District Assessment Director Sign-off Guide

UTAH STATE OFFICE OF EDUCATION | ASSESSMENT

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Introduction

This booklet was put together to assist Assessment Directors to comply with the Utah State Office of Education's Board regulations regarding assessments.

The following documents are included:

- Sign-off documents
- Sign-off forms for CRTs, DWA, UBSCT
- General guidelines for returning answer documents
- General checklists recommended for use in districts (not required to return)
- Example pages for reference

Test Sections

The Direct Writing Administration sign-off is new this year, to be returned following the guidelines on the document.

The Iowa Spring Third Grade Reading Assessment sign-off will be required back to the Utah State Office of Education three weeks after your test window closes.

The CRT section contains the sign-off for Raw Score Acceptance that is to be returned to Computer Services after your district has received and reviewed raw scores and error reports (if needed) for **ALL** students. The secure destroy sign-off is to be returned to Assessment, and the subsequent page is a current spreadsheet of sites providing secure destroy services. As always, the bottom entry (Recycle America) is free, and the Utah State Office of Education holds an account with them. Drop-off of materials at this site is preferred.

Sign-Off Document Schedule

Assessment	Due Date	Document	To Whom Document Is Due
DWA	March 10, 2008	Sign-Off Sheet	USOE Production Team
Iowa 3rd Grade	May 12, 2008	Spring Administration Sign-Off Sheet	USOE Production Team
CRT	July 6, 2008	Raw Score Acceptance	Computer Services
CRT	July 6, 2008	Secure Destroy Policy	USOE Production Team

Test Security

Test security involves accounting for all secure materials before, during, and after each test administration. Trained, certified personnel and/or their trained designees are the only individuals authorized to have access to test materials. All secure items must be kept in locked storage (for example, in a locked closet) when not in use. Materials should be carefully inventoried upon receipt from the testing contractor. When testing has concluded, all secure materials assigned to individual campuses must be returned to the District's Assessment Director. The District Assessment Director is responsible for ensuring that all secure materials, including secure ancillary materials such as specific Braille instructions, have been accounted for. Districts are required to implement any controls necessary to ensure accurate and reliable tracking of all secure items.

Thank you for your help in maintaining the security of the state assessments.

Test Ordering Calendar 2007-08

Schedule	Grade Level												
	K	1	2	3	4	5	6	7	8	9	10	11	12
Aug. 1-Sept. 1 Order Materials for Iowa				Iowa Tests (NRT)		Iowa Tests (NRT)			Iowa Tests (NRT)				
Sept. 1-Oct. 1 Order Materials for UBSCT												UBSCT	UBSCT
Oct. 1-Nov. 31 Order Trimester CRT							Science CRT	Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT
Dec. 1-Dec. 20 Order Standard UBSCT Materials											UBSCT	UBSCT	UBSCT
Dec. 1- Feb. 1 Order Special Needs Materials for UBSCT											UBSCT	UBSCT	UBSCT
Dec. 15- Jan. 15 Order Materials for DWA							DWA			DWA			
Feb. 1-Mar. 31 Order Materials for Iowa Spring 3rd Grade Reading Test				Iowa Tests (NRT)									
Jan. 1-Jan. 31 Order Materials for Spring CRT			ELA Math CRT	ELA Math CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT
UALPA Ordering window open all year	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA

Test Administration Calendar 2007-08

Schedule	Grade Level												
	K	1	2	3	4	5	6	7	8	9	10	11	12
Test Iowa 3rd Week of September through 1st week of October				Iowa Tests (NRT)		Iowa Tests (NRT)			Iowa Tests (NRT)				
Oct. 16, 17, 18 Test UBSCT Make-up Window Oct. 19-23												UBSCT	UBSCT
January 24-March 4					National NAEP Sample of 2 or 3 Schools				National NAEP Sample of 2 or 3 Schools				
Feb. 5,6,7 Test UBSCT Make-up Window Feb. 8-12											UBSCT	UBSCT	UBSCT
DWA 14 Weeks Prior to Last Monday of the School Year (3-Week Period)							DWA			DWA			
Spring 3rd Grade Reading Test March 24-April 18 (Year-Round) April 16-May 15 (Traditional 9-month)				Iowa Tests (NRT)									
CRT 6 Weeks Prior to Last Monday of the School Year (6-Week Period)			ELA Math CRT	ELA Math CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT
UALPA Beginning/ Intermediate	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA

