

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Writing Prompt Field Test

October 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 answer documents must be returned as directed.

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

Important Dates

- October 4, 2011** Writing Prompt Field Test administration.
- October 7, 2011** All Writing Prompt Field Test answer documents returned to Questar.

The success of the Writing Prompt Field Test depends upon your assistance. The Arkansas Department of Education thanks you for your valuable assistance in administering the Writing Prompt Field Test.

Arkansas Department of Education
October 2011

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GENERAL INFORMATION

INTRODUCTION

This October, students in grades 3, 4, 5, 7, and 8 will be field testing new writing prompts for inclusion in future administrations of the Augmented Benchmark Examinations. The Writing Prompt Field Test consists of one writing prompt. The *Arkansas English Language Arts Curriculum Framework* is the basis for the development of the Writing Prompt Field Test. The Arkansas Department of Education has contracted with Questar Assessment, Inc. (Questar) for the development, production, distribution, and collection of the Writing Prompt Field Test materials.

Data from the field test will be used to select prompts for use on the Augmented Benchmark Examinations. Student data will not be reported for the Writing Prompt Field Test.

OVERVIEW OF THE WRITING PROMPT FIELD TEST

The procedures for the administration of the field test are similar to those for the Augmented Benchmark Examinations, but there are also some **significant** differences. The following highlights the field test materials and administration procedures that differ from those for the Augmented Benchmark Examinations:

- The Writing Prompt Field Test is scheduled to be administered in a single day (October 4, 2011).
- There is no make-up administration of the Writing Prompt Field Test. Only students present on the day of testing will take the test.
- Classroom/Group Information Sheets are not provided for the field test. Scoreable answer documents should be returned grouped by grade and by school under a School/Grade Header Sheet.
- Individual student results will not be reported for this field test. However, it is important that students take the test seriously and do their best work.
- All scoreable (used) and nonscoreable (unused) Writing Prompt Field Test answer documents must be returned to Questar.

THIS TEST ADMINISTRATION MANUAL

This manual contains general information related to the Writing Prompt Field Test, 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 field 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 36.

GENERAL INFORMATION

CONTACT INFORMATION

Writing Prompt Field Test

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

TEST ADMINISTRATION DATE

The Writing Prompt Field Test is scheduled to be administered on **Tuesday, October 4, 2011**. The test may **not** be given early. **Early testing constitutes a breach of security.** See the “Testing Guidelines and Security” section beginning on page 12 for more information about test security.

There is **no** make-up testing. Only students present on the day of testing should take the test.

SCHEDULE OF EVENTS FOR THE WRITING PROMPT FIELD TEST

Event	Date
Districts receive test manuals, secure testing materials, and information needed to return materials	September 20, 2011
Districts administer the Writing Prompt Field Test	October 4, 2011
Deadline for districts to ship answer documents to Questar for scoring	October 7, 2011*

All students for each grade in the district are to be tested **at the same time** on October 4, 2011. It is the District Test Coordinator’s responsibility to designate the time at which all students in a grade must be tested at all participating schools in the district.

* All scoreable and nonscoreable Writing Prompt Field Test answer documents must be returned by this date.

NEW INFORMATION

NEW—HIGHLY MOBILE STATUS

Highly Mobile status is not being collected for the Writing Prompt Field Test.

NEW—FREE AND/OR REDUCED LUNCH STATUS

Free and/or Reduced Lunch status is not being collected for the Writing Prompt Field Test.

GUIDELINES FOR STUDENTS TO BE TESTED

STUDENTS TO BE TESTED

The Writing Prompt Field Test should be administered to **all** students enrolled in grades 3, 4, 5, 7, and 8 who can be tested under standardized conditions, with or without allowable accommodations. 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, must take the Writing Prompt Field Test if their Individualized Education Programs (IEPs) indicate that paper and pencil testing is appropriate, with or without accommodations. Students in School Age Programs (DDS) are to be tested. This requirement began with the 2002–2003 school year. Additionally, students in Day Treatment Programs are to be assessed (see Director’s Memo IA-04-110, created 05/13/2004).

A student’s Exceptional Student Identification (ESI) code 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 Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 43–47 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.

If a student’s IEP indicates that testing is inappropriate, that student should **not** participate in the Writing Prompt Field Test.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Limited English Proficient students shall participate in the Writing Prompt Field Test, with or without accommodations. LEP students who have been in the U.S. for less than one year may opt out of the Writing Prompt Field Test.

Identification of a student as LEP is included in the student label barcode and on the 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 43–47 of this manual.

FIRST-YEAR LIMITED ENGLISH PROFICIENT STUDENTS

LEP students in their first year in the U.S. are exempt from the Writing Prompt Field Test. However, the decision to test LEP students who have been in the U.S. for less than one year should be based on the professional judgment of a language assessment committee composed of appropriate district and school personnel. See page 7 of this manual for instructions on how to handle student labels for first-year LEP students who will not participate in the test.

GUIDELINES FOR STUDENTS TO BE TESTED

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 Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 43–47 of this manual.

TRANSFER STUDENTS

Any student meeting the criteria for taking the Writing Prompt Field Test and who is enrolled in school **on or before** the day of testing should be tested.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students must take the Writing Prompt Field Test. A foreign exchange student may be coded as an LEP student less than one year in the U.S. in the "Teacher Use Only" Box. Specific directions for coding student answer documents are provided on pages 43–47 of this manual.

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 or on the Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 43–47 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

Highly Mobile status is not being collected for the Writing Prompt Field Test.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

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

VERIFICATION AND CORRECTION OF 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.) As part of the advance announcement of testing, students should be advised to have their 10-digit State Reporting Identification Numbers and Social Security Numbers or federally-assigned identification numbers available on the day of testing. Please contact Susan Gray at the Arkansas Department of Education at 501-682-4559 for additional information.

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 Demographic Verification Rosters will show only one ethnicity code. If a student's record in APSCN/TRIAND shows Hispanic and any additional ethnicity code, the ethnicity code on the roster will show "Hispanic." If a student's record in 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)

STUDENT INFORMATION FROM APSCN/TRIAND

Student information will be pulled from APSCN/TRIAND and provided to Questar for producing the Demographic Verification Rosters and student labels.

DEMOGRAPHIC VERIFICATION ROSTER

A 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, and Gifted and Talented status. Free and/or Reduced Lunch status is not being collected for the Writing Prompt Field Test.

* 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

The rosters should be used to verify the correctness of student information in APSCN/TRIAND. Do **not** use the student labels for verification purposes (the rosters contain additional information not included on the student labels). If any information for a student is incorrect on the Demographic Verification Roster, do **not** use the student label. Instead, **all** of the information requested on the front of the answer document must be entered and coded as appropriate. See below for instructions on how to handle labels that contain incorrect student information.

STUDENT LABELS

Student labels are provided for use on answer documents so that student information will not need to be entered and coded for students for whom labels have been provided. The labels will contain district and school information, the student's name, State Reporting Identification Number, birth date, gender, ethnicity, and grade (see sample in Appendix D). Additional student information is provided on the Demographic Verification Roster, which is to be used for verifying that student information is correct. Be sure to verify the student information BEFORE applying student labels to the answer documents. See below for instructions on how to handle labels that contain incorrect student information.

The labels will be provided to each school by grade in alphabetical order by student last name and will need to be separated and sorted by testing classroom/group. The strips on which the labels are provided are perforated between labels to facilitate the separation of individual labels. If a label is torn or damaged during the separation process, do **not** use it. (See below for instructions on how to handle damaged student labels.) Instead, enter and code all information in Boxes 1–7 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. 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 will not be collected if the label is not applied following these instructions.

Information requested in Box 1 (District/School/Class Information) **must** be entered (either by the student prior to the start of testing 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 Demographic Verification Roster/No Student Label

Complete Boxes 1–7 on the front of the answer document when there is no student label. If a student is not listed on the roster, check to see if the student's information is in APSCN/TRIAND, and 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 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 either be shredded or otherwise disposed of in a secure manner.

Destruction of Incorrect, Damaged, or Unused Labels

All incorrect and damaged labels must be securely destroyed. After verifying the student demographic information for all students who are eligible to test, unused labels must also be securely destroyed. Unused student labels include those for students who are not currently enrolled in the school or have first-year LEP status. If you have questions regarding whether or not a student label should be used, please call the Assessment Office at 501-682-4558.

PROCEDURES PRIOR TO TEST ADMINISTRATION

ADVANCE ANNOUNCEMENTS

An announcement of the testing date and a reminder before the day of testing is necessary. The testing date 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 day of the test. **ONLY No. 2 pencils may be used on answer documents.** It is recommended that the Parent Notification Pamphlets (A Note to Parents) be distributed to parents two weeks prior to testing.

There should also be an advance announcement made to students to have their Social Security Numbers or federally-assigned identification numbers and State Reporting Identification Numbers available on the 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 6 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 field test to both students and parents well in advance of testing.
- Stress the importance of the field test to teachers well in advance of testing.
- Underscore the importance of testing by characterizing the Writing Prompt Field Test 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 Writing Prompt Field Test and/or who act in a supervisory capacity during 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. The Test Administration Manual for the Writing Prompt Field Test 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 THE TEST ADMINISTRATION SITE(S)

Preparation for the receipt of materials, test administration, and return of materials is critical.

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;
- provide an environment for the students that is comfortable and conducive to testing; and
- ensure that students are not interrupted during the 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 each room is well-lighted, adequately ventilated, and free from distractions;
- make sure each student has enough space to work (i.e., space to open and write in an answer document); and
- make sure there will be sufficient space between students to discourage cheating.

