ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations at Grades 3–8 and The Iowa Tests® at Grades 1–2 and 9

April 2014

District and School Test Coordinators' Manual

SECURITY WARNING

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

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

Important Dates

March 31–April 11, 2014	Administration window for The Iowa Tests at grades 1–2 and 9.
April 7–11, 2014	Administration dates for the Augmented Benchmark Examinations at grades 3–8.
April 16, 2014	Make-up test administrations for the Augmented Benchmark Examinations must be completed.
April 15, 2014	Scoreable materials for grades 1–2 and 9 must be shipped to Questar.
April 16, 2014	Nonscoreable materials for grades 1–2 and 9 must be shipped to Questar.
April 18, 2014	Scoreable materials for grades 3–8 must be shipped to Questar.
April 21, 2014	Nonscoreable materials for grades 3–8 must be shipped to Questar.

The success of the Arkansas testing program depends upon your assistance.
The Arkansas Department of Education thanks you for your valuable assistance in administering the Augmented Benchmark Examinations and The Iowa Tests.

Arkansas Department of Education
April 2014

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Overview of the Augmented Benchmark Examinations and The Iowa Tests®

The **Arkansas Comprehensive Testing, Assessment, and Accountability Program** (ACTAAP) is comprised of criterion-referenced test (CRT) and norm-referenced test (NRT) components including the Augmented Benchmark Examinations at grades 3–8 and The Iowa Tests® at grades 1–2 and 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.

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.

This District and School Test Coordinators' Manual

This manual contains general information related to the Augmented Benchmark Examinations and The Iowa Tests, information on key events related to the test administrations, and the overall administration schedules. It also contains specific instructions for District and School Test Coordinators including procedures for the receipt and inventory of test materials, the distribution of materials to schools and to Test Administrators, and the return of materials. Specific information and instructions for Test Administrators are contained in the Test Administration Manuals for the Augmented Benchmark Examinations (one manual for grades 3, 4, 6, and 8, and one manual for grades 5 and 7), and in the Test Administration Manuals for The Iowa Tests for grades 1–2 and 9 (one manual per grade).

District and School Test Coordinators should read this manual thoroughly, and also be familiar with the information provided in each Test Administration Manual.

Augmented Benchmark Examinations and The Iowa Tests Contractors

The Arkansas Department of Education (ADE) has contracted with Questar Assessment, Inc. (Questar) and Riverside Publishing Company (Riverside) for the development, production, distribution, collection, and scoring of the materials for the Augmented Benchmark Examinations and The Iowa Tests. Materials will be shipped from and returned to Questar. Riverside will provide materials and services in support of the norm-referenced testing.

General Information

Contact Information

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

Schedule of Events for the Augmented Benchmark Examinations and The Iowa Tests

Event	Date
Districts receive non-secure materials	March 10, 2014
Districts receive secure materials	March 17, 2014
Districts complete correction of student information for grades 1–2 and 9	March 28, 2014
Districts complete correction of student information for grades 3–8	April 4, 2014
Districts have a testing window to administer The Iowa Tests for grades 1–2 and 9	**March 31–April 11, 2014**
Districts administer the Augmented Benchmark Examinations for grades 3–8	**April 7–11, 2014**
Districts complete make-up testing for the Augmented Benchmark Examinations	**April 16, 2014**
Deadline for districts to return scoreable materials for grades 1–2 and 9	April 15, 2014
Deadline for districts to return nonscoreable materials for grades 1–2 and 9	April 16, 2014
Deadline for districts to return scoreable materials for grades 3–8	April 18, 2014
Deadline for districts to return nonscoreable materials for grades 3–8	April 21, 2014

Testing shall be conducted on the dates given above. No part of the test may be given early. Early testing constitutes a breach of security. See the "Testing Guidelines and Security" section beginning on page 20 for more information about test security.

NEW—AFFIDAVIT WAIVER FORM FOR PROVIDING AN APPROVED ACCOMMODATION

The Affidavit Waiver Form will only be available in the multi-line format for this administration. Using this form, administrators can input a single student or multiple students who are receiving an accommodation while using only one form. A sample is provided in Appendix G of this manual.

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

Students to be Tested

All students who are able to test under standardized conditions, with or without allowable accommodations, are required to take the Augmented Benchmark Examinations in grades 3–8 or The Iowa Tests® for grades 1–2 and 9.

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.

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. 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 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 student 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 in Appendix D of this manual. 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.

Guidelines for Students to be Tested

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 in Appendix D of this manual. 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

LEP students in their first year in the U.S., who are scheduled to participate in the Augmented Benchmark Examinations and The Iowa Tests, 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 Literacy portion should be based on the professional judgment of a language assessment committee composed of appropriate district and school personnel.

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 in Appendix D of this manual. 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 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 grades 1–9 must take the Augmented Benchmark Examinations or The Iowa Tests, as appropriate. The School Test Coordinator (or designated person) may identify a foreign exchange student as an LEP student less than one year in the U.S. 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 "LEP student less than one year in the U.S." is **not** coded, the student's scores will be included in summary reports.

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 in Appendix D of this manual.

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

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

Highly Mobile Students

Any student enrolled in the school or moving between schools in the district **after** October 1, 2013, 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 or consumable test booklet. Specific directions for coding student answer documents or consumable test booklets are provided in the Test Administration Manuals and in Appendix D of this manual.

Alternative Learning Environment (ALE)

Alternative Learning Environment students shall participate in the Augmented Benchmark Examinations or 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.

Students NOT Tested

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. If an answer document or consumable test booklet is used to indicate a "Student NOT Tested" reason code and the student responds to at least one question, the student will be considered tested and the "Student NOT Tested" code will be ignored. 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 of the answer documents or consumable test booklets 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 or consumable test booklet with a student label or demographic information on it **without** a "Student NOT Tested" reason bubbled WILL BE SCORED.

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 School Test Coordinator 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 School Test Coordinator has filled in the circle next to Hispanic and any additional ethnicity code, the student will be reported as "Hispanic." If a student or School Test Coordinator 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 or consumable test booklet 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 barcode 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.

Important: Student information for reporting purposes will be pulled from APSCN/Triand at the end of the day on Friday, March 28, 2014 for The Iowa Tests, and at the end of the day on Friday, April 4, 2014 for the Augmented Benchmark Examinations. Students will be reported according to the information in the system when the data are pulled and any incorrect information CANNOT be changed after this point.

Preliminary Demographic Verification Roster

A Preliminary Demographic Verification Roster will be provided by grade 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. 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 booklet 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 on Friday, March 28, 2014 for The Iowa Tests, and by the end of the day on Friday, April 4, 2014 for the Augmented Benchmark Examinations.**

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, birth date, gender, ethnicity, and grade. 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 grade 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 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 front 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 in box 8 (if applicable), and sections of the "Teacher Use Only" box with an asterisk must be completed.

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 all 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 can be found in Appendix D of this manual. An asterisk indicates that a section needs to be completed regardless of whether or not a student label is used.

Incorrect Labels

If 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.

Advance Announcements

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

There should also be an advance announcement to students that they should bring calculators*, if calculators are not provided by the school, and to have their Social Security Numbers or federally-assigned identification numbers and State Reporting Identification Numbers available on the first day of testing. The use of a Social Security Number (SS ID) or a federally-assigned identification number and a State Reporting Identification Number is required for student demographic information if a student label is not used. See page 9 of this manual for information about the use of Social Security Numbers and State Reporting Identification Numbers for student identification purposes.

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

Preparing Students, Parents, and Teachers

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

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

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

- Stress the importance of the examinations to both students and parents well in advance of testing.
- Stress the importance of the examinations to teachers well in advance of testing.
- Underscore the importance of testing by characterizing the Augmented Benchmark Examinations and The Iowa Tests as crucial components of education within Arkansas that reflect the types of skills deemed necessary for a successful educational experience.

*No calculators are allowed for students taking The Iowa Tests at grades 1 and 2.

Procedures Prior to Test Administration

Training Test Administrators

District Test Coordinators, School Test Coordinators, and Test Administrators, as well as all personnel who administer the Augmented Benchmark Examinations and The Iowa Tests and/or act in a supervisory capacity during testing, must be **currently** licensed by the ADE as Arkansas teachers or administrators. An essential role for the District and School Test Coordinators is training the Test Administrators. This training is required by law and helps to overcome some of the negative perceptions about testing.

The district must develop and conduct training sessions for Test Administrators prior to the test administrations. The Test Administration Manuals should be distributed upon receipt so that Test Administrators may review them prior to training. Test Administration Manuals for grades 1–2 are secure materials. Packages may not be distributed until the first day of testing. Test Administrators should have the opportunity to obtain answers to questions they may have at a formal training session. A formal training session should be held at least three (3) days prior to testing and should include a review of the following:

- the testing schedule, testing procedures, and Test Administrator responsibilities
- the Test Administration Manuals for the Augmented Benchmark Examinations and The Iowa Tests at grade 9
- students to be tested and how to appropriately provide accommodations for testing
- preparation of materials prior to and after testing
- the dates by which materials must be prepared for testing and returned to the School Test Coordinator
- all security requirements to be followed prior to, during, and after testing
- testing group size—there should be one Test Administrator appointed for each group of 25 students

Appendix C contains an outline of a suggested training agenda.

Selecting and Preparing Test Administration Site(s)

Because the administration of the Augmented Benchmark Examinations and The Iowa Tests requires that a substantial amount of testing be done in just a few days, preparation for the receipt of materials, test administration, and return of materials is critical. **Since students must use the SAME test materials each day of the test, it is strongly advised that students be tested in the same group each day. This should be taken into consideration when selecting a site.**

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

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

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

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

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

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

Non-secure Materials

The Non-secure Materials Shipment will include district and school materials for returning shipments to Questar. Each school's materials will be boxed and labeled by school to facilitate distribution. **District Test Coordinators are responsible for inventorying materials immediately upon receipt.** The materials for the District Test Coordinator will be packaged separately in the district box. The Non-secure Materials Shipment will include the following materials:

District Materials

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- 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 district use
- Brochures for Educators—1 package of 25 for district use
- District and School Test Coordinators' Manual* (this manual)—2 copies for the district
- Test Administration Manuals—1 copy for grades 3, 4, 6, and 8; 1 copy for grades 5 and 7; and 1 copy for grade 9
- 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—1 copy
- Test Security Affidavits 2 and 3—overage to be distributed to schools, as needed
- School/Grade 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 (one return kit for the Augmented Benchmark for grades 3–8, and one return kit for The Iowa Tests for grades 1–2 and 9)
  - Return Instructions for Scoreable Materials
  - District Scoreable Materials Transmittal Forms
  - UPS Labels
  - Scoreable Questar Return Shipping Labels (GREEN for the Augmented Benchmark and PURPLE for The Iowa Tests)
- Nonscoreable Materials Return Kits (one return kit for the Augmented Benchmark for grades 3–8, and one return kit for The Iowa Tests for grades 1–2 and 9)
  - Return Instructions for Nonscoreable Materials
  - UPS Labels
  - Nonscoreable Questar Return Shipping Labels (IVORY for both the Augmented Benchmark and The Iowa Tests)

*The District and School Test Coordinators' Manual and district sample of the Parent Notification Pamphlets are included in the Non-secure Materials Shipment. Districts and schools with no students taking either the Augmented Benchmark Examinations or The Iowa Tests will still receive these materials.

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—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 **only**)—provided in packages of 25
- Mathematics Manipulatives with envelopes (grades 3–6 **only**)—provided in packages of 25
- Protractors (grades 7–8 **only**)—provided 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 Header Sheets
- Classroom/Group Information Sheets

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.

Secure Materials

The Secure Materials Shipment will arrive two weeks after the Non-secure Materials Shipment. Each school's materials will be boxed separately and labeled, by school, to facilitate distribution. The materials for the District Test Coordinator will be packaged separately in the district box.

The Secure Materials Shipment will include secure test booklets, Test Administration Manuals for grades 1–2, and associated materials. **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

*The District and School Test Coordinators' Manual and district sample of the Parent Notification Pamphlets are included in the Non-secure Materials Shipment. Districts and schools with no students taking either the Augmented Benchmark Examinations or The Iowa Tests will still receive these materials.

Overview of Materials

School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Test Booklets
- Test Booklet Security Forms
- 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 (grades 3–8 **only**)—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: 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, a Read-aloud Test Administrator's test booklet will be available for their use. One will be provided for each pack of five Read-aloud test booklets ordered for students with that accommodation.

Shipping Inventory Documents

Materials shipped for the Augmented Benchmark Examinations and The Iowa Tests 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.

- **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.

- **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 when there is only one box in the shipment.

- **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.

Large Print, Braille, and Read-aloud Test Booklets

Large Print, Braille, and Read-aloud test booklets are available for the 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 63 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.

