APPENDIX 9: SAMPLES OF MANUALS

Alaska

Comprehensive System of Student Assessment (CSSA)

Grades 4, 8, and 10 Science Standards Based Assessment (SBA)

District Test Coordinator's Manual

Spring 2012

Alaska Department of Education & Early Development

Spring 2012
Science SBA Important Dates

DATE	EVENT
February	**Communicate test schedule to schools and community.**
February 28–29	**Attend Pretest Training Workshop**
By March 5	**Receipt of materials—Call Data Recognition Corporation (DRC) at 1-866-339-6390 if materials have not arrived by March 5, 2012.**
March 21	**Additional Material Deadline**
March–April	**Schedule meeting(s) with associate (building) test coordinators and test administrators to review the testing procedures.**
April 2–16	**Science Testing Window (see schedule parameters page 1)**
April 19	**Test materials are picked up by Assessment Distribution Services (ADS) or transferred to a local airport for return to DRC. This is a prescheduled date.**

Contact Information

For information regarding administration of the Science SBA, contact the Assessment Unit at the Alaska Department of Education & Early Development (EED): Janet Valentour (janet.valentour@alaska.gov; 465-8431); Kari Quinto (kari.quinto@alaska.gov; 465-8436); or Erik McCormick (erik.mccormick@alaska.gov; 465-8686).

Questions regarding administration of the Science SBA, or test material receipt, pickup, and shipping should be made by the District Test Coordinator (DTC) and directed to DRC at 1-866-339-6390 or akproject@datarecognitioncorp.com.

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Overview

The Alaska Science SBA is a proficiency-based, criterion-referenced test developed specifically for Alaska. The purpose of the assessment is to provide information about what students know and are able to do in science. The test includes multiple-choice and short constructed-response items.

Test Window Scheduling Parameters

The science test administration window is April 2–16, 2012. Specific statewide testing days are **not** designated this year.

- Each district **MUST** designate a district-wide test day to administer the Science SBA. Schools are required to begin testing within 1–2 hours of each other (based on school day) to prevent large gaps in security.
- Each district will need to communicate to their schools which day they will be administering the Science SBA by grade level.
- Districts must follow the designated Science SBA administration schedule. Variations on this schedule are not permitted.
- Students who are not able to take the Science SBA on the district's designated test day may take the Science SBA on any of the days that ***follow*** within the test window.
- Students who started the assessment on the district's designated test day are **NOT** permitted to finish an incomplete test on any of the days that follow during the test window.
- **THE SCIENCE SBA MAY NOT BE ADMINISTERED PRIOR TO APRIL 2 OR AFTER APRIL 16, 2012, INCLUDING ANY ACCOMMODATED TESTING FOR STUDENTS WITH DISABILITIES. A district may apply to test science as early as the Thursday prior to the test window based on the state testing calendar. Applicants must provide evidence that the full 11-day test window has not been utilized in prior years due to circumstances created by mandatory test shipping dates.**
- The Science SBA materials (grades 4, 8, and 10) will be picked up for shipping on April 19, 2012. No tests will be picked up after this date. There are no exceptions. Districts should plan the Science SBA testing schedule accordingly.

District Test Coordinator's Manual

The District Test Coordinator's Manual provides the guidelines and procedures for distribution, collection, and return of materials for the Science SBA.

This document is not a test manual. Information concerning the contents of the Science SBA and instructions for administering it are found in the Test Administration Directions.

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Please review the District Test Coordinator's Manual carefully. It provides important information that will enhance the Science SBA for students, teachers, parents, and schools. When the testing materials arrive, the District Test Coordinator (DTC) should review all of the materials provided.

Test administrators are strongly urged to become thoroughly familiar with the Test Administration Directions before the first day of testing. However, test items in the test books are secure.

- Teachers, proctors, test administrators, or other testing personnel **MAY NOT READ TEST ITEMS** aloud, silently, to themselves, or to another individual, unless it is specifically required to provide a documented accommodation to an individual or student group. Parents/guardians may not read test items under any circumstances (4 AAC 06.765).

Braille/Large Print

Braille and Large Print editions of the Science SBA are available for any students who require them in your school or district; the number provided is based on enrollments. Special accommodations may be necessary when administering the test to these students. Please check the student's IEP, 504, transitory impairment, or LEP documentation for special accommodations that may be needed.

If your district has ordered Braille and Large Print editions, please refer to the Test Administration Directions that are included in the shipment of test materials.

Braille Edition Administration and Handling Information

- Students use a Brailler
- Transcribe student responses word for word into a **Science SBA Form SD**

Bundle the Braille edition and Science SBA Form SD with all test materials to be returned to DRC for scoring. These are secure materials.

NOTE: *Test books must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover. Transcribers should sign in pencil in the white space below the accommodations grids and above the page number.*

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Large Print Edition Administration and Handling Information

- Students mark responses directly in the Large Print test book
- Transcribe student responses word for word into a **Science SBA Form SD**

Bundle the Large Print edition and Science SBA Form SD with all test materials to be returned to DRC for scoring. These are secure materials.

NOTE: *Test books must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover. Transcribers should sign in pencil in the white space below the accommodations grids and above the page number.*

Invalid Tests

Tests should be invalidated when student(s):

- cheat.
- mark multiple random responses.
- copy test items or transmit test items via electronic device.
- use reference or support materials not allowed by documented accommodations or by the test publisher, such as dictionaries, calculators, etc.

This is not an inclusive list. Please contact EED for guidance (465-8431) if you have a question about invalidating a test.

Invalidated tests will not be scored; the student will not be included as a participant for the Science SBA.

How to Invalidate Tests

- Invalidate tests by filling in the invalid bubble in the "Teacher Use Only" field on the front cover of the test book.
- Invalid books should be returned with the other test books that are to be scored.
- Test administrators should be instructed to check with the DTC prior to invalidating any test book.

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Test Security

The Science SBA materials are considered secure materials. According to Alaska test security regulation 4 AAC 06.765, all test materials must be kept secure. **Do not photocopy or duplicate any portion of the test materials at any time.** Except for the person testing, no person, including test administrators and proctors, is permitted to read test items on the Science SBA prior to, during (except for the individual taking the test), or after administration. When not in use, test materials must be kept in a locked room or cabinet to prevent unauthorized access. School personnel responsible for the testing must ensure that test materials are secure at all times. Students should NEVER be left unattended in a room with access to test materials.

Teachers, proctors, associate (building) administrators, test administrators, or other testing personnel **MAY NOT READ TEST ITEMS** aloud, silently, to themselves, or to another individual, unless it is specifically required to provide a documented accommodation to an individual or student group. Parents/guardians may not read test items under any circumstances.

Distributing and Collecting the Test Security Agreements

- The DTC shall designate the school and district personnel who will have access to secure test materials, and who must sign the Test Security Agreements provided on pages 13–20 of this manual.

NOTE: *District Test Coordinators, associate (building) test coordinators, administrators, and testing personnel sign different security agreements, but need only sign ONE security agreement each year.*

- Sufficient copies of the Test Security Agreements should be made and distributed to all appropriate personnel for their signature.
- All signed test security forms must be returned to the DTC who will keep them on file in the district.
- Prior to the first test administration of the school year, DTCs must sign and send their District Test Coordinator Test Security Agreement to EED.

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Instructions for District Test Coordinators

Receipt of Materials

The test materials are packaged by school, except for district overage materials, and shipped to the DTC.

1 Select a secure storage space for test materials.

2 Move materials beyond the drop site to a secure location. The shipping representative will only deliver materials directly inside the door of the specified shipping site.

3 Retain the original shipping boxes. You will need these boxes to return test materials; however, you may also use other boxes to ship materials if this becomes necessary.

4 **Important: Complete the Delivery Verification Form found on page 11 of this manual and fax to the Alaska Project Team at 763-268-2979.** The Delivery Verification Form covers all three assessments: RWM SBAs, Science SBA, and HSGQE. You should complete and fax only one form from any of the District Test Coordinator's Manuals.

Inventory Test Materials

1 Confirm the total number of district and school boxes received as identified on the School Box Range Sheet (found in the box labeled District Materials Enclosed). You will be held responsible for all of the materials on this list. It is your responsibility to make sure you have received all items indicated on your test materials shipment sheet.

2012 SPRING TEST MATERIALS SHIPMENT
SCHOOL BOX RANGE SHEET
ALASKA SCIENCE SBA

District: 02 DENALI BOROUGH SCHOOLS

District/School Code	District/School Name	Starting Box	Ending Box	Total # of Boxes
020010	ANDERSON SCHOOL	1	3	3
02	**DENALI BOROUGH SCHOOLS**	4	6	3

2 If there is ANY discrepancy in the shipment (boxes are missing or you received boxes not on the test materials shipment list), IMMEDIATELY contact the Alaska Project Team (akproject@datarecognitioncorp.com) and copy EED (janet.valentour@alaska.gov) on the communication.

3 Confirm the following prior to sending test materials to buildings: test administrators have been identified and **trained**; test security agreements have been signed.

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4 Arrange for the distribution of test materials to each school.

5 Verify the contents of the district overage boxes by comparing ranges of security numbers on the security range sheets with those listed on the District Security Checklist and packing lists (found in the box labeled District Materials Enclosed). **NOTE:** Electronic security checklists are available on DRC's eDIRECT System (https://ak.drcedirect.com).

2012 SPRING TEST MATERIALS SHIPMENT
DISTRICT PACKING LIST
ALASKA SCIENCE SBA

District: 02 DENALI BOROUGH SCHOOLS

47462

The following materials are contained in this shipment.

Qty Ordered	Item	Box #	Qty Shipped	Security Range
	ADMINISTRATIVE MATERIALS			
1	School Packing Lists (District Set)	3	1	
1	Test Materials Security Checklist – District Overage	3	1	
	RETURN MATERIALS			
1	Return Materials Instruction Packet	3	1	
	MANUALS			
1	District Test Coordinator's Manual	3	1	
1	Test Administration Directions	3	1	
	SECURE MATERIALS			
1	Test Books (Pack of 10)	4	1	10000031-10000039

6 You should not open packages of secure shrink-wrapped materials that you will not be using. Return the unused secure materials to DRC in **unopened** packages.

7 **ALL SCHOOLS MUST INVENTORY THEIR MATERIALS.** The School Security Checklist will assist this process. If any materials are missing, notify DRC via email at akproject@datarecognitioncorp.com and copy EED (janet.valentour@alaska.gov) on the communication.

8 All test administrators must inventory their classroom materials. Using the School / Classroom Daily Check In-Check Out Worksheet in the Test Administration Directions will assist this process. If any materials are missing, the associate (building) test coordinator must contact the District Test Coordinator immediately.

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Resolving School Shortages

1. If there are schools in your district that did not receive sufficient materials, first use test materials from the district overage. If you do not have sufficient materials for schools, you may transfer secure materials between schools within your district. You must complete the **Secure Materials Transfer Form** (found on page 25) and fax it to the Alaska Project Team at 763-268-2979. DTCs should keep this form for their records; it may be useful to resolve issues with inventory.