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

District 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 will arrive in one shipment. **District Test Coordinators are responsible for inventorying all materials immediately upon receipt.** The Writing Prompt Field Test shipment will include the following materials:

- District Packing List
- Secure Materials Report
- Box Content List and/or Shipment Summary List
- Cover Memo
- Test Administration Manual (this manual)—2 copies
- Parent Notification Pamphlets (A Note to Parents)—1 package of 25
- Copy of the Demographic Verification Roster for each school in the district
- Large Print materials (if ordered)

District Return Shipping Materials

- Paper Bands
- Test Security Affidavits
- Blank School/Grade Header Sheets*
- Scoreable Materials Return Kit:
 - Return Instructions for Scoreable Materials
 - Scoreable Materials Return Verification Form
 - UPS Labels
 - Scoreable Questar Return Shipping Labels (PURPLE)
 - District Scoreable Materials Transmittal Form
- Nonscoreable Materials Return Kit:
 - Return Instructions for Nonscoreable Materials
 - Nonscoreable Materials Return Verification Form
 - UPS Labels
 - Nonscoreable Questar Return Shipping Labels (IVORY)

* School identification information has been preprinted on the School/Grade Header Sheets provided to schools. If the information preprinted for a school is incorrect, School Test Coordinators are instructed to obtain a blank header sheet instead of marking corrections to the preprinted information. The blank School/Grade Header Sheets in the district shipment are provided for this purpose.

OVERVIEW OF TESTING MATERIALS

School Materials

The following materials are packaged for each school participating in the field test:

- School Packing List
- Box Content List and/or Shipment Summary List
- Parent Notification Pamphlets (A Note to Parents)
- Test Administration Manual—1 for every 20 students tested and 1 copy for the School Test Coordinator
- School/Grade Header Sheet(s)
- Answer Document Security Form
- Answer Documents
- Student Labels
- Demographic Verification Roster

The school boxes will include a 10% overage of Test Administration Manuals and secure answer documents.

District Test Coordinators shall determine that an adequate number of answer documents will be available for the student population that will be tested. Testing materials must match the number of students to be tested. No extra answer document is provided for the Test Administrator.

Note: Classroom/Group Information Sheets are not provided for the Writing Prompt Field Test.

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

LARGE PRINT TEST MATERIALS

Districts that ordered Large Print materials will receive them with their district materials. Large Print test materials should be distributed to the schools for which they were ordered.

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 test must be administered on the scheduled date as specified in this 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. Answer documents must be kept in a secure area at all times, except during the formal testing sessions.
5. The test must be administered in strict accordance with the instructions outlined in this Test Administration Manual. These instructions include reading directions verbatim to students during testing.
6. Answer documents 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 answer documents, the associated test items, or the writing prompts. Removing or copying the Mathematics Reference Sheet provided in or with 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.

TESTING GUIDELINES AND SECURITY

16. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions.
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** answer documents, scoreable and nonscoreable, 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 answer documents not returned by the district on the dates required shall be reported to Dr. Gayle Potter 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 Dr. Gayle Potter 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 day of testing. However, it is strongly recommended that materials not leave the district's secure location more than three (3) school days before the day of testing unless the size of the district absolutely necessitates more time for distribution. **The answer documents for the Writing Prompt Field Test are secure materials.**

Security ID numbers have been assigned to and printed on all answer documents. Answer documents 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 answer documents may be opened no earlier than one (1) school day before the day of testing for organizational purposes only.** No one may look inside answer documents for any reason. No answer documents should be distributed to Test Administrators until the day of testing.

No part of the Writing Prompt Field Test 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.

Keep all test materials stored in a secure, 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 the day of the test.

TESTING GUIDELINES AND SECURITY

TEST SECURITY AFFIDAVITS

District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign affidavits regarding the security of field test materials. Each district will receive one (1) set of affidavits for the field test. Affidavits must be copied* as needed to provide forms to the schools and for all Test Administrators. There are three types of affidavits as follows:

Affidavit 1—District Level Test Security Form. The district-level affidavit needs to be signed by the District Superintendent and the District Test Coordinator. Only one (1) copy of Affidavit 1 needs to be signed for the district.

Affidavit 2—School Level Test Security Form. The school-level affidavit needs to be signed by the School Test Coordinator and Building Principal. The District Test Coordinator should make copies of the school-level affidavit in order to provide one to every school with students being tested. Only one (1) copy of Affidavit 2 needs to be signed for each school.

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

All completed and signed affidavits must be returned with the secure answer documents according to instructions provided in this manual.

Note: Affidavits 1 and 2 may be completed for multiple grades as long as each grade is checked. A separate Affidavit 3 must be submitted for each grade with only one grade checked.

ANSWER DOCUMENT SECURITY FORM

Schools with students participating in the Writing Prompt Field Test will receive an Answer Document Security Form for each grade tested in the school. The forms must be used to distribute answer documents to Test Administrators and to account for all answer documents after testing. Make as many copies of the forms as needed to sign secure answer documents out to and in from Administrators. Space is provided on the forms to enter the range of answer document security ID numbers assigned to each Test Administrator. Each Test Administrator must initial in the “Out” column under “Answer Document Receipt and Return” when the answer documents are distributed and the School Test Coordinator must initial the “In” column when they are returned and counted after testing. Careful attention to completing the Answer Document Security Forms will minimize lost answer documents. Separate security forms will be provided for Large Print answer documents. The completed Answer Document Security Forms are to be returned with the appropriate answer documents according to the instructions provided in this manual. District Test Coordinators should make a copy of the completed Answer Document Security Forms for the district records. A sample of the Answer Document Security Form is included in Appendix E.

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

TESTING GUIDELINES AND 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 where ordering materials in time for testing is not possible. In an emergency, materials may be transferred from one district to another.

If secure materials (answer documents) are transferred from one district to another, the District Test Coordinator must complete and fax the Secure Material Transfer Form (Appendix E) to the Arkansas Department of Education **and** to Questar. 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 Answer Document 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.

Non-secure materials, including 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 session. If students finish early, they may review their work and then sit quietly.

Scratch Paper—No scratch paper may be provided (the use of scratch paper is a breach of security). Students may do pre-writing in the space provided on page 4 of the answer documents. Only work recorded with a No. 2 pencil on pages 5–6 of 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—No highlighters may be used on the answer documents.

Ink Pens/Felt-Tip Markers—Ink pens and felt-tip markers must **not** be used on answer documents. **Use 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 the testing session.

TESTING GUIDELINES AND SECURITY

ASSIGNING TEST MATERIALS TO STUDENTS

The answer documents are arranged in a special order in the class packs you receive. **Do NOT alter the order of the answer documents when you distribute them to students.**

MONITORING STUDENTS DURING THE TESTING SESSION

With the exception of approved accommodations, you may not aid any student in reading, responding to, or understanding the writing prompts. (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 writing prompts may not be read or reviewed at any time.

During the session, circulate around the room to see that students are working. This process is referred to in the test administration script as *Circulate and Check*.

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 working on their responses. To ensure a consistent and accurate test administration, a script (material that should be read **verbatim** to the students) for the 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 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 student 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.

The Test Administration Script begins on page 36.

ALERTS

Student responses are confidential, with scorers seeing only an answer document identification number for any response to an 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 Assessment Office at the Arkansas Department of Education who will notify the Superintendent. In these cases, the Arkansas Department of Education and the Superintendent constantly maintain student confidentiality.

2011 TESTING SESSION GUIDELINES AND SCHEDULE

TESTING SESSION GUIDELINES AND SCHEDULE

District Test Coordinators are responsible for designating **the time at which all students in a grade participating in the Writing Prompt Field Test will be tested at all schools in the district**. While all students in a grade must be tested **at the same time**, testing times may vary by grade (all grades do not have to 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. The test schedule should be checked with the appropriate school officials to be sure that the administration of the test is not interrupted.

Session Time Limit

The Writing Prompt Field Test is a timed test. The session must be administered in the time specified. Allow time at the beginning of the writing session to present directions and other information to the students. **Early testing constitutes a breach in test security**. 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.

SUBJECT	SESSION	MINUTES
Writing	Student Demographic Information	15 for directions
	Writing Prompt	45 + directions

Interruption of the Testing Session

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 the testing session, ask students to close their 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. If an interruption occurs, Test Administrators should note the time remaining in the testing session.

REQUIREMENTS FOR CODING THE “TEACHER USE ONLY” BOX

The “Teacher Use Only” Box on the front of the answer documents should be completed after all testing is done. The Demographic Verification Roster and student label includes the student’s Monitored Former LEP status, Gifted and Talented status, and LEP status as appropriate for the student. These three 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 Demographic Verification Roster, **do not use the label**. Instead enter and code all of the student information for that student.

Information requested in the “Teacher Use Only” Box **must** be completed correctly as applicable to each student. Coding of students cannot be changed after answer documents are sent to Questar. See pages 43–47 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:

- schedule testing for the district
- inventory all materials **immediately upon receipt**
- distribute test 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 (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
- ship all materials to Questar on or before October 7, 2011

A District Test Coordinator Checklist is provided on pages 24–25. 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 Writing Prompt Field Test materials. The shipment will contain manuals and test materials for the Writing Prompt Field Test 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.