U-PASS

Utah Performance Assessment System for Students

Direct Writing Assessment

Grades 6 and 9

Spring 2008

Dissemination, Administration, and Return Acknowledgement

This signed form should be returned to Assessment at the USOE, care of Sarah Moore or Erin Cotten, Production Team. You may mail the form or fax it to 801-538-7845.

This form certifies that, prior to the testing window, principals and/or district administrators have trained all school staff members who administer assessments in appropriate test security practices, including storage, handling, review of tests, and submission of answer documents. All test administrators and proctors must receive yearly the Ethical Test Preparation training provided at http://www.schoools.utah.gov/eval. All test administrators and proctors must sign in acknowledgment that they have received training.

Before testing, materials were checked in to ensure sufficient materials for proper administration and were then distributed to schools.

All schools administered tests during the dates specified by the state and the district.

Once testing was completed, answer documents were returned to Computer Services for scanning as instructed.

_____ _____

Signature, District Superintendent Date

_____ _____

Signature, District Assessment Director Date

Note: We recommend that precautions be taken to arrange secure destroy of materials **after** all edit reports have been corrected and **after** accounting for each student's answer documents.

Return to Computer Services, care of Sharon Marsh. Mail or fax to 801-538-7938.

Certification of CRT Raw Score Acceptance
2008 Results

By signing and returning this form, we at _____ district / charter assure that:

1. Raw score data has been reviewed for overall completeness and accuracy of scoring for ALL schools.
   a. Answer documents have been returned to Computer Services for scanning and an ***"all student file"*** was submitted to https://**cs**.schools.utah.gov/assessment.
   b. The students' files that did not match during scanning at USOE had an error report sent to the district for review. In some cases, it might be necessary to send another ***all student file***. Errors that might be generated are: ***no match on "all student file"; non-numeric student number; UAA; unknown or withdrawn with responses.***
   c. The district has provided information to correct the error report and returned it to the assigned data technician for correction within **five business days** of receiving the error report from USOE.
   d. The scanned file was matched against the ***all student file*** and scored. A raw score list and summary report were generated for those students who were not on an error report.
   e. The scan file has been corrected accordingly, matched against the ***all student file***, and re-scored.
   f. Accordingly, the district received another raw score list and summary report reflecting changes.
2. This form showing acceptance of state-issued raw score results is returned to Sharon Marsh (Sharon.Marsh@schools.utah.gov) of Computer Services on or before July 6th, 2008.

WE CERTIFY THAT THESE OUTLINED STEPS HAVE BEEN FOLLOWED TO THE BEST OF OUR KNOWLEDGE AND ABILITY.

Dated this _____ day of _____, 20_____ _____
Signature, District Superintendent

Dated this _____ day of _____, 20_____ _____
Signature, District Assessment Director

Utah Assessment Material Security Policies and Procedures Disclaimer

CRT administration materials for 2008 will not be used for future assessments. Please ensure that all testing materials supplied by the State of Utah (booklets and administration manuals) and/or related items created to assist in proper test administration are securely destroyed.

We are requesting those who handle distribution of these materials to follow these specific guidelines. Personnel must sign verifying they have followed the prescribed protocol, and return this document to Assessment at the USOE, care of Sarah Moore or Erin Cotten, Production Team. Fax to 801-538-7845.

We recommend that precautions be taken to arrange secure-destroy of materials **after** all raw scores are recorded, and **after** accounting for each student's answer documents.

By signing secure and destroy policies and procedures, you are acknowledging that you have read and understand the secure destroy process related to state-issued materials. You are also acknowledging that the management of state-issued materials that pass through your district office is your responsibility. Please ensure that all booklets and answer documents are accounted for before and after testing sessions in 2008 by utilizing the Principal Testing Checklist, or a similar document that works in your district.

Do not securely destroy answer documents. All answer documents are to be returned to the USOE after each assessment, used or not.