   NOTE: Because DTCs are ultimately responsible for the inventory of secure test materials, your training with associate (building) test coordinators, proctors, and/or test administrators should emphasize the need to contact the DTC when additional materials are needed.

2. Materials sent to schools from the district overage or transferred between schools by the DTC must be accounted for using the District Security Checklist (found in the box labeled District Materials Enclosed).

3. Under the direction of the District Test Coordinator, associate (building) test coordinators may transfer secure materials assigned to their school to another school within their district. Associate (building) test coordinators must complete the **Secure Materials Transfer Form** (found on page 25) and fax it to their DTC and the Alaska Project Team at 763-268-2979. Keep this form for your records and to resolve any issues with your inventory.

4. Additional testing materials may only be ordered by the **District Test Coordinator**. Complete and fax the **Additional Materials Request Form** to DRC using the procedures found on page 23 if district overage materials are insufficient or if more school specific materials are needed.

5. Check with all schools in your district before placing an order for additional materials so that only **one order** is necessary. All large and multiple orders are subject to EED approval.

6. District/school labels are school specific and must be ordered for each school using the **Additional Materials Request Form** on page 24.

7. Once additional materials are received, sign out the materials to the schools using the District Security Checklist that arrived with the additional materials.

Return of Materials

Instructions and labels for the DTC to use when returning test materials to DRC for scoring are found in the Return Materials Instruction Packet. The materials will be returned via Assessment Distribution Services (ADS). Review the Return Materials Instruction Packet prior to preparing your materials for return to DRC. You should receive boxes of test materials from each school after testing.

NOTE: UNDER NO CIRCUMSTANCES SHOULD TEST MATERIALS BE RETURNED THROUGH THE U.S. POSTAL SERVICE.

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1. Receive boxes of test materials from each participating school in your district. Inventory school boxes to ensure test materials match School Security Checklists.

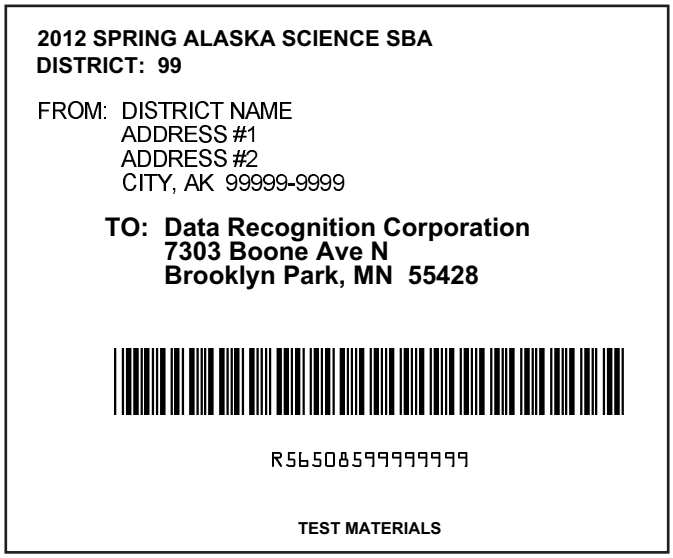
2. Package all unused test books from district overage in the original shipping boxes. If you signed district overage materials out to a school, those materials should be returned in that school's box(es). If you need additional boxes, other sturdy boxes may be used to ship materials to DRC.

3. It is best practice to record "box __ of __" on your boxes using permanent marker. Use the District Security Checklist to check off testing materials as you place them in the boxes. Record which test books have been placed in which boxes whenever possible.

4. Include one copy of each School Security Checklist, and **a copy of the District Security Checklist in a single box of the materials you are returning to DRC. IMPORTANT:** Retain the original District Security Checklist for your records. If DRC's inventory does not match your list, you will be asked to submit this list to EED as documentation of the testing materials you placed in your shipment.

5. Place newspapers or other packaging materials at the top of each box, if needed, to keep materials immobile during transit.

6. Securely seal the boxes and place a lilac return shipping label (found in the Return Materials Instruction Packet) on each box. If you need additional labels, fill out the Additional Materials Request Form located on page 24 and fax it to DRC.



7. Your ADS Bill of Lading (for pick-up districts) or airbill (for drop-off districts) is enclosed in the Return Materials Instruction Packet.

8. A representative from ADS will begin calling districts on April 6, 2012, with a reminder of the test materials return deadline on **April 19, 2012**. Boxes must be stored in a secure location until they are picked up. All test materials should be boxed and ready to go by 8 AM on Thursday, April 19, 2012.

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9 If you do not have materials from all schools in your district by the pickup deadline, do not wait to ship materials back to DRC. **Return all available and packaged materials on (or before) April 19, 2012. See #14 for additional instructions.**

NOTE: *You need not call ADS unless you would prefer to have your materials picked up* ***BEFORE*** *April 19, 2012.*

10 To schedule an **EARLY** pickup of your district and school boxes, call ADS Customer Service directly at 800-840-9965.

11 If the carrier is picking up your materials at the district, complete the ADS Bill of Lading (found in the Return Materials Instruction Packet). When the carrier arrives, give the Bill of Lading to the driver. The driver will keep one copy and return one copy to you.

NOTE: *The driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported. Make sure your materials are packed and ready to ship when the driver arrives.* ***SAVE*** *your copy of the Bill of Lading. It is your documentation of the number of boxes you shipped to DRC.*

12 If your district is required to drop off materials at another location (airport), you must do so before 4 PM on April 19, 2012. Be sure to complete the airbill (found in the Return Materials Instruction Packet) and give it to the pilot. The pilot will keep one copy and return one copy to you. You must also complete the ADS Bill of Lading and, following ADS's instructions, place a copy in a pouch on one of the boxes. ***SAVE*** *your copy of the airbill and the ADS Bill of Lading. They are your documentation of the number of boxes you shipped to DRC.*

13 Immediately after your materials have been picked up (or you have dropped off the materials), complete and fax the Return Materials Verification Form (found in the Return Materials Instruction Packet) to DRC. If you haven't received test materials from all of your schools by the shipping deadline on **(or before)** April 19, 2012, place a check on the form by the schools that have outstanding materials and use the lines provided to explain why materials are not included.

14 Outstanding materials need to be returned to DRC as soon as possible. All materials, including late returns, must be returned via ADS. Be sure to place a lilac return shipping label on all boxes and call ADS directly at 800-840-9965 to schedule a pick-up. If you need additional lilac labels, fill out the Additional Materials Request Form located on page 24 and fax it to DRC. **UNDER NO CIRCUMSTANCES SHOULD TEST MATERIALS BE RETURNED TO DRC THROUGH THE U.S. POSTAL SERVICE.**

NOTE: *If materials are not returned on (or before) April 19, 2012, DRC cannot guarantee on-time delivery of score reports for those materials.*

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Correspondence School Students Testing at a School District Site

For those correspondence school students who are testing in a school district in which they are not enrolled (e.g., an IDEA student who takes the Science SBA at Juneau Douglas High School), the DTC must follow the procedures listed here:

❒ **Contact the DTC:**

Contact the DTC in the district in which you desire the student to test well **AHEAD** of the testing day; request assistance with out-of-district student testing. Please respect the host district's need to plan seating according to the projected number of students who are testing.

NOTE: *DTCs are under no obligation to administer tests to students who are enrolled in other districts.*

❒ **Send Test Materials:**

The DTC of the correspondence school must send the precode label to the host district. The host DTC and requesting DTC will decide if test materials should be sent in addition to the **required** precode labels. The host DTC and the requesting DTC must decide upon a mutually agreeable date that the precode labels, and possibly test materials, will be sent to the host district.

❒ **Return Test Materials:**

The host district DTC must return the visiting student's test materials to DRC (this is to expedite shipping and scoring). The DTC in the host district **WILL NOT** return the testing materials to the visiting student's district.

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2012 SPRING ALASKA RWM SBAs, SCIENCE SBA, & HSGQE

Delivery Verification Form

Attention: District Test Coordinator

Please complete and fax this form to DRC when you receive your spring assessment materials. You need only complete one form for all three assessments.

Fax this form to:
(You do not need a fax cover sheet.)

Alaska Project Team
Data Recognition Corporation
(763) 268-2979

Our spring 2012 assessment materials were received on _____ .
Date

We received _____ boxes of materials for **Grades 3–9 RWM SBAs**.
Number

We received _____ boxes of materials for **Science SBAs**.
Number

We received _____ boxes of materials for **Grade 10 SBA–HSGQE & HSGQE Retest**.
Number

_____
District (Please Print)

_____
District Test Coordinator (Please Print)

_____
District Test Coordinator Signature

_____
Telephone Number

If you have any questions, please call Data Recognition Corporation toll-free at 1-866-339-6390 and ask for a member of the Alaska Project Team.

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2011–2012
Alaska Comprehensive System of Student Assessment (CSSA)
Associate Test Coordinator Test Security Agreement

Ensuring the security of test materials is an essential responsibility of the Associate Test Coordinator. Lost or compromised tests threaten the integrity of the entire testing program.

Listed below are required procedures for Associate Test Coordinators in handling test materials. Please read each statement carefully and **initial each line** to indicate that, as Associate Test Coordinator, you agree to follow these procedures. At the bottom of this form, please sign your full name and indicate the name and address of your school district.

If you have any questions about test security or about any of the procedures listed below, please contact your District Test Coordinator.

DO NOT SEND THIS FORM TO EED

As an Associate Test Coordinator, I agree to the following: (Read and **INITIAL** each line below.)

1. ____ I hold one of the following types of Alaska certification under the current system: Initial, Professional, Master, Reemployment Type B and C, and Retired. The certificate is current.

OR

2. ____ I hold one of the following types of Alaska Certification under the former system: Type A, B, C, Q, R. The certificate is current.

AND

3. ____ I have read and understand the attached regulation 4 AAC 06.765. Test security; consequences of breach.
4. ____ Before receiving any test materials, I will deliver this properly signed Test Security Agreement to the District Test Coordinator. [4 AAC 06.765 (f)]
5. ____ **I UNDERSTAND THAT MY ACTIONS MAY BE SUBJECT TO INVESTIGATION AND ADJUDICATION BY THE PROFESSIONAL TEACHING PRACTICES COMMISSION IF I VIOLATE ANY OF THE PROVISIONS DETAILED IN REGULATION 4 AAC 06.765.**
6. ____ The tests will be administered only in school test centers designated by each district. [4 AAC 06.755 (b)] Each district shall name a specific employee of the district the District Test Coordinator. In districts having two or more school test centers, an Associate Test Coordinator will be designated for each school test center. [4 AAC 06.761 (b)(c)]
7. ____ The District Test Coordinator or Associate Test Coordinator shall assign as many test proctors to each school test center as necessary to insure adequate supervision of students taking the test, but not less than one test proctor per 30 examinees for the HSGQE. [4 AAC 06.755 (c)]
8. ____ Upon receiving testing materials, I will inventory and track all test materials and control the storage, distribution, administration, and collection of tests. [4 AAC 06.765 (c)] Following testing I will return all tests to the District Test Coordinator.