Keep all test materials stored in a securely locked place. School Test Coordinators and Test Administrators are also instructed to monitor test materials at all times and to store them in a securely locked place when not in use.

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.**

MATERIALS FOR THE DISTRICT

Check the quantity and type of district materials received against quantities listed on the District Packing List or the Shipment Summary List. Distribute the boxes of school materials to School Test Coordinators as soon as possible after receipt. (Answer Documents may be distributed to School Test Coordinators no earlier than five (5) school days prior to testing.)

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

All of the forms and labels you will need to return the secure answer documents 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 confusion about which labels are to be used for returning scoreable (used) answer documents and which are for nonscoreable (unused) answer documents.

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

Shrink-wrapped secure test materials may be distributed to School Test Coordinators **no earlier** than five (5) school days prior to 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 in 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 Packing List or Shipment Summary List. After the inventory for each school is complete, make one copy of each school's Packing List for your district records and return the original to Box 1 of the school box(es).

The answer documents 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 answer documents enclosed. **Due to security reasons, the shrink-wrapped answer documents may be opened no earlier than one (1) school day before the day of testing for organizational purposes only.** No one may look inside the answer documents for any reason. No answer documents should be distributed to Test Administrators until the 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.

The shrink-wrapped packages of answer documents include a piece of chipboard for stability. Answer documents can adhere to chipboard so make sure there are no answer documents attached to the chipboard before it is discarded or recycled.

If quantities or security ID numbers do not match the Secure Materials Report or shipping inventory documents, 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 G);
- faxing the Additional Materials Order Form (Appendix E) 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 ANSWER DOCUMENTS OR INCORRECT SECURITY NUMBERS

If, after opening a package of answer documents on the day of testing, a School Test Coordinator discovers a missing answer document 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 Assessment Office at the Arkansas Department of Education at 501-682-4558 to inform them of the situation. The District Test Coordinator/School Test Coordinator should document the issue on the Answer Document Security Form.

Note: See page 27 for information on the location of security ID numbers on answer documents.

DUTIES DURING TESTING

You should be available to answer questions and resolve problems during the testing period. If there are any problems with test materials, call Questar’s Arkansas Customer Service immediately at 800-643-8547 to report the situation. If there is a problem with test administration or test policy issues, contact the Assessment Office at the Arkansas Department of Education at 501-682-4558.

GENERAL PROCEDURES FOR RETURNING FIELD TEST MATERIALS

After testing, inventory all materials returned from each school. During the inventory process, complete the associated documentation to be returned with all secure answer documents as described in the following sections of this manual. 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 the scoreable and nonscoreable answer documents at the same time, but they **must be boxed separately** with the appropriate UPS and colored labels 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.

There are four 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 scoreable answer documents and related forms.
3. Package nonscoreable answer documents and related forms.
4. Arrange for pick-up of your return shipments to Questar.

The following materials do **not** need to be returned (they may be destroyed or recycled at this time):

- Packing Lists, Shipment Summary Lists, and Box Content Lists
- Test Administration Manuals
- Parent Notification Pamphlets
- paper bands
- line templates (provided in the Large Print kits)

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

ANSWER DOCUMENT FORMS FOR RETURN

Answer Documents

All secure answer documents (**scoreable and nonscoreable**) should be returned to Questar. As the District Test Coordinator, it is **your** responsibility to verify that **all** answer documents (**scoreable and nonscoreable**) have been returned to you from the schools. The following forms must be completed and returned with the answer documents.

School/Grade Header Sheet

The School Test Coordinators have been instructed to complete a School/Grade Header Sheet for each grade tested in their school, place it on top of the **used, scoreable** answer documents, and paper-band them together. Check each School/Grade Header Sheet to ensure that it has been correctly completed. Count the scoreable answer documents being returned for scoring, and verify that the number of answer documents is correctly coded in Box 2 on the header sheet. Keep the School/Grade Header Sheet on **top** of the corresponding scoreable answer documents under the paper band. See the diagram on the next page. A sample of the School/Grade Header Sheet can be found in Appendix E.

Answer Document Security Form

Verify that the Answer Document Security Forms have been completed and initialed and that they have been paper-banded together. Any missing answer documents must be documented on the appropriate Answer Document Security Form, and a separate letter of explanation **must** be attached. Do **not** write the explanation on the Answer Document Security Form. This information must be sent to Questar with the answer documents. At the completion of check-in, Questar will make a report of missing materials to the Arkansas Department of Education. Make a copy of the Answer Document Security Forms for your records and return the Answer Document Security Forms with the scoreable answer documents. A sample of the Answer Document Security Form can be found in Appendix E.

District Scoreable Materials Transmittal Form

Use the District Scoreable Materials Transmittal Form to account for all **scoreable** secure answer documents returned from each school. The School Test Coordinators have been instructed to separate and paper-band answer documents into stacks of scoreable and nonscoreable. Scoreable answer documents will be under the School/Grade Header Sheet and the paper band should have the school's name, count, and "SCOREABLE" written on it. Verify that the counts on the School/Grade Header Sheets are accurate. Indicate with checkmarks in the boxes provided on the form which schools are returning scoreable answer documents on the District Scoreable Materials Transmittal Form. A sample of the District Scoreable Materials Transmittal Form can be found in Appendix E.

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 14 of this manual for more detailed information about the affidavits. Samples of the Test Security Affidavits can be found in Appendix E.

INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

Return Verification Forms

These forms are provided in the Materials Return Kits, or the return verification information may be entered on ServicePoint (instructions are included in Appendix G). After materials have been picked up, complete the information requested. If the information is not entered into ServicePoint, the paper form must be faxed to the number provided. Should districts prefer, the Scoreable and Nonscoreable Materials Return Verification Forms are also provided in the Return Kits. After the answer documents have been picked up, complete the information requested, and fax the Scoreable and Nonscoreable Materials Return Verification Forms to the number provided on the forms. A sample of a Scoreable Materials Return Verification Form can be found in Appendix E.

PACKAGING THE SCOREABLE MATERIALS RETURN SHIPMENT (USED ANSWER DOCUMENTS)

The return shipment must be completed and ready for pick-up no later than **October 7, 2011**.

Make sure that **scoreable** answer documents have been separated from **nonscoreable** answer documents.

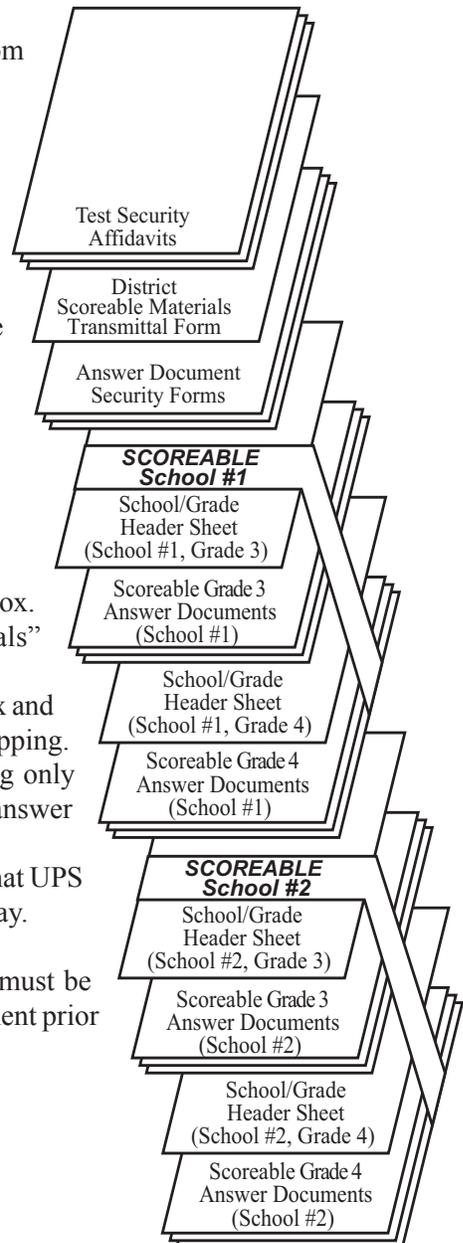
Make sure the completed District Scoreable Materials Transmittal Form is on top of the **scoreable** answer documents.

Package answer documents one grade at a time, with all Test Security Affidavits, the District Scoreable Materials Transmittal Form, and the Answer Document Security Forms on top of the school bundles for the entire district, as shown.

Prepare the scoreable answer documents for shipment as follows:

- Package scoreable answer documents for return to Questar.
- Do not return nonscoreable answer documents in this shipment.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label from the Scoreable Materials Return Kit on each box.
- Place one “Questar Return Shipping Label for Scoreable Materials” (**PURPLE**) from the Scoreable Materials Return Kit on each box.
- In the lower left corner of each purple label, write the number of the box and the total number of boxes of scoreable answer documents 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 any boxes of nonscoreable answer documents in this count.
- 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 use a Large Print answer document must be transcribed onto a standard-sized, scannable student answer document prior to inclusion in the return shipment.

