

ACTAAP

Arkansas Uniform
School Readiness Screening
Kindergarten and Grade 1

**District and School
Test Coordinator's Manual
Fall 2007**

Qualls Early Learning Inventory[®] (QELI[®])

Purpose of This Program

Starting August 2007, your district will be required to use the *Qualls Early Learning Inventory*[®] (*QELI*[®]) to fulfill the mandatory administration of the Arkansas Uniform School Readiness Screening for all kindergarten and Grade 1 students who are entering the public school system for the first time.

Included in this manual are the guidelines for completing the *Inventory*, along with specific information regarding receiving materials from Riverside Publishing, completing student *Inventory* folders, and preparing the completed *Inventory* folders for return to the Riverside Scoring Service[®].

Schedule of Important Dates

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| August 6–10, 2007 | Riverside Publishing delivers <i>QELI</i> materials to district superintendents. |
| August 13–September 21, 2007 | Districts complete the <i>QELI</i> . |
| September 21, 2007 (or earlier) | Districts send completed <i>QELI</i> folders to Riverside Scoring Service for scoring and reporting. |

Overview of Materials

The following test materials will be sent to district superintendents for the fall 2007 completion of the *QELI*:

- ❑ *QELI* folders (each folder contains 25 *Inventory* folders and one *Teacher's Directions and Interpretive Guide*) — enough to fulfill district enrollment at Grade K plus 10 percent overage.
- ❑ *Teacher's Directions and Interpretive Guide* — one additional copy per every package of 25 *Inventory* folders received at the district.

Overview of Materials (continued)

- *QELI Return Kit*, which includes the following materials:
 - ARS labels
 - (white) *UPS Instructions for Returning Completed Inventory Folders*
 - (buff) *Fax Me Form, Order Form for Additional Materials* (to be used for requesting additional *QELI* materials)
 - (pink) Identifier labels — to be placed on the boxes of completed *Inventory* folders to be returned to Riverside Scoring Service
 - (yellow) Order Form for Scoring Services (OSS)
 - (blue) Grade/Class Identification Sheet
 - (purple) Building Identification Sheet

Instructions for District Test Coordinators Prior to Completing the *QELI*

- Step 1** Inventory the *QELI* materials upon receipt from your district superintendent.
- Step 2** Distribute the appropriate quantities of *Inventory* folders, *Teacher's Directions and Interpretive Guides*, Grade/Class Identification Sheets, and Building Identification Sheets to each school test coordinator.
- Step 3** Request that school test coordinators inventory the *QELI* materials immediately upon receipt. School test coordinators should immediately notify the district test coordinator if additional materials are needed.
- Step 4** If additional *QELI* materials are needed, district test coordinators are to fax the *Fax Me Form, Order Form for Additional Materials* to Riverside Publishing at 630.467.7150, attn: Brenda Granstrom.
- Step 5** Using the *Teacher's Directions and Interpretive Guide*, review with the school test coordinators the instructions and recommendations for completing the *QELI*.
- Step 6** Review with the school test coordinators the instructions and recommendations for completing the Building Identification Sheet (Appendix A) and Grade/Class Identification Sheet (Appendix B).

Step 7 Instruct the school test coordinators to save the boxes in which the *QELI* materials were shipped and use them to return the completed *Inventory* folders to Riverside Scoring Service for processing. If you need additional boxes, please use sturdy, reinforced boxes.

Step 8 Inform school test coordinators of your district's *QELI* administration schedule. Ensure that the school test coordinators know to return their completed *Inventory* folders to the district office in a timely manner, according to the district's administration schedule.

Completed *Inventory* folders must be returned to Riverside Scoring Service for processing no later than September 21, 2007.

Instructions for School Test Coordinators Prior to Completing the *QELI*

Step 1 Inventory the *QELI* materials upon receipt from your district test coordinator.

Step 2 If additional *QELI* materials are needed, request them from the district test coordinator.

Step 3 Distribute the appropriate quantities of *Inventory* folders and one *Teacher's Directions and Interpretive Guide* to each teacher.

Step 4 Review with the teachers the instructions and recommendations for completing the *QELI*, found in the *Teacher's Directions and Interpretive Guide*.

Step 5 Review with the teachers the instructions for completing the Grade/Class Identification Sheet (Appendix B).

Step 6 Communicate the district administration schedule for the *QELI* to each teacher. Ensure that each teacher returns his or her completed *Inventory* folders in a timely manner to the school test coordinator according to the district's administration schedule.

Instructions for Teachers Prior to Completing the QELI

Step 1 Teachers are to complete the demographic page for each student prior to completing the inventory.

