



Arkansas Comprehensive Testing, Assessment, and Accountability Program

# **PRE-ASSESSMENT MEETING HANDBOOK**

**Grade 11 Literacy Examination  
End-of-Course Examinations**

**2010**



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## GENERAL INFORMATION

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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 the testing schedule and information related to the administration of the Grade 11 Literacy Examination and the Geometry, Algebra I, and Biology End-of-Course Examinations.

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### 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;
- to assist policymakers in decision-making.

As the ACTAAP continues to evolve, it will offer

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

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### OVERVIEW OF THE GRADE 11 LITERACY EXAMINATION AND THE END-OF-COURSE EXAMINATIONS

The Arkansas Department of Education (ADE) has contracted with Questar Assessment, Inc. (Questar) and Measurement Incorporated (MI) for the design and development of testing items and the production, distribution, collection, and scoring of assessment materials for the Grade 11 Literacy Examination and the End-of-Course Examinations. 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.

All students in grade 11 are required to take the Grade 11 Literacy Examination. All students who will complete Geometry or the equivalent, Algebra I or the equivalent, or Biology for high school graduation credit at the end of the spring semester will take the Geometry, Algebra I, or Biology End-of-Course Examination in April. Any student in grade 9 or below who has previously taken the Algebra I End-of-Course Examination and did not score at the *Pass* level must complete remediation according to their IAIP Plan and retest.

The Grade 11 Literacy Examination assesses student performance in reading and writing. The End-of-Course Examinations assess student performance in Geometry, Algebra I, and Biology. The examinations are intended to provide administrators and educators with student-, school-, and district-level information regarding local instruction.

<b>2010 IMPORTANT DATES</b>
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**TESTING SCHEDULE**

The Grade 11 Literacy Examination will be administered in a two-day period from March 9–10, 2010. Make-up testing for the Grade 11 Literacy Examination must be completed no later than March 16, 2010.

Testing for the Geometry, Algebra I, or Biology End-of-Course Examination will be administered over a two-day period for each subject. The Geometry End-of-Course Examination is scheduled for April 20–21, 2010, the Algebra I End-of-Course Examination is scheduled for April 22–23, 2010, and the Biology End-of-Course Examination is scheduled for April 27–28, 2010. Make-up testing for both Geometry and Algebra I must be completed no later than April 28, 2010, and make-up testing for Biology must be completed no later than May 5, 2010.

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**SCHEDULE OF EVENTS FOR THE GRADE 11 LITERACY EXAMINATION**

<u>Event</u>	<u>Date</u>
Districts receive test manuals, Parent Notification Pamphlets, answer documents, student labels, and Preliminary Demographic Verification Rosters	February 16, 2010
Districts receive secure testing materials and information needed to return materials	February 23, 2010
Districts <b>complete</b> correction of student information, as necessary	March 8, 2010
Districts administer the Grade 11 Literacy Examination	<b>March 9–10, 2010</b>
Districts <b>complete</b> the make-up testing, if necessary	<b>March 16, 2010</b>
Deadline for districts to <b>ship</b> answer documents	March 18, 2010
Deadline for districts to <b>ship</b> test booklets	March 19, 2010

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**SCHEDULE OF EVENTS FOR THE END-OF-COURSE EXAMINATIONS**

<u>Event</u>	<u>Date</u>
Districts receive test manuals, Parent Notification Pamphlets, answer documents, student labels, and Preliminary Demographic Verification Rosters	March 30, 2010
Districts receive Geometry and Algebra I secure testing materials and information needed to return Geometry and Algebra I materials	April 6, 2010
Districts receive Biology secure testing materials and information needed to return Biology materials	April 13, 2010
Districts <b>complete</b> correction of student information for Geometry and Algebra I, as necessary	April 19, 2010
Districts <b>complete</b> correction of student information for Biology, as necessary	April 26, 2010
Districts administer the Geometry End-of-Course Examination	<b>April 20–21, 2010</b>
Districts administer the Algebra I End-of-Course Examination	<b>April 22–23, 2010</b>
Districts administer the Biology End-of-Course Examination	<b>April 27–28, 2010</b>
Districts <b>complete</b> Geometry and Algebra I make-up testing, if necessary	<b>April 28, 2010</b>
Districts <b>complete</b> Biology make-up testing, if necessary	<b>May 5, 2010</b>
Deadline for districts to <b>ship</b> Geometry and Algebra I answer documents	April 30, 2010
Deadline for districts to <b>ship</b> Biology answer documents	May 7, 2010
Deadline for districts to <b>ship</b> Geometry and Algebra I test booklets	May 3, 2010
Deadline for districts to <b>ship</b> Biology test booklets	May 10, 2010

## NEW FOR 2010

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### NEW—MANUALS

The assessment manuals are an important resource for testing and each year they are modified to be as complete, accurate, and useful as possible. This year, the overall flow of the manuals has been re-examined and some changes have been made in an effort to make the information easier to read, use, and reference. Some text has been moved to be in chronological order, revised to be more specific, or grouped with other related topics. For example, all security information is now included under “Testing Guidelines and Security.”

Please take a moment to review the Table of Contents and become familiar with the organization of the manuals and this handbook.

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### NEW—SHIPPING DOCUMENTS

Materials shipped for the Grade 11 Literacy Examination and the End-of-Course Examinations will arrive with the following inventory documents for your use.

- **Box Content List**—a list of all materials in each box that will be included in each box. See samples on pages 37 and 38.
- **Shipment Summary List**—a list of all boxes in the shipment and the quantity of materials contained in each box. Each district will receive a District Shipment Summary List (in Box 1), and each school will receive a School Shipment Summary List (in Box 1) for each shipment. See samples on pages 35 and 36.
- **Packing List**—Packing Lists will continue to be provided and show a summary of the total quantities of materials included in all boxes of the shipment. The range of test booklet security ID numbers will no longer be provided on the Packing Lists and will be provided on the Box Content List, Shipment Summary List, Secure Materials Report, and Test Booklet Security Forms. Each district will receive a District Packing List (in Box 1), and each school will receive a School Packing List (in Box 1) for each shipment. See samples on pages 33 and 34.
- **Secure Materials Report**—a report for the district that will include a list of all secure materials with the range of test booklet security ID numbers shipped to all schools in the district. See sample on page 39.

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### NEW—HEADER SHEETS

#### **District Answer Document Transmittal Form**

One (1) District Answer Document Transmittal Form **MUST** be completed for each course tested in the district for the Grade 11 Literacy Examination and the End-of-Course Examinations. Indicate with checkmarks in the boxes provided on the form which schools are returning answer documents. The number of answer documents being returned is no longer required on this form; the numbers will be collected on the Classroom/Group Information Sheets. See sample on page 50.

#### **School/Course Header Sheet**

One (1) School/Course Header Sheet **MUST** be completed for each course tested at the school for the Grade 11 Literacy Examination and the End-of-Course Examinations. For each course, list **ALL** of the classrooms/groups testing in the school. Make sure to fill out a corresponding Classroom/Group Information Sheet for each classroom/group listed and verify that the names of classes/groups are listed the same on both sheets. See sample on page 48.

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**NEW—HEADER SHEETS (CONTINUED)**

**Classroom/Group Information Sheet**

**At least** one (1) Classroom/Group Information Sheet **MUST** be completed for each course tested at the school for the Grade 11 Literacy Examination and the End-of-Course Examinations. If there is more than one classroom/group of students testing per course, a Classroom/Group Information Sheet must be completed for each classroom/group. Pack the answer documents for the students in each classroom/group together behind the appropriate Classroom/Group Information Sheet. Count, verify, and accurately enter and code the number of answer documents in each classroom/group on each Classroom/Group Information Sheet. See sample on page 49.

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

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**NEW—STUDENT RETEST**

A “Student Retest” section has been added in the “Teacher Use Only” Box on the student answer document for the Algebra I End-of-Course Examination. Complete the “Student Retest” section, as appropriate, regardless of whether or not a student label is used. In the section labeled “Student Retest,” fill in the circle “Retest 1” for any student in grade 9 or below who has previously taken the Algebra I End-of-Course Examination and did not score at the *Pass* level who has completed remediation according to their Individualized Academic Improvement Plan (IAIP) and is retesting for the first time.

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**NEW—ESI CODES**

Complete the student’s ESI code in the “Teacher Use Only” Box as appropriate if a student label is not used. Two ESI codes have changed.

- ESI code #8 is Emotional Disturbance ED
- ESI code #10 is Speech/Language Impairment SI

See page 25 for instructions regarding coding ESI codes.

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**NEW—MONITORED FORMER LEP**

The field “Monitored Former LEP” does not need to be coded on answer documents when a student label is used. This information is pulled from ASPCN/TRIAND and is included on the Preliminary Demographic Verification Roster.

See page 25 for instructions regarding coding “Monitored Former LEP” and page 10 for details about student information from ASPCN/TRIAND.

**NEW FOR 2010**

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**NEW—ETHNICITY CODES**

If a student label is not used, students should fill in the circle(s) on the answer document in Box 6 “Ethnic Background” beside the best description(s) of his/her ethnic background. Students may fill in more than one circle when it is most appropriate to do so. The Preliminary Demographic Verification Rosters will show only one ethnicity code. If a student’s record in APSCN/TRIAND shows Hispanic and any additional ethnicity code, the ethnicity code on the roster will show “Hispanic.” If a student’s record in ASPCN/TRIAND shows two or more ethnicity codes not including Hispanic, the ethnicity code on the roster will show “Two or More.” The new ethnicity codes are as follows:

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

## GUIDELINES FOR STUDENTS TO BE TESTED

### STUDENTS TO BE TESTED

The Grade 11 Literacy Examination should be administered to all students enrolled in grade 11 who are eligible for testing under standardized conditions, with or without accommodations.