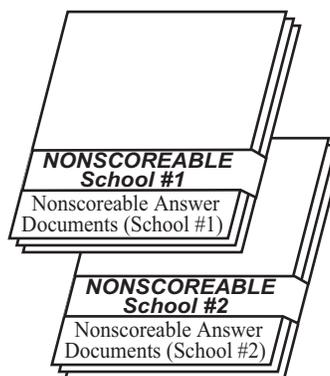


INSTRUCTIONS FOR DISTRICT TEST COORDINATORS

PACKAGING THE NONSCOREABLE MATERIALS RETURN SHIPMENT (UNUSED ANSWER DOCUMENTS)

Prepare the nonscoreable answer documents for shipment as follows:

- Package nonscoreable materials for return to Questar. Large Print answer documents may be folded to fit into the boxes.
- Do not return scoreable answer documents in this shipment. Scoreable answer documents returned with the nonscoreable materials are NON-SCOREABLE and will not be scored.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label from the Nonscoreable Materials Return Kit on each box.
- Place one “Questar Return Shipping Label for Nonscoreable Materials”(IVORY) from the Nonscoreable Materials Return Kit on each box.
- In the lower left corner of each ivory label, write the number of the box and the total number of boxes of nonscoreable answer documents 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 any boxes of scoreable answer documents in this count.
- 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 RETURN SHIPMENT

All **scoreable** and **nonscoreable** answer documents and associated materials must be returned to Questar via UPS. UPS labels have been provided in the Return Kits. 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 answer documents have been picked up, notify Questar by completing return information on ServicePoint (see the Quick Reference Guide provided in Appendix G).

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

DISTRICT TEST COORDINATOR CHECKLIST

GENERAL

- ___ Read this Test Administration Manual in its entirety.
- ___ Save all of the boxes (including district 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 boxes of materials for the district and for all schools that will be administering the Writing Prompt Field Test by using the Shipment Summary List (separate for each school and district) or shipping labels that are marked *Box 1 of X, Box 2 of X*, etc.
- ___ Inventory district materials according to the instructions in this manual. Keep the scoreable and nonscoreable answer document return forms and labels in separate bags until needed after testing.
- ___ Inventory each school's materials with the School Test Coordinator. Determine if each school is receiving a sufficient amount of student test materials. Make a copy of each school's packing list for your records.
- ___ Keep track of additional materials needed for each school so that you can make one request for the entire district (see Appendix E for the Additional Materials Order Form).
- ___ Inventory answer documents by using the Secure Materials Report, Shipment Summary List, or Box Content List, and the label with security ID numbers on each shrink-wrapped package. Answer documents should be counted while they are in the shrink-wrapped package. **Secure materials may leave the district's secure location no more than five (5) school days before testing. When not being used by students, answer documents 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 along with the secure materials. (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 19 of this manual.
- ___ Distribute Large Print answer documents and associated materials to schools that ordered them following the same security procedures as for regular answer documents.

RETURN OF TEST MATERIALS TO QUESTAR

- ___ Inventory all testing materials returned from the schools.
- ___ Verify that **scoreable** answer documents have been separated from **nonscoreable** answer documents. These must be returned in separate shipments.
- ___ Check that each School/Grade Header 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.
- ___ Make a check mark next to each school that has scoreable answer documents being returned on the District Scoreable Materials Transmittal Form and then sign your name at the bottom.

DISTRICT TEST COORDINATOR CHECKLIST

- _____ 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 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.
- _____ Collect the Answer Document Security Forms from all schools. Verify that they have been accurately completed and signed, and that none are missing. Do not reband them with the answer documents.
- _____ Organize all materials **exactly** as shown in the diagrams on pages 22–23 of this manual.
- _____ Package the materials and securely seal boxes with tape. Do not put scoreable and nonscoreable answer documents in the same box.
- _____ Place a Return Shipping Label for Scoreable Materials (**PURPLE**) on each box with scoreable answer documents. In the lower left corner of the label, write the number of the box and the total number of boxes of scoreable answer documents 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 nonscoreable answer documents in the total number of boxes.
- _____ Place a Return Shipping Label for Nonscoreable Materials (**IVORY**) on each box with nonscoreable answer documents. In the lower left corner of the label, write the number of the box and the total number of boxes of nonscoreable answer documents 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 scoreable answer documents in the total number of boxes.
- _____ If you do not have a regularly scheduled UPS pick-up, call 877-536-2697 to arrange for the answer documents to be picked up. Call one school day **prior** to when you need the answer documents picked up.
- _____ Keep the “Return Service Customer Receipt” portion of each UPS label used to return answer documents.
- _____ Complete the Answer Document Return Verification information on ServicePoint (see the Quick Reference Guide provided in Appendix G), or fax the Scoreable and Nonscoreable Materials Return Verification Forms to Questar.

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 Writing Prompt Field Test
- 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 Answer Document 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 30–31. 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 page 9 of this manual for requirements regarding the training of Test Administrators and Appendix C for a suggested training session agenda.

INVENTORYING TEST MATERIALS

The School Test Coordinator should inventory the materials with the District Test Coordinator. Check the quantities and materials in each school box against the items listed on the School Packing List or Shipment Summary List.

The answer documents 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 answer documents enclosed. Use the school shipment inventory documents and the label from the shrink-wrapped package to do the inventory; **do not open the shrink-wrapped packages of answer documents. Due to security reasons, the shrink-wrapped answer documents may be opened no earlier than one (1) school day before the day of testing for organizational purposes only.** No one may look inside the secure answer documents for any reason. No answer documents should be distributed to Test Administrators until the 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.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

Inventory test materials upon receipt. Once a shrink-wrapped package is opened no earlier than one (1) school day before testing begins, the School Test Coordinator should check the security ID numbers and number of answer documents in the package. If a secure answer document 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/Grade Header Sheets for use after testing is completed and materials have been returned to you. The Answer Document Security Forms shall be used in tracking answer documents assigned to Test Administrators.

Each Test Administrator should receive student testing materials and one (1) copy of the 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 answer documents to Test Administrators **no earlier than the day of testing**. The range of answer documents distributed to each Test Administrator must be recorded on the Answer Document Security Form (see instructions on the following page). Answer documents not assigned should be paper-banded and returned to the locked secure area. Use the paper bands given to you by the District Test Coordinator to band together any answer documents whose shrink-wrapping was opened, but the answer documents were not distributed to Test Administrators, and return them to the secure location.

The shrink-wrapped packages of answer documents include a piece of chipboard for stability. Answer documents can adhere to chipboard, so make sure there are no answer documents attached to the chipboard before it is discarded or recycled.

LOCATION OF SECURITY ID NUMBERS ON ANSWER DOCUMENTS

The unique document security ID number is printed on the back of each answer document. The security ID number is printed in both a human-readable and barcode format. Use this number to track the writing answer documents. The number printed in the lower right corner of the answer document cover and the QAI barcode just above it are used to identify the document for machine scoring and are **not** to be used as tracking numbers.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

COMPLETING THE ANSWER DOCUMENT SECURITY FORMS

Before distributing the answer documents to Test Administrators, the Answer Document Security Form must be completed. Make as many copies of the form as needed to sign secure answer documents out to and in from Test Administrators. Directions for completing the Answer Document Security Form are contained on the form and include the following when distributing secure test materials to Test Administrators:

1. Verify quantities and the security ID numbers printed on the answer documents against the answer document ID range printed on the form. Contact the District Test Coordinator **immediately** if any discrepancy is found. Attach documentation of the discrepancy to the Answer Document Security Form.
2. Record the information requested on the form (Test Administrators' names and the **range** of security ID numbers of the documents assigned to each). Each Test Administrator must initial in the "Out" column under "Answer Document Receipt and Return" when the answer documents are distributed and the School Test Coordinator must initial in the "In" column when they are returned after the testing has been completed. The School Test Coordinator shall verify the number of answer documents returned.

DUTIES DURING TESTING

School Test Coordinators must be available to answer questions and resolve problems during the testing period. 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: **scoreable** (used) answer documents (marked SCOREABLE) and **nonscoreable** (unused) answer documents (marked NONSCOREABLE). **Nonscoreable** (unused) answer documents should be returned to the District Test Coordinator but should **not** be included in the counts on the School/Grade Header Sheet. Other materials (manuals, shipment inventory documents, etc.) may be destroyed, recycled, or returned to the District Test Coordinator if you are instructed to do so.

Scoreable Answer Documents

School Test Coordinators must count the **scoreable** answer documents, paper-band them together, and mark the paper band with the school name, the count, and the word "**SCOREABLE**." 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. Coding information for all sections in the "Teacher Use Only" Box is provided on pages 43–47. Check to see that coding was done correctly and erase any stray marks.

Nonscoreable Answer Documents

School Test Coordinators must count the **nonscoreable** answer documents, paper-band them together, and mark the band with the school name, the count, and the word "**NONSCOREABLE**." Verify the count and return the bundles to the District Test Coordinator. Missing answer documents must be documented and an explanation provided. The District Test Coordinator is required to provide a letter of explanation for each missing answer document.

INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

School/Grade Header Sheet

One (1) School/Grade Header Sheet must be completed for each grade tested at a school at which the Writing Prompt Field Test was administered. School identification information has been preprinted on the form. Enter and code the number of used, scoreable answer documents being returned for scoring from the entire school in Box 2. It is critical that the counts are accurate and are coded correctly. Do not include unused, nonscoreable answer documents in the count. Next, fill in the circle for the appropriate grade in Box 4. Place the School/Grade Header Sheet under the paper band on top of the corresponding scoreable answer documents.

This form contains preprinted information. Do not make any changes to the preprinted information on the form. If the information preprinted for the school is incorrect, a blank School/Grade Header Sheet must be obtained from the District Test Coordinator. When completing a blank header sheet, make sure the LEA number is entered and coded accurately and completely in Box 3.