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9. ____ Provide training in test procedures to all site staff involved in testing as directed by the department, and ensure that staff complete the training. Ensure all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department. [4 AAC 06.765(a)(2-3)]

10. ___ Before allowing test proctors and test administrators to assist in a test session, I will secure properly signed Test Security Agreements from each one. [4 AAC 06.765 (f)]
I will deliver the signed agreements to the District Test Coordinator.

11. ___ Individual test scores are considered confidential in nature. The scores will not be released except as specified by state regulations. [4 AAC 06.765 (g)]

12. ___ Ensure proper coding of the tests according to test administration directions before testing; [4 AAC 06.765 (d)(1)]

At the test center, to the best of my ability and within my scope of responsibility I will:

13. ___ Inventory and track materials; [4 AAC 06.765 (d)(2)]

14. ___ Securely store tests before and after their use; [4 AAC 06.765 (d)(3)]

15. ___ Control distribution within the test site; [4 AAC 06.765 (d)(4)]

16. ___ Ensure that no test or test question is copied, reproduced, or paraphrased in a any manner, by an examinee or anyone else, whether on paper or by electronic means; [4 AAC 06.765 (c)(5) and (d)(5)]

17. ___ Ensure that examinees use only those reference materials allowed by the testing procedure; [4 AAC 06.765 (d)(6)]

18. ___ Ensure that examinees do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]

19. ___ Ensure training for the building proctors and test administrators instructs them to read the vendor's directions for testing prior to administering the test and precisely follow the test administration directions during test administration;

20. ___ Ensure training for the building proctors and test administrators instructs them not to open student test books/answer booklets before, during, or after testing for any reason, **even if Test Administration Directions indicate to open the books,** except as required to deliver documented accommodations; or as specified in test administration directions; and

21. ___ Ensure training for the building proctors and test administrators instructs them not to read test items aloud, silently, to themselves, or to another individual, unless specifically required to provide an accommodation to an individual or student group; or as specified in test administration directions.

22. ___ I will not read test items aloud, silently, to myself, or to another individual, unless specifically directed to do so by the District Test Coordinator;

23. ___ Ensure that examinee's answer is not altered after testing is completed; [4 AAC 06.765 (d)(9)]

24. ___ Ensure that no examinee is assisted in responding to or reviewing of specific test questions or items before, during, or after a test session; [4 AAC 06.765 (d)(10)]

25. ___ Ensure that my school test center is secure, free of disruptions, has an established seating arrangement and is well lighted; [4 AAC 06.755 (b)] and

Continued on page 3

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26. ___ Ensure that no individual (including but not limited to other proctors, teachers, parents/guardians, administrators) receives a copy of the test or test items, or learns of a specific test item, before the designated test time unless REQUIRED to carry out duties as a proctor or test administrator by providing accommodations for students with disabilities or for students who are limited English proficient. [4 AAC 06.765 (d)(7)]

The Associate Test Coordinator who violates these procedures has engaged in substantial noncompliance with the regulations of the Alaska Department of Education & Early Development and may be referred to the Professional Teaching Practices Commission.

I have read and understood all of the above procedures and agree to follow them strictly in order to protect the security of restricted test materials. I affirm that the test procedures of the Department of Education & Early Development and the test publisher will be followed.

_____ _____

Associate Test Coordinator (signature) Date

_____

Associate Test Coordinator Name (typed or printed clearly)

_____

School

Return original completed form to your District Test Coordinator.

Keep second copy for your files.

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4 AAC 06.765. Test security; consequences of breach

(a) All test questions on norm-referenced tests, standards-based tests, and the high school graduation qualifying examinations, which are provided for in 4 AAC 06.700 - 4 AAC 06.790, the college and work preparedness assessment provided for in 4 AAC 06.717, and on the English language proficiency assessment provided for in 4 AAC 34.055, are confidential, and may be disclosed only as provided in this section.

(b) Test questions may be disclosed to

(1) a student on the date and at the time specified by the commissioner, to the extent necessary to administer the test;
(2) testing personnel in the course of fulfilling their duties;
(3) a department official as required for the performance of that official's duties; and
(4) a test administrator if necessary to fulfill duties under 4 AAC 06.775 regarding the delivery of accommodations.

(c) School and district personnel responsible for test administration shall

(1) inventory and track test materials from the time the materials arrive at the school or district office until the time the materials are returned to the test publisher;
(2) securely store tests before distribution to school test centers and after their return;
(3) control distribution of tests to and from school test centers;
(4) control the storage, distribution, administration, and collection of tests;
(5) ensure that no test or test question is copied in any manner, whether on paper or by electronic means.

(d) School personnel at a school test center shall

(1) code the tests according to test administration directions before testing;
(2) inventory and track test materials from the time the materials arrive at the school until the time the materials are returned to the district;
(3) securely store tests before and after each testing session;
(4) control distribution of tests within the school test center;
(5) ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else;
(6) ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
(7) ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775;
(8) ensure that examinees do not exchange information during a test, except when the test procedure so specifies;
(9) ensure that an examinee's answer is not altered after testing is completed;
(10) ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session.

(e) A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this section is subject to investigation and adjudication by the Professional Teaching Practices Commission.

(f) School and district personnel responsible for test administration shall

(1) annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section;
(2) provide training in test procedures to all district staff involved in testing as directed by the department, and ensure that staff complete the training;
(3) ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department.

(g) All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

(h) District personnel in charge of testing shall immediately report any breach of test security to the department. If a student's IEP requires a modification that violates test security under this section, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security under this section results in an invalid assessment and the assessment will not be scored.

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2011–2012 Test Security Agreement

Covers: HSGQE, SBA, Science, TerraNova & English Language Proficiency Assessments

According to regulation 4 AAC 06.765 (f) "*school and district personnel responsible for test administration shall annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section.*" The Code of Ethics and Teaching Standards (20 AAC 10.020) requires educators to "*cooperate in the statewide student assessment system.*"

Test security is essential to obtain reliable and valid scores. Accordingly, the Department of Education & Early Development (EED) must take every step to assure the security and confidentiality of testing materials. It is the responsibility of individuals who handle the tests, who administer tests, and/or who use the results of the test to follow test security regulations and procedures.

Listed below are required procedures for handling test materials. Please read each statement carefully and **initial each line** to indicate that you agree to follow these procedures. Please sign your full name and indicate the name of your school at the end of this form.

If you have any questions about test security or about any of the procedures listed below, please contact the appropriate district personnel (i.e., Associate Test Coordinator, District Test Coordinator, ELP Test Coordinator) or the State of Alaska Assessment Administrator (465-8431).

ALL TESTING PERSONNEL SECTION

[TO BE COMPLETED BY EACH PERSON ADMINISTERING OR ASSISTING WITH ANY ONE OR ALL OF THE TESTS NOTED ABOVE]

** ALL TEST PERSONNEL MUST INITIAL ITEMS IN THIS SECTION **

YOUR INITIALS INDICATE THAT YOU HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT.

1.____ Before administering any tests, I will deliver this properly signed Test Security Agreement to the appropriate district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP test coordinator). [4 AAC 06.765 (f)]

2.____ I have read and understand the attached regulation 4 AAC 06.765. Test security; consequences of breach.

3.____ **I understand that my actions may be subject to investigation and adjudication by the Professional Teaching Practices Commission if I violate any of the provisions detailed in regulation 4 AAC 06.765.**

4.____ I am employed by the school district.

5.____ I will not read test items aloud, silently, to myself, or to another individual, unless specifically required to provide an accommodation to an individual or student group; or as specified in the English Language Proficiency test administration directions. [4 AAC 06.765 (b)]

6.____ I shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure. [4 AAC 06.765 (g)]

During handling of test materials for which I am responsible I will:

7.____ Code the tests according to test administration directions before testing; [4 AAC 06.765 (d)(1)] **[Mark N/A if this is not part of your duties]**

8.____ Inventory and track all test materials from the time materials arrive at the school until the time the materials are returned to the district; [4 AAC 06.765 (d)(2)] **[Mark N/A if this is not part of your duties.]**

9.____ Control the storage, distribution, administration and collection of tests; and [4 AAC 06.765(c)(4)]

10.____ Securely store tests before and after each testing session. [4 AAC 06.765 (d)(3)]

Continued on page 2

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At the Test Center, to the best of my ability and within the scope of my responsibility, I will exercise due diligence to:

11.____ Complete training in test procedures provided by my district/school as directed by the department; read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department; [4 AAC 06.765(a)(2-3)]

12.____ Ensure that no test or test question is copied, reproduced, or paraphrased in any manner, by an examinee or anyone else, whether on paper or by electronic means; [4 AAC 06.765 (c)(5) and (d)(5)]

13.____ Ensure that examinees use only those reference materials allowed by the test publisher's testing procedures; [4 AAC 06.765 (d)(6)]

14.____ Ensure that examinees do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]

15.____ Ensure that examinee's answer is not altered after testing is completed; [4 AAC 06.765 (d)(9)]

16.____ Ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session; and [4 AAC 06.765 (d)(10)]

17.____ Ensure that no individual (including but not limited to other proctors, test administrators, teachers, parents/guardians, administrators) receives a copy of the test or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. [4 AAC 06.765 (d)(7)]

18.____ I will not open student test books/answer booklets before, during, or after testing for any reason, **even when the Test Directions for the TerraNova indicate to "hold up a folded test book",** except as required to deliver documented accommodations. [4 AAC 06.765 (b)]

19.____ I shall immediately report any potential breach of test security [4 AAC 06.765 (h)] or violation of Alaska Administrative Code (AAC) to the department (through the appropriate school/district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP Test Coordinator).

20.____ I will assist, as needed, the designated district personnel in charge of testing in making my school test center secure, keeping it free of disruptions, establishing a seating arrangement, and seeing that it is well lighted. [4 AAC 06.755 (b)]

HSGQE SECTION

[To be completed by those also administering the HSGQE]

*** INITIAL IN THIS SECTION ONLY IF YOU ARE ADMINISTERING THE HSGQE ***

21.____ I hold one of the following types of Alaska certification under the current system: Initial, Professional, Master, Reemployment Type B and C, and Retired; **OR**
I hold one of the following types of Alaska Certification under the former system: Type A, B, C, Q, R. The certificate is current.

AND

22.____ I am aware that the District Test Coordinator or Associate Test Coordinator shall assign as many test proctors to each school test center as necessary to insure adequate supervision of students taking the test, but not less than one test proctor per 30 examinees. [4 AAC 06.755 (c)]

Continued on page 3

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ENGLISH LANGUAGE PROFICIENCY SECTION

[To be completed only by those also administering or assisting with the ELP Assessment.]