Large Print materials will be available for students in grades 2–9. 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, Test Administration Manual, and line template
- a Large Print ruler (grades 3–8 **only**)
- enlarged manipulatives with envelopes (grades 3–6 **only**)
- a Large Print protractor (grades 7–8 **only**)

Braille materials will be available for students in grades 3–9. 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 and Test Administration Manual
- a Braille ruler (grades 3–8 **only**)
- enlarged manipulatives with envelopes (grades 3–6 **only**)
- a Braille protractor (grades 7–8 **only**)

The Read-aloud test booklets for students in grades 3–8 will arrive in the school's regular Secure Materials Shipment in packages of five (5), along with one (1) Read-aloud Test Administrator's test booklet for each package. 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
- Parent Notification Pamphlets
- Test Administration Manuals
- Answer documents
- Rulers (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 be included in the school shipment of materials. Separate Test Booklet Security Forms for each of these forms, as well as separate forms for Read-aloud Test Administrator's test booklets for grades 3–8, will also be provided in the school shipment of 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.

Test Security Guidelines

Maintaining test security is a very serious responsibility for all currently licensed Arkansas personnel. Testing improprieties, including breaches of test security, are 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 testing improprieties, including 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 audio/video recording and/or photographic capabilities shall be accessible at any time during test administration. 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. During mathematics testing sessions, students in grades 3–8 must use the same Mathematics Reference Sheet given to them on the first day of mathematics testing. 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.

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.

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 the Augmented Benchmark Examinations and The Iowa Tests in the district. Fill in the appropriate circle(s) for the grade(s) in which tests were administered.

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 the Augmented Benchmark Examinations and The Iowa Tests in the school. Fill in the appropriate circle(s) for the grade(s) in which tests were administered.

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 for each grade being tested.** Fill in the appropriate circle for the grade in which tests were administered.

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 36 of this manual.

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 this manual. The District Test Coordinator should make a copy of the completed affidavits for district records.

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

Test Booklet and Test Administration Manual Security Forms

Schools will receive a Test Booklet Security Form for each grade 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 and secure manuals assigned to Test Administrators. The School Test Coordinators shall verify the number of test booklets and secure manuals 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 this manual. District Test Coordinators must make a copy of the completed Test Booklet and Test Administration Manual Security Forms for district records.

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 11. 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.

Mathematics Reference Sheet

The Mathematics Reference Sheets, for use on some portions of the Augmented Benchmark Examinations, are provided as separate single sheets sent with the Secure Materials Shipment. Students may reference these sheets as needed, but under no circumstances should the sheets be copied. Copying the Mathematics Reference Sheets compromises the integrity of the tests and is a breach of security.

Transferring Materials from District to District

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

If secure materials (test booklets, 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 in Appendix G). 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. Transfers within a district between schools do not require the use of the Secure Material Transfer Form. District Test Coordinators should keep a record of the transferred materials for inventory purposes.

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 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 use of scratch paper is a breach of security). However, in grades 3–9, 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 audio/video recording and/or photographic capabilities shall be accessible at any time during test administration. 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 answer documents or consumable test booklets. **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 writing instrument other than a No. 2 pencil is used.

Testing Environment

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

Assigning Test Materials to Students

During each testing session, students must use the same test booklet and answer document, or consumable test booklet, given to them at the beginning of testing. During mathematics testing sessions, students must use the same Mathematics Reference Sheet given to them on the first day of mathematics testing. The test booklet and answer document for each student must be kept together throughout **all** sessions. Therefore, it is strongly advised that students be tested in the same group each day.

Students should write their first and last names on the front covers of their test booklets on the first day of testing.

Monitoring Students during Testing Sessions

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

Note: Students with an approved RMT/RWT/RST accommodation may have test items read verbatim.

During each session, the Test Administrator should circulate around the room to see that students are using the correct session of the test booklet and answer document. This process will be referred to in the procedures as ***Circulate and Check.*** **The session identifier, which is the first letter of the subject followed by the number of the session (e.g., R1), is printed in large type on the answer document to make it easier to see if a student is answering on the correct page.**

Calculator Use and Restrictions

Within the Augmented Benchmark Examinations and The Iowa Tests at grade 9, most mathematics sessions permit calculator use. However, during certain sessions, calculators may **not** be used. Calculators may **not** be used on 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 list below.

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-48gll, 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 testing impropriety.

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 is considered a breach of security.

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

If one student has the opportunity to use a calculator, then all students in the class should have equal access to a calculator. However, there should be no perceived disadvantage to your students whether they are encouraged to 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 audio/video recording and/or photographic capabilities shall be accessible at any time during test administration. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3 player).

Alerts

Student responses are confidential with scorers seeing only an answer document identification number 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.

Augmented Benchmark Examinations Testing Session Guidelines and Schedule

The Augmented Benchmark Examinations consist of 12 forms for each grade. District Test Coordinators are responsible for designating **the time at which all students in a grade will be tested at all schools in the district**. While all students in a grade must be tested **at the same time**, testing times may vary by grade (all grades do not have to be tested at the same time). The testing schedule for the Augmented Benchmark Examinations must be provided to School Test Coordinators.

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

Session Time Limits

The Augmented Benchmark Examinations are timed tests. Each session must be administered in the times specified below so that accurate assessment information may be collected. Allow time at the beginning of each session to present directions and other information to the students. For each session, refer to the amount of time shown in the table below. **Early testing constitutes a breach in test security.**

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

DAY	GRADES	SESSION	TESTS	MINUTES
Monday April 7, 2014	Grade 3	-	Student Demographic Information	15
		R1	8 multiple-choice items / 1 open-response item	30
		R2	8 multiple-choice items / 1 open-response item	30
		R3	8 multiple-choice items / 1 open-response item	30
		R4	8 multiple-choice items / 1 open-response item	30
		W5	8 multiple-choice items	12
	Grade 4	-	Student Demographic Information	15
		R1	8 multiple-choice items / 1 open-response item	30
		R2	8 multiple-choice items / 1 open-response item	30
		R3	8 multiple-choice items / 1 open-response item	30
		R4	8 multiple-choice items / 1 open-response item	30
		W5	8 multiple-choice items	12

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

2014 Testing Session Guidelines and Schedule

DAY	GRADES	SESSION	TESTS	MINUTES
Monday April 7, 2014	Grade 5	-	Student Demographic Information	15
		R1	8 multiple-choice items / 1 open-response item	30
		R2	8 multiple-choice items / 1 open-response item	30
		R3	8 multiple-choice items / 1 open-response item	30
		R4	8 multiple-choice items / 1 open-response item	30
		W5	8 multiple-choice items	12
	Grade 6	-	Student Demographic Information	15
		R1	8 multiple-choice items / 1 open-response item	30
		R2	8 multiple-choice items / 1 open-response item	30
		R3	8 multiple-choice items / 1 open-response item	30
		R4	8 multiple-choice items / 1 open-response item	30
		W5	8 multiple-choice items	12
	Grade 7	-	Student Demographic Information	15
		R1	8 multiple-choice items / 1 open-response item	30
		R2	8 multiple-choice items / 1 open-response item	30
		R3	8 multiple-choice items / 1 open-response item	30
		R4	8 multiple-choice items / 1 open-response item	30
		W5	8 multiple-choice items	12
	Grade 8	-	Student Demographic Information	15
		R1	8 multiple-choice items / 1 open-response item	30
		R2	8 multiple-choice items / 1 open-response item	30
		R3	8 multiple-choice items / 1 open-response item	30
		R4	8 multiple-choice items / 1 open-response item	30
		W5	8 multiple-choice items	12

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

DAY	GRADES	SESSION	TESTS	MINUTES
Tuesday April 8, 2014	Grade 3	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 4	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 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	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 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	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
Wednesday April 9, 2014	Grade 3	M10	24 multiple-choice items (calculator)	40
		M11	2 open-response items (calculator)	30
		W12	Writing Prompt #2	45
	Grade 4	M10	25 multiple-choice items (calculator)	40
		M11	2 open-response items (calculator)	30
		W12	Writing Prompt #2	45
	Grade 5	M10	25 multiple-choice items (calculator)	35
		M11	2 open-response items (calculator)	30
		W12	Writing Prompt #2	45

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

2014 Testing Session Guidelines and Schedule

DAY	GRADES	SESSION	TESTS	MINUTES
Wednesday April 9, 2014	Grade 6	M10	25 multiple-choice items (calculator)	40
		M11	2 open-response items (calculator)	30
		W12	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	M10	19 multiple-choice items (calculator)	30
		M11	2 open-response items (calculator)	30
		W12	Writing Prompt #2	45
Thursday April 10, 2014	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	5
			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	S13	24 multiple-choice items	35
		S14	2 open-response items	30
		S15	2 open-response items	30
		S16	14 multiple-choice items	25
		S17	2 open-response 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	S13	24 multiple-choice items	35
		S14	2 open-response items	30
		S15	2 open-response items	30
		S16	14 multiple-choice items	30
		S17	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.*

DAY	GRADES	SESSION	TESTS	MINUTES
Thursday April 10, 2014	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
Friday April 11, 2014	Grade 5	R18	Part 1—12 multiple-choice items	5
			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 7	R18	Part 1—14 multiple-choice items	5
			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

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

Breaks between Sessions

For grades 3, 4, 6, and 8, it is recommended that students be allowed at least a 15-minute break after the following sessions: R2, M7, M8, M11, and L14. For grades 5 and 7, it is recommended that students be allowed at least a 15-minute break after the following sessions: R2, M7, M8, M11, S14, S16, 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.

The Iowa Tests Testing Session Guidelines and Schedule

DAY	GRADE	TESTS	MINUTES
March 31–April 11, 2014*	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

* Districts have the option to decide when the tests for grades 1, 2, and 9 will be administered within the testing window. However, the tests must be administered in the order listed in the table above and a grade cohort must test at the same time in all district schools. Please see the Test Administration Manuals for additional guidelines regarding testing.

Interruption of Testing Sessions

Circumstances over which you have no control (e.g., power failures, fire drills, severe weather conditions) may disturb the students during testing. If an interruption occurs during a testing session, Test Administrators are instructed to collect the student test materials and place them in the designated secure location. The District Test Coordinator must be notified of the interruption and must then call the ADE Office of Student Assessment at 501-682-4558 for instructions prior to resuming testing. Interruptions should not reduce the total amount of time students are given to complete the test questions. If an interruption occurs, Test Administrators should note the time remaining in the testing session.

Make-up Testing Sessions

Make-up testing sessions may be scheduled for any day after the initial administration. However, all make-up testing **must be completed no later than Wednesday, April 16, 2014** for the Augmented Benchmark Examinations. Every attempt should be made to administer make-up tests to students who were absent during original testing sessions. Districts must complete make-up testing for The Iowa Tests at grades 1–2 and 9 within the established testing window of March 31–April 11, 2014.

Completing the "Teacher Use Only" Box

The "Teacher Use Only" box on the front cover of the answer document and the back cover of the consumable test booklet should be completed after all testing is done. The Preliminary Demographic Verification Roster and student label include Monitored Former LEP status, ESI code, Free and/or Reduced Lunch status, Gifted and Talented status, and LEP status as appropriate for the student. These sections do not need to be coded if a student label is used. If any of the information for the student is not correct on the Preliminary Demographic Verification Roster, the information must be updated in APSCN/Triand by the Friday prior to testing. If a student label is not provided, enter and grid all of the information for that student.

Only the School Test Coordinator and/or the person authorized in the agreement signed by the school with Child Nutrition can code the section for students eligible for Free and/or Reduced Lunch. This information must be filled out after testing is completed. (Refer to Commissioner's Memo #FIN-09-041; the contact person is Suzanne Davidson at 501-324-9502.) As part of the preparations for testing, arrangements need to be made with the authorized person to code the Free and/or Reduced Lunch section on answer documents or consumable test booklets after testing is completed.

Information requested in the "Teacher Use Only" box must be completed correctly as applicable to each student. Coding of student information cannot be changed after answer documents or consumable test booklets are sent to Questar. See Appendix D for more information on coding the "Teacher Use Only" box.

Instructions for District Test Coordinators

District Test Coordinator Responsibilities

The District Test Coordinator should be familiar with the entire contents of this manual and the Test Administration Manuals for the Augmented Benchmark Examinations and The Iowa Tests. It is the District Test Coordinator's responsibility to

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

A Checklist for District Test Coordinators is provided on pages 45–47. The checklist covers only the major steps in the materials receipt and return processes and should **not** be used as a substitute for reading all of the instructions in this manual.

Overview of Materials Shipments

Each district will receive two separate shipments of testing materials for the Augmented Benchmark Examinations and The Iowa Tests. Quantities of materials are based on enrollments provided by the district, plus an overage for each school.