The April Geometry, Algebra I, and Biology End-of-Course Examinations should be administered to all students completing Geometry or the equivalent, Algebra I or the equivalent, or Biology by the end of the spring semester for high school credit who are eligible for testing under standardized conditions, with or without accommodations. Any student in grade 9 or below who has previously taken the Algebra I End-of-Course Examination and did not score at the *Pass* level must complete remediation according to their IAIP Plan and retest. A student enrolled in a course of study equivalent to Geometry or Algebra I that sequences the course content over a two-year period must test at the end of the two years, regardless of whether the student has completed or passed the course.

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—with or without accommodations
- Disabled students—if their IEP indicates testing is appropriate, with or without accommodations
- ALE students
- Foreign exchange students
- Day Treatment students

Exceptions

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

It is important for you to know who should be tested. The Grade 11 Literacy Examination and the End-of-Course Examinations should be administered to all who can be tested under standardized conditions, with or without accommodations.

The following guidelines apply to exceptional students.

## **GUIDELINES FOR STUDENTS TO BE TESTED**

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### **DISABLED STUDENTS (P.L. 94-142)**

All students, including students identified as disabled pursuant to P.L. 94-142 and under section 504 of the Rehabilitation Act of 1973, as amended, should be included in the CRT ACTAAP testing, with or without accommodations. If a student's IEP indicates that it is inappropriate to administer the Grade 11 Literacy Examination, that student must participate in the Alternate Portfolio Assessment for Grade 11. Students enrolled in a grade 9 resource mathematics class must participate in the Alternate Portfolio Assessment for Grade 9 Mathematics. Students enrolled in a grade 10 resource science class must participate in the Alternate Portfolio Assessment for Grade 10 Science. Students in School Age Programs (DDS) are to be tested. This requirement began with the 2002–2003 school year. Additionally, students in Day Treatment Programs are to be assessed (see Director's Memo IA-04-110, created 05/13/2004).

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

Specific directions for coding student answer documents are provided on pages 24–28 and instructions for updating student information are provided on page 10. Students identified as disabled will receive an Individual Student Report and will be included in the Special Education Summary Report, as well as in the Combined Population Report. Do not code the "Special Education Accommodations" section for 504 students. However, they may still receive accommodations that are in their 504 Plans and used regularly in the classroom.

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### **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

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

Identification of a student as LEP is included in the student label and on the Preliminary Demographic Verification Roster. A student's LEP status does not need to be coded on the answer document if a student label is used. If a student label is not used for an LEP student, Test Administrators must code the student's answer document. Specific directions for coding student answer documents are provided on pages 24–28 and instructions for updating student information are provided on page 10. Students identified as LEP will receive an Individual Student Report and will be included in the Limited English Proficient Summary Report, as well as in the Combined Population Report.

## GUIDELINES FOR STUDENTS TO BE TESTED

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### FIRST-YEAR LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

LEP students enrolled in their first year in a school in the U.S. are exempt from the Grade 11 Literacy Examination. However, for Grade 11 Literacy, the decision to test LEP students who have attended a U.S. school for less than one year should be based on the professional judgment of a language assessment committee composed of appropriate district and school personnel. First-year LEP students are NOT exempt from the End-of-Course Examinations.

First-year LEP students must be identified as such on their answer documents regardless of whether or not a student label is used. To identify first-year LEP students, Test Administrators must code each student's answer document by filling in the circle for "LEP student less than one year in the U.S." in the "Teacher Use Only" Box. This information is **not** included in the student label or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 24–28 of this handbook. First-year LEP students whose answer documents have been properly coded will not be included in the AYP calculations for 2010. Once the answer documents are returned for scoring, students cannot be reassigned. If the circle for "LEP student less than one year in the U.S." is **not** coded, that student will be included in the AYP calculations.

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### FOREIGN EXCHANGE STUDENTS

Foreign exchange students enrolled in grade 11, Geometry, Algebra I, or Biology must take the Grade 11 Literacy Examination, the Geometry End-of-Course Examination, the Algebra I End-of-Course Examination, or the Biology End-of-Course Examination. A foreign exchange student may be coded as an LEP student less than one year in the U.S. in the "Teacher Use Only" Box. In this case, the student will receive a student report and will count toward the 95% tested for AYP purposes, but the student's scores will not be included in school, district, or state summary reports. If the circle labeled "LEP student less than one year in the U.S." is **not** coded, the student's scores will be included in all reports.

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### ALTERNATIVE LEARNING ENVIRONMENT

Alternative Learning Environment (ALE) students shall participate in the CRT ACTAAP testing. The testing location may be decided by the district. Test Administrators must be **currently** licensed by the Arkansas Department of Education as a teacher or administrator and must be properly trained in test administration procedures. Testing materials must be kept secure at all times.

## STUDENT NOT TESTED

An answer document **MUST** be submitted for every student who was scheduled to test and/or received a student label. For students who took **NO** portion of the test, a “Student NOT Tested” reason code must be filled in on page 2 of the answer document by the Test Administrator. Note: Do not fill in a “Student NOT Tested” reason code if any questions have been answered by the student—this code is used only when there are no student answers on the answer document.

For a student who refused to take **ALL** portions of the test, Test Administrators should fill in the circle next to SRT (Student Refused to Test). The Test Administrator must notify the School Test Coordinator of any student refusing to take **ALL** portions of the test.

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

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

### **Erasures**

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

## VERIFICATION AND CORRECTION OF STUDENT INFORMATION

### STUDENT IDENTIFICATION NUMBERS

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

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

### STUDENT INFORMATION FROM APSCN/TRIAND

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

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

**IMPORTANT: Student information for reporting purposes will be pulled from APSCN/TRIAND at the end of the day on Monday, March 8, 2010 for the Grade 11 Literacy Examination, at the end of the day on Monday, April 19, 2010, for the Geometry and Algebra I End-of-Course Examinations, and at the end of the day on Monday, April 26, 2010, for the Biology End-of-Course Examination. Students will be reported according to the information in the system when data are pulled and any incorrect information CANNOT be changed after this point.**

### PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

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

All information on the Preliminary Demographic Verification Roster must be checked carefully. If any of the information on the roster is not correct, it **MUST** be updated in APSCN/TRIAND **NO LATER THAN Monday, March 8, 2010 for Grade 11 Literacy; Monday, April 19, 2010, for Geometry and Algebra I; and Monday, April 26, 2010, for Biology.**

## VERIFICATION AND CORRECTION OF STUDENT INFORMATION

### STUDENT LABELS

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

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

It is extremely important that labels be affixed correctly so that the scanning equipment can properly read the barcode. Student labels must be carefully and precisely affixed within the dotted lines on the left side of the answer document. The top of the label should be aligned with the triangular marks (the label will partially cover the student name grid). Do NOT apply the student label to Box 1. Student information cannot be captured if the label is not applied in the correct space.

Information requested in Box 1 (District, School, Classroom/Group Name) 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). If a label is used, only the Classroom/Group Name field in Box 1 must be completed.

### Incorrect Labels

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

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

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

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

See pages 24–28 of this manual for instructions for completing the “Teacher Use Only” Box. An asterisk indicates that a section needs to be completed regardless of whether or not a student label is used.

## OVERVIEW OF TESTING MATERIALS

### 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 Questar's Arkansas Customer Service (ARCustomerSupport@QuestarAI.com) at 800-643-8547, toll-free. **The District Test Coordinator is responsible for reporting any discrepancies or irregularities.**

### NON-SECURE TEST MATERIALS

The following materials are packaged for the district and by school.

#### District Materials

- District Packing List
- Shipment Summary List (NEW)
- Box Content Lists—one per box (NEW)
- Cover Memo
- Copy of the secure materials shipment School Packing List for each school in the district
- Parent Notification Pamphlets (A Note to Parents)\*—1 package of 25
- Manuals for District and School Test Coordinators\*—2 copies
- Test Administration Manuals—1 copy per course
- Copy of the Preliminary Demographic Verification Roster for each school in the district

#### School Materials

- School Packing List
- Shipment Summary List (NEW)
- Box Content Lists—one per box (NEW)
- Copy of the secure materials shipment School Packing List
- Parent Notification Pamphlets (A Note to Parents)—packages of 25
- Manuals for District and School Test Coordinators\*—1 copy
- Test Administration Manuals—1 copy per every 20 students tested
- Answer Documents
- Student Labels
- Preliminary Demographic Verification Roster—1 copy for the school

Note: The End-of-Course Examinations shipments will arrive separately for Geometry and Algebra I (Shipment 1) and for Biology (Shipment 2).

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

\*The End-of-Course District and School Test Coordinators' Manual and district Parent Notification Pamphlets are included in the Geometry and Algebra I shipment. For districts and schools not participating in the Geometry or Algebra I Examinations, they will be included in the Biology shipment. The instructions for District and School Test Coordinators and for Test Administrators are combined into one Test Administration Manual for Grade 11 Literacy.

