

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Fall Algebra I End-of-Course Examination

September 2011

TEST ADMINISTRATION MANUAL *for*

- ✓ **District Test Coordinators**
- ✓ **School Test Coordinators**
- ✓ **Test Administrators**
(including Test Administration Script)

SECURITY WARNING

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

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

Important Dates

September 14–15, 2011 *Fall Algebra I End-of-Course Examination* administration dates.
September 16, 2011 Make-up test administrations for Algebra I must be completed.

The success of the Arkansas testing programs depends upon your assistance. The Arkansas Department of Education thanks you for your valuable assistance in administering this Fall End-of-Course Examination.
Arkansas Department of Education
September 2011

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GENERAL INFORMATION

OVERVIEW OF THE *FALL ALGEBRA I END-OF-COURSE EXAMINATION*

The **Arkansas Comprehensive Testing, Assessment, and Accountability Program** (ACTAAP) includes a *Fall Algebra I End-of-Course Examination*. Students who were in grade 9 and below during the 2009–2010 school year who did not score at the *Pass* level on one or two previous Algebra I End-of-Course Examinations and have completed remediation according to their Individualized Academic Improvement Plan (IAIP) are eligible for testing on the *Fall Algebra I End-of-Course Examination*. The examination consists of multiple-choice and open-response questions that directly assess student knowledge. The *Arkansas Algebra I Mathematics Curriculum Framework* is the basis for development of the *Fall Algebra I End-of-Course Examination*.

Results for the *Fall Algebra I End-of-Course Examination* will be provided for all students, schools, and districts to be used as the basis for instructional change.

OVERVIEW OF THE ACTAAP

The goals for the ACTAAP are

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

As the ACTAAP continues to evolve, it will offer

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

THIS TEST ADMINISTRATION MANUAL

This manual contains general information related to the *Fall Algebra I End-of-Course Examination*, information on key events related to the test administration and schedule, and procedures to be followed at the district, school, and classroom levels, including specific instructions provided in separate sections for District Test Coordinators, School Test Coordinators, and Test Administrators.

District and School Test Coordinators should read this manual thoroughly, including the section for Test Administrators. This manual contains procedures for the receipt and inventory of test materials, the distribution of materials to schools and to Test Administrators, and the return of materials.

Test Administrators should also be familiar with all of the information contained in this manual. The Test Administrator section provides procedures to be followed prior to test administration, during the test administration, and immediately following the test administration. The script for directions to be read to students is provided starting on page 49.

GENERAL INFORMATION

FALL END-OF-COURSE EXAMINATION CONTRACTOR

The Arkansas Department of Education (ADE) has contracted with Questar Assessment, Inc. (Questar) for the development, production, distribution, collection, and scoring of the *Fall Algebra I End-of-Course Examination* assessment materials. Materials will be shipped from and returned to Questar.

CONTACT INFORMATION

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

IMPORTANT DATES

SCHEDULE OF EVENTS FOR THE *FALL ALGEBRA I END-OF-COURSE EXAMINATION*

Event	Date
Districts receive test materials	August 31, 2011
Districts administer the <i>Fall Algebra I End-of-Course Examination</i>	September 14–15, 2011
Districts complete make-up testing, if necessary	September 16, 2011
Deadline for districts to return scoreable materials	September 19, 2011
Deadline for districts to return nonscoreable materials	September 20, 2011

Testing should be conducted on the dates given above. No part of the test may be given early. Early testing constitutes a breach of security. See the “Testing Guidelines and Security” section beginning on page 16 for more information about test security.

NEW FOR FALL 2011

NEW—SCHOOL/COURSE HEADER SHEET

A new column has been added to Box 5 of the School/Course Header Sheet. Use this column to specify the number of answer documents being returned under each Classroom/Group Information Sheet. The number of documents bubbled in Box 5 of the Classroom/Group Information Sheet should match the number listed in Box 5 of the School/Course Header Sheet. For more information about completing the header sheets, see page 38.

GUIDELINES FOR STUDENTS TO BE TESTED

STUDENTS TO BE TESTED

The *Fall Algebra I End-of-Course Examination* should be administered to students who were in grade 9 and below during the 2009–2010 school year and meet **all** of the following requirements:

- have previously taken **one or two** Algebra I End-of-Course Examinations and **have not scored** at the *Pass* level
- have completed remediation according to their Individualized Academic Improvement Plan (IAIP)
- have been determined by the district to be ready to take an Algebra I End-of-Course retest

The following guidelines apply to exceptional students.

DISABLED STUDENTS (P.L. 94-142)

All students, including students identified as disabled pursuant to P.L. 94-142 and under section 504 of the Rehabilitation Act of 1973, as amended, who are enrolled in Algebra I for high school graduation credit must take the *Algebra I End-of-Course Examination*, with or without accommodations. Students enrolled in a grade 9 resource mathematics class must participate in the Alternate Portfolio Assessment for Grade 9 Mathematics. Students in the 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 must be coded in the “Teacher Use Only” Box on the student answer document, as appropriate, regardless of whether or not a student label is used. This information is not included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 61–66 of this manual. Do not code the Special Education Accommodations section for students with a 504 Plan. However, students may still receive accommodations that are in their 504 Plans and used regularly in the classroom.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Limited English Proficient students taking the *Fall Algebra I End-of-Course Examination* should be tested, with or without accommodations.

Identification of a student as LEP is included in the student label barcode and on the Preliminary Demographic Verification Roster. A student’s LEP status does not need to be coded on the answer document if a student label is used. If a student label is not used for an LEP student, a School Test Coordinator (or Test Administrator, if assigned to do so) must code the student’s answer document by filling in the circle for Limited English Proficient in the “Teacher Use Only” Box. Specific directions for coding student answer documents are provided on pages 61–66 of this manual.

GUIDELINES FOR STUDENTS TO BE TESTED

FIRST-YEAR LIMITED ENGLISH PROFICIENT STUDENTS

First-year LEP students are **not** exempt from the *Fall Algebra I End-of-Course Examination*.

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, a School Test Coordinator (or Test Administrator, if assigned to do so) 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 barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 61–66 of this manual. Once the answer documents are returned for scoring, students cannot be reassigned.

TRANSFER STUDENTS

Any student meeting the criteria for taking the *Fall Algebra I End-of-Course Examination* and who is enrolled in school **on or before** the first day of testing, should be tested.

MIGRANT STUDENTS

To identify migrant students, the School Test Coordinator (or Test Administrator, if assigned to do so) must code each student's answer document by filling in the circle for Migrant Student in the "Teacher Use Only" Box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 61–66 of this manual.

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

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

HIGHLY MOBILE STUDENTS

A student's status as Highly Mobile is determined **after** October 1, 2011, and is not collected for the *Fall Algebra I End-of-Course Examination*.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

Alternative Learning Environment students who meet the criteria for retesting shall participate in the *Fall Algebra I End-of-Course Examination*. The testing location may be decided by the district. Testing materials must be kept secure at all times. Test Administrators must be **currently** licensed by the Arkansas Department of Education as a teacher or administrator and must be properly trained in test administration procedures.

STUDENTS NOT TESTED

Every student who is eligible to take the *Fall Algebra I End-of-Course Examination* retest opportunity and/or received a student label must be accounted for. If a student does not submit an answer document for scoring, a Student Not Tested Form **or** answer document must be returned with a “Student NOT Tested” reason coded. If a student was eligible to test and did not receive a student label, an answer document must be returned with student demographic information completed **and** a not tested reason coded on page 2. Do not fill in a “Student NOT Tested” reason code on the answer document if any questions have been answered by the student—this code is used only when there are no student answers on the answer document. Do not submit more than one document type for one student.

A Student Not Tested Form should be used, prior to testing, when a student who received a student label will not be taking the examination. The student labels should be placed on the Student Not Tested Form with the appropriate reason code entered above each student label. Up to four (4) student labels may be placed on a single form. Student Not Tested Forms are returned in the scoreable materials return shipment. Please follow the instructions provided in the manual and return kits for returning forms.

For a student who refused to take **all** portions of the test, a Test Administrator should fill in the circle next to SRT (“Student Refused to Test”) on page 2 of the answer document. “Student Refused to Test” is not a reason provided on the Student Not Tested Form. The Test Administrator must notify the School Test Coordinator of any student refusing to take **all** portions of the test.

If the reason a student did not test is not listed on the answer document, or 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 this Test Administration Manual (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 scoreable materials for students taking the test.

Erasures

If a “Student NOT Tested” reason code has been filled in on an answer document, 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 document will be scored and included in all applicable reports.

STUDENT INFORMATION

STUDENT IDENTIFICATION NUMBERS

A 10-digit State Reporting Identification Number is required for the ACTAAP and is included on 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 ADE will provide districts with a range of federally-assigned identification numbers to use if parents object to providing their child's Social Security Number or if none is available. (See Director's Memo ACC-01-028, created September 25, 2000.) Social Security Numbers or federally-assigned identification numbers will be suppressed on reports. As part of the advance announcement of testing, students should be advised to have their 10-digit State Reporting Identification Numbers and Social Security Numbers or federally-assigned identification numbers available on the first day of testing. Please contact Susan Gray at the ADE at 501-682-4559 for additional information.

ETHNICITY CODES

If a student label is not used, the student 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 appropriate to do so. The Preliminary Demographic Verification Roster will show only one ethnicity code. If a student's record in APSCN/TRIAND shows Hispanic and any additional ethnicity code, the ethnicity code on the roster will show "Hispanic." If a student's record in APSCN/TRIAND shows two or more ethnicity codes not including Hispanic, the ethnicity code on the roster will show "Two or More." The ethnicity codes are as follows:

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

Students will be reported with only one ethnicity code. If a student has filled in the circle next to Hispanic and any additional ethnicity code, the student will be reported as "Hispanic." If a student has filled in the circles next to two or more ethnicity codes not including Hispanic, the student will be reported as "Two or More." The ethnicity code filled in on the answer document should match the student's ethnicity code in APSCN/TRIAND.

*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.

VERIFICATION AND CORRECTION OF STUDENT INFORMATION

STUDENT INFORMATION FROM APSCN/TRIAND

Student information used for reporting purposes will be pulled from APSCN/TRIAND and provided to Questar. Student information in APSCN/TRIAND is pulled twice. Data from the first pull are used to produce the Preliminary Demographic Verification Rosters and student labels. Data for reporting purposes are pulled shortly after the deadline for correcting student information. See date below.

The updated/corrected information in APSCN/TRIAND will **override** information in the student label barcodes 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 Friday, September 9, 2011. Students will be reported according to the information in the system when the data are pulled and any incorrect information CANNOT be changed after this point.

Student Retest Information is included on the Preliminary Demographic Verification Roster; however, it is not located in APSCN/TRIAND. If Student Retest Information is incorrect on the Preliminary Demographic Verification Roster, the District Test Coordinator must contact Dr. Greg Holland (Greg.Holland@arkansas.gov) or Dr. Neal Gibson (Neal.Gibson@arkansas.gov) at the Arkansas Department of Education, by the end of the day on Friday, September 9, 2011, to resolve any discrepancies.

PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

A Preliminary Demographic Verification Roster will be provided 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, Monitored Former LEP status, LEP status, Gifted and Talented status, and Student Retest. The rosters should be used to verify the correctness of student information in APSCN/TRIAND. Do **not** use the student labels for verification purposes (the rosters contain additional information not visible on the student labels).

All information on the Preliminary Demographic Verification Roster must be checked carefully. If any of the information on the roster is not correct, it **must** be updated in APSCN/TRIAND **by the end of the day on Friday, September 9, 2011.**

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, Student Retest, 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 in alphabetical order by student last name and will need to be separated and sorted by testing classroom/group. Labels are provided on perforated strips to facilitate the separation of individual labels. If a label is torn or damaged during the separation process, do **not** use it. Instead, enter and code Boxes 1–8 on 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. Labels must be carefully and precisely affixed within the dotted lines in the **middle** of the answer document (or within the dotted lines on the Student Not Tested Form). The bottom of the label should be aligned with the triangular marks (the label will partially cover the student name grid on the answer document). 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/Class Information) **must** be entered (either by the student prior to the start of testing on Day 1 or by the Test Administrator prior to distributing answer documents to students). If a label is used, only the Classroom/Group Name field in Box 1, and sections of the “Teacher Use Only” Box with an asterisk must be completed.

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

Complete Boxes 1–8 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, verify, and make corrections as necessary. If a student is not listed on the roster or there is no information in APSCN/TRIAND, verify that the student information on the answer document is complete and add or correct the student's information in APSCN/TRIAND.

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

Instructions for completing the “Teacher Use Only” Box are on pages 61–66 of this manual. An asterisk indicates that a section needs to be completed regardless of whether or not a student label is used.

Incorrect Labels

If provided, student labels **must** be used even if some of the information in the student label barcodes is not correct. Information in the student label barcode will be used to match students to the appropriate, corrected record in APSCN/TRIAND. If a student label is not provided or a label is damaged, Boxes 1–8 on the answer document must be completed.

PROCEDURES PRIOR TO TEST ADMINISTRATION

ADVANCE ANNOUNCEMENTS

An announcement of testing dates and a reminder before the first day of testing is necessary. Testing dates should be made known to parents and students in advance so that students come to school well-rested and equipped with two No. 2 pencils on the days of the test. **ONLY No. 2 pencils may be used on answer documents.** It is recommended that Parent Notification Pamphlets (A Note to Parents) be distributed to parents two weeks prior to testing.

There should also be an advance announcement to students that they should bring calculators, if calculators are not provided by the school, and to have their Social Security Numbers or federally-assigned identification numbers and State Reporting Identification Numbers available on the first day of testing. The use of a Social Security Number (SS ID) or a federally-assigned identification number and a State Reporting Identification Number is required for student demographic information if a student label is not used. See page 8 of this manual for information about the use of Social Security Numbers and State Reporting Identification Numbers for student identification purposes.

Note: If a student label is used, a Social Security Number is not required.

PREPARING STUDENTS, PARENTS, AND TEACHERS

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

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

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

- Stress the importance of the examination to both students and parents well in advance of testing.
- Stress the importance of the examination to teachers well in advance of testing.
- Underscore the importance of testing by characterizing the *Fall Algebra I End-of-Course Examination* as a crucial component of education within Arkansas that reflects the types of skills deemed necessary for a successful educational experience.

PROCEDURES PRIOR TO TEST ADMINISTRATION

TRAINING TEST ADMINISTRATORS

District Test Coordinators, School Test Coordinators, and Test Administrators, as well as all personnel who administer the *Fall Algebra I End-of-Course Examination* and/or act in a supervisory capacity during the testing, must be **currently** licensed by the ADE as Arkansas teachers or administrators. An essential role for District and School Test Coordinators is training the Test Administrators. This training is required by law and helps to overcome some of the negative perceptions about testing.