Answer Document Security Form

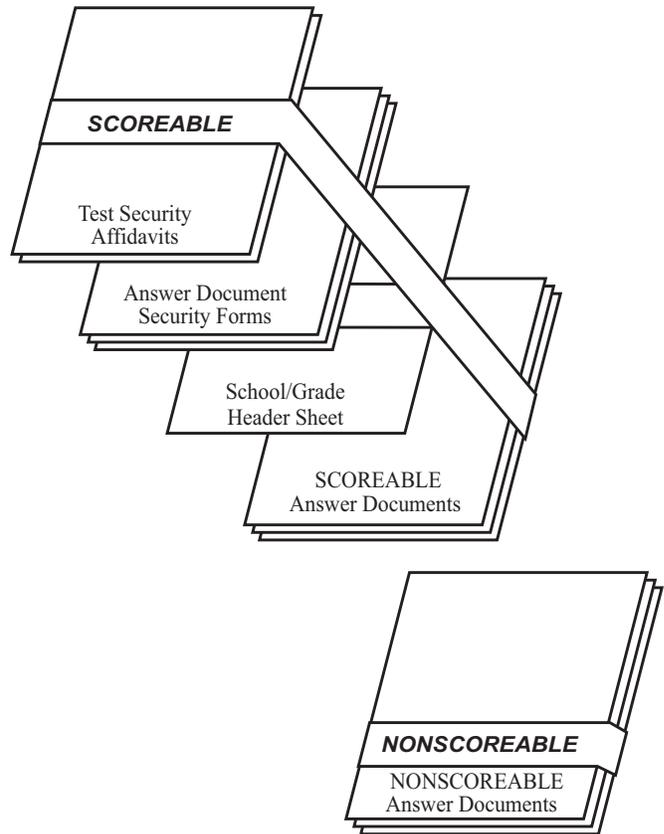
Answer Document Security Forms for all grades are provided with the range of security ID numbers assigned to the school. The form provides spaces to enter the ID range assigned to each Test Administrator, the name of the Test Administrator, and for the Test Administrator and School Test Coordinator to initial the receipt and return of secure answer documents. After the answer documents have been returned after testing, they must be inventoried (see page 28). Enter the date the secure materials are returned to the District Test Coordinator on the Answer Document Security Form.

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.

PACKAGING MATERIALS FOR RETURN TO THE DISTRICT TEST COORDINATOR

Return your materials to the District Test Coordinator immediately after testing. Materials should be packaged (separately by grade) in their original boxes in the order shown so that you have one stack of materials for each grade tested.



SCHOOL TEST COORDINATOR CHECKLIST

GENERAL

___ Read this Test Administration Manual in its entirety.

RECEIPT OF TEST MATERIALS

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

___ Keep the School Packing List and/or the Shipment Summary List 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 immediately upon receipt. 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 18–31; 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.

___ To inventory answer documents, use the shipment inventory documents (Shipment Summary List, Box Content Lists, or Secure Materials Report) and the label with security ID numbers provided on each shrink-wrapped package. Answer documents should be counted while they are in the shrink-wrapped package. **Secure materials may leave the district's secure location no more than five (5) school days before testing.** When not being used by students, answer documents must be kept in a securely locked area. Use the paper bands to band together any answer documents whose shrink-wrapping was opened, but the answer documents were not distributed, and return them to the secure location.

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

___ Make as many copies of the Answer Document Security Form for each grade as needed to check secure materials out to and in from all Test Administrators.

___ Complete the Answer Document Security Form according to the instructions provided in this manual.

___ Distribute answer documents to Test Administrators no earlier than the day of testing. Check chipboard for attached answer documents before discarding or recycling it.

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.

___ Inventory all secure test materials with each Test Administrator as they return them, and initial the Answer Document Security Form indicating answer documents were returned after testing.

___ Verify that **all** answer documents assigned to each Test Administrator have been returned.

SCHOOL TEST COORDINATOR CHECKLIST

- _____ If applicable, complete the “Teacher Use Only” Box by coding all appropriate sections for students for whom labels were not used, and appropriate sections with an asterisk for students for whom a label was used (see pages 43–47 of this manual for more information). Also, be sure to complete the Special Education Accommodations section for special education students with Individualized Education Programs (IEPs) and/or the LEP Accommodations section for Limited English Proficient students with LPAC Plans having approved testing accommodations.
- _____ Document any missing answer documents with a detailed letter of explanation. Attach the letter(s) to the Answer Document Security Form.
- _____ Have each Test Administrator read and sign Affidavit 3—Test Administrator Security Form for the appropriate grade(s). A separate copy of Affidavit 3 should be signed for each grade.
- _____ 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 that **scoreable** answer documents have been separated from **nonscoreable** answer documents, and are returned in the scoreable materials shipment.
- _____ Complete a School/Grade Header Sheet for the **used, scoreable** answer documents for each grade tested at your school according to the instructions provided in this manual.
- _____ Place the School/Grade Header Sheet on the top of the **used, scoreable** answer documents.
- _____ Verify that the number of scoreable answer documents behind each School/Grade Header Sheet is accurately entered and gridded in Box 2.
- _____ Verify that the grade coded on each School/Grade Header Sheet in Box 4 matches the answer documents.
- _____ Organize all **scoreable** answer documents in the school, including the School/Grade Header Sheet and band them together.
- _____ Band together all **unused, nonscoreable** answer documents, or assign a Test Administrator to do so.
- _____ Enter the date materials are returned to the District Test Coordinator on the Answer Document Security Form.
- _____ Place the Answer Document Security Form on top of the School/Grade Header Sheets for each grade.
- _____ 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 Answer Document Security Forms. Band all materials together.
- _____ Verify that materials are organized and banded **exactly** as shown in the diagram on page 29 of this manual.
- _____ Return all materials to your District Test Coordinator.

INSTRUCTIONS FOR TEST ADMINISTRATORS

TEST ADMINISTRATOR RESPONSIBILITIES

As Test Administrator, you are responsible for the following:

- attend local test administration training that includes a discussion of the test schedule and procedures and how to appropriately provide accommodations, and provides the opportunity to obtain answers to questions
- review this manual prior to administration, with special attention given to the Test Security Guidelines provided on pages 12–13 and to the Test Administration Script for the testing session. (It is not necessary to read the directions on pages 18–31; the directions on these pages are specific to District and School Test Coordinators.)
- verify the correctness of information on the 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 test security forms on page 14
- 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 group of students assigned to you
- 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 Test Administrator Checklist is provided on pages 34–35. 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 the day of the test. You should have extra No. 2 pencils on hand. **ONLY No. 2 pencils may be used on answer documents.**
- **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.
- **Answer Documents:** The answer documents are delivered in shrink-wrapped packages because they are secure materials. Different forms (with different writing prompts) of the answer documents are arranged in a special order in the class packs you have been given. Do not alter the order of the answer documents when you distribute them. 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 43–47 of this manual.

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 with boxed areas in which to respond to the writing prompts. Responses will be scored using image scoring (online scoring). Any response that falls outside the box will **not** be scored. Students

INSTRUCTIONS FOR TEST ADMINISTRATORS

must confine their responses to the spaces provided. Extraneous materials left inside of the answer documents cannot be processed and will cause the scanner to stop. Marking directions for completing bubbles related to demographic information are given on the front cover.

The front of the answer document contains marking directions and demographic information to be filled out by each student with the assistance of the Test Administrator during the Student Demographic Information session. The Writer’s Checklist is provided on page 3. The writing prompt is printed on page 4. There is also space for the student to write notes or develop an outline on page 4. The student’s final writing response must be written only on pages 5–6.

FINAL PREPARATIONS FOR TEST ADMINISTRATION

Prior to the test administration, you should follow the steps below:

- Make sure you have extra sharpened No. 2 pencils for students who do not have them. **ONLY No. 2 pencils may be used on answer documents.**
- Review the Test Administration Script before beginning the testing session.
- Arrange testing materials so that you will be able to distribute them to students efficiently.
- Post a “TESTING: PLEASE DO NOT DISTURB” sign on the classroom door.
- Write the name of your district and school, and your name on the board (e.g., DISTRICT: Fayetteville; SCHOOL: Fayetteville High School; CLASSROOM/GROUP: Ms./Mrs./Mr. Doe).
- Make sure that all visual aids in the room that might provide clues or answers have been removed or are covered.

TEST ADMINISTRATOR CHECKLIST

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 18–31; the directions on these pages are specific to District and School Test Coordinators.
- ___ Inform students that they need to bring sharpened No. 2 pencils. Obtain extra, sharpened No. 2 pencils for students who do not supply their own. **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 Numbers if student labels are not provided.
- ___ Receive testing materials, including student labels, from the School Test Coordinator and sign the Answer Document Security Form.
- ___ Obtain information needed to complete the “Teacher Use Only” Box, if assigned to do so.

FINAL PREPARATIONS FOR TESTING

- ___ Arrange testing materials so that you will be able to distribute them to students efficiently.
- ___ Review the Test Administration Script before beginning the test.
- ___ 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 answer documents are missing.
- ___ Notify the School Test Coordinator **immediately** of any unusual testing incident (e.g., student writes in a document that has another student’s label applied to it).
- ___ Follow directions for administering the Student Demographic Information session.
- ___ Read directions verbatim from the Test Administration Script when administering the test session.
- ___ Monitor students’ handling of answer documents to keep them in good condition.
- ___ Tell students the time allowed and remaining in the testing session.