*** INITIAL IN THIS SECTION only IF YOU ARE ADMINISTERING OR ASSISTING WITH THE ELP ASSESSMENT ***

PRIOR TO ADMINISTRATION OF THE ACCESS FOR ELLS I WILL:

23.____ Complete all training requirements for administering the ACCESS for ELLs annually, and submit certification of completion to the district ELP Test Coordinator.

To the best of my ability and within the scope of my responsibility, I will exercise due diligence to:

24.____ Ensure no test, test question, [or approved answer] is copied in any manner by a student, teacher, or anyone else; [4 AAC 06.765 (d)(5)]

25.____ Ensure that limited English proficient (LEP) students receive NO LEP accommodations while taking the ACCESS for ELLs; and

26.____ Ensure the confidentiality of tests scores. The scores will not be released except as specified by state regulations. [variation on 4 AAC 06.765 (g)]

A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this agreement is subject to investigation and adjudication by the Professional Teaching Practices Commission. [4 AAC 06.765 (e)]

I have read and understood all of the above procedures and agree to follow them strictly in order to protect the security of restricted test materials. I affirm that the test procedures of the Department of Education & Early Development and the test publisher will be followed.

_____ (Signature)

_____ Date

_____ First and Last Name typed or printed clearly

_____ School

_____ School District

Return original completed form to the appropriate district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP Test Coordinator) Keep second copy for your files.

DO NOT SEND THIS FORM TO EED

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4 AAC 06.765. Test security; consequences of breach

(a) All test questions on norm-referenced tests, standards-based tests, and the high school graduation qualifying examinations, which are provided for in 4 AAC 06.700 - 4 AAC 06.790, the college and work preparedness assessment provided for in 4 AAC 06.717, and on the English language proficiency assessment provided for in 4 AAC 34.055, are confidential, and may be disclosed only as provided in this section.

(b) Test questions may be disclosed to

(1) a student on the date and at the time specified by the commissioner, to the extent necessary to administer the test;
(2) testing personnel in the course of fulfilling their duties;
(3) a department official as required for the performance of that official's duties; and
(4) a test administrator if necessary to fulfill duties under 4 AAC 06.775 regarding the delivery of accommodations.

(c) School and district personnel responsible for test administration shall

(1) inventory and track test materials from the time the materials arrive at the school or district office until the time the materials are returned to the test publisher;
(2) securely store tests before distribution to school test centers and after their return;
(3) control distribution of tests to and from school test centers;
(4) control the storage, distribution, administration, and collection of tests;
(5) ensure that no test or test question is copied in any manner, whether on paper or by electronic means.

(d) School personnel at a school test center shall

(1) code the tests according to test administration directions before testing;
(2) inventory and track test materials from the time the materials arrive at the school until the time the materials are returned to the district;
(3) securely store tests before and after each testing session;
(4) control distribution of tests within the school test center;
(5) ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else;
(6) ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
(7) ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775;
(8) ensure that examinees do not exchange information during a test, except when the test procedure so specifies;
(9) ensure that an examinee's answer is not altered after testing is completed;
(10) ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session.

(e) A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this section is subject to investigation and adjudication by the Professional Teaching Practices Commission.

(f) School and district personnel responsible for test administration shall

(1) annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section;
(2) provide training in test procedures to all district staff involved in testing as directed by the department, and ensure that staff complete the training;
(3) ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department.

(g) All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

(h) District personnel in charge of testing shall immediately report any breach of test security to the department. If a student's IEP requires a modification that violates test security under this section, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security under this section results in an invalid assessment and the assessment will not be scored.

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District Test Coordinator's Checklist

District Test Coordinators should use this checklist to make sure all steps have been completed before releasing test materials for shipment. Please answer the following questions:

- ❒ Have you received all test books that you sent out? Use the security checklists to check that your count matches the original inventory.
- ❒ Do all of the used test books have a label (either a white with a horizontal pink bar precode label or a pink district/school label)?
- ❒ Are Science SBA "Do Not Score" labels (white with a vertical pink bar) applied to 1) any **UNUSED** test books that have a student label on them but do not have a box checked in the "Teacher Use Only" field, and 2) mislabeled test books that DRC should not process?
- ❒ Have all pieces of scratch paper and grade 10 periodic tables been removed from all used test books? Failure to remove these items will delay the processing of documents.
- ❒ Have the used and unused test books been packaged in the boxes together?
- ❒ Have you packaged all district overage test books for return to DRC?
- ❒ Have you applied a lilac return shipping label to all boxes?
- ❒ Have the District Test Coordinator's Manuals, Test Administration Directions, scratch paper, and grade 10 periodic tables been destroyed or secured?
- ❒ Have you included one copy of each School Security Checklist and the District Security Checklist in a single box of the materials you are returning to DRC?
- ❒ Have you received a call from ADS to confirm your pick-up or drop-off of test materials? If it is April 17 or later and you have not yet confirmed with ADS, call ADS Customer Service at 800-840-9965.
- ❒ Have you faxed the Return Materials Verification Form (provided in the Return Materials Instruction Packet) to DRC?

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Procedures for Ordering Additional Test Materials

◄ ONLY DISTRICT TEST COORDINATORS MAY PLACE ORDERS ►

Once you have exhausted your district overage, determine your needs for additional materials and fax your request to DRC following the instructions below. You must order additional materials by March 21, 2012 to ensure you receive materials in time for testing.

1 Complete the following sections on the Additional Materials Request Form:

- Mark the reason for request.
- Indicate quantity of Administrative Materials needed.
- Indicate quantity of Test Materials needed.
- Indicate quantity of Accommodated Materials needed.
- District Test Coordinator Name
- District Name
- District Phone Number
- District Fax Number
- Date Ordered

2 Fax completed form to the Alaska Project Team at **763-268-2979**.

3 Requests for additional materials received before 11:00 AM Alaska time will be processed the same day, contingent upon the volume of orders received that day. Orders received after this time will be processed the next business day. Orders will be processed as they are received.

4 It is not necessary to include a shipping address; orders will be shipped to the address where the original test materials were shipped.

5 After the order has been processed, you will receive an emailed confirmation indicating that the order has been placed. **If you do not receive a confirmation within 24 hours of faxing your order, please call the Alaska Project Team at 1-866-339-6390.**

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Science SBA
2012 Spring Alaska
Additional Materials Request Form

You must order additional materials by March 21, 2012 to ensure you receive materials in time for testing.

REASON FOR REQUEST – CHECK ONE

_____ Packaging Error _____ Change in Enrollment _____ Other: _____

ADMINISTRATIVE MATERIALS

_____ District Test Coordinator's Manual _____ Return Shipping Labels

_____ District/School Labels _____ _____ Return Shipping Boxes
(Please print school name for label)

TEST MATERIALS

	Quantity		Quantity	
GRADE 4	_____	Test Books	_____	Test Administration Directions—Grade 4
GRADE 8	_____	Test Books	_____	Test Administration Directions—Grade 8
GRADE 10	_____	Test Books	_____	Test Administration Directions—Grade 10

ACCOMMODATED MATERIALS

GRADE 4	_____	Science Large Print	_____	Science Braille
GRADE 8	_____	Science Large Print	_____	Science Braille
GRADE 10	_____	Science Large Print	_____	Science Braille

FAX TO: DRC ALASKA PROJECT TEAM (763) 268-2979

District Test Coordinator: _____ District Phone: _____

District Name: _____ District Fax: _____

Date Ordered: _____

This page should be used as your cover sheet when faxing to DRC.
It is not necessary to send a separate cover sheet.

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Science SBA
Secure Materials
Transfer Form

(This form available on Assessment website)

District Name & Number: _____ Date: _____

District Overage to School Materials Transfer

District Material Description	Security Number (under barcode on back cover of test book)	Destination School/Site Name

School to School Materials Transfer

Source School/Site Name	School Material Description	Security Number (under barcode on back cover of test book)	Destination School/Site Name

District Test Coordinator Signature: _____

Required

District Test Coordinator Phone Number: _____

Please Fax to the DRC Alaska Project Team

Fax: 763-268-2979

All Transfers of Secure Materials Must be Documented.
This sheet may be photocopied.

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Science SBA Test Comment Sheet for District Test Coordinators

Training

Online Enrollment & Precode

Test Security

Test Materials

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Science SBA Test Comment Sheet for District Test Coordinators

Receipt and Return of Materials

Contractor Customer Service

Miscellaneous

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Contact Information

DRC is committed to providing Alaska teachers and school administrators with the best service and support possible. If you have questions regarding the SBAs or testing procedures, contact DRC toll-free at 1-866-339-6390 or akproject@datarecognitioncorp.com. Associate (building) test coordinators should contact their DTC with questions. Only DTCs may contact DRC.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed.

Representatives are available from 7:00 AM to 1:30 PM Alaska time, Monday through Friday.

NOTE: *Representatives will be available until 4:00 PM Alaska time, March 5 through April 19.*

You may fax information to DRC at 763-268-2979.

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Alaska

Comprehensive System of Student Assessment (CSSA)

Science Standards Based Assessment (SBA)

District Test Coordinator's Manual
Spring 2012

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EAK085_4810_SCIE_TC_0000 3140-085-SBA/DTCM/S12

Alaska

Comprehensive System of Student Assessment (CSSA)

Standards Based Assessment (SBA)

Grade 8 Science Test

Test Administration Directions

Spring 2012

Alaska Department of Education & Early Development

Spring 2012
Science SBA Important Dates

DATE	EVENT
March–April	Attend Test Administration Training Session(s)
March 21	Additional Material Deadline
April 2–16	Science Testing Window

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Introduction

The Science SBA is a proficiency-based, criterion-referenced test developed specifically for Alaska. The purpose of the assessment is to provide information about what students know and are able to do in science. The test includes multiple-choice and short constructed-response items.

Message to Test Administrators

The Test Administration Directions have been designed to help you administer the tests accurately and efficiently. A series of easy-to-follow steps will guide you as you organize testing materials, schedule testing times, administer the tests, and return testing materials.

By following the guidelines in this manual, you can help ensure that the test scores will be valid for all students.

Test Window Scheduling Parameters

Not all districts will be administering the Science SBA on the same date. The test administration window is April 2–16, 2012. Specific statewide testing days are **not** designated this year.

- Each district **MUST** designate a district-wide test day for the science test. Schools are required to begin testing within 1–2 hours of each other (based on school day) to prevent large gaps in security.
- Each district will need to communicate to its schools which day they will be administering the Science SBA by grade level.
- **NO GRADE 4, 8, AND 10 SCIENCE TEST MAY BE ADMINISTERED PRIOR TO APRIL 2 OR AFTER APRIL 16, 2012, INCLUDING ANY ACCOMMODATED TESTING FOR STUDENTS WITH DISABILITIES** unless a district has received approval from the State to test science as early as the Thursday prior to the test window based on the state testing calendar.
- The Science SBA materials (grades 4, 8, and 10) will be picked up for shipping on April 19, 2012. No tests will be picked up after this date. There are no exceptions. Districts should plan the Science SBA schedule accordingly.