Ensure that materials are completely destroyed and cannot be compromised. Your options for secure destroy are as follows:

1. Contact a local CERTIFIED shredder for secure recycling. Have them shred at your own site, or have them pick up the materials for a certified secure transportation and shredding at their facility.
2. Ship materials to a CERTIFIED shredder (or Recycle America if there are no local shredders available).
3. Contact local Waste Management or other provider in your county for burial of materials.
4. Conduct county-licensed controlled burn of materials; contact local authorities for proper training and license.
5. Shred at your facility all test booklets, Administration Manuals, and scratch paper.

I, _____of the _____School District/Charter,

District Assessment Director (please print)

have read the above information and agree to follow the secure destroy procedures for state-issued materials. We will use option _____ for the "secure destroy" protocol by _____, 2008.

Dated this _____ day of _____, 20____ _____

District Assessment Director

Dated this _____ day of _____, 20____ _____

District Superintendent

Secure Destroy Sites

Location	Company	Phone	Notes
General	Shred Pro/Las Vegas	702-795-2323	$69
Box Elder County	Box Elder Landfill	435-744-2275	Secure destroy upon request; just call them, and they will come and pick it up. The cost is $26.25 a ton or $7.00 a pickup load.
Davis and Morgan County	Wasatch Integrated Waste Management	801-614-5600	Secure destroy; you have to take the materials to them, they do not pick up. $82.00 a ton with a $20.00 minimum.
Duchesne & Wasatch Counties	Duchesne/ Wasatch County Blue Bench Landfill	435-738-2468	Buries materials. Drop off.
General	Shred Pro/Las Vegas	702-795-2323	$69
Iron County	Iron Mountain Paper Shredding		
Juab County	JRDA Landfill	435-623-3410	One pickup truck is $10.00 in the county, $20 out of county. One to 1.9 ton is $30 in county and $60 out of county. The rates go up from there. Drop off material there.
Logan/Cache	Bruce Allsop Insulation	435-245-4081	Free
Logan County	Logan City Landfill	435-994-0495	They will bury the material for you. The cost depends on weight and how you deliver the materials; they don't have pick up. One pickup truck of materials is $10.00 and it goes up from there.
Millard County	Millard Landfill	435-864-2297	
Morgan County			
Piute County			
Rich County			
Salt Lake City	Shred Pro	801-977-9800	Will pick up material; charges by the load. Have to call and reserve a time for them to come.
Salt Lake City	American Shredding	801-330-6481	Off-site 8 cents per pound, $40 minimum; on-site $25 for 64-gallon container, $50 minimum.
Salt Lake City	Certified Shred Inc	801-972-4748	Pick up and delivery; charge per pound.
Summit County	Henefer Landfill	435-336-3338	Will bury materials free of charge; have to bring materials to them.
Summit County	Rock Port Landfill		Will bury materials free of charge; have to bring materials to them.
Uintah County	Landfill (Vernal)	435-789-6018	Certified Shredder Company will shred the testing materials.
Utah/Wasatch County	Utah Valley Records Mgmt	225-8876	Certified Shredder Cpmpany - $30 for 65lb BIN – also serves Alpine, Nebo, Provo, Juab
Wayne County	Long Hollow Class II	435-836-2731	
Weber County			

THE IOWA TESTS®

Utah State Office of Education: Assessment & Accountability

Utah Public School District and Charter School

Certification of Compliance in the Training and Administration of the Spring Third Grade Iowa Tests

We, _____ and _____
(Superintendent) (District Assessment Director)
of the _____ School District/Charter, certify and assure the following:

1. Prior to the testing window, principals and/or district administrators have trained all school staff who administer the Iowa Tests in appropriate test security practices (e.g., the storage, handling, and review of tests and submission of answer sheets), and received acknowledgement signatures for the USOE's Board "Ethics Training" provided at http://www.schoools.utah.gov/eval, which includes test preparation, staff administration activities, and possible licensing actions for violations of appropriate testing practices.
2. School staffs have been informed of state deadlines for the return of answer sheets. School staffs are also informed that the Iowa Test materials are to be stored in a secure, locked place at the district level for reuse next year.
3. Acknowledgement is given that all special materials provided for Iowa Test administration (large print and Braille booklets) and Braille administration materials must be returned to the USOE immediately after administration.
4. Acknowledgement is given that the Riverside practice test for levels 9 and 11 will no longer be used. The Utah State Office of Education Grade 3 practice test form can be downloaded from the web and printed for use at the district's cost. The USOE practice test will not be distributed in hard copy format to the districts. This only affects the Grade 3 practice test administration.

