

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

PRE-ASSESSMENT MEETING HANDBOOK

GRADE 11 LITERACY EXAMINATION

SPRING END-OF-COURSE EXAMINATIONS

**AUGMENTED BENCHMARK EXAMINATIONS AT
GRADES 3–8**

THE IOWA TESTS[®] AT GRADES 1–2 AND 9

2013

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INTRODUCTION

The purpose of this handbook is to provide district personnel with an overview of upcoming events for the Arkansas Comprehensive Testing, Assessment, and Accountability Program (ACTAAP). This handbook provides general information about the goals and components of the ACTAAP, focusing on the testing schedule and information related to the administration of the Grade 11 Literacy Examination; the Spring Algebra I, Geometry, and Biology End-of-Course Examinations; the Augmented Benchmark Examinations at grades 3–8; and The Iowa Tests[®] at grades 1–2 and 9.

OVERVIEW OF THE ACTAAP

The goals for the ACTAAP are

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

As the ACTAAP continues to evolve, it will offer

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

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

The Arkansas Department of Education (ADE) has contracted with Questar Assessment, Inc. (Questar) for the design and development of testing items and the production, distribution, collection, and scoring of assessment materials for the Grade 11 Literacy Examination and the End-of-Course Examinations. These materials and procedures are currently developed under the direction of the ADE and advisory committees made up of content experts and educators from the state of Arkansas.

All students in grade 11 are required to take the Grade 11 Literacy Examination. All students who will complete Algebra I or the equivalent, Geometry or the equivalent, or Biology for high school graduation credit at the end of the spring semester will take the Algebra I, Geometry, or Biology End-of-Course Examination in the spring. Any student who was in grade 9 or below during the 2009–2010 school year, who did not score at the *Pass* level on one or two previous Algebra I End-of-Course Examinations, and has completed remediation according to his/her Individualized Academic Improvement Plan (IAIP) is also eligible to retest on the Spring Algebra I End-of-Course Examination. See page 41 for information regarding requirements for retesting students in Algebra I.

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

GENERAL INFORMATION

OVERVIEW OF THE AUGMENTED BENCHMARK EXAMINATIONS AND THE IOWA TESTS®

The ADE has contracted with Questar and Riverside Publishing Company (Riverside) for the design and development of testing items and the production, distribution, collection, and scoring of assessment materials of the criterion-referenced test (CRT) and norm-referenced test (NRT) components of the ACTAAP. These materials and procedures are currently developed under the direction of the ADE and advisory committees made up of content experts and educators from the state of Arkansas.

The *Iowa Tests of Basic Skills*® will be administered to students in grades 1–2. The *Iowa Tests of Educational Development*® will be administered to students in grade 9.

The Augmented Benchmark Examinations for grades 3–8 combine the CRT and NRT components. The Iowa Tests comprise the NRT component of the Augmented Benchmark Examinations. The focus of the testing at these grades is to identify those students who may be in need of remediation in the mathematics and English language arts curricula for grades 3–8 and in the science curriculum for grades 5 and 7.

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

SCHEDULE OF EVENTS FOR THE GRADE 11 LITERACY EXAMINATION

Event	Date
Districts receive non-secure testing materials	February 12, 2013
Districts receive secure testing materials	February 19, 2013
Districts complete correction of student information	March 1, 2013
Districts administer the Grade 11 Literacy Examination	March 5–6, 2013
Districts complete make-up testing	March 12, 2013
Deadline for districts to return scoreable materials	March 14, 2013
Deadline for districts to return nonscoreable materials	March 15, 2013

SCHEDULE OF EVENTS FOR THE AUGMENTED BENCHMARK EXAMINATIONS AND THE IOWA TESTS®

Event	Date
Districts receive non-secure testing materials	March 11, 2013
Districts receive secure testing materials	March 25, 2013
Districts complete correction of student information for grades 1–2 and 9	March 29, 2013
Districts complete correction of student information for grades 3–8	April 5, 2013
Districts have a testing window to administer The Iowa Tests for grades 1–2 and 9	April 1–12, 2013
Districts administer the Augmented Benchmark Examinations for grades 3–8	April 8–12, 2013
Districts complete make-up testing for the Augmented Benchmark Examinations	April 17, 2013
Deadline for districts to return scoreable materials for grades 1–2 and 9	April 16, 2013
Deadline for districts to return nonscoreable materials for grades 1–2 and 9	April 17, 2013
Deadline for districts to return scoreable materials for grades 3–8	April 19, 2013
Deadline for districts to return nonscoreable materials for grades 3–8	April 22, 2013

IMPORTANT DATES

SCHEDULE OF EVENTS FOR THE SPRING END-OF-COURSE EXAMINATIONS—GEOMETRY AND BIOLOGY

Event	Date
Districts receive non-secure testing materials for Geometry and Biology	March 26, 2013
Districts receive secure testing materials for Geometry and Biology	April 4, 2013
Districts complete correction of student information for Geometry	April 12, 2013
Districts complete correction of student information for Biology	April 19, 2013
Districts administer the Spring Geometry End-of-Course Examination	April 16–17, 2013
Districts administer the Spring Biology End-of-Course Examination	April 23–24, 2013
Districts complete Geometry make-up testing	April 23, 2013
Districts complete Biology make-up testing	April 30, 2013
Deadline for districts to return scoreable materials for Geometry	April 25, 2013
Deadline for districts to return nonscoreable materials for Geometry	April 26, 2013
Deadline for districts to return scoreable materials for Biology	May 2, 2013
Deadline for districts to return nonscoreable materials for Biology	May 3, 2013

SCHEDULE OF EVENTS FOR THE SPRING END-OF-COURSE EXAMINATIONS—ALGEBRA I

Event	Date
Districts receive non-secure testing materials for Algebra I	April 16, 2013
Districts receive secure testing materials for Algebra I	April 23, 2013
Districts complete correction of student information for Algebra I	May 3, 2013
Districts administer the Spring Algebra I End-of-Course Examination	May 7–8, 2013
Districts complete Algebra I make-up testing	May 14, 2013
Deadline for districts to return scoreable materials for Algebra I	May 13, 2013
Deadline for districts to return scoreable materials for Algebra I make-up testers	May 15, 2013
Deadline for districts to return nonscoreable materials for Algebra I	May 16, 2013

NEW—ANSWER DOCUMENT GRIDS

Information has been added to the Test Administration Script regarding grids in the answer document open-response boxes. Some of the boxes for answering open-response questions will contain a grid, which may or may not be needed to answer the question. Students must keep their responses inside the boxes provided. However, if the question does not direct the student to use the grid when one is provided, they may answer the question anywhere inside the box, including across the grid.

NEW—SHIPPING OF LARGE PRINT, BRAILLE, AND READ-ALoud

All Large Print, Braille, and Read-aloud accommodated test booklets will now be shipped in the boxes of school materials and will no longer be provided in the district's box of materials. Separate Large Print, Braille, and/or Read-aloud Test Booklet Security Forms will also be provided in the school boxes for schools that ordered Large Print, Braille, and/or Read-aloud materials.

NEW—504 ACCOMMODATIONS SECTION (EXCEPT FOR GRADES 1, 2, AND 9)

A 504 Accommodations section has been added to the "Teacher Use Only" box on the student answer documents for 504 students taking a Large Print or Braille version of the test or 504 students who are tested with the Read-aloud accommodation. See page 42 for instructions regarding coding 504 Accommodations.

NEW—PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTERS POSTED TO SERVICEPOINT

Preliminary Demographic Verification Rosters will be posted to ServicePoint five (5) business days prior to the arrival of testing materials. Districts and schools will continue to receive hard copies of the Preliminary Demographic Verification Rosters in their shipments of materials. The Preliminary Demographic Verification Rosters are posted to ServicePoint in order to provide districts with additional time, if needed, to check and correct student demographic information.

An email with a Quick Reference Guide will be sent to districts when Preliminary Demographic Verification Rosters are available on ServicePoint.

NEW—SCOREABLE AND NONSCOREABLE MATERIALS RETURN PROCESS

Return Verification Forms are no longer being provided in the return kits and as such, cannot be faxed as part of the return verification process. After materials have been picked up by UPS, the District Superintendent or District Test Coordinator must notify Questar by completing return verification information on ServicePoint (a Quick Reference Guide is provided on page 69).

NEW—FOREIGN EXCHANGE SECTION (END-OF-COURSE AND GRADE 11 LITERACY EXAMINATIONS ONLY)

A Foreign Exchange section has been added to the "Teacher Use Only" box on the student answer documents for the End-of-Course and Grade 11 Literacy Examinations. Fill in this circle, as appropriate, to identify foreign exchange students, regardless of whether or not a student label is used. See page 44 for instructions regarding coding foreign exchange students.

NEW FOR SPRING 2013

NEW—READ-ALoud TEST ADMINISTRATOR’S TEST BOOKLET (AUGMENTED BENCHMARK GRADES 3–8 AND GRADE 11 LITERACY EXAMINATIONS ONLY)

A new secure test booklet has been produced specifically for Test Administrators who are providing a Read-aloud accommodation to a student. These booklets will be distributed in the school-level Secure Materials Shipment.

NEW—AFFIDAVIT WAIVER FORM FOR PROVIDING AN APPROVED ACCOMMODATION (AUGMENTED BENCHMARK GRADES 3–8 AND GRADE 11 LITERACY EXAMINATIONS ONLY)

The Affidavit Waiver Form has been revised to require the Arkansas licensed teacher or administrator providing an approved accommodation to sign the form both before and after the examination is administered to the student with the accommodation.

STUDENTS TO BE TESTED

It is important to know who should be tested. All students who can be tested under standardized conditions, with or without allowable accommodations, are required to take the Grade 11 Literacy, Spring End-of-Course, and Augmented Benchmark Examinations, as well as The Iowa Tests®.

The Grade 11 Literacy Examination should be administered to **all** students enrolled in grade 11 who are eligible for testing under standardized conditions, with or without accommodations. The Spring Algebra I, Geometry, and Biology End-of-Course Examinations should be administered to all students completing Algebra I or the equivalent, Geometry or the equivalent, or Biology by the end of the spring semester for high school credit, who are eligible for testing under standardized conditions, with or without accommodations. A student enrolled in a course of study equivalent to Geometry or Algebra I that sequences the course content over a two-year period must test at the end of the two years, regardless of whether the student has completed or passed the course.

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

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

All students, including the following, should be tested:

- Title I students—all students identified as eligible for Free and/or Reduced Lunch
- Transfer students
- LEP students—with or without accommodations
- Disabled students—if their IEP indicates paper and pencil testing is appropriate, with or without accommodations
- Alternative Learning Environment (ALE) students
- Foreign exchange students
- Day Treatment students

Exceptions:

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

The following guidelines apply to exceptional students.

GUIDELINES FOR STUDENTS TO BE TESTED

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 be tested if their Individualized Education Programs (IEPs) indicate that paper and pencil testing is appropriate. If a student's IEP indicates that it is inappropriate to administer the Grade 11 Literacy Examination, that student must participate in the Alternate Portfolio Assessment for Grade 11. In grades 3–8, if a student's IEP indicates that it is inappropriate to administer the Augmented Benchmark Examination, that student must participate in the Alternate Portfolio Assessment for the corresponding grade. Students enrolled in a grade 9 resource mathematics class must participate in the Alternate Portfolio Assessment for Grade 9 Mathematics. Students enrolled in a grade 10 resource science class must participate in the Alternate Portfolio Assessment for Grade 10 Science. Students in School Age Programs (DDS) are to be tested. This requirement began with the 2002–2003 school year. Additionally, students in Day Treatment Programs are to be assessed. (See Director's Memo IA-04-110, created 05/13/2004.)

A student's Exceptional Student Identification (ESI) code is included in the student label barcode and on the Preliminary Demographic Verification Roster and does not need to be coded on the answer document or consumable test booklet if a label is used. If a student label is not used for a disabled student, the School Test Coordinator (or designated person) must code the student's answer document or consumable test booklet. Specific directions for coding student answer documents or consumable test booklets are provided on pages 40–46 of this handbook. Students identified as disabled will receive an Individual Student Report and will be included in the IEP Summary Report, as well as in the Combined Population Report. Do not code the Special Education Accommodations section for students with a 504 Plan. However, students may still receive accommodations that are in their 504 Plans and used regularly in the classroom.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Limited English Proficient students should be tested, with or without accommodations.

Identification of a student as LEP is included in the student label barcode and on the Preliminary Demographic Verification Roster. A student's LEP status does not need to be coded on the answer document or consumable test booklet if a student label is used. If a student label is not used for an LEP student, the School Test Coordinator (or designated person) must code the student's answer document or consumable test booklet by filling in the circle for Limited English Proficient in the "Teacher Use Only" box. Specific directions for coding student answer documents or consumable test booklets are provided on pages 40–46 of this handbook. Students identified as LEP will receive an Individual Student Report and will be included in the LEP Summary Report, as well as in the Combined Population Report.

FIRST-YEAR LIMITED ENGLISH PROFICIENT STUDENTS

Students who are classified as first-year LEP students are exempt from the Grade 11 Literacy Examination. LEP students in their first year in the U.S. who are scheduled to participate in the Augmented Benchmark Examinations must take the Mathematics and Science portions but are **not** required to be tested in Literacy*. However, the decision to test LEP students who have been in the U.S. for less than one year on the Grade 11 Literacy Examination or the Literacy portion of the Augmented Benchmark Examinations should be based on the professional judgment of a language assessment committee composed of appropriate district and school personnel.

*Refer to pages 32–38 for additional details on the test sessions from which first-year LEP students are exempt.

GUIDELINES FOR STUDENTS TO BE TESTED

LEP students in their first year in the U.S. are **not** exempt from the Spring Algebra I, Geometry, or Biology End-of-Course Examinations.

First-year LEP students must be identified as such on their answer documents or consumable test booklets regardless of whether or not a student label is used. To identify first-year LEP students, the School Test Coordinator (or designated person) must code each student's answer document or consumable test booklet by filling in the circle for LEP student less than one year in the U.S. in the "Teacher Use Only" box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided on pages 40–46 of this handbook. Once the answer documents or consumable test booklets are returned for scoring, students cannot be reassigned.