The district must develop and conduct training sessions for Test Administrators prior to the test administration. This Test Administration Manual for the *Fall Algebra I End-of-Course Examination* should be distributed upon receipt so that Test Administrators may review it prior to training. Test Administrators should have the opportunity to obtain answers to questions they may have at a formal training session. A formal training session should be held at least three (3) days prior to testing and should include a review of the following:

- the testing schedule, testing procedures, and Test Administrator responsibilities
- this Test Administration Manual
- students to be tested and how to appropriately provide accommodations for testing
- preparation of materials prior to and after testing
- the dates by which materials must be prepared for testing and returned to the School Test Coordinator
- all security requirements to be followed prior to, during, and after testing
- testing group size—there should be one Test Administrator appointed for each group of 25 students

Appendix C contains an outline of a suggested training agenda.

SELECTING AND PREPARING TEST ADMINISTRATION SITE(S)

Because the administration of the *Fall Algebra I End-of-Course Examination* requires that a substantial amount of testing be done in just a few days, preparation for the receipt of materials, test administration, and return of materials is critical. **Since students must use the SAME test booklet and answer document each day of the test, it is strongly advised that students be tested in the same group each day. This should be taken into consideration when selecting a site.**

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

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

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

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

PROCEDURES PRIOR TO TEST ADMINISTRATION

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

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

OVERVIEW OF TESTING MATERIALS

The following materials are packaged for the district and by school. Each school’s materials will be boxed and labeled by school to facilitate distribution. The materials for the District Test Coordinator will be packaged separately in the district box. All materials, with the exception of Braille materials, for the *Fall Algebra I End-of-Course Examination* will arrive in one shipment. **District Test Coordinators are responsible for inventorying all materials immediately upon receipt.** The *Fall Algebra I End-of-Course Examination* shipment will include the following materials:

District Materials

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Secure Material Report
- Cover Memo
- Parent Notification Pamphlets (A Note to Parents)—1 package
- Test Administration Manual (Coordinator’s copy)—2 copies
- Scoreable Materials Return Kit
 - Scoreable Materials Return Instructions
 - Scoreable Materials Transmittal Form
 - UPS Labels
 - Scoreable Materials Return Shipping Labels (PINK)
 - Scoreable Materials Return Verification Form
- Nonscoreable Materials Return Kit
 - Nonscoreable Materials Return Instructions
 - UPS Labels
 - Nonscoreable Materials Return Shipping Labels (GRAY)
 - Nonscoreable Materials Return Verification Form
- Copy of the Preliminary Demographic Verification Rosters for each school in the district
- Student Not Tested Form—1 copy for the district
- Large Print Kit(s) (if ordered)
- Paper Bands
- Test Security Affidavits
- School/Course Header Sheets
- Classroom/Group Information Sheets

When returning materials to Questar, make sure you use the correct color return shipping label.

PROCEDURES PRIOR TO TEST ADMINISTRATION

School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Parent Notification Pamphlets (A Note to Parents)—packages of 15
- Test Administration Manual—1 copy per every 20 students tested, and 1 copy for the School Test Coordinator
- Answer Documents
- Student Labels
- Preliminary Demographic Verification Roster—1 copy for the school
- Student Not Tested Form
- School/Course Header Sheets
- Classroom/Group Information Sheets
- Test Booklet Security Form
- Rulers—provided in packages of 25
- Test Booklets

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.

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

SHIPPING INVENTORY DOCUMENTS

Materials shipped for the *Fall Algebra I End-of-Course Examination* will arrive with the following inventory documents for your use.

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

PROCEDURES PRIOR TO TEST ADMINISTRATION

LARGE PRINT AND BRAILLE TEST BOOKLETS

Large Print and Braille test booklets are available for the *Fall Algebra I End-of-Course Examination*. The District Test Coordinators will have requested Large Print and Braille editions for students during the enrollment process. If there are additional students who will require these editions prior to testing, please contact Questar's Arkansas Customer Service at 800-643-8547 to request additional Large Print or Braille testing materials. **See note on page 75 for information regarding the transcription of Large Print and Braille test booklets.**

Districts that ordered Braille materials will receive an additional shipment prior to testing. This shipment will include Braille test booklets and associated materials, which should be distributed to the schools for which they were ordered.

The Large Print Kit will include:

- a Large Print test booklet, shrink-wrapped
- a standard-sized answer document
- a Test Administration Manual
- a line template
- a Large Print ruler

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

The Braille Kit will include:

- a Braille test booklet shrink-wrapped
- a standard-sized answer document
- a Test Administration Manual
- a Braille ruler

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

TESTING GUIDELINES AND SECURITY

TEST SECURITY GUIDELINES

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

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

1. The Superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.
2. All District Test Coordinators, School Test Coordinators, and Test Administrators shall be **currently** licensed by the Arkansas Department of Education as teachers or administrators.
3. The tests must be administered on the scheduled dates as specified in the Test Administration Manual. 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 Test Administration Manual. 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 Individualized Education Programs, Limited English Proficient Assessment Plans, and/or 504 Plans shall specify any state-approved accommodation(s) available to students participating in the administration of standard state assessments.
10. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a state-tested grade or course shall be accounted for in the State Assessment System.
11. District staff may **not** read, review, or in any way duplicate or reproduce the test booklets, the associated test items, the writing prompts, or other secure materials. Removing or copying the Mathematics Reference Sheet provided in the test booklets is a breach of security.
12. All District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign the appropriate Test Security Affidavit. All Test Security Affidavits must be returned to Questar with the scoreable materials.
13. Students must not be exposed to answers of items at any time before, during, or after testing. Upon reporting, customized CRT items that contribute to at least 50% of the total number of items on the student score report will be released and may be used by public schools for instructional purposes.
14. Student responses to test items must represent the student's own independent and unaided thinking and must not be read, reviewed, or changed during or after testing. Cueing or assisting a student during testing will be considered a breach of security.
15. Students are not allowed to use scratch paper **except for grades 1–2**. The use of scratch paper is considered a breach of security.
16. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions.

TESTING GUIDELINES AND SECURITY

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

TEST SECURITY PROCEDURES

Shrink-wrapped secure materials may leave the district's secure location no more than five (5) school days before the first testing session. However, it is strongly recommended that materials not leave the district's secure location more than three (3) school days before the first testing session unless the size of the district absolutely necessitates more time for distribution. The test booklets for the *Fall Algebra I End-of-Course Examination* are secure materials.

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

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 documents, 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 End-of-Course Examination may be downloaded into any assistive device.

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

TESTING GUIDELINES AND SECURITY

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

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 (1) set of affidavits, which must be copied* as needed to provide forms to the schools and for all Test Administrators.

There are three (3) types of affidavits as follows:

Affidavit 1—District Level Test Security Form. The district-level affidavit needs to be signed by the District Superintendent and the District Test Coordinator.

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.

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

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

TEST BOOKLET SECURITY FORM

Schools with students participating in the *Fall Algebra I End-of-Course Examination* will receive a Test Booklet Security Form. This form must be used to distribute test booklets to Test Administrators and to account for all test booklets after testing. Make as many copies of the form as needed to sign secure test booklets out to and in from Test Administrators. Space is provided on the form to enter the range of test booklet security ID numbers assigned to each Test Administrator. Each Test Administrator must initial in the “Out” column under “Test Booklet Receipt and Return” when the test booklets are distributed and the School Test Coordinator must initial the “In” column when they are returned and counted each day after testing. Careful attention to completing the Test Booklet Security Form will minimize lost test booklets. Separate security forms will be provided for Large Print and Braille test booklets. The completed Test Booklet Security Form is to be returned with the appropriate test booklets according to the instructions provided in this manual. District Test Coordinators should make a copy of the completed Test Booklet Security Forms for the district records.

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

TESTING GUIDELINES AND SECURITY

MATHEMATICS REFERENCE SHEET

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

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 85). 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 Notification Pamphlets, etc., may be transferred to another district without documentation and without contacting Questar or the ADE.

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 session, 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). However, 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.

TESTING GUIDELINES AND SECURITY

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

TESTING ENVIRONMENT

The test should be administered in an area with comfortable seats, good lighting and ventilation, and freedom from noise and interruptions. Smooth, hard writing surfaces and adequate workspace are also important. The physical conditions should be conducive to concentration. Students should be seated in such a way that they will not be tempted to look at each other's test materials. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during testing sessions.

ASSIGNING TEST MATERIALS TO STUDENTS

During each testing session, students must use the same test booklet and answer document given to them at the beginning of testing for each of the subsequent testing sessions. 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.

Students should write their names on the front covers of their test booklets on the first day of testing. See page 46, "Test Booklet Layout," for additional information.

MONITORING STUDENTS DURING TESTING SESSIONS

With the exception of approved accommodations, you may not aid any student in reading, answering, or understanding any of the test questions. (You may, however, clarify the demographic information.) Therefore, be sure that students clearly understand all of the directions before testing begins. Also, test security guidelines and student confidentiality dictate that student responses to test questions may not be read or reviewed at any time.

During each session, circulate around the room to see that students are using the correct session of the test booklet and answer document. This process will be referred to in the procedures as ***Circulate and Check***. **The session identifier, which is the first letter of the subject followed by the number of the session (e.g., A1), is printed in large type on the answer document to make it easier to see if a student is answering on the correct page.**

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 the ADE Assessment Office who will notify the Superintendent. In these cases, the Arkansas Department of Education and the Superintendent constantly maintain student confidentiality.

TESTING GUIDELINES AND SECURITY

CALCULATOR USE AND RESTRICTIONS

Calculators may be used in all sessions of the *Fall Algebra I End-of-Course Examination*. **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 following list.

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.

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

TESTING GUIDELINES AND SECURITY

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).

OVERVIEW OF THE TEST ADMINISTRATION SCRIPT

Directions to the students should only take a few minutes so that students can spend most of their time answering test questions. To ensure a consistent and accurate test administration, a script (material that should be read **verbatim** to the students) for each testing session is printed in boxes to set the oral directions apart from the other text. Directions to the Test Administrator are printed in contrasting bold and italic type. Directions to the Test Administrator that are interspersed within the oral directions to the students are in bold and italic type and bracketed [*like this*]. The remaining numbered directions may be repeated in similar sessions and serve as reminders of the order in which to proceed with the test administration.

For the Student Demographic Information session only, the script may be modified as needed depending upon how the verification of information and application of students' labels is being handled in your school. Please read through this script carefully to determine what, if anything, needs to be modified for your situation.

2011 TESTING SESSION GUIDELINES AND SCHEDULE

TESTING SESSION GUIDELINES AND SCHEDULE

District Test Coordinators are responsible for designating **the time at which all students participating in the *Fall Algebra I End-of-Course Examination* will be tested at all schools in the district.** All students in the district testing in Algebra I must be tested **at the same time.** The testing schedule must be provided to School Test Coordinators.

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

Session Time Limits

The *Fall Algebra I End-of-Course Examination* is a timed test. Each session must be administered in the times specified. Allow time at the beginning of each session to present directions and other information to the students. For each session, refer to the amount of time shown in the table below. **Early testing constitutes a breach in test security.**

If students finish the test session early, they may review their work only for that same session; they cannot work on a previous session or on a session not yet administered. Extended testing time is an allowable accommodation for Special Education, 504, and LEP students, if stated in their IEP, 504 Plan, or LPAC Plan, respectively, and used on a regular basis in the classroom.

DAY	SUBJECT	SESSION	NUMBER OF ITEMS	TESTING MINUTES
Wednesday September 14, 2011	Algebra I	-	Student Demographic Information	15
		A1	30 multiple-choice items	45 + directions
		A2	3 open-response items	45 + directions
Thursday September 15, 2011	Algebra I	A3	30 multiple-choice items	45 + directions
		A4	2 open-response items	30 + directions

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

Breaks between Sessions

It is recommended that students be allowed at least a 15-minute break after Sessions A1 and A3. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day. See your School Test Coordinator if you have questions about the break schedule.

2011 TESTING SESSION GUIDELINES AND SCHEDULE

Interruption of Testing Sessions

Circumstances over which you have no control (e.g., power failures, fire drills, severe weather conditions) may disturb the students during testing. If an interruption occurs during a testing session, ask students to close their test booklets and answer documents. Collect the student test materials and place them in the secure location designated by your School Test Coordinator. If an interruption occurs, notify the District Test Coordinator who must call the Arkansas Department of Education at 501-682-4558 for instructions prior to resuming testing. Interruptions should not reduce the total amount of time students are given to complete the test questions. If an interruption occurs, Test Administrators should note the time remaining in the testing session.

Make-up Testing Sessions

Make-up testing sessions may be scheduled after the initial administration. However, all make-up testing **must be completed no later than Friday, September 16, 2011**. Every attempt should be made to administer make-up tests to students who were absent during original testing sessions. Consult your School Test Coordinator about make-up procedures.

REQUIREMENTS FOR CODING THE “TEACHER USE ONLY” BOX

The “Teacher Use Only” Box on the front cover of the answer documents should be completed after all testing is done. The Preliminary Demographic Verification Roster and student label include Student Retest, Monitored Former LEP status, Gifted and Talented status, and LEP status as appropriate for the student. These sections do not need to be coded if a student label is used. If any of the information for the student is not correct on the Preliminary Demographic Verification Roster, the information must be updated in APSCN/TRIAND prior to the first day of testing. If a student label is not provided, enter and grid all of the student information for that student.

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 or School Test Coordinator. (Refer to Director’s Memo IA-99-011; the contact person is Suzanne Davidson at 501-324-9502.) As part of the preparations for testing, arrangements need to be made with the authorized person to code the Free and/or Reduced Lunch section on answer documents after testing is completed. Information requested in the “Teacher Use Only” Box must be completed correctly as applicable to each student. Coding of student information cannot be changed after answer documents are sent to Questar. See pages 61–66 for more information on coding the “Teacher Use Only” Box.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

DISTRICT TEST COORDINATOR RESPONSIBILITIES

The District Test Coordinator should be familiar with the entire contents of this manual. The District Test Coordinator is responsible for the following:

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

A District Test Coordinator's Checklist is provided on pages 32–34. The checklist covers only the major steps in the materials receipt and return processes and should **not** be used as a substitute for reading all of the instructions in this manual.

OVERVIEW OF MATERIALS SHIPMENT

Each district will receive one shipment of *Fall Algebra I End-of-Course Examination* materials. The shipment will contain manuals and test materials for the *Fall Algebra I End-of-Course Examination* that will be packaged by school. Quantities of materials are based on enrollments provided by the district, plus an overage for each school. In addition to the school materials, a district package will contain the materials and information needed to return test materials to Questar and should be retained by the District Test Coordinator.

INVENTORYING MATERIALS

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

Check the quantity and type of district materials received against quantities listed on the shipping inventory documents. Please use either the Box Content List, Shipment Summary List, or Secure Materials Report to confirm the test booklet security ID numbers. Distribute the boxes of school materials to School Test Coordinators as soon as possible after receipt. The contents of the school boxes should also be inventoried as soon as possible, whether it is done by the District Test Coordinator, the School Test Coordinator, or jointly. Verify that the quantities specified on each school's shipping inventory documents will be sufficient for their needs. If you are missing materials or need additional materials, they may be ordered through Questar's ServicePoint Web site. A Quick Reference Guide with instructions for placing orders through ServicePoint is included in Appendix E of this manual. Questar will also continue to accept additional material orders by phone, e-mail, and fax (see Appendix D for an Additional Materials Order Form).