_____ _____
Signature, District Superintendent Date

_____ _____
Signature, District Assessment Director Date

This form must be signed and returned to Assessment at the Utah State Office of Education, care of Sarah Moore or Erin Cotten, Production Team. Fax back to 801-538-7845 within three weeks after your test window has closed.

Checklist of Major Activities

Before Test Administration

District Assessment Director	School Test Coordinator
1. Receive shipment of test materials.	1. Receive test materials from District Assessment Director.
2. Inventory quantities in the shipment. If additional quantities are needed, call USOE to request additional materials.	2. Inventory quantities in the shipment. If additional quantities are needed, contact the District Assessment Director.
3. Read the Test Administration Manual.	3. Read the Test Administration Manual.
4. Count out the materials for each school.	4. Count out the materials for each class.
5. Distribute testing materials to each school.	5. Distribute testing materials to each class.

After Test Administration

District Assessment Director	School Test Coordinator
1. Receive materials from School Test Coordinators.	1. Check answer documents for correct gridding and order of assembly.
2. Arrange for the secure destroy or storage of the materials.	2. Check Identification Sheets for placement and completeness.
3. Send scoreable materials to USOE, packaged by grade.	3. Place answer documents and test booklets into **sturdy** boxes.
	4. Add filler to boxes that are not completely filled.
	5. Securely tape the boxes. Number the boxes in sequence (e.g., Box 1 of 3, Box 2 of 3, Box 3 of 3) by grade.
.	6. Send materials to District Assessment Director.

UALPA: Secure destroy
DWA: Secure destroy
Iowa Fall and Spring: Save and reuse materials

UBSCT February and October: Return to Measured Progress
UBSCT February and October Special Needs: Return to Sarah Moore
CRT and Trimester: Secure destroy

Checklist for Test Administrator/Proctor of Paper-Based Tests

Before Testing:

— Meet with school's testing coordinator:

- — To review testing procedures.
- — To complete Standard Test Administration and Testing Ethics Training.
- — To verify completion of training.
- — To clarify any questions.
- — Notify students and parents about testing.

— Encourage students to bring a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.

— Become thoroughly familiar with the Test Administration Manual.

— Receive materials from your school's testing coordinator and take an inventory to ensure you have the appropriate materials. Needed materials are as follows:

- — Supply of sharpened #2 pencils with erasers (students may not use pens, colored pencils, crayons, or markers)
- — Test booklets (class set or one per student, depending upon how test booklets were ordered and supplied)
- — An extra test booklet for demonstration purposes
- — Pre-printed answer document for each student on your roster
- — Several blank answer document (one for each new student)
- — Scratch paper for each student
- — A "TESTING, DO NOT DISTURB" sign for the door
- — Any additional supplies for materials specified for your subject area test

— Review assessment accommodation and modification guidelines and make arrangements for students who qualify.

— Complete the student information on the blank answer document for students without pre-printed answer documents, or schedule approximately 5-10 minutes for the students to complete the information. This information must be completed prior to the start of Session One.

— Place a "TESTING, DO NOT DISTURB" sign on the door to the classroom and work to minimize interruptions and distractions.

During Testing:

— Administer the test following the script in the Test Administration Manual word for word.

— **Make certain that students have gridded the correct Form Code, found on the front cover of the test booklet, directly onto their answer documents.**

— Continually monitor students to ensure that they are working on the test and that they understand how to fill in the circles on their test answer documents.

— Check to see that students are on the correct section. If it is observed that a student inadvertently misses items or a page of questions, encourage him/her to go back and answer those questions.

— Keep communication between you and the students to a minimum.