## OVERVIEW OF TESTING MATERIALS

### SECURE TEST MATERIALS

The secure test materials shipments will include district and secure school materials for returning shipments to Questar. The following materials are packaged for the district and by school. **District Test Coordinators are responsible for inventorying all materials immediately upon receipt.**

#### District Materials

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

- District Packing List (see sample on page 33)
- Shipment Summary List (NEW—see sample on page 35)
- Box Content Lists—one per box (NEW—see sample on page 37)
- Cover Memo
- Paper Bands
- Secure Materials Report (NEW—see sample on page 39)
- Test Security Affidavits (see samples on pages 40–42)
- School/Course Header Sheets
- Classroom/Group Information Sheets
- Answer Document Return Kits (one return kit for Grade 11 Literacy, one return kit for Geometry and Algebra I, and one return kit for Biology)
  - Answer Document Return Instructions
  - Answer Document Transmittal Form (see sample on page 50)
  - UPS Labels
  - Answer Document Return Shipping Labels (PINK for Grade 11 Literacy and for Geometry and Algebra I; YELLOW for Biology)
  - Answer Document Return Verification Form (see sample on page 51)
- Test Booklet Return Kits (one return kit for Grade 11 Literacy, one return kit for Geometry and Algebra I, and one return kit for Biology)
  - Test Booklet Return Instructions
  - UPS labels
  - Test Booklet Return Shipping Labels (GRAY for Grade 11 Literacy and for Geometry and Algebra I; BLUE for Biology)
  - Test Booklet Return Verification Form (see sample on page 52)
- Large Print and Braille test booklets and associated materials (if ordered)

#### School Materials

- School Packing List (see sample on page 34)
- Shipment Summary List (NEW—see sample on page 36)
- Box Content Lists—one per box (NEW—see sample on page 38)
- Rulers—provided in packages of 25 for Geometry and Algebra I only
- Test Booklet Security Forms (see sample on page 44)
- Test Booklets
- School/Course Header Sheets (see sample on page 48)
- Classroom/Group Information Sheets (see sample on page 49)

Note: The End-of-Course shipments will arrive separately for Geometry and Algebra I (Shipment 3) and for Biology (Shipment 4). If ordered, Large Print and Braille test booklets and associated materials will arrive as a separate shipment for Grade 11 Literacy.

## OVERVIEW OF TESTING MATERIALS

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### LARGE PRINT AND BRAILLE TEST BOOKLETS

Large Print and Braille test booklets are available for the Grade 11 Literacy Examination and End-of-Course Examinations. 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, please contact Questar’s Arkansas Customer Service at 800-643-8547 to request additional Large Print or Braille testing materials. **See note on page 21 for information regarding the transcription of Large Print and Braille test booklets.**

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### HEADER SHEETS

School/Course Header Sheets—One (1) School/Course Header Sheet per course must be completed after each administration of the Grade 11 Literacy Examination and the End-of-Course Examinations within a school. School identification information has been preprinted on the form. If the information preprinted for the school is incorrect, a blank School/Course Header Sheet may be obtained from the District Test Coordinator. When completing a blank header, make sure the school information and LEA Number are entered accurately and completely. All classes returned under the School/Course Header Sheet must be listed in the spaces provided.

Classroom/Group Information Sheets—ALL classes, regardless of course, MUST complete one Classroom/Group Information Sheet. These forms contain preprinted information. Do NOT make any changes to the preprinted information on the form. If the information preprinted for the school is incorrect, a blank Classroom/Group Information Sheet must be obtained. When completing a blank header, make sure the LEA Number is entered and coded accurately and completely.

Please refer to the District and School Test Coordinators’ Manual for specific instructions on completing the header sheets.

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### ANSWER DOCUMENTS

The answer documents are designed to be machine-scannable and, as such, must be handled carefully. To ensure they can be properly scored, answer documents must not be folded, clipped, stapled, taped, or torn. Extraneous materials (rulers, 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

- students used a No. 2 pencil; ink cannot be used on answer documents!
- 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;
- there are no extraneous materials (rulers, extra sheets of paper\*, etc.) inside the answer documents.

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

## OVERVIEW OF TESTING MATERIALS

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### TEST BOOKLETS

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. Test booklets must be distributed to all students in spiral order (e.g. A, B, C, D, etc.).

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### RULERS

Students taking the Geometry or Algebra I End-of-Course Examinations may be required to use a ruler to answer some mathematics items. Rulers will be provided in packages of 25 and should be provided to all students being tested in Geometry or Algebra I.

## TESTING GUIDELINES AND SECURITY

### TEST SECURITY GUIDELINES

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

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

1. The Superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.
2. All District Test Coordinators, School Test Coordinators, and Test Administrators shall be **currently** licensed by the Arkansas Department of Education as teachers or administrators.
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 the Arkansas Department of Education.
8. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all assessment documents and student identification information are properly and accurately coded and that ALL students have participated in the appropriate grade-level assessment(s).
9. The Superintendent or his/her designee in each school district shall be responsible for ensuring that Individual Education Plans, Limited English Proficient Assessment Plans, and/or 504 Plans shall specify any state-approved accommodation(s) available to students participating in the administration of standard state assessments.
10. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a state-tested grade or course shall be accounted for in the State Assessment System.
11. District staff may **not** read, review, or in any way duplicate or reproduce the test booklets, the associated test items, or the writing prompts. Removing or copying the Mathematics and/or Science 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 upon reporting and may then be used by 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.

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## TESTING GUIDELINES AND SECURITY

### TEST SECURITY GUIDELINES (CONTINUED)

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) 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).
17. If students are permitted to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the requirements specified in the District and School Test Coordinators' Manual and in the Test Administration Manuals. Failure on the part of the Test Administrator to verify that each calculator meets the requirements will constitute a breach of security.
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

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

**Due to security reasons, the ADE recommends that shrink-wrapped test booklets be opened on the first day of 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 test booklets 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.

During each testing session, students must use the same test booklet and answer document given to them at the beginning of testing. In the answer document, students will mark/write their responses. The test booklet and answer document for each student must be kept together throughout ALL sessions. Therefore, it is strongly advised that students be tested in the same group each day.

No part of the Grade 11 Literacy Examination or End-of-Course Examinations may be downloaded into any assistive device.

The listing of test security guidelines (see pages 16–17 in this handbook) is also contained in all testing manuals. All personnel involved with the Grade 11 Literacy Examination or End-of-Course Examinations should read and be familiar with these guidelines.

## TESTING GUIDELINES AND SECURITY

### TEST SECURITY AFFIDAVITS

District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators shall sign affidavits regarding the security of test materials. Each district will receive one set of affidavits for Grade 11 Literacy, one set of affidavits for Geometry and Algebra I, and one set of affidavits for Biology. Affidavits must be copied\* as needed to provide forms to the schools and for all Test Administrators. There are three types of affidavits as follows:

**Affidavit 1—District Level Test Security Form.** The district-level affidavit needs to be signed by the District Superintendent and the District Test Coordinator. One (1) copy of Affidavit 1 needs to be signed for Grade 11 Literacy, one (1) copy of Affidavit 1 needs to be signed for Geometry and Algebra I, and one (1) copy needs to be signed for Biology in the district.

**Affidavit 2—School Level Test Security Form.** The school-level affidavit needs to be signed by the School Test Coordinator and Building Principal. The District Test Coordinator should make copies of the school-level affidavits in order to provide one to every school with students being tested. One (1) copy of Affidavit 2 needs to be signed for Grade 11 Literacy, one (1) copy of Affidavit 2 needs to be signed for Geometry and Algebra I, and one (1) copy needs to be signed for Biology in the school.

**Affidavit 3—Test Administrator Security Form.** The Test Administrator affidavit contains space for the signatures of five (5) Test Administrators. The District Test Coordinator should make copies of the Test Administrator 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 3 needs to be signed and submitted for each course being tested.**

All completed and signed affidavits must be returned with the used answer documents according to instructions provided in the District and School Test Coordinators' Manual. See pages 40–42 for samples of the affidavits.

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

### TEST BOOKLET SECURITY FORM

Schools with students participating in the Grade 11 Literacy Examination or End-of-Course Examinations will receive a Test Booklet Security Form for each course. The forms must be used to distribute test booklets to Test Administrators and to account for all test booklets after testing. Space is provided on the form to enter the range of test booklet security ID numbers assigned to each Test Administrator. School Test Coordinators and/or Test Administrators must count test booklets and initial the form when test booklets are distributed to the Test Administrator and when they are returned to the School Test Coordinator on a **daily** basis. The Test Booklet Security Form shall be used in tracking test booklets assigned to Test Administrators. The School Test Coordinators shall verify the number of test booklets returned for each Test Administrator. See page 44 for a sample of the security form. Test Booklet Security Forms must be returned with the appropriate administration's test booklets. Careful attention to completing the Test Booklet Security Forms will minimize lost test booklets. Separate Test Booklet Security Forms will be provided for Large Print and Braille test booklets. The completed Test Booklet Security Forms are to be returned with the test booklets according to the instructions provided in the District and School Test Coordinators' Manual.

Note: The range of test booklet security ID numbers will no longer be provided on the Packing Lists and will be provided on the Box Content List, Shipment Summary List, Secure Materials Report, and Test Booklet Security Forms.

## TESTING GUIDELINES AND SECURITY

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### MATHEMATICS REFERENCE SHEET

A mathematics formula reference sheet is provided on the inside back cover of the test booklets for the Geometry and Algebra I End-of-Course Examinations. Students may reference this sheet as needed, but under no circumstances should the sheet be detached from the test booklets or photocopied. Detaching or photocopying the Mathematics Reference Sheet compromises the integrity of the test and is a breach of security.