TRANSFER STUDENTS

Any student meeting the criteria for taking the Grade 11 Literacy Examination, Spring End-of-Course Examinations, Augmented Benchmark Examinations, or The Iowa Tests, who is enrolled in school **on or before** the first day of testing, should be tested. District Test Coordinators must contact the ADE Office of Student Assessment for instructions regarding the transfer of a used answer document or consumable test booklet for any student moving from one district to another during testing.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students enrolled in grade 11, Algebra I, Geometry, or Biology must take the Grade 11 Literacy Examination, the Algebra I End-of-Course Examination, the Geometry End-of-Course Examination, or the Biology End-of-Course Examination, as appropriate. The School Test Coordinator (or designated person) may identify a foreign exchange student by filling in the appropriate circle in the "Teacher Use Only" box. In this case, the student will receive an Individual Student Report and will count toward the 95% tested for accountability purposes, but the student's scores will not be included in school, district, or state summary reports. If the circle labeled "Foreign Exchange" is **not** coded, the student's scores will be included in summary reports.

Foreign exchange students must be identified as such on their answer documents regardless of whether or not a student label is used. To identify foreign exchange students, the School Test Coordinator (or designated person) must code each student's answer document by filling in the circle for Foreign Exchange in the "Teacher Use Only" box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents are provided on pages 40–46 of this handbook. Once the answer documents are returned for scoring, students cannot be reassigned.

GUIDELINES FOR STUDENTS TO BE TESTED

MIGRANT STUDENTS

To identify migrant students, the School Test Coordinator (or designated person) must code each student's answer document or consumable test booklet by filling in the circle for Migrant Student in the "Teacher Use Only" box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided on pages 40–46 of this handbook.

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

Any student enrolled in the school or moving between schools in the district **after** October 1, 2012, should be identified as highly mobile.

A student's highly mobile status is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. It must be coded on each student's answer document by filling in the circle for Highly Mobile in the "Teacher Use Only" box on the answer document. Specific directions for coding student answer documents or consumable test booklets are provided on pages 40–46 of this handbook.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

Alternative Learning Environment students shall participate in the Grade 11 Literacy Examination, Spring End-of-Course Examinations, Augmented Benchmark Examinations, and The Iowa Tests, as appropriate. The testing location may be decided by the district. Testing materials must be kept secure at all times. All persons who transport, handle, or administer the test at an ALE must be **currently** licensed by the ADE as a teacher or administrator and must be properly trained in test administration procedures.

The School Test Coordinator is responsible for completing the Student Not Tested information, or they may assign a designated person to do so.

Every student who meets the requirement to test and/or receives a student label must be accounted for. If a student does not submit an answer document or consumable test booklet for scoring, a Student Not Tested Form, answer document, **or** consumable test booklet must be returned with a “Student NOT Tested” reason coded. If a student is not testing and did not receive a student label, if the label is damaged, or if a student’s school, grade, State ID number, and/or last name are incorrect, do **not** use the Student Not Tested Form. In these cases, an answer document or consumable test booklet must be returned with student demographic information completed **and** a not tested reason coded. Do not fill in a “Student NOT Tested” reason code on the answer document or consumable test booklet if any questions have been answered by the student—this code is used only when there are no student answers on the answer document or consumable test booklet. Do not submit more than one document type for each student.

The Student Not Tested Form should be used, prior to testing, when a student who received a student label will not be taking the examination. The student labels for students not testing should be placed on the Student Not Tested Form with the appropriate reason code entered above each student label. Up to four (4) student labels may be placed on a single form. Student Not Tested Forms are returned in the Scoreable Materials Return Shipment. Please follow the instructions provided in the manuals and return kits for returning forms. Maintain copies of the completed Student Not Tested Forms for your district records.

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

If the reason a student did not test is not listed on the answer document or consumable test booklet, or if a student refused to take **all** portions of the test, the District Test Coordinator must contact the ADE Office of Student Assessment at 501-682-4558 for further instructions. Testing procedures for the district must include the manner in which the District Test Coordinator will be notified.

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

Erasures

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

Important: Any blank answer document with a student label or demographic information on it **without** a “Student NOT Tested” reason bubbled **WILL BE SCORED**.

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 or consumable test booklet. The ADE will provide districts with a range of federally-assigned identification numbers to use if parents object to providing their child's Social Security Number or if none is available. (See Director's Memo ACC-01-028, created September 25, 2000.) Social Security Numbers or federally-assigned identification numbers will be suppressed on reports. Prior to the first day of testing, advise students to have their 10-digit State Reporting Identification Numbers and Social Security Numbers or federally-assigned identification numbers available on the first day of testing. Please contact Susan Gray at the ADE Office of Student Assessment at 501-682-4559 for additional information.

ETHNICITY CODES

If a student label is not used, the student or Test Administrator should fill in the circle(s) on the answer document or consumable test booklet in box 6 (Ethnic Background) beside the best description(s) of the student's ethnic background. More than one circle may be filled in when it is appropriate to do so. The Preliminary Demographic Verification Roster will show only one ethnicity code. If a student's record in APSCN/Triand shows Hispanic and any additional ethnicity code, the ethnicity code on the roster will show "Hispanic." If a student's record in APSCN/Triand shows two or more ethnicity codes not including Hispanic, the ethnicity code on the roster will show "Two or More." The ethnicity codes on the Preliminary Demographic Verification Roster are as follows:

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

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

VERIFICATION AND CORRECTION OF STUDENT INFORMATION

STUDENT INFORMATION FROM APSCN/TRIAND

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

The updated/corrected information in APSCN/Triand will **override** information in the student label barcodes and filled in on student answer documents or consumable test booklets (with the exception of the sections of the “Teacher Use Only” box denoted with an asterisk that need to be completed by the School Test Coordinator or designated person). Please note that if the student’s school, grade, State ID number, and/or last name are incorrect on the Preliminary Demographic Verification Roster, the student label cannot be used and all demographic information must be completed on the answer document or consumable test booklet. Therefore, it is critical that student information be verified and corrected as needed within the allotted time frame.

Event	Date
Student information for reporting purposes must be updated in APSCN/Triand for the Grade 11 Literacy Examination	Friday, March 1, 2013
Student information for reporting purposes must be updated in APSCN/Triand for the Geometry End-of-Course Examination	Friday, April 12, 2013
Student information for reporting purposes must be updated in APSCN/Triand for the Biology End-of-Course Examination	Friday, April 19, 2013
Student information for reporting purposes must be updated in APSCN/Triand for the Algebra I End-of-Course Examination	Friday, May 3, 2013
Student information for reporting purposes must be updated in APSCN/Triand for The Iowa Tests	Friday, March 29, 2013
Student information for reporting purposes must be updated in APSCN/Triand for the Augmented Benchmark Examinations	Friday, April 5, 2013

Note: Students will be reported according to the information in the system when data are pulled and any incorrect information CANNOT be changed after this point.

Algebra I student retest information is included on the Preliminary Demographic Verification Roster; however, it is not located in APSCN/Triand. If student retest information is incorrect on the Preliminary Demographic Verification Roster, the District Test Coordinator must contact Dr. Greg Holland (Greg.Holland@arkansas.gov) or Dr. Neal Gibson (Neal.Gibson@arkansas.gov) at the Arkansas Department of Education by the end of the day on Friday, May 3, 2013, to resolve any discrepancies.

VERIFICATION AND CORRECTION OF STUDENT INFORMATION

PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

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

If the student's school, grade, State ID number, and/or last name are incorrect on the Preliminary Demographic Verification Roster, the student's label cannot be used and all demographic information must be bubbled on the answer document or consumable test booklet. If any other information is incorrect, the student label **must** be used. Information in the student label barcodes will be used to match students to the appropriate, corrected record in APSCN/Triand. If a student label is not provided or a label is damaged, all demographic information on the answer document or consumable test booklets must be completed.

All information on the Preliminary Demographic Verification Roster must be checked carefully. If any of the information on the roster is not correct, it **must** be updated in APSCN/Triand by the end of the day specified on the previous page.

STUDENT LABELS

Student labels are provided for use on answer documents or consumable test booklets 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, Retest status (Algebra I only), birth date, gender, ethnicity, grade, and subject (End-of-Course only). The label also includes additional student information in the barcode (SS ID, ESI code, Monitored Former LEP status, LEP status, Free and/or Reduced Lunch status, and Gifted and Talented status); therefore, the Preliminary Demographic Verification Roster must be used to check the student information prior to testing.

The student labels will be provided to each school by course (End-of-Course) or by grade (Grade 11 Literacy, Augmented Benchmark, and The Iowa Tests) in alphabetical order by student last name and will need to be separated and sorted by testing classroom/group. Labels are provided on perforated strips to facilitate the separation of individual labels. If a label is torn or damaged during the separation process, do **not** use it. Instead, enter and code all the demographic information on the answer document or consumable test booklet for that student.

It is extremely important that labels be affixed correctly so that the scanning equipment can properly read the barcode. **Labels must be carefully and precisely affixed within the dotted lines in the middle of the answer document or back of the consumable test booklet (or within the dotted lines on the Student Not Tested Form).** The bottom of the label should be aligned with the triangular marks on the answer document or consumable test booklet (the label will partially cover the student name grid). Do **not** apply the student label to box 1. Student information cannot be captured if the label is not applied in the correct space.

Information requested in box 1 (District/School/Class Information) **must** be entered (either by the student prior to the start of testing on Day 1 or by the Test Administrator prior to distributing answer documents or consumable test booklets to students). If a label is used, only the Classroom/Group Name field in box 1, the test booklet form letter (if applicable), and sections of the "Teacher Use Only" box with an asterisk must be completed.

VERIFICATION AND CORRECTION OF STUDENT INFORMATION

Student Labels for Scratch Paper

For grades 1 and 2 **only**, schools may provide each student with one (1) piece of scratch paper for use during the Math Problems testing session. Two (2) sets of grade 1 and grade 2 student labels will be provided to each school. One (1) set of labels is for use on the consumable test booklets and the other set is provided to track each student's scratch paper. (Since there are two labels provided for each student, if one of the student labels is damaged, it is more important to use the undamaged label on the consumable test booklet rather than on the student's scratch paper.)

Place the second student label in the top right-hand corner on the scratch paper prior to testing. If a student does not have a label, the student's State Reporting Identification Number, name, and school must be written on the scratch paper. Even if a student does not use scratch paper, but has access to it, the paper still must be returned to Questar at the conclusion of testing.

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

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

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

Instructions for completing the "Teacher Use Only" box are on pages 40–46 of this handbook. An asterisk indicates that a section needs to be completed regardless of whether or not a student label is used.

Incorrect Labels

If the student's school, grade, State ID number, and/or last name are incorrect on the Preliminary Demographic Verification Roster, the student's label cannot be used and all demographic information must be bubbled on the answer document or consumable test booklet. If any other information is incorrect, the student label **must** be used. Information in the student label barcodes will be used to match students to the appropriate, corrected record in APSCN/Triand. If a student label is not provided or a label is damaged, all demographic information on the front of the answer document or the back of the consumable test booklet must be completed by the student or Test Administrator.

OVERVIEW OF MATERIALS

INVENTORYING MATERIALS

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

NON-SECURE MATERIALS

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

District Materials

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Cover Memo
- Copy of the Secure Materials Shipment School Packing List (grades 1 and 2 **only**) for each school in the district
- Parent Notification Pamphlets (A Note to Parents)*—1 package of 25 for the district
- Brochures for Educators (Augmented Benchmark and The Iowa Tests **only**)—1 package of 25 for the district
- District and School Test Coordinators' Manual*—2 copies for the district
- Test Administration Manuals—1 copy for each grade or course tested
- Copy of the Preliminary Demographic Verification Rosters for each school in the district
- Student Not Tested Forms—packages of 10
- Paper Bands
- Test Security Affidavit 1 (see sample on page 56)—1 copy per grade or course
- Test Security Affidavits 2 and 3—overage to be distributed to schools, as needed
- School/Grade or School/Course Header Sheets—overage to be distributed to schools, as needed
- Classroom/Group Information Sheets—overage to be distributed to schools, as needed
- Scoreable Materials Return Kits (see chart on the following page for return kit colors and types)
 - Return Instructions for Scoreable Materials
 - District Scoreable Materials Transmittal Form (see sample on page 67)
 - UPS Labels
 - Scoreable Questar Return Shipping Labels (see chart on the following page for return kit colors and types)

Note: The Spring End-of-Course Examinations shipments will arrive separately for Geometry and Biology and for Algebra I.

*The End-of-Course District and School Test Coordinators' Manual and district samples of Parent Notification Pamphlets are included in the Geometry and Biology shipment. For districts and schools with no students participating in Geometry and Biology, they will be included in the Algebra I shipment. The instructions for District and School Test Coordinators and for Test Administrators are combined into one Test Administration Manual for Grade 11 Literacy.

- Nonscoreable Materials Return Kits (see chart below for return kit colors and types)
 - Return Instructions for Nonscoreable Materials
 - UPS Labels
 - Nonscoreable Questar Return Shipping Labels (see chart below for associated label colors)

Assessment	Color of Scoreable Return Kit	Color of Nonscoreable Return Kit
Grade 11 Literacy	PINK	GRAY
Algebra I	PINK	GRAY
Geometry	YELLOW	BLUE
Biology	RED	WHITE
Augmented Benchmark	GREEN	IVORY
The Iowa Tests	PURPLE	IVORY

School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Copy of the Secure Materials Shipment School Packing List (grades 1 and 2 **only**)
- Brochures for Educators (Augmented Benchmark and The Iowa Tests **only**)—packages of 25
- Parent Notification Pamphlets (A Note to Parents)*—packages of 25
- District and School Test Coordinators’ Manual*—1 copy
- Test Administration Manuals—1 copy per every 20 students tested
- Answer documents—packages of 15
- Rulers (grades 3–8, Algebra I, and Geometry **only**)—provided in packages of 25
- Mathematics Manipulatives with envelopes (Augmented Benchmark **only**)—provided for grades 3–6 in packages of 25
- Protractors (Augmented Benchmark **only**)—provided for grades 7–8 in packages of 25
- Student Labels
- Preliminary Demographic Verification Roster—1 copy for the school
- Student Not Tested Forms—packages of 10
- Test Security Affidavits 2 and 3
- School/Grade or School/Course Header Sheets (see sample on page 65)
- Classroom/Group Information Sheets (see sample on page 66)

Note: The Spring End-of-Course Examinations shipments will arrive separately for Geometry and Biology and for Algebra I.