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

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

Materials included in the district shipment that need to be distributed to schools are the paper bands and Test Security Affidavits. Your shipment includes one (1) set of Test Security Affidavits that must be copied as needed to provide sufficient quantities to each school. See page 18 of this manual for more information about the affidavits.

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

DISTRIBUTING MATERIALS

Secure test materials may be distributed to School Test Coordinators **no earlier** than three (3) school days prior to testing (if the size of the district necessitates more time for distribution, materials may be distributed no more than five (5) days before testing). School Test Coordinators should receive all materials for their school in the original boxes. The District Test Coordinator should inventory the school materials with each School Test Coordinator. This will ensure that materials received by the school have been accounted for and will eliminate the need for the School Test Coordinator to report discrepancies **after** receiving materials from the District Test Coordinator. Check quantities and materials in each school's box(es) against the items listed on the school shipping inventory documents. After the inventory for each school is complete, make one copy of each school's shipping inventory documents and Secure Materials Report for district records and return the original to Box 1 of the school box(es).

All test booklets have been sequentially numbered and shrink-wrapped for security purposes. The shrink-wrapped school packages have labels that specify the security ID number range of the documents enclosed. **Due to security reasons, the shrink-wrapped packages of test booklets may be opened on the first day of testing only.** No one may look inside 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 and there are security risks involved in this situation. A breach of security is one of the reasons for loss of license in the state of Arkansas.

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

REQUESTING ADDITIONAL MATERIALS

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

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

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

REPORTING MISSING TEST BOOKLETS OR INCORRECT TEST BOOKLET SECURITY NUMBERS

If, after opening a package of test booklets, no earlier than one school day before the first day of testing, a School Test Coordinator discovers a missing test booklet or an incorrect security ID number, the District Test Coordinator should be notified immediately. The District Test Coordinator must then contact Questar at 800-643-8547 and the ADE Assessment Office at 501-682-4558 to inform them of the situation. The District Test Coordinator/School Test Coordinator should document the issue on the Test Booklet Security Form.

DUTIES DURING TESTING

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

GENERAL PROCEDURES FOR RETURNING TEST MATERIALS

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

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

There are three major steps involved in returning testing materials:

1. Inventory and organize all testing materials returned by School Test Coordinators and check and complete all required forms.
2. Package used answer documents and related forms and arrange for the pick-up of the Scoreable Materials Return Shipment.
3. Package all test booklets (used and unused) and related forms and arrange for the pick-up of the Nonscoreable Materials Return Shipment.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

SCOREABLE MATERIALS FORMS FOR RETURN

The following forms must be completed and returned with the answer documents.

Classroom/Group Information Sheet

The use of Classroom/Group Information Sheets is **mandatory**. Each school **must** complete at least one Classroom/Group Information Sheet. School Test Coordinators have been instructed to complete Classroom/Group Information Sheets for individual classes/groups within their school, place them on **top** of the appropriate sets of **used*** answer documents, and paper-band them together.

Check each Classroom/Group Information Sheet to ensure that it has been correctly completed. Count the answer documents associated with each Classroom/Group Information Sheet and verify the quantity with the count coded in Box 5 on the Classroom/Group Information Sheet. Verify that the name of the classroom/group written on the answer documents matches the name bubbled on the Classroom/Group Information Sheet. Keep the Classroom/Group Information Sheet on top of the corresponding set of classroom/group-level **used*** answer documents under the paper band. Then band all classroom sets of **used*** answer documents together with the School/Course Header Sheet on top. See the diagram provided on the following page.

School/Course Header Sheet

The School Test Coordinators should have been instructed to complete the School/Course Header Sheet as appropriate for their school, place it on top of the **used*** answer documents, and paper-band them together. Check each School/Course Header Sheet to ensure that it has been correctly completed. Verify that the name and number of answer documents of each classroom/group is included on the School/Course Header Sheet and that the number of Student Not Tested Forms is included in Box 4. The total in Box 4 should include the number of Student Not Tested Forms returned and **not** the number of student labels. Keep the School/Course Header Sheet on top of the corresponding **used*** answer documents under the paper band. See the diagram provided on the following page.

Scoreable Materials Transmittal Form

When using the School/Course Header Sheet(s), make a checkmark on the appropriate Scoreable Materials Transmittal Form next to each school returning Student Not Tested Forms and/or **used*** answer documents for the *Fall Algebra I End-of-Course Examination*. After completing the Scoreable Materials Transmittal Form, sign your name at the bottom.

Test Security Affidavits

Each District Superintendent, District Test Coordinator, Building Principal, School Test Coordinator, and Test Administrator **must** sign affidavits regarding test security after completing the test administration. If additional copies of the affidavits are needed, they may be photocopied. (Affidavits do not need to be copied onto colored paper.) Make sure that all affidavits have been completed, signed, and returned to you. See page 18 of this manual for more detailed information about the affidavits.

Scoreable Materials Return Verification Form

This form is provided in the Scoreable Materials Return Kit. After answer documents have been picked up by UPS, the District Superintendent or District Test Coordinator must notify Questar by completing return verification information on ServicePoint (a Quick Reference Guide is provided in Appendix E) or by faxing the Scoreable Materials Return Verification Form provided in the Scoreable Materials Return Kit.

*Used answer documents include those for Students NOT Tested.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

PACKAGING THE SCOREABLE MATERIALS RETURN SHIPMENT (USED ANSWER DOCUMENTS)

The Scoreable Materials Return Shipment must be completed and ready for pick-up on September 19, 2011.

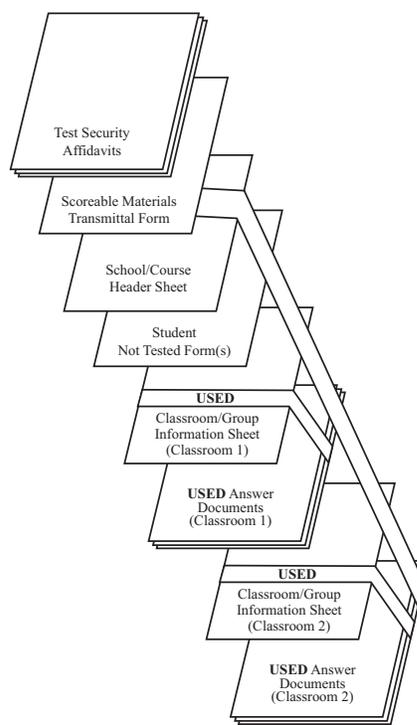
All **used*** answer documents should be returned to Questar for scoring, **including answer documents for students not tested** and Student Not Tested Forms. Any blank or unused answer documents received by Questar will be scored. Separate the **used*** answer documents and Student Not Tested Forms from the test booklets and unused answer documents. Place the Scoreable Materials Transmittal Form on **top** of the **used*** answer documents and Student Not Tested Forms in Box 1.

Package Student Not Tested Forms and used* answer documents with header sheets, one school at a time, with all Test Security Affidavits and Answer Document Transmittal Form(s) on top of the school bundles for the entire district.

Prepare to ship the scoreable materials as follows:

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

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



*Used answer documents include those for Students NOT Tested.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

Arranging for the Pick-up of the Scoreable Materials Return Shipment (USED Answer Documents)

All **used*** answer documents and associated materials must be returned to Questar via UPS. UPS labels are provided in the Scoreable Materials Return Kit. Questar is responsible for all shipping costs; however, it is the District Test Coordinator's responsibility to make shipping arrangements with UPS.

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

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

Specific return instructions for answer documents and the materials needed for shipping them to Questar have been provided in the Scoreable Materials Return Kit.

NONSCOREABLE MATERIALS FORMS FOR RETURN

Test Booklet Security Forms

All test booklets, used and unused, must be returned to Questar. As District Test Coordinator, **it is your responsibility to verify that all test booklets (used and unused) have been returned to you from the schools.** Also verify that they are in sequential order. School Test Coordinators and Test Administrators have been instructed to order test booklets sequentially before returning them to you.

Verify that the Test Booklet Security Forms have been completed and initialed and that they have been paper banded with the test booklets. Any missing test booklets must be documented on the appropriate Test Booklet Security Form, and a separate letter of explanation **must** be attached. Do **not** write the explanation on the Test Booklet Security Form. This missing test booklet information must be sent to Questar with the test booklets. At the completion of check-in, Questar will report missing materials to the Arkansas Department of Education. Return the Test Booklet Security Forms with the test booklets. Do **not** return Test Booklet Security Forms with answer documents or affidavits.

Nonscoreable Materials Return Verification Form

This form is provided in the Nonscoreable Materials Return Kit. After test booklets have been picked up by UPS, the District Superintendent or District Test Coordinator must notify Questar by completing return verification information on ServicePoint (a Quick Reference Guide is provided in Appendix E) or by faxing the Nonscoreable Materials Return Verification Form provided in the Nonscoreable Materials Return Kit.

*Used answer documents include those for Students NOT Tested.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

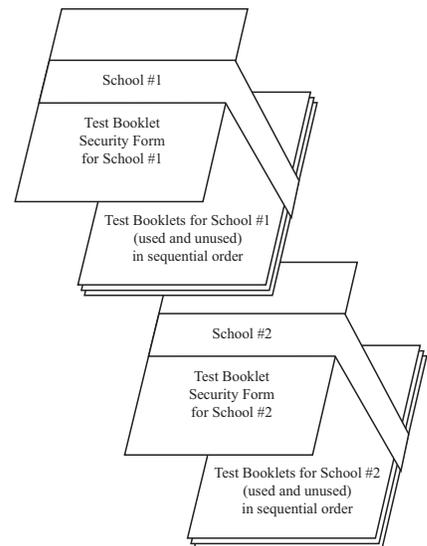
PACKAGING THE NONSCOREABLE MATERIALS RETURN SHIPMENT

The Nonscoreable Materials Return Shipment must be completed and ready for pick-up on **September 20, 2011**. For each school, make sure the Test Booklet Security Form is on top of the appropriate test booklets. Nonscoreable materials (test booklets) and scoreable materials (answer documents) and associated materials may be returned on the same date; however, they must be packaged and returned in separate boxes. Scoreable answer documents returned with the nonscoreable materials are NONSCOREABLE and will not be scored.

Package the nonscoreable materials in the original boxes in the order shown. Please use the district box for returns, if necessary. Large Print and Braille test booklets must be returned in this shipment. Large Print test booklets may be folded to fit in the boxes.

Prepare to ship the nonscoreable materials as follows:

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



Arranging for the Pick-up of the Nonscoreable Materials Return Shipment

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

Specific return instructions for the nonscoreable materials (test booklets) and the materials needed for shipping them to Questar are provided in the Nonscoreable Materials Return Kit.

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

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

CHECKLIST FOR DISTRICT TEST COORDINATORS

GENERAL

- ___ Read this Test Administration Manual in its entirety.
- ___ Save all of the boxes in which your materials were received to use to return test materials to Questar; instruct School Test Coordinators to do the same.

RECEIPT OF MATERIALS

- ___ Verify that you have received all boxes of materials for all schools that will be administering the *Fall Algebra I End-of-Course Examination* according to the number of boxes indicated on the school labels or use the shipping inventory documents.
- ___ Distribute and inventory district materials according to the instructions provided in this manual. The district and school shipping inventory documents provide the quantities of materials shipped. Keep the return forms and labels in the separate bags until needed after testing.
- ___ Inventory each school's materials with the School Test Coordinator. Make a copy of each school's shipping inventory documents for your records.
- ___ Determine if each school is receiving a sufficient amount of student test materials.
- ___ Keep track of additional materials needed for each school so that you can make one request for the entire district (see page 26 for instructions).
- ___ Inventory test booklets by using the shipping inventory documents and the label on each shrink-wrapped package. Test booklets should be counted while they are in the shrink-wrapped package. **It is recommended that secure materials leave the district's secure location no more than three (3) school days before testing (if the size of the district necessitates more time, test booklets may leave the district no more than five (5) days before testing).** When not being used by students, test booklets must be kept in a securely locked area.
- ___ Make the appropriate number of copies of Affidavit 2—School Level Test Security Form and Affidavit 3—Test Administrator Security Form for distribution to schools.
- ___ Distribute paper bands, one copy of Affidavit 2, and one copy of Affidavit 3 to each school. (Schools may make additional copies of Affidavit 3 if needed.)
- ___ Distribute answer documents and other test materials to schools according to the instructions provided on page 26 of this manual.
- ___ Distribute Braille and Large Print test booklets to schools that ordered them, following the same security procedures as for the regular test booklets. Braille materials will arrive in a separate shipment if ordered.
- ___ Implement procedures to ensure that the information contained on the Preliminary Demographic Verification Rosters is correct for each student. If any information is not correct, it must be updated in APSCN/TRIAND prior to the first day of testing.

CHECKLIST FOR DISTRICT TEST COORDINATORS

RETURN OF TEST MATERIALS TO QUESTAR

- ___ Inventory all testing materials returned from the schools.
- ___ Separate answer documents (scoreable materials) from test booklets (nonscoreable materials)—these must be returned in SEPARATE shipments.

Scoreable Materials

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

*Used answer documents include those for Students NOT Tested.

CHECKLIST FOR DISTRICT TEST COORDINATORS

- _____ Keep the “Return Service Customer Receipt” portion of each UPS label used to return scoreable materials.
- _____ Fax the Scoreable Materials Return Verification Forms to Questar at 866-688-0419 or enter your return verification information in ServicePoint.

Nonscoreable Materials

- _____ For each school, verify that the Test Booklet Security Form is on top of the appropriate test booklets. See the diagram provided in this manual.
- _____ Verify that no answer documents are inside test booklets. If an answer document is found after the answer document shipment has been returned, notify Questar immediately.
- _____ Package test booklets for the *Fall Algebra I End-of-Course Examination* in sequential security ID number order and securely seal boxes with tape. Do not place nonscoreable materials (test booklets) and scoreable materials (answer documents) in the same box.
- _____ Place a “Return Shipping Label for Nonscoreable Materials” (**GRAY**) on each box. In the lower left corner of each label, write the box number and the total number of boxes of test booklets you are shipping. For example: *Box 1 of 3, Box 2 of 3, Box 3 of 3*. If you are shipping only one box, write *Box 1 of 1*. Do **NOT** include the number of boxes of scoreable materials in the total number of boxes for nonscoreable materials.
- _____ If you do not have a regularly scheduled UPS pick-up, call 877-536-2697 to arrange for the nonscoreable materials to be picked up. Call one business day **prior** to when you need the nonscoreable materials picked up.
- _____ Keep the “Return Service Customer Receipt” portion of each UPS label used to return nonscoreable materials.
- _____ Fax the Nonscoreable Materials Return Verification Forms to Questar or enter your return verification information in ServicePoint.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

SCHOOL TEST COORDINATOR RESPONSIBILITIES

The School Test Coordinator is responsible for the following:

- appoint Test Administrators and provide training as required by law regarding appropriate administration procedures for the *Fall Algebra I End-of-Course Examination*
- inventory test materials before and after testing
- distribute test materials to Test Administrators
- make sure that an accurate count of all materials assigned to each Test Administrator is kept at all times
- complete the Test Booklet Security Forms as required to track secure test materials
- maintain and oversee the security of all test materials
- distribute and collect Test Security Affidavits
- monitor testing
- collect all test materials from Test Administrators after testing
- code information as appropriate in the “Teacher Use Only” Box on the first page of each answer document once testing is completed, or assign a Test Administrator to do so. Make sure you obtain all of the information that will be required
- package and return test materials to the District Test Coordinator

A School Test Coordinator Checklist is provided on pages 41–42. The checklist covers only the major steps in the materials receipt and return processes and should **not** be used as a substitute for reading all of the instructions in this manual.

