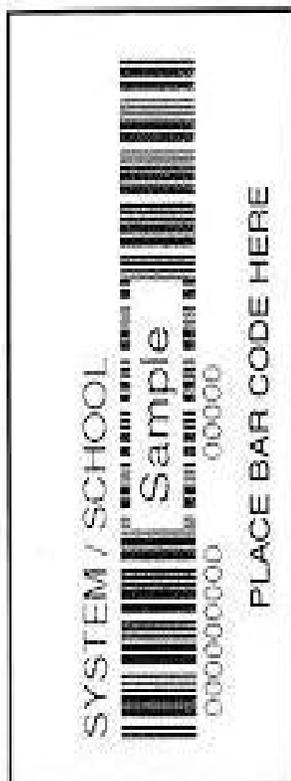
# Preparing the Answer Document for Use

## Applying the Pre-Id Barcode label:

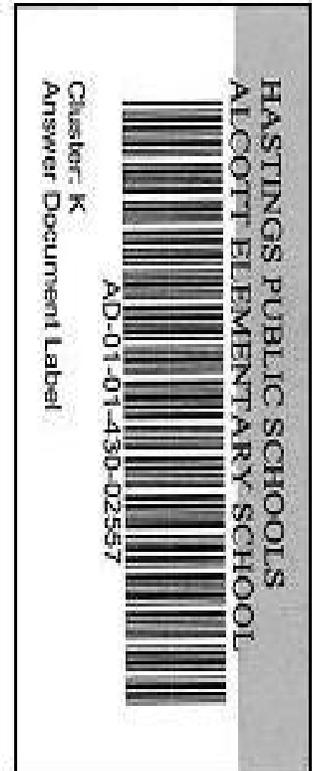
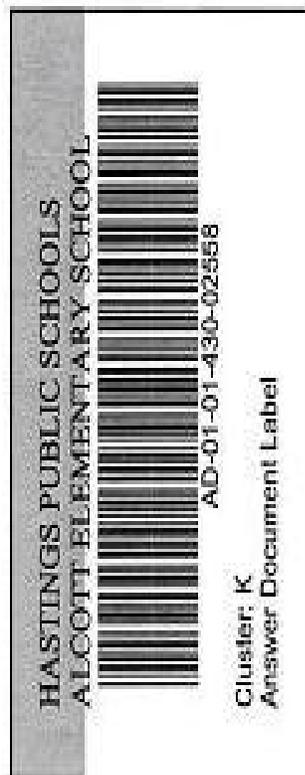
- Each Answer Document should have a Pre-Id barcode label applied to the upper left-hand corner of the sheet. There is a sample barcode printed on the answer document to demonstrate correct placement of the Pre-Id barcode label. Place the Pre-Id barcode label over the sample.
- If you DO have a Pre-Id barcode label for your student, you do not need to fill in any of the identification and demographic information on the sheet.
- If you do NOT have a Pre-Id barcode label for a particular student, you must use a generic label. PLEASE do not use a Pre-Id barcode label belonging to a different student who is not going to take the test. Your student's results will be misattributed. A supply of generic labels will be provided with your testing materials.

**Do not apply ANY barcodes or labels except those shipped along with the testing materials. Application of any other barcodes or labels will delay or prevent scoring of your Answer Document.**

**Before  
Application**



**After  
Application**



# Filling in the Student Identification Area

If you do not have a Pre-ID barcode label for student and are using a **generic** barcode label, you will need to fill in the demographic information on the front of the Answer Document correctly.

- Every boxed area of demographic information should be filled in.
- You **MUST** use a Number 2 pencil to fill in each bubble completely.
- If you fill in the wrong bubble, you must completely erase the mark.  
**Do not cross it out.**

When filling in the Birth Date, the date must be entered in the two-digit day, four-digit year format. For day numbers in the single digits, add a **leading zero**. For example, if the birth date is January 3rd, 1999, fill in the oval next to January, then fill in the ovals for the day with a 0 in the first column and a 3 in the second column.