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

*The End-of-Course District and School Test Coordinators’ Manual and district samples of the Parent Notification Pamphlets are included in the Geometry and Biology shipment. For districts and schools with no students participating in Geometry or Biology, they will be included in the Algebra I shipment. The instructions for District and School Test Coordinators and for Test Administrators are combined into one Test Administration Manual for Grade 11 Literacy.

OVERVIEW OF MATERIALS

SECURE MATERIALS

The following materials are packaged for the district and by school. **District Test Coordinators are responsible for inventorying all materials immediately upon receipt.**

District Materials

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Secure Materials Report
- Cover Memo

School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Test Booklet Security Forms (see sample on page 60)
- Test Booklets
- Test Administration Manuals (grades 1 and 2 **only**)—1 copy per every 10 students tested, provided in packages of 5
- Test Administration Manual Security Forms (grades 1 and 2 **only**)
- Mathematics Reference Sheets (Augmented Benchmark **only**)—provided in packages of 15
- Large Print test booklets and associated materials (if ordered)
- Braille test booklets and associated materials (if ordered)
- Accommodated Read-aloud test booklets and associated materials (if ordered)

Note: The Spring End-of-Course Examinations shipments will arrive separately for Geometry and Biology and for Algebra I. If ordered, Braille test booklets and associated materials will arrive in a separate shipment for the Grade 11 Literacy Examination.

Note: Testing materials must match the number of students to be tested. No extra test booklet is provided for the Test Administrator. However, for Test Administrators who are providing an approved Read-aloud accommodation to grades 3–8 or Grade 11 Literacy students, a new Read-aloud Test Administrator’s test booklet containing only the sections that can be read to students will be provided. One Read-aloud Test Administrator’s test booklet will be distributed for each pack of five Read-aloud test booklets ordered for grades 3–8 or Grade 11 Literacy students with that accommodation. For the End-of-Course Examinations and for grade 9, an overage of Read-aloud test booklets will be provided so that the Read-aloud Test Administrator may have a separate book to read to students during testing.

SHIPPING INVENTORY DOCUMENTS

Materials will arrive with the following inventory documents for your use.

- **Packing List**—Packing Lists will be provided and show a summary of the total quantities of materials included in all boxes of the shipment. Each district will receive a District Packing List (in Box 1), and each school will receive a School Packing List (in Box 1) for each shipment. See sample on page 52.
- **Shipment Summary List**—The Shipment Summary List will list all boxes in the shipment and the quantity of materials contained in each box. Each district will receive a District Shipment Summary List (in Box 1), and each school will receive a School Shipment Summary List (in Box 1) for each shipment. See sample on page 53.
- **Box Content List**—The Box Content List will list all materials that will be included in each box. A Box Content List will not be included if there is only one box in the shipment. See sample on page 54.
- **Secure Materials Report**—A Secure Materials Report for the district will include a list of all secure materials in the shipment, with the range of test booklet and secure test administration manual security ID numbers shipped to all schools in the district. See sample on page 55.

LARGE PRINT, BRAILLE, AND READ-ALoud TEST BOOKLETS

Large Print, Braille, and Read-aloud test booklets are available for the Grade 11 Literacy Examination, Spring End-of-Course Examinations, and Augmented Benchmark Examinations. The Iowa Tests are available in Large Print for grades 2 and 9, and a Braille test booklet is available for grade 9. The District Test Coordinator will have requested Large Print, Braille, and Read-aloud editions for students during the enrollment process. If there are additional students who will require these editions prior to testing, please contact Questar’s Arkansas Customer Service at 800-643-8547 to request additional Large Print, Braille, or Read-aloud testing materials. **See page 30 for information regarding the transcription of Large Print and Braille test booklets.**

Districts that ordered Large Print, Braille, or Read-aloud test booklets will receive the test booklets and associated materials in the regular school shipments, which should be distributed within the schools for which they were ordered. Districts that ordered Braille materials for Grade 11 Literacy, however, will receive a separate shipment, which should be distributed to the schools for which they were ordered.

Large Print materials will be available for students in grades 2–9 and for students taking the Grade 11 Literacy and End-of-Course Examinations. The Large Print Kit will include:

- a Large Print test booklet and Large Print Mathematics Reference Sheet (grades 3–8 **only**), shrink-wrapped together
- a standard-sized answer document
- a Test Administration Manual
- a line template
- a Large Print ruler (Algebra I, Geometry, and grades 3–8 **only**)
- enlarged manipulatives with envelopes (grades 3–6 **only**)
- a Large Print protractor (grades 7–8 **only**)

OVERVIEW OF MATERIALS

Braille materials will be available for students in grades 3–9 and for students taking the Grade 11 Literacy and End-of-Course Examinations. The Braille Kit will include:

- a Braille test booklet and Braille Mathematics Reference Sheet (grades 3–8 **only**), shrink-wrapped together
- a standard-sized answer document
- a Test Administration Manual
- a Braille ruler (Algebra I, Geometry, and grades 3–8 **only**)
- enlarged manipulatives with envelopes (grades 3–6 **only**)
- a Braille protractor (grades 7–8 **only**)

The Read-aloud test booklets will be provided in packages of five (5) in the school’s Secure Materials Shipment and will not be packaged in a kit. The following materials that should accompany the Read-aloud test booklets will be provided in the school’s Non-secure Materials Shipment:

- Brochures for Educators (Augmented Benchmark and The Iowa Tests **only**)
- Parent Notification Pamphlets
- a Test Administration Manual
- a Read-aloud Test Administrator’s test booklet (grades 3–8 and Grade 11 Literacy **only**)—one per package of five tests
- Answer documents
- Rulers (Algebra I, Geometry, and grades 3–8 **only**)
- Mathematics Manipulatives with envelopes (grades 3–6 **only**)
- Protractors (grades 7–8 **only**)

Large Print, Braille, and Read-aloud test booklets will now be included in the school shipment of materials. Separate Test Booklet Security Forms for Large Print, Braille, and Read-aloud test booklets, as well as separate forms for Read-aloud Test Administrator’s test booklets for grades 3–8 and Grade 11 Literacy, will be provided in the school shipment for districts that ordered Large Print, Braille, and Read-aloud materials. These Test Booklet Security Forms should be used during testing for Test Administrators to count and sign out the test booklets when they are distributed each day prior to testing, and for the School Test Coordinator to sign in the test booklets when they have been returned and counted each day after testing.

REQUESTING ADDITIONAL MATERIALS

District Test Coordinators must 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 on page 68);
- faxing the Additional Materials Order Form to Arkansas Customer Service at 866-688-0419; or
- contacting Questar’s Customer Service at ARCustomerSupport@QuestarAI.com or 800-643-8547.

Note: ServicePoint is only available for ordering additional materials **more** than five (5) business days before the beginning of each administration window. Orders placed after February 26 for Grade 11 Literacy, March 25 for The Iowa Tests, April 1 for Augmented Benchmark, April 9 for Geometry, April 16 for Biology, and April 30 for Algebra I, may only be placed through Arkansas Customer Service via fax, phone, or e-mail. Overnight shipments will not be available for additional orders.

TRANSMITTAL FORMS AND HEADER SHEETS

District Scoreable Materials Transmittal Form—One (1) District Scoreable Materials Transmittal Form **must** be completed for each grade or course tested in the district. Indicate, with checkmarks in the boxes provided on the form, which schools are returning answer documents, consumable test booklets, and/or Student Not Tested Forms to be scored. The Algebra I District Scoreable Materials Transmittal Form contains check boxes to indicate whether documents are for regular testers or make-up testers and whether additional documents will be shipped for students during the make-up window. The District Test Coordinator must check this box if additional documents will be returned to Questar.

School/Grade or School/Course Header Sheets—Within a school, one (1) School/Grade Header Sheet per grade or one (1) School/Course Header Sheet per course must be completed for each grade or course tested in a school. School identification information has been preprinted on these forms. If the information preprinted for the school is incorrect, a blank School/Grade or School/Course Header Sheet must be obtained from the District Test Coordinator. When completing a blank header sheet, make sure the school information and LEA number are entered accurately and completely. All classes returned under the School/Grade or School/Course Header Sheet must be listed in the spaces provided. The number of Student Not Tested Forms for each grade or course must also be recorded on the appropriate School/Grade or School/Course Header Sheet.

Please use the second column in box 5 of the School/Course Header Sheet or School/Grade Header Sheet to specify the number of answer documents or consumable test booklets being returned under each Classroom/Group Information Sheet. The number of documents bubbled on the Classroom/Group Information Sheet should match the number listed in box 5 of the School/Course Header Sheet or School/Grade Header Sheet.

Classroom/Group Information Sheets—All classes, regardless of grade or course, **must** complete one Classroom/Group Information Sheet. Please note that the same class names may not be used to identify more than one grade/course within a school. These forms contain preprinted information. Do **not** make any changes to the preprinted information on the form. If the information preprinted for the school is incorrect, a blank Classroom/Group Information Sheet must be obtained. When completing a blank header, make sure the LEA number is entered and coded accurately and completely.

Please refer to the manuals for District and School Test Coordinators for specific instructions on completing the header sheets and transmittal forms.

TEST ADMINISTRATION MANUALS FOR GRADES 1–2

Each Test Administrator will receive one (1) copy of the Test Administration Manual for the appropriate grade (grades 1 and 2). Please note that the Test Administration Manuals for grades 1–2 will have security barcodes because they include “live” (operational) test items. See page 27 for additional information on the security of the Test Administration Manuals for grades 1–2.

Because these manuals are secure, the shrink-wrapped packages may **not** be opened more than one (1) school day prior to testing and may not be photocopied. However, in order to facilitate training and preparation, the non-secure sections of the manuals (i.e., all instructions except the script for testing) will be available on the ADE website from March 11, 2013, through April 12, 2013.

OVERVIEW OF MATERIALS

ANSWER DOCUMENTS

The answer documents are designed to be machine-scannable and, as such, must be handled carefully. To ensure they can be properly scored, answer documents must not be folded, clipped, stapled, taped, or torn. Extraneous materials (rulers, extra sheets of paper*, etc.) in answer documents cannot be processed and will cause the scanner to stop.

Information has been added to the Test Administration Script regarding grids in the answer document open-response boxes. Some of the boxes for answering open-response questions will contain a grid, which may or may not be needed to answer the question.

Students are provided boxed areas in which to respond to the open-response items. Open-responses will be scored using image scoring (online scoring). Any response that falls outside the box will **not** be scored. Students must confine their responses to the space provided. However, if the question does not direct the student to use the grid when one is provided, they may answer the question anywhere inside the box, including across the grid.

Upon completion of testing, after test materials have been collected from students, Test Administrators must verify that

1. all stray marks in the “Teacher Use Only” box are erased;
2. students have recorded all of the information in the correct manner in their answer documents; and
3. there are no extraneous materials (rulers, extra sheets of paper*, etc.) inside the answer documents.

TEST BOOKLETS

Pertinent directions are printed at the beginning of each testing session. All test booklets, including the consumable test booklets for grades 1–2, are secure documents. Test security guidelines dictate that test booklets are **not** to be examined before the test administration. Each test booklet contains a sequential, unique document security ID number and barcode. This unique security ID number and barcode are for document security purposes only and do not correspond with numbers printed on the answer documents. Numbers printed on answer documents are used to identify the documents during scoring. Test booklets must be distributed to all students in spiral order (A, B, C, D, etc.). On the grades 1 and 2 consumable test booklet covers, do not cover, mark, or alter the security number and barcode.

Consumable Test Booklets for Grades 1–2

Each student in grades 1 and 2 will receive one consumable (scannable) test booklet. The consumable test booklets are designed to be machine-scored and need to be handled in the same manner as answer documents. Consumable test booklets should not be folded, clipped, stapled, taped, or torn.

Upon completion of testing, after materials have been collected from students, Test Administrators must verify that the same three guidelines as listed for Answer Documents above have been followed.

Student demographic information for students in grades 1–2 should be completed on the consumable test booklets prior to test administration. Detailed instructions on coding the demographic portion of the student’s consumable test booklet are contained in the Test Administration Manuals. Coding for the “Teacher Use Only” box should be completed after test administration.

* Students are not allowed to use scratch paper (except in grades 1 and 2 for the Math Problems testing session). The use of scratch paper is considered a breach of security.

Test booklets at grades 1 and 2 are consumable, scoreable test booklets. Except for the Vocabulary and Reading tests for grades 1 and 2, all questions will be presented orally by the teacher. Students will mark their answer choices by filling in a circle for each question in their consumable test booklet, which will be machine scored. See page 33 for the content areas that will be tested at grades 1 and 2.

MATHEMATICS RULERS, PROTRACTORS, AND MANIPULATIVES

Mathematics rulers are for use on the Algebra I and Geometry End-of-Course Examinations. Mathematics rulers, protractors, and manipulatives are for use on some portions of the Augmented Benchmark Examinations. Please refer to the Test Administration Manuals regarding when rulers, protractors, and manipulatives may be used.

Rulers will be shrink-wrapped in packages of 25 and should be provided to all students being tested with the Algebra I or Geometry End-of-Course Examinations and the Augmented Benchmark Examinations. Rulers must be used as they are packaged, and may not be altered in any way. Altering of the rulers is a testing impropriety.

Students taking the Augmented Benchmark Examinations in grades 7 and 8 may require the use of a protractor. Protractors will be provided in packages of 25 only to students in grades 7 and 8.

Students taking the Augmented Benchmark Examinations at grades 3–6 may also require manipulatives to answer some mathematics items. These manipulatives will be provided in packages containing 25 sheets of green multi-shape pattern blocks and 25 envelopes. Test Administrators will be provided with instructions for separating or having students separate the pattern blocks and placing them in an envelope along with a ruler. Not all students in grades 3–6 will need the manipulatives, but since it will not be possible to identify students who will need them, all students in these grades should receive the pattern blocks. It is recommended that manipulatives be pre-assembled and students given a chance to practice with them prior to testing.