— Supply students with new pencils as needed.

— Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.

— Maintain and oversee the security of all test materials.

After Testing:

— Arrange make-up and test completion sessions for students who miss all or part of the test.

— Check to see that the student answer documents are complete and correctly marked (i.e., student information on pre-printed answer documents is correct; new students have completed the student information section; pencil was used instead of pen).

— Make certain that students have gridded the correct Form Code found on the front cover of the test booklet, directly onto their answer documents.

— Separate test materials as described below:

  — Test booklets (used and unused)

  — Used answer documents

  — Damaged, voided, or non-routine answer documents

  — Unused answer documents

  — Test Administration Manual

  — A list of students who did not complete the test

- Complete the special codes box on the answer document/booklet for students who meet the specified criteria. Refer to the Test Administration Manual for instructions on marking the special codes box.

- Make certain that any necessary transcription of student answers from large print or Braille test forms to regular answer documents is complete.

- Organize and return all used and unused secure test materials to your school's testing coordinator.

Summary of Responsibilities for Computer-Based Test Administration

The computer-based administration of CRTs require the involvement of multiple individuals at each testing site, representing four different roles: the Site Coordinator, technical support personnel, lab/session manager, and test administrator/proctor. Test roles and responsibilities are outlined below.

- Site Coordinator (school's testing coordinator)
    - Oversee all aspects of testing, paper-based and computer-based.
    - Ensure that all policies and procedures required for standardized test administration occur.
    - Compile documentation concerning unique student circumstances that affect testing.
    - Download 48-hour raw score reports.
    - Cross-reference 48-hour raw score reports against Session Rosters to ensure that all students who were expected to test are accounted for.
    - Work with LEA assessment personnel to resolve issues with testing.
- Technical Support
    - Ensure that each student workstation is able to support CBT.
    - Set up TestNav™, including early warning and proctor caching.
    - Troubleshoot technical issues that interrupt testing.
    - Communicate with LEA technical personnel if problems occur which prevent students from testing.
- Lab/Session Manager
    - Work with the Site Coordinator and/or test administrator/proctor to set up session rosters, print Student Authorization Tickets, start sessions, mark special codes for appropriate students, mark tests as complete, stop sessions, and resolve CBT issues.
    - Document any situations that affect testing (e.g., fire drills, technical issues).
- Test Administrator/Proctor (this is typically a classroom teacher)
    - Actively proctor testing.
    - Follow all requirements outlined in the Test Administration Manual.
    - Ensure that students do not submit tests for scoring until all sections are finished.
    - Work with the lab/session manager to resolve problems that arise during testing.
    - Work with lab/session manager to schedule make-up or completion sessions for students to finish testing.
    - Work with Site Coordinator to review each raw-score report for accuracy.

Depending on the organization of the LEA and school, several of these roles may be combined as needed. For the purposes of this manual, these roles have been separated out. Each individual fulfilling these roles should have been trained for his/her specific role. The Test Administration Manual is specifically designed for the test administrator/proctor; however, because of the interdependency of these roles, there is some topical description provided.

Training Tests

Training tests specific to how the CBT TestNav™ system functions are available for student and educator use. These are designed to allow students to practice manipulating the TestNav™ system as they will encounter it in live testing. Educators are also encouraged to take the training tests to increase their familiarity with the system. The USOE strongly encourages LEAs to take advantage of this resource. The more familiar teachers and students are with the system, the more prepared they will be for testing. Instruction/practice centered around these training tests should include:

- Use of the tools available at the top of the screen.
- Use of the navigation elements at the bottom of the screen.
- How to scroll within an item or passage.
- Discussion of the difference between “Save and Exit” and “Submit.”

Training tests are neither scored nor intended as content practice tests. They are only intended to give students experience with the interfaces and processes used in computer-based testing. The TestNav™ URL for the training tests is http://www9.etest.pearson.com/UPASSTRNG/. This URL is different from the URL for the actual, live Spring CRTs.

Checklist for Test Administrator/Proctor for Computer-Based Tests

Before Testing:

— Meet with school's testing coordinator:

- — To review testing procedures.
- — To complete Standard Test Administration and Testing Ethics Training.
- — To verify completion of training.
- — To clarify any questions.