The Non-secure Materials Shipment will contain Test Administration Manuals for grades 3–9, answer documents, student labels, Preliminary Demographic Verification Rosters, Student Not Tested Forms, Parent Notification Pamphlets, Brochures for Educators, rulers, protractors, mathematics manipulatives, return kits, paper bands, test security affidavits, and header sheets. The Secure Materials Shipment will contain test booklets, Test Administration Manuals for grades 1–2, and Mathematics Reference Sheets for grades 3–8. Keep all test materials stored in a securely locked place. School Test Coordinators and Test Administrators are also instructed to monitor test materials at all times and to store them in a securely locked place when not in use. This includes securing materials at the close of each day of the testing sessions or if students are given an extended break between sessions.

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 shipping inventory documents and the materials, contact Questar's Arkansas Customer Service at ARCustomerSupport@QuestarAI.com or by phone at 800-643-8547. **The District Test Coordinator is responsible for reporting any discrepancies or irregularities.**

Non-secure Materials Shipment

Check the quantity and type of district materials received against quantities listed on the shipping inventory documents. Distribute the boxes of school materials to School Test Coordinators as soon as possible after receipt. The contents of the school boxes should also be inventoried as soon as possible, whether it is done by the District Test Coordinator, the School Test Coordinator, or jointly. Verify that the quantities specified on each

school's shipping inventory documents will be sufficient for their needs. If you are missing materials or need additional materials, they may be ordered through Questar's ServicePoint website. A Quick Reference Guide with instructions for placing orders through ServicePoint is provided in Appendix F of this manual. Questar will also accept additional material orders by phone, e-mail, and fax (see Appendix G for an Additional Materials Order Form).

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

The district shipment includes the paper bands that need to be distributed to schools. Your shipment also includes one copy of the District Level Test Security Form (Affidavit 1). See page 22 of this manual for more information about the affidavits.

Secure Materials Shipment

Check quantities of materials shipped for the district and school against the quantities specified on the shipping inventory documents. Please use either the Box Content List, Shipment Summary List, or Secure Materials Report to confirm the test booklet and secure test administration manual security ID numbers.

Large Print, Braille, and Read-aloud test booklets are included only if they were ordered for schools by the district. These accommodated test booklets will be provided in the school boxes for distribution within the schools for which they were ordered.

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

Distributing Materials

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

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 have been sequentially numbered and 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. Maintaining test security is a very serious responsibility and there are security risks involved in this situation. A breach of security or a testing impropriety can result in loss of license in the state of Arkansas.

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

Requesting Additional Materials

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 72);
- faxing the Additional Materials Order Form (Appendix G) to Arkansas Customer Service at 866-688-0419; or
- contacting Questar's Customer Service at ARCustomerSupport@QuestarAI.com or 800-643-8547.

Note: After March 21, 2014 for The Iowa Tests, and March 28, 2014 for the Augmented Benchmark, orders for testing materials may only be placed through Arkansas Customer Service via fax, phone, or e-mail. ServicePoint is only available for ordering additional materials **more** than five (5) business days before the beginning of each administration window. Overnight shipments will not be available for additional orders.

Reporting Missing Secure Materials or Incorrect Security Numbers

If, after opening a package of test booklets, Test Administration Manuals for grades 1–2, or Mathematics Reference Sheets for grades 3–8 no earlier than one (1) school day before the first day of testing, a School Test Coordinator discovers a missing test booklet, a missing Test Administration Manual, a missing Mathematics Reference Sheet, or an incorrect security ID number, the District Test Coordinator should be notified immediately. The District Test Coordinator must then contact Questar at 800-643-8547 and the ADE Office of Student Assessment at 501-682-4558 to inform them of the situation. The District Test Coordinator/School Test Coordinator should document missing test booklets or Test Administration Manuals on the Test Booklet or Test Administration Manual Security Form.

Duties during Testing

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

General Procedures for Returning Test Materials

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

The return shipments for grades 1, 2, and 9 must be packaged and returned separately from the grades 3–8 shipments. You must use the appropriate UPS labels and Questar Return Labels. The procedures for returning the materials are the same for grades 1, 2, and 9 and for grades 3–8, but must be followed separately.

Scoreable materials to be returned to Questar include

- Used answer documents for grades 3–8
- Used answer documents for grade 9
- Used consumable test booklets for grades 1–2
- Completed Student Not Tested Forms
- All signed Test Security Affidavits and Affidavit Waiver Forms

Nonscoreable materials to be returned to Questar include

- All test booklets, used and unused, for grades 3–8
- All test booklets, used and unused, for grade 9
- All Large Print, Braille, and Read-aloud test booklets, used and unused
- Unused consumable test booklets for grades 1–2
- All Test Administration Manuals, used and unused, for grades 1–2
- Scratch paper for grades 1 and 2
- All Mathematics Reference Sheets, used and unused, for grades 3–8

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

The four separate shipments returned to Questar will be

- Grades 1–2 consumable test booklets, Grade 9 answer documents, Student Not Tested Forms, and associated materials (using PURPLE Scoreable Questar Return Shipping Labels)
- Grade 9 test booklets, Grades 1–2 Test Administration Manuals, scratch paper for grades 1–2, and associated materials (using IVORY Nonscoreable Questar Return Shipping Labels)
- Grades 3–8 answer documents, Student Not Tested Forms, and associated materials (using GREEN Scoreable Questar Return Shipping Labels)
- Grades 3–8 test booklets, Mathematics Reference Sheets, and associated materials (using IVORY Nonscoreable Questar Return Shipping Labels)

There are three major steps involved in returning testing materials:

1. Inventory and organize all testing materials returned by School Test Coordinators and check and complete all required forms.
2. Package used answer documents or consumable test booklets, Student Not Tested Forms, and related forms and arrange for the pick-up of the Scoreable Materials Return Shipments.
3. Package all test booklets (used and unused) for grades 3–9, including Large Print, Braille, and Read-aloud test booklets and related forms, and arrange for the pick-up of the Nonscoreable Materials Return Shipments.

SCOREABLE MATERIALS FORMS FOR RETURN

The following forms must be completed and returned with the scoreable materials.

Classroom/Group Information Sheets

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

Check each Classroom/Group Information Sheet to ensure that it has been correctly completed. Count the scoreable materials associated with each Classroom/Group Information Sheet and verify the quantity with the count coded in box 4 on the Classroom/Group Information Sheet. Verify that the name of the classroom/group written on the answer documents and consumable test booklets matches the name bubbled on the Classroom/Group Information Sheet. Keep the Classroom/Group Information Sheet on top of the corresponding set of classroom/group-level scoreable materials under the paper band. Then band all classroom sets of scoreable materials together by grade with the School/Grade Header Sheet on top. See the diagrams provided on pages 40 and 42 of this manual.

School/Grade Header Sheets

The School Test Coordinators have been instructed to complete a School/Grade Header Sheet for each grade tested in their school, place it on top of the Student Not Tested Forms and corresponding scoreable materials, and paper-band them together. Check each School/Grade Header Sheet to ensure that it has been correctly completed. Verify that the name and number of answer documents or consumable test booklets of each classroom/group is included on the School/Grade Header Sheet and that the number of Student Not Tested Forms is included in box 4. The total in box 4 should include the number of Student Not Tested Forms returned and **not** the number of student labels. Keep the School/Grade Header Sheet on **top** of the corresponding scoreable materials, including used Student Not Tested Forms, under the paper band. See the diagrams provided on pages 40 and 42.

District Scoreable Materials Transmittal Forms

When using the School/Grade Header Sheet(s), make a checkmark on the appropriate District Scoreable Materials Transmittal Form next to each school returning scoreable materials, including Student Not Tested Forms. After completing the District Scoreable Materials Transmittal Form, sign your name at the bottom.

Test Security Affidavits

Each District Superintendent, District Test Coordinator, School Test Coordinator, School Principal, and Test Administrator **must** sign affidavits regarding test security after completing the test administration. An Affidavit 1 and an Affidavit 2, indicating the grade or grades in which tests were administered, must be returned for each district and school. A separate Affidavit 3 must be returned for each grade for each school in which tests were administered. Affidavits may not be photocopied or stapled except for district or school record keeping. If additional copies of the affidavits are needed, contact Questar's Arkansas Customer Service at ARCustomerSupport@QuestarAI.com or by phone at 800-643-8547. Make sure that all affidavits have been completed, signed, and returned to you. All completed affidavits for the district should be copied for district record keeping, paper-banded together, and placed on top of Box 1 of the Scoreable Materials Return Shipment. See page 22 of this manual for more detailed information about the affidavits.

Nonscoreable Materials Forms for Return

Test Booklet and Test Administration Manual Security Forms

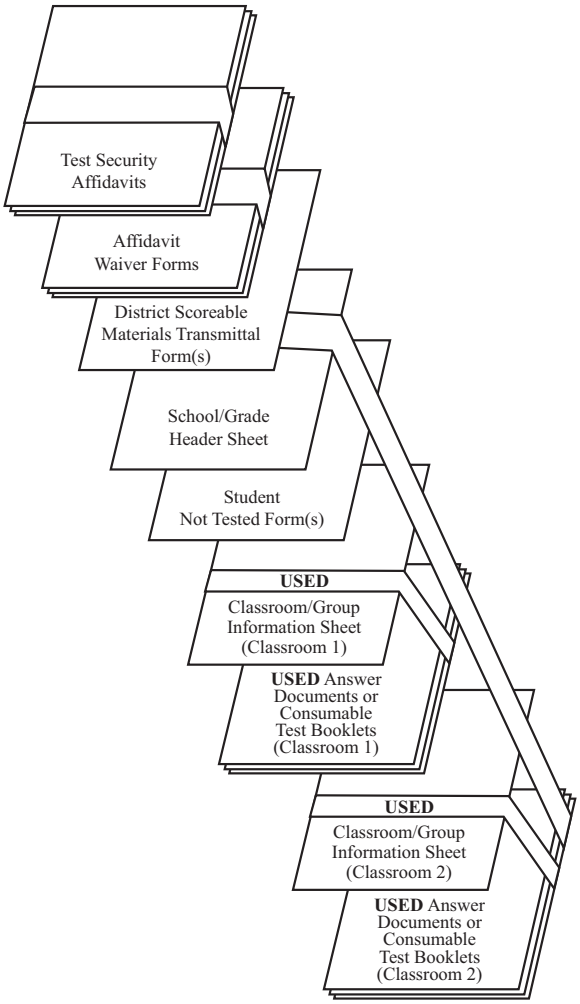
All test booklets and Test Administration Manuals for grades 1–2 (used and unused) including Large Print, Braille, and Read-aloud test booklets, must be returned to Questar. **It is the District Test Coordinator's responsibility to verify that all test booklets and Test Administration Manuals for grades 1–2 (used and unused) have been returned to the district from the schools**. Also, the District Test Coordinator must verify that they are in sequential order. School Test Coordinators and Test Administrators have been instructed to order test booklets and Test Administration Manuals sequentially before returning them to the District Test Coordinator. (There may be gaps in the test booklet sequences for grades 1–2 as used test booklets for these grades will be returned in the Scoreable Materials Return Shipment.)

The District Test Coordinator must verify that the Test Booklet and Test Administration Manual Security Forms have been completed and initialed. After making a copy for district record keeping, paper-band the security forms with the test booklets and manuals, as appropriate. Any missing test booklets or Test Administration Manuals for grades 1–2 must be documented on the appropriate security form, and a separate letter of explanation **must** be attached. Do **not** write the explanation on the security form. This information must be sent to Questar with the test booklets or Test Administration Manuals for grades 1–2. At the completion of check-in, Questar will report missing materials to the Arkansas Department of Education. Return the Test Booklet and Test Administration Manual Security Forms with the nonscoreable materials. Do **not** return the security forms with answer documents, consumable test booklets, or affidavits.

PACKAGING THE SCOREABLE MATERIALS RETURN SHIPMENT FOR GRADES 1, 2, AND 9

The Scoreable Materials Return Shipment for grades 1, 2, and 9 must be completed and ready for pick-up no later than **April 15, 2014**. The **used*** answer documents, consumable test booklets, and Student Not Tested Forms are to be returned to Questar for scoring. Scoreable materials are organized by grade at the school level. It is the District Test Coordinator's responsibility to ensure that materials are organized correctly by grade.

All scoreable materials should be returned to Questar as directed, **including answer documents and consumable test booklets for students not tested** and Student Not Tested Forms. Any UNUSED answer documents or consumable test booklets with student labels or demographic information on them (and without a "Student NOT Tested" reason bubbled) WILL BE SCORED. Ensure that the **used*** answer documents, consumable test booklets, and Student Not Tested Forms received from schools are separated correctly by grade.



Package used Student Not Tested Forms, used* answer documents or consumable test booklets, Test Security Affidavits, Affidavit Waiver Forms, and the District Scoreable Materials Transmittal Form(s) for the entire district in the original boxes in the order shown. Ensure that the District Scoreable Materials Transmittal Form(s) are placed together, in grade order, in Box 1. Please reference the diagram to the right when packing.