TESTING GUIDELINES AND SECURITY

TEST SECURITY GUIDELINES

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

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

1. The Superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.
2. All District Test Coordinators, School Test Coordinators, and Test Administrators shall be **currently** licensed by the Arkansas Department of Education as teachers or administrators.
3. The tests must be administered on the scheduled dates as specified in the manuals for the current administration. No portion of the test may be given early.
4. All test materials shall be inventoried upon receipt at the district and school. Test booklets and Test Administration Manuals for grades 1–2 must be kept in a secure area at all times, except during the formal testing sessions.
5. The tests must be administered in strict accordance with the instructions outlined in the manuals for the current administration. These instructions include reading directions verbatim to students during testing.
6. Test booklets with multiple forms must be distributed to all students in spiral order, including special education and LEP students. Distributing forms incorrectly is considered a testing irregularity.
7. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all district personnel involved in the testing have been properly trained as specified by the Arkansas Department of Education.
8. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all assessment documents and student identification information are properly and accurately coded and that **all** students have participated in the appropriate grade-level assessment(s).
9. The Superintendent or his/her designee in each school district shall be responsible for ensuring that Individualized Education Programs, Limited English Proficient Assessment Plans, and/or 504 Plans shall specify any state-approved accommodation(s) available to students participating in the administration of standard state assessments.
10. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a state-tested grade or course shall be accounted for in the State Assessment System.
11. District staff may **not** read, review, or in any way duplicate or reproduce the test booklets, the associated test items, the writing prompts, or other secure materials. Removing or copying the Mathematics Reference Sheet provided in or with the test booklets is a breach of security.
12. All District Superintendents, District Test Coordinators, School Principals, School Test Coordinators, and Test Administrators must sign the appropriate Test Security Affidavit. All Test Security Affidavits must be returned to Questar with the scoreable materials.
13. Students must not be exposed to answers of items at any time before, during, or after testing. Upon reporting, customized CRT items that contribute to at least 50% of the total number of items on the student score report will be released and may be used by public schools for instructional purposes.
14. Student responses to test items must represent the student's own independent and unaided thinking and must not be read, reviewed, or changed during or after testing. Cueing or assisting a student during testing will be considered a breach of security.
15. Students are not allowed to use scratch paper **except for grades 1–2**. The use of scratch paper is considered a breach of security.

16. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions.
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 manuals for the current administration. Failure on the part of the Test Administrator to verify that each calculator meets the requirements will constitute a breach of security. Calculator use is not permitted at grades 1–2.
19. It is the responsibility of the Test Administrator to ensure that the memory of each calculator is cleared both at the beginning and end of testing each day. Failure to do so constitutes a breach of security.
20. During the test administration, Test Administrators should continually monitor the testing process by moving unobtrusively about the room. The Test Administrator is to devote total attention to the students being tested and not work on other things. Test Administrators shall not access computers or other electronic equipment during the assessment.
21. **All** test booklets, used and unused, Test Administration Manuals for grades 1–2, used and unused, used answer documents, scratch paper, and Mathematics Reference Sheets 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 dates is a breach of security. Any test booklets, used answer documents, or used Student Not Tested Forms not returned by the district on the dates required shall be reported to the ADE Office of Student Assessment.
22. All known violations of the Arkansas Department of Education security regulations shall be reported in writing, signed by the reporter, and addressed to the ADE Office of Student Assessment. All security violations shall be investigated by the state.

TEST SECURITY PROCEDURES

Shrink-wrapped secure materials may leave the district’s secure location no more than five (5) school days before the first testing session. However, it is strongly recommended that materials not leave the district’s secure location more than three (3) school days before the first testing session, unless the size of the district absolutely necessitates more time for distribution. The Test Administration Manuals for grades 1–2, **all** test booklets, and **all** Mathematics Reference Sheets are secure materials.

Security ID numbers have been assigned to and printed on the Test Administration Manuals for grades 1–2, all test booklets, and all Mathematics Reference Sheets. These materials are shrink-wrapped with a label that indicates the security ID numbers of the documents enclosed and the quantity included in the package. **Due to security reasons, the shrink-wrapped packages of Test Administration Manuals for grades 1–2, all test booklets, and all Mathematics Reference Sheets may be opened no earlier than one (1) school day before the first day of testing for organizational purposes only.** No one may look inside test booklets for any reason. No Test Administration Manuals for grades 1–2, test booklets, or Mathematics Reference Sheets should be distributed to Test Administrators until the first day of testing.

During each testing session, students must use the same test booklet and answer document, or consumable test booklet, given to them at the beginning of testing. For students in grades 3–8, the same Mathematics Reference Sheet given to them on the first day of mathematics testing must be used for all subsequent mathematics test sessions. In the answer documents, students will mark/write their responses. (Students in grades 1–2 will mark their answers in the consumable test booklets.) The test booklet and answer document for each student must be kept together throughout **all** sessions for all tests. Therefore, it is strongly advised that students be tested in the same group each day.

TESTING GUIDELINES AND SECURITY

No part of any examination may be downloaded into any assistive device.

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

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

The listing of test security guidelines (see pages 24–25 in this handbook) is also contained in all testing manuals. All personnel involved with testing should read and be familiar with these guidelines.

TEST SECURITY AFFIDAVITS

District Superintendents, District Test Coordinators, School Principals, School Test Coordinators, and Test Administrators shall sign affidavits regarding the security of test materials. There are three (3) types of affidavits as follows:

Affidavit 1—District Level Test Security Form. The district-level affidavit needs to be signed by the District Superintendent and the District Test Coordinator. One (1) Affidavit 1, each, needs to be signed for Grade 11 Literacy, Algebra I, Geometry, Biology, the Augmented Benchmark Examinations, and The Iowa Tests in the district.

Affidavit 2—School Level Test Security Form. The school-level affidavit needs to be signed by the School Test Coordinator and School Principal. One (1) Affidavit 2, each, needs to be signed for Grade 11 Literacy, Algebra I, Geometry, Biology, the Augmented Benchmark Examinations, and The Iowa Tests in the school.

Affidavit 3—Test Administrator Security Form. The Test Administrator affidavit contains space for the signatures of five (5) Test Administrators. **A separate Affidavit 3 needs to be signed and submitted for each grade or course being tested.**

Affidavits are scannable documents which may not be copied for distribution. Districts will receive one (1) copy of the District Level Test Security Form (Affidavit 1) and schools will receive one (1) copy of the School Level Test Security Form (Affidavit 2) and copies of the Test Administrator Security Form (Affidavit 3) pre-printed with school and district information. Additional blank Affidavits 2 and 3 will also be provided to the district for distribution to the schools, as needed.

If any of the pre-printed information is incorrect, the affidavit cannot be used and a blank affidavit must be obtained from the District Test Coordinator. If additional forms are required in the district, the District Test Coordinator should follow the ordering instructions on page 20 of this handbook.

Affidavits may not be copied or stapled (except for district or school record keeping). When returning materials to Questar, all used affidavits must be paper-banded together. Affidavit Waiver Forms for Providing an Approved Accommodation must be paper-banded together and placed under the bundled affidavits and on top of the scoreable materials.

All completed and signed affidavits must be returned with the scoreable materials according to instructions provided in the manuals for District and School Test Coordinators. See pages 56–58 of this handbook for samples of the affidavits. District Test Coordinators should make a copy of the completed affidavits for district records.

TEST BOOKLET AND TEST ADMINISTRATION MANUAL SECURITY FORMS

Schools will receive a Test Booklet Security Form for each grade or course tested in the school. Test Administration Manuals for grades 1–2 contain “live” (operational) items and are secure. Therefore, schools with grades 1 and/or 2 will also receive a Test Administration Manual Security Form for each grade tested.

The forms must be used to distribute test booklets and secure manuals to Test Administrators and to account for all test booklets and secure manuals, daily, during and after testing. Make as many copies of the forms as needed to sign secure test booklets and manuals out to and in from Test Administrators. Space is provided on the forms to enter the range of test booklet or secure manual security ID numbers assigned to each Test Administrator. Each Test Administrator must initial in the “Out” column under “Test Booklet Receipt and Return” when the test booklets are distributed, and the School Test Coordinator must initial the “In” column when they are returned and counted **each day** after testing. The security forms shall be used in tracking test booklets assigned to Test Administrators. The School Test Coordinators shall verify the number of test booklets returned by each Test Administrator. Careful attention to completing the security forms will minimize lost test booklets and secure manuals. Separate Test Booklet Security Forms will be provided for Large Print, Braille, and Read-aloud test booklets. For each Read-aloud accommodated test session, include the security ID number of the Read-aloud test booklet assigned to the Test Administrator. The completed security forms are to be returned with the appropriate nonscoreable shipment according to the instructions provided in the manuals for District and School Test Coordinators. District Test Coordinators must make a copy of the completed Test Booklet and Test Administration Manual Security Forms for district records.

MATHEMATICS REFERENCE SHEETS

Mathematics Reference Sheets are provided on the inside back cover of the test booklets for the Algebra I and Geometry End-of-Course Examinations. Students may reference these sheets as needed, but under no circumstances should the sheets be detached from the test booklets or copied.

The Mathematics Reference Sheets, for use on some portions of the Augmented Benchmark Examinations, are provided as separate single sheets sent with the Secure Test Materials Shipment. Students may reference these sheets as needed, but under no circumstances should the sheets be copied. The Mathematics Reference Sheets must be returned to Questar in the Nonscoreable Materials Return Shipment. Please refer to page 47 for additional details.

Detaching or photocopying the Mathematics Reference Sheets compromises the integrity of the tests and is a breach of security.

SECURE PROCEDURES FOR SCRATCH PAPER (GRADES 1–2 ONLY)

Scratch paper can be provided for students in grades 1 and 2 for use during the Math Problems testing session. Please be familiar with the security procedures for scratch paper on page 15. If students in grades 1 and 2 use scratch paper, the additional student labels provided for students must be affixed to the scratch paper in the top right-hand corner. Scratch paper must be included in the Nonscoreable Materials Return Shipment. If a student does not have a student label, then the student’s State Reporting Identification Number, name, and school must be written on the scratch paper. Even if a student does not use scratch paper, but has access to it, that paper must still be returned to Questar.

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

If secure materials (test booklets, Test Administration Manuals for grades 1–2, and Read-aloud Test Administrator’s test booklets) are transferred from one district to another, the District Test Coordinator must complete and fax the Secure Material Transfer Form to the ADE Office of Student Assessment **and** to Questar (see sample on page 61). The District Test Coordinator must follow all instructions on the form to ensure that test security is maintained. Additionally, districts must note the transfer on the appropriate Test Booklet or Test Administration Manual Security Form.

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

Non-secure materials, including **unused/blank** answer documents, rulers, manuals (except Test Administration Manuals for grades 1–2), Parent Notification Pamphlets, etc., may be transferred to another district without documentation and without contacting Questar or the ADE.

Before transferring any scratch paper for grades 1–2 or Mathematics Reference Sheets for grades 3–8, you must call the ADE Office of Student Assessment at 501-682-4558.

MATERIALS PROHIBITED DURING TEST ADMINISTRATION

Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions. If students finish a session early, they may review only the current session test answers and then sit quietly until the session ends. Collect Mathematics Reference Sheets, rulers, protractors, and/or manipulatives from students, if applicable, after the completion of the last mathematics session on which these materials can be used.

Scratch Paper—Except for grades 1–2, students may write in their test booklets. **No scratch paper may be provided** for students in grades 3–9, the Grade 11 Literacy Examination, or Spring End-of-Course Examinations (the use of scratch paper is a breach of security). However, students may use blank spaces in the test booklets to do scratch work. For open-response items, students must show all of their work in the spaces provided in the answer documents. **Any work recorded in the test booklets will NOT be scored.** Only work recorded with a No. 2 pencil in the answer documents will be scored.

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

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

Highlighters—Highlighters may be used on the test booklets **only** (except for grades 1–2). **No highlighters** may be used on the answer documents or consumable test booklets.

Ink Pens/Felt-Tip Markers—Ink pens and felt-tip markers must **not** be used on any answer document or consumable test booklet. **Use a No. 2 pencil only.** Golf, mechanical, or any pencil that is not a No. 2 pencil, including No. 2.5 pencils, may not be used. Responses may not be captured if any other writing instrument other than a No. 2 pencil is used.

CALCULATOR USE AND RESTRICTIONS

Within the Augmented Benchmark Examinations for grades 3–8 and The Iowa Tests at grade 9, most mathematics sessions permit calculator use. However, during certain sessions, calculators may **not** be used. Calculators may be used in all sessions of the Algebra I and Geometry End-of-Course Examinations. Calculators may **not** be used on the Biology End-of-Course Examination, the science portions of the Augmented Benchmark Examinations, or on The Iowa Tests at grades 1 and 2. See the Test Administration Manuals for further information on calculators. **Students may NOT share calculators during testing sessions and may have only ONE calculator during testing.**

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

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

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

Some examples of specific calculator models prohibited include the following:

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

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

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

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

TESTING GUIDELINES AND SECURITY

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

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

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

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

READING, RECORDING, AND TRANSCRIPTION OF STUDENT RESPONSES

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having portions of the Grade 11 Literacy Examination, and the mathematics, writing, and/or science portions of the End-of-Course Examinations, Augmented Benchmark Examinations, or The Iowa Tests read to them if the accommodation is listed in their IEPs, LPAC Plans, or 504 Plans and is used on a regular basis in the classroom. The Read-aloud form should be administered to all students receiving this accommodation. No other form may be used to provide a Read-aloud accommodation. Test Administrators must use the Read-aloud Test Administrator’s test booklets provided with the Read-aloud forms when administering the Read-aloud accommodation to students in grades 3–8 taking the Augmented Benchmark Examinations, or to students taking the Grade 11 Literacy Examination. Note that there is no Read-aloud form available for The Iowa Tests. **Do not** code the Special Education Accommodations section for students with a 504 Plan. However, they may still receive accommodations that are in the students’ 504 Plans and used regularly in the classroom. Complete the 504 Accommodations section of the “Teacher Use Only” box, as appropriate, for 504 students taking the Large Print or Braille versions of the test and for 504 students receiving the accommodation of having portions of the test read to them. **Reading of test questions or reading passages for the reading test is not allowed under any circumstances except when the test administration script requires the test materials are read to all students.** Please see the Test Administration Manuals for grades 1 and 2 for specific details on reading item-specific scripts to students.

