

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Pre-Assessment Meeting Handbook

Augmented Benchmark Examinations
Grades 3–8

Stanford Achievement Test Series—Tenth Edition
(SAT 10) Grades K, 1, 2, & 9

2008

Arkansas Department of Education



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Introduction

The purpose of this handbook is to provide district personnel with an overview of upcoming events for the Arkansas Comprehensive Testing, Assessment, and Accountability Program (ACTAAP). This handbook provides general information about the goals and components of the ACTAAP, focusing on testing schedules and information related to the administration of the Augmented Benchmark Examination for Grades 3–8 and *Stanford Achievement Test Series*, Tenth Edition (SAT 10) for grades K, 1, 2, and 9.

Overview of ACTAAP

The goals for the ACTAAP are

- to improve classroom instruction and learning;
- to support public accountability by exemplifying expected achievement levels and reporting on student and school performance;
- to provide program evaluation data; and
- to assist policymakers in decision-making.

As the ACTAAP continues to evolve, it will offer the following:

- performance assessment of the core concepts, basic application of thinking skills, and problem-solving skills as defined by the Arkansas Curriculum Frameworks; and
- a variety of testing and assessment models, including portfolio assessment and performance tasks, which should encourage greater teacher involvement in the assessment process.

Overview of Criterion-Referenced (CRT) and Norm-Referenced (NRT) ACTAAP Testing

The Arkansas Department of Education (ADE) has contracted with Harcourt Assessment for the design and development of testing items and the production, distribution, collection, and scoring of assessment materials of the criterion-referenced and norm-referenced testing components of the ACTAAP. These materials and procedures are currently developed under the direction of the Arkansas Department of Education and advisory committees made up of content experts and educators from the State of Arkansas.

The Augmented Benchmark Examinations for grades 3–8 is a combination of the Criterion-Referenced Test (CRT) and a Norm-Referenced Test (NRT) which incorporates the *Stanford Achievement Test*, Tenth Edition (SAT 10). The focus of testing at these grades is to identify those students who may be in need of remediation in the mathematics and English language arts curricula and in science for grades 5 and 7.

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

The SAT 10 will be administered to students in grades K, 1, 2, and 9.

Overview of the 2008 Assessment Schedule

Testing Schedule

The SAT 10 test for grades K, 1, 2, and 9 will be administered April 7–18, 2008. Make-up testing will be completed within this time frame.

The Augmented Benchmark Examinations for grades 3–8 will be administered April 14–18, 2008. Make-up testing must be completed April 21–23, 2008.

Schedule of Events for the *Stanford Achievement Test Series, Tenth Edition (SAT 10) Grades K, 1, 2, and 9*

<u>Event</u>	<u>Date</u>
Districts receive <i>A Note to Parents</i> and <i>A Note to Educators</i> brochures, <i>District and School Test Coordinators' Manuals</i> , rulers, Student Pre-ID Labels, and answer documents	March 17, 2008
Districts receive secure testing materials, security checklist, Test Administration Manuals, and information needed to return materials	March 24, 2008
Districts administer the SAT 10 at grades K, 1, 2, and 9	April 7–18, 2008
Deadline for districts to ship scorable test booklets for grades K, 1, and 2 and answer documents for grade 9 only	On or before April 25, 2008
Deadline for shipping non-scorable material	On or before April 28, 2008

Please Note: All scorable and nonscorable materials for grades K, 1, 2, and 9 will be returned with scorable and nonscorable materials for grades 3–8. Districts are encouraged to **ship materials as early as April 21, 2008**, if the entire shipment for the district is ready.

Schedule of Events: Augmented Benchmark Examinations Grades 3–8

<u>Event</u>	<u>Date</u>
Districts receive <i>A Note to Parents</i> and <i>A Note to Educators</i> brochures, <i>District and School Test Coordinators' Manuals</i> , rulers, math manipulatives (grades 3–6), protractors (grades 7 and 8), Student Pre-ID Labels, and answer documents.....	March 24, 2008
Districts receive secure testing materials, security checklists, Test Administration Manuals, and information needed to return materials	March 31, 2008
Districts administer the Augmented Benchmark Examinations.....	April 14–18, 2008
Districts complete the make-up testing, if necessary	April 21–23, 2008
Deadline for districts to ship scorable answer documents (Overnight).....	On or before April 25, 2008
Deadline for districts to ship non-scorable test booklets (Overnight).....	On or before April 28, 2008

Please Note: All scorable and nonscorable materials for grades K, 1, 2, and 9 will be returned with scorable and nonscorable materials for grades 3–8. Districts are encouraged to **ship materials as early as April 21, 2008**, if the entire shipment for the district is ready.

Test Session Schedule for SAT 10 Test at Grades K, 1, 2, and 9

Assessment Schedule for Kindergarten			
Test	Estimated Preparation Time	Estimated Testing Time	Estimated Total Time
Sounds and Letters (1–28, Dictated)	10	10	20 minutes
Sounds and Letters (29–40, Dictated)	10	15	25 minutes
Mathematics (Dictated)	10	30	40 minutes

Assessment Schedule for Grade 1			
Test	Estimated Preparation Time	Estimated Testing Time	Estimated Total Time
Reading Comprehension	10	40	50 minutes
Mathematics Problem Solving (Dictated)	10	50	60 minutes

Assessment Schedule for Grade 2			
Test	Estimated Preparation Time	Estimated Testing Time	Estimated Total Time
Reading Comprehension	10	40	50 minutes
Mathematics Problem Solving (Dictated)	10	50	60 minutes

Assessment Schedule for Grade 9			
Test	Estimated Preparation Time	Estimated Testing Time	Estimated Total Time
Reading Comprehension	10	40	50 minutes
Mathematics	10	50	60 minutes
Writing	10	40	50 minutes

Test Session Schedule for Augmented Benchmark Examinations for Grades 3–8

The Augmented Benchmark examinations will consist of 6 forms per grade.

Assessment Schedule for Grades 3, 4, 6, and 8				
Day	Session	Subject and Number of Items	Testing Time	Total Testing Time
Monday April 14, 2008	R1 (1)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	2 hours, 15 minutes
	R2 (2)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	
	R3 (3)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	
	R4 (4)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	
	W5 (5)	Writing—8 multiple-choice items	15 minutes	
Tuesday April 15, 2008	M6 (6)	Mathematics—10 multiple-choice items (non-calculator)	15 minutes	1 hour, 45 minutes
	M7 (7)	Mathematics—3 constructed-response items	45 minutes	
	W8 (8)	Writing—1 constructed-response item	45 minutes	
Wednesday April 16, 2008	M9 (9)	Mathematics—10 multiple-choice items (calculator)	15 minutes	2 hours
	M10 (10)	Mathematics—3 constructed-response items	45 minutes	
	M11 (11)	Mathematics—10 multiple-choice items (calculator)	15 minutes	
	W12 (12)	Writing—1 constructed-response item	45 minutes	
Thursday April 17, 2008	R13 (13)	Reading—30 multiple-choice items	60 minutes	2 hours, 45 minutes
	M14 (14)	Mathematics—30 multiple-choice items	45 minutes	
	W15 (15)	Writing—30 multiple-choice items	60 minutes	
Total testing time for Grades 3, 4, 6, and 8 is 8 hours, 45 minutes.				

Note: Fifteen-minute breaks are suggested after R2, R4, M7, M10, R13, and M14. Lunch and other breaks can be added to the schedule between sessions if needed. Testing sessions must be completed at the conclusion of the school day.