Teacher Information Box

Print the following information in the box:

- Teacher: Print the teacher's **first** and **last name**.
- School: Print the **school name**.
- City (System): Print the **district name**.
- State: Print **AR**.
- Grade: Print "**K**" for kindergarten, "**1**" for Grade 1.

Student Name

In the student name grid, print the student's **last name** and **first name** in the boxes. Fill in the corresponding letter circle above each box.

Date of Birth

In the date-of-birth grid, fill in the student's **birth month** and **year** in the appropriate circles. Please print the birth month and year below the grid in the boxes provided.

Gender

In the gender grid, fill in the **circle for the appropriate gender**.

Race/Ethnicity

In the race/ethnicity grid, please fill in **one** circle for one of the following categories:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White

Please note that “Other” is also a category on the document; however, it is not a choice for ethnicity for the AR state administration. Please contact the Arkansas Department of Education (ADE) for more information regarding this policy if needed. As per the ADE policy, only *one* category may be chosen for race/ethnicity.

Student ID Number

The student’s 10-digit triad number is required. If the student’s 10-digit triad number is unknown, please contact Donna Wolfe at ADE at 501.682.4252 for additional information.

Fill in the student’s 10-digit triad number, **right justified**, by writing one number in each box and filling in the corresponding number circle above the box.

Note: Social Security numbers no longer will be printed on *QELI* score reports. Please contact Donna Wolfe at ADE at 501.682.4252 for additional information.

Optional

The “Optional” portion of the *Inventory* folder is a section in which districts have the option to code on a student’s answer document to receive disaggregated information on the Class Diagnostic Report.

It is not required that districts complete the optional portion of the *Inventory* folder; therefore, the optional grid may be left blank. Please contact Barbara Corder at 800.323.9540, ext. 7076, for additional information on optional coding.

Instructions for Teachers for Completing the *QELI*

Teachers are to reference the *Teacher’s Directions and Interpretive Guide* for directions on completing the *QELI* for each student.

Instructions for Teachers on Returning the *QELI* Materials to School Test Coordinators

- Step 1** Review completed *Inventory* folders, ensuring that the *QELI* has been completed for all kindergarten students and students in Grade 1 in the classroom who are entering the public school system for the first time. Stack all completed *Inventory* folders together, demographic page face up (alphabetical order is not required).
- Step 2** Complete the Grade/Class Identification Sheet (Appendix B) and place it on top of the completed *Inventory* folders for each grade or class.
- Step 3** Stack all unused *Inventory* folders together in a second stack, separate from the completed *Inventory* folders.
- Step 4** Return both the completed and unused stacks of *Inventory* folders, along with the *Teacher's Directions and Interpretive Guide*, to the school test coordinator.

Instructions for School Test Coordinators on Returning *QELI* Materials to District Test Coordinators

- Step 1** Before packaging completed *Inventory* folders in a box and returning them to your district test coordinator, check for the following:
- ❑ The name grid on each *Inventory* folder has been marked correctly.
 - ❑ The date-of-birth and gender areas have been marked correctly.
 - ❑ The race/ethnicity and student ID number areas have been marked correctly.
 - ❑ *Inventory* responses have been marked, and stray marks have been carefully erased.
 - ❑ All Grade/Class Identification Sheets have been marked correctly and show the number of documents being submitted (see Appendix B for further instructions on completing the sheet).
 - ❑ All Grade/Class Identification Sheets should be placed on top of each grade or class group's stack of *Inventory* folders (see Appendix C for instructions on packaging).
 - ❑ Paper clips, string, etc. have not been used to bind the grade or class groups. These or other devices may tear the edges or otherwise cause your documents to be unscannable.

- The Building Identification Sheet should be completed by the school test coordinator and properly placed on top of the stack of completed *Inventory* folders for your school (see Appendix A for further instructions on completing the sheet).

Step 2 Package the completed *Inventory* folders for your building. Use as many boxes as needed, making sure not to split classes between multiple boxes.

Step 3 Package the unused *Inventory* folders. Before returning unused *Inventory* folders to your district test coordinator, check for the following:

- All unused *Inventory* folders have been placed in a box separate from the **completed** *Inventory* folders.
- “Unused Folders” has been written on the outside of the box.

Step 4 Retain *Teacher’s Directions and Interpretive Guides*.

- Retain all copies of the *Teacher’s Directions and Interpretive Guides* in a secure location in your school.
- Make available for reference when score reports arrive at your school.

Step 5 Once the above steps have been completed, return the packaged boxes to your district test coordinator.

Instructions for District Test Coordinators on Returning QELI Materials to Riverside Scoring Service

Step 1 After receiving the completed *Inventory* folders from school test coordinators, complete the Order Form for Riverside Scoring Service (OSS) enclosed in your return kit for your district.