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

Only teachers or administrators who are **currently licensed** by the Arkansas Department of Education are allowed to read, record, or transcribe a test for students who have this accommodation. The Affidavit Waiver Form for Providing an Approved Accommodation (see sample on page 59) must be copied and signed by the currently licensed Arkansas teachers or administrators providing the accommodation and placed behind (not stapled to) Affidavit 3—Test Administrator Security Form. Keep one copy on file at the district. Note that for students in grades 3–8 taking the Augmented Benchmark Examinations and students taking the Grade 11 Literacy Examination, the Affidavit Waiver Form has been revised. The Test Administrator must read and sign the form **before** administering the allowable accommodation and again after testing is completed.

ALERTS

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

TEST ADMINISTRATOR GUIDELINES

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

2013 TESTING SESSION GUIDELINES AND SCHEDULE

GRADE 11 LITERACY EXAMINATION TESTING SESSION GUIDELINES AND SCHEDULE

The Grade 11 Literacy Examination will consist of 16 forms.

It is recommended that students be allowed at least a 15-minute break after Sessions R2, R4, W5, R8, W9, and R11. It is also recommended that students be given short breaks of 5 minutes after all other sessions. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day. See your School Test Coordinator if you have questions about the break schedule.

DAY	SESSION	NUMBER OF ITEMS	MINUTES
Tuesday March 5, 2013	-	Student Demographic Information	15
	R1	Reading—8 multiple-choice items & 1 open-response item	25
	R2	Reading—8 multiple-choice items & 1 open-response item	25
	R3	Reading—8 multiple-choice items & 1 open-response item	25
	R4	Reading—8 multiple-choice items & 1 open-response item	25
	W5	Writing Prompt #1	45
	W6	Writing—12 multiple-choice items	20
Wednesday March 6, 2013	R7	Reading—8 multiple-choice items & 1 open-response item	25
	R8	Reading—8 multiple-choice items & 1 open-response item	25
	W9	Writing Prompt #2	45
	W10	Writing—12 multiple-choice items	20
	R11	Reading—8 multiple-choice items & 1 open-response item	25
	R12	Reading—8 multiple-choice items & 1 open-response item	25

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

2013 TESTING SESSION GUIDELINES AND SCHEDULE

THE IOWA TESTS TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE	TESTS	MINUTES
April 1–12, 2013+	1	*Vocabulary—30 multiple-choice items	15
		*Reading: Part 1—21 multiple-choice items	15
		*Reading: Part 2—13 multiple-choice items	20
		*Language: Part 1—23 multiple-choice items	15
		*Language: Part 2—23 multiple-choice items	15
		Math Concepts—29 multiple-choice items (No scratch paper or calculator allowed)	20
		Math Problems—28 multiple-choice items (Scratch paper allowed; non-calculator)	25
	2	*Vocabulary—32 multiple-choice items	15
		*Reading: Part 1—22 multiple-choice items	15
		*Reading: Part 2—16 multiple-choice items	20
		*Language: Part 1—23 multiple-choice items	15
		*Language: Part 2—31 multiple-choice items	15
		Math Concepts—31 multiple-choice items (No scratch paper or calculator allowed)	20
		Math Problems—30 multiple-choice items (Scratch paper allowed; non-calculator)	25
	9	Student Demographic Information	15
		*Vocabulary—40 multiple-choice items	15
		*Reading Comprehension—44 multiple-choice items	40
		*Language: Revising Written Materials— 56 multiple-choice items	40
		Mathematics: Concepts and Problem Solving— 40 multiple-choice items (calculator)	40
		Computation—30 multiple-choice items (non-calculator)	15

* LEP students less than one year in the U.S. are exempt from Vocabulary, Reading, Language, and Writing sessions.

+ Districts have the option to decide when the tests for grades 1, 2, and 9 will be administered within the testing window. The tests must be administered in the order listed in the table above. Please see the Test Administration Manuals for grades 1, 2, and 9 for additional guidelines.

2013 TESTING SESSION GUIDELINES AND SCHEDULE

AUGMENTED BENCHMARK EXAMINATIONS TESTING SESSION GUIDELINES AND SCHEDULE

The Augmented Benchmark Examinations will consist of 12 forms for each grade. For grades 3, 4, 6, and 8, it is recommended that students be allowed at least a 15-minute break after the following sessions: M2, M3, M6, R9, and L14. For grades 5 and 7, it is recommended that students be allowed at least a 15-minute break after the following sessions: S2, S4, M7, M8, M11, R14, L19, and M20. For all grades it is also recommended that students be given short breaks of 5 minutes after all other sessions. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day. See your School Test Coordinator if you have questions about the break schedule.

DAY	GRADES	SESSION	TESTS	MINUTES
Monday April 8, 2013	Grade 5	-	Student Demographic Information	15
		S1	24 multiple-choice items	35
		S2	2 open-response items	30
		S3	2 open-response items	30
		S4	14 multiple-choice items	25
		S5	2 open-response items	30
	Grade 7	-	Student Demographic Information	15
		S1	24 multiple-choice items	35
		S2	2 open-response items	30
		S3	2 open-response items	30
		S4	14 multiple-choice items	25
		S5	2 open-response items	30

2013 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADES	SESSION	TESTS	MINUTES
Tuesday April 9, 2013	Grade 3	-	Student Demographic Information	15
		M1	10 multiple-choice items (non-calculator)	15
		M2	2 open-response items (calculator)	30
		M3	2 open-response items (calculator)	30
		*W4	Writing Prompt #1	45
	Grade 4	-	Student Demographic Information	15
		M1	10 multiple-choice items (non-calculator)	15
		M2	2 open-response items (calculator)	30
		M3	2 open-response items (calculator)	30
		*W4	Writing Prompt #1	45
	Grade 5	M6	10 multiple-choice items (non-calculator)	15
		M7	2 open-response items (calculator)	30
		M8	2 open-response items (calculator)	30
		*W9	Writing Prompt #1	45
	Grade 6	-	Student Demographic Information	15
		M1	10 multiple-choice items (non-calculator)	15
		M2	2 open-response items (calculator)	30
		M3	2 open-response items (calculator)	30
		*W4	Writing Prompt #1	45
	Grade 7	M6	10 multiple-choice items (non-calculator)	15
		M7	2 open-response items (calculator)	30
		M8	2 open-response items (calculator)	30
		*W9	Writing Prompt #1	45
	Grade 8	-	Student Demographic Information	15
		M1	10 multiple-choice items (non-calculator)	15
M2		2 open-response items (calculator)	30	
M3		2 open-response items (calculator)	30	
*W4		Writing Prompt #1	45	

* LEP students less than one year in the U.S. are exempt from Vocabulary, Reading, Language, and Writing sessions.

2013 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADES	SESSION	TESTS	MINUTES
Wednesday April 10, 2013	Grade 3	M5	24 multiple-choice items (calculator)	40
		M6	2 open-response items (calculator)	30
		*W7	Writing Prompt #2	45
	Grade 4	M5	25 multiple-choice items (calculator)	40
		M6	2 open-response items (calculator)	30
		*W7	Writing Prompt #2	45
	Grade 5	M10	25 multiple-choice items (calculator)	40
		M11	2 open-response items (calculator)	30
		*W12	Writing Prompt #2	45
	Grade 6	M5	25 multiple-choice items (calculator)	40
		M6	2 open-response items (calculator)	30
		*W7	Writing Prompt #2	45
	Grade 7	M10	20 multiple-choice items (calculator)	30
		M11	2 open-response items (calculator)	30
		*W12	Writing Prompt #2	45
	Grade 8	M5	19 multiple-choice items (calculator)	30
		M6	2 open-response items (calculator)	30
		*W7	Writing Prompt #2	45

* LEP students less than one year in the U.S. are exempt from Vocabulary, Reading, Language, and Writing sessions.

2013 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADES	SESSION	TESTS	MINUTES
Thursday April 11, 2013	Grade 3	*R8	8 multiple-choice items / 1 open-response item	30
		*R9	8 multiple-choice items / 1 open-response item	30
		*R10	8 multiple-choice items / 1 open-response item	30
		*R11	8 multiple-choice items / 1 open-response item	30
		*W12	8 multiple-choice items	12
	Grade 4	*R8	8 multiple-choice items / 1 open-response item	30
		*R9	8 multiple-choice items / 1 open-response item	30
		*R10	8 multiple-choice items / 1 open-response item	30
		*R11	8 multiple-choice items / 1 open-response item	30
		*W12	8 multiple-choice items	12
	Grade 5	*R13	8 multiple-choice items / 1 open-response item	30
		*R14	8 multiple-choice items / 1 open-response item	30
		*R15	8 multiple-choice items / 1 open-response item	30
		*R16	8 multiple-choice items / 1 open-response item	30
		*W17	8 multiple-choice items	12
	Grade 6	*R8	8 multiple-choice items / 1 open-response item	30
		*R9	8 multiple-choice items / 1 open-response item	30
		*R10	8 multiple-choice items / 1 open-response item	30
		*R11	8 multiple-choice items / 1 open-response item	30
		*W12	8 multiple-choice items	12
	Grade 7	*R13	8 multiple-choice items / 1 open-response item	30
		*R14	8 multiple-choice items / 1 open-response item	30
		*R15	8 multiple-choice items / 1 open-response item	30
		*R16	8 multiple-choice items / 1 open-response item	30
		*W17	8 multiple-choice items	12
Grade 8	*R8	8 multiple-choice items / 1 open-response item	30	
	*R9	8 multiple-choice items / 1 open-response item	30	
	*R10	8 multiple-choice items / 1 open-response item	30	
	*R11	8 multiple-choice items / 1 open-response item	30	
	*W12	8 multiple-choice items	12	

* LEP students less than one year in the U.S. are exempt from Vocabulary, Reading, Language, and Writing sessions.

2013 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADES	SESSION	TESTS	MINUTES
Friday April 12, 2013	Grade 3	*R13	Part 1—10 multiple-choice items	5
			Part 2—17 multiple-choice items	25
		*L14	43 multiple-choice items	30
		M15	Part 1—19 multiple-choice items (calculator)	22
			Part 2—4 multiple-choice items (non-calculator)	3
		Grade 4	*R13	Part 1—11 multiple-choice items
	Part 2—19 multiple-choice items			25
	*L14		47 multiple-choice items	30
	M15		Part 1—21 multiple-choice items (calculator)	22
			Part 2—4 multiple-choice items (non-calculator)	3
	Grade 5		*R18	Part 1—12 multiple-choice items
		Part 2—20 multiple-choice items		25
		*L19	51 multiple-choice items	30
		M20	Part 1—23 multiple-choice items (calculator)	22
			Part 2—5 multiple-choice items (non-calculator)	3
		S21	37 multiple-choice items	30
	Grade 6	*R13	Part 1—13 multiple-choice items	5
			Part 2—21 multiple-choice items	25
		*L14	54 multiple-choice items	30
		M15	Part 1—25 multiple-choice items (calculator)	22
			Part 2—5 multiple-choice items (non-calculator)	3
		Grade 7	*R18	Part 1—14 multiple-choice items
	Part 2—22 multiple-choice items			25
	*L19		57 multiple-choice items	30
	M20		Part 1—27 multiple-choice items (calculator)	22
			Part 2—6 multiple-choice items (non-calculator)	3
	S21		41 multiple-choice items	30
	Grade 8	*R13	Part 1—14 multiple-choice items	5
Part 2—23 multiple-choice items			25	
*L14		59 multiple-choice items	30	
M15		Part 1—29 multiple-choice items (calculator)	22	
		Part 2—6 multiple-choice items (non-calculator)	3	

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

* LEP students less than one year in the U.S. are exempt from Vocabulary, Reading, Language, and Writing sessions.

2013 TESTING SESSION GUIDELINES AND SCHEDULE

END-OF-COURSE EXAMINATIONS TESTING SESSION GUIDELINES AND SCHEDULE

The End-of-Course Examinations will consist of 20 forms for Algebra I, and 15 forms each for Geometry and Biology.

It is recommended that students be allowed at least a 15-minute break after Sessions G2, G3, and G6 of the Geometry examination, after Sessions B2, B3, and B6 of the Biology examination, and after A2, A3, and A6 of the Algebra I examination. It is also recommended that students be given short breaks of 5 minutes after all other sessions. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day. See your School Test Coordinator if you have questions about the break schedule.

DAY	SUBJECT	SESSION	NUMBER OF ITEMS	MINUTES
Tuesday April 16, 2013	Geometry	-	Student Demographic Information	15
		G1	20 multiple-choice items	30
		G2	20 multiple-choice items	30
		G3	3 open-response items	45
		G4	15 multiple-choice items	25
Wednesday April 17, 2013	Geometry	G5	20 multiple-choice items	30
		G6	2 open-response items	30
		G7	15 multiple-choice items	25
		G8	2 open-response items	30
Tuesday April 23, 2013	Biology	-	Student Demographic Information	15
		B1	20 multiple-choice items	30
		B2	20 multiple-choice items	30
		B3	3 open-response items	45
		B4	15 multiple-choice items	25
Wednesday April 24, 2013	Biology	B5	20 multiple-choice items	30
		B6	2 open-response items	30
		B7	15 multiple-choice items	25
		B8	2 open-response items	30
Tuesday May 7, 2013	Algebra I	-	Student Demographic Information	15
		A1	20 multiple-choice items	30
		A2	20 multiple-choice items	30
		A3	3 open-response items	45
		A4	15 multiple-choice items	25
Wednesday May 8, 2013	Algebra I	A5	20 multiple-choice items	30
		A6	2 open-response items	30
		A7	15 multiple-choice items	25
		A8	2 open-response items	30

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

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 designate a person to do so.