Assessment Schedule for Grades 5 and 7				
Day	Session	Subject and Number of Items	Testing Time	Total Testing Time
Monday April 14, 2008	R1 (1)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	2 hours, 15 minutes
	R2 (2)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	
	R3 (3)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	
	R4 (4)	Reading—8 multiple-choice items and 1 constructed-response item	30 minutes	
	W5 (5)	Writing—8 multiple-choice items	15 minutes	
Tuesday April 15, 2008	M6 (6)	Mathematics—10 multiple-choice items (non-calculator)	15 minutes	1 hour, 45 minutes
	M7 (7)	Mathematics—3 constructed-response items	45 minutes	
	W8 (8)	Writing—1 constructed-response item	45 minutes	
Wednesday April 16, 2008	M9 (9)	Mathematics—10 multiple-choice items (calculator)	15 minutes	2 hours
	M10 (10)	Mathematics—3 constructed-response items	45 minutes	
	M11 (11)	Mathematics—10 multiple-choice items (calculator)	15 minutes	
	W12 (12)	Writing—1 constructed-response item	45 minutes	
Thursday April 17, 2008	S13 (13)	Science—10 multiple-choice items and 2 constructed-response items	45 minutes	2 hours, 29 minutes
	S14 (14)	Science—10 multiple-choice items and 2 constructed-response items	45 minutes	
	S15 (15)	Science—10 multiple-choice items and 2 constructed-response items	45 minutes	
	S16 (16)	Science—9 multiple-choice items	14 minutes	
Friday April 18, 2008	R17 (17)	Reading—30 multiple-choice items	60 minutes	3 hours, 30 minutes
	M18 (18)	Mathematics—30 multiple-choice items	45 minutes	
	W19 (19)	Writing—30 multiple-choice items	60 minutes	
	S20 (20)	Science—30 multiple-choice items	45 minutes	
Total testing time for Grades 5 and 7 is 11 hours, 59 minutes.				

Note: Fifteen-minute breaks are suggested after R2, R4, M7, M10, S14, R17, and W19. Lunch and other breaks can be added to the schedule between sessions if needed. Testing sessions must be completed at the conclusion of the school day.

Overview of Test Materials

Answer Documents for the Augmented Benchmark Examination for Grades 3–8 and SAT 10 Grade 9; Scannable Test Booklets for SAT 10 administered to Grades K, 1, and 2

For each grade, all subjects are contained in a single test booklet. Students administered the Augmented Benchmark Examination in grades 3–8 and SAT 10 in grade 9 will mark their answers in a separate, scannable answer document. Students administered SAT 10 in grades K, 1, and 2 will mark the answers directly in the scannable test booklet. To ensure they can be properly scored, answer documents must not be folded, clipped, stapled, taped, or torn. Extraneous materials (rulers, protractors, manipulatives, extra sheets of paper*, etc.) in answer documents cannot be processed and will cause the scanner to stop. Students are provided boxed areas in which to respond to the open-response items. Open-responses will be scored using Image Scoring (online scoring). Any response that falls outside the box will NOT be scored. Students must confine their responses to the space provided. Upon completion of testing, after test materials have been collected from students, Test Administrators must verify that:

- there are no stray marks in the multiple-choice areas of the student answer documents or in the “Teacher Use Only” box on the cover (any stray marks must be erased);
- students have recorded all of the information in the correct manner in their answer documents or test booklets;
- there are no extraneous materials (rulers, protractors, manipulatives, extra sheets of paper*, etc.) inside the answer documents or test booklets; and
- test booklet form letters are coded correctly on the back cover of the answer document or test booklet.

*Students are not allowed to use scratch paper. The use of scratch paper is considered a breach of security.

Ten-Digit State Reporting ID/Triand Number/Social Security Number

A ten-digit state reporting ID/Triand or Social Security number is required for the ACTAAP. Student identification numbers are included on student labels but must be verified for accuracy. The Arkansas Department of Education will provide districts with a range of federally-assigned identification numbers to use if parents object to providing their student’s Social Security Numbers or none is available. (See Director’s Memo ACC-01-028, created September 25, 2000.) In the event that a student registers immediately before testing and there is no time to receive a ten-digit ID from the state, the child’s Social Security Number may be used. When entering/gridding the student’s Social Security Number, place a “0” (zero) as the first number before the nine-digit Social Security Number, which will make this a ten-digit ID number. State reporting ID/Triand 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 state reporting ID/Triand numbers available on the first day of testing. Please contact **Donna Wolfe** at the Arkansas Department of Education at **501-682-4252** for additional information.

Scoring Service Identification Sheet (SSID)

Do NOT make any changes to the preprinted information on the Scoring Service Identification Sheet. If the preprinted information for the school is incorrect, a blank Scoring Service Identification Sheet must be obtained from the District or School Test Coordinator. When completing a blank SSID sheet, make sure the LEA Number is entered and gridded accurately and completely.

School/Grade/Class SSID Sheet—Within a school, one (1) School/Grade/Class SSID sheet must be completed for EACH grade or class (teacher) level tested with the Augmented Benchmark Examination and SAT 10 according to the instructions in the manual for District and School Test Coordinators. For class level, the teacher must grid his/her name on the back side of the SSID sheet in order to identify this grouping as a class level.

Master File Sheet (MFS) School and District

- Examine the School or District MFS to verify that all tested grades are included on the preprinted list. If a tested grade is not included, add the missing grade to the MFS.
- Your School LEA number should be printed in the first column.
- In the School Name columns, if a preprinted school name is incorrect, DO NOT CHANGE the preprinted name of the school. Your district must contact the ADE for any corrections.
- The School Name column may carry a truncated school name.
- In the Number of Groups column, enter the number of teacher groups in your school that are testing.
- In the Number of Documents column, enter the total number of used scorable answer documents for grades 3–9 and used scorable test booklets for grades K, 1, or 2.
- In the TOTALS line at the bottom of the Number of Documents column, enter the total number of used scorable grade K, 1, or 2 test booklets and used scorable answer documents for grades 3–9 summed across all grades in the school.

NOTE: The District/School MFS will be placed on top of the scorable materials in box 1 of the box(es) of all scorable materials.

After you verify that all grades are included on this preprinted list, the number of answer documents being returned will be entered in appropriate columns.

Test Booklets and Answer Documents

Pertinent directions are printed at the beginning of each testing session. The test booklets are secure documents. Test security guidelines dictate that test booklets are not to be examined before the test administration. Each test booklet contains a sequential, unique document security ID number. This ID number is for document security purposes only and does not correspond with numbers printed on the answer documents. Numbers printed on the answer documents are used to identify the documents during scoring.

Large Print (LP) and Braille Test Booklets

Large Print and Braille test booklets are available for Grades 2–9 for the SAT 10 and the Augmented Benchmark Examination. Large Print and Braille are not available for grades K and 1. Your District Test Coordinator will have requested Large Print and Braille editions for students during the enrollment process. If you have additional students who will require these editions prior to testing, additional LP and Braille can be ordered only by the District Test Coordinator through www.HarcourtSpectrum.com from March 26, 2008, until the additional order window closes on April 10, 2008.

For students using Braille and Large Print editions, responses must be transcribed into the appropriate booklets for SAT 10 and the appropriate answer documents for the Augmented Benchmark Examination that accompany these editions.

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. In an emergency case, materials may be transferred from one district to another. If secure materials are transferred from one district to another, the District Test Coordinator must complete and fax the Secure Material Form to ADE AND to Harcourt (see form page 44). 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 the appropriate Test Booklet Security Form. If there are special circumstances please contact the Arkansas Department of Education. Additional materials can be ordered through www.HarcourtSpectrum.com from March 26, 2008, until April 10, 2008.

Requirements for Student Test Materials

During ACTAAP testing, students must use the same test booklet and answer document given to them at the beginning of testing. The test booklet and answer document for each student must be kept together throughout ALL sessions (grades K, 1, and 2 students will be answering directly in the test booklet.) Therefore, it is strongly advised that students be tested in the same group each day.

Materials During Testing—Students cannot have any materials (e.g., books, magazines, newspapers, homework, etc.) 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. After the completion of the last of either the Augmented Benchmark Examination or SAT 10 mathematics session, collect rulers, manipulatives, and/or protractors from students. Remind students to write legibly, check their own work to assure it is complete, and completely erase incorrect responses to multiple choice items to ensure accurate results.

Note: Rulers, mathematics manipulatives, and protractors **DO NOT** need to be returned to Harcourt.

Note: Only No. 2 pencils may be used on the K, 1, and 2 test booklets and the Grades 3–9 answer documents—both for rough drafts and final copy. No other writing tools or devices, including crayons, colored pencils, highlighters, and/or mechanical pencils are permitted. Post-it notes or other markers are also prohibited. This limitation on writing tools is based on both scoring and testing protocols. The scanning of test booklets and/or answer documents can be compromised by the use of certain writing instruments. Students may use a No. 2 pencil to underline or check/circle items or key words for future reference. **Care should be taken not to penetrate the surface of the paper.**

Scratch Paper—Students may write in their test booklets grades 3–9 only. **No scratch paper may be provided** (the use of scratch paper is a breach of security), so 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 for grades 3–9 will NOT be scored.** Only work recorded in the answer documents will be scored.