APPOINTING AND TRAINING TEST ADMINISTRATORS

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

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

See Appendix C for a suggested training session agenda.

INVENTORYING TEST MATERIALS

The School Test Coordinator should inventory the materials with the District Test Coordinator for the *Fall Algebra I End-of-Course Examination* shipment. Check the quantities and materials in each school box against the items listed on the school shipping inventory documents.

Answer documents are shrink-wrapped for convenience only and may be opened and distributed to facilitate placing of student labels if they will be pre-assigned to students (see page 26 for more information about pre-assigning answer documents). All test booklets have been sequentially numbered and shrink-wrapped for security purposes. The shrink-wrapped school packages have labels that specify the security ID number range of documents enclosed. Use the school shipping inventory documents and the label from the shrink-wrapped package to inventory the test booklets; do not open the shrink-wrapped packages of test booklets. Due to security reasons, **the shrink-wrapped packages of test booklets may be opened no earlier than one school day before the first day of testing for organizational purposes only**. No one may look inside test booklets for any reason. No test booklets should

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

be distributed to Test Administrators until the first day of testing. Maintaining test security is a very serious responsibility and there are security risks involved in this situation. A breach of security is one of the reasons for loss of license in the state of Arkansas.

Inventory testing materials upon receipt. Once the shrink-wrapped package of test booklets is opened, no earlier than one school day before testing begins, the School Test Coordinator should check the test booklets for the security ID numbers and number of booklets in the package. If a test booklet is missing or a security ID number is incorrect, it is the School Test Coordinator's responsibility to contact the District Test Coordinator **immediately**. **Be sure to save all of the boxes in which your materials were received for use in returning test materials to the District Test Coordinator.**

DISTRIBUTING TEST MATERIALS TO TEST ADMINISTRATORS

Keep the School/Course Header Sheets and Classroom/Group Information Sheets for use after testing is completed and materials have been returned to you. The Test Booklet Security Forms shall be used in tracking test booklets assigned to Test Administrators.

Prior to test administration, each Test Administrator should receive student testing materials and a Test Administration Manual. A Test Administration Manual should be provided to Test Administrators at the training prior to the test administration, if not sooner.

Distribute the secure test booklets to Test Administrators **no earlier than the first day of testing**. The range of test booklets distributed to each Test Administrator must be recorded on the Test Booklet Security Form (see instructions below).

PRE-ASSIGNING ANSWER DOCUMENTS

In order to accommodate the timely and efficient distribution of materials during testing, the answer documents may be pre-assigned to students. The School Test Coordinator and Test Administrators may work jointly to pre-assign answer documents by affixing student labels or by completing the student name and demographic information for students who were not provided a student label. The school, district, and classroom/group name sections on each front cover should also be completed. All information contained on the Preliminary Demographic Verification Rosters must be verified for correctness. If any of the information is incorrect, it must be updated in APSCN/TRIAND prior to the first day of testing (see page 10 of this manual).

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

COMPLETING THE TEST BOOKLET SECURITY FORM

Before distributing the test booklets to Test Administrators, the Test Booklet Security Form for the *Fall Algebra I End-of-Course Examination* must be completed. Make as many copies of the form(s) as needed to sign secure test booklets out to and in from Test Administrators. Directions for completing the Test Booklet Security Form are contained on the form and include the following when distributing test booklets to Test Administrators:

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

1. Verify quantities and the security ID numbers printed on the test booklets against the test booklet ID range printed on the form. Contact the District Test Coordinator **immediately** if any discrepancy is found. Attach documentation of the discrepancy to the Test Booklet Security Form.
2. Record the information requested on the form. Enter the ID range assigned to each Test Administrator in the first two columns. Each Test Administrator must initial in the “Out” column under the “Test Booklet Receipt and Return” when the test booklets are distributed and the School Test Coordinator must initial in the “In” column when they are returned and counted each day after testing.

Retain the Test Booklet Security Form(s) until testing has been completed. Each form will be used to account for the secure materials after testing.

DUTIES DURING TESTING

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

COMPLETING FORMS AND ORGANIZING MATERIALS AFTER TESTING

After testing, inventory all materials with each Test Administrator. School Test Coordinators should return the following bundles of materials: **used*** answer documents (marked USED), unused answer documents (marked UNUSED), and all test booklets. **Unused** answer documents should be returned to the District Test Coordinator but should **not** be included in the counts on the Classroom/Group Information Sheets. Unused answer documents are **not** to be returned to Questar. **Unused** answer documents are those that are **completely** blank. Answer documents for students who did not test are to be included with **used*** answer documents and returned to Questar behind the appropriate Classroom/Group Information Sheet along with the answer documents for students taking the test. Other materials (manuals, shipping inventory documents, rulers, etc.) may be destroyed, recycled, or returned to the District Test Coordinator if you are instructed to do so.

Used Answer Documents

School Test Coordinators must count the **used*** answer documents, paper-band them together, and mark the paper band with the school name, the count, and the word “**USED.**” Verify that this has been done and that the count is accurate.

School Test Coordinators must code information in the “Teacher Use Only” Box on the front cover of the answer documents after testing is completed, or assign a Test Administrator to do so. It is the School Test Coordinator’s responsibility to thoroughly check all information on the used answer documents. See page 64 for information regarding the requirements for coding the Free and/or Reduced Lunch section. Coding information for all sections in the “Teacher Use Only” Box is provided on pages 61–66. Check to see that coding was done correctly and erase any stray marks.

*Used answer documents include those for Students NOT Tested.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

Classroom/Group Information Sheet

At least one (1) Classroom/Group Information Sheet **must** be completed for **each** school returning **used*** answer documents, even if there is just one testing classroom/group. If you have just one small group you want identified separately, you must also identify the large group by completing a total of two Classroom/Group Information Sheets. Students can be grouped any way you want them to be; however, the answer documents for all of the students you want grouped together must be placed behind the appropriate Classroom/Group Information Sheet. A School/Course Header Sheet must still be completed for each school. The Classroom/Group Information Sheet is not a replacement for the School/Course Header Sheet.

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

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

School/Course Header Sheet

One (1) School/Course Header Sheet must be completed for each school at which the End-of-Course Examinations were administered and/or Student Not Tested Forms are being returned. Fill in the circle for the subject tested, then list **all** of the classrooms/groups testing in the school and the number of answer documents returned under each classroom/group name. Make sure to fill out a corresponding Classroom/Group Information Sheet for each classroom/group listed and verify that the names of classes/groups are listed the same on both sheets. Indicate in Box 4 how many Student Not Tested Forms are being returned for the school. Place the School/Course Header Sheet under the paper band on top of the corresponding Student Not Tested Forms and/or **used*** answer documents. School identification information has been preprinted on the forms. If the information preprinted for the school is incorrect you may obtain a blank School/Course Header Sheet from the District Test Coordinator. When completing a blank header sheet, make sure the LEA number is entered accurately and completely.

Unused Answer Documents

Band together all **unused** answer documents. Return the bundles to the District Test Coordinator.

*Used answer documents include those for Students NOT Tested.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

Test Booklets

Test Administrators are instructed to organize all test booklets (used and unused) in security ID number order. Inventory the test booklets when they are returned to you to make sure all test booklets assigned to a Test Administrator have been returned. **Verify that there are no answer documents inside the test booklets.** Missing test booklets must be documented and an explanation provided. The District Test Coordinator is required to provide a letter of explanation for each missing test booklet.

Test Booklet Security Form

A Test Booklet Security Form is provided with the range of test booklet ID numbers assigned to the school. The Test Booklet Security Form provides spaces to enter the ID range assigned to each Test Administrator, for the name of the Test Administrator, and for the Test Administrator and the School Test Coordinator to initial receipt and return of test booklets on each testing day. After test booklets have been returned for the final time, they must be inventoried (see above). On the Test Booklet Security Form, enter the date the booklets are returned to the District Test Coordinator.

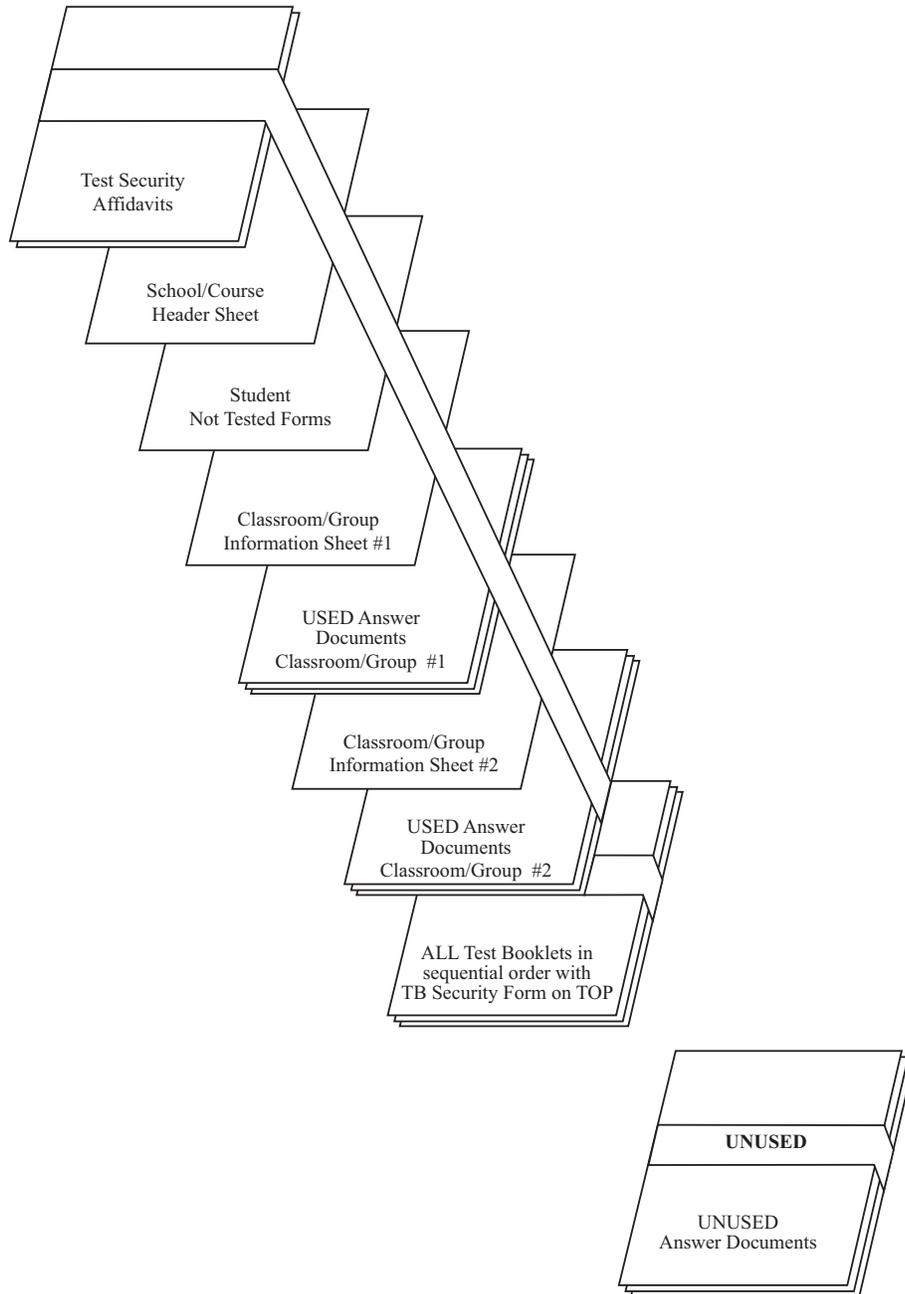
Test Security Affidavits

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

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

PACKAGING MATERIALS FOR RETURN TO THE DISTRICT TEST COORDINATOR

Return your materials to the District Test Coordinator immediately after testing. Materials should be packaged in their original boxes in the order shown below.



CHECKLIST FOR SCHOOL TEST COORDINATORS

GENERAL

___ Read this Test Administration Manual in its entirety.

RECEIPT OF MATERIALS

___ With your District Test Coordinator, inventory all materials against the shipping inventory documents according to the instructions in this manual.

___ Keep the school shipping inventory documents for your records.

___ Check that you have enough of the manuals to provide one for each Test Administrator. If you need more manuals, they may be photocopied or printed off the ADE Web site.

___ Distribute a Test Administration Manual to each Test Administrator at the Test Administrator training, if not sooner. Stress to Test Administrators that they **must** read the manual prior to testing. However, it is not necessary for Test Administrators to read the directions on pages 25–42; these directions are specific to District and School Test Coordinators.

___ Verify that you have enough Parent Notification Pamphlets for each student being tested. The ADE suggests that the pamphlets be sent out two weeks prior to testing.

___ Distribute answer documents to Test Administrators who will be pre-assigning them to students according to the instructions provided in this manual.

___ Inventory test booklets by using the shipping inventory documents and the label on each shrink-wrapped package. Test booklets should be counted while they are in the shrink-wrapped package. **It is recommended that secure materials leave the district's secure location no more than three (3) school days before testing (if the size of the district necessitates more time, test booklets may leave the district no more than five (5) days before testing).** When not being used by students, test booklets must be kept in a securely locked area.

___ Make as many copies of Affidavit 3—Test Administrator Security Form as needed for all Test Administrators to sign.

___ Make as many copies of the Test Booklet Security Form as needed to check test booklets out to and in from all Test Administrators.

___ Complete the Test Booklet Security Form according to the instructions provided in this manual.

___ Distribute test booklets to Test Administrators no earlier than the first day of testing.

___ Verify that information on the Preliminary Demographic Verification Roster is correct, or assign Test Administrators to verify the information. If any student information is incorrect, it must be updated in APSCN/TRIAND. See page 9 of this manual for further dates and information.

CHECKING AND PREPARING MATERIALS FOR RETURN TO THE DISTRICT TEST COORDINATOR

___ Follow the instructions provided in this manual for completing forms and organizing materials for return to the District Test Coordinator.