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Test Security

- Do not photocopy or duplicate any portion of the test materials at any time.
- No person, including test administrators, is permitted to read test items on the Science SBA prior to, during (except for the person testing), or after administration.
- Teachers, test administrators, proctors, or other testing personnel **MAY NOT READ TEST ITEMS** aloud, silently, to themselves, or to another individual, unless specifically required to provide a documented accommodation to an individual or student group.
- Parents/guardians may not read test items under any circumstances.
- Test administrators **must** inventory materials immediately before and after every test session and store test materials securely before and after their use. Use the School / Classroom Daily Check In-Check Out Worksheet on page 35 as assessments are collected from each student daily to support this process.

The Science SBA materials are considered secure materials. According to Alaska test security regulation 4 AAC 06.765, all test materials must be kept secure.

Direct those who may wish to view the Science SBA to the practice tests that are located on the Alaska Department of Education and Early Development (EED) Assessment website. These are intended to prepare students for the format and item types found on the tests.

All test books, both used and unused, will be inventoried by Data Recognition Corporation (DRC), the test vendor, upon receipt for scoring. Results of the inventory will be provided to EED and to each district identified as having missing materials. When not in use, test materials must be kept in a locked room or cabinet to prevent unauthorized access. School personnel responsible for the testing must ensure that test materials are secure at all times. Students should NEVER be left unattended in a room with access to test materials. **Every test book, both used and unused, must be accounted for.**

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Step One: Receive and Inventory Science SBA Materials

1 Check the materials specified on the packing lists against materials received. Each school will have its own boxes and packing lists.

2012 SPRING TEST MATERIALS SHIPMENT
SCHOOL PACKING LIST
ALASKA SCIENCE SBA

District: 49 WRANGELL CITY SCHOOLS
School: 490020 WRANGELL HIGH SCHOOL

47462

The following materials are contained in this shipment.

Qty Ordered	Item	Box #	Qty Shipped	Security Range
	ADMINISTRATIVE MATERIALS			
1	Set of District/School Labels	3	1	
1	Set of Do Not Score Labels	3	1	
1	Set of Precode Labels	3	1	
1	Test Materials Security Checklist - School	3	1	
	MANUALS			
1	District Test Coordinator's Manual	3	1	
2	Test Administration Directions	3	1	
	SECURE MATERIALS			
1	Test Books (Pack of 10)	4	1	10000031-10000039

2 Compare ranges of security numbers on the security range sheets, which are enclosed in the shrink-wrap, with those listed on the security checklists (see page 14 for an example) and packing lists.

3 Check the quantities of materials received. It is very important to make sure there are sufficient materials for the students scheduled to take the test. Check off each item on the packing list indicating that you have received the materials. Notify your DTC **IMMEDIATELY** if you are missing any items on the packing list, or if you received materials that are not included on the packing list.

4 Verify you have all the accommodated materials you will need to test students with disabilities. You will receive the materials your district requested via DRC's eDIRECT Enrollment Verification System.

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5 Once materials have been inventoried, notify the DTC if any materials are missing, damaged, or if the school needs additional materials.

- Damaged Materials: Work with the DTC to determine whether to use test materials with rips, folds, creases, poor printing quality, or other types of printing irregularities.
- Missing Materials: Mark all missing materials on the School Security Checklist and IMMEDIATELY inform your DTC. The DTC will then notify DRC regarding the missing materials prior to testing.
- Additional Materials: If you receive any additional materials from the DTC, record the type of documents and the security numbers on the last page of the School Security Checklist as shown below.

2012 SPRING TEST MATERIALS SHIPMENT
SCHOOL SECURITY CHECKLIST
ALASKA SCIENCE SBA

District: 49 WRANGELL CITY SCHOOLS
School: 490020 WRANGELL HIGH SCHOOL

You may use the area below to record security numbers of additional secure materials received from the District Test Coordinator.

Secure Numbers	Test Administrator Name	Date(s) Returned	Reason If Item Is Not Returned

6 Retain the original shipping boxes for returning test materials. If you need additional boxes, you may use any sturdy box to return the materials.

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Step Two: Check Your Test Materials

Check to be sure you have the following materials. If any materials are missing, notify your DTC.

For associate (building) test coordinators who prepare test books

- District Test Coordinator's Manual
- Test Administration Directions
- Test book(s) for your building with a precode label or district/school label on each book
- School Security Checklist
- "Do Not Score" labels

For administrators who prepare test materials

- Test Administration Directions
- Test book(s) for your testing group
- Precode labels or district/school labels for your testing group
- "Do Not Score" labels
- "Do Not Disturb" sign (not provided by DRC)
- Seating chart (suggested)
- List of students requiring accommodation(s)
- School / Classroom Daily Check In-Check Out Worksheet (page 35)

For each student

- Test book
- Sharpened number 2 pencil with eraser (no mechanical pencils)
- Extra erasers
- Scratch paper
- Optional—Book to read upon completion of the test
- Students may NOT use calculators or other reference materials during the test.

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Step Three: Plan Your Testing Schedule

Administer the Science SBA in a single day.

- Review the science test Administration Directions in advance. **You MAY NOT READ test items aloud, silently, to yourself, or to another individual, unless it is specifically required to provide a documented accommodation to an individual or student group.**
- Allow an additional 10 minutes to fill in student-identifying information for those students who do not have precode labels unless test books are prepared prior to testing.
- Schedule testing to allow sufficient time to complete the science test.

Working with Test Administrators

One administrator for every 30 students is suggested. Administrators should contact their associate (building) test coordinator or DTC if they have ANY questions about acceptable practices during test administration. Administrators may reread (as written) any text in the Test Administration Directions **that is preceded by a "SAY" bubble.** Administrators may NOT rephrase or clarify the directions. Test Administrators should:

- check the arrangement of the testing area to determine if it promotes test security.
- prohibit electronic devices of any type in the testing center (e.g., personal digital assistant (PDA), cell phone, wristwatch with electronic display, calculator that is not a documented accommodation, MP3 player, iPod).
- fill in or check student-identifying information **(page 2 is to be left blank until testing is completed and only filled in if the student used accommodations).**
- distribute test materials and confirm each test book has a student label or district/school label.
- frequently walk among students in testing area to ensure test security procedures are followed and that bubbles are completely darkened.
- prohibit talking or sharing of responses.
- collect and secure materials at the end of each session (closing the test books is sufficient during breaks).
- NOT open student test books before, during, or after testing. As students turn in their test books, ask them, "Have you checked to make sure you have answered all the questions?"
- complete the School / Classroom Daily Check In-Check Out Worksheet (page 35) as test materials are disseminated to and returned from students.

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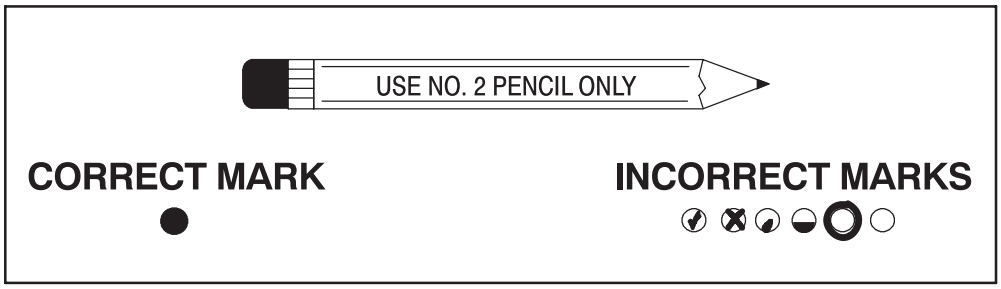
Marking Responses in the Test Books

The diagram below shows an example of correctly and incorrectly marked bubbles.



As you walk around the room to monitor students during testing, remind students to completely darken the bubble for the answer.

Length of the Science SBA

Tests should be administered according to the specific directions.

- **The Alaska Science SBA is NOT timed.** However, for planning purposes, it is estimated that the test will take approximately 60–70 minutes. Students who are making progress but have not completed the session must be given as much time as they need to finish **within the same testing day.** Students will be given a break after 30 minutes. Students who start but do not finish the Science SBA may **not** use the make-up session.

- If students are still working at lunchtime, their lunch break must be supervised by test administrators. Supervision should ensure that students do not access academic materials (e.g., textbooks, resources in the library, homework, or class notes) during this break.

- Restroom trips must also be supervised. Supervision should ensure that students are not able to discuss their tests until all testing is complete.

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Step Four: Organize Your School Test Center

- Ensure that all instructional materials on display that may lead students to answers on the exam (e.g., charts, sample student work, science reference sheets, or materials) are removed or covered. It is essential to create a testing environment that is fair and consistent throughout the state; however, each school must use professional judgment in determining if the material can be safely removed or covered.
- Plan extra time for the distribution and collection of materials using the School / Classroom Daily Check In-Check Out Worksheet.
- Plan seating arrangements. Allow enough space between students to prevent the sharing of responses.
- Make sure the room has proper lighting.
- Eliminate distractions such as bells or telephones whenever possible.
- Place a "Do Not Disturb" sign on the door of the testing room.
- Create a seating chart if necessary.

Step Five: Use Standardized Administration Procedures

Following the instructions exactly ensures similar testing conditions in all classrooms. All text preceded by the "SAY" bubble must be read exactly as written.

Administration

- Be sure students understand the directions and how to mark responses.
- There are several places in the Test Administration Directions that direct you to ask students if they have any questions. Be sure that you answer all questions students have regarding the **text that you have read aloud** (preceded by the "SAY" bubble) and any questions they have about test taking mechanics.
- Be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices.
- You may answer questions about the sample items, but you may **NOT** answer questions students have about specific test questions.
- Typically, students may raise their hands and tell you that they do not understand a question after they have begun working on the test. Answer students' questions by rereading the script that addresses their questions. Do not paraphrase or reword the script. If a student raises his/her hand and says there is a problem with an item, your response should be, "I cannot help you with that. Please do the best you can."

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- You may **NOT** read test items, passages, or prompts to the students. You may **NOT** clarify the meaning of words or the intent of test items.

Marking Answers: Students should mark only **one** response for a multiple-choice item and should completely erase any response they do not want.

Guessing: Encourage students to attempt all items. Tell them to read each item carefully and make their best attempt at responding. Be careful not to imply that they should guess randomly. Points are not subtracted for incorrect responses.

Invalid Tests

Tests should be invalidated when student(s):

- cheat.
- mark multiple random responses.
- copy test items or transmit test items via electronic device.
- use reference (e.g., dictionary) or support materials (e.g., calculator) not allowed by documented accommodations or by the test publisher.

This is not an inclusive list. Check with your DTC prior to invalidating any test.