Highlighters—Highlighters may be used on the test booklets for grades 3–9 ONLY. NO highlighters may be used on the answer documents or test booklets for grades K, 1, and 2.

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).

Mathematics Manipulatives, Rulers, and Protractors

Students taking the Augmented Benchmark Examinations may need to use a ruler to answer some mathematics items. Students taking the Augmented Benchmark Examinations in grades 7 and 8 may also need a protractor. Protractors will be provided in packages of 10 only to students in grades 7 and 8. Rulers will be provided in packages of 10 and should be provided to all students being tested with the Augmented Benchmark Examinations.

Students taking the Benchmark Examinations at grades 3–6 will also need manipulatives to answer some mathematics items. These manipulatives will be provided in packages containing 10 sheets of green multi-shaped pattern blocks and 10 envelopes. Test Administrators will be provided with instructions for separating or having students separate the pattern blocks and placing them in an envelope along with a ruler. Not all students in grades 3–6 will need the manipulatives, but since it will not be possible to identify students who will need them, all students in these grades should receive the pattern blocks.

Student Pre-Identification Labels

Student Pre-ID labels will contain district and school information, the student’s name, state reporting ID/Triand number, birth date, gender, ethnic background, ESI Code, LEP status, Free and/or Reduced Lunch status, and Highly Mobile status (see sample on page 36). Labels are provided for use on the answer documents (grades 3–9) or test booklets (grades K, 1, and 2) so that student information will not need to be entered and gridded for those students for whom labels have been provided. If a student does not have a label, the demographic information must be entered and gridded. The 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. If a label is torn or damaged during the separation process, **DO NOT USE** it. Instead, enter and grid all information on the answer document (grades 3–9) or test booklet (grades K, 1, and 2) for that student.

Prior to applying the student labels to answer documents and test booklets, the printed information must be checked carefully for accuracy. If **ANY** of the information for a student is incorrect, **DO NOT USE** the label. Instead, **ALL** of the information requested on the back of the answer document and test booklet must be entered and gridded. **Student information entered and gridded in Boxes 2–6* as well as the ESI Codes, Limited English Proficient (LEP), Highly Mobile, and Free and/or Reduced Lunch sections of the “Teacher Use Only” box of the answer document will NOT be picked up by the scanner if a student label is affixed.** All of the information must be entered and gridded for students for whom labels were not provided.

It is extremely important that labels be affixed correctly so that the scanning equipment can properly read the barcode. There is only one location for the label to be affixed properly. Placement of the label anywhere else on the back cover of the answer document for grades 3–9 or grade K–2 test booklet will prevent the scanner from reading the label. In this event, the answer document or test booklet must be handled manually.

Whether or not a label is used, information requested in Box 1 (Student/School/Teacher 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 to students). **All** students in grades 3–8 must code their test booklet form in the appropriate box (Box 7).

After all testing is done, the “Teacher Use Only” box (Boxes 8 and 9) must be completed. If a student label has been used, it is not necessary to code the circles for ESI Codes, Free and/or Reduced Lunch, Highly Mobile, and Limited English Proficient (LEP) in the “Teacher Use Only” box. This information is already contained in the label 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, Gifted and Talented, LEP student less than one year in the U.S., and LEP Accommodations) need to be completed as appropriate if a student label is used.

Guidelines for Students to be Tested

It is important for you to know who should be tested. Grades K, 1, 2, and 9 (SAT 10) and Grades 3–8 (Augmented Benchmark Examination) should be administered to all students who can be tested under standardized conditions, with or without accommodations. The following guidelines apply to exceptional students.

Disabled Students (P.L. 94-142)

Students identified as disabled pursuant to P.L. 94-142 and under Section 504 of the Rehabilitation Act of 1973, as amended, should be included in CRT and NRT ACTAAP testing if their Individualized Educational Plans (IEPs) indicate that testing is appropriate, with or without accommodations. Students in School Age Programs (DDS) are to be assessed. This requirement began with the 2002–2003 school year. Students in Day Treatment Programs are to be assessed (see Director’s Memo IA-04-110, created 05/13/2004). See page 19 in this handbook for information on how to code a student as disabled. Do not code the Special Education Accommodations section for 504 students. However, they may still receive accommodations that are in the student’s 504 Plan and used regularly in the classroom.

If a student’s IEP indicates that it is inappropriate to administer the Augmented Benchmark Examination for Grades 3–8, that student should participate in the Alternate Portfolio Assessment System.

Limited English Proficient (LEP) Students

Limited English Proficient students should be included in the NRT or CRT ACTAAP testing, with or without accommodations.

To identify LEP students, Test Administrators must code each student’s answer document or test booklet if a student label is not used, or if information on the label is not correct. On the answer document or test booklet, fill in the LEP circle in the “Teacher Use Only” box. Specific directions can be found in this manual on page 21. The student will then receive an Individual Student Report and will be included in the Limited English Proficient Summary Report, as well as in the Combined Population Report.

First-Year Limited English Proficient (LEP) Students

LEP students who are enrolled in their first year in a school in the U.S. who are scheduled to participate in the Augmented Benchmark Examinations must take the Mathematics and Science portions but are not required to be tested in Literacy (reading and writing).

The Language Placement and Assessment Committee (LPAC) determines the appropriate accommodations for LEP students on an individual basis. Accommodations are listed in the approved accommodations list on page 21 and must be used regularly in the classroom.

First-year LEP students whose answer documents or test booklets have been properly coded will not be included in the AYP calculations for 2008. Once the answer documents or test booklets are returned for scoring, students’ information cannot be reassigned. If the circle for LEP student less than one year in the U.S. is not filled in, that student will be included in the AYP calculations. See page 21 for information on how to code a student as First-year LEP.

Alternative Learning Environment Students

Alternative Learning Environment (ALE) students shall participate in the NRT at grades K, 1, 2, and 9 or Augmented Benchmark Examination at grades 3–8. The test location may be decided by the district. Test Administrators must be currently licensed by the Arkansas Department of Education as a teacher or administrator. Test materials must be kept secure at all times.

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 SAT 10 for grades K, 1, 2, and 9.

All students, including the following, should be tested:

- Title I students—all students identified as Free and/or Reduced Lunch
- Transfer students—any student enrolled on or before the first day of testing must be tested
- LEP students—should be tested, with or without accommodations
- Disabled students—should be tested if their IEP indicates testing is appropriate, with or without allowable accommodations
- ALE students
- Foreign Exchange Students

Exceptions:

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

Test Security

Arkansas Department of Education Test Security Guidelines

Maintaining test security is a very serious responsibility for all Arkansas currently licensed 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 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' Manual* and the Test Administration Manuals. These instructions include reading directions verbatim to students during testing.
6. Test booklets 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 ADE.
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 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 and/or associated test items or the writing prompts. Removing or copying the Mathematics Reference Sheet provided in the test booklets is a breach of security.
12. Students must not be exposed to answers of items at any time before, during, or after testing. At least 50% of the customized CRT items that contribute to the student performance results will be released to the public schools for instructional purposes.

13. 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.
14. Students are not allowed to use scratch paper. The use of scratch paper is considered a breach of security.
15. Students cannot have any materials (e.g., books, magazines, newspapers, homework, etc.) except testing materials during the testing sessions.
16. 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, etc.)
17. If students are permitted to bring calculators from home or 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.
18. 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.
19. 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.
20. **All** test booklets, used and unused, shall be inventoried subsequent to testing and returned to the appropriate 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.
21. 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.

Security Procedures

Materials may leave the Superintendent's office no more than five (5) school days before the first testing session. However, it is strongly recommended that secure materials do not leave the Superintendent's office more than three (3) school days before the first testing session unless the size of the district absolutely necessitates more time for distribution.