CHECKLIST FOR SCHOOL TEST COORDINATORS

- ___ Inventory all secure test materials with each Test Administrator as they return them, and initial the appropriate Test Booklet Security Form indicating test booklets were returned after the final testing session.
- ___ Verify that **all** test booklets assigned to each Test Administrator have been returned and are in security ID number order with the lowest number on top and the highest number on the bottom.
- ___ Document any missing test booklets with a detailed letter of explanation. Attach the letter(s) to the appropriate Test Booklet Security Form.
- ___ Have each Test Administrator read and sign Affidavit 3—Test Administrator Security Form.
- ___ Confirm that the procedures in this Test Administration Manual for checking student answer documents have been followed, and that the “Teacher Use Only” Box has been properly completed.
- ___ Verify the Student Retest section in the “Teacher Use Only” Box has been completed for all students.
- ___ Verify that **used*** answer documents have been separated from unused answer documents and are returned in the scoreable materials shipment.
- ___ Complete Classroom/Group Information Sheets according to the instructions provided in this manual.
- ___ Place the Classroom/Group Information Sheet on top of the corresponding classroom’s **used*** answer documents and reband them.
- ___ Verify that the number of **used*** answer documents behind each Classroom/Group Information Sheet is accurately entered and gridded in Box 5.
- ___ Complete a School/Course Header Sheet according to the instructions provided in this manual.
- ___ Place the School/Course Header Sheet on the top of the appropriate **used*** answer documents and Student Not Tested Forms. Student Not Tested Forms should be placed under the School/Course Header Sheet but not under a Classroom/Group Information Sheet.
- ___ Verify that the classroom/group names and the counts on the Classroom/Group Information Sheets match the School/Course Header Sheet exactly.
- ___ Verify that all Student Not Tested Forms have been filled out correctly and completely and that the number of forms submitted is marked on the School/Course Header Sheet.
- ___ Band together all unused answer documents and Student Not Tested Forms with appropriate headers.
- ___ Organize all test booklets (used and unused) in sequential security ID number order with the lowest number on the top and the highest number on the bottom.
- ___ Verify that no answer documents are inside test booklets and band them together.
- ___ Enter the date materials are returned to the District Test Coordinator on the Test Booklet Security Form(s).
- ___ Place the appropriate Test Booklet Security Form on top of the test booklets.
- ___ Read and sign Affidavit 2—School Level Test Security Form and verify that the Building Principal has also signed the form.
- ___ Place the Test Security Affidavits on top of the School/Course Header Sheet. Band all materials together.
- ___ Verify that materials are organized and banded exactly as shown in the diagrams in this manual.
- ___ Return all materials to your District Test Coordinator.

*Used answer documents include those for Students NOT Tested.

INSTRUCTIONS FOR TEST ADMINISTRATORS

TEST ADMINISTRATOR RESPONSIBILITIES

As Test Administrator, you are responsible for the following:

- attend local test administration training including a discussion of the test schedule and procedures, how to appropriately provide accommodations, and obtain answers to questions
- review this manual prior to administration, with special attention given to the Test Security Guidelines provided on pages 16–17 and to the Test Administration Script for each testing session. It is not necessary to read the directions on pages 25–42; the directions on these pages are specific to District and School Test Coordinators.
- verify the correctness of information on the Preliminary Demographic Verification Roster, if assigned to do so
- maintain the security of all test materials and sign the appropriate test security forms—see the description of the security forms on page 18
- ensure a standardized testing environment in which no coaching, prompting, or pronunciation of words occurs (except for allowable accommodations).
- follow the instructions given in this manual when testing the groups of students assigned to you
- conduct make-up testing for students absent from original test sessions, if assigned to do so
- code information as appropriate in the “Teacher Use Only” Box on the first page of each answer document once testing is completed, if assigned to do so. Make sure you obtain all of the information that will be required

To ensure that you have completed all of the steps in preparing for a successful test administration, a Checklist for Test Administrators is provided on pages 47–48. The checklist covers only the major steps in the testing process and should **not** be used as a substitute for reading all of the instructions in this manual.

MATERIALS NEEDED FOR TEST ADMINISTRATION

On the day of testing, assemble the following materials supplied to you by your School Test Coordinator. Be certain you have a sufficient supply for all students participating in the test.

- **Test Administration Manual (this manual):** You should have a copy for yourself, as well as a copy for each additional proctor or assistant.
- **Sharpened No. 2 Pencils:** If it is not your normal procedure to furnish pencils, students should be told to bring two sharpened No. 2 pencils on each day of the test. You should have extra No. 2 pencils on hand. **ONLY No. 2 pencils may be used on answer documents.**
- **Calculators:** See pages 21–22 of this manual for information regarding calculator use and restrictions. Remind students to bring calculators on the testing days if needed. The school must provide calculators for students who do not have them and wish to use them during testing.
- **Timer:** Be sure to have a reliable watch or clock with a back-up available in case the primary clock malfunctions.
- **Door Sign:** Make a sign that states, “TESTING: PLEASE DO NOT DISTURB” to hang on the door.
- **Test Booklets:** The test booklets are delivered in shrink-wrapped packages because they are secure materials.

INSTRUCTIONS FOR TEST ADMINISTRATORS

- **Answer Documents:** The answer documents are shrink-wrapped for packaging convenience only. Student labels may be applied, or the information requested in Boxes 1–8 on the front cover of the answer document must be filled out prior to testing. If assigned to do so, code the information requested in the “Teacher Use Only” Box, after all testing is completed. Instructions are provided on pages 61–66 of this manual.
- **Student Labels:** Student labels are to be placed on the answer documents or the Student Not Tested Form in the space provided. Labels may be placed on answer documents prior to testing. Student labels must be used if provided. If information for a student is incorrect, it must be updated in APSCN/TRIAND prior to the first day of testing (by the end of the day on Friday, September 9, 2011).
- **Rulers:** Rulers are provided in packages of 25 and should be given to all students being tested at the beginning of Session A1 on the first day of testing.

OVERVIEW OF TESTING SESSIONS AND LAYOUT OF MATERIALS

The following table provides an overview of the *Fall Algebra I End-of-Course Examination* testing sessions and page numbers for each session in the test booklet and answer document.

DAY	SESSION	TEST BOOKLETS	ANSWER DOCUMENTS
1	Student Demographic Information	None	Page 1 (Cover)
	A1—Multiple-choice Items	Begins on Page 1	Page 3
	A2—Open-response Items	Begins on Page 12	Pages 4–6
2	A3—Multiple-choice Items	Begins on Page 16	Page 8
	A4—Open-response Items	Begins on Page 26	Pages 10–11
	EOC Mathematics Reference Sheet	Inside Back Cover	None

INSTRUCTIONS FOR TEST ADMINISTRATORS

Answer Document Layout

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, paper-clipped, stapled, rubber-banded, taped, or torn. Students are provided boxed areas in which to respond to 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. Extraneous materials (rulers, extra sheets of paper,* etc.) inside of answer documents cannot be processed and will cause the scanner to stop. Marking directions for the multiple-choice answers are given on the front cover.

DAY 1

- **Page 1** is the front cover and contains demographic information to be filled out if no student label is provided. The “Teacher Use Only” Box must be completed after testing is finished.
- **Page 2** contains the Student NOT Tested portion of the “Teacher Use Only” Box.
- **Page 3** contains space for students to mark their answers to multiple-choice questions 1–30 for Session A1.
- **Pages 4–6** contain spaces for the answers to open-response questions A, B, and C for Session A2.

DAY 2

- **Page 8** contains space for students to mark their answers to multiple-choice questions 31–60 for Session A3.
- **Pages 10 and 11** contain space for the answers to open-response questions D and E for Session A4.
- **Pages 7, 9, and 12** are blank pages—DO NOT USE.

***Note: The use of scratch paper is considered a breach of security.**

INSTRUCTIONS FOR TEST ADMINISTRATORS

Test Booklet Layout

The test booklet is divided into four full sessions. Pertinent directions are printed at the beginning of each session. Review those directions with students before they respond to the test questions for that session. Students are allowed to work until they come to the directions to “STOP” at the end of the session or until they have worked for the maximum amount of time allowed for that session, whichever occurs first.

The test booklets are secure documents. Test security guidelines dictate that test booklets are **not** to be examined at any time except when a currently licensed Test Administrator is providing an approved accommodation. Each test booklet contains a sequential, unique security ID number. This ID number is for document security 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. Each student must receive one test booklet and one answer document to be used for all testing sessions. Calculators may be used for all sessions.

The following overview provides information on how the test booklet is organized:

DAY 1

- **Session A1** begins on page 1. This session includes 30 multiple-choice questions. If needed, the students may use the Mathematics Reference Sheet on the inside of the back cover of the test booklet for all mathematics sessions.
- **Session A2** begins on page 12 and includes 3 open-response questions. For the open-response questions in each session, students must show all of the diagrams, computations, equations, etc., that they use to find the answers. They must also explain how they calculated answers to the questions if they used a calculator or did the work in their heads.

DAY 2

- **Session A3** begins on page 16 and includes 30 multiple-choice questions.
- **Session A4** begins on page 26 and includes 2 open-response questions. Students must show or explain all their work for the open-response questions (see Session A2 above).

CHECKLIST FOR TEST ADMINISTRATORS

BEFORE TESTING

- ___ Attend local test administration training including discussion of the test schedule and procedures, how to appropriately provide accommodations, and to obtain answers to questions.
- ___ Read all directions in this manual. It is not necessary to read the directions on pages 25–42; the directions on these pages are specific to District and School Test Coordinators.
- ___ Inform students if they need to bring sharpened No. 2 pencils and calculators. Obtain extra, sharpened No. 2 pencils and calculators for students who do not supply their own but wish to use them during testing. **ONLY No. 2 pencils may be used on answer documents.**
- ___ Inform students to be prepared to report their Social Security Numbers or federally-assigned identification numbers, and their State Reporting Identification Number if a student label is not provided.
- ___ Receive testing materials, including student labels, from the School Test Coordinator and sign the Test Booklet Security Form.
- ___ Obtain information needed to complete the “Teacher Use Only” Box, if assigned to do so.
- ___ Verify information on the Preliminary Demographic Verification Roster, if assigned to do so.

FINAL PREPARATIONS FOR TESTING

- ___ Arrange testing materials for each session so that you will be able to distribute them to students efficiently.
- ___ Review the appropriate Test Administration Script before beginning each testing session.
- ___ Remove or cover all visual aids in the room that might provide clues or answers.
- ___ Post a “TESTING: PLEASE DO NOT DISTURB” sign on the classroom door.
- ___ Write the name of the district, school, and classroom/group on the board.
- ___ Be sure that students have comfortable and adequate workspace.

DURING TESTING

- ___ Notify the School Test Coordinator **immediately** if any test booklets are missing.
- ___ Notify the School Test Coordinator **immediately** of any unusual testing incident (e.g., student writes in the wrong place).
- ___ Follow directions for administering the Student Demographic Information session.
- ___ Read directions verbatim from the Test Administration Script when administering the test sessions.
- ___ Monitor students’ handling of answer documents and test booklets to keep them in good condition.
- ___ Tell students the time allowed and remaining in each session.
- ___ Administer make-up session(s) for students who may require accommodations, if assigned to do so.

CHECKLIST FOR TEST ADMINISTRATORS

FOLLOWING TESTING

- ____ Verify that each student has filled in the district, school, and classroom/group name spaces on page 1 (front cover) of the answer document, and that all information in Boxes 1–8 (for students without labels) is correct and properly coded.
- ____ Verify that each student has completed the name space on the front cover of the test booklet.
- ____ Notify the School Test Coordinator of any student who took **no** portion of the test.
- ____ Verify that there are no answer documents in the test booklets.
- ____ Prepare test materials according to the instructions on page 67 and return them to the School Test Coordinator.
- ____ Complete Affidavit 3—Test Administrator Security Form as required.

TEST ADMINISTRATION SCRIPT

DAY 1: Wednesday, September 14

STUDENT DEMOGRAPHIC INFORMATION

Estimated time: 15 minutes

Materials needed—each student must have

- **Test Booklet**
- **Answer Document**
- **Sharpened No. 2 Pencils**

Read the directions numbered 1–4 to ALL students. Read the directions numbered 5 and 6 ONLY if students are entering and coding student demographic information on the front cover of their answer document.

1. Say to the students:

Today is Wednesday, September 14th. You will be taking the *Fall Algebra I End-of-Course Examination*. Some of the questions are easier and some are harder, but you are expected to answer every question and to do your best. There is no penalty for guessing so you should answer every question. If you do not have a sharpened No. 2 pencil, please raise your hand. [**Supply sharpened No. 2 pencils to students who need them.**]

2. Say to the students:

Please sit quietly as I hand out the test booklets and answer documents. Do not open the materials until I tell you to do so. [**Hand out a test booklet and an answer document to each student, making sure each student gets his/her answer document if labels have been affixed or student information has been entered and coded.**]

TEST ADMINISTRATION SCRIPT

3. *When each student has received test materials, verify that each student has received the answer document with his/her name on it, if appropriate. Then, say to the students:*

Before we begin, please carefully check through your test booklet and your answer document for missing pages, blank pages, or upside-down pages, and then immediately close both booklets. Raise your hand if you think there is a problem with one of your booklets. **[Pause. If necessary, replace any test materials that are defective.]**

Look at the front cover of your test booklet. **[Pause.]** Print your name in the space provided at the top. **[Pause while students print their names.]**

Now set your test booklet aside and find **Box 1, “District/School/Class Information,”** on your answer document. **[Pause.]** In Box 1, there are three spaces for your district, school, and classroom/group names. Please print this information in the proper spaces. If you need the proper spelling, you can refer to the board where I have written this information. **[Pause.]**

4. *Say to the students:*

Now find the box labeled “Marking Directions.” **[Pause.]** Read the directions to yourself while I read them out loud. **[Read the text in the box below.]**

MARKING DIRECTIONS	
<ul style="list-style-type: none">• Use only soft black pencil (No. 2).• Do NOT use ink pen or felt-tip marker.• Make heavy, dark marks that completely fill the circle.• Erase completely any marks you wish to change.	<ul style="list-style-type: none">• Make NO stray marks on this answer document. <p>SAMPLE MARKS</p> <p>RIGHT ○ ● ○ ○</p> <p>WRONG ⊗ ⊗ ⊗ ⊗</p>

Now look at the two rows of sample marks on the right side of the directions box that show the right way and wrong ways to fill in the circles. Make sure you do not make marks that look like those in the row labeled “**Wrong.**” Fill in the circles completely like the example in the row labeled “**Right.**”

The following instructions (#5 and #6) must be read to students ONLY if they are entering and coding the student demographic information on the front of the answer document. Students using labels should not enter and code student demographic information.