NOTE: *Invalidated tests will not be scored; the student will not be included as a participant in the Science SBA.*

How to Invalidate Tests

- ❒ Administrators must check with the DTC prior to invalidating any test book.
- ❒ Invalidate tests by filling in the invalid bubble in the "Teacher Use Only" field on the front cover of the test book.
- ❒ Invalid books should be returned with the other test books that are to be scored.

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Step Six: Prepare the Test Books

Look closely at the test books. If there is a preprinted white with a horizontal pink bar precode label on the front cover that includes the student information (name, state ID, birthdate, etc.) DO NOT bubble in any student information on the front cover of the test book (name, state ID, birthdate, etc.).

If you are using pink district/school labels, and students are completing the student-identifying information, lead students through the process of filling in the student-identifying information on the front cover of their test book.

How to Complete the Data Grid

1. **STUDENT'S NAME:** Print the LAST NAME, FIRST NAME, and MIDDLE INITIAL in the spaces provided. If there are not enough spaces for each part of the name, print only as many letters as there are spaces.

2. **STATE STUDENT ID NUMBER:** In the STATE STUDENT ID NUMBER field, fill in the circles that correspond to the 10-digit unique State Student Identification Number. Right justify the State Student ID Number (e.g., if the number is 12345, enter the 5 in the right-most column, the 4 to the left of that, the 3 to the left of that, etc.).

3. **BIRTHDATE:** Fill in the appropriate circles in each column for the Month, Day, and Year of birth. If a birthday is a single digit, the ZERO circle in the left-hand column under "Day" should be filled in.

IMPORTANT: The inside cover of the test book (page 2) must be completed for any student who actually uses an accommodation at testing. However, to maintain reliable data, the inside cover should be completed by the test administrator or paraprofessional (NOT by the student) **AFTER** the student has completed the assessment. See page 15 for detailed information.

Labeling of Test Books

White with a horizontal pink bar precode labels, pink district/school labels, and white with a vertical pink bar "Do Not Score" labels are included in your Administrative Labels Packet. **All test books must have a label applied before the students use the test books.**

TEST BOOKS THAT DO NOT HAVE A PRECODE LABEL OR DISTRICT/SCHOOL LABEL ADHERED WILL BE CONSIDERED UNUSED AND WILL NOT BE SCORED. MANUAL SCORING OF TEST BOOKS WILL BE AT THE DISTRICT'S EXPENSE.

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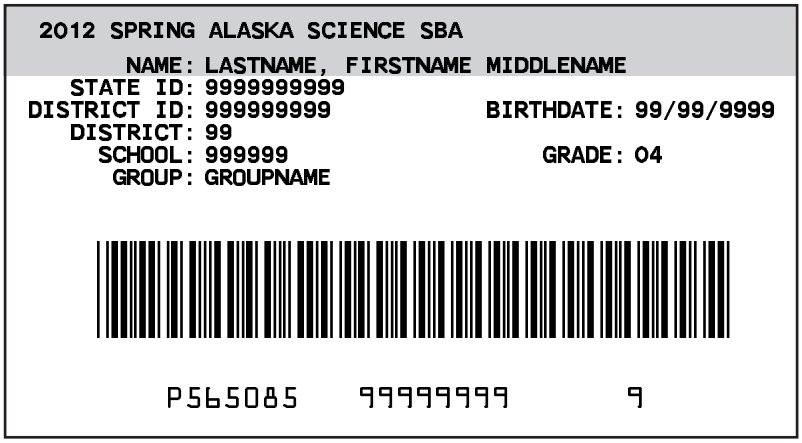
Precode Label

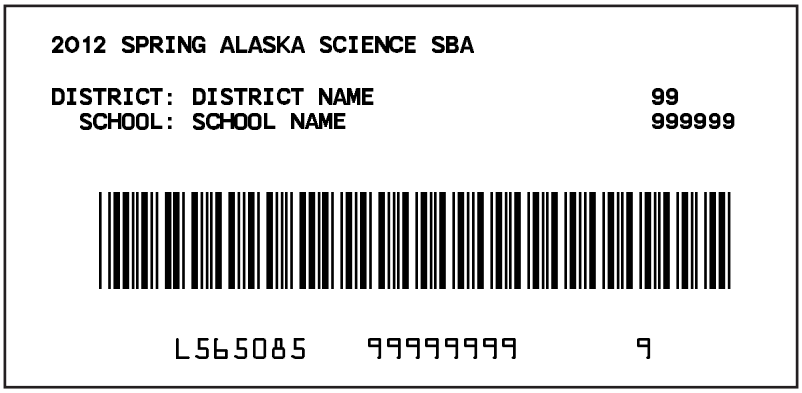
- Place a white with a horizontal pink bar student precode label on the Science SBA test book and do not fill in any bubbles. Precode labels are produced for each student who appears in DRC's eDIRECT Precode system at 5:00 PM Alaska time on January 17, 2012.



- Do not worry if a student fills in the bubbles during administration of the test. The white with a horizontal pink bar precode label will override the bubbles on the front cover.

- Please verify your precode labels for accuracy. If you notice an error, do not use the precode label. Use a pink district/school label instead. (This label can be placed over top of the precode label if precode label is already applied.) Follow the directions for pink district/school labels below.

District/School Label



- If there is no precode label for the student, put a pink district/school label on the test book and fill in **ALL** of the bubbles on the test book cover. Books without precode labels must have a district/school label. This is the only way that DRC can identify to which district and school the test book belongs. District/school labels are provided for students who were not entered into DRC's eDIRECT Precode system before 5:00 PM Alaska time on January 17, 2012.

- If a pink district/school label is used, all bubbles on the test book cover **must** be filled in.

- Apply each label to the front cover of the test book in the box containing the words, **"ATTENTION: Apply label here."**

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Do Not Score Label

- If a label is positioned incorrectly, the test book should not be used. Place a “Do Not Score” label (white with a vertical pink bar) in the preprinted box and place the test book with unused materials to be returned to the DTC. Do NOT use or substitute a “Do Not Score” label with a different color bar.

- To prepare a new test book for that student, adhere a pink district/school label to an unused test book and bubble in the student information on the front cover.

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Science SBA Test Book Cover

Grade 8
Science Test Book

8SD

Alaska
Alaska Department of Education
& Early Development

Standards Based Assessments

Spring 2012

▼ ALIGN TOP OF LABEL HERE ▼

ATTENTION:
Apply label here.

U565085BLANK---

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	MI

STATE STUDENT ID NUMBER
0 0 0 0 0 0 0 0 0 0
1 1 1 1 1 1 1 1 1 1
2 2 2 2 2 2 2 2 2 2
3 3 3 3 3 3 3 3 3 3
4 4 4 4 4 4 4 4 4 4
5 5 5 5 5 5 5 5 5 5
6 6 6 6 6 6 6 6 6 6
7 7 7 7 7 7 7 7 7 7
8 8 8 8 8 8 8 8 8 8
9 9 9 9 9 9 9 9 9 9

BIRTHDATE		
Month	Day	Year
Jan		
Feb		
Mar	0 0	0 0
Apr	1 1	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

TEACHER USE ONLY

Fill in all that apply.

- Ⓢ Modified – Altered Exam No Score Generated
- Ⓢ Absent
- Ⓢ Student Refusal
- Ⓢ Parent Refusal
- Ⓢ Suspension
- Ⓢ Invalid No Score Generated

565085-10804010012

SERIAL#

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Step Seven: Administer the Tests

Designated school personnel are responsible for tracking of secure materials. Designated school personnel must use the security checklists provided by DRC for the Science SBA.

The security numbers of the secure materials distributed must match the numbers on the School Security Checklist.

2012 SPRING TEST MATERIALS SHIPMENT
SCHOOL SECURITY CHECKLIST
ALASKA SCIENCE SBA

District: 49 WRANGELL CITY SCHOOLS
School: 490020 WRANGELL HIGH SCHOOL

The following lists the secure materials assigned to your school. You may use this form to sign out secure materials to classrooms. Space has been provided next to each security number for you to enter the name of the test administrator (or proctor) receiving the material, the date(s) each material is returned, and the reason (if any) a material is not returned.

After completing the forms, make two copies. Return one copy with your test materials, give one to the DTC, and keep the original for your records.

Summary of Materials Sent

Item	Number of Items Sent	Secure Ranges Assigned
Test Books	10	00111021-00111030
	10	00111031-00111010

Detailed List of Materials Sent

Test Books

Secure Numbers	Test Administrator Name	Date(s) Returned	Reason If Item Is Not Returned
00111021			
00111022			
00111023			
00111024			
00111025			

Immediately after testing, test administrators must check in all secure test materials on the School Security Checklist by recording the date in the Date(s) Returned column.

If secure materials were checked out but not returned, IMMEDIATELY notify the DTC. Document this discrepancy in the Reason If Item Is Not Returned column on the checklist with as many details as are known. After the test is complete, make two copies of the School Security Checklist. One copy should be returned with your test materials and the second copy should be provided to your DTC. Retain the original for your records.

Specific directions for administering the tests begin on page 17.

The directions you are to read aloud to the students are preceded by the word **"SAY"** and must be read **exactly** as written.

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Information that is only for you and is **not** to be read aloud is *printed in italic type*.

Let students know that the test is not timed and they will be given as much time as they need to complete the test. Students may be excused to use the restroom or get a drink of water during the test if the students are supervised by staff; all test materials must remain in the testing room.

Using Accommodations

Students with disabilities may use appropriate accommodations when taking assessments. These accommodations must be documented in an Individualized Education Program (IEP) or in a 504 plan. Students with documented transitory impairments may also use accommodations.

For examples of acceptable accommodations, refer to the Participation Guidelines available on the "Accommodations" page of the Alaska Department of Education and Early Development website: http://www.eed.alaska.gov/tls/Assessment/accommodations.html.

Students **who have been identified** as Limited English Proficient should receive accommodations according to the guidelines set in the Participation Guidelines.

It is important to provide only the accommodations as called for in student IEPs, 504 plans, transitory impairment documentation, and for students identified as Limited English Proficient.

All accommodations actually used at the time of testing must be recorded on page 2 of the test books after testing.

Complete Inside Cover (page 2) of Test Book

The inside cover (page 2) of the test book must be completed for any student who actually uses an accommodation at testing. In order to maintain reliable data, the inside cover should be completed by the test administrator (NOT by the student) AFTER the student has completed the assessment.

Complete Inside Cover (page 2) for Students using Large Print or Braille Format

Complete question 1 for students who tested using the Large Print or Braille format.

Students on an IEP or 504 plan

For students on an IEP or 504 plan who used accommodations, question 2 must be completed. Mark only those accommodations in A–D actually used at testing. Multiple accommodations may be marked. Not all accommodations from the Participation Guidelines are listed. Please select "Other" for those accommodations not listed.

Students who are LEP

For students who are LEP, question 3 must be completed. Mark only those accommodations in E–H actually used at testing. Multiple accommodations may be marked. Not all accommodations from the Participation Guidelines are listed. Please select "Other" for those accommodations not listed.