Prepare to ship the scoreable materials as follows:

- Package materials for return to Questar.
- Do **not** return nonscoreable materials in the same box as scoreable materials. Scoreable materials returned with nonscoreable materials is a procedural testing impropriety and may not be scored due to reporting timeline requirements.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label from the appropriate return kit on each box.
- Place one "Questar Return Shipping Label for Scoreable Materials" (**PURPLE)** on each box.
- In the lower left corner of each PURPLE label, write the number of the box and the total number of boxes of scoreable materials you are shipping. For example: *Box 1 of 3, Box 2 of 3, Box 3 of 3*. If you are shipping only one box, write *Box 1 of 1*. Do **not** include the number of boxes of nonscoreable materials in the total for the number of boxes of scoreable materials.
- Make arrangements with UPS for package pick-up. Please be aware that UPS may not be able to pick up the packages until the **following** business day.

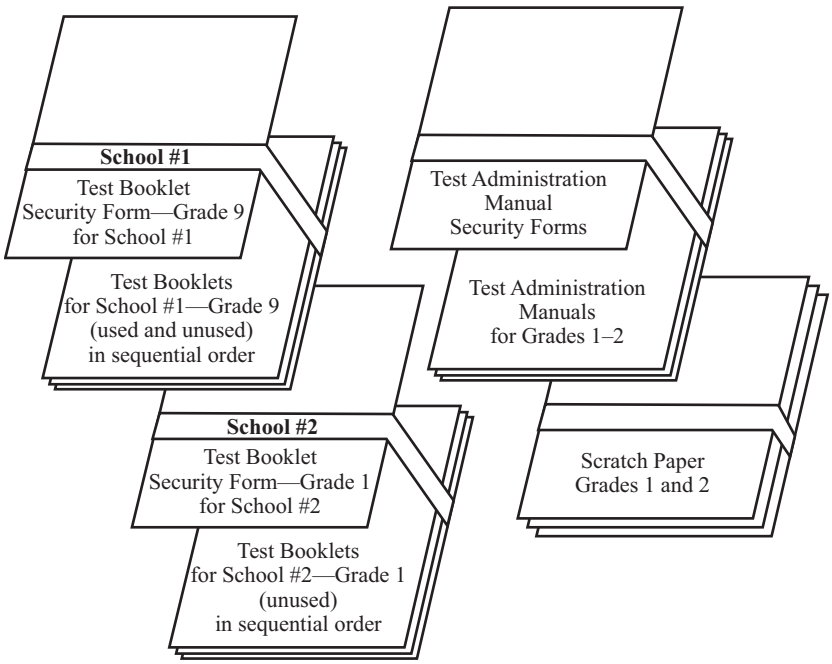
Note: All responses in Large Print and Braille test booklets must be transcribed onto a student answer document (or consumable test booklet if a Large Print test was taken at grade 2) for inclusion in this shipment.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

Packaging the Nonscoreable Materials Return Shipment for Grades 1, 2, and 9

The Nonscoreable Materials Return Shipment for grades 1, 2, and 9 must be completed and ready for pick-up on **April 16, 2014**. For each school, make sure the Test Booklet Security Form is on top of the appropriate test booklets, arranged by grade, and the Test Administration Manual Security Forms are on top of the Test Administration Manuals for grades 1–2, arranged by grade for return in the nonscoreable shipment. Nonscoreable materials and scoreable materials may be returned on the same date; however, they must be packaged and returned in separate boxes. Scoreable materials returned with nonscoreable materials is a procedural testing impropriety and may not be scored due to reporting timeline requirements.

Package the nonscoreable test booklets, Test Administration Manuals for grades 1–2, and scratch paper for grades 1–2 in the original boxes in the order shown. Large Print, Braille, and Read-aloud test booklets must be returned in this shipment. Large Print test booklets may be folded to fit in the boxes.



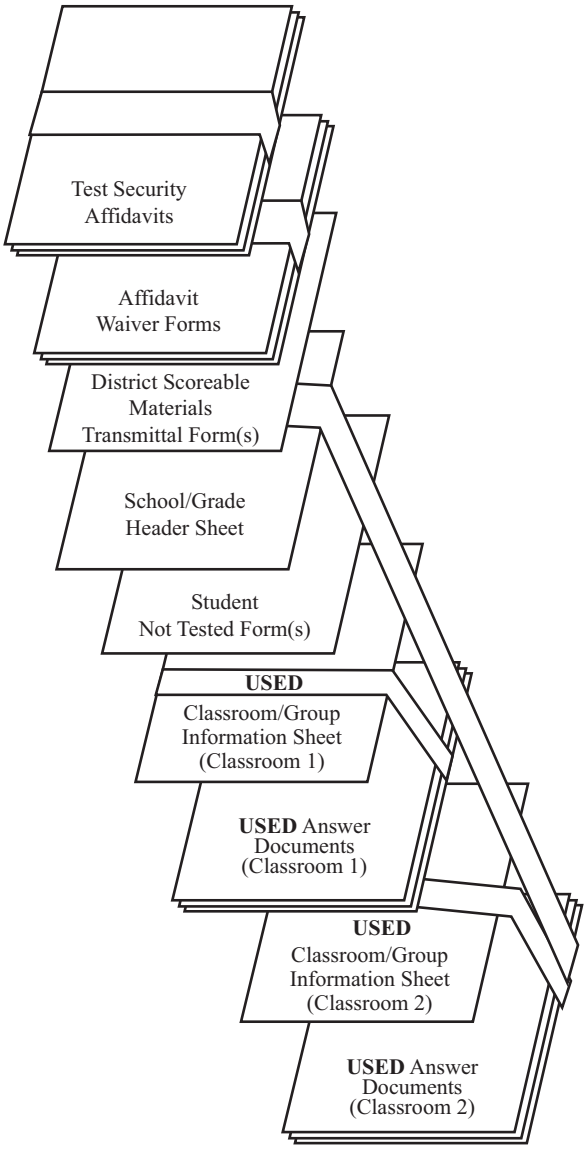
Prepare to ship the nonscoreable materials as follows:

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

PACKAGING THE SCOREABLE MATERIALS RETURN SHIPMENT FOR GRADES 3–8

The Scoreable Materials Return Shipment for grades 3–8 must be completed and ready for pick-up no later than **April 18, 2014**. The **used*** answer documents and Student Not Tested Forms are to be returned to Questar for scoring. Scoreable materials are organized by grade at the school level. It is the District Test Coordinator's responsibility to ensure that materials are organized correctly by grade.

All scoreable materials should be returned to Questar as directed, **including answer documents for students not tested** and Student Not Tested Forms. Any UNUSED answer documents with student labels or demographic information on them (and without a "Student NOT Tested" reason bubbled) WILL BE SCORED. Ensure that the **used*** answer documents and Student Not Tested Forms received from schools are separated correctly by grade.



Package used Student Not Tested Forms, used* answer documents, Test Security Affidavits, Affidavit Waiver Forms, and the District Scoreable Materials Transmittal Form(s) for the entire district in the original boxes in the order shown. Ensure that the District Scoreable Materials Transmittal Form(s) are placed together, in grade order, in Box 1. Please reference the diagram to the right when packing.

Prepare to ship the scoreable materials as follows:

- Package materials for return to Questar.
- Do **not** return nonscoreable materials in the same box as scoreable materials. Scoreable materials returned with nonscoreable materials is a procedural testing impropriety and may not be scored due to reporting timeline requirements.
- Seal the boxes securely with heavy-duty tape.
- Place one UPS label from the appropriate return kit on each box.
- Place one "Questar Return Shipping Label for Scoreable Materials" (**GREEN**) on each box.
- In the lower left corner of each GREEN label, write the number of the box and the total number of boxes of scoreable materials you are shipping. For example: *Box 1 of 3, Box 2 of 3, Box 3 of 3*. If you are shipping only one box, write *Box 1 of 1*. Do **not** include the number of boxes of nonscoreable materials in the total for the number of boxes of scoreable materials.
- Make arrangements with UPS for package pick-up. Please be aware that UPS may not be able to pick up the packages until the **following** business day.

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

*Used answer documents include those for Students NOT Tested.

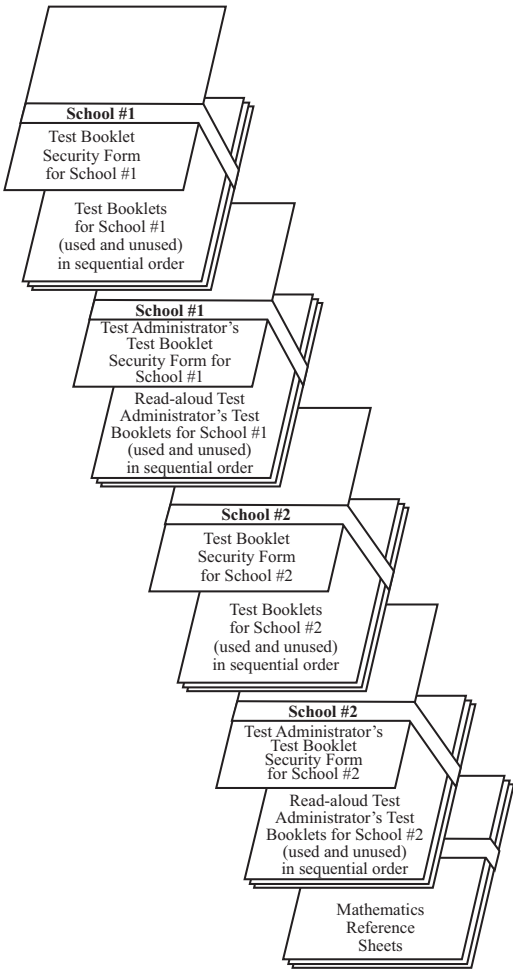
Packaging the Nonscoreable Materials Return Shipment for Grades 3–8

The Nonscoreable Materials Return Shipment for grades 3–8 must be completed and ready for pick-up on **April 21, 2014**. For each school, make sure the Test Booklet Security Form is on **top** of the appropriate test booklets, arranged by grade for return in the nonscoreable shipment. If applicable, create a second bundle with the Test Administrator's Test Booklet Security Form on **top** of the Read-aloud Test Administrator's test booklets, arranged by grade. See the packing diagram below. Nonscoreable materials and scoreable materials may be returned on the same date; however, they must be packaged and returned in separate boxes. Scoreable materials returned with nonscoreable materials is a procedural testing impropriety and may not be scored due to reporting timeline requirements.

Package the nonscoreable test booklets and Mathematics Reference Sheets in the original boxes in the order shown. Please use the district box for returns, if necessary. Large Print, Braille, and Read-aloud test booklets and their associated materials must be returned in this shipment (if ordered). Large Print test booklets may be folded to fit in the boxes.

Prepare to ship the nonscoreable materials as follows:

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



Arranging for the Pick-up of the Scoreable Materials Return Shipments

Scoreable materials must be returned to Questar via UPS. UPS labels have been provided in the Scoreable Materials Return Kits. Questar is responsible for all shipping costs; however, it is the District Test Coordinator's responsibility to make shipping arrangements with UPS.

Specific return instructions for the scoreable materials and the materials needed for shipping them to Questar are provided in the Scoreable Materials Return Kits.

It is essential to keep records of the shipments. Keep the "Return Service Customer Receipt" portion of each UPS label you use to return scoreable materials.

After the scoreable materials have been picked up by UPS, the District Superintendent or District Test Coordinator must notify Questar by completing the scoreable materials return verification information on ServicePoint (a Quick Reference Guide is provided in Appendix F of this manual). 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.

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

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

Specific return instructions for the nonscoreable materials and the materials needed for shipping them to Questar are provided in the Nonscoreable Materials Return Kits.

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

After the nonscoreable materials have been picked up by UPS, the District Superintendent or District Test Coordinator must notify Questar by completing the nonscoreable materials return verification information on ServicePoint (a Quick Reference Guide is provided in Appendix F of this manual).

General

____ Read this District and School Test Coordinators' Manual in its entirety.

____ Read the Test Administration Manuals to familiarize yourself with all procedures.

____ Save all of the boxes in which your materials were received to use to return test materials to Questar; instruct School Test Coordinators to do the same.

____ Be available on testing days to answer questions and resolve problems.

Receipt of Materials

Non-secure Materials Shipment

____ Verify that you have received all boxes of materials for all schools that will be administering the Augmented Benchmark Examinations and The Iowa Tests according to the number of boxes indicated on the school labels or the shipping inventory documents.

____ Inventory and distribute materials according to the instructions in this manual. The district and school shipping inventory documents provide the quantities of materials shipped. Keep the return forms and labels in the separate bags until needed after testing.

____ Distribute paper bands to each school.

____ Determine if each school is receiving a sufficient amount of student test materials. Refer to the instructions on page 36 for ordering additional materials, if needed.

____ Implement procedures to ensure that the information contained on the Preliminary Demographic Verification Rosters is correct for each student. If any information is not correct, it must be updated in APSCN/Triand by the Friday prior to testing.

Secure Materials Shipment

____ Verify that you have received all boxes of materials for all schools that will be administering the Augmented Benchmark Examinations and The Iowa Tests according to the number of boxes indicated on the school labels or the shipping inventory documents.