TEST ADMINISTRATION SCRIPT

5. Say to the students:

Now go down to **Box 2, “Student Name.”** *[Pause.]* Print your name in the boxes—your last name, your first name, and then your middle initial. Print one letter in each box. If your name is longer than the spaces provided, print as many letters as you can. If your name is shorter, you do not need to fill in the boxes past your name. *[Pause while students print their names.]* Then, for each column, fill in the circle with the letter that matches the letter you printed in the box at the top. If your name is shorter, you do not need to fill in any circles past your name. *[Pause.]*

Now find **Box 3, “State ID Number.”** *[Pause.]* In the boxes, write the ten digits of your State Reporting Identification Number. Print one digit in each box. *[Pause.]* Now fill in the circle for each digit. *[If a student does not have a 10-digit State Reporting Identification Number, this section may be left blank.]*

Now find **Box 4, “SS ID.”** *[Pause.]* In the boxes, write the nine digits of your Social Security Number (federally-assigned ID number for those who previously arranged for numbers other than Social Security Numbers). Print one digit in each box. *[Pause.]* Now fill in the circle for each digit. *[Pause. Check to make sure students are entering and coding either their Social Security Number or their federally-assigned identification number.]*

Now go to **Box 5, “Gender.”** Fill in the correct circle for your gender, either female or male. *[Pause.]*

TEST ADMINISTRATION SCRIPT

6. Say to the students:

Now go to **Box 6, “Ethnic Background.”** Fill in the circle beside the best description of your ethnic background (fill in all that apply). Hispanic, Asian, Native Hawaiian/Pacific Islander, American Indian/Alaska Native, Black, or White. *[Pause. If students have questions concerning the appropriate response for Box 6, refer to the guidelines below.]*

- **1 - Hispanic**—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic/Latino” or “Latino.”
- **2 - Asian**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **3 - Native Hawaiian/Pacific Islander**—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **4 - American Indian/Alaska Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **5 - Black**—A person having origins in any of the Black racial groups of Africa.
- **6 - White**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Find **Box 7, “Birth Date.”** In the column that says “**Month,**” fill in the circle beside the month in which you were born. *[Pause.]* Now find the column that says “**Day.**” In the boxes, write the day of the month you were born. For birth dates one through nine, print a zero in the first column. Print one digit in each box. *[Pause.]* Now find the columns that say “**Year.**” In the last two columns print the last two digits of the year you were born. *[Pause.]* Now fill in the circle for either 19 or 20 and the circles that match the numbers you have printed. *[Pause.]*

Now go to **Box 8, “Grade.”** Fill in the circle next to your grade. *[Pause.]*

TEST ADMINISTRATION SCRIPT

DAY 1: Wednesday, September 14

SESSION A1 (Calculator)

Permitted time: 45 minutes + directions



Materials needed—each student must have his or her own testing materials, including:

- Sharpened No. 2 Pencils
- Ruler
- Calculator, if used

Note: Students may NOT be provided with scratch paper. All scratch work should be done in the test booklet. Calculator use is permitted. Test Administrators must clear the memory of each calculator both at the beginning and end of each testing day. EACH STUDENT MAY USE ONLY ONE CALCULATOR. The End-of-Course Mathematics Reference Sheet may NOT be detached from the test booklet.

1. When you are ready to begin the test, say to the students:

Today is Wednesday, September 14th. You will have 45 minutes to complete Session A1. You are permitted to use a calculator. You should do the best work you can, and your answers should reflect that effort.

Turn to page 3 of your answer document. [*Pause.*]

This testing session contains 30 multiple-choice questions. Mark your answer choices for questions 1 through 30 for the session labeled “A1” on page 3 of your answer document. Mark only one answer for each question. Each mark should completely fill the circle. If you wish, you may review the “Marking Directions” on the front cover of the answer document. [*Pause.*]

Do not make any stray marks or notes in your answer document. You may use space in your test booklet as scratch paper to do any figuring or calculations for an item.

Remember, inside the back cover of the test booklet, there is an End-of-Course Mathematics Reference Sheet that you can use for help with your calculations. [*Pause.*]

You may also use the ruler during this session if you need it to answer a question.

Now open your test booklet to page 1 for “Session A1—Algebra I (Calculator).” [*Pause.*]

The directions telling where to put your answers in your answer document are located at the start of the session in your test booklet. If you are not sure you are answering on the correct page, please raise your hand so that I can assist you. Do you have any questions about where you are to do your work or mark your answers? [*Pause. Answer any questions students have about test and response locations.*]

TEST ADMINISTRATION SCRIPT

2. Say to the students:

When you have finished answering the questions in this session, review your work or close your test booklet and answer document. There is a stop sign at the end of this session. Do not turn to any other page or session in your test booklet. If you finish the session early, please sit quietly so you won't disturb those who are still working.

You will have exactly 45 minutes. You may begin.

3. Make a note of the time when students begin the test. Circulate and check.

4. If necessary, students may take breaks on an individual basis but not as a group. No talking is allowed.

5. Notify students (by posting on the board or making a brief announcement) when they have 15, 10, and 5 minutes remaining.

6. When the 45 minutes have ended, say to the students:

This is the end of Session A1. Close your test booklet and answer document. Put your ruler inside the front cover of your test booklet. **[It is recommended that the students be given a break of at least 15 minutes.]**

TEST ADMINISTRATION SCRIPT

DAY 1: Wednesday, September 14

SESSION A2 (Calculator)

Permitted time: 45 minutes + directions



Materials needed—each student must have his or her own testing materials, including:

- Sharpened No. 2 Pencils
- Ruler
- Calculator, if used

Note: Students may NOT be provided with scratch paper. All scratch work should be done in the test booklet. Calculator use is permitted. Test Administrators must clear the memory of each calculator both at the beginning and end of each testing day. EACH STUDENT MAY USE ONLY ONE CALCULATOR. The End-of-Course Mathematics Reference Sheet may NOT be detached from the test booklet.

1. When the students are seated after their break, begin this session. Say to the students:

Today is Wednesday, September 14th. You will have 45 minutes to complete Session A2. You are permitted to use a calculator. You should do the best work you can, and your answers should reflect that effort.

This testing session contains three open-response questions. For these open-response questions, it is important that you show all of your work in your answer document. You can receive partial credit for the work shown. Even if you do the work in your head or with a calculator, you must still show your work and explain how you solved the problem.

Read each question carefully, and think about how to solve it. Problems can be solved in many ways, including

- writing an equation,
- drawing a picture,
- making a table or chart,
- trial and error, or
- looking for patterns.

Remember, inside the back cover of the test booklet is an End-of-Course Mathematics Reference Sheet that you can use for help with your calculations.

You may also use the ruler if you need it to answer a question.

TEST ADMINISTRATION SCRIPT

2. Say to the students:

In this session, boxes for answering open-response questions A, B, and C are on pages 4–6 of your answer document. Turn to page 4 of your answer document. **[Pause.]** You must keep your responses inside the boxes provided.

Open your test booklet to page 12 for “Session A2—Algebra I (Calculator).” **[Pause.]**

The directions telling where to put your answers in your answer document are located just before the questions in your test booklet. If you are not sure you are answering on the correct page, please raise your hand so that I can help you. Do you have any questions about where you are to do your work or write your answers? **[Pause. Answer any questions students have about test and response locations.]**

When you have finished answering the questions in this session, review your work or close your test booklet and answer document. There is a stop sign at the end of this session. Do not turn to any other page or session in your test booklet. If you finish the session early, please sit quietly so that you won’t disturb those who are still working.

You will have exactly 45 minutes. You may begin.

3. Make a note of the time when students begin the test. Circulate and check.

4. If necessary, students may take breaks on an individual basis but not as a group. No talking is allowed.

5. Notify students (by posting on the board or making a brief announcement) when they have 15, 10, and 5 minutes remaining.

6. When the 45 minutes have ended, say to the students:

This is the end of testing for today. Close your test booklet and answer document. Put your ruler inside the front cover of your test booklet. Insert your answer document into your test booklet, and I will collect them.

[Test Administrators must clear the memory of any calculator equipped with such a feature.]

7. Check each set of materials to see that the answer document and the ruler have been inserted into the test booklet. After accounting for all materials, return them to the secure location designated by your School Test Coordinator.

TEST ADMINISTRATION SCRIPT

DAY 2: Thursday, September 15

SESSION A3 (Calculator)

Permitted time: 45 minutes + directions



Materials needed—each student must have his or her own testing materials, including:

- Sharpened No. 2 Pencils
- Ruler
- Calculator, if used

Note: Students may NOT be provided with scratch paper. All scratch work should be done in the test booklet. Calculator use is permitted. Test Administrators must clear the memory of each calculator both at the beginning and end of each testing day. EACH STUDENT MAY USE ONLY ONE CALCULATOR. The End-of-Course Mathematics Reference Sheet may NOT be detached from the test booklet.

1. When you are ready to begin the test, say to the students:

Today is Thursday, September 15th. You will have 45 minutes to complete Session A3. You are permitted to use a calculator. You should do the best work you can, and your answers should reflect that effort.

Turn to page 8 of your answer document. [*Pause.*]

This testing session contains 30 multiple-choice questions. Mark your answer choices for questions 31 through 60 for the session labeled “A3” on page 8 of your answer document. Mark only one answer for each question. Each mark should completely fill the circle. If you wish, you may review the “Marking Directions” on the front cover of the answer document. [*Pause.*]

Do not make any stray marks or notes in your answer document. You may use space in your test booklet as scratch paper to do any figuring or calculations for an item.

Remember, inside the back cover of the test booklet, there is an End-of-Course Mathematics Reference Sheet that you can use for help with your calculations. [*Pause.*]

You may also use the ruler during this session if you need it to answer a question.

Now open your test booklet to page 16 for “Session A3—Algebra I (Calculator).” [*Pause.*]

The directions telling where to put your answers in your answer document are located at the start of the session in your test booklet. If you are not sure you are answering on the correct page, please raise your hand so that I can assist you. Do you have any questions about where you are to do your work or mark your answers? [*Pause. Answer any questions students have about test and response locations.*]

TEST ADMINISTRATION SCRIPT

2. Say to the students:

When you have finished answering the questions in this session, review your work or close your test booklet and answer document. There is a stop sign at the end of this session. Do not turn to any other page or session in your test booklet. If you finish the session early, please sit quietly so you won't disturb those who are still working.

You will have exactly 45 minutes. You may begin.

3. Make a note of the time when students begin the test. Circulate and check.

4. If necessary, students may take breaks on an individual basis but not as a group. No talking is allowed.

5. Notify students (by posting on the board or making a brief announcement) when they have 15, 10, and 5 minutes remaining.

6. When the 45 minutes have ended, say to the students:

This is the end of Session A3. Close your test booklet and answer document. Put your ruler inside the front cover of your test booklet. **[It is recommended that students be given a break of at least 15 minutes.]**

TEST ADMINISTRATION SCRIPT

DAY 2: Thursday, September 15

SESSION A4 (Calculator)

Permitted time: 30 minutes + directions



Materials needed—each student must have his or her own testing materials, including:

- **Sharpened No. 2 Pencils**
- **Ruler**
- **Calculator, if used**

Note: Students may NOT be provided with scratch paper. All scratch work should be done in the test booklet. Calculator use is permitted. Test Administrators must clear the memory of each calculator both at the beginning and end of each testing day. EACH STUDENT MAY USE ONLY ONE CALCULATOR. The End-of-Course Mathematics Reference Sheet may NOT be detached from the test booklet.

1. When the students are seated after their break, begin this session. Say to the students:

Today is Thursday, September 15th. You will have 30 minutes to complete Session A4. You are permitted to use a calculator. You should do the best work you can, and your answers should reflect that effort.

This testing session contains two open-response questions. For these open-response questions, it is important that you show all of your work in your answer document. You can receive partial credit for the work shown. Even if you do the work in your head or with a calculator, you must still show your work and explain how you solved the problem.

Read each question carefully, and think about how to solve it. Problems can be solved in many ways, including

- writing an equation,
- drawing a picture,
- making a table or chart,
- trial and error, or
- looking for patterns.

Remember, inside the back cover of the test booklet is an End-of-Course Mathematics Reference Sheet that you can use for help with your calculations.

You may also use the ruler if you need it to answer a question.

In this session, boxes for answering open-response questions D and E are on pages 10–11 of your answer document. Turn to page 10 of your answer document. **[Pause.]** You must keep your responses inside the boxes provided.

Open your test booklet to page 26 for “Session A4—Algebra I (Calculator).” **[Pause.]**

TEST ADMINISTRATION SCRIPT

2. Say to the students:

The directions telling where to put your answers in your answer document are located just before the questions in your test booklet. If you are not sure you are answering on the correct page, please raise your hand so that I can help you. Do you have any questions about where you are to do your work or write your answers? **[Pause. Answer any questions students have about test and response locations.]**

When you have finished answering the questions in this session, review your work or close your test booklet and answer document. There is a stop sign at the end of this session. Do not turn to any other page or session in your test booklet. If you finish the session early, please sit quietly so that you won't disturb those who are still working.

You will have exactly 30 minutes. You may begin.

3. Make a note of the time when students begin the test. Circulate and check.

4. If necessary, students may take breaks on an individual basis but not as a group. No talking is allowed.

5. Notify students (by posting on the board or making a brief announcement) when they have 15, 10, and 5 minutes remaining.

6. When the 30 minutes have ended, say to the students:

This is the end of the test. Close your test booklet. Make sure your name is printed at the top of your test booklet. Put your ruler inside the front cover of your test booklet.

Look through your answer document to make sure there is nothing inside of it. When you have finished checking your answer document, insert it into your test booklet, and I will collect them. **[Test Administrators must clear the memory of any calculator equipped with such a feature.]**

7. Check each set of materials to see if the answer document has been inserted into the test booklet. Account for all materials.

8. Say to the students:

Thank you for your cooperation in making this a successful test administration. **[Students may be dismissed at this time, if appropriate.]**

9. After the students have cleared the room, check that each student's name is printed at the top of the test booklet.

10. Separate the answer documents from the test booklets; then organize all materials according to the "Procedures Following Test Administration" on pages 61–67.

PROCEDURES FOLLOWING TEST ADMINISTRATION

COMPLETING THE “TEACHER USE ONLY” BOX

It is the School Test Coordinator’s responsibility to complete the “Teacher Use Only” Box after all testing is completed, or assign a Test Administrator to do so.

Information coded in the “Teacher Use Only” Box is used to place students in the appropriate reporting categories. 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 Questar.**

The School Test Coordinator and the person **authorized** to mark the Free and/or Reduced Lunch section are the only persons who should mark this box. See page 64 for information about persons authorized to mark the Free and/or Reduced Lunch section.

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

The sections in the “Teacher Use Only” Box include the following: Student Retest, Monitored Former LEP, ESI Codes, Special Education Accommodations, Free and/or Reduced Lunch, Migrant Student, Gifted and Talented, 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 Student Retest, Monitored Former LEP, Gifted and Talented, and Limited English Proficient (LEP) in the “Teacher Use Only” Box. This information is already contained in the student label barcode and will override information coded in the “Teacher Use Only” Box. Only those sections of the “Teacher Use Only” Box that have an asterisk (ESI Codes, Special Education Accommodations, Free and/or Reduced Lunch, Migrant Student, LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested) need to be completed as appropriate if a student label is used. The following pages provide instructions for completing all of the sections in the “Teacher Use Only” Box, as appropriate for each student.

Important: A student label **must** be used on a student answer document or the Student Not Tested Form, if one is provided for a student. Information provided by the ADE from APSCN/TRIAND will override anything coded for the sections of the “Teacher Use Only” Box without an asterisk. If information for a student is incorrect, it must be updated in APSCN/TRIAND prior to testing. See page 9 for more information about updating student demographic information and page 62 regarding updating Student Retest information.