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### TRANSFERRING MATERIALS FROM DISTRICT TO DISTRICT

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

If secure materials (test booklets) are transferred from one district to another, the District Test Coordinator must complete and fax the Secure Material Transfer Form to the Arkansas Department of Education **AND** to Questar (see sample on page 45). The District Test Coordinator must follow all instructions on the form to ensure that test security is maintained. Additionally, districts must note the transfer on both Test Security Affidavit 1 and the appropriate Test Booklet Security Form.

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

Non-secure materials, including **unused/blank** answer documents, rulers, manuals, parent pamphlets, etc., may be transferred to another district without documentation and without contacting Questar or the ADE.

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### MATERIALS PROHIBITED DURING TEST ADMINISTRATION

Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions. If students finish a session early, they may review only the current session test answers and then sit quietly. After the completion of the last Geometry and Algebra I sessions, collect rulers from students.

**Scratch Paper**—Students may write in their test booklets. **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 will NOT be scored.** Only work recorded with a No. 2 pencil in the answer documents will be scored.

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

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

**Highlighters**—Highlighters may be used on the test booklets **ONLY**. **NO** highlighters may be used on the answer documents.

**Ink Pens/Felt Tip Markers**—Ink pens and felt-tip markers must **NOT** be used on answer documents. **Use No. 2 pencils only.**

## TESTING GUIDELINES AND SECURITY

### CALCULATOR USE AND RESTRICTIONS

Calculators may be used in all sessions of the Geometry and Algebra I End-of-Course Examinations. **Students may NOT share calculators during testing sessions and may have only ONE calculator during testing.**

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

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

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

**Some examples of specific calculator models prohibited include the following:**

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

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

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

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

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

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

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## TESTING GUIDELINES AND SECURITY

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### CALCULATOR USE AND RESTRICTIONS (CONTINUED)

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

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

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### READING AND/OR TRANSCRIPTION OF WRITING, MATHEMATICS, AND/OR SCIENCE

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having the writing, mathematics, and/or science portions of the Grade 11 Literacy Examination and the End-of-Course Examinations 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.

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 43 must be copied and signed by the currently licensed Arkansas teachers or administrators providing the accommodation and stapled to Affidavit 3—Test Administrator Security Form. Keep one copy on file at the district.

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

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### ALERTS

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

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### TEST ADMINISTRATOR GUIDELINES

There should be at least one Test Administrator appointed for each group of approximately 25 students. Test Administrators are responsible for attending local test administration training, including discussion of test schedule and procedures, how to appropriately provide accommodations, and to obtain answers to questions.

## 2010 TESTING SESSION GUIDELINES AND SCHEDULE

### GRADE 11 LITERACY EXAMINATION TESTING SESSION GUIDELINES AND SCHEDULE

The Grade 11 Literacy Examination will consist of 16 forms.

It is recommended that students be allowed at least a 15-minute break after Sessions R2, R4, W5, R8, W9, and R11. It is also recommended that students be given short breaks of 5 minutes after each session. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day.

DAY	SESSION	NUMBER OF ITEMS	TESTING MINUTES
<b>Tuesday</b> March 9, 2010	-	Student Demographic Information	15
	<b>R1</b>	Reading – 8 multiple-choice items & 1 open-response item	25
	<b>R2</b>	Reading – 8 multiple-choice items & 1 open-response item	25
	<b>R3</b>	Reading – 8 multiple-choice items & 1 open-response item	25
	<b>R4</b>	Reading – 8 multiple-choice items & 1 open-response item	25
	<b>W5</b>	Writing Prompt #1	45
	<b>W6</b>	Writing – 12 multiple-choice items	20
<b>Wednesday</b> March 10, 2010	<b>R7</b>	Reading – 8 multiple-choice items & 1 open-response item	25
	<b>R8</b>	Reading – 8 multiple-choice items & 1 open-response item	25
	<b>W9</b>	Writing Prompt #2	45
	<b>W10</b>	Writing – 12 multiple-choice items	20
	<b>R11</b>	Reading – 8 multiple-choice items & 1 open-response item	25
	<b>R12</b>	Reading – 8 multiple-choice items & 1 open-response item	25

## 2010 TESTING SESSION GUIDELINES AND SCHEDULE

### END-OF-COURSE EXAMINATIONS TESTING SESSION GUIDELINES AND SCHEDULE

The Geometry, Algebra I, and Biology End-of-Course Examinations will consist of 20 forms for Geometry, 20 forms for Algebra I, and 16 forms for Biology.

It is recommended that students be allowed at least a 15-minute break after Sessions G2, G3, and G6 during the Geometry examination, after Sessions A2, A3, and A6 of the Algebra I examination, and after Sessions B2, B3, and B6 of the Biology examination. It is also recommended that students be given short breaks of 5 minutes after each session. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day.

DAY	SUBJECT	SESSION	NUMBER OF ITEMS	TESTING MINUTES
<b>Tuesday</b> April 20, 2010	Geometry	-	Student Demographic Information	15
		<b>G1</b>	20 multiple-choice items	30
		<b>G2</b>	15 multiple-choice items	25
		<b>G3</b>	3 open-response items	45
		<b>G4</b>	20 multiple-choice items	30
<b>Wednesday</b> April 21, 2010	Geometry	<b>G5</b>	15 multiple-choice items	25
		<b>G6</b>	2 open-response items	30
		<b>G7</b>	20 multiple-choice items	30
		<b>G8</b>	2 open-response items	30
<b>Thursday</b> April 22, 2010	Algebra I	-	Student Demographic Information	15
		<b>A1</b>	20 multiple-choice items	30
		<b>A2</b>	15 multiple-choice items	25
		<b>A3</b>	3 open-response items	45
		<b>A4</b>	20 multiple-choice items	30
<b>Friday</b> April 23, 2010	Algebra I	<b>A5</b>	15 multiple-choice items	25
		<b>A6</b>	2 open-response items	30
		<b>A7</b>	20 multiple-choice items	30
		<b>A8</b>	2 open-response items	30
<b>Tuesday</b> April 27, 2010	Biology	-	Student Demographic Information	15
		<b>B1</b>	20 multiple-choice items	30
		<b>B2</b>	15 multiple-choice items	25
		<b>B3</b>	3 open-response items	45
		<b>B4</b>	20 multiple-choice items	30
<b>Wednesday</b> April 28, 2010	Biology	<b>B5</b>	15 multiple-choice items	25
		<b>B6</b>	2 open-response items	30
		<b>B7</b>	20 multiple-choice items	30
		<b>B8</b>	2 open-response items	30

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### 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 Annual Yearly Progress (AYP) for No Child Left Behind, and for the state accountability system.** Therefore, it is critical that the information requested be completed correctly as applicable to each student. Students will not be reported correctly if the appropriate information is not coded on their answer documents. **Coding for students cannot be changed after answer documents are sent to the testing company.**

Fill in the “Teacher Use Only” Box on the front cover of the answer document **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 26 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 “Teacher Use Only” Box contains the following sections: Course Taken (Geometry and Algebra I only), Student Retest (Algebra I only), Monitored Former LEP, ESI Codes, Special Education Accommodations, Free and/or Reduced Lunch, Migrant Student, Gifted and Talented, Highly Mobile, Limited English Proficient (LEP), LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested (on page 2 of the answer document).

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

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

**Important:** A student label **must** be used if one is provided for a student. Information in APSCN/TRIAND will override anything coded for the following sections of the “Teacher Use Only” Box: Monitored Former LEP, ESI codes, Free and/or Reduced Lunch, Gifted and Talented, and Limited English Proficient (LEP). If information for a student is incorrect, it must be updated in APSCN/TRIAND prior to testing. See page 10 for more information about updating student demographic information.