____ Inventory district materials according to the instructions provided in this manual.

____ Inventory each school's materials with the School Test Coordinator. Make a copy of each school's shipping inventory documents for your district records.

____ Keep track of additional materials needed for each school so that you can make one request for the entire district (see page 36 for instructions and Appendix G for the Additional Materials Order Form).

____ Inventory test booklets, including Read-aloud test booklets for grades 3–8 and Test Administration Manuals for grades 1–2, by using the shipping inventory documents and the label with security ID numbers on each shrink-wrapped package. **Verify that the correct number of Read-aloud test booklets were ordered and received for each student receiving a Read-aloud accommodation.** Test booklets and secure manuals should be counted while they are in the shrink-wrapped package. **It is recommended that secure materials leave the district's secure location no more than three (3) school days before testing (if the size of the district necessitates more time, test booklets may leave the district no more than five (5) school days before testing).** When not being used by students, test booklets for all grades and Test Administration Manuals for grades 1–2 must be kept in a securely locked area.

RETURN OF TESTING MATERIALS TO QUESTAR

____ Inventory all testing materials returned from the schools.

____ Separate scoreable materials from nonscoreable materials—these must be returned in SEPARATE shipments.

Scoreable Materials

____ Verify that **used*** answer documents or consumable test booklets have been separated from **unused** answer documents or consumable test booklets. Do **not** return **unused** answer documents to Questar. **IMPORTANT:** Any UNUSED answer documents with student labels or demographic information on them (and without a "Student NOT Tested" reason bubbled) WILL BE SCORED.

____ Verify that all answer documents have been removed from inside of test booklets.

____ Verify that Student Not Tested Forms have been correctly completed and are included with the scoreable answer documents or consumable test booklets.

____ Maintain copies of the completed Student Not Tested Forms for your district records.

____ Check that each Classroom/Group Information Sheet has been correctly completed and that no changes have been made to the preprinted information. If changes were made to the preprinted information, a new (blank) header sheet must be completed with the correct information entered and coded. Verify that the number of **used*** answer documents or consumable test booklets matches what is coded in box 4 on the Classroom/Group Information Sheet.

____ Check that each School/Grade Header Sheet has been correctly completed. Verify that the count of Student Not Tested Forms returned under the School/Grade Header Sheet is listed in box 4 and that each classroom/group returned under the School/Grade Header Sheet is listed with the number of documents noted in box 5.

____ Verify that each classroom/group returned under the school/grade header is listed in box 5.

____ Make a checkmark next to each school that has **used*** answer documents, consumable test booklets, or Student Not Tested Forms being returned on the District Scoreable Materials Transmittal Form and then sign your name at the bottom.

____ Separate Affidavits 2 and 3 from each school's materials. Verify that they have been accurately completed and signed, and that no affidavits are missing.

____ Read and sign Affidavit 1—District Level Test Security Form and verify that the District Superintendent has also signed the form. After making a copy of the completed affidavits for district records, paper-band Affidavit 1 and all Affidavits 2 and 3 together.

____ Verify that any Affidavit Waiver Forms for Providing an Approved Accommodation are paper-banded together and placed behind the affidavits.

____ Organize all materials **exactly** as shown in the diagrams provided in this manual.

____ Package the materials by school and securely seal boxes with tape. Do **not** put nonscoreable materials in the same box with scoreable materials.

____ Place a "Return Shipping Label for Scoreable Materials" (**PURPLE** for The Iowa Tests and **GREEN** for the Augmented Benchmark Examinations) on each box. In the lower left corner of each label, write the number of the box and the total number of boxes of scoreable materials you are shipping. For example: *Box 1 of 3, Box 2 of 3, Box 3 of 3.* If you are shipping only one box, write *Box 1 of 1*. Do **not** include the number of boxes of nonscoreable materials in the total number of boxes of scoreable materials.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

____ If you do not have a regularly scheduled UPS pick-up, call 877-536-2697 to arrange for the scoreable materials to be picked up. Call one business day **prior** to when you need the scoreable materials picked up.

____ Keep the "Return Service Customer Receipt" portion of each UPS label used to return scoreable materials.

____ Enter your return verification information in ServicePoint.

Nonscoreable Materials

____ For each school, verify that the Test Booklet and/or Test Administration Manual Security Forms are on top of the test booklets or secure Test Administration Manuals (grades 1–2). Make a copy for district records. See the diagrams provided in this manual.

____ Verify that no answer documents are inside of test booklets. If an answer document is found after the Scoreable Materials Return Shipment has been returned, notify Questar immediately.

____ Package scratch paper for grades 1 and 2 and Mathematics Reference Sheets for grades 3–8 in the appropriate nonscoreable shipment.

____ Package test booklets, including Large Print, Braille, and Read-aloud test booklets, and Test Administration Manuals for grades 1–2 **separately for each grade** in sequential security ID number order and securely seal boxes with tape. Do not place nonscoreable materials and scoreable materials in the same box.

____ Place a "Return Shipping Label for Nonscoreable Materials" (**IVORY** for **all** nonscoreable materials for grades 1, 2, and 9 AND for grades 3–8) on each box. In the lower left corner of each label, write the box number and the total number of boxes of nonscoreable materials you are shipping. For example: *Box 1 of 3, Box 2 of 3, Box 3 of 3*. If you are shipping only one box, write *Box 1 of 1*. Do **not** include the number of boxes of scoreable materials in the total number of boxes for nonscoreable materials.

____ If you do not have a regularly scheduled UPS pick-up, call 877-536-2697 to arrange for the nonscoreable materials to be picked up. Call one business day **prior** to when you need the nonscoreable materials picked up.

____ Keep the "Return Service Customer Receipt" portion of each UPS label used to return nonscoreable materials.

____ Enter your return verification information in ServicePoint.

Instructions for School Test Coordinators

School Test Coordinator Responsibilities

It is the School Test Coordinator's responsibility to

- appoint Test Administrators and provide training as required by law regarding appropriate administration procedures for the Augmented Benchmark Examinations and The Iowa Tests;
- inventory test materials before and after testing;
- distribute test materials to Test Administrators;
- develop a local testing schedule to provide to all schools testing;
- make sure that an accurate count of all materials assigned to each Test Administrator is kept at all times;
- complete the Test Booklet and Test Administration Manual Security Forms as required to track secure test materials;
- maintain and oversee the security of all test materials;
- distribute and collect Test Security Affidavits;
- monitor testing;
- collect all test materials from Test Administrators after testing;
- code information as appropriate in the "Teacher Use Only" box on each answer document or consumable test booklet once testing is completed, or assign a Test Administrator to do so. Make sure you obtain all of the information that will be required; and
- package and return test materials to the District Test Coordinator.

A Checklist for School Test Coordinators is provided on pages 56–58. The checklist covers only the major steps in the materials receipt and return processes and should **not** be used as a substitute for reading all of the instructions in this manual.

Appointing and Training Test Administrators

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

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

See Appendix C for a suggested training session agenda.

Inventorying Test Materials

The School Test Coordinator should inventory the materials with the District Test Coordinator for all shipments. Check the quantities and materials in each school box against the items listed on the school shipping inventory documents.

Answer documents are shrink-wrapped for convenience only and may be opened and distributed to facilitate placing of student labels on them if they will be pre-assigned to students (see page 50 for more information about pre-assigning answer documents). All test booklets, Mathematics Reference Sheets, and Test Administration Manuals for grades 1–2 have been sequentially numbered and shrink-wrapped for security purposes. The shrink-wrapped school packages have labels that specify the security ID number range of documents enclosed. Use the school shipping inventory documents and the label from the shrink-wrapped package to inventory the test booklets, Mathematics Reference Sheets, and secure manuals; do not open the shrink-wrapped packages. **Due to security reasons, the shrink-wrapped packages of test booklets, Mathematics Reference Sheets, and Test Administration Manuals may be opened no earlier than one (1) school day before the first day of testing for organizational purposes only.** No one may look inside test booklets for any reason. No test booklets, Mathematics Reference Sheets, or Test Administration Manuals for grades 1–2 should be distributed to Test Administrators until the first day of testing. Maintaining test security is a very serious responsibility and there are security risks involved in this situation. A breach of security is one of the reasons for loss of license in the state of Arkansas.

Inventory testing materials upon receipt. Once the shrink-wrapped package of test booklets, Mathematics Reference Sheets, or Test Administration Manuals for grades 1–2 is opened, no earlier than one (1) school day before testing begins, the School Test Coordinator should check the security ID numbers and number of documents in the package. If a secure document is missing or a security ID number is incorrect, it is the School Test Coordinator's responsibility to contact the District Test Coordinator **immediately**.

Be sure to save all of the boxes in which your materials were received for use in returning test materials to the District Test Coordinator.

Distributing Test Materials to Test Administrators

Keep the School/Grade Header Sheets and Classroom/Group Information Sheets for use after testing is completed and materials have been returned to you. The Test Booklet and Test Administration Manual Security Forms shall be used in tracking test booklets for all grades and Test Administration Manuals for grades 1–2 assigned to Test Administrators.

Prior to test administration, each Test Administrator should receive student testing materials and a Test Administration Manual as appropriate for the grade for which the Test Administrator is responsible. The manuals (except for grades 1–2) should be provided to Test Administrators at the training prior to the test administration, if not sooner.

Note: The Test Administration Manuals for grades 1–2 are **secure** materials and may **not** be distributed until the first day of testing.

Distribute the secure test booklets and/or Test Administration Manuals for grades 1–2 to Test Administrators, as appropriate, **no earlier than the first day of testing**. The range of secure documents distributed to each Test Administrator must be recorded on the Test Booklet or Test Administration Manual Security Form (see instructions on the following page).

Pre-assigning Answer Documents for Grades 3–9

In order to accommodate the timely and efficient distribution of materials during testing, the answer documents for grades 3–9 may be pre-assigned to students. The School Test Coordinator and Test Administrators may work jointly to pre-assign answer documents by affixing student labels or by completing the student name and demographic information for students who were not provided a student label. The school, district, and classroom/group name sections on each front cover should also be completed. All information contained on the Preliminary Demographic Verification Rosters must be verified for correctness. If any of the information is incorrect, it must be updated in APSCN/Triand by the end of the day on the Friday prior to testing (see page 10 of this manual).

If the student's school, grade, State ID number, and/or last name have changed or are incorrect, the student label may not be used and all student demographic information must be bubbled on the student answer document.

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

Completing the Test Booklet and Test Administration Manual Security Forms

Before distributing the test booklets for all grades and secure Test Administration Manuals for grades 1–2 to Test Administrators, the Test Booklet and Test Administration Manual Security Forms for the appropriate grades must be completed. Make as many copies of the forms as needed to sign secure test booklets and manuals out to and in from Test Administrators. Directions for completing the Test Booklet and Test Administration Manual Security Forms are contained on the forms and include the following when distributing secure materials to Test Administrators:

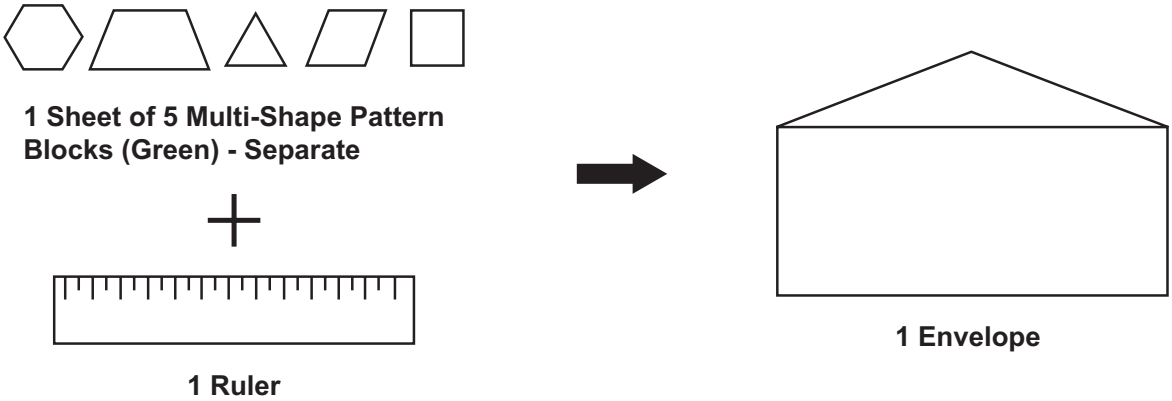
1. Verify quantities and the security ID numbers printed on the secure materials against the security ID range printed on the form. Contact the District Test Coordinator **immediately** if any discrepancy is found. Attach documentation of the discrepancy to the appropriate security form.
2. Record the information requested on the form (Test Administrators' names and the **range** of security ID numbers of the test booklets or manuals assigned to each). Enter the ID range assigned to each Test Administrator in the first two columns. Each Test Administrator must initial in the "Out" column under "Test Booklet Receipt and Return" when the test booklets are distributed and under "Test Administration Manual Receipt and Return" when secure manuals are distributed, and the School Test Coordinator must initial in the "In" column when they are returned and counted each day after testing.