TEST ADMINISTRATOR CHECKLIST

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 1–7 (for students without labels) is correct and properly coded.
- _____ Prepare test materials according to the instructions on page 48 and return them to the School Test Coordinator.
- _____ Complete Affidavit 3—Test Administrator Security Form as required.

TEST ADMINISTRATION SCRIPT

Tuesday, October 4

STUDENT DEMOGRAPHIC INFORMATION

Estimated time: 15 minutes

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

- Answer Document
- Sharpened No. 2 Pencils

Read the directions numbered 1–5 to ALL students. Read the directions numbered 6 and 7 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 Tuesday, October 4th. You will be taking a literacy test related to writing. You will be asked to respond to one writing prompt by organizing and writing a response. 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 answer documents. Do not open the answer document until I tell you to do so. **[Hand out 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.]**

3. *When each student has received an answer document, 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 your answer document for blank pages or upside-down pages, and then immediately close it. Raise your hand if you think there is a problem with your answer document. **[Pause. If necessary, replace any answer documents that are defective.]** Now find **Box 1, “District/School/Class Information,”** on your answer document. **[Pause.]** In Box 1, there are three spaces for your district’s, school’s, and classroom’s/group’s 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.]**

TEST ADMINISTRATION SCRIPT

4. Say to the students:

Now check your student information label. Make sure your name and identification number are correct. If any information is not correct, please raise your hand.

If student information is incorrect, the student label cannot be used. Incorrect student labels need to be destroyed and cannot be placed on the answer document. Students with no label or an incorrect label will need to enter and code the student demographic information on the front of the answer document. Provide the student with a blank answer document and notify your School Test Coordinator.

5. 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 (#6 and #7) 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

6. 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. Now darken 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. Now darken 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,”** and fill in the correct circle for your gender, either female or male. *[Pause.]*

TEST ADMINISTRATION SCRIPT

7. 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 for the circles that match the numbers you have printed. **[Pause.]**

TEST ADMINISTRATION SCRIPT

Tuesday, October 4

TEST SESSION

Permitted time: 45 minutes

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

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

1. Say to the students:

Now you will take a test of your writing skills. You will have 45 minutes to complete the test. You should do the best work you can, and your writing sample should reflect that effort.

Open your answer document to page 3 and look at the Writer’s Checklist. The Writer’s Checklist may help you organize your thoughts and ideas. If you choose to, you may use this checklist at any time in this session; however, you may not use dictionaries, thesauruses, or electronic spellers. [*Pause.*]

Read the checklist silently as I read it aloud. [*Read the checklist aloud.*]

TEST ADMINISTRATION SCRIPT

2. Say to the students:

WRITER'S CHECKLIST

1. Look at the ideas in your response.
 - Have you focused on one main idea?
 - Have you used enough detail to explain yourself?
 - Have you put your thoughts in order?
 - Can others understand what you are saying?
2. Think about what you want others to know and feel after reading your paper.
 - Will others understand how you think or feel about an idea?
 - Will others feel angry, sad, happy, surprised, or some other way about your response? (Hint: Make your reader feel like you do about your paper's subject.)
 - Do you have sentences of different lengths? (Hint: Be sure you have a variety of sentence lengths.)
 - Are your sentences alike? (Hint: Use different kinds of sentences.)
3. Look at the words you have used.
 - Have you described things, places, and people the way they are? (Hint: Use enough detail.)
 - Are you the same person all the way through your paper? (Hint: Check your verbs and pronouns.)
 - Have you used the right words in the right places?
4. Look at your handwriting.
 - Can others read your handwriting with no trouble?

3. Say to the students:

Now turn to page 4 of your answer document. The writing prompt is at the top of the page. Below that is a box for prewriting. This prewriting space is available for planning and organizing your ideas. You must write the final draft of your writing sample on pages 5 and 6. That is the only material that will be scored. Be sure not to write outside of the boxed area provided for your response.

Remember, the writing sample that is to be scored must be written in your answer document on pages 5 and 6. Be sure to read the prompt carefully before you start working. Are there any questions about the writing test? [**Pause. Answer any questions students have about the test and response locations.**]

After you are finished, please sit quietly so that you won't disturb those who are still working.

You will have exactly 45 minutes. You may begin.

TEST ADMINISTRATION SCRIPT

Note: All writing samples must be planned and written entirely by the students. Test Administrators are not permitted to discuss the writing prompt or student responses in order to help students plan or develop content. The purpose of the writing prompt is to generate a sufficient amount of text to evaluate each student's writing abilities. Responses to student questions regarding the length of the essay should encourage a sufficient amount of text without coaching on the actual prompt. Also, while the preparation on the prewriting page is encouraged, it is not required. Be careful when answering students' questions so that you do not influence their decisions.

4. *Make a note of the time when students begin the test. Circulate and check.*
5. *If necessary, students may take breaks on an individual basis but not as a group. No talking is allowed.*
6. *Notify students (by posting on the board or making a brief announcement) when they have 15, 10, and 5 minutes left in the test session.*
7. *When the 45 minutes have ended, say to the students:*

This is the end of the test. Close your answer documents, and I will collect them.

8. *Collect the answer documents. Account for all test materials.*
9. *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.*]

10. *After the students have cleared the room, check answer documents to ensure that the student-supplied information is complete.*
11. *Organize all materials according to the instructions on page 48.*

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. The School Test Coordinator is the only person who should mark this box. Verify that students did not mark any circle(s) in the “Teacher Use Only” Box.

The “Teacher Use Only” Box contains the following sections: Monitored Former LEP, ESI Codes, Special Education Accommodations, Migrant Student, Gifted and Talented, Limited English Proficient (LEP), LEP student less than one year in the U.S., and LEP Accommodations.

After all testing is finished, the “Teacher Use Only” Box must be completed. If a student label has been used, it is not necessary to code the circles for Monitored Former LEP, Gifted and Talented, and Limited English Proficient (LEP) in the “Teacher Use Only” Box. This information is already contained in the label and will override information coded in the “Teacher Use Only” Box. Only those sections of the “Teacher Use Only” Box that have an asterisk (ESI Codes, Special Education Accommodations, Migrant Student, LEP student less than one year in the U.S., and LEP Accommodations) need to be completed as appropriate if a student label is used. The following pages provide instructions for completing all of the sections in the “Teacher Use Only” Box, as appropriate for each student.

TEACHER USE ONLY	SPECIAL EDUCATION ONLY				LEP ONLY	
	*ESI Codes				<input type="radio"/> *Migrant Student	<input type="radio"/> Limited English Proficient (LEP)
Monitored Former LEP <input type="radio"/> Year 1 <input type="radio"/> Year 2	<input type="radio"/> 1 AU <input type="radio"/> 5 MD <input type="radio"/> 9 SLD <input type="radio"/> 2 DB <input type="radio"/> 6 OI <input type="radio"/> 10 SI <input type="radio"/> 3 HI <input type="radio"/> 7 OHI <input type="radio"/> 11 TBI <input type="radio"/> 4 MR <input type="radio"/> 8 ED <input type="radio"/> 12 VI	<input type="radio"/> *Gifted and Talented	<input type="radio"/> 1 LEP - ET <input type="radio"/> 2 LEP - WTWD <input type="radio"/> 3 LEP - IS <input type="radio"/> 4 LEP - PREF <input type="radio"/> 5 LEP - SMGT <input type="radio"/> 6 LEP - INT <input type="radio"/> 7 LEP - RMT/RWT/RST <input type="radio"/> 8 LEP - NB			
	*Special Education Accommodations <input type="radio"/> 1 TRAN <input type="radio"/> 8 MD <input type="radio"/> 2 REC <input type="radio"/> 9 NB <input type="radio"/> 3 SIGN <input type="radio"/> 10 IS <input type="radio"/> 4 PREF <input type="radio"/> 11 ET <input type="radio"/> 5 SMGT <input type="radio"/> 12 LPT <input type="radio"/> 6 INT <input type="radio"/> 13 BT <input type="radio"/> 7 RMT/RWT/RST <input type="radio"/> 14 AB					

PROCEDURES FOLLOWING TEST ADMINISTRATION

Monitored Former LEP

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

Monitored Former LEP (MFLEP) students include

- students who have 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

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) regardless of whether or not a student label is used. 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

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

*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 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.

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

⁺ For the Writing Prompt Field Test, students must write all answers in the Large Print answer document.

PROCEDURES FOLLOWING TEST ADMINISTRATION

***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 on the answer document if a student label is used. If a student label is not being used and the student is designated as Limited English Proficient, fill in the circle labeled “Limited English Proficient (LEP).” If an LEP student is also participating in a special education program, fill in the appropriate circle (1–12) in the ESI Codes section and the LEP circle.

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

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

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

*LEP Accommodations

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

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

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

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

Note: Extended time means that the whole school day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students 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.

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

- students have recorded all of the information in the correct manner on their answer documents;
- there are no stray marks on the student answer documents or in the “Teacher Use Only” Box (erase any stray marks that you find) if assigned to do so; and
- 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 Answer Document 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 answer documents, both **scoreable (used) and non-scoreable (unused)**, must be returned promptly to your School Test Coordinator after testing is completed. Separate the scoreable answer documents from the non-scoreable answer documents, then prepare the materials as follows:

A. Answer Documents (**Scoreable**)

1. If provided, you may use paper bands to group and label the answer documents. Place a paper band around all **scoreable** answer documents and secure the ends with tape. Do not tape the paper band to the answer documents. Verify that no non-scoreable answer documents are included with scoreable answer documents.
2. On the paper band, write your school name, the number of **scoreable** answer documents being returned for scoring, and the word "SCOREABLE."