TEACHER USE ONLY	SPECIAL EDUCATION ONLY	*Free and/or Reduced Lunch	LEP ONLY
Student Retest <input type="radio"/> Retest 1 <input type="radio"/> Retest 2	*ESI Codes 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) <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	*Special Education Accommodations ① TRAN ⑧ MD ② REC ⑨ NB ③ SIGN ⑩ IS ④ PREF ⑪ ET ⑤ SMGT ⑫ LPT ⑥ INT ⑬ BT ⑦ RMT/RWT/RST ⑭ AB	<input type="radio"/> Gifted and Talented	*LEP Accommodations ① LEP - ET ② LEP - WTWD ③ LEP - IS ④ LEP - PREF ⑤ LEP - SMGT ⑥ LEP - INT ⑦ LEP - RMT/RWT/RST ⑧ LEP - NB

PROCEDURES FOLLOWING TEST ADMINISTRATION

Student Retest

A student's retest information 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 Student Retest section of the "Teacher Use Only" Box for each student taking an Algebra I End-of-Course Examination retest opportunity.

Fill in the "Retest 1" circle for any student who was in grade 9 or below during the 2009–2010 school year and meets **all** of the following requirements:

- has previously taken **one** Algebra I End-of-Course Examination and has not scored at the *Pass* level
- has completed remediation according to their Individualized Academic Improvement Plan (IAIP)
- has been determined by the district to be ready to take an Algebra I End-of-Course retest opportunity.

Fill in the "Retest 2" circle for any student who was in grade 9 or below during the 2009–2010 school year and meets **all** of the following requirements:

- has previously taken **two** Algebra I End-of-Course Examinations and has not scored at the *Pass* level
- has completed remediation according to their Individualized Academic Improvement Plan (IAIP)
- has been determined by the district to be ready to take an Algebra I End-of-Course retest opportunity.

Important: If Student Retest information is incorrect on the Preliminary Demographic Verification Roster or student label, please contact Dr. Greg Holland (Greg.Holland@arkansas.gov) or Dr. Neal Gibson (Neal.Gibson@arkansas.gov) to reconcile any discrepancies by the end of the day on Friday, September 9, 2011.

Monitored Former LEP Students

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

*ESI Codes

Complete the student's ESI code in the "Teacher Use Only" Box as appropriate regardless of whether or not a student label is used.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

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

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

*Special Education Accommodations

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

1	TRAN	a teacher transfers answers from the student’s test booklet to an answer document
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 buffer
10	IS	individualized scheduling
11	ET	extended time
12	LPT	Large Print test booklet
13	BT	Braille test booklet
14	AB	abacus

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

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

Note: Extended time means that the whole school day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students must complete each session in the order scheduled before moving to the next session. 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

*Free and/or Reduced Lunch Students

Complete the Free and/or Reduced Lunch section of the “Teacher Use Only” Box, as appropriate, regardless of whether or not a student label is used. 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.

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.

Limited English Proficient (LEP) Students

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

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

If a student is Limited English Proficient and has been in 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.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

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 must complete each session in the order scheduled before moving on to the next session. Students who are at different points in the test schedule must be isolated from students on the regular schedule for testing, during breaks, and during lunch.

*Student NOT Tested

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

Fill in the circle for the appropriate reason code (mark **only** one) on page 2 of the student answer document. All student labels sent to schools must be used on answer documents or Student Not Tested Forms. If the reason the student did not test is not listed on page 2, or if the student refuses to take all portions of the test, the Test Administrator must notify the School Test Coordinator. The District Test Coordinators must contact the ADE Assessment Office.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

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

TEACHER USE ONLY	
9	*Student NOT Tested
Complete ALL of the information (as appropriate for the student) requested on page 1 of this answer document for any student who was scheduled to take the <i>Fall Algebra I End-of-Course Examination</i> but took NO portion of the test . Instructions for completing page 1 are provided in the Test Administration Manual. Fill in the circle for the reason (mark ONLY one) the student took NO portion of the test .	
<p>① Absent on ALL days of the test administration, including the make-up test administration</p> <p>② Expelled/suspended</p> <p>③ Extended hospitalization</p> <p>④ Residential treatment</p> <p>⑤ Homebound</p> <p>⑥ Incarcerated</p> <p>⑦ Juvenile detention</p> <p>⑧ Transferred to a different school/district in Arkansas</p> <p>⑨ Moved to a different state/out of country</p> <p>⑩ Transferred to a home school/private school</p> <p>⑪ Completed an alternate portfolio assessment</p> <p>⑫ Special Education services for home school/private school</p> <p>⑬ Withdrew from school</p> <p>⑭ Student has already passed the <i>Algebra I End-of-Course Examination</i></p> <p>⑮ SRT</p> <p>⑯ Deceased</p> <p>⑰ Student is eligible for an Algebra I retest opportunity but is not ready to test</p>	

Important: Fill in circle 15, 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 District Test Coordinators must contact the ADE Assessment Office.

See page 7 for information regarding erasures on the answer document.

CHECKING AND PREPARING MATERIALS FOR RETURN TO THE SCHOOL TEST COORDINATOR

Answer Documents

Upon completion of testing, after you have collected the test materials from your students, verify that

- there are no stray marks in the multiple-choice areas on pages 3 and 8 of the student answer documents or in the “Teacher Use Only” Box on the cover (erase any stray marks that you find), if assigned to do so;
- **there are no extraneous materials (rulers) inside the answer documents;**
- there are no answer documents inside of test booklets; and
- that all materials assigned to you have been accounted for.

Return all test materials to the designated secure location. Verify that the booklets are counted and that the Test Booklet Security Form has been initialed at check-in.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

RETURNING TEST MATERIALS TO THE SCHOOL TEST COORDINATOR

Separate and Label Materials

All test materials, both used and unused, must be returned promptly to your School Test Coordinator after testing is completed. Prepare the materials as follows:

A. Answer Documents

1. Separate **used** answer documents from **unused** answer documents. If provided, you may use paper bands to group and label the answer documents. Secure paper bands with tape; do not tape the paper band to the answer documents.
2. Label the stack of **used** answer documents with the word “USED,” the number of **used** answer documents, and your school name.
3. Label the stack of **unused** answer documents with the word “UNUSED,” the number of **unused** answer documents, and your school name.

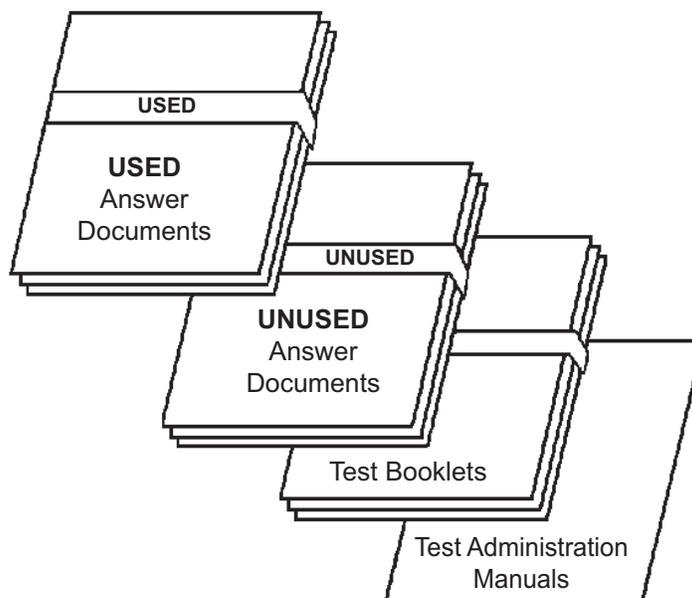
B. Test Booklets

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 there are no answer documents inside of test booklets.
3. Label the stack of test booklets with the school name, the number of test booklets, and the range of security ID numbers of the booklets in the stack. If provided, you may use paper bands to group and label the test booklets. Secure paper bands with tape; do not tape the paper band to the test booklets.

C. Test Administration Manual(s)

Organize Test Materials

Stack your materials in the order shown:



Please return these materials promptly to your School Test Coordinator.

THANK YOU FOR YOUR TIME AND COOPERATION.

APPENDICES

APPENDIX A

ACCOMMODATIONS FOR TESTING

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

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

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

Code	Definition
1 TRAN*	a teacher transfers answers from the student’s test booklet to an answer document This means that the student must write all answers in the test booklet. This must be done in an individual setting. The student may not have extra paper. The teacher is to copy the student’s answers into the answer document exactly as the student wrote them. (Note: This accommodation is used with Large Print and Braille test booklets.)
2 REC*	a teacher records the student’s verbal responses and places them into his/her answer document This means that the teacher writes the student’s verbal responses into his/her answer document. This must be done in an individual setting. This accommodation is difficult on the writing portion of the Augmented Benchmark and Grade 11 Literacy Examinations. Because the writing is scored for mechanics and usage, the student must spell each word and must provide each mark of capitalization and punctuation as he/she dictates his/her response. (Note: The teacher may not write it out first and then go back to ask the student to insert punctuation or adjust spelling.)
3 SIGN	directions signed for a student with a hearing impairment
4 PREF	preferential seating (study carrel)
5 SMGT	small group testing
6 INT	individual testing
7 RMT/RWT/RST*	reading of the math/writing/science test Important: <i>No portion of the reading test may be read to any student!</i>
8 MD	magnifying devices
9 NB	noise buffer

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

APPENDIX A

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

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

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

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

*The Test Administrator will complete the Affidavit Waiver Form.

APPENDIX A

Accommodations that currently are NOT available are as follows:

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

STUDENTS NOT TESTED

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

APPENDIX B

READING OF MATHEMATICS, WRITING, AND SCIENCE

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having portions of the mathematics, writing, and/or science portions of the Grade 11 Literacy Examination, End-of-Course Examinations, Augmented Benchmark Examinations, or The Iowa Tests read to them if the accommodation is listed in their IEP, LPAC Plan, or 504 Plan and is used on a regular basis in the classroom. Do not code the Special Education Accommodations section for 504 students. However, they may still receive accommodations that are in the students' 504 Plan and used regularly in the classroom. Reading of test questions or reading passages for the reading test is not allowed under any circumstances except when test administration instructions indicate test materials are read to all students.

TRANSCRIPTION OF STUDENT RESPONSES

Only teachers or administrators who are currently licensed by the Arkansas Department of Education are allowed to read or transcribe a test for students who have this accommodation. The Affidavit Waiver Form provided on page 81 must be copied and signed by the currently licensed Arkansas teachers or administrators providing the accommodation and stapled to Affidavit 3—Test Administrator Security Form. Keep one copy on file at the district.

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

APPENDIX C

SUGGESTED TRAINING AGENDA

The following is an outline of a potential training agenda to be used by District and School Test Coordinators for training Test Administrators prior to the September 2011 administration of the *Fall Algebra I End-of-Course Examination*. This agenda offers suggested topics for discussion and may be modified to meet the specific needs of districts.

Test Administration Assignments

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

Test Administration Schedule

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

Test Administrator Responsibilities and Preparations

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

Students to be Tested

- Review Information in the Test Administration Manual
- Accommodations for Testing (Appendix A)

Test Security

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

Checklist for Test Administrators

- Review Checklist in the Test Administration Manual

Procedures during Test Administration

- Review Test Administration Script provided in the Test Administration Manual

Procedures after Test Administration

- Review Completing the “Teacher Use Only” Box and Procedures for Completing the Free and/or Reduced Lunch Section, if assigning Test Administrators to do so
- Review Return of Materials to School Test Coordinators

APPENDIX D

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

- Affidavit Waiver Form for Providing an Approved Accommodation
- Additional Materials Order Form
- Secure Material Transfer Form
- Sample School Packing List
- Sample Shipment Summary List
- Sample Box Content List
- Sample Secure Materials Report
- Sample Affidavit 1—District Level Test Security Form
- Sample Affidavit 2—School Level Test Security Form
- Sample Affidavit 3—Test Administrator Security Form
- Sample Test Booklet Security Form
- Sample Answer Document Demographic Page
- Sample Classroom/Group Information Sheet
- Sample School/Course Header Sheet
- Sample Scoreable Materials Transmittal Form
- Sample Scoreable Materials Return Verification Form
- Sample Nonscoreable Materials Return Verification Form
- Sample Student Not Tested Form
- Administration Feedback Form

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Fall Algebra I End-of-Course Examination Affidavit Waiver Form for Providing an Approved Accommodation September 2011

I provided an approved testing accommodation for:

_____ Student's Name

_____ Answer Document Number

by _____ Session(s) _____
reading/transcribing

of the September 2011 *Fall Algebra I End-of-Course Examination*. I agree not to copy, use in my classroom, or discuss any of the test questions I have read.

_____ Date

_____ Signature of Currently Licensed Arkansas Teacher Providing Accommodation

_____ District Name and School Name

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

Additional Materials Order Form

Fall Algebra I End-of-Course Examination

September 2011

District Name: _____ **District LEA:** _____

District Test Coordinator: _____ **Phone:** _____

E-mail: _____ **Contact Preference:** _____

You may enter your material order on the ServicePoint™ Web site
<https://ar-servicepoint.questarai.com/Login.aspx>
 or
 indicate the materials needed by entering quantities and submitting this form by e-mail or fax to
 Questar Assessment, Inc Arkansas Customer Service
 FAX 866-688-0419 ARCustomerSupport@QuestarAI.com

Quantity

Algebra I

Manuals

Test Administration Manual

Answer Documents and Test Booklets

Test Booklet

Answer Document

Student Not Tested Form

Large Print Test Booklet

Braille Test Booklet

Ancillary Materials

School/Course Header Sheet

Classroom/Group Information Sheet

Affidavits (set)

Parent Notification Pamphlet

Ruler

Large Print Ruler

Braille Ruler

Line Placement Template

Paper Band

District Return Materials

Scoreable Materials Return Instructions

Scoreable Materials Return Verification Form

Scoreable Materials Transmittal Form

Scoreable Materials Return Label

Scoreable Materials UPS Label

Nonscoreable Materials Return Instructions

Nonscoreable Materials Return Verification Form

Nonscoreable Materials Return Label

Nonscoreable Materials Return UPS Label

Student Label

School Name: *School LEA:*

School Name: *School LEA:*

Preliminary Demographic Verification Roster

School Name: *School LEA:*

School Name: *School LEA:*

Test Booklet Security Form

School Name: *School LEA:*

School Name: *School LEA:*



Arkansas
Comprehensive Testing, Assessment,
and Accountability Program

SECURE MATERIAL TRANSFER FORM

Examination:

District LEA #:

Name of District Transferring:

No. of Documents Transferred:

Security ID Number(s) Transferred:

Signature of Sender: _____

Date: _____

Examination:

District LEA #:

Name of District Receiving:

No. of Documents Received:

Security ID Number(s) Received:

Signature of Receiver: _____

Date: _____

Instructions: Each district shall retain a copy of this form. A copy shall be faxed to the ADE at (501) 682-4886 and to Questar at (866) 688-0419, ATTN: Customer Service. This form must be completed and signed by both districts before it is faxed. 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 SCHOOL PACKING LIST

Arkansas Fall Algebra I End-of-Course Examination

September 2011

School Packing List Shipment 1 – Algebra I

LEA Number:

Packed For School:

Ship to District:

99-99-999

99-99-999

99-99

School:
Arkansas High School

Arkansas High School

Arkansas School District
ATTN: Mr. Superintendent
1234 Main Street
Little Rock, AR 72206
(501) 123-4567

District LEA #:

99-99

District:

Arkansas School District

Questar Order # 314985 AR1105 RT Fa
Order Date: August 20, 2011
Pack Date: August 20, 2011