Due to security reasons, the ADE recommends that shrink-wrapped test booklets be opened on the first day of the testing only. In unusual circumstances, shrink-wrapped test booklets may be opened no more than 24 hours in advance of the first day of testing for organizational purposes only. No one may look inside the test booklets for any reason. No materials should be distributed to Test Administrators until the first day of testing. Maintaining test security is a very serious responsibility for the District Superintendent, the District Test Coordinator, and the School Test Coordinators. They must be aware of the security risks involved in this situation. A breach of security is one of the reasons for loss of license in the State of Arkansas.

No part of the Augmented Benchmark Examination for grades 3–8 or SAT 10 for grades K, 1, 2, or 9 may be downloaded into any assistive device.

The listing of test security guidelines (see the previous two pages in the Handbook) is also contained in the appendices of all testing manuals. All personnel involved with the Augmented Benchmark Examination for grades 3–8 or SAT 10 for grades K, 1, 2, or 9 should read and be familiar with these guidelines.

Test Booklet Security Checklists

Any schools with students participating in the Augmented Benchmark Examination, Grades 3–8 and/or SAT 10, Grades K, 1, 2, and 9 will receive Test Booklet Security Checklists for each grade. The checklists must be used to distribute test booklets and secure Test Administration Manual(s) for grades K, 1, and 2 to Test Administrators and to account for all secure material during and after testing. Space is provided on the forms for the Test Administrator to sign out the secure material. School Test Coordinators and Test Administrators are to initial the form when material(s) are distributed to the Test Administrator and when they are returned to the School Test Coordinator on a **DAILY** basis. The Test Booklet Security Checklists shall be used in tracking secure material assigned to Test Administrators. The School Test Coordinators shall verify the number of secure material(s) returned for each Test Administrator. See page 34 for a sample of the security forms.

Test Booklet Security Checklists must be returned with the appropriate grade level's test booklets.

Careful attention to completing these checklists will minimize lost test booklets.

Mathematics Reference Sheets

NRT mathematics formula reference sheets are provided in the test booklets for the Augmented Benchmark Examinations (grades 7 and 8). The SAT 10 (grade 9) NRT mathematics reference sheets and the CRT mathematics reference sheets are provided as separate single sheets sent with your secure test materials. Students may reference these sheets as needed. Under no circumstances should NRT reference sheets be detached from the test booklets. Detaching or photocopying the NRT or CRT mathematics reference sheets compromises the integrity of the test and is a breach of security.

Mathematics reference sheets for the CRT portion of the examinations are grade-level specific and will NOT be included in the test booklet. The separate CRT reference sheet documents will be shipped to districts (packaged by school) with secure test materials such as test booklets.

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 set of affidavits for each assessment, which must be copied as needed to provide forms to the schools and for all Test Administrators for the grade being tested. The affidavits provided are not grade specific. The boxes for the grade levels for which the affidavit is being completed and signed must be checked. There are three types of affidavits as follows:

Affidavit 1—District Level Test Security Form. There is a district-level affidavit, which needs to be signed by the District Superintendent and the District Test Coordinator. For each examination, only one (1) copy of Affidavit 1 should be signed for all grades in the district.

Affidavit 2—School Level Test Security Form. There is a school-level affidavit, which needs to be signed by the School Test Coordinator and Building Principal. The District Test Coordinator should make copies of the school-level affidavits in order to provide one to every school with students being tested. For each examination, only one (1) copy of Affidavit 2 should be signed for all grades in the school.

Affidavit 3—Test Administrator Security Form. There is a Test Administrator affidavit, which contains space for the signatures of four (4) Test Administrators. The District Test Coordinator should make copies of the Test Administrator affidavits 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 needs to be signed for each grade.**

All completed and signed affidavits must be returned with the secure scorable answer documents and scorable test booklets according to instructions provided in the manuals for District and School Test Coordinators. See pages 30–32 for samples of the affidavits.

Reading and/or Transcription of the Mathematics, Writing, and/or Science Tests

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having the mathematics, writing, and/or science portions of the Grade 3–8 Augmented Benchmark Examination or grade K, 1, 2, and 9 SAT 10 Test 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. **Reading of test questions or reading passages for the reading test is not allowed under any circumstances except for when test directions require that all test material be read to all students.**

Do not code the accommodations section for 504 students. However, they may still receive accommodations that are in the student's 504 Plan and used regularly in the classroom.

Only teachers or administrators who are **currently licensed** by the Arkansas Department of Education are allowed to read or transcribe a test for students who have this accommodation. The Affidavit Waiver Form provided on page 33 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 gridded or written in the student's answer document by someone other than the student). In those cases where a student's responses to test questions require transcription (e.g., Braille and Large Print version, other approved accommodations, etc.), 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 Pearson. If this transcription does not occur within the district, the student's responses will be treated as Non-Scorable or "not taken" by Pearson. The transcription should be performed by the District Test Coordinator or someone working directly under his or her supervision. If the District Test Coordinator does not perform the transcribing onto the regular answer document, it **will not** be performed by Pearson or Harcourt.

General Information

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 to provide information 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. **Coding for students cannot be changed after scorable answer documents and test booklets are sent to the testing company.**

Fill in the “Teacher Use Only” box on the back of the answer document for grades 3–9 or test booklets for grades K, 1, and 2 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 20 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 following pages provide instructions for completing all of the sections in the “Teacher Use Only” box, as appropriate for each student.

There are nine sections within the “Teacher Use Only” box: 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., and LEP Accommodations.

After all testing is done, the “Teacher Use Only” box must be completed. If a student Pre-ID label has been used, it is not necessary to code the circles for ESI Codes, Free and/or Reduced Lunch, Highly Mobile, and Limited English Proficient (LEP) in the “Teacher Use Only” box. This information is already contained in the label 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, Gifted and Talented, LEP student less than one year in the U.S., and LEP Accommodations) need to be completed as appropriate if a student label is used.

TEACHER USE ONLY		
8	SPECIAL EDUCATION	9
<input type="radio"/> Free and/or Reduced Lunch		LEP ONLY
<input type="radio"/> * Migrant Student		<input type="radio"/> Limited English Proficient (LEP)
<input type="radio"/> * Gifted and Talented		<input type="radio"/> * LEP Student less than one year in the U.S.
<input type="radio"/> * SPECIAL EDUCATION ACCOMMODATIONS		* LEP ACCOMMODATIONS
<input type="radio"/> AU <input type="radio"/> MD <input type="radio"/> SLD <input type="radio"/> DB <input type="radio"/> OI <input type="radio"/> SLI <input type="radio"/> HI <input type="radio"/> OHI <input type="radio"/> TBI <input type="radio"/> MR <input type="radio"/> SED <input type="radio"/> VI	<input type="radio"/> Highly Mobile <input type="radio"/> Student enrolled in school after October 1, 2007	<input type="radio"/> LEP - ET <input type="radio"/> LEP - WTWD <input type="radio"/> LEP - IS <input type="radio"/> LEP - PREF <input type="radio"/> LEP - SMGT <input type="radio"/> LEP - INT <input type="radio"/> LEP - RMT/RWT/RST <input type="radio"/> LEP - NB
<input type="radio"/> TRAN <input type="radio"/> MD <input type="radio"/> REC <input type="radio"/> NB <input type="radio"/> SIGN <input type="radio"/> IS <input type="radio"/> PREF <input type="radio"/> ET <input type="radio"/> SMGT <input type="radio"/> LPT <input type="radio"/> INT <input type="radio"/> BT <input type="radio"/> RMT/RWT/RST <input type="radio"/> AB	<input type="radio"/> FOR ADE USE ONLY	

Continued on next page...

Completing the “Teacher Use Only” Box (continued)

ESI Codes

A student’s ESI Code does not need to be coded if a student label is used and the information is correct. If a student label is not used or if the information is incorrect, 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.

01	AU	autism	07	OHI	other health impairment
02	DB	deaf-blindness	08	SED	serious emotional disturbance
03	HI	hearing impairment	09	SLD	specific learning disability
04	MR	mental retardation (both TMR and EMR)	10	SLI	speech or language impairment
05	MD	multiple disabilities	11	TBI	traumatic brain injury
06	OI	orthopedic impairment	12	VI	visual impairment

*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.