Retain the Test Booklet and Test Administration Manual Security Forms until testing has been completed. Each form will be used to account for the secure materials after testing.

Rulers, Protractors, and Manipulatives for the Augmented Benchmark Examinations

Students in grades 3–8 may be required to use a ruler to answer some mathematics items. Rulers will be provided in packages of 25 and should be given to all students being tested. All seventh- and eighth-grade students will also need a protractor. Protractors will be provided in packages of 25 and should be given to all seventh- and eighth-graders being tested.

Some of the test forms for grades 3–6 contain mathematics items that may require the use of green multi-shape pattern blocks. Since it will not be possible to identify students who will need the pattern blocks, all students in grades 3–6 should receive the pattern blocks and envelopes. These manipulatives will be provided in packages containing 25 sheets of green multi-shape pattern blocks and 25 envelopes. It is recommended that these materials be pre-assembled and students given a chance to practice with them prior to testing. As soon as the materials have been received, inventoried, and distributed, the School Test Coordinator and Test Administrators may work jointly to pre-assemble these materials. For grades 3–6 only, the Test Administration Manuals contain instructions for separating the perforated pattern blocks and placing them in an envelope along with a ruler.



Rulers, protractors, and manipulatives may NOT be used during all testing sessions. See the Test Administration Manuals for grades 3, 4, 6, and 8 and grades 5 and 7 for instructions on when rulers, protractors, and manipulatives may be used.

Duties during Testing

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

COMPLETING FORMS AND ORGANIZING MATERIALS AFTER TESTING

After testing, inventory all materials with each Test Administrator. School Test Coordinators should return the following bundles of materials: **used*** answer documents for grades 3–9 or consumable test booklets for grades 1–2 (marked USED), unused answer documents for grades 3–9 or consumable test booklets for grades 1–2 (marked UNUSED), all test booklets for grades 3–9, Test Administration Manuals for grades 1–2, scratch paper for grades 1–2, and Mathematics Reference Sheets for grades 3–8. **Unused** answer documents or consumable test booklets should be returned to the District Test Coordinator but should **not** be included in the counts on the Classroom/Group Information Sheets. Unused answer documents are **not** to be returned to Questar. **Unused** answer documents are those that are **completely** blank. Answer documents or consumable test booklets on which a "Student NOT Tested" reason is bubbled are to be included with **used*** answer documents or consumable test booklets and returned to Questar behind the appropriate Classroom/Group Information Sheet along with the answer documents or consumable test booklets for students taking the test. Other materials (non-secure manuals, shipment inventory documents, etc.) may be destroyed, recycled, or returned to the District Test Coordinator if you are instructed to do so.

Used Answer Documents for Grades 3–9 or Consumable Test Booklets for Grades 1–2

School Test Coordinators must count the **used*** answer documents or consumable test booklets, paper-band them together, and mark the paper band with the school name, the count, the security ID range (if applicable), and the word "**USED**." Verify that this has been done and that the count is accurate.

School Test Coordinators must code information in the "Teacher Use Only" box on the front cover of the answer documents or back cover of the consumable test booklets after testing is completed, or assign a designated person to do so. It is the School Test Coordinator's responsibility to thoroughly check all information on the used answer documents or consumable test booklets. See page 68 for information regarding the requirements for coding the Free and/or Reduced Lunch section. Coding information for all sections in the "Teacher Use Only" box is provided on pages 65–70. Check to see that coding was done correctly and erase any stray marks.

Student Not Tested Forms

Student labels for students not testing should be placed on Student Not Tested Forms 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. Place completed Student Not Tested Form(s) under the corresponding School/Grade Header Sheet and on top of the Classroom/Group Information Sheet. Maintain copies of the completed Student Not Tested Forms for district records.

Classroom/Group Information Sheets

One (1) Classroom/Group Information Sheet **must** be completed for **each** classroom of students tested in the school, even if there is just one testing classroom/group. Students can be grouped any way you want them to be; however, the answer documents or consumable test booklets for all of the students you want grouped together must be placed behind the appropriate Classroom/Group Information Sheet. Please note that the same class names may not be used to identify more than one grade within a school. A School/Grade Header Sheet must still be completed for each school. The Classroom/Group Information Sheet is **not** a replacement for the School/Grade Header Sheet.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

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

Do **not** make 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 from the District Test Coordinator. When completing a blank header sheet, make sure the LEA number is entered and coded accurately and completely.

School/Grade Header Sheets

One (1) School/Grade Header Sheet must be completed for each grade tested at a school and/or for each grade at which Student Not Tested Forms are being returned. Fill in the circle for the appropriate grade, then list **all** of the classrooms/groups testing in the school and the number of documents returned under each classroom/group name. Make sure to fill out a corresponding Classroom/Group Information Sheet for each classroom/group listed and verify that the names of classes/groups are listed the same on both sheets. Indicate in box 4 how many Student Not Tested Forms are being returned for the school in that grade. Place the School/Grade Header Sheet under the paper band on top of the corresponding Student Not Tested Forms and/or **used*** answer documents or consumable test booklets.

School identification information has been preprinted on the forms. If the information preprinted for the school is incorrect you may obtain a blank School/Grade Header Sheet from the District Test Coordinator. When completing a blank header sheet, make sure the LEA number is entered accurately and completely.

Unused Answer Documents for Grades 3–9 or Consumable Test Booklets for Grades 1–2

Band together all **unused** (i.e., completely blank) answer documents or consumable test booklets. Return the bundles to the District Test Coordinator. (There may be gaps in the test booklet sequences for grades 1–2 as used test booklets for these grades will be returned in the Scoreable Materials Return Shipment.)

Test Booklets for Grades 3–9

Test Administrators are instructed to organize all test booklets for grades 3–9 (used and unused), including Large Print, Braille, and Read-aloud test booklets, in security ID number order. Inventory the test booklets when they are returned to you to make sure all test booklets assigned to a Test Administrator have been returned. **Verify that no answer documents are inside test booklets.** Missing test booklets must be documented and an explanation provided. The District Test Coordinator is required to provide a letter of explanation for each missing test booklet. Return bundles of test booklets, paper-banded by grade, to the District Test Coordinator.

Test Administration Manuals for Grades 1–2

Test Administrators are instructed to return all Test Administration Manuals for grades 1–2 (used and unused). Inventory the secure manuals when they are returned to you to make sure all manuals have been returned and paper-band them together in security ID number order. Missing Test Administration Manuals for grades 1–2 must be documented and an explanation provided. The District Test Coordinator is required to provide a letter of explanation for each missing secure manual. Return bundles of secure manuals, paper-banded by grade, to the District Test Coordinator.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

Test Booklet and Test Administration Manual Security Forms

Test Booklet Security Forms, with the range of security ID numbers assigned to the school, are provided for all grades and Test Administration Manual Security Forms are provided for grades 1–2. Separate Test Booklet Security Forms are provided for Large Print, Braille, and Read-aloud test booklets. The security forms provide spaces to enter the ID range assigned to each Test Administrator, for the name of the Test Administrator, and for the Test Administrator and the School Test Coordinator to initial receipt and return of secure materials on each testing day. After the secure materials have been returned for the final time, they must be inventoried. On the appropriate security forms, enter the date the secure materials are returned to the District Test Coordinator.

Test Security Affidavits

During the collection of test materials from the Test Administrators, have each Test Administrator read and sign Affidavit 3—Test Administrator Security Form. One (1) copy of Affidavit 2—School Level Test Security Form must be read and signed by the School Test Coordinator and the School Principal. All signed affidavits are to be returned to the District Test Coordinator. Affidavits may not be copied or stapled except for district or school record keeping.

Scratch Paper for Grades 1–2

Paper bands may be used to group scratch paper. Return bundles of scratch paper to the District Test Coordinator.

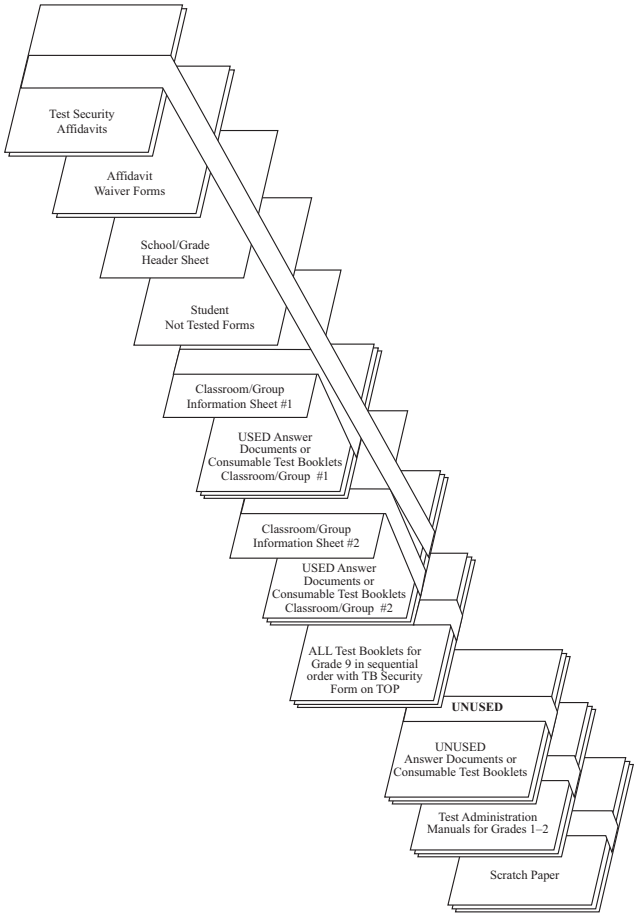
Mathematics Reference Sheets for Grades 3–8

Paper bands may be used to group the Mathematics Reference Sheets by grade. Return bundles of Mathematics Reference Sheets to the District Test Coordinator.

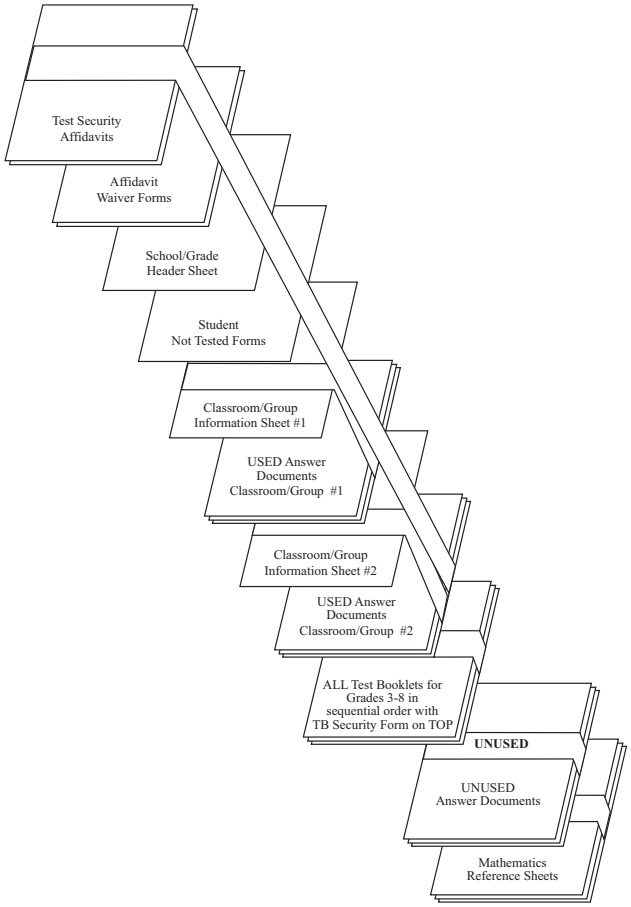
PACKAGING MATERIALS FOR RETURN TO THE DISTRICT TEST COORDINATOR

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

Grades 1–2 and 9



Grades 3–8



Checklist for School Test Coordinators

General

____ Read this District and School Test Coordinators' Manual in its entirety.

____ Read the Test Administration Manuals to familiarize yourself with all procedures.

____ Appoint Test Administrators **currently** licensed by the ADE as Arkansas professional educators.

____ Be available on testing days to answer questions and resolve problems.

Receipt of Materials

Non-secure Materials Shipment

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

____ Check that you have enough of the manuals for grades 3–9 to provide one for each Test Administrator. Remember that the Test Administrator in each Read-aloud session will need a Test Administration Manual along with the Read-aloud Test Administrator's test booklet. If you need more manuals, they may be photocopied or printed off the ADE website.

____ Distribute the appropriate Test Administration Manual for grades 3–9 to each Test Administrator when the Non-secure Materials Shipment arrives. Stress to Test Administrators that they **must** read the manual prior to testing.

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

____ Distribute answer documents for grades 3–9 to Test Administrators who will be pre-assigning them to students according to the instructions provided in this manual.