Ord'd	Shipped	BO'd	Material Name	Packing Information	Received	Returned
225	225	0	Ruler	Box 1: 9 Pkg/25		
225	225	0	Parent Notification Pamphlet	Box 1: 15 Pkg/15		
1	1	0	Test Booklet Security Form	Box 1: 1 Each		
1	1	0	School/Course Header Sheet (2011-2012)	Box 1: 1 Each		
11	11	0	Classroom/Group Information Sheet (2011-2012)	Box 1: 11 Each		
1	1	1	Preliminary Demographic Verification Roster	Box 1: 1 Set		
10	10	0	Student Not Tested Forms	Box 1: 1 Pkg/10		
1	1	1	Student Labels	Box 1: 1 Set		
10	10	0	Test Administration Manual – Fall Algebra I EOC	Box 1: 10 Each		
220	220	0	Fall Algebra I Answer Document	Box 1: 44 Pkgs/5		
220	220	0	Fall Algebra I Test Booklet	Box 1: 4 Pkgs/5; Box 2: 40 Pkgs/5		

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.	Total Boxes
	1

SAMPLE SHIPMENT SUMMARY LIST

Arkansas Fall Algebra I	
End-of-Course Examination September 2011	Order #: 314784 Fall 11
Shipment Summary List	
Packaged for: 99-99-999 Arkansas High School	Total Boxes This Shipment: 2

Box 1 of 2 (Box ID: B80023738)

Qty	Material Name	Packing Information	Security Number(s)
225	Ruler	9 Pkg/25	
225	Parent Notification Pamphlet	15 Pkg/15	
1	Test Booklet Security Form	1 Each	
1	School/Course Header Sheet (2011-2012)	1 Each	
11	Classroom/Group Information Sheet (2011-2012)	11 Each	
1	Preliminary Demographic Verification Roster	1 Set	
10	Student Not Tested Forms	1 Pkg/10	
1	Student Labels	1 Set	
10	Test Administration Manual – Fall Algebra I EOC	10 Each	
220	Fall Algebra I Answer Document	44 Pkgs/5	
20	Fall Algebra I Test Booklet	4 Pkgs/5	31000011-31000030

Box 2 of 2 (Box ID: B80024153)

Qty	Material Name	Packing Information	Security Number(s)
200	Fall Algebra I Test Booklet	40 Pkgs/5	31000031-31000230

SAMPLE BOX CONTENT LIST

Arkansas Fall Algebra I

End-of-Course Examination September 2011 Box Content List

Order #: 314784
Fall 11

Packaged for: 99-99-999 Arkansas High School

Box ID: B80023738

Qty	Material Name	Packing Information	Security Number(s)
225	Ruler	9 Pkg/25	
225	Parent Notification Pamphlet	15 Pkg/15	
1	Test Booklet Security Form	1 Each	
1	School/Course Header Sheet (2011-2012)	1 Each	
11	Classroom/Group Information Sheet (2011-2012)	11 Each	
1	Preliminary Demographic Verification Roster	1 Set	
10	Student Not Tested Forms	1 Pkg/10	
1	Student Labels	1 Set	
10	Test Administration Manual – Fall Algebra I EOC	10 Each	
220	Fall Algebra I Answer Document	44 Pkgs/5	
20	Fall Algebra I Test Booklet	4 Pkgs/5	31000011-31000030

SAMPLE SECURE MATERIALS REPORT

<p style="text-align: center;">Arkansas Fall Algebra I End-of-Course Examination September 2011 Secure Materials Report</p>

<p style="text-align: center;">Anytown District (01-01)</p>
--

Anytown Middle School (01-01-003)

Qty	Material Name	Security Number(s)
Order No: 314985		
220	Fall Algebra I Test Booklet	31000011-31000230

Anytown High School (01-01-004)

Qty	Material Name	Security Number(s)
Order No: 314986		
80	Fall Algebra I Test Booklet	31000231-31000310

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 **scoreable** materials for the *Fall Algebra I End-of-Course Examination* according to the instructions in the September 2011 Test Administration Manual.

LEA #: -

District Name: _____

Fall Algebra I End-of-Course Examination AFFIDAVIT 1 District Level Test Security Form

I certify that I have informed all District and Building (School) Test Coordinators and all persons who administer or help administer the *Fall Algebra I End-of-Course Examination* of the secure nature of these tests. 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 all Building/School Test Coordinators, Building Principals, Test Administrators, and all persons who administer or help administer the *Fall Algebra I End-of-Course Examination* have signed Affidavit 2 or Affidavit 3 as appropriate and that all affidavits have been returned to Questar.

I certify that to my knowledge, no one in this district has read, copied, reproduced, or released in any way the secure *Fall Algebra I End-of-Course Examination* items or students' responses to test items. As directed in the September 2011 Test Administration Manual for the ACTAAP *Fall Algebra I End-of-Course Examination*, all **used and unused** test booklets and all **used** answer documents 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: _____

September 2011

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 School Test Coordinator and the Building Principal. This affidavit is to be returned to the District Test Coordinator at the completion of testing. The affidavit must be returned with the **scoreable** materials for the *Fall Algebra I End-of-Course Examination* according to the instructions in the September 2011 Test Administration Manual.

LEA #: --

District Name: _____

School Name: _____

Fall Algebra I End-of-Course Examination 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 *Fall Algebra I End-of-Course Examination* items or students' responses to test items. As directed in the September 2011 Test Administration Manual for the *ACTAAP Fall Algebra I End-of-Course Examination*, all **used and unused** test booklets and all **used and unused** answer documents have been packaged and returned to the District Test Coordinator.

I certify that all Test Administrators and all persons who administer or help administer the *Fall Algebra I End-of-Course Examination* have signed Affidavit 3 as appropriate and that all affidavits have been 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.

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

Signature: _____ Date Signed: _____

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

Signature: _____ Date Signed: _____

September 2011

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 administer or help administer 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 **scoreable** materials for the *Fall Algebra I End-of-Course Examination* according to the instructions in the September 2011 Test Administration Manual.

LEA #: - -

District Name: _____

School Name: _____

Fall Algebra I End-of-Course Examination AFFIDAVIT 3 Test Administrator Security Form

I certify that I have not read, copied, reproduced, or released in any way the secure *Fall Algebra I End-of-Course Examination* items or students' responses to test items. 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 September 2011 Test Administration Manual for the ACTAAP *Fall Algebra I End-of-Course Examination*, all **used and unused** test booklets and all **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: _____

September 2011

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

2011–2012 SCHOOL/COURSE HEADER SHEET

A School/Course Header Sheet **MUST** be completed for each course tested in the school and returned with the scoreable materials 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, 4, and 5. 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, 4, and 5.

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	NUMBER OF STUDENT NOT TESTED FORMS BEING RETURNED	Write in number below			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			

5	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.	
	Number of answer documents returned under class/group sheet
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
<input type="checkbox"/> Please check here if additional classrooms/groups are listed on the back of this form.	

Do not write in this area



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 9 of this manual. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Arkansas Fall Algebra I
End-of-Course Examination
September 2011

Preliminary Demographic Verification Roster

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

Please use this form to verify the demographic information for your students. If any information is **not** correct, the student label must still be used. However, you will need to correct the information in APSCN/TRIAND by the end of the day on Friday, September 9, 2011. 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)	Gr	Birth Date	State ID Number	SS ID	Gender	Ethnicity*	MFLEP*	LEP	Gifted/Talented	Retest
Daley, Charles P	11	03-19-90	1234567890	987654321	M	3	1	Y	N	
Fitzgerald, Scott	11	04-09-91	2345678901	876543210	M	7		N	N	1
Herzog, Brenda K	11	05-31-90	3456789012	765432109	F	5		N	N	
Liverpool, Angela	11	07-15-90	4567891098	654321098	F	2		Y	Y	
Xuing, Yo	11	09-01-90	5678901234	543210987	M	1	2	N	N	2

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

4 5 6 7 8 9 10 11 12 13 14

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/Alaska Native 5 – Black 6 – White 7 – Two or More
11. MFLEP (Monitored Former LEP): 1 = (Year 1) the student is in the first year of monitoring; 2 = (Year 2) the student is in the second year of monitoring; blank field = the student is not identified as a Monitored Former LEP student
12. LEP: Y = Yes, the student is a Limited English Proficient student; N = No, the student is not a Limited English Proficient student
13. Gifted and Talented: Y = Yes, the student is identified as Gifted and Talented; N = No, the student is not identified as Gifted and Talented
14. Student Retest (Algebra I only): blank field = first time tester, 1 = Retest 1, 2 = Retest 2

SAMPLE SCOREABLE MATERIALS TRANSMITTAL FORM

Arkansas Fall Algebra I End-of-Course Examination September 2011

District Scoreable Materials Transmittal Form – Algebra I

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

This form must be completed and RETURNED to Questar with the USED answer documents and Students Not Tested Forms. The list below indicates the school(s) in your district that received answer documents or Student Not Tested Forms for the *Fall Algebra I End-of-Course Examination*.

Indicate with a checkmark in the box below which schools are returning answer documents or Student Not Tested Forms to Questar.

<u>School LEA #:</u>	<u>School</u>	<u>Qty. Shipped</u>	<u>Check the Box for School(s) Returning Answer Documents or Student Not Tested Forms</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 SCOREABLE MATERIALS RETURN VERIFICATION FORM

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Scoreable Materials Return Verification Form Fall Algebra I End-of-Course Examination September 2011

To Be Completed by the District Test Coordinator

Return verification must be provided to Questar **immediately after** the **SCOREABLE MATERIALS** for the *Fall Algebra I End-of-Course Examination* have been picked up. Return verification information will provide a tracking mechanism for you and Questar should the need arise. Return verification information will also help ensure test security and prompt follow-up should your scoreable materials not arrive by the expected date. You may provide return verification information to Questar by completing and faxing this form or by entering your return information in ServicePoint.

FAX TO ARKANSAS CUSTOMER SERVICE AT 866-688-0419

SCOREABLE MATERIALS SHIPMENT

District LEA #: -

District Name: _____

District Coordinator Name: _____

Phone Number: _____

Number of Boxes Shipped: _____

Date Shipped: _____

SAMPLE NONSCOREABLE MATERIALS RETURN VERIFICATION FORM

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Nonscoreable Materials Return Verification Form Fall Algebra I End-of-Course Examination September 2011

To Be Completed by the District Test Coordinator

Return verification must be provided to Questar **immediately after** the *Fall Algebra I End-of-Course Examination* nonscoreable materials have been picked up. Return verification information will provide a tracking mechanism for you and Questar should the need arise, and it will also help ensure test security and prompt follow-up should your nonscoreable materials not arrive by the expected date.

You may provide return verification information to Questar by completing and faxing this form or by entering your return information in ServicePoint.

FAX TO ARKANSAS CUSTOMER SERVICE AT 866-688-0419

NONSCOREABLE MATERIALS SHIPMENT

District LEA #: -

District Name: _____

District Coordinator Name: _____

Phone Number: _____

Number of Boxes Shipped: _____

Date Shipped: _____

SAMPLE STUDENT NOT TESTED FORM



Arkansas Comprehensive Testing,
Assessment, and Accountability Program

Fall Algebra I End-of-Course Examination

Student Not Tested Form 2011

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

SCHOOL INFORMATION
School Name:
District Name:

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

Student NOT Tested Codes
<ol style="list-style-type: none"> 1. Absent on ALL days of the test administration, including the make-up test administration 2. Expelled/suspended 3. Extended hospitalization 4. Residential treatment 5. Homebound 6. Incarcerated 7. Juvenile detention 8. Transferred to a different school/district in Arkansas 9. Moved to a different state/out of country 10. Transferred to a home school/private school 11. Completed an alternate portfolio assessment 12. Special Education services for home school/private school 13. Withdrew from school 14. Student has already passed the <i>Algebra I End-of-Course Examination</i> 15. Reason 15 not applicable on this form. Must be coded on an answer document. 16. Deceased 17. Student is eligible for an Algebra I retest opportunity but is not ready to test.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ **X** ⑯ ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ **X** ⑯ ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ **X** ⑯ ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ **X** ⑯ ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.



QAI09995 SNT AR1205



QAI09995

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

**Fall Algebra I End-of-Course Examination
Administration Feedback Form
September 2011**

Use this form to report any problems that occurred during the September 2011 administration of the *Fall Algebra I End-of-Course Examination*.

District Name: _____ LEA #: -

Person Responding: _____

Phone Number: _____

FEEDBACK/COMMENTS

Materials Receipt:
Testing Materials/Manuals:
Return of Materials:
Other Issues:

This form may be mailed, faxed, or e-mailed to:

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

If you have any questions, please call Questar at 800-643-8547.

APPENDIX E

2011 Fall Algebra I EOC Exam

Additional Material Order Access

— Quick Reference Guide —

QAI03464

Availability & System Requirements

- Access to ServicePoint for additional material orders (AMOs) will be available **August 31 – September 08, 2011**.
- Internet access through an internet browser—Microsoft Internet Explorer (version 5.5 or higher) preferred.
- Adobe Acrobat Reader (version 8.0 or higher recommended).
- Access ServicePoint™ through <https://ar-servicepoint.questarai.com/>

Please continue to use the same user name and password you are currently using to access **EOC Spring** reports. After entering your password, you will be at the Home Page where you will “choose a business area from the menu choice to the left”. For AMOs, begin at “Material Distribution”. Additional materials are ordered at the district level and shipped to the district. Please enter counts for each material item needed.

System Navigational Instructions

To Perform any of the Three Following Functions

1. Please select “**EOC Alg I Fall 2011**” from the “**Test Admin**” dropdown box on the left side of the screen.
2. Click on the “**Material Distribution**” menu on the left of the screen.
3. Click on the “**Material Orders**” link on the left side of the screen.

To View Current Orders

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

To Track Orders

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

To Enter a New Order for Additional Materials

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

Additional Help

Business Hours:
Customer Service

Monday–Friday, 8:00 AM – 5:00 PM CT
(800) 643-8547, ARCustomerSupport@questarai.com

To access ServicePoint you will need internet access and Adobe Acrobat Reader (version 8.0 or higher recommended).

APPENDIX E

2011 Fall Algebra I EOC Exam

Return Verification Access

— Quick Reference Guide —

Availability & System Requirements

- Access to ServicePoint for recording your return materials will be available **August 31 – September 22, 2011**.
- Internet access through an internet browser—Microsoft Internet Explorer (version 5.5 or higher) preferred.
- Adobe Acrobat Reader (version 8.0 or higher recommended).
- Access ServicePoint™ through <https://ar-servicepoint.questarai.com/>

Please continue to use the same user name and password you are currently using to access **EOC Spring** reports. After entering your password, you will be at the Home Page where you will “choose a business area from the menu choice to the left”.

System Navigational Instructions

To Enter Return Material Information

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

Additional Help

Business Hours:

Monday–Friday, 8:00 AM – 5:00 PM CT

Customer Service

(800) 643-8547, ARCustomerSupport@questarai.com

To access ServicePoint you will need internet access and Adobe Acrobat Reader (version 8.0 or higher recommended).

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

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

QAI-09469 TAM AR1205