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Students on an IEP who are LEP

For students who are LEP and on an IEP, questions 2 and 3 must be completed. See directions for "Students on an IEP or 504 plan" and "Students who are LEP." Mark all accommodations in A–H actually used at testing. This may result in an accommodation being marked more than once (for example, "Individual administration" should be marked under both B and G).

Transcribing Responses

- Transcribers must be a test administrator, teacher, associate (building) test coordinator, or designated scribe who has signed the appropriate test security agreement.
- Transcribe into a Science SBA Form 8SD standard test book any responses that cannot be recorded by a student into a standard test book.
- A number 2 pencil must be used. Transcriptions not in number 2 pencil will not be scored.
- Responses that must be transcribed include those answered using a Braille or Large Print version of the test, as well as signed, oral, or **keyboarded** responses.
- All responses must be transcribed verbatim into a Form 8SD standard test book.
- Transcriber signatures and the date in number 2 pencil must be on the inside front cover of the book in which they transcribed the responses. See page 25 for details on transcription requirements.
- Transcribers should sign and date in the white space below the accommodations grid and above the page number.
- Oral responses must be completed with the accommodation of a scribe. Suggested scribe procedures from the Participation Guidelines follow.

The Participation Guidelines for Alaska Students in State Assessments suggest the following scribe procedures (scribe should be familiar to the student):

1. Have student orally say how he or she wants the sentence to read, completing the full sentence.
2. After student has completed the sentence, paragraph, or passage (this depends on the individual student ability and need to retain thought process) have student spell key words (e.g., nouns, verbs, etc.) in the sentence.
3. The scribe should record verbatim the words, punctuation, and spelling provided by the student.
4. After the student has spelled the words, the student may look at the writing and complete the punctuation. The student may make additional spelling corrections while completing the punctuation process.
5. Allow student to review and approve what scribe has written.

   NOTE: *Because the grade-level expectations in the Science SBA do not require spelling and punctuation, scribes do not need to follow steps two through four of the suggested scribe procedures above.*

   Check with your DTC before deviating from the suggested scribe procedures above.

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Science

Distribute the test books. Check to see that each student has his or her own test book, a number 2 pencil, and scratch paper. **Read aloud what is printed within the shaded "SAY" boxes.** Do not read aloud what is printed outside the boxes. There are opportunities for students to ask questions about the directions as indicated in the information printed in italics outside of the "SAY" boxes. During the test, you may not clarify or read test item directions or test questions to students unless this is a documented accommodation in a student's IEP or 504 plan.

Distribute scratch paper along with the test books to students that request it. Scratch paper is optional for the science test.

When everyone is ready,

SAY:

We are about to begin the science test. Please make sure you do not have any electronic devices. All electronic devices are prohibited in the testing center. If you have mistakenly brought one, raise your hand. I will collect it and store it safely during testing.

Check to ensure that students do not have electronic devices (e.g., personal data assistant (PDA), cell phone, wristwatch with electronic display, calculator that is not a documented accommodation, MP3 player, iPod.)

SAY:

For the science test, you will write all of your answers to the questions directly in your test book. For some questions, you will choose your answer from a set of answer choices and record your answer in the test book. For other questions, you will write your own response in the test book.

You may write your answers in cursive or print. Be sure to write only on the lines or in the spaces provided. Additional paper cannot be used to write longer responses. Do not make any stray marks on the test book.

You should read each question carefully and do your best to answer clearly and completely. You may look back at the science test as often as you want; you may underline or circle words that will help you to answer the questions. You should try to answer all of the questions on the test.

We will begin by reading two sample questions. You will mark or write your answers to the sample questions right in your test book. Now open your science test book to page 4, the beginning of the test. Look at the directions at the top of page 4. I will read them to you.

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SAY:

"Directions:

Read Sample Questions A and B. For Sample A, fill in the circle that goes with the answer you choose. Be sure to fill in the circle completely and make your mark heavy and dark. If you want to change your answer, completely erase the mark you made before making a new mark. For Sample B, write your answer on the lines provided."

Now read and answer Sample Questions A and B.

Pause. Allow time for students to read Sample A and Sample B. The samples are provided here for your reference. For the science test, you may read Samples A and B to the students. It is permissible to answer questions students ask about the sample items.

SAMPLE A

The drawing below shows a bird called a puffin.

Which statement is a scientific conclusion based on this drawing of a puffin?

Ⓐ It can see far away.

Ⓑ It makes loud sounds.

Ⓒ It has two webbed feet.

Ⓓ It will survive the winter.

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SAMPLE B

The pictures below show the growth of a plant.

June July

Describe two ways this plant has changed.

1. _____

_____

_____

_____

2. _____

_____

_____

_____

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When students have finished answering the sample questions,

SAY:

Look at Sample A. The correct answer for Sample A is choice C: "A scientific conclusion based on this drawing of a puffin is that it has two webbed feet." Are there any questions about Sample A?

Answer all questions. When everyone is ready,

SAY:

Look at Sample B. To correctly answer Sample B, you may have written the following: (1) "The plant has grown taller from June to July." (2) "The plant has produced more flowers between June and July." Or, you may have written the following: (1) "The plant has produced more leaves between June and July." (2) "The stem of the plant has increased in size between June and July." Are there any questions about Sample B?

Answer all questions. When everyone is ready,

SAY:

When you come to the stop sign, you have finished the science test. You may go back over the science test to check your answers. Make sure you have marked or written all of your answers clearly and that you have completely erased any marks you do not want.

After you have finished the science test, close your test book and sit quietly or read your book until everyone is finished. Are there any questions?

Make sure that all students understand the directions. When everyone is ready,

SAY:

We will take a break after 30 minutes. Turn to page 6 in your test book. You may begin working now.

While students are working, check to see that they are on the correct page in the test book, are filling in circles completely, and are writing responses in the correct places.

After 30 minutes,

SAY:

You will take a short break now. You will continue taking the science test after the break. Close your test book with the front cover facing up. You may stand up and stretch, but do not talk to anyone.

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After 5–10 minutes,

SAY:

> **You are now going to continue taking the science test. Open your test book to the place where you stopped before the break and finish taking the test. When you come to the stop sign you will be at the end of the science test.**
>
> **When you have finished, close your test book and sit quietly or read your book until everyone is finished. Are there any questions?**

Check to see that all students are working. When all students have completed the science test,

SAY:

> **Make sure you have marked or written all of your answers clearly and that you have completely erased any marks you do not want. Close your science test book with the front cover facing up. Sit quietly while I collect your test book and scratch paper.**

After students have finished checking their answer marks, collect the test books with the front covers facing up. (Optional: You may collect the materials from students as they complete the test.) Collect the scratch paper and dispose of it in accordance with directions given to you by your District or Associate (building) Test Coordinator. Immediately after administering the test, inventory the test materials using the School / Classroom Daily Check In-Check Out Worksheet (page 35). Return any electronic devices to students. Turn in all of your testing materials to your Associate (building) Test Coordinator so the test materials can be put in secure storage. Turn to Step Eight of these directions and follow the directions your Test Coordinator has provided you for returning secure materials.

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Step Eight: Assemble Materials for Return

To prepare test books for return to the district office, each test administrator should carefully follow these steps:

1 Collect all test materials and complete page 2 for documented accommodations actually used during testing. All accommodations actually used at the time of testing must be recorded on page 2 of the test books after testing. Braille and Large Print must also be coded if used.

2 Separate the test materials into the following groups:

- test books to be processed with a precode (horizontal pink bar) or pink district/school label on them (including tests that a student may have started but was unable to complete);

NOTE: *A test book with a precode or district/school label must be returned for each student who attempted to take the test, even if the student did not finish the test.*

- test books with a "Do Not Score" label (white with a vertical pink bar);
- all unused test books;
- all test manuals; and
- scratch paper and other disposable materials.

3 Inventory the materials and record the information on the School Security Checklists.

- Make two copies of the School Security Checklists.
- Forward one copy to your DTC.
- Place the other copy in a single box of the materials being returned to DRC. If your DTC prepares your materials for shipment to DRC, return both copies to your DTC.

4 Review each test book cover to make sure that a label has been applied to all test books that are to be scored. **A precode label or district/school label must be applied to all test books that are to be scored.** If a book does not have a label, it will NOT be scored.

For those test books that contain a precode label, the bubbles on the test book cover should not be filled in. **If bubbles are filled in, you need not erase them; the precode label will override the bubbles.** If you notice an error on a precode label, place a district/school label over top of it. Make sure to bubble the correct student-identifying information on the front cover of the book.

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Check for proper use of "Do Not Score" Labels. The Science SBA "Do Not Score" label (white with a vertical pink bar) must be applied to:

- any unused test books that have a student label on them but do not have a box checked in the "Teacher Use Only" field;
- test books that have a crooked label on them (and a new test book has been prepared for the student); and
- mislabeled test books that DRC should not process.

Do NOT use or substitute a "Do Not Score" label with a different color bar.

5 For those test books with a pink district/school label adhered, make sure the following bubbles are filled in on the test book cover:

- ❒ Student's name
- ❒ State Student ID number
- ❒ Birthdate

6 For all test books that are to be processed, fill in any applicable code(s) in the "Teacher Use Only" field on the front cover of the test book. Teacher use fields for Braille and Large Print are now located on the inside cover. If a student refuses to complete a test that he/she has already started, you may still send the test in for scoring.

NOTE: *If either "Modified" or "Invalid" are filled in, the subject(s) will not be scored. Contact your DTC before completing these bubbles.*

- ❒ Modified – Altered Exam No Score Generated: Changes to a testing situation that alter what the test measures or the level of performance that must be met are called *test modifications*. Modifications are changes to the setting, scheduling, timing, presentation, or response format of a test. Other modifications can alter the level of performance expected on a test, such as administering a Grade 8 test to a Grade 10 student. **Modifications are not the same as test accommodations.** An accommodated test produces valid test results, whereas a modification produces invalid test results.
- ❒ Absent*—The absent code should be used if a student is absent from school on the designated testing day and on all of the makeup testing days during the test window.
- ❒ Student Refusal*—Only use this if a student did not attempt any test items because of refusal. If the student attempts some items and refuses to finish, submit the test book to be scored and leave the bubble blank.
- ❒ Parent Refusal*

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- ❒ Suspension*
- ❒ Invalid No Score Generated

* These codes are meant to report the reason why a student did not attempt the science test. Do not use this code for a science test the student attempted and is valid.

7 Transcribe necessary responses into a Science SBA Form 8SD standard test book. This includes all keyboarded responses. It is **NOT** permissible to insert, adhere, staple, or clip a keyboarded response into the test book.

8 Review the test books to make sure they are ready for processing. Documents must be free of bent corners, folds, and clips.