<b>TEACHER USE ONLY</b>	<b>SPECIAL EDUCATION ONLY</b>		<b>LEP ONLY</b>														
	ESI Codes	<input type="radio"/> Free and/or Reduced Lunch															
*Course Taken <input type="radio"/> Algebra <input type="radio"/> Algebra A & B <input type="radio"/> Other	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">① AU</td> <td style="width: 33%; text-align: center;">⑤ MD</td> <td style="width: 33%; text-align: center;">⑨ SLD</td> </tr> <tr> <td style="text-align: center;">② DB</td> <td style="text-align: center;">⑥ OI</td> <td style="text-align: center;">⑩ SI</td> </tr> <tr> <td style="text-align: center;">③ HI</td> <td style="text-align: center;">⑦ OHI</td> <td style="text-align: center;">⑪ TBI</td> </tr> <tr> <td style="text-align: center;">④ MR</td> <td style="text-align: center;">⑧ ED</td> <td style="text-align: center;">⑫ VI</td> </tr> </table>	① AU	⑤ MD	⑨ SLD	② DB	⑥ OI	⑩ SI	③ HI	⑦ OHI	⑪ TBI	④ MR	⑧ ED	⑫ VI	<input type="radio"/> *Migrant Student	<input type="radio"/> Limited English Proficient (LEP)		
① AU	⑤ MD	⑨ SLD															
② DB	⑥ OI	⑩ SI															
③ HI	⑦ OHI	⑪ TBI															
④ MR	⑧ ED	⑫ VI															
*Student Retest <input type="radio"/> Retest 1	*Special Education Accommodations	<input type="radio"/> *Migrant Student	<input type="radio"/> *LEP student less than one year in the U.S.														
Monitored Former LEP <input type="radio"/> Year 1 <input type="radio"/> Year 2	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">① TRAN</td> <td style="width: 50%; text-align: center;">⑧ MD</td> </tr> <tr> <td style="text-align: center;">② REC</td> <td style="text-align: center;">⑨ NB</td> </tr> <tr> <td style="text-align: center;">③ SIGN</td> <td style="text-align: center;">⑩ IS</td> </tr> <tr> <td style="text-align: center;">④ PREF</td> <td style="text-align: center;">⑪ ET</td> </tr> <tr> <td style="text-align: center;">⑤ SMGT</td> <td style="text-align: center;">⑫ LPT</td> </tr> <tr> <td style="text-align: center;">⑥ INT</td> <td style="text-align: center;">⑬ BT</td> </tr> <tr> <td style="text-align: center;">⑦ RMT/RWT/RST</td> <td style="text-align: center;">⑭ AB</td> </tr> </table>	① TRAN	⑧ MD	② REC	⑨ NB	③ SIGN	⑩ IS	④ PREF	⑪ ET	⑤ SMGT	⑫ LPT	⑥ INT	⑬ BT	⑦ RMT/RWT/RST	⑭ AB	<input type="radio"/> Gifted and Talented	*LEP Accommodations
① TRAN	⑧ MD																
② REC	⑨ NB																
③ SIGN	⑩ IS																
④ PREF	⑪ ET																
⑤ SMGT	⑫ LPT																
⑥ INT	⑬ BT																
⑦ RMT/RWT/RST	⑭ AB																
<b>Student NOT Tested</b> Mark the reason in Box 9 on page 2.		*Highly Mobile <input type="radio"/> Student enrolled in school/district after October 1, 2009	<table style="width: 100%; border: none;"> <tr><td style="text-align: center;">① LEP - ET</td></tr> <tr><td style="text-align: center;">② LEP - WTWD</td></tr> <tr><td style="text-align: center;">③ LEP - IS</td></tr> <tr><td style="text-align: center;">④ LEP - PREF</td></tr> <tr><td style="text-align: center;">⑤ LEP - SMGT</td></tr> <tr><td style="text-align: center;">⑥ LEP - INT</td></tr> <tr><td style="text-align: center;">⑦ LEP - RMT/RWT/RST</td></tr> <tr><td style="text-align: center;">⑧ LEP - NB</td></tr> </table>	① LEP - ET	② LEP - WTWD	③ LEP - IS	④ LEP - PREF	⑤ LEP - SMGT	⑥ LEP - INT	⑦ LEP - RMT/RWT/RST	⑧ LEP - NB						
① LEP - ET																	
② LEP - WTWD																	
③ LEP - IS																	
④ LEP - PREF																	
⑤ LEP - SMGT																	
⑥ LEP - INT																	
⑦ LEP - RMT/RWT/RST																	
⑧ LEP - NB																	

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### COMPLETING THE “TEACHER USE ONLY” BOX (CONTINUED)

#### \*Course Taken

Complete the Course Taken section of the “Teacher Use Only” Box, as appropriate, regardless of whether or not a student label is used. There is no Course Taken section for Grade 11 Literacy or Biology.

#### \*Student Retest

A “Student Retest” section has been added in the “Teacher Use Only” Box on the student answer document for the Algebra I End-of-Course Examination. Complete the “Student Retest” section, as appropriate, regardless of whether or not a student label is used. In the section labeled “Student Retest,” fill in the circle “Retest 1” for any student in grade 9 or below who has previously taken the Algebra I End-of-Course Examination and did not score at the *Pass* level who has completed remediation according to their IAIP Plan and is retesting for the first time.

#### Monitored Former LEP

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

Monitored Former LEP (MFLEP) students include:

- Students who have transitioned out of a language instruction educational program funded by Title III into classrooms that are not tailored for LEP students.
- Students who are no longer receiving LEP services and who are being monitored for academic content achievement for 2 years after the transition.
- Students who were identified as LEP at some time in the prior two years but who no longer meet the state’s definition of LEP.

#### ESI Codes

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

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

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

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

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### COMPLETING THE “TEACHER USE ONLY” BOX (CONTINUED)

#### \*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.

- |    |             |   |
|----|-------------|---|
| 1  | TRAN        | a teacher transfers answers from the student’s test booklet to an answer document             |
| 2  | REC         | a teacher records the student’s verbal responses and places them into his/her answer document |
| 3  | SIGN        | directions signed for a student with a hearing impairment                                     |
| 4  | PREF        | preferential seating (study carrel)   |
| 5  | SMGT        | small group testing   |
| 6  | INT         | individual testing  |
| 7  | RMT/RWT/RST | reading of the math/writing/science test  |
| 8  | MD          | magnifying devices  |
| 9  | NB          | noise buffers   |
| 10 | IS          | individualized scheduling   |
| 11 | ET          | extended time   |
| 12 | LPT         | Large Print test booklet  |
| 13 | BT          | Braille test booklet  |
| 14 | AB          | abacus  |

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

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

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

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

#### \*Migrant Students

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

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

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

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

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### COMPLETING THE “TEACHER USE ONLY” BOX (CONTINUED)

#### Gifted and Talented Students

A student’s status as Gifted and Talented does not need to be coded on the answer document if a student label is used. If a student label is not used, complete the Gifted and Talented section of the “Teacher Use Only” Box, as appropriate.

#### \*Highly Mobile Students

Complete the Highly Mobile section of the “Teacher Use Only” Box, as appropriate, regardless of whether or not a student label is used. In the section labeled “Highly Mobile,” fill in the circle for any student enrolled in the school or moving between schools after October 1, 2009.

#### 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. 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 (1–12) in the ESI Codes section and the LEP circle.

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

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

#### \*LEP Accommodations

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

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

- |   |                   |   |
|---|-------------------|---|
| 1 | LEP - ET          | extended time                                       |
| 2 | LEP - WTWD        | word-to-word dictionary                             |
| 3 | LEP - IS          | individualized schedule                             |
| 4 | LEP - PREF        | preferential seating (study carrel)                 |
| 5 | LEP - SMGT        | small group testing                                 |
| 6 | LEP - INT         | individual testing                                  |
| 7 | LEP - RMT/RWT/RST | reading of the math/writing/science test in English |
| 8 | LEP - NB          | noise buffer  |

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

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

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

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### COMPLETING THE “TEACHER USE ONLY” BOX (CONTINUED)

#### \*Student NOT Tested

An answer document **MUST** be submitted for any student who was scheduled to test or received a label but **took NO portion of the test**. Fill in the circle for the appropriate reason code (mark **ONLY** one) on page 2 of the student answer document. All student labels sent to schools must be used on answer documents. If the reason the student did not test is not listed on page 2, or if the student refused to take all portions of the test, the District Test Coordinator must contact Dr. Potter’s office at the ADE at 501-682-4558 for further instructions.

All of the information (as appropriate for the student) requested on the front of the student answer document must be completed.

<b>TEACHER USE ONLY</b>	
<b>8</b>	<p><b>*Student NOT Tested</b></p> <p>Complete <b>ALL</b> of the information (as appropriate for the student) requested on page 1 of this answer document for any student who was scheduled to take the <i>Grade 11 Literacy Examination</i> <b>but did not take ANY portion of the test</b>. Instructions for completing page 1 are provided in the <i>Test Administration Manual</i>. <b>Fill in the circle for the reason (mark ONLY one) the student did not take ANY portion of the test</b>. If a Student NOT Tested circle is filled in, the student response portion of the answer document should be completely blank and contain no eraser marks.</p> <ul style="list-style-type: none"> <li>① Absent on ALL days of the test administration, including the make-up test administration</li> <li>② Expelled/suspended</li> <li>③ Extended hospitalization</li> <li>④ Residential treatment</li> <li>⑤ Homebound</li> <li>⑥ Incarcerated</li> <li>⑦ Juvenile detention</li> <li>⑧ Transferred to a different school/district in Arkansas</li> <li>⑨ Moved to a different state/out of country</li> <li>⑩ Transferred to a home school/private school</li> <li>⑪ Completed an alternate portfolio assessment</li> <li>⑫ Special Education services for home school/private school</li> <li>⑬ Student was incorrectly identified as being in grade 11</li> <li>⑭ Withdrew from school or course</li> <li>⑮ Student has already taken the <i>Grade 11 Literacy Examination</i></li> <li>⑯ LEP student who has attended a U.S. school for less than one year and was exempted from the test based on the professional judgment of a language assessment committee (the circle for “LEP student less than one year in the “U.S.” on page 1 <b>MUST</b> be filled in)</li> <li>⑰ SRT</li> </ul>

Note: The sample “Student NOT Tested” Box above is from the Grade 11 Literacy answer document.

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

See page 9 for information regarding erasures on the answer document.