01	TRAN	a teacher transfers answers from the student’s test booklet to an answer document
02	REC	a teacher records the student’s verbal responses in his/her answer document
03	SIGN	directions signed for a student with a hearing impairment
04	PREF	preferential seating (study carrel)
05	SMGT	small group testing
06	INT	individual testing
07	RMT/RWT/RST	reading of the math/writing/science test
08	MD	magnifying devices
09	NB	noise buffer
10	IS	individualized scheduling
11	ET	extended time
12	LPT	Large Print test booklet
13	BT	Braille test booklet
14	AB	Abacus

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

NOTE: Extended time means that the whole 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 testing, during breaks, and during lunch.

Free and/or Reduced Lunch Students

A student's eligibility for free and/or reduced lunch does not need to be coded on the answer document for grades 3–9 or the test booklet for grades K, 1, and 2 if a student label is used and the information is correct.

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; contact person is Barbara Smith 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:

Child 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 William Cosme or Stan Young at 501-324-9660.

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

*Gifted and Talented Students

Complete the Gifted and Talented section of the "Teacher Use Only" box, as appropriate, regardless of whether or not a student label is used.

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

Highly Mobile Students

A student's status as highly mobile does not need to be coded on the answer document or test booklet if a student label is used and the information is correct. If a student label is not used or if the information is incorrect, complete the Highly Mobile section of the "Teacher Use Only" box, as appropriate.

Fill in the circle labeled "Highly Mobile" for any student enrolled in the school after October 1, 2007, or moving between schools in the district.

For ALE, see the Accountability Workbook, 10.01, located on the ADE Web site.

For ADE Use Only

Fill in this circle ONLY if instructed to do so by ADE.

Limited English Proficient (LEP) Students

A student's status as limited English proficient does not need to be coded on the answer document if a student label is used and the information is correct. If a student label is not being used and the student is designated as limited English proficient, fill in the circle labeled "Limited English Proficient (LEP)." If an LEP student is also participating in a special education program, fill in the appropriate circle (01–12) 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 a school in the U.S. less than one year, fill in the circle regardless of whether or not a student label is used.

* An asterisk indicates that the section **must** be coded 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.

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.

01	LEP-ET	extended time
02	LEP-WTWD	word-to-word dictionary
03	LEP-IS	individualized schedule
04	LEP-PREF	preferential seating (study carrel)
05	LEP-SMGT	small group testing
06	LEP-INT	individual testing
07	LEP-RMT/RWT/RST	reading of the math/writing/science test in English
08	LEP-NB	noise buffer

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

NOTE: Extended time means that the whole 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 testing, during breaks, and during lunch.

Calculator Use and Restrictions

Within the Augmented Benchmark Examination, Grades 3–8 and SAT 10 grade 9, most sessions permit calculator use. However, during certain sessions, calculators may **NOT** be used. See the Test Administration Manuals for further information on calculators. **Students may not share calculators during testing sessions.**

Calculators that may NOT be used on any calculator sections 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 (often designated Computer Algebra Systems)
- Calculators that can communicate wirelessly with other calculators

Some examples of specific calculator models prohibited include:

- Casio CFX-9970G
- Casio ALGEBRA FX 2.0
- Hewlett-Packard HP-40G and HP-49G
- Texas Instruments TI-89
- Texas Instruments TI-92
- TI-Nspire (may ONLY be used if the TI-84 faceplate is installed)

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

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. See pages 14–15 for more information about test security procedures.

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 examinations (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 math in your school should decide whether or not calculators should be used. Please follow the guidelines provided for the Augmented Benchmark Examinations and SAT 10 regarding the types of calculators to be used.

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).

Alerts

Student responses are confidential, with scorers seeing only an answer document identification number for any response to an open-ended 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 other, illegal activity, cheating, breach of test security, etc.). In the case of an alert situation, the test contractor will notify Dr. Gayle Potter at the Arkansas Department of Education, who will notify the District Superintendent. In these cases, the Department and the Superintendent constantly maintain student confidentiality.

Test Materials Delivery

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 packing lists and the materials, contact the Harcourt Customer Support Center at 800-763-2306, toll-free and ADE at 501-682-4558. **The District Test Coordinator is responsible for reporting any discrepancies or irregularities.**

Shipment 1—Non-Secure Test Materials

The shipment arrival date is dependent on the examination (see Schedule of Events on page 5). Shipment 1 will include non-secure District and School Materials:

District Materials

- District Packing List
- Cover Memo
- *A Note to Parents* and *A Note to Educators* brochures
- *District and School Test Coordinators' Manual*—2 copies

School Materials

- School Packing List
- Rulers
- Mathematics manipulatives kit (grades 3 through 6)
- Protractors (grades 7 and 8)
- *A Note to Parents Brochure*—1 copy per student
- *District and School Test Coordinators' Manual*—1 copy
- Student pre-identification labels
- Answer Documents (shrink-wrapped packages of 10)

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

Shipment 2—Secure Test Materials

Shipment arrival date is dependent on the examination (see Schedule of Events on page 5). Shipment 2 will include District Materials for returning shipments and secure School Materials:

District Materials

The following materials are for the District Test Coordinator's use.

- District Packing List
- Cover Memo
- Paper bands
- Blank Scoring Service Identification (SSID) sheets
- District Master File Sheet
- District Security Checklist
- Test Security Affidavits 1, 2, and 3 (see samples on pages 30–32)
- Affidavit Waiver Form
- Test Administration Manuals (one copy for each grade)
- **Scorable Material Return Kit**
 - Scorable Material Return Instructions
 - UPS labels (Overnight)
 - Orange Scorable Label (affixed to boxes to be returned with used answer documents for grades 3–9 and test booklets for grades K, 1, and 2)
 - Scorable Material Return Verification Form (see sample on page 42)

Note: Districts are encouraged to ship materials as early as April 21, 2008, if the entire shipment for the district is ready.

- **Non-Scorable Material Return Kit**
 - Non-Scorable Material Return Instructions
 - UPS labels
 - Green Non-Scorable Labels (affixed to boxes to be returned with test booklets for grades 3–9 and any unused answer documents)
 - Non-Scorable Material Return Verification Form (see sample on page 43)

Note: Districts are encouraged to ship materials as early as April 21, 2008, if the entire shipment for the district is ready.

School Materials

- School Packing List
- Pre-printed/pre-slugged Scoring Service Identification (SSID) sheet
- Blank Scoring Service Identification (SSID) sheet
- School Master File Sheet (MFS)
- Did Not Test Form (see sample on page 44)
- CRT Reference Sheets (grades 3–8)
- NRT Reference Sheet (grade 9)
- Test Booklet Security Checklist (see samples on page 35)
- Test Booklets (shrink-wrapped packages of 10)
- Secure and Non-Secure Test Administrator's Manuals (all grades)
- Large Print and Braille Materials/Kits

District Test Coordinators are responsible for inventorying all materials immediately upon receipt.