- **Cover Page** — Under the column titled “*Inventory* Folder Count by Grade,” list the number of completed *Inventory* folders being returned for that school and grade for processing. Please indicate the total number of *Inventory* folders being returned for each grade to Riverside Scoring Service at the bottom right corner of the OSS.
- **Page 1** — Lists the reports that will be provided to each district after the completed *Inventory* folders have been processed. The district is not required to complete any information on this page, but it must be returned with your completed *Inventory* folders for processing.

Step 2

Complete final assembly of completed *Inventory* folders.

- ❑ Ensure that the completed *Inventory* folders are packaged in a carton(s) saved from the original shipment with enough packing material (crumpled paper) so that movement of materials is minimal. Tape all boxes securely with heavy-duty tape. Cellophane and masking tape are not strong enough and are not recommended.
- ❑ Place the (pink) identifier labels on each box of completed *Inventory* folders that you are returning for your district.
- ❑ Number the boxes in sequence in the spaces provided on the identifier labels: “Box 1 of X,” “Box 2 of X,” etc. The total number of boxes in the shipment should include all completed *Inventory* folders for your district.
- ❑ Make certain that both pages of the OSS are packaged on top of all the documents in Box 1 of your shipment. Put an X in the box labeled “Check if this box contains OSS” (located on the identifier label).
- ❑ Complete the top portion of the ARS label by entering your district name, address, and ZIP code. *Do not* write on or mark any other part of the label.
- ❑ Affix an ARS label to *each* carton of material that you are sending. Do not place the label over taped areas or seams on the carton.

Step 3

Ship scorable *Inventory* folders.

- ❑ Reference the “*How to Use Prepaid UPS ARS (Authorized Return Service) Labels for Shipping Answer Documents to Riverside Scoring Service*” document, included in your district return kit, for specific instructions on shipping.
- ❑ You may give your boxes to any UPS driver who delivers or picks up parcels at your facility. The driver is authorized to pick up these boxes without a pickup record. **Please note that all scorable inventories must be picked up no later than September 21, 2007.**
- ❑ No phone call is required for pickup of materials with ARS labels. Calling for a specific pickup of cartons will result in a \$10.00 fee.

Step 4 Shred unused *Inventory* folders.

- All unused *Inventory* folders should be received from your schools and shredded in a secure manner at the district office.

Step 5 Retain *Teacher's Directions and Interpretive Guides*.

- Retain any district copies of the *Teacher's Directions and Interpretive Guides* in a secure location at the district office.
- Make *Teacher's Directions and Interpretive Guides* available for reference when score reports arrive in your building.

Contacts

For questions regarding the Arkansas *QELI* administration, please contact:

Brenda Granstrom
Program Coordinator
Riverside Publishing
Phone: 800.323.9540, ext. 6103
E-mail: brenda_granstrom@hmco.com

For additional information on Riverside products, please contact:

Michael Ward
Assessment Consultant
Riverside Publishing
Office: 501.804.8378
Voice Mail: 800.323.9540, ext. 6319
E-mail: michael_ward@hmco.com

For information on state policy regarding the Arkansas Uniform School Readiness Screening, please contact:

Dr. Gayle Potter
Associate Director, Academic Standards and Assessment
Arkansas Department of Education
4 State Capital Mall, Room 106A
Little Rock, AR 72201-1071
Phone: 501.682.4558
Fax: 501.682.4886

APPENDIX A: BUILDING IDENTIFICATION SHEET

Instructions for Completing the Building Identification Sheet (Purple)