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

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### MATERIALS PREPARED BY TEST ADMINISTRATORS

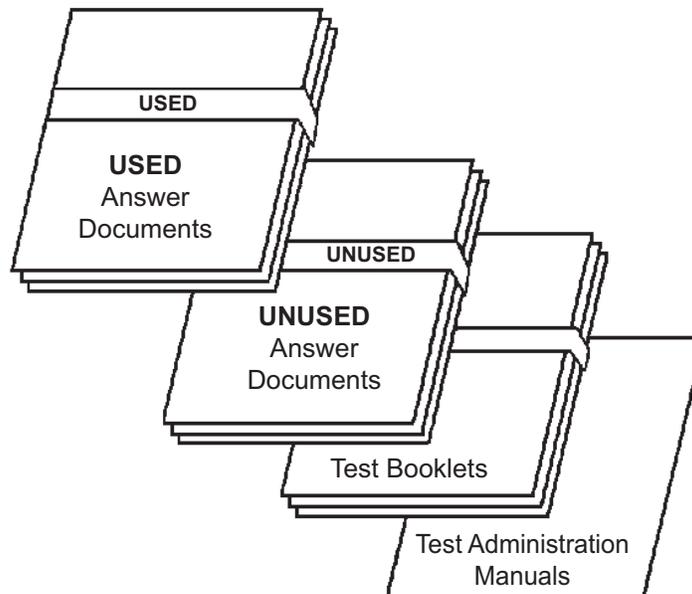
#### Separate and Label Materials

Test Administrators must return all test materials, both used and unused, promptly to the School Test Coordinator after testing is completed. Test Administrators should prepare the materials as follows:

- A. Answer Documents (**Used**)—This includes answer documents for students not tested.
  1. Use the paper bands provided. Place a paper band around all **used** answer documents and secure the ends with tape. Do not tape the paper band to the documents.
  2. On the paper band, write your school name, the number of **used** answer documents being returned, and the word “USED.”
- B. Answer Documents (**Unused**)
  1. Use the paper bands provided. Place a paper band around all **unused** answer documents being returned.
  2. On the paper band, write your school name, the number of **unused** answer documents being returned, and the word “UNUSED.”
- C. Test Booklets (**Used and Unused**)
  1. Organize all test booklets (used and unused together) in security ID number order with the lowest number on top and the highest number on the bottom.
  2. Verify that there are no answer documents inside of test booklets.
  3. Use the paper bands provided. Place a paper band around all used and unused test booklets.
  4. Write on the paper band the school name, the number of the test booklets enclosed, and the range of the security ID numbers of the booklets that are within the paper band.
- D. Test Administration Manuals

#### Organize Test Materials

Test Administrators stack materials in the order shown:



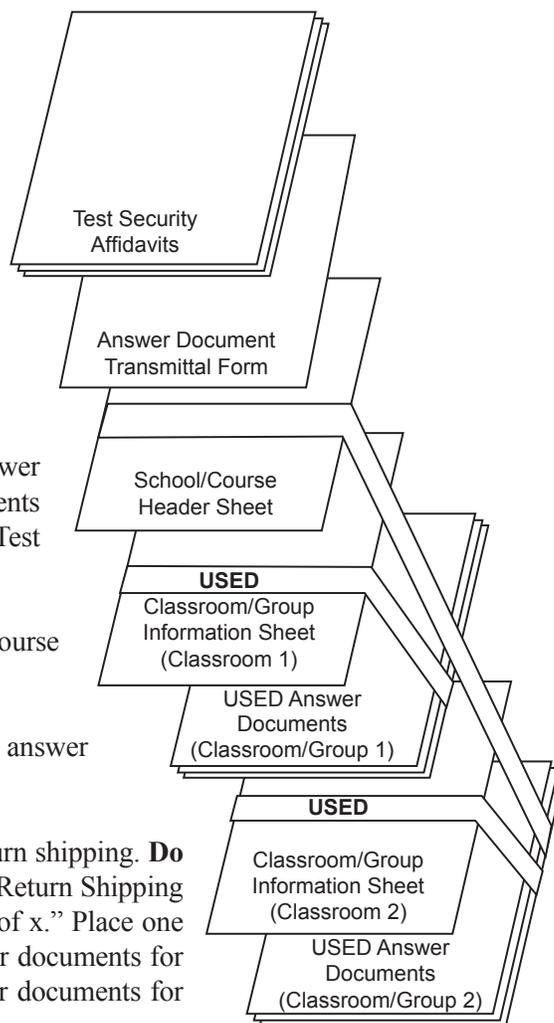
After Test Administrators return materials to the School Test Coordinator, the School Test Coordinator will organize all materials from all classes, fill out the appropriate header sheets, and return materials to the District Test Coordinator.

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### INSTRUCTIONS FOR THE RETURN OF ANSWER DOCUMENTS (USED)

**NOTE: Materials for each school must be organized SEPARATELY for EACH course. Make sure that used answer documents (including those for students not tested) have been separated from the test booklets and unused answer documents. Do NOT return unused answer documents. All unused answer documents (without student work or without a Student NOT Tested reason code filled in) that are returned to Questar with student demographic information filled out or with a student label applied will be scored. For the End-of-Course Examinations, make sure the used answer documents for Geometry and Algebra I are returned to Questar in one shipment and the used answer documents for Biology are returned in a separate shipment. Answer documents for Students NOT Tested are considered used and should be included in the counts on the Classroom/Group Information Sheet, and documented on the School/Course Header Sheet and Answer Document Transmittal Form.**

1. All schools must complete at least one Classroom/Group Information Sheet for each course tested. Classroom/Group Information Sheets must be placed on TOP of each intact stack/class of used answer documents for the appropriate classroom. The Classroom/Group Information Sheet will be used to determine reporting at the classroom/group level.
2. Schools must also complete one (1) of the preprinted School/Course Header Sheets for each course tested and place it on TOP of all corresponding used answer documents and associated Classroom/Group Information Sheets for a school.
3. Schools should place a paper band around the set(s) of used answer documents (including those for students not tested and students refusing to test) and provide these bundles to the District Test Coordinator.
4. Complete the Answer Document Transmittal Form for each course and place on TOP of all school bundles in Box "1 of x."
5. Complete all of the affidavits and place on TOP of all the answer document materials in Box "1 of x."
6. Place all bundles of used answer documents into boxes for return shipping. **Do NOT include test booklets in this shipment.** Place a Questar Return Shipping Label for answer documents on each box. Label each Box "x of x." Place one UPS shipping label on each box. Note: Return the used answer documents for Geometry and Algebra I in one shipment, and the used answer documents for Biology in a separate shipment.
7. If your district does not have a regularly scheduled UPS pick-up, call UPS toll-free at 877-536-2697 (see schedule on page 2 for return dates).
8. Complete and fax the "Answer Document Return Verification Form" (see sample on page 51 of this handbook) included in the Answer Document Return Kit to Questar.



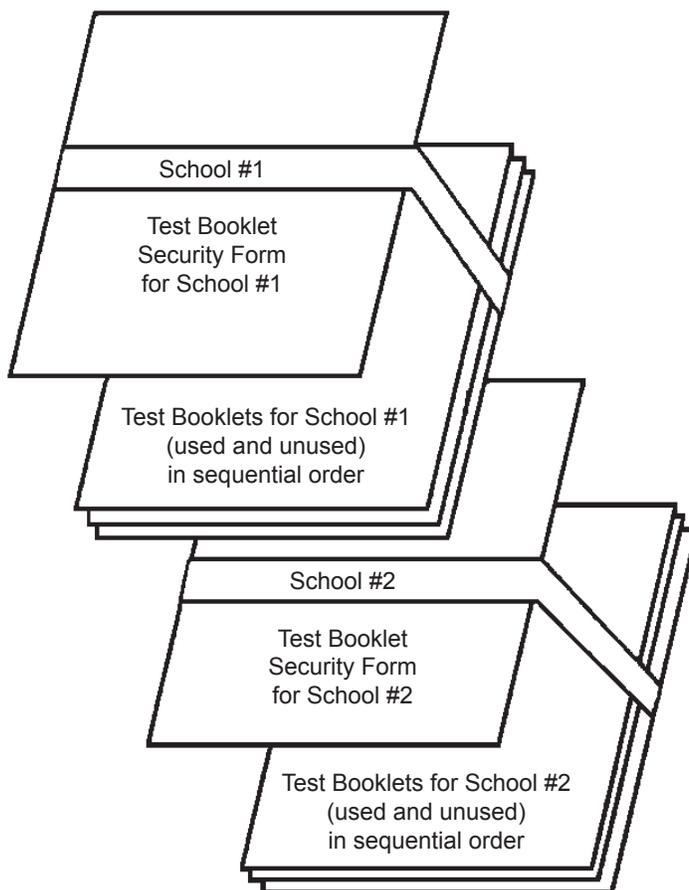
**NOTE: All Large Print and Braille test booklets must be transcribed into student answer documents for inclusion in this shipment.**

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### INSTRUCTIONS FOR THE RETURN OF TEST BOOKLETS

**NOTE: Materials for each school must be organized SEPARATELY for EACH course. For the End-of-Course Examinations, make sure the test booklets for Geometry and Algebra I are returned to Questar in one shipment, and the test booklets for Biology are returned in a separate shipment.**

1. Sequentially order test booklets for a school and place paper bands around them. All test booklets, **used** and **unused**, MUST be returned.
2. Verify that the Test Booklet Security Forms have been completed and signed.
3. Verify that no answer documents are inside test booklets. If an answer document is found after the answer document shipment has been returned, notify Mary Rostenberg (800-643-8547) at Questar immediately.
4. Place bundles of test booklets and security forms in boxes for return shipping. **Do NOT include any answer documents in this shipment.**
5. Place a Questar Test Booklet Return Shipping Label on each box. Label each Box “x of x.” Place one shipping label on each box. Seal the boxes with heavy-duty tape.
6. If your district does not have a regularly scheduled UPS pick-up, call UPS toll-free at 877-536-2697 (see schedule on page 2 for return dates).
7. Complete and fax the “Test Booklet Return Verification Form” (see sample on page 52 of this handbook) included in the Test Booklet Return Kit to Questar.



It is the District Test Coordinator’s responsibility to verify that **all** test booklets (**used** and **unused**), including Large Print or Braille test booklets, for all courses have been returned to you from the schools. Large Print and Braille test booklets should be placed in Box 1, on top of all other test booklets. It is acceptable to fold Large Print test booklets so that they fit into the return boxes.