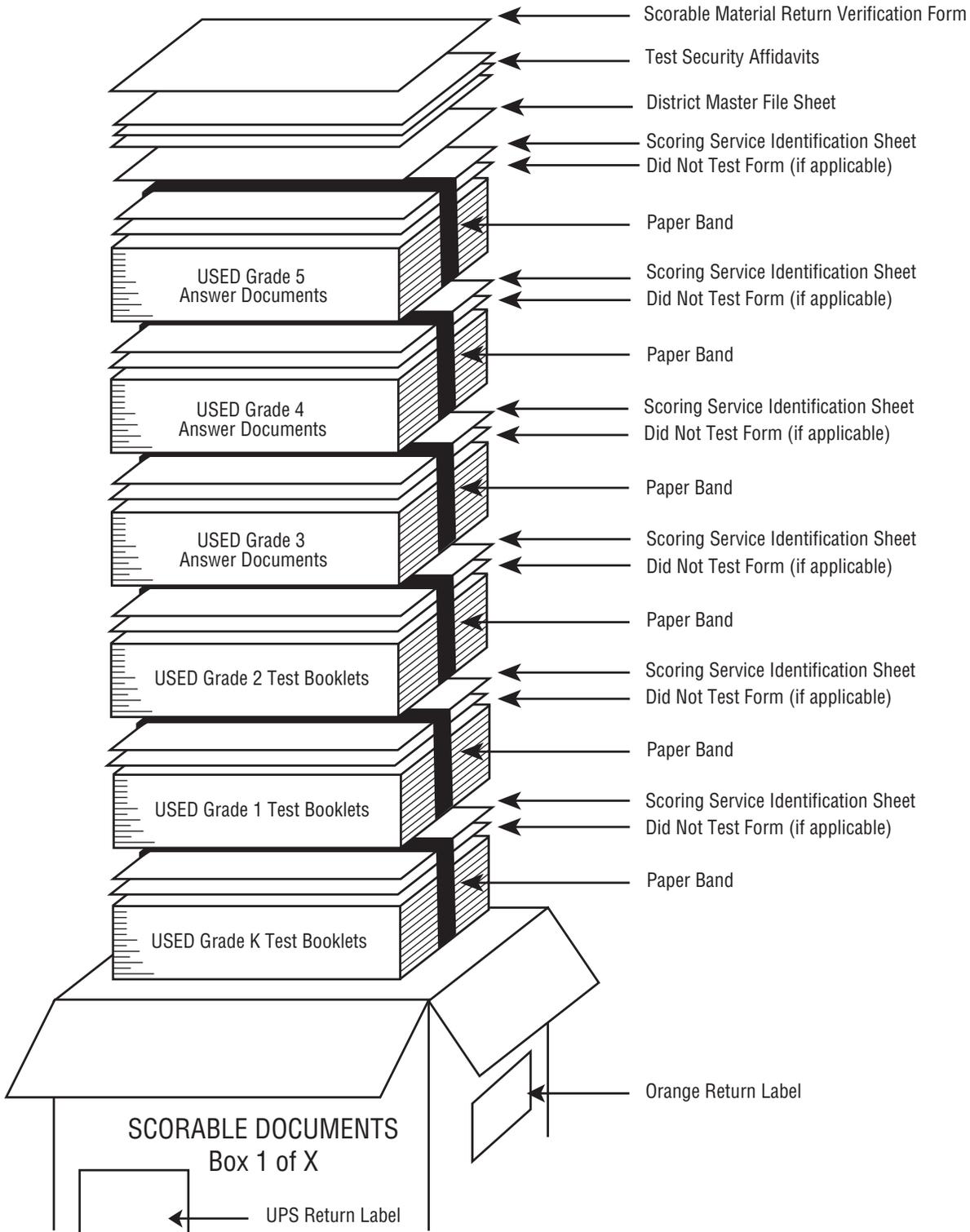
Instructions for the Return of Scorable Answer Documents (3–9) and Scorable Test Booklets (K, 1, and 2)

NOTE: Materials for each school must be organized SEPARATELY for EACH grade. Make sure the scorable used answer documents for each grade (3–9) and scorable (used) test booklets for grades K, 1, and 2 are returned to Pearson in one shipment. Do NOT return unused answer documents with scorable materials. All test booklets and answer documents that are returned to Pearson with student demographic information filled out or with a student label applied **WILL BE SCORED**.

1. All schools must complete one pre-printed SSID sheet for each grade tested. SSID sheets must be placed on TOP of each intact stack/class of used answer documents or test booklets for the appropriate grade. The SSID sheet will be used to determine reporting at the classroom/group level.
2. Schools must also complete one (1) Master File Sheet for the school and place it on TOP of all corresponding used answer documents or test booklets for a school.
3. Schools should place a paper band around the set(s) of scorable (used) answer documents or test booklets and provide these bundles to the District Test Coordinator.
4. Complete the Secure Material Transmittal Form for each grade and place on TOP of all school bundles for the appropriate grade for the district.
5. Complete all of the affidavits and place on TOP of all the scorable (used) answer document and test booklet materials in box “1 of 1.”
6. Place all bundles of scorable answer documents or test booklets into a box for return shipping. For each examination, return the scorable used answer documents for grades 3–9 or scorable used test booklets for grades K, 1, and 2 in one shipment. **Do NOT include unused test booklets for grades 3–9 in this shipment.** Place an **Orange Scorable** Return Shipping Label for Scorable Test Booklets and Answer Documents on each box. Label each box “x of x.” Place the UPS shipping label on box “1 of x.” Affix the **orange** scorable labels (one per box on the side of the box) that were part of your return kit.
7. If your district does not have a regularly scheduled UPS pick-up, call UPS toll-free at 877-536-2697 (see Schedule of Events on page 5 for pick-up dates).
8. Complete and fax the “Scorable Material Return Verification Form” (see sample on page 42 of this handbook) included in the Answer Document Return Kit to Pearson.

NOTE: Districts are encouraged to ship materials as early as April 21, 2008, if the entire shipment for the district is ready.

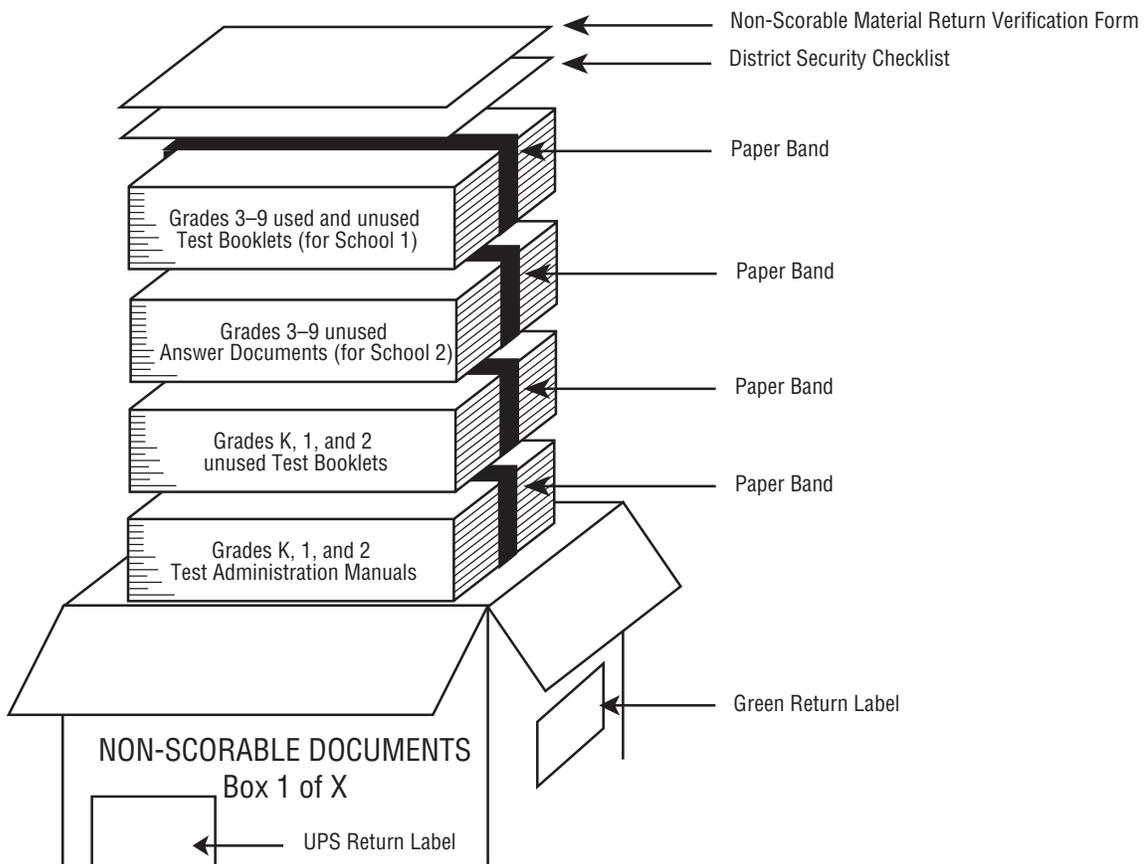
Packing Diagram for the Return of Scorable Answer Documents (3–9) and Scorable Test Booklets (K, 1, and 2)



Instructions for the Return of Non-Scorable Used and Unused Test Booklets for Grades 3–9 and Unused Test Booklets for Grades K, 1, and 2

NOTE: Materials for each school must be organized SEPARATELY for EACH grade. Make sure the test booklets are returned to Harcourt in one shipment for each assessment.