Information coded in the “Teacher Use Only” box is used to place students in the appropriate reporting categories and for the state accountability system. Therefore, it is critical that the information requested be completed correctly as applicable to each student. Students will not be reported correctly if the appropriate information is not coded on their answer documents or consumable test booklets. **Coding for students cannot be changed after answer documents or consumable test booklets are sent to Questar.**

The School Test Coordinator and/or the person **authorized** to mark the Free and/or Reduced Lunch section are the only persons who should mark this box. See page 44 for information about persons authorized to mark the Free and/or Reduced Lunch section.

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

The sections in the “Teacher Use Only” box include the following: Course Taken (Geometry and Algebra I only), Student Retest (Algebra I only), Monitored Former LEP, 504 Accommodations (except for grades 1, 2, and 9), ESI Codes, Special Education Accommodations, Free and/or Reduced Lunch, Migrant Student, Gifted and Talented, Foreign Exchange (End-of-Course and Grade 11 Literacy Examinations only), Highly Mobile, Limited English Proficient (LEP), LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested (on page 2 of the answer document and on the inside back cover of the consumable test booklet).

After all testing is finished, the “Teacher Use Only” box must be completed. If a student label has been used, it is not necessary to code the circles for Student Retest (Algebra I only), Monitored Former LEP, ESI Codes, Free and/or Reduced Lunch, Gifted and Talented, and Limited English Proficient (LEP) in the “Teacher Use Only” box. This information is already contained in the student label barcode and will override information coded in the “Teacher Use Only” box. Only those sections of the “Teacher Use Only” box that have an asterisk (Course Taken (Algebra I and Geometry only), 504 Accommodations (except for grades 1, 2, and 9), Special Education Accommodations, Migrant Student, Foreign Exchange (End-of-Course and Grade 11 Literacy Examinations only), Highly Mobile, LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested) need to be completed, as appropriate, if a student label is used.

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

Important: A student label **must** be used on a student answer document, consumable test booklet, or Student Not Tested Form if one is provided for a student and the student’s school, grade, State ID number, and last name are correct. If the student’s school, grade, State ID number, and/or last name are incorrect, a student label cannot be used and all demographic information on the answer document or consumable test booklet must be bubbled. Information provided by the ADE from APSCN/Triand will override anything coded for the sections of the “Teacher Use Only” box without an asterisk. If information for a student is incorrect, it must be updated in APSCN/Triand prior to testing. See page 13 for more information about updating student demographic information and page 41 regarding updating student retest information.

PROCEDURES FOLLOWING TEST ADMINISTRATION

A sample of the “Teacher Use Only” box appears below. (**Note:** Overall appearance will vary, depending on the examination being administered.)

TEACHER USE ONLY *Course Taken <input type="radio"/> Algebra <input type="radio"/> Algebra A & B <input type="radio"/> Other Student Retest <input type="radio"/> Retest 1 <input type="radio"/> Retest 2 Monitored Former LEP <input type="radio"/> Year 1 <input type="radio"/> Year 2 *504 Accommodations <input type="radio"/> 504 – RMT/RWT/RST <input type="radio"/> 504 – LPT <input type="radio"/> 504 – BT Student NOT Tested Mark the reason in box 10 on page 2.	SPECIAL EDUCATION ONLY ESI Codes ① AU ⑤ MD ⑨ SLD ② DB ⑥ OI ⑩ SI ③ HI ⑦ OHI ⑪ TBI ④ MR ⑧ ED ⑫ VI *Special Education Accommodations ① TRAN ⑧ MD ② REC ⑨ NB ③ SIGN ⑩ IS ④ PREF ⑪ ET ⑤ SMGT ⑫ LPT ⑥ INT ⑬ BT ⑦ RMT/RWT/RST ⑭ AB	<input type="radio"/> Free and/or Reduced Lunch <input type="radio"/> *Migrant Student <input type="radio"/> Gifted and Talented <input type="radio"/> *Foreign Exchange *Highly Mobile <input type="radio"/> Student enrolled in school/district after October 1, 2012	LEP ONLY <input type="radio"/> Limited English Proficient (LEP) <input type="radio"/> *LEP student less than one year in the U.S. *LEP Accommodations ① LEP - ET ② LEP - WTWD ③ LEP - IS ④ LEP - PREF ⑤ LEP - SMGT ⑥ LEP - INT ⑦ LEP - RMT/RWT/RST ⑧ LEP - NB
--	--	--	---

*Course Taken

Complete the Course Taken section of the “Teacher Use Only” box, as appropriate, regardless of whether or not a student label is used. The Course Taken section is only for the Algebra I and Geometry End-of-Course Examinations. Course Taken may be blank for Algebra I student retesters who are not associated with a course listed.

Student Retest (Algebra I only)

A student’s retest information does not need to be coded on the student answer document if a student label is used. If a student label is not used, complete the Student Retest section of the “Teacher Use Only” box for each student taking an Algebra I End-of-Course Examination retest.

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

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

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

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

Important: If student retest information is incorrect on the Preliminary Demographic Verification Roster, please contact Dr. Greg Holland (Greg.Holland@arkansas.gov) or Dr. Neal Gibson (Neal.Gibson@arkansas.gov) to reconcile any discrepancies by the end of the day on May 3, 2013.

Monitored Former LEP

A student’s Monitored Former LEP status does not need to be coded on the student answer document or consumable test booklet 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.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

Monitored Former LEP (MFLEP) students include those who

- have exited out of a language instruction educational program funded by Title III into classrooms that are not tailored for LEP students;
- 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; and
- were identified as LEP at some time in the prior two years but who no longer meet the state’s definition of LEP.

***504 Accommodations (except for grades 1, 2, and 9)**

Complete the 504 Accommodations section of the “Teacher Use Only” box, as appropriate, regardless of whether or not a student label is used. Fill in the circle for Read-aloud (RMT/RWT/RST) for any 504 student who is tested with the Read-aloud accommodation, fill in the circle for Large Print Test (LPT) for any 504 student taking the Large Print version of the test, and fill in the circle for Braille Test (BT) for any 504 student taking the Braille version of the test.

Note: 504 students may receive additional accommodations included in their plan but do not bubble them in the “Teacher Use Only” box. See page 43.

ESI Codes

A student’s ESI (Exceptional Student Information) code does not need to be coded if a student label is used. If a student label is not used, complete the ESI Codes section of the “Teacher Use Only” box, as appropriate.

If a student participated in the testing and is part of a specific educational program, fill in the appropriate circle in the section labeled “ESI Codes.” 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 the circle for each accommodation the student received during testing.

1	TRAN	a teacher transfers answers from the student’s test booklet to an answer document or consumable test booklet
2	REC	a teacher records the student’s verbal responses and places them into his/her answer document or consumable test booklet
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
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 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. Extended time does not allow students to go back into a session at a later time in the day to continue working or to complete unfinished items.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

Free and/or Reduced Lunch Students

A student's eligibility for Free and/or Reduced Lunch does not need to be coded on the answer document or consumable test booklet if a student label is used. For students without labels, only the School Test Coordinator and/or person authorized in the agreement signed by the school with Child Nutrition can code the section for students eligible for Free and/or Reduced Lunch. This information must be filled out after testing is completed. This section cannot be marked by the Test Administrator. (Refer to Commissioner's Memo #FIN-09-041; the contact person is Suzanne Davidson at 501-324-9502.)

***Migrant Students**

Complete the Migrant Student section of the "Teacher Use Only" box, as appropriate, regardless of whether or not a student label is used. In the section labeled "Migrant Student," fill in the circle for any student meeting the following guidelines: Children of migratory agricultural workers or migratory fishers, including children who are workers themselves and the spouses of such workers, who have been identified by the Migrant Education Program (MEP) as migrant children.

For questions related to migrant student information, the District Test Coordinator should 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 or consumable test booklet 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.

***Foreign Exchange (End-of-Course and Grade 11 Literacy Examinations only)**

Foreign exchange students must be identified as such on their answer documents regardless of whether or not a student label is used. To identify foreign exchange students, the School Test Coordinator (or designated person) must code each student's answer document by filling in the circle for Foreign Exchange in the "Teacher Use Only" box.

***Highly Mobile Students**

Complete the Highly Mobile section of the "Teacher Use Only" box, as appropriate, regardless of whether or not a student label is used. In the section labeled "Highly Mobile," fill in the circle for any student enrolled in the school or moving between schools **after** October 1, 2012.

Limited English Proficient (LEP) Students

A student's status as Limited English Proficient does not need to be coded on the answer document or consumable test booklet if a student label is used. If a student label is not used and the student is designated as Limited English Proficient, complete the Limited English Proficient (LEP) section of the "Teacher Use Only" box, as appropriate. If an LEP student is also participating in a special education program, fill in the appropriate circle (1–12) in the ESI Codes section and the LEP circle.

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

If a student is Limited English Proficient and has been in 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 the circle for each accommodation the student received during testing.

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
Important: <i>No portion of the reading test may be read to any student!</i> |
| 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. Extended time does not allow students to go back into a session at a later time in the day to continue working or to complete unfinished items.

*Student NOT Tested

An answer document, consumable test booklet, or Student Not Tested Form **must** be submitted for any student who was scheduled to test and/or received a label but **took NO portion of the test**. All students who received a student label must be accounted for by returning either an answer document, consumable test booklet, or a Student Not Tested Form. If it is known in advance of testing that a student who received a label will not be testing, please use the Student Not Tested Form to record the reason not tested. If a student does not test and his or her label has been placed on an answer document or consumable test booklet, if the student did not receive a student label, or if the student’s school, grade, State ID number, or last name are incorrect on the label, follow the instructions on the next page.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

Fill in the circle for the appropriate reason code (mark **only** one) on page 2 of the student answer document or on the inside back cover of the consumable test booklet. All student labels sent to schools must be used on answer documents, consumable test booklets, or Student Not Tested Forms (unless the student's school, grade, State ID number, and/or last name have changed or are incorrect on the Preliminary Demographic Verification Roster). If the reason the student did not test is not listed on page 2 of the answer document or on the inside back cover of the consumable test booklet, or if the student refused to take all portions of the test, the District Test Coordinator must contact the ADE Office of Student Assessment at 501-682-4558 for further instructions.

All of the information (as appropriate for the student) requested on the front of the student answer document or the back of the consumable test booklet must be completed.

A sample of the Student NOT Tested box appears below. (Note: Overall appearance will vary, depending on the examination being administered.)

TEACHER USE ONLY	
10	*Student NOT Tested
Complete ALL of the information (as appropriate for the student) requested on page 1 of this answer document for any student who was scheduled to take the <i>Spring Algebra I End-of-Course Examination</i> but took NO portion of the test . Instructions for completing page 1 are provided in the Test Administration Manual. Fill in the circle for the reason (mark ONLY one) the student took NO portion of the test. If a Student NOT Tested circle is filled in, the student response portion of the answer document should be completely blank and contain no eraser marks.	
<ul style="list-style-type: none">① Absent on ALL days of the test administration, including the make-up test administration② Expelled/suspended③ Extended hospitalization④ Residential treatment⑤ Homebound⑥ Incarcerated⑦ Juvenile detention⑧ Transferred to a different school/district in Arkansas⑨ Moved to a different state/out of country⑩ Enrolled in a home school/private school⑪ Completed an alternate portfolio assessment⑫ Special Education services for home school/private school⑬ Student was incorrectly identified as taking an Algebra I course⑭ Withdrew from school or course⑮ Student has already passed the <i>Algebra I End-of-Course Examination</i>⑯ SRT⑰ Deceased⑱ School district/school failed to administer the examination⑲ Student is eligible for an Algebra I retest opportunity but is not ready to test	

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

See page 11 for information regarding students not tested and erasures on the answer document or consumable test booklet.

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

PROCEDURES FOLLOWING TEST ADMINISTRATION

TEST ADMINISTRATOR INSTRUCTIONS FOR RETURNING TEST MATERIALS TO THE SCHOOL TEST COORDINATOR

Organize Test Materials

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

Grades 3–8, grade 9, EOCs, and Grade 11 Literacy

A. Answer Documents

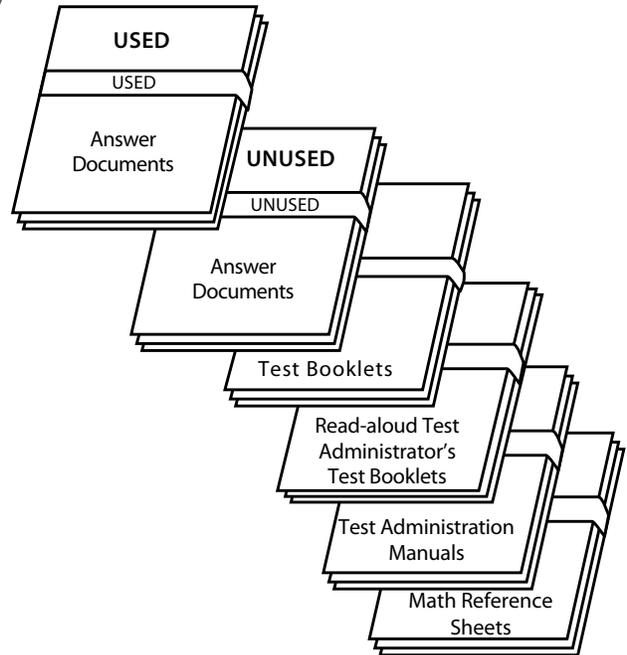
1. Separate **used** answer documents from **unused** answer documents.
2. Verify that all answer documents have been accounted for.

B. Test Booklets

1. Organize all test booklets (used and unused together) including Large Print, Braille, and Read-aloud test booklets in security ID number order with the lowest number on top and the highest number on the bottom.
2. Verify that there are no answer documents inside of test booklets.
3. Organize all Read-aloud Test Administrator's test booklets (grades 3–8 and Grade 11 Literacy only) in security ID number order with the lowest number on top and the highest number on the bottom.
4. Verify that all test booklets assigned to you are accounted for.