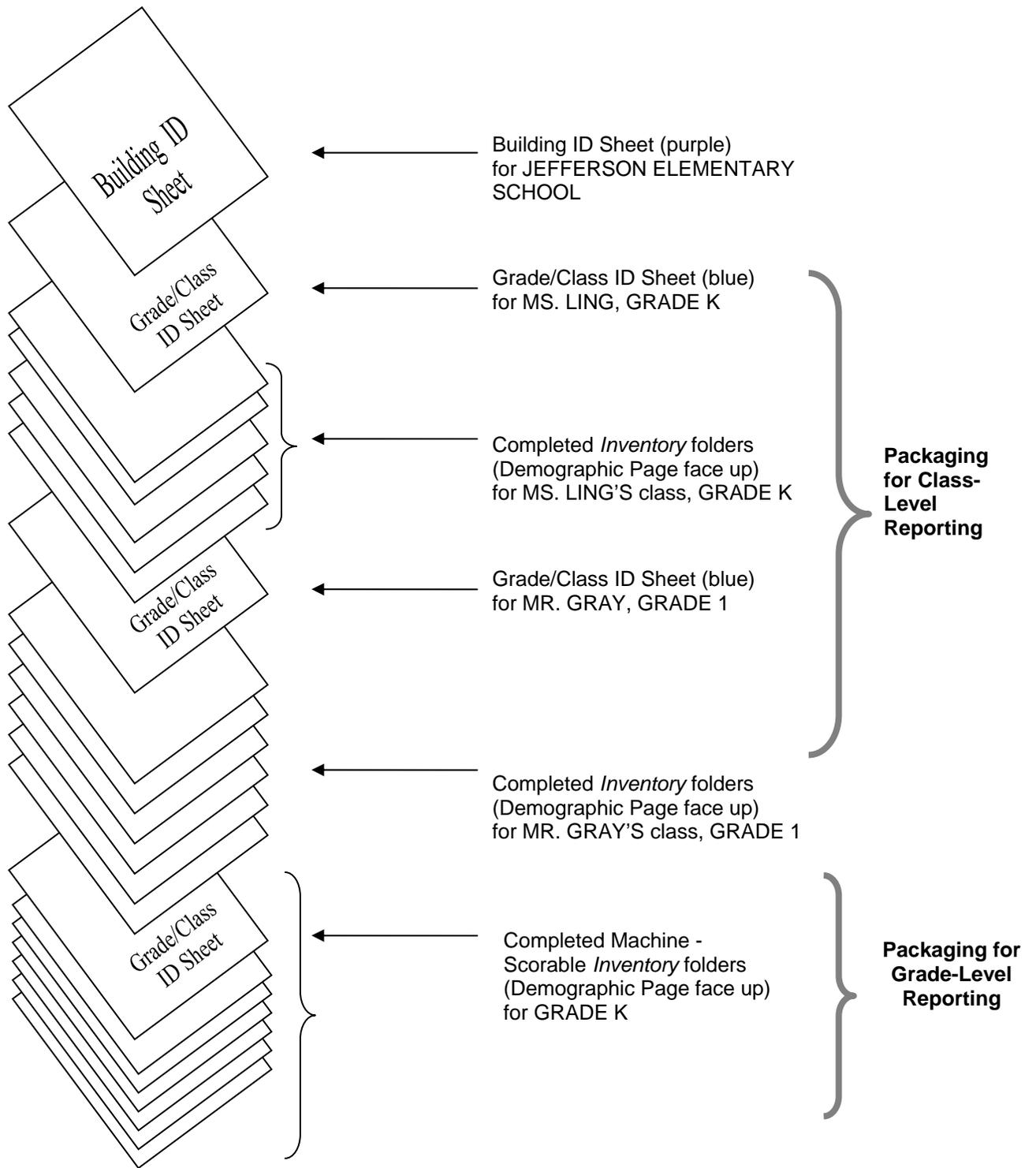
- Step 1** In the section labeled “Information Box,” write the testing date, system (district) name, city, and state.
- Step 2** In the section labeled “Building Name,” print the school name in the row of boxes at the bottom of the grid, as it must appear on all reports. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes. Next, fill in the corresponding letter or number circle above each box.
- Step 3** In the section labeled “Building Code,” print the school LEA number, right justified, in the row of boxes at the bottom of the grid. Next, fill in the corresponding number circle above each box.
- Step 4** Place the completed Building Identification Sheet on top of the first box of completed *Inventory* folders for your building.

APPENDIX B: GRADE/CLASS IDENTIFICATION SHEET

Instructions for Completing the Grade/Class Identification Sheet (Blue)

- Step 1** In the section labeled “Information Box,” write the testing date, building (school) name, system (district) name, city, and state.
- Step 2** If a class is to be identified, in the section labeled “Class Name,” print the class name in the row of boxes at the bottom of the grid, as it must appear on all reports. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes. Next, fill in the corresponding letter or number circle above each box.
- Step 3** The section labeled “Class Code” is optional.
- Step 4** In the section labeled “Grade,” at the bottom of the grid, write the grade and fill in the corresponding circle above it.
- Step 5** Leave the section labeled “Form” blank.
- Step 6** In the section labeled “Answer Document Count,” at the bottom of the grid, enter the count of completed *Inventory* folders in this grade/class, using all four boxes. For example, if there are 28 *Inventory* folders, enter “0028.” Then fill in the corresponding number circle in the column above each of the four boxes.
- Step 7** Place a completed Grade/Class Identification Sheet on top of the completed *Inventory* folders for each class. If class reports are not required, place a completed Grade/Class Identification Sheet on top of the completed *Inventory* folders for each grade.

APPENDIX C: PACKAGING DIAGRAM





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