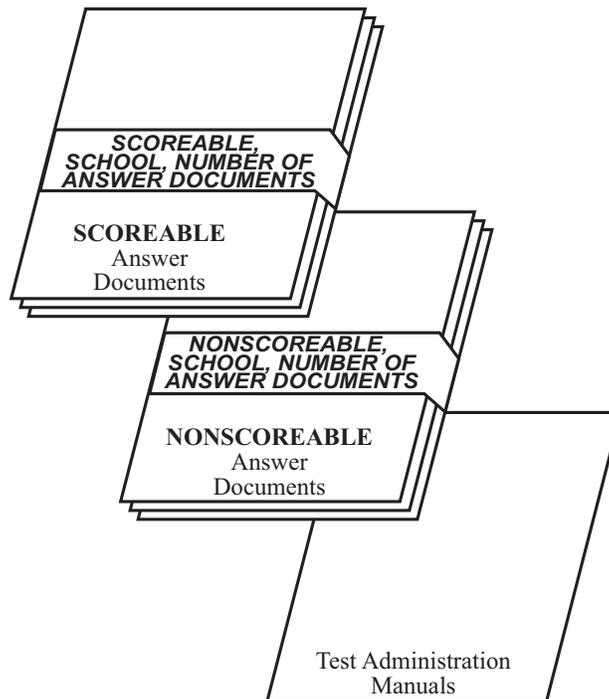
B. Answer Documents (**Non-scoreable**)

1. If provided, you may use paper bands. Place a paper band around all **non-scoreable** answer documents being returned. Verify that no scoreable answer documents are included with non-scoreable answer documents.
2. On the paper band, write your school name, the number of **non-scoreable** answer documents being returned, and the word "NONSCOREABLE."

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.**

⁺ For the Writing Prompt Field Test, students must write all answers in the Large Print answer document.

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 scannable 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 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.

⁺ For the Writing Prompt Field Test, students must write all answers in the Large Print answer document.

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 AND/OR TRANSCRIPTION OF THE WRITING PROMPT FIELD TEST

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having the Writing Prompt Field Test read to them if indicated in their IEP, LPAC Plan, or 504 Plan, respectively, and used on a regular basis in the classroom. **Reading the test questions or reading passages for the reading test is not allowed under any circumstances.**

Only teachers or administrators **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 for Providing an Approved Accommodation provided in Appendix E must be copied and signed by the **currently** licensed Arkansas staff providing the accommodation and stapled to Affidavit 3—Test Administrator Security Form. Keep one copy on file at the district.

Note: In certain cases, a student’s response to test questions will require transcription (i.e., the responses must be coded or written in the student’s answer document by someone other than the student). In those cases where a student’s responses to test questions require transcription (e.g., Large Print version, Braille version, or other approved accommodations), this transcription needs to be done by a teacher or administrator **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 October 2011 administration of the Writing Prompt Field Test. 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
- 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 the Day of Testing

Checklist for Test Administrators

- Review the Checklist in the Test Administration Manual

Procedures during Test Administration

- Review the Test Administration Script provided in the Test Administration Manual

Procedures after Test Administration

- Review Completing the “Teacher Use Only” Box, if assigning Test Administrators to do so
- Review Return of Materials to School Test Coordinators

APPENDIX D

SAMPLE DEMOGRAPHIC VERIFICATION ROSTER

The following provides a key to the information that is printed on the Demographic Verification Roster. Using the Demographic Verification Roster, verify that the information for each student is correct. If any of the information for a student is **not** correct, **securely destroy the student label**. You will also need to correct the information in APSCN/TRIAND.

Arkansas Writing Prompt Field Test

October 2011
Demographic Verification Roster

District LEA: 99-99 Arkansas School District **School LEA: 99-99-002 Arkansas Middle School**

Please use this form to verify the demographic information for your students. If any information is **not** correct, securely destroy the student label following the instructions on page 7 of the Test Administration Manual. You will also need to correct the information in APSCN/TRIAND. (Individual student results will not be reported for this field test.)

Name (Last, First, Middle Initial)	Grade	Birth Date	State ID Number	SS ID	Gender	Ethnicity*	MFLEP*	LEP	Gifted/Talented
Daley, Charles P	7	03-19-98	1234567890	987654321	M	6	1	N	N
Fitzgerald, Scott	7	04-09-99	2345678901	876543210	M	7		N	N
Herzog, Brenda K	7	05-31-98	3456789012	765432109	F	5		N	N
Liverpool, Angela	7	07-15-98	4567891098	654321098	F	1		Y	Y
Xuing, Yo	7	09-01-97	5678901234	543210987	M	2	2	Y	N

*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

1. District LEA and District Name
2. School LEA and School Name
3. Student Name: Last Name, First Name, Middle Initial
4. Grade
5. Birth Date
6. State ID Number—10-digit State Reporting Identification Number
7. SS ID—Social Security Number or Federally-Assigned Identification Number
8. Gender: F = Female; M = Male
9. Ethnicity:
 - 1 – Hispanic 2 – Asian 3 – Native Hawaiian/Pacific Islander
 - 4 – American Indian/Alaska Native 5 – Black 6 – White 7 – Two or More
10. 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
11. LEP: Y = Yes, the student is a Limited English Proficient student; N = No, the student is not a Limited English Proficient Student
12. Gifted and Talented: Y = Yes, the student is identified as Gifted and Talented; N = No, the student is not identified as Gifted and Talented

SAMPLE STUDENT LABEL

STUDENT, SAMPLE A State ID Number: 123456789
 Imboden Area Charter School LEA Number: 38-40-701
 Imboden Area Charter School

13343220 - 3

DOB: 02/21/19xx GENDER: M ETH: 5 GRADE: 07 Wrt Oct 2011

APPENDIX E

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

- Affidavit 1—District Level Test Security Form
- Affidavit 2—School Level Test Security Form
- Affidavit 3—Test Administrator Security Form
- Affidavit Waiver Form for Providing an Approved Accommodation
- Additional Materials Order Form
- Secure Material Transfer Form
- Answer Document Security Form
- School/Grade Header Sheet
- District Scoreable Materials Transmittal Form
- Scoreable Materials Return Verification Form
- Administration Feedback 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** writing prompt answer documents for the Writing Prompt Field Test according to the instructions in the October 2011 Test Administration Manual.

LEA #: -

District Name: _____

Grade (check **ALL** that apply) 3 4 5 7 8

Writing Prompt Field Test 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 Writing Prompt Field Test 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 the writing prompts or students' responses to the writing prompts.

I certify that all Building/School Test Coordinators, Building Principals, Test Administrators, and all persons who administer or help administer the Writing Prompt Field Test 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 Writing Prompt Field Test writing prompts or students' responses to the writing prompts. As directed in the October 2011 Test Administration Manual for the ACTAAP Writing Prompt Field Test, all **scoreable and nonscoreable** 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: _____

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** writing prompt answer documents for the Writing Prompt Field Test according to the instructions in the October 2011 Test Administration Manual.

LEA #: --

District Name: _____

School Name: _____

Grade (check **ALL** that apply) 3 4 5 7 8

Writing Prompt Field Test 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 Writing Prompt Field Test writing prompts or students' responses to the writing prompts. As directed in the October 2011 Test Administration Manual for the ACTAAP Writing Prompt Field Test, all **scoreable and nonscoreable** 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 Writing Prompt Field Test 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: _____

October 2011

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** writing prompt answer documents for the Writing Prompt Field Test according to the instructions in the October 2011 Test Administration Manual.

LEA #: --

District Name: _____

School Name: _____

Grade (check **ONLY** one) 3 4 5 7 8

Writing Prompt Field Test AFFIDAVIT 3 Test Administrator Security Form

I certify that I have not read, copied, reproduced, or released in any way the secure Writing Prompt Field Test writing prompts or students' responses to the writing prompts. I have not conducted any inappropriate test preparation activities with students that would invalidate the test results or give them an unfair advantage over others. As directed in the October 2011 Test Administration Manual for the ACTAAP Writing Prompt Field Test, all **scoreable and nonscoreable** answer documents and all Test Administration Manuals for the Writing Prompt Field Test 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: _____

October 2011

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Writing Prompt Field Test Affidavit Waiver Form for Providing an Approved Accommodation October 2011

I provided an approved testing accommodation for:

_____ Student's Name _____ Answer Document Number*

by _____ Session W1 of the October 2011 Writing Prompt Field Test for
reading/transcribing

Grade (check ONE) 3 4 5 7 8

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

*The answer document number is found in the lower right corner of the answer document inside the shaded bar.

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

Additional Materials Order Form

Writing Prompt Field Test

October 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

Writing Prompt Field Test

Manuals

Test Administration Manual

Answer Documents

- Answer Document Grade 3
- Answer Document Grade 4
- Answer Document Grade 5
- Answer Document Grade 7
- Answer Document Grade 8
- Large Print Answer Document Grade 3
- Large Print Answer Document Grade 4
- Large Print Answer Document Grade 5
- Large Print Answer Document Grade 7
- Large Print Answer Document Grade 8

Ancillary Materials

- Answer Document Security Form
- School/Grade Header Sheet
- Affidavits (set)
- Parent Notification Pamphlets (pack of 25)
- Line Placement Template
- Paper Bands

District Return Materials

- Scoreable Materials: Return Instructions
- District Scoreable Materials Transmittal Form
- Questar Return Labels
- UPS Return Labels
- Return Verification Form
- Nonscoreable Materials: Return Instructions
- Questar Return Labels
- UPS Return Labels
- Return Verification Form

Student Labels

School Name:

School LEA:

School Name:

School LEA:

Demographic Verification Roster

School Name:

School LEA:

School Name:

School LEA:

Answer Document 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 Answer Document Security Form(s) **and** must note the transfer on Affidavit 1—District Level Security Form.