1. In sequential order, arrange test booklets for a school and place paper band(s) around them. All test booklets (used for grades 3–9 and unused test books for grades K, 1, and 2) **MUST** be returned to Harcourt.
2. The District Security Checklist should be packed on top of the Non-Scorable materials in Box 1 of the Non-Scorable materials returned to Harcourt by the district.
3. Verify that the School Security Checklists have been completed and signed. Retain the School Security Checklist for your records.
4. Place bundles of test booklets and security forms in boxes for return shipping. For each examination, return test booklets for all grades/ courses in one shipment. **Do NOT include any SCORABLE used test booklets for grades K, 1, and 2 or used answer documents in this shipment.**
5. Place a Green Non-Scorable Return Shipping Label for Test Booklets on each box. Label each box “x of x.” Place one shipping label on each box. Seal the boxes with heavy-duty tape. Place the **green labels—Non-Scorable** (one per box) on the side of the box.
6. Your district **MUST** contact UPS for pick-up. Call UPS toll-free at 877-536-2697 (see Schedule of Events on page 5 for return dates).
7. Complete and fax the Non-Scorable Material Return Verification Form (see sample on page 43 of this handbook) included in the Non-Scorable Return Kit to Harcourt.



Note: Test Administration Manuals for grades K, 1, and 2 only must be returned since they contain test items.

Appendices

ACTAAP Contacts

For questions related to policy consideration, contact:

Dr. Gayle Potter, Associate Director
Curriculum, Assessment, and Research
Arkansas Department of Education
4 State Capitol Mall, Room 106A
Little Rock, AR 72201-1071
Telephone: 501-682-4558
Fax: 501-682-4886

For questions related to examination materials, contact:

Customer Support Center
Harcourt Assessment
19500 Bulverde Rd.
San Antonio, TX 78259
Phone: 800-763-2306
Fax: 866-313-6872

Sample Affidavit 1—District Level Test Security Form

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the Superintendent and the District Test Coordinator. It must be returned with the used answer documents for the district according to the instructions in the *District and School Test Coordinators' Manual*. Please enter the following LEA number: first digit is the region code (provided by ADE), digits two and three are the county code, and digits four and five are the district code. This number is pre-printed on the school SSID sheet and student pre-identification label.

LEA#: - -

District Name: _____

Grade (check **all** that apply): K 1 2 3 4 5 6 7 8 9

Augmented Benchmark Examinations

AFFIDAVIT 1

District Level Test Security Form

I certify that I have informed all District and Building (School) Test Coordinators, and all persons who give or help give these tests, of the secure nature of the Augmented Benchmark Examinations test booklets and answer documents. These individuals have also been informed that unless there is an approved accommodation, they are not allowed to read test items or students' responses to test items.

I certify that to my knowledge, no one in this district has read, copied, reproduced, or released in any way the secure Augmented Benchmark Examinations items or students' responses to test items. As directed in the *ACTAAP District and School Test Coordinators' Manual*, all used and unused test booklets and all used answer documents for grades 3–8 have been packaged and returned to Pearson.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

District Superintendent's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

District Test Coordinator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Sample Affidavit 2—School Level Test Security Form

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the Building Principal and the School Test Coordinator. This affidavit is to be returned to the District Test Coordinator at the completion of testing. The affidavit must be returned with the appropriate grade's used answer documents according to the instructions in the *District and School Test Coordinators' Manual*. Please enter the following LEA number: first digit is the region code (provided by ADE), digits two and three are the county code, and digits four and five are the district code. This number is pre-printed on the school SSID sheet and student pre-identification label. The last three digits are the school number.

LEA#: - - -

District Name: _____

School Name: _____

Check only one box:

Augmented Benchmark Examination
Grades 3–8

SAT 10
Grades K, 1, 2, & 9

Augmented Benchmark Examination and SAT 10 AFFIDAVIT 2 School Level Test Security Form

I certify that, to my knowledge, no one in this school building has read, copied, reproduced, or released in any way the secure Augmented Benchmark Examination and SAT 10 items or students' responses to test items. As directed in the *ACTAAP District and School Test Coordinators' Manual*, all used and unused test booklets and used answer documents, have been packaged and returned to the District Test Coordinator.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

School Test Coordinator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Building Principal's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Sample Affidavit 3—Test Administrator Security Form

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be signed by all Test Administrators (persons who give or help give the test) and returned to the School Test Coordinator. The affidavit must be returned to the District Test Coordinator upon completion of testing. The affidavit must be returned with the Augmented Benchmark Examination and SAT 10 used answer documents according to the instructions in the *Test Administration Manual*. Please enter the following LEA number: first digit is the region code (provided by ADE), digits two and three are the county code, and digits four and five are the district code. This number is pre-printed on the school SSID sheet and student pre-identification label. The last three digits are the school number.

LEA#: - - -

District Name: _____

School Name: _____

Grade (check **one**): K 1 2 3 4 5 6 7 8 9

Augmented Benchmark Examination and SAT 10

AFFIDAVIT 3

Test Administrator Security Form

I certify that I have not read, copied, reproduced, or released in any way the secure Augmented Benchmark Examination and SAT 10 items, writing prompts, or students' responses to test items or writing prompts. I have not conducted any inappropriate test preparation activities with students that would invalidate the test results or give them an unfair advantage over others. As directed in the *Test Administration Manual*, all **used and unused** test booklets and used answer documents have been packaged and returned to the School Test Coordinator.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Sample Affidavit Waiver Form for Providing an Approved Accommodation

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examination and SAT 10 Affidavit Waiver Form

for
Providing an Approved Accommodation
April 2008

I provided an approved testing accommodation for:

_____ Student's Name

_____ Answer Document Number

by _____ sessions _____
reading/transcribing

of the test booklet form _____ (enter the letter from the upper right corner of the test

booklet) of the April 2008 Augmented Benchmark Examination and SAT 10 Examination, and

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

_____ Date

_____ Signature of Arkansas Certified Personnel Providing Accommodation

_____ District Name and School Name

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

School Test Booklet Security Checklist

Arkansas Test Booklet Security Form School Security Checklist

Order No: 0005114017 Item: 9998044804 Description: GR3 PK 10

DISTRICT: Arkansas District

SCHOOL: Arkansas School

SHIP TO: Ship to Name
Ship to Address
City, State Zip

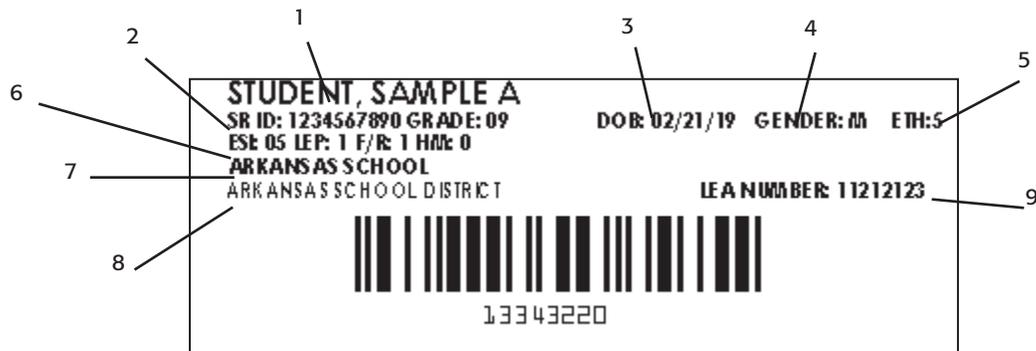
School Security Checklist

Serial Numbers Box Number	Test Administrator Name	Initial Inventory	Out/In	Out/In	Out/In	Out/In	Out/In
Serial #	Teacher A Signature	_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/
Serial #	Teacher B Signature	_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/
Serial #		_____	/	/	/	/	/

NOTE: Students that required a MAKE UP. Use this section below:

Sample Student Pre-Identification Label

The following provides a key to the information that is printed on the student label. Verify that the information for each student is correct. If any of the information for a student is incorrect, do NOT use the label. Instead enter and grid all of the information requested on the back of the answer document.