C. Test Administration Manual(s)

D. Mathematics Reference Sheets (grades 3–8 only)



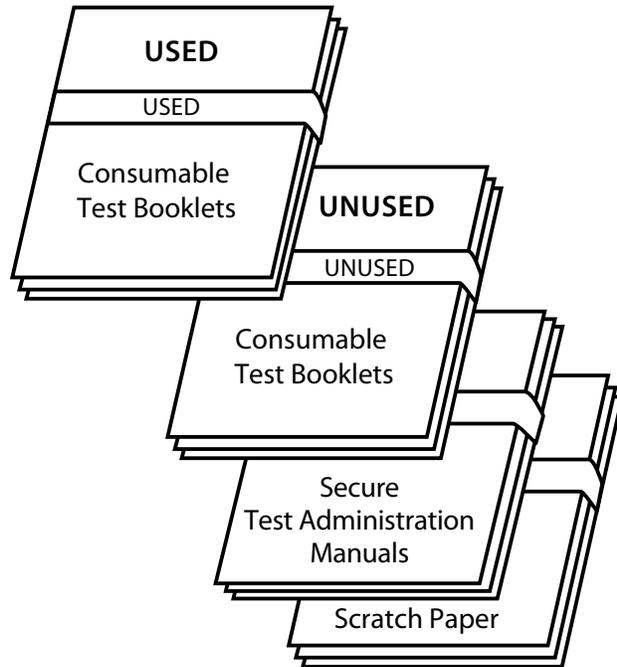
PROCEDURES FOLLOWING TEST ADMINISTRATION

Grades 1 and 2 only

- A. Consumable test booklets—Separate **used** consumable test booklets from **unused** consumable test booklets.
- B. Secure Test Administration Manuals—Organize all secure manuals, by grade, in security ID number order with the lowest number on top and the highest number on the bottom.
- C. Scratch Paper

Stack materials in the order shown.

After Test Administrators return materials to the School Test Coordinator, the School Test Coordinator will organize and inventory all materials from all classes, ensure that no test materials are missing, fill out the appropriate header sheets, verify that all affidavits/affidavit waivers are completed, and return materials to the District Test Coordinator.



PROCEDURES FOLLOWING TEST ADMINISTRATION

INSTRUCTIONS FOR THE RETURN OF SCOREABLE MATERIALS

Materials for each school must be organized SEPARATELY for EACH grade or course. Make sure that used answer documents and consumable test booklets (including those for students not tested) have been separated from all nonscoreable test booklets and unused answer documents. Return all unused consumable test booklets in the nonscoreable return shipment. Do NOT return unused answer documents. All unused answer documents (without student work or without a “Student NOT Tested” reason code filled in) that are returned to Questar with student demographic information filled out or with a student label applied will be considered scoreable. For the Spring End-of-Course Examinations, make sure the used answer documents for each subject are returned in a separate shipment. Answer documents with a “Student NOT Tested” reason code bubbled are considered used and should be included in the counts on the Classroom/Group Information Sheet, School/Grade or School/Course Header Sheet, and on the District Scoreable Materials Transmittal Form.

1. All schools must complete at least one (1) Classroom/Group Information Sheet for each grade or course tested. Classroom/Group Information Sheets must be placed on **top** of each intact stack/class of used answer documents or consumable test booklets for the appropriate classroom. The Classroom/Group Information Sheet will be used to determine reporting at the classroom/group level.
2. Schools must also complete one (1) of the preprinted School/Grade or School/Course Header Sheets for each grade or course tested and place it on **top** of all corresponding Student Not Tested Forms, used answer documents or used consumable test booklets, and associated Classroom/Group Information Sheets for a school by grade or course.
3. Schools should place a paper band around the set(s) of Student Not Tested Forms and/or used answer documents or used consumable test booklets (including those for students not tested) and provide these bundles to the District Test Coordinator by grade or course.
4. Complete the District Scoreable Materials Transmittal Form for each grade or course and place it on **top** of the appropriate grade or course bundles (the District Scoreable Materials Transmittal Form for grade 3 will be placed on top of the documents for grade 3, the District Scoreable Materials Transmittal Form for grade 4 will be placed on top of the documents for grade 4, etc.). Note that scoreable consumable test booklets are to be accounted for using the District Scoreable Materials Transmittal Form for the appropriate grade.
5. Complete all of the affidavits and paper-band them together. Affidavit waiver forms must be paper-banded together and placed under the bundled affidavits and on top of the scoreable materials for the school in Box “1 of X.”
6. Place all bundles of used answer documents or consumable test booklets and Student Not Tested Forms, along with the corresponding headers and the District Scoreable Materials Transmittal Form, into boxes for return shipping. For the Augmented Benchmark and The Iowa Tests, arrange these bundles in grade order with the lowest grade on top. **Do NOT include nonscoreable test booklets in this shipment.** Place a Scoreable Questar Return Shipping Label on each box. In the lower left corner of each label, write “Box X of X.” Place one UPS shipping label on each box.
7. If the district does not have a regularly scheduled UPS pick-up, call UPS toll-free at 877-536-2697 (see schedule on pages 3–4 for return dates).
8. After materials have been picked up by UPS, the District Superintendent or District Test Coordinator must notify Questar by completing return verification information on ServicePoint (a Quick Reference Guide is provided on page 69).

Note: All responses in Large Print and Braille test booklets must be transcribed into student answer documents or consumable test booklets for inclusion in this shipment.

PROCEDURES FOLLOWING TEST ADMINISTRATION

INSTRUCTIONS FOR THE RETURN OF NONSCOREABLE MATERIALS

Materials for each school must be organized SEPARATELY for EACH grade or course. For the Spring End-of-Course Examinations, make sure the test booklets for each subject are packaged and returned in separate shipments. Scoreable materials returned with nonscoreable materials is a procedural testing impropriety and may not be scored due to reporting timeline requirements.

1. Sequentially order secure Test Administration Manuals for grades 1–2 and test booklets for each school by grade or course and place paper bands around them. All test booklets (used and unused) including Large Print, Braille, and Read-aloud test booklets **must** be returned. (Used consumable test booklets are returned with the scoreable materials.)
2. Verify that the Test Booklet and Test Administration Manual Security Forms have been completed and signed. Place the security forms on top of each stack of corresponding test booklets or Test Administration Manuals for grades 1–2, as applicable, by each grade or course (the Test Booklet Security Form for grade 3 will be placed on top of the stacks of grade 3 test booklets, the Test Booklet Security Form for grade 4 will be placed on top of the stacks of grade 4 test booklets, etc.).
3. Verify that no answer documents are inside test booklets. If an answer document is found after the scoreable materials shipment has been returned, notify Questar immediately at 800-643-8547.
4. Verify that all scratch paper for grades 1–2 has been returned.
5. Verify that all Mathematics Reference Sheets for grades 3–8 have been returned.
6. Place bundles of test booklets and security forms, arranged by each grade or course, Test Administration Manuals for grades 1–2 and security forms arranged by grade, scratch paper for grades 1–2, and Mathematics Reference Sheets for grades 3–8 in boxes for return shipping. **Do NOT include any answer documents or used consumable test booklets in this shipment.**
7. Place a Nonscoreable Questar Return Shipping Label on each box. In the lower left corner of each label, write “Box X of X.” Place one shipping label on each box. Seal the boxes with heavy-duty tape.
8. If the district does not have a regularly scheduled UPS pick-up, call UPS toll-free at 877-536-2697 (see schedule on pages 3–4 for return dates).
9. After materials have been picked up by UPS, the District Superintendent or District Test Coordinator must notify Questar by completing return verification information on ServicePoint (a Quick Reference Guide is provided on page 69).

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

ACTAAP AND THE IOWA TESTS® CONTACTS

For questions related to policy consideration, contact:

Office of Student Assessment
Arkansas Department of Education
Four Capitol Mall, Room 305B
Little Rock, AR 72201-1071
Telephone: 501-682-4558
Fax: 501-682-4886

For questions related to the ACTAAP materials, contact:

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

SAMPLE DISTRICT PACKING LIST

The Iowa Tests April 2013

District Packing List Shipment 1

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

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



Questar Order # 314784	ARI 302 AR NRT
Order Date:	March 14, 2013
Pack Date:	March 14, 2013

Ord'd	Shipped	BO'd	Material Name	Packing Information	Received	Returned
1	1	0	Cover Memo	Box 1: 1 Each		
100	100	0	Paper Bands	Box 1: 10 Pkgs/10		
1	1	0	Parent Notification Pamphlets	Box 1: 1 Pkg/25		
1	1	0	Brochures for Educators	Box 1: 1 Pkg/25		
1	1	0	Scoreable Materials Return Kit (Gr 1-2 and 9)	Box 1: 1 Each		
1	1	0	Nonscoreable Materials Return Kit (Gr 1-2 and 9)	Box 1: 1 Each		
1	1	0	Demographic Verification Roster	Box 1: 1 Set		
1	1	0	School /Grade Header Sheet	Box 1: 1 Each		
1	1	0	Classroom/Group Information Sheet	Box 1: 1 Each		
1	1	0	Test Security Affidavits	Box 1: 1 Set		
1	1	0	Secure Materials Shipment Packing List(s) (shipment 2)	Box 1: 1 Set		
1	1	0	Test Administration Manual - Grade 9	Box 1: 1 Each		

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

SAMPLE SHIPMENT SUMMARY LIST

Arkansas Augmented Benchmark Examinations



Order #: 296545

April 2013

April 13

Shipment Summary List

Packaged for: **99-99-999 Arkansas Middle School**

Total Boxes This Shipment: 2

Box 1 of 2 (Box ID: B80023738)

Qty	Material Name	Packing Information	Security Number(s)
125	Rulers	5 Pkgs/25	
100	Protractors	4 Pkgs/25	
50	Mathematics Manipulatives (with envelope)	2 Pkgs/25	
150	Parent Notification Pamphlets	6 Pkgs/25	
25	Brochures for Educators	1 Pkg/25	
1	Student Labels	1 Set	
1	Preliminary Demographic Verification Roster	1 Set	
1	Secure Materials Packing List(s)—Shipment 2	1 Set	
3	School/Grade Header Sheet	3 Each	
7	Classroom/Group Information Sheet	7 Each	
10	Student Not Tested Form	1 Pkg/10	
1	District and School Test Coordinators' Manual	1 Each	
5	Test Administration Manual - Grades 3, 4, 6, and 8	5 Each	
4	Test Administration Manual - Grades 5 and 7	4 Each	

Box 2 of 2 (Box ID: B80024153)

Qty	Material Name	Packing Information	Security Number(s)
45	Gr 6 Answer Document	3 Pkgs/15	
60	Gr 7 Answer Document	4 Pkgs/15	
45	Gr 8 Answer Document	3 Pkgs/15	

SAMPLE BOX CONTENT LIST

The Iowa Tests
April 2013
Box Content List



NRT April 13

Packaged for: **99-99-991 Arkansas Primary School**

Box ID: B80023738

Qty	Material Name	Packing Information	Security Number(s)
1	Test Administration Security Forms	1 Set	
1	Test Booklet Security Forms	1 Set	
5	Test Administration Manuals - Grade 1	1 Pkg/5	10000000-10000005
5	Test Administration Manuals - Grade 2	1 Pkg/5	20000000-20000005
105	Gr 1 Test Booklets	7 Pkgs/15	11000000-11000105
105	Gr 2 Test Booklets	7 Pkgs/15	21000000-21000105

SAMPLE SECURE MATERIALS REPORT

Arkansas Augmented Benchmark Examinations

April 2013

Secure Materials Report

Arkansas School District (99-99)

Arkansas Elementary School (99-99-992)

Qty	Material Name	Security Number(s)
Order No: 314784		
60	Gr 3 Test Booklets	31000000-31000060
60	Gr 4 Test Booklets	41000000-41000060
90	Gr 5 Test Booklets	51000000-51000090

Arkansas Middle School (99-99-999)

Qty	Material Name	Security Number(s)
Order No: 314785		
45	Gr 6 Test Booklets	61000000-61000045
60	Gr 7 Test Booklets	71000000-71000060
45	Gr 8 Test Booklets	81000000-81000045

SAMPLE AFFIDAVIT 1—DISTRICT LEVEL TEST SECURITY FORM



Arkansas Comprehensive Testing,
Assessment, and Accountability Program

End-of-Course Examinations District Level Test Security Form AFFIDAVIT 1

District Information
District Name: _____

Course (fill in ONLY one)
<input type="radio"/> Algebra I
<input type="radio"/> Geometry
<input type="radio"/> Biology

LEA Number	
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

This affidavit must be completed and signed by both the District Superintendent and the District Test Coordinator. The signed Affidavit 1 must be returned with the **scoreable** materials for the End-of-Course Examinations according to the instructions in the manuals for the current administration.

I certify that I have informed all District and School Test Coordinators, and all persons who administer or help administer the End-of-Course Examinations of the secure nature of these tests. These individuals have also been informed that unless there is an approved accommodation, they are not allowed to read test items or students' responses to test items.

I certify that all School Test Coordinators, School Principals, Test Administrators, and all persons who administer or help administer the End-of-Course Examinations have signed Affidavit 2 or Affidavit 3 as appropriate, and that all affidavits have been accounted for and 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 End-of-Course Examinations items or students' responses to test items. As directed in the manuals for the current administration, all **used and unused** test booklets, all **used** answer documents, and all completed Student Not Tested Forms 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)

Signature: _____ Date Signed: _____

District Test Coordinator's Name: _____ (PRINT)

Signature: _____ Date Signed: _____

DO NOT WRITE BEYOND THIS AREA

33784684

DO NOT WRITE BEYOND THIS AREA



QA11616

SAMPLE AFFIDAVIT 2—SCHOOL LEVEL TEST SECURITY FORM



Arkansas Comprehensive Testing,
Assessment, and Accountability Program

Augmented Benchmark Examinations and The Iowa Tests® School Level Test Security Form AFFIDAVIT 2

District/School Information
District Name: _____
School Name: _____

Grade (fill in ALL that apply)	
<input type="radio"/> 1	<input type="radio"/> 6
<input type="radio"/> 2	<input type="radio"/> 7
<input type="radio"/> 3	<input type="radio"/> 8
<input type="radio"/> 4	<input type="radio"/> 9
<input type="radio"/> 5	

LEA Number									
		-				-			
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	3	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

This affidavit must be completed and signed by both the School Test Coordinator and the School Principal. This signed affidavit is to be returned to the District Test Coordinator at the completion of testing. This affidavit must be returned with the **scoreable** materials for the Augmented Benchmark Examinations at grades 3–8 and a separate affidavit must be returned with the **scoreable** materials for The Iowa Tests® at grades 1–2 and 9 according to the instructions in the manuals for the current administration.