## ACTAAP CONTACTS

For questions related to policy consideration, contact:

Dr. Gayle Potter (Gayle.Potter@arkansas.gov), 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 the End-of-Course Examinations materials, contact:

Kelly Larson (ARCustomerSupport@QuestarAI.com), Arkansas Customer Service  
Questar Assessment, Inc.  
5550 Upper 147th Street West  
Apple Valley, MN 55124  
Telephone: 800-643-8547  
Fax: 866-688-0419

Additional Questar contact information:

Mary Rostenberg (Mrostenberg@QuestarAI.com), Arkansas Project Coordinator  
Suzanne Sanders (Ssanders@QuestarAI.com), Arkansas Project Coordinator  
Katie Asp (Kasp@QuestarAI.com), Arkansas Program Manager  
Telephone: 800-643-8547

# SAMPLE DISTRICT PACKING LIST— DISTRICT SHIPMENT 3

## Arkansas End-of-Course Examinations

April 2010

### District Packing List

Shipment: Shipment 3 - Geometry/Algebra I

District LEA #:  
99-99

Packed For District:  
99-99  
School District

Ship To District:  
99-99  
School District



Questar Order #: 249340	AR1004 EOC
Order Date: March 21, 2010	
Pack Date: March 30, 2010	

District:  
School District

Ord'd	Shipped	BO'd	Material Name	Packing Information	Received	Returned
1	1	0	Cover Memo	Box 1: 1 Each		
10	10	0	Paper Bands	Box 1: 1 Pkg/10		
2	2	0	Rulers - Large Print	Box 1: 2 Each		
2	2	0	Line Placement Template	Box 1: 2 Each		
1	1	0	Return Kit Packet (Answer Document)	Box 1: 1 Each		
1	1	0	Return Kit Packet (Test Booklet)	Box 1: 1 Each		
1	1	0	Test Security Affidavits	Box 1: 1 Each		
1	1	0	School/Course Header Sheet (AR1004/AR1006/AR1008)	Box 1: 1 Each		
1	1	0	Test Booklet Security Form - Large Print (District)	Box 1: 1 Each		
1	1	0	Test Booklet Security Form - Large Print (School)	Box 1: 1 Each		
2	2	0	EOC Algebra I Student Answer Document (Large Print)	Box 1: 2 Each		
2	2	0	Algebra I EOC Test Booklet (Large Print)	Box 1: 2 Each		
1	1	0	Classroom/Group Information Sheet			

Please use this packing list to verify quantities of materials shipped to you. If you find materials missing or damaged, notify Questar Assessment immediately at 1-800-643-8547.

<b>Total Boxes</b>	<b>1</b>
--------------------	----------

**SAMPLE SCHOOL PACKING LIST—SCHOOL SHIPMENT 4**

**Arkansas End-of-Course Examinations**

April 2010

**School Packing List**

Shipment: Shipment 4 - Biology

LEA Number:  
99-99-003  
School:  
High School

Packed For School:  
99-99-003  
High School

Ship To School:  
99-99-003  
High School



Questar Order #:	249338	AR1004 EOC
Order Date:	March 21, 2010	
Pack Date:	March 26, 2010	

District LEA #:  
99-99  
District:  
School District

Ord'd	Shipped	BO'd	Material Name	Packing Information	Received	Returned
1	1	0	School/Course Header Sheet	Box 1: 1 Each		
1	1	0	Classroom/Group Information Sheet	Box 1: 1 Each		
1	1	0	Test Booklet Security Forms	Box 1: 1 Each		
150	150	0	Biology EOC Test Booklet	Box 1: 2 Pkgs/15; Box 2: 8 Pkgs/15		

Please use this packing list to verify quantities of materials shipped to you. If you find materials missing or damaged, notify Questar Assessment immediately at 1-800-643-8547.

<b>Total Boxes</b>	<b>2</b>
--------------------	----------

**SAMPLE SHIPMENT SUMMARY LIST— DISTRICT SHIPMENT 3**

**Arkansas End-of-Course Examinations**

AR EOC 2010

**Shipment Summary List**



Order #: 249340

EOC 10

Packaged for: **99-99 Arkansas School District**

Total Boxes This Shipment: 1

**Box 1 OF 1 (Box ID B22334411)**

Qty	Material Name	Packing Information	Security Number(s)
2	EOC Algebra I Student Answer Document (Large Print)	2 Each	
1	Cover Memo	1 Each	
2	Line Placement Template	2 Each	
10	Paper Bands	1 Pkg/10	
2	Rulers - Large Print	2 Each	
1	Test Booklet Security Form - Large Print (District)	1 Each	
1	Test Booklet Security Form - Large Print (School)	1 Each	
1	Test Security Affidavits	1 Each	
1	Return Kit Packet (Answer Document)	1 Each	
1	Return Kit Packet (Test Booklet)	1 Each	
1	School/Course Header Sheet (AR1004/AR1006/AR1008)	1 Each	
2	Algebra I EOC Test Booklet (Large Print)	2 Each	78000001-78000002
1	Classroom/Group Information Sheet	1 Each	

**SAMPLE SHIPMENT SUMMARY LIST— SCHOOL SHIPMENT 4**

**Arkansas End-of-Course Examinations**

AR EOC 2010

**Shipment Summary List**



Order #: 249338

EOC 10

Packaged for: **99-99-003 Arkansas High School**

Total Boxes This Shipment: 2

**Box 1 OF 2 (Box ID B11331122)**

Qty	Material Name	Packing Information	Security Number(s)
1	Test Booklet Security Forms	1 Each	
9	Classroom/Group Information Sheet	1 Each	
1	School/Course Header Sheet	1 Each	
30	Biology EOC Test Booklet	30 Each	81000001-81000030

**Box 2 OF 2 (Box ID B11331123)**

Qty	Material Name	Packing Information	Security Number(s)
120	Biology EOC Test Booklet	120 Each	81000031-810000150

**SAMPLE BOX CONTENT LIST— DISTRICT SHIPMENT 3**

**Arkansas End-of-Course Examinations**

AR EOC 2010

**Box Content List**



Order #: 249340

EOC 10

Packaged for: **99-99 Arkansas School District**

**Box ID: B22334411**

Qty	Material Name	Packing Information	Security Number(s)
2	EOC Algebra I Student Answer Document (Large Print)	2 Each	
1	Cover Memo	1 Each	
2	Line Placement Template	2 Each	
10	Paper Bands	1 Pkg/10	
2	Rulers - Large Print	2 Each	
1	Test Booklet Security Form - Large Print (District)	1 Each	
1	Test Booklet Security Form - Large Print (School)	1 Each	
1	Test Security Affidavits	1 Each	
1	Return Kit Packet (Answer Document)	1 Each	
1	Return Kit Packet (Test Booklet)	1 Each	
1	School/Course Header Sheet (AR1004/AR1006/AR1008)	1 Each	
2	Algebra I EOC Test Booklet (Large Print)	2 Each	78000001-78000002
1	Classroom/Group Information Sheet	1 Each	

**SAMPLE BOX CONTENT LIST— SCHOOL SHIPMENT 4**

**Arkansas End-of-Course Examinations**

AR EOC 2010

**Box Content List**



Order #: 249338

EOC 10

Packaged for: **99-99-003 Arkansas High School**

**Box ID: B11331122**

<b>Qty</b>	<b>Material Name</b>	<b>Packing Information</b>	<b>Security Number(s)</b>
1	Test Booklet Security Forms	1 Each	
1	Classroom/Group Information Sheet	1 Each	
1	School/Course Header Sheet	1 Each	
30	Biology EOC Test Booklet	20 Each	81000001-81000020

**SAMPLE SECURE MATERIALS REPORT**

**ACTAAP  
2010  
Secure Materials Report**

**Anytown Area Schools (01010)**

**Anytown High School (99-99-001)**

<b>Qty</b>	<b>Material Name</b>	<b>Security Number(s)</b>
Order no.: 12345		
3	Algebra I Test Booklet	125701231-125701233
2	Geometry Test Booklet	105091342-105091344
1	Algebra I Test Booklet (Large Print)	105412221
3	Geometry Test Booklet (Large Print)	123321112-123321114

**Arkansas High School (99-99-002)**

<b>Qty</b>	<b>Material Name</b>	<b>Security Number(s)</b>
Order no.: 12345		
4	Algebra I Test Booklet	125701231-125701233
5	Geometry Test Booklet	105091342-105091344
1	Algebra I Test Booklet (Large Print)	123321114
1	Geometry Test Booklet (Large Print)	123321116

**Another High School (99-99-003)**

<b>Qty</b>	<b>Material Name</b>	<b>Security Number(s)</b>
Order no.: 12345		
2	Algebra I Test Booklet	123321114-123321115
2	Geometry Test Booklet	123321122-123321123

**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 District Superintendent and the District Test Coordinator. The affidavit must be returned with the **used** answer documents for the *Geometry* and/or *Algebra I End-of-Course Examinations* according to the instructions in the District and School Test Coordinators' Manual.

LEA #: -

District Name: \_\_\_\_\_

Course (check **either or both** as applicable):  Geometry  Algebra I

**End-of-Course Examinations for Geometry and Algebra I  
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 End-of-Course 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 End-of-Course Examinations items or students' responses to test items. As directed in the District and School Test Coordinators' Manual for the ACTAAP End-of-Course Examinations, all **used and unused** test booklets and all **used** answer documents for Geometry and/or Algebra I have been packaged and returned to Questar.

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 **used** answer documents for the *Biology End-of-Course Examination* according to the instructions in the District and School Test Coordinators' Manual.