- 1 Student Name:** last name, first name, middle initial
- 2 State-required ID:** a student's identification number issued by the state or a student's Social Security Number
- 3 Date of birth**
- 4 Gender:** F = Female; M = Male
- 5 Ethnic Background:**

- | | |
|--------------------------|-------------------|
| 1 Asian/Pacific Islander | 4 Native American |
| 2 African-American | 5 Caucasian |
| 3 Hispanic | |

6 ESI Codes:

- | | |
|---|--------------------------------------|
| 01 AU autism | 07 OHI other health impairment |
| 02 DB deaf-blindness | 08 SED serious emotional disturbance |
| 03 HI hearing impairment | 09 SLD specific learning disability |
| 04 MR mental retardation (both TMR and EMR) | 10 SLI speech or language impairment |
| 05 MD multiple disabilities | 11 TBI traumatic brain injury |
| 06 OI orthopedic impairment | 12 VI visual impairment |

LEP:

- | | |
|--------------------------------------|---|
| 1 Yes, the student is an LEP student | 0 No, the student is not an LEP student |
|--------------------------------------|---|

F/R:

- | | |
|---|--|
| 1 Yes, the student receives free and/or reduced lunch | 0 No, the student does not receive free and/or reduced lunch |
|---|--|

Highly Mobile:

- | | |
|--|---|
| 1 Yes, the student is highly mobile (enrolled in school after October 1, 2007) | 0 No, the student is not highly mobile (did not enroll in school after October 1, 2007) |
|--|---|

- 7 School Name**
- 8 District**
- 9 District/School LEA Number**

Sample District Master File Sheet (MFS)



Harcourt Assessment District Master File Sheet

District: ALPENA SCHOOL DISTRICT
 Code: 10501000
 Contact: JAMES TRAMMELL
 Address: RT.3, BOX 173

ALPENA AR 72611
 Telephone: (479) 437-2220

LEA Number	Building Name	Grade	Number of Groups	Number of Documents
10501001	ALPENA ELEMENTARY SC	01	_____	_____
		02	_____	_____
		03	_____	_____
		04	_____	_____
		05	_____	_____
		06	_____	_____
		K	_____	_____
10501002	ALPENA HIGH SCHOOL	07	_____	_____
		08	_____	_____
		09	_____	_____

TOTALS: _____

For Scoring Center Use	Receiving Number	Order Number	Date Received
	Testing Program ARS08	Est N-Count	

Sample School Master File Sheet (MFS)



Harcourt Assessment School Master File Sheet

Page 1

District: ALPENA SCHOOL DISTRICT
Code: 10501000
Contact: JAMES TRAMMELL
Address: RT.3, BOX 173

ALPENA AR 72611
Telephone: (479) 437-2220

LEA Number	Building Name	Grade	Number of Groups	Number of Documents
10501001	ALPENA ELEMENTARY SCHOOL	01	_____	_____
		02	_____	_____
		03	_____	_____
		04	_____	_____
		05	_____	_____
		06	_____	_____
		K	_____	_____

TOTALS: _____

For Scoring Center Use	Receiving Number	Order Number	Date Received
	Testing Program ARS08	Est N-Count	

Sample Scorable Material Return Verification Form

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Scorable Material Return Verification Form Augmented Benchmark Examination and SAT 10

April 2008

To Be Completed by the District Test Coordinator

This form must be completed and faxed to Harcourt immediately after the answer documents have been picked up. This form will provide a tracking mechanism for you and Harcourt should the need arise. This form will also help ensure test security and prompt follow-up should your answer documents not arrive by the expected date.

FAX TO: 866-313-6872

SHIPMENT 1 (SCORABLE MATERIAL)

District LEA #: - -

District Name: _____

District Test Coordinator's Name: _____

Phone Number: _____

Number of Boxes Shipped: _____

Date Shipped: _____

Sample Non-Scorable Material Return Verification Form



Arkansas Comprehensive Testing, Assessment, and Accountability Program

Non-Scorable Material Return Verification Form Augmented Benchmark Examination and SAT 10

April 2008

To Be Completed by the District Test Coordinator

This form must be completed and faxed to Harcourt immediately after the Non-Scorable materials have been picked up. This form will provide a tracking mechanism for you and Harcourt should the need arise. This form will also help ensure test security and prompt follow-up should your Non-Scorable test booklets not arrive by the expected date.

FAX TO: 866-313-6872

SHIPMENT 2 (Non-Scorable MATERIAL)

District LEA #: - -

District Name: _____

District Test Coordinator's Name: _____

Phone Number: _____

Number of Boxes Shipped: _____

Date Shipped: _____

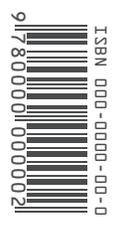
Did Not Test Form

DID NOT TEST

Signature: _____

1 STUDENT NAME		TEACHER		SCHOOL	
SCHOOL DISTRICT		GENDER		DATE OF BIRTH	
LAST NAME		FIRST NAME		GRADE	
RACE/ETHNICITY		STUDENT NUMBER		TEACHER USE ONLY	

April 2008
ACTAAP
 Arkansas Comprehensive Testing, Assessment,
 and Accountability Program



4 DATE OF BIRTH		8 SPECIAL EDUCATION		9 TEACHER USE ONLY	
Month	Day	Year	ESL codes	<input type="checkbox"/> Limited English Proficient (LEP)	<input type="checkbox"/> Free and/or Reduced Lunch
Jan			<input type="checkbox"/> AU <input type="checkbox"/> MD <input type="checkbox"/> SLD	<input type="checkbox"/> * LEP Student less than one year in the U.S.	<input type="checkbox"/> * Migrant Student
Feb		19	<input type="checkbox"/> DB <input type="checkbox"/> OI <input type="checkbox"/> SLI	<input type="checkbox"/> * Gifted and Talented	<input type="checkbox"/> * Highly Mobile
Mar		20	<input type="checkbox"/> HI <input type="checkbox"/> OHI <input type="checkbox"/> TBI		<input type="checkbox"/> Student enrolled in school after October 1, 2007
Apr	1	1	<input type="checkbox"/> MR <input type="checkbox"/> SED <input type="checkbox"/> VI	10 REASON NOT TESTED	FOR ADE USE ONLY
May	2	2		<input type="checkbox"/> Absent during entire testing days and makeup day	
Jun	3	3		<input type="checkbox"/> Expelled/Suspended	
Jul	4	4		<input type="checkbox"/> Incarcerated	
Aug	5	5		<input type="checkbox"/> Residential treatment	
Sep	6	6		<input type="checkbox"/> Juvenile Detention	
Oct	7	7		<input type="checkbox"/> Homebound	
Nov	8	8		<input type="checkbox"/> Extended hospitalization	
Dec	9	9			

5 RACE/ETHNICITY

Asian/Pacific Islander Native American

African American Caucasian

Hispanic

6 GENDER

Female Male

7 GRADE

K 3 6 9

1 4 7

2 5 8



TPC 00000 1 2 3 4 5 6 7 8 9 10 11 12 A B C D E

00000 02

Sample Secure Material Transfer Form

 ACTAAP <small>Arkansas Comprehensive Testing, Assessment, & Accountability Program</small>	SECURE MATERIAL TRANSFER FORM
<p>Examination: _____</p> <p>District LEA #: _____</p> <p>Name of District Transferring: _____</p> <p>No. of Documents Transferred: _____</p> <p>Security ID Number(s) Transferred: _____ _____ _____ _____ _____ _____ _____</p> <p>Signature of Sender: _____</p> <p>Date: _____</p>	<p>Examination: _____</p> <p>District LEA #: _____</p> <p>Name of District Receiving: _____</p> <p>No. of Documents Received: _____</p> <p>Security ID Number(s) Received: _____ _____ _____ _____ _____ _____ _____</p> <p>Signature of Receiver: _____</p> <p>Date: _____</p>
<p>Instructions: Each district shall retain a copy of this form. A copy shall be faxed to ADE at (501) 682-4886 and to Harcourt at 866-313-6872, ATTN: Arkansas Management Team. Both districts must staple a copy of this Secure Materials Transfer Form to the appropriate school and grade's Test Booklet or Answer Document Security Form(s) AND must note the transfer on <i>Affidavit 1—District Level Security Form</i>.</p>	

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program