____ Distribute mathematics manipulatives to Test Administrators if they will pre-assemble the multi-shape pattern blocks.

____ Make sure you have enough Affidavit 3—Test Administrator Security Forms for all Test Administrators to sign. Contact your District Test Coordinator if more forms are needed.

____ Verify that information on the Preliminary Demographic Verification Roster is correct, or assign Test Administrators to verify the information. If any student information is incorrect, it must be updated in APSCN/Triand. See page 10 of this manual for further dates and information.

Secure Materials Shipment

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

____ Keep the school shipping inventory documents for your records.

____ Inventory test booklets, secure Test Administration Manuals for grades 1–2, and Mathematics Reference Sheets for grades 3–8 by using the shipping inventory documents and the label with security ID numbers provided on each shrink-wrapped package. Test booklets and secure manuals should be counted while they are in the shrink-wrapped package. **It is recommended that secure materials leave the district's secure location no more than three (3) school days before testing (if the size of the district necessitates more time, test booklets may leave the district no more than five (5) school days before testing).** When not being used by students, test booklets for all grades and Test Administration Manuals for grades 1–2 must be kept in a securely locked area.

____ Make as many copies of the Test Booklet Security Form for each grade and of the Test Administration Manual Security Form for grades 1–2 as needed to check secure materials out to and in from all Test Administrators.

____ Complete the Test Booklet and Test Administration Manual Security Forms according to the instructions provided in this manual.

____ Distribute test booklets, secure Test Administration Manuals (grades 1–2), and Mathematics Reference Sheets (grades 3–8) to Test Administrators no earlier than the first day of testing.

____ Distribute Large Print, Braille, and Read-aloud test booklets within schools for which they were ordered, following the same security procedures as for the regular test booklets.

____ Ensure that all Test Administrators providing the Read-aloud accommodation are trained and have read and signed the Affidavit Waiver Form after administering the test. Distribute the Read-aloud Test Administrator's test booklets following the same security procedures as for all other secure materials.

Checking and Preparing Materials for Return to the District Test Coordinator

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

____ Inventory all secure test materials with each Test Administrator as they return them, and initial the appropriate security forms indicating secure materials were returned after the final testing session.

____ Verify that **all** secure materials assigned to each Test Administrator have been returned and are in security ID number order with the lowest number on top and the highest number on the bottom.

____ Document any missing test booklets or Test Administration Manuals for grades 1–2 with a detailed letter of explanation. Attach the letter(s) to the appropriate security form(s).

____ Have each Test Administrator read and sign Affidavit 3—Test Administrator Security Form for the appropriate grade(s). A separate Affidavit 3 should be signed for each grade.

____ Code information as appropriate in the "Teacher Use Only" box on each answer document or consumable test booklet after testing is completed, or designate a person to do so.

____ Confirm that each Test Administrator who provided the reading, transcribing, and/or recording accommodation has completed the Affidavit Waiver Form.

____ Confirm that Test Administrators followed the procedures in the Test Administration Manuals for checking student answer documents or consumable test booklets and that the "Teacher Use Only" box has been properly completed.

____ Verify that **used*** answer documents or consumable test booklets have been separated from unused answer documents or consumable test booklets and are returned in the Scoreable Materials Return Shipment. (**Note:** Answer documents or consumable test booklets on which a "Student NOT Tested" reason is bubbled are considered **used*** and are to be included in the Scoreable Materials Return Shipment. All answer documents and consumable test booklets, including blanks, returned to the scoring facility **will** be scanned and reported.)

____ Complete Classroom/Group Information Sheets according to the instructions provided in this manual.

____ Place the Classroom/Group Information Sheet on top of the corresponding classroom's **used*** answer documents or consumable test booklets and reband them.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

Checklist for School Test Coordinators

____ Verify that the grade coded on the Classroom/Group Information Sheet matches the answer documents or consumable test booklets.

____ Verify that the number of **used*** answer documents or consumable test booklets behind each Classroom/Group Information Sheet is accurately entered and gridded in box 4.

____ Complete a School/Grade Header Sheet for each grade tested at your school according to the instructions provided in this manual.

____ Place the School/Grade Header Sheet on the top of the appropriate Student Not Tested Forms and **used*** answer documents or consumable test booklets. Student Not Tested Forms should be placed under the School/Grade Header Sheet but not under a Classroom/Group Information Sheet.

____ Verify that the classroom/group names and the counts on the Classroom/Group Information Sheets match the School/Grade Header Sheet exactly.

____ Verify that the grade coded on the School/Grade Header Sheet matches the answer documents or consumable test booklets.

____ Verify that each classroom/group returned under the School/Grade Header Sheet is listed for the appropriate grade.

____ Verify that all Student Not Tested Forms have been filled out correctly and completely and that the number of forms submitted is marked correctly on the School/Grade Header Sheet. Maintain copies of the completed Student Not Tested Forms for your district records.

____ Band together all **used*** answer documents or consumable test booklets and **used** Student Not Tested Forms with the appropriate headers.

____ Organize all test booklets (used and unused for grades 3–9 and unused for grades 1–2) for each grade tested in the school in sequential security ID number order with the lowest number on the top and the highest number on the bottom.

____ Verify that no answer documents are inside test booklets and band the test booklets together.

____ Enter the date secure materials are returned to the District Test Coordinator on the Test Booklet and Test Administration Manual Security Forms.

____ Place the appropriate Test Booklet Security Form on top of the test booklets and the Test Administration Manual Security Form on top of the secure manuals, as appropriate, for each grade.

____ Read and sign a separate Affidavit 2—School Level Test Security Form for each grade or grades tested in the school and verify that the School Principal has also signed the form. Remember to submit separate Affidavit 2 forms if both Augmented Benchmark (grades 3–8) and The Iowa Tests (grades 1–2 and 9) students tested in the same school.

____ Place the Test Security Affidavits and Affidavit Waiver Forms (if any) on top of the School/Grade Header Sheet. Band all materials together.

____ Band together all scratch paper, used and unused, for grades 1–2.

____ Group the Mathematics Reference Sheets by grade and paper-band each grade together.

____ Verify that materials are organized and banded exactly as shown in the diagrams in this manual.

____ Return all materials to your District Test Coordinator.

*Used answer documents and consumable test booklets include those for Students NOT Tested.

APPENDICES

Appendix A

Accommodations for Testing

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

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

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

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

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

Code	Definition
11 ET	**extended time** **Important:** *All testing scheduled for a given day must be completed by the conclusion of that school day.*
12 LPT*	**Large Print test booklet** There are no Large Print answer documents or consumable test booklets. The student shall write all answers in the test booklet. No scratch paper is permitted. The teacher will transcribe the student's answers into a standard answer document (or consumable test booklet for grade 2).
13 BT*	**Braille test booklet** There are no Braille answer documents. The teacher will transcribe the student's answers into a standard answer document.
14 AB	**abacus**

In special circumstances, additional requests for assistive devices will be considered for special education students or students with a 504 Plan. The "Special Accommodations Request Form for Special Education Students or Students with a 504 Plan" must be obtained from the ADE Office of Student Assessment. A copy of the approved form must be kept in the School Test Coordinator's office. Contact the ADE Office of Student Assessment at 501-682-4558.

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

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

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

Accommodations that currently are not available include the following:

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

Students Not Tested

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

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 the mathematics, writing, and/or science portions of the Augmented Benchmark Examinations or The Iowa Tests read to them if the accommodation is listed in their IEP, LPAC Plan, or 504 Plan and is used on a regular basis in the classroom. 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. 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 questions be read to all students.**

In certain cases, a student's response 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 provided in Appendix G 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.

Appendix C

Suggested Training Agenda

The following is an outline of a potential training agenda to be used by District and School Test Coordinators for training Test Administrators prior to the 2014 Augmented Benchmark Examinations and The Iowa Tests. This agenda offers suggested topics for discussion and may be modified to meet the specific needs of districts.

Test Administration Assignments

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

Test Administration Schedule

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

Test Administrator Responsibilities and Preparations

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

Students to be Tested

- Review Information in the Test Administration Manuals and in this District and School Test Coordinators' Manual
- Accommodations for Testing (Appendix A)

Test Security

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

Checklist for Test Administrators

- Review Checklists in the Test Administration Manuals

Procedures during Test Administration

- Review Test Administration Scripts provided in the Test Administration Manuals
- Review procedures for handling unexpected events (power outage, student writing in the wrong place, student with cell phone)

Procedures after Test Administration

- Review Completing the "Teacher Use Only" box if assigning Test Administrators to do so
- Review Return of Materials to School Test Coordinators

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 and 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 68 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: 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, 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 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 (504 Accommodations (except for grades 1, 2, and 9), Special Education Accommodations, Migrant Student, Highly Mobile, LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested) need to be completed, as appropriate, if a student label is used.

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

Important: A student label **must** be used on a student answer document or the 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 10 for more information about updating student demographic information.

A sample of the "Teacher Use Only" box appears below.

TEACHER USE ONLY

Monitored Former LEP
◯ Year 1 ◯ Year 2

*504 Accommodations
◯ 504 – RMT/RWT/RST
◯ 504 – LPT
◯ 504 – BT

Student NOT Tested
Mark the reason in box 9 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

◯ Free and/ or Reduced Lunch

◯ *Migrant Student

◯ Gifted and Talented

*Highly Mobile
◯ Student enrolled in school/ district after October 1, 2013

LEP ONLY

◯ Limited English Proficient (LEP)

◯ *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

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.

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 taking the Read-aloud version of the test. 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.

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.

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

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

***Special Education Accommodations**

Complete the Special Education Accommodations section of the "Teacher Use Only" box, as appropriate, regardless of whether or not a student label is used. Fill in the circle for each accommodation the student received during testing. **Refer to Appendix A** for additional information on accommodations that are permitted.

1	TRAN	a teacher transfers answers from the student's test booklet to an answer document 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:** *No portion of the reading test may be read to any student!*
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.

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 the person authorized in the agreement signed by the school with Child Nutrition can code the section for students eligible for Free and/or Reduced Lunch. This information must be filled out after testing is completed. This section cannot be marked by the Test Administrator. (Refer to 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.

***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, 2013.

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.

***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.

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

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:** *No portion of the reading test may be read to any student!*
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 a consumable test booklet, if the student did not receive a student label, if the label was damaged, or if the student's school, grade, State ID number, or last name are incorrect on the label, complete the demographic information on page 1 of the answer document or the back page of the consumable test booklet.

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. If an answer document or consumable test booklet is used to indicate a "Student NOT Tested" reason code and the student responds to at least one question, the student will be considered tested and the "Student NOT Tested" code will be ignored. If the reason the student did not test is not listed, 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.

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

Appendix D

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

TEACHER USE ONLY

9 *Student NOT Tested

Complete **ALL** of the information (as appropriate for the student) requested on page 1 of this answer document for any student who was scheduled to take the *Grade 5 Augmented Benchmark Examination* **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.

1. Absent on ALL days of the test administration, including the make-up test administration
2. Expelled/suspended
3. Extended hospitalization
4. Residential treatment
5. Homebound
6. Incarcerated
7. Juvenile detention
8. Transferred to a different school/district in Arkansas
9. Moved to a different state/out of country
10. Enrolled in a home school/private school
11. Completed an alternate portfolio assessment
12. Special Education services for home school/private school
13. Withdrew from school
14. SRT
15. Deceased
16. School district/school failed to administer the examination

Important: Fill in circle 14, 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 8 for additional information regarding students not tested and for information regarding 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.