9 Remove any loose paper from the test books.

10 In the event that a student document has a slight tear or a loose or lost page, protect the document by enclosing it in a manila envelope within the shipping box(es). Record the booklet's security number and notify your DTC (who will need to provide DRC with this information). If a student document has bodily fluids on it (e.g., blood, vomit), contact your DTC for processing instructions.

11 Package all used and unused Science SBA test books in the shipping boxes you received when the test materials arrived. If you run out of the original shipping boxes, you may use any sturdy box to pack the remaining materials. Grade 8 Science tests are to be returned with grades 4 and 10 Science SBAs.

NOTE: *A test book must be returned for each student who attempted to take the test, even if the student did not finish the test. Include unfinished test books with the test books to be processed.*

12 Place newspaper or other packing material in the top of each box, if needed, to keep test materials immobile during transit. Securely seal the boxes.

13 Return all boxes to the DTC.

14 Destroy or secure all Test Administration Directions, Test Coordinator's Manuals, scratch paper, and other disposable materials.

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Transcribing Responses from Accommodated Administrations

A test administrator, teacher, proctor, associate (building) test coordinator, or designated scribe must transcribe into a **Science SBA Form 8SD** standard test book any responses that cannot be recorded by a student into a standard test book. Examples of responses that must be transcribed include those answered using a Braille or Large Print version of the test, as well as signed, oral, or **keyboarded** responses. All responses must be transcribed verbatim into a Form 8SD standard test book. Transcriber signatures and the date must be on the inside front cover of the booklet in which they transcribed the responses. The signature should be in pencil in the white space below the accommodations grid and above the page number. Detailed instructions regarding scribe procedures are located on page 16 of this manual.

Return any used Braille or Large Print test books with the unused materials to your DTC after an accurate transcription has been made into a standard test book.

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Science SBA Classroom/Site Secure Materials Inventory List

Science	Grade 8		
	Number Received	Returned	
		Used	Unused
Test Books			
Braille			
Large Print			

District Name: _____

School Name: _____

School/Site Contact: _____

Phone Number: _____

If any materials are missing, contact your District Test Coordinator IMMEDIATELY.

Science	Grade 4			Grade 10		
	Number Received	Returned		Number Received	Returned	
		Used	Unused		Used	Unused
Test Books						
Braille						
Large Print						

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Test Administrator's Checklists

Test Administrator's Checklist #1
Before Testing

1 Announce the test dates and times well in advance of the scheduled testing.

2 Ensure that all instructional materials on display that may lead students to answers on the exam (e.g., charts, sample student work, science reference sheets, or materials) are removed or covered. It is essential to create a testing environment that is fair and consistent throughout the state; however, each school must use professional judgment in determining if the material can be safely removed or covered.

3 Explain the purpose of the test to the students. Answer any questions they may have about testing procedures or the use of test results. **Remember, the Alaska Science SBA Test is a secure test. State regulation prohibits duplication of any portion of the test books at any time.**

Read the Test Administration Directions. Be thoroughly familiar with all testing procedures. **You MAY NOT READ TEST ITEMS** aloud, silently, or to another individual unless it is specifically required to provide a documented accommodation to an individual or student group.

4 Plan the testing to avoid rushed sessions and fatigue.

5 Check to be sure that you have the following materials:

- ❒ a sufficient number of test books;
- ❒ Test Administration Directions;
- ❒ several sharpened number 2 pencils with erasers (no mechanical pencils);
- ❒ scratch paper;
- ❒ a "Do Not Disturb" sign (not provided by DRC) for the door of the testing room;
- ❒ a seating chart (suggested); and
- ❒ a list of students requiring accommodation(s).

6 Remove the School / Classroom Daily Check In-Check Out Worksheet on page 35 of the Test Administration Directions to monitor inventory before and after testing.

7 Make sure students have an environment free of disruptions whenever possible. The testing center should have adequate space, good ventilation, and proper lighting.

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Test Administrator's Checklists

Test Administrator's Checklist #2
During Testing

1 Place a "Do Not Disturb" sign outside the closed door of the testing room.

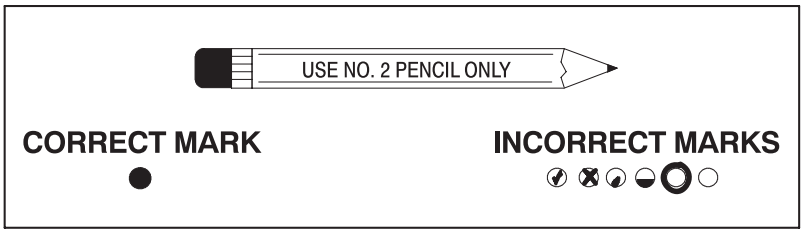
2 Ensure the orderly distribution and collection of test materials.

3 If you have not used precode labels and are having the students complete the student-identifying information, carefully lead students through the process described on page 10 of the Test Administration Directions. You may want to use a model on the board to guide them.

Do NOT complete the inside cover (page 2) at this time. This page is to be completed after testing by anyone assisting an LEP student or a student with disabilities.

4 Make certain that all students are using number 2 pencils.

5 Model for students the correct way to fill in test bubbles so that the mark is dark and the circle is filled in completely. Incorrect marks, such as the ones shown below, cannot be scored.



❒ Walk around the room to check that students are following the directions for appropriately darkening bubbles.

6 Remind students to use scratch paper to plan written responses and work out problems for multiple-choice items.

7 Observe the "Stop" and "Start" directions and the testing schedule suggested in the Test Administration Directions.

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Test Administrator's Checklists

Test Administrator's Checklist #3
After Testing

The following after testing checklist applies to grades 4, 8, and 10.

1 **Complete Inside Cover (page 2) of Test Book:** This page must be completed for any student with disabilities or LEP student who actually uses an accommodation at testing. See page 15 for detailed directions.

2 Collect **all** test books at the end of the testing session. Before dismissing students, count all test books to make sure that all materials have been returned. Compare your counts to the School / Classroom Daily Check In-Check Out Worksheet.

3 Check the condition of the test books to ensure that:

- ❒ The test books are not damaged. If pages are badly damaged (by liquid, significant tearing, etc.), transfer student responses and identification information into a new test book and place a Do Not Score label on the damaged test. If the document has only a slight tear or loose or missing page, protect the document by enclosing it in a manila envelope within the shipping box(es). In an email, provide the DTC with the book's security barcode number and actions taken. Test books with damaged pages must be returned with the testing materials. **EXCEPTION:** Do not return test books that are soiled by bodily fluids (e.g., vomit, blood). Transfer the student responses and identification information into a clean test book, making sure to apply a district/school label. Request that your DTC destroy the soiled booklet and contact DRC immediately, providing the security barcode number. Document these cases as testing irregularities.

- ❒ Scratch paper and grade 10 periodic tables (no tables for grades 4 and 8) have been **removed** from all USED test books. **Failure to remove these items will delay the processing of documents.**

- ❒ Student responses that have been keyboarded (because of an accommodation) are transcribed into a test book and number 2 pencil was used. It is **NOT** permissible to insert, adhere, staple, or clip a keyboarded response into a test book.

- ❒ **Labels:** EVERY used test book MUST have a label. If the test book does not have a label, **IT WILL NOT BE SCORED**. A precode label or district/school label must be applied to all used test books that are to be scored.

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- **Precode (student) labels (white with a horizontal pink bar):** If a precode label is used, the student information should not be bubbled on the test book cover. If the test book has a precode label and someone also bubbled in the student information, the information from the precode label will override the bubbled information. If you notice an error on a precode label, place a pink district/school label over the top of it. Make sure to bubble the correct student-identifying information on the front cover of the book.

- **District/school labels (pink):** If a pink district/school label is used, the bubbles on the test book cover must be filled in.

- **Science SBA "Do Not Score" labels (white with a vertical pink bar):** the "Do Not Score" label is applied to 1) any UNUSED test books that have a student label on them but do not have a box checked in the "Teacher Use Only" field, and 2) mislabeled test books that DRC should not process. Do not substitute any other "Do Not Score" label (with different color bars). Check with your DTC if you do not have sufficient Science SBA "Do Not Score" labels.

4 Separate the test materials into the following groups:

- ❒ test books to be processed (including tests that a student may have started but was unable to complete);
- ❒ test books with a "Do Not Score" label (white with a vertical pink bar);
- ❒ all unused test books;
- ❒ all test manuals; and
- ❒ scratch paper and grade 10 periodic tables (no tables for grades 4 and 8).

5 Associate (building) test coordinators will inventory the materials and record the information on the School Security Checklist. Make two copies of the School Security Checklist. Forward one copy to your District Test Coordinator (DTC). Place the other copy in a box of the materials being returned to DRC. If your DTC prepares your materials for shipment to DRC, return both copies to your DTC. Retain the original for your records.

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6 **Invalidating Tests:** Tests should be invalidated when student(s):

- ❒ cheat.
- ❒ mark multiple random responses.
- ❒ copy test items or transmit test items via electronic device.
- ❒ use reference or support materials not allowed by documented accommodations or by the test publisher, such as dictionaries, calculators, etc.

This is not an inclusive list. Check with your DTC prior to invalidating any test.

NOTE: *Invalid tests will not be scored and the students will not be included as participants in the Science SBA.*

How to Invalidate Tests

- ❒ Invalidate tests by filling in the invalid bubble in the "Teacher Use Only" field on the front cover of the test book.
- ❒ Invalid test books should be returned with the other test books that are to be scored.

7 Package all used and unused test books in the same boxes in which you received the materials. If you need additional boxes, you may use any sturdy box for packaging.

NOTE: *A test book must be returned for each student who attempted to take the test,* ***even if the student did not finish the test****. Include such a test book with the test books to be processed.*

8 Return all boxes to the DTC.

9 Follow your DTC's directions to determine what you should do with all Test Administration Directions, Test Coordinator's manuals, scratch paper, and the grade 10 science periodic tables. Some districts ask test administrators to destroy them on site; other districts ask test administrators to send them to the DTC.

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Spring 2012 Alaska Science SBA
School / Classroom Daily Check In-Check Out Worksheet

Please remove this classroom security list to assist with inventory each day during testing. It may be necessary to make multiple copies to meet the needs of all test administrators in one building. Use this form to sign out secure materials to each student. Space has been provided to assign a test booklet and security code to each student. Do not draw lines downward to indicate sign in; identify the time for each student record. See sample below.

This procedure will ensure no test materials are missing and provide resolution to any discrepancies. After testing, be sure to provide the checklist to the associate (building) test coordinator.

School _____ Teacher_____ Grade _____

*TB=Test Book

Item*	Security Number	Student Name	Science Date		Reason if Item is not Returned
			Out	In	
TB	*81400098*	*John Doe*	*9:00*	*10:10*	
TB	*81400099*	*Jane Que*	*9:00*	*10:17*	
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Alaska

Comprehensive System of Student Assessment (CSSA)

Standards Based Assessment (SBA)

Grade 8 Science Test

Test Administration Directions
Spring 2012

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