I certify that, to my knowledge, no one in this school building has read, copied, reproduced, or released in any way the secure items or students' responses to test items from the Augmented Benchmark Examinations or The Iowa Tests. As directed in the manuals for the current administration, all **used and unused** test booklets, all **used and unused** Test Administration Manuals for grades 1–2, all **used** answer documents and consumable test booklets, all completed Student Not Tested Forms, all scratch paper at grades 1 and 2, and all Mathematics Reference Sheets for grades 3–8 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 Augmented Benchmark Examinations and The Iowa Tests have signed Affidavit 3, as appropriate, and that all affidavits have been accounted for and returned to the District Test Coordinator.

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

School Test Coordinator's Name: _____
(PRINT)

Signature: _____ Date Signed: _____

School Principal's Name: _____
(PRINT)

Signature: _____ Date Signed: _____

DO NOT WRITE BEYOND THIS AREA

33604332

DO NOT WRITE BEYOND THIS AREA



SAMPLE AFFIDAVIT 3—TEST ADMINISTRATOR SECURITY FORM



Grade 11 Literacy Examination Test Administrator Security Form AFFIDAVIT 3

District/School Information
District Name:
School Name:

LEA Number									
		-		-					
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

This affidavit must be signed by all Test Administrators (persons who give or help give the test) and returned to the School Test Coordinator. The signed Affidavit 3 must be returned to the District Test Coordinator upon completion of testing. This affidavit must be returned with the **scoreable** materials for the *Grade 11 Literacy Examination* according to the instructions in the manuals for the current administration.

I certify that I have not read, copied, reproduced, or released in any way the secure *Grade 11 Literacy Examination* test items, writing prompts, or students' responses to test items or writing prompts. I have not conducted any inappropriate test preparation activities with students that could invalidate the test results or give them an unfair advantage over others. As directed in the manuals for the current administration, all **used and unused** test booklets, all **used and unused** answer documents, all completed Student Not Tested Forms, and all Test Administration Manuals 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)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____ (PRINT)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____ (PRINT)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____ (PRINT)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____ (PRINT)

Signature: _____ Date Signed: _____

DO NOT WRITE BEYOND THIS AREA

33718700

DO NOT WRITE BEYOND THIS AREA



SAMPLE AFFIDAVIT WAIVER FORM FOR PROVIDING AN APPROVED ACCOMMODATION



Augmented Benchmark Examinations and The Iowa Tests® AFFIDAVIT WAIVER FORM for Providing an Approved Accommodation April 2013

To be completed PRIOR to test administration:

I confirm that reading aloud any reading passage or associated items to this student is NOT an approved testing accommodation and is a testing irregularity.

_____ Date

_____ Signature of Currently Licensed Arkansas Teacher Providing Accommodation

To be completed AFTER test administration:

I provided an approved testing accommodation for:

_____ Student's Name

_____ Answer Document or
Consumable Test Booklet Number*

By _____ Session(s) _____
reading/transcribing/recording

of the grade (check one) 1 2 3 4 5 6 7 8 9

(Please check the appropriate box. For grades 3–8, enter the test booklet form.)

Augmented Benchmark Examinations, test booklet form _____ (enter the letter from the upper right corner of the test booklet)

The Iowa Tests

I confirm that I did NOT read aloud any reading passage or associated items to this student. Reading aloud any reading passages or items is NOT an approved testing accommodation. 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

* For grades 3–9, the answer document number is found on the front cover in the lower right corner inside the shaded bar.
For grades 1–2, the consumable test booklet number is found on the BACK cover in the lower right corner inside the shaded bar.
Do NOT use the security number found under the security barcode on the front cover of the test booklet.

Keep one (1) copy for file and paper band one (1) copy together with all Affidavit Waiver Forms for the district behind the Affidavits.



SAMPLE PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

The following provides a key to the information that is printed on the Preliminary Demographic Verification Roster. Using the Preliminary Demographic Verification Roster, verify that the information for each student is correct. If the student's school, grade, State ID number, and/or last name are incorrect, the student's label cannot be used. If any other information for a student is incorrect, the student label **must** still be used, but you will need to correct the information in APSCN/Triand by the date listed on page 13 of this handbook. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Arkansas End-of-Course Examinations
for Algebra I, Geometry, and Biology
Spring 2013

Preliminary Demographic Verification Roster

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

Please use this form to verify the demographic information for your students. If the student's school, grade, State ID number, and/or last name are incorrect, the student's label cannot be used. If any other information is incorrect, the student label **must** still be used, but you will need to correct the information in APSCN/Triand by the end of the day on Friday, May 3, 2013. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Subject: Algebra I

Name (Last, First, Middle Initial)	Grade	Birth Date	State ID Number	SS ID	Gender	Ethnicity*	ESI† Codes	MFLEP‡	LEP	Free/Reduced Lunch	Gifted/Talented	Student Retest
Daisy, Charles P	11	03-10-95	1234567890	987654321	M	3		1	Y	Y	N	1
Fitzgerald, Scott	11	04-09-96	2345678901	876543210	M	7	AU		N	N	N	
Herzog, Brenda K	11	05-31-95	3456789012	765432109	F	5			N	N	N	2
Liverpool, Angela	11	07-15-95	4567891098	654321098	F	2			Y	Y	Y	
Xueng, Yo	11	09-01-95	5678901234	543210987	M	1	OHI	2	N	N	N	1

*Ethnicity Codes: 1 = Hispanic, 2 = Asian, 3 = Native Hawaiian/Pacific Islander, 4 = American Indian/Alaska Native, 5 = Black, 6 = White, 7 = Two or More
 †ESI Codes: AU=Autism, DB=Deafblindness, HI=Hearing Impairment, MR=Mental Retardation (both TMR & EMR), MD=Multiple Disabilities, CI=Orthopedic Impairment, OHI=Other Health Impairment, ED=Emotional Disturbance, SLD=Speech Learning Disability, SI=Speech/Language Impairment, TBI=Traumatic Brain Injury, VI=Visual Impairment
 ‡MFLEP (Monitored Former LEP): 1 = Year 1 Monitored Former LEP, 2 = Year 2 Monitored Former LEP

4 5 6 7 8 9 10 11 12 13 14 15 16

1. District LEA and District Name
2. School LEA and School Name
3. Subject
4. Student Name: Last Name, First Name, Middle Initial
5. Grade
6. Birth Date
7. State ID Number—10-digit State Reporting Identification Number
8. SS ID—Social Security Number or Federally-Assigned Identification Number
9. Gender: F = Female; M = Male
10. Ethnicity:
 - 1 – Hispanic 2 – Asian 3 – Native Hawaiian/Pacific Islander
 - 4 – American Indian/Alaska Native 5 – Black 6 – White 7 – Two or More
11. ESI Codes:
 - AU – autism OHI – other health impairment
 - DB – deaf-blindness ED – emotional disturbance
 - HI – hearing impairment SLD – specific learning disability
 - MR – mental retardation (both TMR and EMR) SI – speech/language impairment
 - MD – multiple disabilities TBI – traumatic brain injury
 - OI – orthopedic impairment VI – visual impairment
 - Blank – no ESI code reported
12. MFLEP (Monitored Former LEP): 1 = (Year 1) the student is in the first year of monitoring; 2 = (Year 2) the student is in the second year of monitoring; blank field = the student is not identified as a Monitored Former LEP student
13. LEP: Y = Yes, the student is a Limited English Proficient student; N = No, the student is not a Limited English Proficient student
14. Free/Reduced Lunch: Y = Yes, the student receives Free and/or Reduced Lunch; N = No, the student does not receive Free and/or Reduced Lunch
15. Gifted and Talented: Y = Yes, the student is identified as Gifted and Talented; N = No, the student is not identified as Gifted and Talented
16. Student Retest (Algebra I only): blank field = first time tester, 1 = Retest 1, 2 = Retest 2

SAMPLE STUDENT NOT TESTED FORM



Arkansas Comprehensive Testing,
Assessment, and Accountability Program

Spring End-of-Course Examinations for Algebra I, Geometry, and Biology

COURSE	
Return labels for <u>only one</u> course on each form. Fill in the circle to indicate which course is returned on this form.	<input type="radio"/> Algebra I <input type="radio"/> Geometry <input type="radio"/> Biology

SCHOOL INFORMATION
School Name:
District Name:

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

Student NOT Tested Codes
<ol style="list-style-type: none"> Absent on ALL days of the test administration, including the make-up test administration Expelled/suspended Extended hospitalization Residential treatment Homebound Incarcerated Juvenile detention Transferred to a different school/district in Arkansas Moved to a different state/out of country Enrolled in a home school/private school Completed an alternate portfolio assessment Special Education services for home school/private school Student was incorrectly identified as taking this course Withdrew from school or course Student has already taken this Geometry/ Biology End-of-Course Examination OR student has already passed the Algebra I End-of-Course Examination Reason 16 not applicable on this form. Must be coded on an answer document. Deceased School district/school failed to administer the examination Student is eligible for an Algebra I retest opportunity but is not ready to test. (19 should not be bubbled if using a Geometry or Biology student label.)

Student Not Tested Form 2013

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

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 17 18 19

ALIGN TOP OF LABEL HERE
Position label WITHIN the dotted lines.

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 17 18 19

ALIGN TOP OF LABEL HERE
Position label WITHIN the dotted lines.

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 17 18 19

ALIGN TOP OF LABEL HERE
Position label WITHIN the dotted lines.

SNT Code: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 17 18 19

ALIGN TOP OF LABEL HERE
Position label WITHIN the dotted lines.

DO NOT WRITE BEYOND THIS AREA

33568076



SAMPLE SCHOOL/COURSE HEADER SHEET



Arkansas Comprehensive Testing,
Assessment, and Accountability Program

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

2012–2013 SCHOOL/COURSE HEADER SHEET

A School/Course Header Sheet **MUST** be completed for each course tested in the school and returned with the scoreable materials according to the instructions for District and School Test Coordinators provided in the manuals. Verify that the preprinted information on this form is correct for your school. If the preprinted information is correct, complete all information in boxes 3, 4, and 5. If the preprinted information is not correct, please contact your District Test Coordinator for a blank form. If using a blank form, complete all information in boxes 1, 2, 3, 4, and 5.

1 SCHOOL INFORMATION	
School Name:	
District Name:	

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

2 LEA NUMBER					
County	District	School			

4 NUMBER OF STUDENT NOT TESTED FORMS BEING RETURNED			Write in number below

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

Do not write in this area



SAMPLE DISTRICT SCOREABLE MATERIALS TRANSMITTAL FORM

Arkansas End-of-Course Examinations
for Algebra I, Geometry, and Biology
Spring 2013

District Scoreable Materials Transmittal Form – Algebra I

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

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

This return shipment is the Algebra I shipment for: (Check ONLY one box in this section):

REGULAR TESTERS (*see below)
(documents shipped no later than May 13)

MAKE-UP TESTERS ONLY
(documents shipped no later than May 15)

*If this is your shipment for **REGULAR TESTERS**, will you be returning answer documents for students who test during the Algebra I MAKE-UP WINDOW?

Please circle one.....YES / NO

Indicate with checkmarks in the boxes below which schools are returning answer documents or Student Not Tested Forms to Questar.

<u>School LEA #:</u>	<u>School</u>	<u>Qty. Answer Docs Shipped</u>	<u>Check the Box for School(s) Returning Answer Documents or Student Not Tested Forms</u>
99-99-023	Arkansas Junior High School	0	<input type="checkbox"/>
99-99-024	North High School	99	<input type="checkbox"/>
99-99-025	South High School	36	<input type="checkbox"/>

District Test Coordinator's Signature: _____

Telephone: () _____

Date: _____

March 2013 Arkansas Grade 11 Literacy Examination

Additional Material Order Access



— Quick Reference Guide —

QAI08682

Availability & System Requirements

- ❑ Access to ServicePoint for additional material orders (AMOs) will be available **February 5, 2013 – March 1, 2013**.
- ❑ 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 used to enter enrollments in the fall of 2012 and are currently using to access **EOC Alg I Fall 2012** 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 Superintendent. Please enter counts for each material item needed.

System Navigational Instructions

To Perform any of the Three Following Functions

1. Please select “**Literacy 2013**” 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 drop-down box. The Ship to District Contact Address will default to the required option.
4. Click the “**Next**” button at the bottom of the screen.
5. The “**Material Order Summary**” screen will provide the shipping details for your new order. Click the “**Save Then Enter Order Lines**” button at the bottom of the screen.
6. On the “**Manage Material Order Lines Multi Add**” screen, all available items will be displayed. Please enter the quantities of materials you need for your district. If you need to order return kits, you will be prompted to call Customer Service to order. These cannot be ordered online. **Note:** *You must click the “**Save**” button at the bottom of the screen to submit your order. If you click the “**Return**” button, no materials will be ordered.*
7. If you need to change your order quantities, you may go back to the “**Manage Material Orders**” screen, select your order, and click the “**Edit**” button at the bottom of the screen. This will take you back through the process and allow you to make changes. Once an order number is assigned to your order, it has been forwarded to shipping and no further changes are allowed. Please allow 5 business days to receive your materials.

Additional Help

Business Hours:
Customer Service:

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

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

RETURN VERIFICATION ACCESS QUICK REFERENCE GUIDE

March 2013 Arkansas Grade 11 Literacy Examination Return Verification Access

— Quick Reference Guide —

Availability & System Requirements

- Access to ServicePoint for recording your return materials will be available **March 7 – March 15, 2013**.
- 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 used to enter enrollments in the fall of 2012 and are currently using to access **EOC Alg I Fall 2012** 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 “**Literacy 2013**” 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

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