LEA #: --

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

**End-of-Course Examination for Biology  
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 *Biology End-of-Course Examination* items or students' responses to test items. As directed in the District and School Test Coordinators' Manual for the ACTAAP End-of-Course Examinations, all used and unused test booklets and all used and unused 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: \_\_\_\_\_

April 2010

**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 *Grade 11 Literacy Examination* **used** answer documents according to the instructions in the Grade 11 Literacy Test Administration Manual.

LEA #: --

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

**Grade 11 Literacy Examination  
AFFIDAVIT 3  
Test Administrator Security Form**

I certify that I have not read, copied, reproduced, or released in any way the secure *Grade 11 Literacy Examination* 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 ACTAAP Grade 11 Literacy Test Administration Manual, all **used and unused** test booklets and **used and unused** 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: \_\_\_\_\_

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

March 2010

**SAMPLE AFFIDAVIT WAIVER FORM FOR PROVIDING AN APPROVED ACCOMMODATION**

**ACTAAP**

Arkansas Comprehensive Testing, Assessment, and Accountability Program

**End-of-Course Examinations for Geometry, Algebra I, and Biology  
Affidavit Waiver Form  
for  
Providing an Approved Accommodation  
April 2010**

I provided an approved testing accommodation for

\_\_\_\_\_ Student's Name \_\_\_\_\_ Answer Document Number \_\_\_\_\_

by \_\_\_\_\_ Session(s) \_\_\_\_\_  
reading/transcribing

of the April 2010 \_\_\_\_\_ End-of-Course Examination. I agree not to copy,  
Geometry/Algebra I/Biology

use in my classroom, or discuss any of the test questions I have read.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Currently Licensed Arkansas Teacher Providing Accommodation

\_\_\_\_\_ District Name and School Name \_\_\_\_\_

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



**SAMPLE SECURE MATERIAL TRANSFER FORM**



**SECURE MATERIAL TRANSFER FORM**

**Examination:** \_\_\_\_\_

**District LEA #:** \_\_\_\_\_

**Name of District Receiving:** \_\_\_\_\_

**No. of Documents Received:** \_\_\_\_\_

**Security ID Number(s) Received:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Receiver:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Examination:** \_\_\_\_\_

**District LEA #:** \_\_\_\_\_

**Name of District Transferring:** \_\_\_\_\_

**No. of Documents Transferred:** \_\_\_\_\_

**Security ID Number(s) Transferred:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Sender:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructions:** Each district involved in the transfer of secure materials shall retain a copy of this form. A copy shall be faxed to the ADE at (501) 682-4886 and to Questar at (866) 688-0419, ATTN: Mary Rostenberg. Both districts must staple a copy of this Secure Material Transfer Form to the appropriate school's Test Booklet Security Form(s) **AND** must note the transfer on Affidavit 1—District Level Security Form.

## SAMPLE PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

The following provides a key to the information that is printed on the Preliminary Demographic Verification Roster. Using the Preliminary Demographic Verification Roster, verify that the information for each student is correct. If any of the information for a student is not correct, the student label must still be used. However, you will need to correct the information in APSCN/TRIAND by the date listed on page 10 of this handbook. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Arkansas End-of-Course Examinations  
for Geometry, Algebra I, and Biology  
April 2010

Preliminary Demographic Verification Roster

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

Please use this form to verify the demographic information for your students. If any information is **not** correct, the student label must still be used. However, you will need to correct the information in APSCN/TRIAND no later than Monday, April 19, 2010. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

**Subject: Algebra I**

Name (Last, First, Middle Initial)	Grade	Birth Date	State ID Number	SS ID	Gender	Ethnicity*	ESI Codes	MFLEP*	LEP	Free/Reduced Lunch	Gifted/Talented
Daley, Charles P	11	03-19-90	1234567890	987654321	M	3		1	Y	Y	N
Fitzgerald, Scott	11	04-09-91	2345678901	876543210	M	7	AU		N	N	N
Herzog, Brenda K	11	05-31-90	3456789012	765432109	F	5			N	N	N
Liverpool, Angela	11	07-15-90	4567891098	654321098	F	2	OHI		Y	Y	Y
Xuimg, Yo	11	09-01-90	5678901234	543210987	M	1		2	N	N	N

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

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

<ul style="list-style-type: none"> <li>AU – autism</li> <li>DB – deaf-blindness</li> <li>HI – hearing impairment</li> <li>MR – mental retardation (both TMR and EMR)</li> <li>MD – multiple disabilities</li> <li>OI – orthopedic impairment</li> <li>Blank – no ESI code reported</li> </ul>	<ul style="list-style-type: none"> <li>OHI – other health impairment</li> <li>ED – emotional disturbance</li> <li>SLD – specific learning disability</li> <li>SI – speech/language impairment</li> <li>TBI – traumatic brain injury</li> <li>VI – visual impairment</li> </ul>
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12. MFLEP (Monitored Former LEP): 1 = (Year 1) the student is in the first year of monitoring; 2 = (Year 2) the student is in the second year of monitoring; blank field = the student is not identified as a Monitored Former LEP student
13. LEP: Y = Yes, the student is a Limited English Proficient student; N = No, the student is not a Limited English Proficient student
14. Free/Reduced Lunch: Y = Yes, the student receives Free and/or Reduced Lunch; N = No, the student does not receive Free and/or Reduced Lunch
15. Gifted and Talented: Y = Yes, the student is identified as Gifted and Talented; N = No, the student is not identified as Gifted and Talented



**SAMPLE SCHOOL/COURSE HEADER SHEET**



Arkansas Comprehensive Testing,  
Assessment, and Accountability Program

**End-of-Course Examinations  
for Algebra I, Geometry, and Biology  
Grade 11 Literacy Examination**

**2010 SCHOOL/COURSE HEADER SHEET**

A School/Course Header Sheet **MUST** be completed for each course tested in the school and returned with the used answer documents according to the instructions for District and School Test Coordinators provided in the manuals. Verify that the preprinted information on this form is correct for your school. If the preprinted information is correct, complete all information in Boxes 3 and 4. If the preprinted information is not correct, please contact your District Test Coordinator for a blank form. If using a blank form, complete all information in Boxes 1, 2, 3, and 4.

1 SCHOOL INFORMATION
School Name:
District Name:

3 COURSE
Fill in the circle for the course type being returned with this School/Course Header Sheet.
<input type="radio"/> End-of-Course Algebra I
<input type="radio"/> End-of-Course Geometry
<input type="radio"/> End-of-Course Biology
<input type="radio"/> Grade 11 Literacy

2 LEA NUMBER					
County	District	School			

4 CLASSROOMS/GROUPS INCLUDED
List the name of each classroom/group returned under this School/Course Header Sheet (as they appear on the Classroom/Group Information Sheets). If you need additional space, please use the back of this form.
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
<input type="checkbox"/> Please check here if additional classrooms/groups are listed on the back of this form.

QAI05918 SCHS AR1004/1006/1008





**SAMPLE ANSWER DOCUMENT TRANSMITTAL FORM**

Arkansas End-of-Course Examinations  
for Geometry, Algebra I, and Biology  
April 2010

**District Answer Document Transmittal Form – Algebra I**

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**District LEA #:** 99-99  
**District Name:** Arkansas School District

This form must be completed and RETURNED to Questar with the USED answer documents. The list below indicates the school(s) in your district that received answer documents for the Algebra I End-of-Course Examination.

Indicate with a checkmark in the box below which schools are returning answer documents to Questar.

<u>School LEA #:</u>	<u>School</u>	<u>Qty. Shipped</u>	<u>Check the box for each school that is Returning Answer Documents</u>
99-99-001	Main High School	99	<input type="checkbox"/>
99-99-002	Central High School	35	<input type="checkbox"/>

---

District Test Coordinator's Signature: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_

**SAMPLE ANSWER DOCUMENT RETURN VERIFICATION FORM**

**ACTAAP**

Arkansas Comprehensive Testing, Assessment, and Accountability Program

**Answer Document Return Verification Form**  
Grade 11 Literacy Examination  
April 2010

**To Be Completed by the District Test Coordinator**

This form must be completed and faxed to Questar **immediately after** the *Grade 11 Literacy Examination* answer documents have been picked up. This form will provide a tracking mechanism for you and Questar 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 ARKANSAS CUSTOMER SERVICE AT 866-688-0419**

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**BIOLOGY ANSWER DOCUMENT SHIPMENT**

District LEA #: -

District Name: \_\_\_\_\_

District Coordinator Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Boxes Shipped: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

**SAMPLE TEST BOOKLET RETURN VERIFICATION FORM**

**ACTAAP**

Arkansas Comprehensive Testing, Assessment, and Accountability Program

**Test Booklet Return Verification Form**  
End-of-Course Examinations for Geometry and Algebra I  
April 2010

**To Be Completed by the District Test Coordinator**

This form must be completed and faxed to Questar **immediately after** the Geometry and/or Algebra I End-of-Course Examinations test booklets have been picked up. This form will provide a tracking mechanism for you and Questar should the need arise. This form will also help ensure test security and prompt follow-up should your test booklets not arrive by the expected date.

**FAX TO ARKANSAS CUSTOMER SERVICE AT 866-688-0419**

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**TEST BOOKLET SHIPMENT**

District LEA #: -

District Name: \_\_\_\_\_

District Coordinator Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Boxes Shipped: \_\_\_\_\_

Date Shipped: \_\_\_\_\_







# ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

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

QAI06501 PAH AR1004/08



QAI06501