SCHOOL/GRADE HEADER SHEET

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

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. Make NO stray marks on this header sheet. 	<p>SAMPLE MARKS</p> <p>RIGHT ○ ● ○ ○</p> <p>WRONG <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p>

1 SCHOOL INFORMATION
School Name:
District Name:

2 NUMBER OF USED ANSWER DOCUMENTS BEING RETURNED																																												
<p>Count the number of used answer documents you are returning with this Header Sheet.</p> <p>Enter and grid all four digits. For example, if the number of used answer documents being returned is 77, enter 0077. Then, fill in the corresponding circle in each column, including leading zeros.</p>																																												
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td></tr> <tr> <td style="text-align: center;">2</td><td style="text-align: center;">2</td><td style="text-align: center;">2</td><td style="text-align: center;">2</td></tr> <tr> <td style="text-align: center;">3</td><td style="text-align: center;">3</td><td style="text-align: center;">3</td><td style="text-align: center;">3</td></tr> <tr> <td style="text-align: center;">4</td><td style="text-align: center;">4</td><td style="text-align: center;">4</td><td style="text-align: center;">4</td></tr> <tr> <td style="text-align: center;">5</td><td style="text-align: center;">5</td><td style="text-align: center;">5</td><td style="text-align: center;">5</td></tr> <tr> <td style="text-align: center;">6</td><td style="text-align: center;">6</td><td style="text-align: center;">6</td><td style="text-align: center;">6</td></tr> <tr> <td style="text-align: center;">7</td><td style="text-align: center;">7</td><td style="text-align: center;">7</td><td style="text-align: center;">7</td></tr> <tr> <td style="text-align: center;">8</td><td style="text-align: center;">8</td><td style="text-align: center;">8</td><td style="text-align: center;">8</td></tr> <tr> <td style="text-align: center;">9</td><td style="text-align: center;">9</td><td style="text-align: center;">9</td><td style="text-align: center;">9</td></tr> </table>					0	0	0	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9
0	0	0	0																																									
1	1	1	1																																									
2	2	2	2																																									
3	3	3	3																																									
4	4	4	4																																									
5	5	5	5																																									
6	6	6	6																																									
7	7	7	7																																									
8	8	8	8																																									
9	9	9	9																																									

3 LEA NUMBER						
County		District		School		
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

4 GRADE
3
4
5
X
7
8

FOR SCORING USE ONLY		0	1	2	3	4	5	6	7	8	9
		0	1	2	3	4	5	6	7	8	9
		0	1	2	3	4	5	6	7	8	9



Arkansas Writing Prompt Field Test

October 2011

District Scoreable Materials Transmittal Form – Grade 7

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

This form must be completed and RETURNED to Questar with the used SCOREABLE answer documents. The list below indicates the school(s) in your district that received answer documents for the Grade 7 Writing Prompt Field Test.

Indicate with checkmarks in the boxes below which schools are returning scoreable answer documents to Questar.

<u>School LEA #:</u>	<u>School</u>	<u>Qty. Shipped</u>	<u>Check the box for each school that is returning scoreable answer documents</u>
99-99-002	Arkansas Middle School	225	<input type="checkbox"/>

District Test Coordinator's Signature: _____

Telephone: () _____

Date: _____

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Scoreable Materials Return Verification Form

Writing Prompt Field Test

October 2011

To Be Completed by the District Test Coordinator

Return verification must be provided to Questar **immediately after** the Writing Prompt Field Test **scoreable** 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 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. This form is NOT required if you enter the return information in ServicePoint.

FAX TO ARKANSAS CUSTOMER SERVICE AT 866-688-0419

WRITING PROMPT FIELD TEST SCOREABLE MATERIALS SHIPMENT

District LEA #: -

District Name: _____

District Test Coordinator Name: _____

Phone Number: _____

Number of Boxes Shipped: _____

Date Shipped: _____

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Writing Prompt Field Test Administration Feedback Form October 2011

Use this form to report any problems that occurred during the October 2011 administration of the Writing Prompt Field Test.

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 F

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

- School Packing List
- Secure Materials Report
- Box Content List
- Shipment Summary List

Arkansas Writing Prompt Field Test

October 2011

School Packing List Shipment 1 – Test Materials

LEA Number:

Packed For School:

Ship to District:

99-99-001
School:
Arkansas Elementary School

99-99-001
Arkansas Elementary School

99-99
Arkansas School District
ATTN: Mrs. Smith
100 Main St.
Arkansas, AR 72201
(501) 123-4567

Questar Order # 314784	AR1203 Writing
Order Date:	September 7, 2011
Pack Date:	September 7, 2011

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

Ord'd	Shipped	BO'd	Material Name	Packing Information	Received	Returned
225	225	0	Parent Notification Pamphlet	Box 1: 9 Pkgs/25		
1	1	0	Pre-ID Labels	Box 1: 1 Set		
1	1	0	Demographic Verification Roster	Box 1: 1 Set		
1	1	0	School/Grade Header Sheet	Box 1: 1 Each		
1	1	0	Set of Answer Document Security Forms	Box 1: 1 Set		
12	12	0	Test Administration Manual	Box 1: 12 Each		
225	225	0	Gr. 3 Writing Prompt FT Answer Document	Box 1: 13 Pkgs/15; Box 2: 2 Pkgs/15		
225	225	0	Gr. 4 Writing Prompt FT Answer Document	Box 1: 13 Pkgs/15; Box 2: 2 Pkgs/15		

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

Total Boxes	1
--------------------	----------

Arkansas Writing Prompt Field Test

October 2011

Secure Materials Report

Arkansas School District (99-99)

Arkansas Middle School (99-99-002)

Qty	Material Name	Security Number(s)
Order No: 314985		
225	Gr. 5 Writing Prompt FT Answer Document	31000030-31000254
225	Gr. 7 Writing Prompt FT Answer Document	31000101-31000325
210	Gr. 8 Writing Prompt FT Answer Document	31000210-31000419

Arkansas Elementary School (99-99-001)

Qty	Material Name	Security Number(s)
Order No: 314985		
225	Gr. 3 Writing Prompt FT Answer Document	31000030-31000254
225	Gr. 4 Writing Prompt FT Answer Document	31000101-31000325

Arkansas Writing Prompt Field Test

Order #: 314784

Fall 11

October 2011 Box Content List

Packaged for: **99-99-002 Arkansas Middle School**

Box ID: B80023738

Qty	Material Name	Packing Information	Security Number(s)
225	Parent Notification Pamphlet	9 Pkgs/25	
1	Pre-ID Labels	1 Set	
1	Demographic Verification Roster	1 Set	
1	School/Grade Header Sheet	1 Each	
1	Set of Answer Document Security Forms	1 Set	
12	Test Administration Manual	12 Each	
225	Gr. 5 Writing Prompt FT Answer Document	15 Pkgs/15	31000030-31000254
225	Gr. 7 Writing Prompt FT Answer Document	15 Pkgs/15	31000101-31000325
210	Gr. 8 Writing Prompt FT Answer Document	14 Pkgs/15	31000210-31000419

Arkansas Writing Prompt Field Test

Order #: 314784
Fall 11

October 2011

Shipment Summary List

Packaged for: **99-99-002 Arkansas Middle School**

Total Boxes This Shipment: 2

Box 1 of 2 (Box ID: B80023738)

Qty	Material Name	Packing Information	Security Number(s)
225	Parent Notification Pamphlet	9 Pkgs/25	
1	Pre-ID Labels	1 Set	
1	Demographic Verification Roster	1 Set	
1	School/Grade Header Sheet	1 Each	
1	Set of Answer Document Security Forms	1 Set	
12	Test Administration Manual	12 Each	
195	Gr. 5 Writing Prompt FT Answer Document	13 Pkgs/15	31000031-31000225

Box 2 of 2 (Box ID: B80024153)

Qty	Material Name	Packing Information	Security Number(s)
30	Gr. 7 Writing Prompt FT Answer Document	2 Pkgs/15	31000226-31000255

APPENDIX G

October 2011 Arkansas Writing Prompt Field Test Additional Material Order Access

— Quick Reference Guide —

Availability & System Requirements

- Access to ServicePoint for additional material orders (AMOs) will be available **September 13 – September 27, 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 “**WRT FT 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:

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).

APPENDIX G

October 2011 Arkansas Writing Prompt Field Test Return Verification Access

— Quick Reference Guide —

Availability & System Requirements

- Access to ServicePoint for recording your return materials will be available **October 4 – October 17, 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

1. Please select “**WRT FT Fall 2011**” from the “**Test Admin**” dropdown box on the left side of the screen.
2. Click on the “**Address Book**” menu on the left of the screen.
3. Click on the “**Districts**” link on the left side of the screen.
4. From the “**Manage Districts**” screen, select your district by clicking the option button (the circle) to the left of the district code.
5. Click on the “**Return Materials**” button at the bottom-left of the screen.
6. 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.
7. 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-09463 TAM AR1203