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 is incorrect, the student label **must** be used, but you will need to correct the information in APSCN/Triand by the date listed on page 10 of this manual. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Arkansas Augmented Benchmark Examinations

April 2014

Preliminary Demographic Verification Roster

1 **District LEA: 99-99 Arkansas School District** **School LEA: 99-99-999 Arkansas Middle School** 2

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** be used, but you will need to correct the information in APSCN/Triand by the end of the day on Friday, April 4, 2014. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Name (Last, First, Middle Initial)	Grade	Birth Date	State ID Number	SS ID	Gender	Ethnicity*	ESI# Codes	MFLEP+	LEP	Free/ Reduced Lunch	Gifted/ Talented
Daley, Charles P	6	03-19-01	1234567890	987654321	M	3		1	Y	Y	N
Fitzgerald, Scott	6	04-09-02	2345678901	876543210	M	7	SLD		N	N	N
Herzog, Brenda K	6	05-31-02	3456789012	765432109	F	5			N	N	N
Liverpool, Angela	6	07-15-02	4567891098	654321098	F	2	MR		Y	Y	Y
Xuing, Yo	6	09-01-01	5678901234	543210987	M	1		2	N	N	N

*Ethnicity Codes: 1 = Hispanic, 2 = Asian, 3 = Native Hawaiian/Pacific Islander, 4 = American Indian/Alaska Native, 5 = Black, 6 = White, 7 = Two or More

#ESI Codes: AU=Autism, DB= Deaf/Blindness, HI=Hearing Impairment, MR=Mental Retardation (both TMR & EMR), MD=Multiple Disabilities, OI=Orthopedic Impairment, OHI=Other Health Impairment, ED=Emotional Disturbance, SLD=Specific 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

3 4 5 6 7 8 9 10 11 12 13 14

1. District LEA and District Name
2. School LEA and School Name
3. Student Name: Last Name, First Name, Middle Initial
4. Grade
5. Birth Date
6. State ID Number—10-digit State Reporting Identification Number
7. SS ID—Social Security Number or Federally-Assigned Identification Number
8. Gender: F = Female; M = Male
9. Ethnicity:

   1 – Hispanic 2 – Asian 3 – Native Hawaiian/Pacific Islander

   4 – American Indian/Alaska Native 5 – Black 6 – White 7 – Two or More
10. ESI Codes:

    AU – autism
    DB – deaf-blindness
    HI – hearing impairment
    MR – mental retardation (both TMR and EMR)
    MD – multiple disabilities
    OI – orthopedic impairment
    OHI – other health impairment
    ED – emotional disturbance
    SLD – specific learning disability
    SI – speech/language impairment
    TBI – traumatic brain injury
    VI – visual impairment
    Blank – no ESI code reported
11. MFLEP (Monitored Former LEP): 1 = (Year 1) the student is in the first year of monitoring; 2 = (Year 2) the student is in the second year of monitoring; blank field = the student is not identified as a Monitored Former LEP student
12. LEP: Y = Yes, the student is a Limited English Proficient student; N = No, the student is not a Limited English Proficient student
13. 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
14. Gifted and Talented: Y = Yes, the student is identified as Gifted and Talented; N = No, the student is not identified as Gifted and Talented

Spring 2014 Augmented Benchmark Examinations and The Iowa Tests®

Additional Material Order Access

– Quick Reference Guide –

Availability & System Requirements

- Access to ServicePoint for additional material orders (AMOs) will be available **March 10, 2014 – March 25, 2014**.
- Internet access through an internet browser—Microsoft Internet Explorer (version 7.0 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 2013 and are currently using to access **Grade 11 Literacy** additional material orders. 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. To order materials for the Augmented Benchmark Examinations at grades 3–8, please select "**Benchmark 2014**" from the "**Test Admin**" dropdown box on the left side of the screen. To order materials for The Iowa Tests at grades 1–2 and 9, please select "**NRT April 2014**" from the "**Test Admin**" dropdown box on the left side of the screen.
2. Click on the "**Material Distribution**" menu on the left side 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, Large Print materials, or Braille materials, you will be prompted to call Customer Service. These cannot be ordered online. ***Note**: You must click the "**Save**" button at the bottom of the screen to submit your order. If you click the "Return" button, no materials will be ordered.*
7. If you need to change your order quantities, you may go back to the "**Manage Material Orders**" screen, select your order, and click the "**Edit**" button at the bottom of the screen. This will take you back through the process and allow you to make changes. Once an order number is assigned to your order, it has been forwarded to shipping and no further changes are allowed. Please allow 5 business days to receive your materials.

Additional Help

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

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

Spring 2014 Augmented Benchmark Examinations and The Iowa Tests®

Return Verification Access

– Quick Reference Guide –

Availability & System Requirements

- Access to ServicePoint for recording your return materials will be available as follows:
  - Iowa Tests **March 31 – April 16, 2014**
  - Benchmark Examinations **April 7 – April 21, 2014**
- Internet access through an internet browser—Microsoft Internet Explorer (version 7.0 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 2013 and are currently using to access **Grade 11 Literacy** additional material orders. 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. For the Augmented Benchmark Examinations at grades 3–8, please select "**Benchmark 2014**" from the "**Test Admin**" dropdown box on the left side of the screen. For The Iowa Tests at grades 1–2 and 9, please select "**NRT April 2014**" from the "**Test Admin**" dropdown box on the left side of the screen.
2. Click on the "**Address Book**" menu on the left side 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 e-mail address, confirm your e-mail address, and click "**Save**" at the bottom of the screen. An e-mail 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).

Appendix G

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

- Sample Answer Document Demographic Page
- Affidavit Waiver Form for Providing an Approved Accommodation
- Additional Materials Order Form
- Secure Material Transfer Form
- Sample Student Not Tested Forms
- Administration Feedback Form

ACTAAP Arkansas Comprehensive Testing, Assessment, and Accountability Program

April 2014
Augmented Benchmark Examination
Grade 3
STUDENT ANSWER DOCUMENT

1 District/School/Class Information

District Name:

School Name:

Classroom/Group Name:

MARKING DIRECTIONS

- Use only soft black pencil (No. 2).
- Do NOT use ink pen or felt-tip marker.
- Make heavy, dark marks that completely fill the circle.
- Erase completely any marks you wish to change.
- Make NO stray marks on this answer document.

SAMPLE MARKS
RIGHT
WRONG

2 Student Name

Last Name | First Name | MI

If student barcode labels are being used, **position label WITHIN the dotted lines.** ALIGN BOTTOM OF LABEL HERE

3 State ID Number

4 SS ID

5 Gender

Female Male

6 Ethnic Background

1 Hispanic
2 Asian
3 Native Hawaiian/ Pacific Islander
4 American Indian/ Alaska Native
5 Black
6 White

7 Birth Date

Month	Day	Year
Jan		
Feb		
Mar	0 0	19 0 0
Apr	1 1	20 1
May	2 2	2
Jun	3 3	3
Jul	4	4
Aug	5	5
Sep	6	6
Oct	7	7
Nov	8	8 8
Dec	9	9 9

8 Test Booklet Form

A A G G
B B H H
C C I I
D D J J
E E K K
F F L L

TEACHER USE ONLY

Monitored Former LEP
Year 1 Year 2

*504 Accommodations
504 – RMT/RWT/RST
504 – LPT
504 – BT

Student NOT Tested
Mark the reason in box 9 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

Free and/ or Reduced Lunch

*Migrant Student

Gifted and Talented

*Highly Mobile
Student enrolled in school/ district after October 1, 2013

LEP ONLY

Limited English Proficient (LEP)

*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

FOR ADE USE ONLY

QAI13047

DO NOT WRITE IN THIS AREA

SERIAL #

33570876-01

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations and The Iowa Tests®
AFFIDAVIT WAIVER FORM
for Providing an Approved Accommodation
April 2014

I provided an approved testing accommodation for:

Student's Name	Answer Document or Consumable Test Booklet Number*	Test booklet form**	By: reading/ transcribing/ recording	Session(s)	Grade

☐ Augmented Benchmark Examinations

☐ 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.

** Enter the letter from the upper right corner 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.

QAI13088

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

Additional Materials Order Form
Augmented Benchmark Examinations and The Iowa Tests®
April 2014

District Name: **District LEA:**

District Test Coordinator: **Phone:**

E-mail: **Contact Preference:**

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

Quantities

	Grades: 1	2	3	4	5	6	7	8	9	ALL
Manuals										
District and School Test Coordinators' Manual	X	X	X	X	X	X	X	X	X	
Test Administration Manual										X
Answer Documents and Test Booklets										
Answer Document	X	X								X
Test Booklet										X
Large Print Test Booklet	X									X
Read-aloud Test Booklet	X	X							X	X
Braille Test Booklet	X	X								X
Ancillary Materials										
School/Grade Header Sheet	X	X	X	X	X	X	X	X	X	
Classroom/Group Information Sheet	X	X	X	X	X	X	X	X	X	
Affidavit 1—District Level Test Security Form	X	X	X	X	X	X	X	X	X	
Affidavit 2—School Level Test Security Form	X	X	X	X	X	X	X	X	X	
Affidavit 3—Test Administrator Security Form	X	X	X	X	X	X	X	X	X	
Student Not Tested Form (grades 3–8)	X	X	X	X	X	X	X	X	X	
Student Not Tested Form (grades 1, 2, and 9)	X	X	X	X	X	X	X	X	X	
Parent Notification Pamphlet	X	X	X	X	X	X	X	X	X	
Brochure for Educators	X	X	X	X	X	X	X	X	X	
Mathematics Manipulatives (grades 3–6)	X	X					X	X	X	X
Protractors (grades 7 and 8)	X	X	X	X	X	X			X	X
Mathematics Reference Sheets (grades 3–8)	X	X							X	X
Ruler	X	X							X	X
Large Print Ruler	X	X							X	X
Braille Ruler	X	X							X	X
Line Placement Template	X	X	X	X	X	X	X	X	X	
Paper Band	X	X	X	X	X	X	X	X	X	
District Return Materials	Grades 1–2 and 9						Grades 3–8			
Scoreable Materials: Return Instructions										
District Scoreable Materials Transmittal Forms										
Questar Return Labels										
UPS Return Labels										
Nonscoreable Materials: Return Instructions										
Questar Return Labels										
UPS Return Labels										
Student Label										
School Name: *LEA:*	X	X	X	X	X	X	X	X	X	
School Name: *LEA:*	X	X	X	X	X	X	X	X	X	
Preliminary Demographic Verification Roster										
School Name: *LEA:*	X	X	X	X	X	X	X	X	X	
School Name: *LEA:*	X	X	X	X	X	X	X	X	X	
Test Booklet Security Form										
School Name: *LEA:*	X	X	X	X	X	X	X	X	X	
School Name: *LEA:*	X	X	X	X	X	X	X	X	X	

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

SECURE MATERIAL TRANSFER FORM

Examination:

District LEA #:

Name of District Transferring:

No. of Documents Transferred:

Security ID Number(s) Transferred:

Signature of Sender:

Date:

Examination:

District LEA #:

Name of District Receiving:

No. of Documents Received:

Security ID Number(s) Received:

Signature of Receiver:

Date:

Instructions: Each district shall retain a copy of this form. A copy shall be faxed to the ADE Office of Student Assessment at (501) 682-4886 and to Questar Arkansas Customer Service at (866) 688-0419. This form must be completed and signed by both districts before it is faxed. Both districts must staple a copy of this Secure Material Transfer Form to the appropriate school's Test Booklet or Test Administration Manual Security Form(s).

QAI13085

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations
Grades 3–8

Student Not Tested Form 2014

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.

GRADE

Return labels for **only one** grade on each form. Fill in the circle to indicate which grade is returned on this form.

- ◯ 3
- ◯ 4
- ◯ 5
- ◯ 6
- ◯ 7
- ◯ 8

SCHOOL INFORMATION

School Name:

District Name:

INSTRUCTIONS

- 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 **above** 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

1. Absent on ALL days of the test administration, including the make-up test administration
2. Expelled/suspended
3. Extended hospitalization
4. Residential treatment
5. Homebound
6. Incarcerated
7. Juvenile detention
8. Transferred to a different school/district in Arkansas
9. Moved to a different state/out of country
10. Enrolled in a home school/private school
11. Completed an alternate portfolio assessment
12. Special Education services for home school/ private school
13. Withdrew from school
14. Reason 14 not applicable on this form. Must be coded on an answer document.
15. Deceased
16. School district/school failed to administer the examination

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ X ⑮ ⑯

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 X ⑮ ⑯

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 X ⑮ ⑯

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 X ⑮ ⑯

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

DO NOT WRITE BEYOND THIS AREA

DO NOT COPY

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ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

The Iowa Tests®
Grades 1, 2, and 9

Student Not Tested Form 2014

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.

GRADE

Return labels for **only one** grade on each form. Fill in the circle to indicate which grade is returned on this form.

- ◯ 1
- ◯ 2
- ◯ 9

SCHOOL INFORMATION

School Name:

District Name:

INSTRUCTIONS

- 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 **above** 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

1. Absent on ALL days of the test administration, including the make-up test administration
2. Expelled/suspended
3. Extended hospitalization
4. Residential treatment
5. Homebound
6. Incarcerated
7. Juvenile detention
8. Transferred to a different school/district in Arkansas
9. Moved to a different state/out of country
10. Enrolled in a home school/private school
11. IEP team decision
12. LPAC decision
13. Special Education services for home school/private school
14. Withdrew from school
15. Reason 15 not applicable on this form. Must be coded on an answer document.
16. Deceased
17. School district/school failed to administer the examination
18. Student was incorrectly identified as being in grade 1, 2, or 9

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ X ⑯ ⑰ ⑱

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

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ X ⑯ ⑰ ⑱

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

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ X ⑯ ⑰ ⑱

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

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ X ⑯ ⑰ ⑱

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

DO NOT WRITE BEYOND THIS AREA

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DO NOT COPY

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ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations and The Iowa Tests®

Administration Feedback Form

April 2014

Use this form to report any problems that occurred during the April 2014 administration of the Augumented Benchmark Examinations and The Iowa Tests.

District Name: _____ LEA #: ☐☐-☐☐

Person Responding: _____

Phone Number: _____

FEEDBACK/COMMENTS

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

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

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

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

QAI13087

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

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

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