Correct:

BIRTH DATE			
MO	DAY		YEAR
<input checked="" type="radio"/> Jan	0	3	1999
<input type="radio"/> Feb			
<input type="radio"/> Mar	0		00
<input type="radio"/> Apr	1	1	11
<input type="radio"/> May	2	2	22
<input type="radio"/> Jun	3		33
<input type="radio"/> Jul		4	44
<input type="radio"/> Aug		5	55
<input type="radio"/> Sep		6	66
<input type="radio"/> Oct		7	77
<input type="radio"/> Nov		8	88
<input type="radio"/> Dec		9	99

Incorrect:

BIRTH DATE			
MO	DAY		YEAR
<input checked="" type="radio"/> Jan			1999
<input type="radio"/> Feb	3		
<input type="radio"/> Mar	0	0	00
<input type="radio"/> Apr	1	1	11
<input type="radio"/> May	2	2	22
<input type="radio"/> Jun		3	33
<input type="radio"/> Jul		4	44
<input type="radio"/> Aug		5	55
<input type="radio"/> Sep		6	66
<input type="radio"/> Oct		7	77
<input type="radio"/> Nov		8	88
<input type="radio"/> Dec		9	99

BIRTH DATE			
MO	DAY		YEAR
<input checked="" type="radio"/> Jan			3199
<input type="radio"/> Feb	3	1	99
<input type="radio"/> Mar	0	0	00
<input type="radio"/> Apr	1	1	11
<input type="radio"/> May	2	2	22
<input type="radio"/> Jun	3		33
<input type="radio"/> Jul		4	44
<input type="radio"/> Aug		5	55
<input type="radio"/> Sep		6	66
<input type="radio"/> Oct		7	77
<input type="radio"/> Nov		8	88
<input type="radio"/> Dec		9	99

K and 1-2 Documents require special care when filling in the Birth Year. There are four digits to the date, and each one must be bubbled in.

**Correct:**

BIRTH DATE						
MO	DAY		YEAR			
<input type="radio"/> Jan	2	1	2	0	0	1
<input type="radio"/> Feb						
<input checked="" type="radio"/> Mar	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input checked="" type="radio"/> 0	<input checked="" type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> Apr	<input type="radio"/> 1	<input checked="" type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input checked="" type="radio"/> 1
<input type="radio"/> May	<input checked="" type="radio"/> 2	<input type="radio"/> 2	<input checked="" type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> Jun	<input type="radio"/> 3					
<input type="radio"/> Jul		<input type="radio"/> 4				
<input type="radio"/> Aug		<input type="radio"/> 5				
<input type="radio"/> Sep		<input type="radio"/> 6				
<input type="radio"/> Oct		<input type="radio"/> 7				
<input type="radio"/> Nov		<input type="radio"/> 8				
<input type="radio"/> Dec		<input type="radio"/> 9				

For first and last names: when filling in the ovals, do not use the **blank ovals** for anything but a **blank space** between two parts of a name.

Correct:

LAST NAME														FIRST NAME														MI
A	L	B	A		M	O	R	A	L	E	S				C	O	N	C	E	P	C	I	O	N	J			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
<input checked="" type="radio"/>	A	A	<input checked="" type="radio"/>	A	A	A	A	<input checked="" type="radio"/>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
B	B	<input checked="" type="radio"/>	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B			
C	C	C	C	C	C	C	C	C	C	C	C	C	C	<input checked="" type="radio"/>	C	C	<input checked="" type="radio"/>	C	C	<input checked="" type="radio"/>	C	C	C	C	C			
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D			
E	E	E	E	E	E	E	E	E	E	<input checked="" type="radio"/>	E	E	E	E	E	E	<input checked="" type="radio"/>	E	E	E	E	E	E	E	E			
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F			
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G			
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H			
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	<input checked="" type="radio"/>	I	I	I	I			
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	<input checked="" type="radio"/>			
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K			
L	<input checked="" type="radio"/>	L	L	L	L	L	L	L	<input checked="" type="radio"/>	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L			
M	M	M	M	M	<input checked="" type="radio"/>	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M			

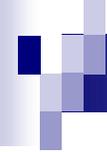
Incorrect:

LAST NAME														FIRST NAME														MI
A	L	B	A		M	O	R	A	L	E	S				C	O	N	C	E	P	C	I	O	N	J			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
<input checked="" type="radio"/>	A	A	<input checked="" type="radio"/>	A	A	A	A	<input checked="" type="radio"/>	A	A	A	A	<input checked="" type="radio"/>	A	A	A	A	A	A	A	A	A	A	A	A			
B	B	<input checked="" type="radio"/>	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B			
C	C	C	C	C	C	C	C	C	C	C	C	C	C	<input checked="" type="radio"/>	C	C	<input checked="" type="radio"/>	C	C	<input checked="" type="radio"/>	C	C	C	C	C			
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D			
E	E	E	E	E	E	E	E	E	E	<input checked="" type="radio"/>	E	E	E	E	E	E	<input checked="" type="radio"/>	E	E	E	E	E	E	E	E			
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F			
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G			
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H			
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	<input checked="" type="radio"/>	I	I	I	I			
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	<input checked="" type="radio"/>			
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K			
L	<input checked="" type="radio"/>	L	L	L	L	L	L	L	<input checked="" type="radio"/>	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L			
M	M	M	M	M	<input checked="" type="radio"/>	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M			

A Social Security Number (SS ID) or federally-assigned identification number is required for the ELDA/ELPA.

The box labeled Student's Local ID Number is where you will place the student's federally-assigned identification number.

STUDENT'S LOCAL ID NUMBER											
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9



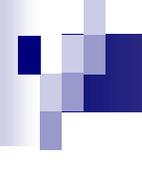
The Arkansas Department of Education will provide districts with a range of federally-assigned identification numbers to use if parents object to providing their child's Social Security Number, or if none is available. (See Director's Memo ACC-01-028, created September 25, 2000.)

If you need identification numbers for any students, contact your School Test Coordinator. Social Security Numbers or federally-assigned identification numbers will be suppressed on the home copy of the student report.

As part of the advance announcement of testing, students should be advised to have their Social Security or federally-assigned identification numbers available on the day of testing. Please contact Donna Wolfe at the Arkansas Department of Education at 501-682-4252 for additional information.

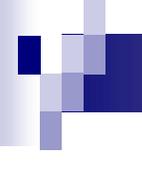
# Defective Assessment Materials

- A student might receive an incomplete or defective **test booklet**. Instruct the student to raise his or her hand and then follow the steps below with the student.
- Take a replacement test booklet from the overage supply.
- Instruct the student to continue the test using the new test booklet.
- After the assessment, return all of the student's used testing material (defective and replacement) with the other testing materials.



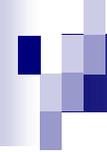
If a student receives an incomplete or defective **answer folder**, instruct the student to raise his or her hand, and follow the steps below:

- Take a replacement answer folder from the overage supply.
- Write and bubble in the student's name on the replacement answer folder in case it becomes separated from the original.
- Have the student complete the remainder of the ELDA/ELPA on the replacement answer folder.
- Staple the defective answer folder to the replacement answer folder (ONLY FOR ELDA/ELPA, not for Benchmark).
- Place all materials, defective AND replacement, with the other ELDA materials in the designated secure location.



If a student is sick and a **test booklet or answer folder** becomes soiled, please follow the steps below:

- Write down the barcode of the affected booklet and transfer the student responses to a new answer folder
- Dispose of the booklet/answer folder according to ADE Procedure: Shred or burn the affected materials
- Contact ADE and MI with the bar code number of the affected materials and an explanation of the situation.
- Donna Wolfe [donna.wolfe@arkansas.gov](mailto:donna.wolfe@arkansas.gov)
- MI [elda@measinc.com](mailto:elda@measinc.com)
- When the materials are being packed for return, enclose a copy of the both emails with the materials.



# Contact Information

Arkansas ELDA

Measurement Incorporated

ELDA helpline 888-612-0180

[elda@measinc.com](mailto:elda@measinc.com)

For updates:

[www.measinc.com/arelpa](http://www.measinc.com/arelpa)

Username: ARELPA

Password: 07AR@ELPA

(not case sensitive)