— Notify students and parents about testing.

— Review assessment accommodation and modification guidelines and make arrangements for students who qualify.

— Determine if a student requires a special code indicated on the Student Data Screen.

— Prior to the start of Session One, indicate any appropriate special code on the Student Data Screen. Individual school sites should determine who is responsible for completing this task.

— Encourage students to bring a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.

— Become thoroughly familiar with the Test Administration Manual.

— Receive materials from your school's testing coordinator and make an inventory to ensure you have the appropriate materials are as follows:

- — Student Authorization Ticket
- — Scratch paper and pencil for each student to be used during the test
- — A "TESTING, DO NOT DISTURB" sign for the door

— Schedule a brief amount of time (approximately 10 minutes) to assist students during the introduction of computer-based testing directions.

— Place a “TESTING, DO NOT DISTURB” sign on the door to the classroom and work to minimize interruptions and distractions.

— Just prior to testing, set all computers to the Login screen of the TestNav™ Delivery System (TestNav™).

During Testing:

— Administer the test following the script in the Test Administration Manual word for word.

— Prior to the start of the last session, make any appropriate corrections to the special code information on the Student Data Screen. Individual school sites should determine who is responsible for completing this task.

— Continually monitor students to ensure that they are working on the test and that they understand how to mark their test answers.

— Check to see that students are on the correct section. If it is observed that a student inadvertently misses items, encourage him/her to go back and answer those questions.

— Keep communication between you and the students to a minimum.

— Supply students with new pencils as needed.

— Resume student IDs and test codes as needed.

— Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.

— Maintain and oversee the security of all test materials.

— Make note of any irregularities during testing, including students who will require a make-up or test completion opportunity (with the lab/session manager).

After Testing:

— Arrange make-up and test completion sessions for students who miss all or part of the test.

— Follow the on-screen instructions for closing out the testing session.

— Separate test materials as described below:

  — Used Student Authorization Tickets

- Unused Student Authorization Tickets
- Test Administration Manual

— Make certain that all students who have completed all sections of the test are in "Stopped" status on the Session Roster screen in Test Session Management (with lab/session manager).

— Organize and return all used and unused secure test materials to your school's Site Coordinator.

— Review each raw score report for accuracy (with Site Coordinator).

Checklist for Lab/Session Manager for Computer-Based Tests

The primary responsibility of the lab/session manager is to assist the Site Coordinator, technical support, and test administrator/proctor. No CBT function should be performed by the lab/session manager in isolation of the above individuals. This checklist is intended to be an overview of the lab/session manager's primary responsibilities, not a comprehensive checklist.

Before Testing:

— Create test sessions (with Site Coordinator).

— Manually add students if necessary (with Site Coordinator).

— Print student roster (with Site Coordinator).

— Verify that all students who are expected to test are listed on the student roster (with Site Coordinator).

— Print Student Authorization Tickets (with Site Coordinator).

— Enter special codes for appropriate students (with Site Coordinator).

— Verify that all computers being used for online testing have the following URL in TestNav™: http://www.9.etest.pearson.com/UPASS (with technical support).

— Make arrangements for those students requiring accommodations during testing (with test administrator/proctor).

During Testing:

— Verify that all scheduled test sessions are in "Started" status (with Site Coordinator).

— Update special codes for appropriate students as necessary (with Site Coordinator).

— Verify that all students are in "exited" status between testing sessions.

— Make note of any irregularities during testing, including students who will require a make-up or test completion opportunity (with test administrator/proctor).

— Notify Pearson if any students are in “stopped” status before all test sections have been administered, or when it is suspected that a student may have submitted his/her test before he/she has finished all sections (with Site Coordinator).

— “Resume” students prior to the next testing session. Note: Do not resume students prior to the day of the testing session.

After Testing:

— Make arrangements for any students who have not finished all sections of the test to complete the test (with test administrator/proctor).

— Return testing materials to the Site Coordinator (with test administrator/proctor).

— Make certain that all students who have completed all sections of the test are in “Stopped” status (with Site Coordinator).

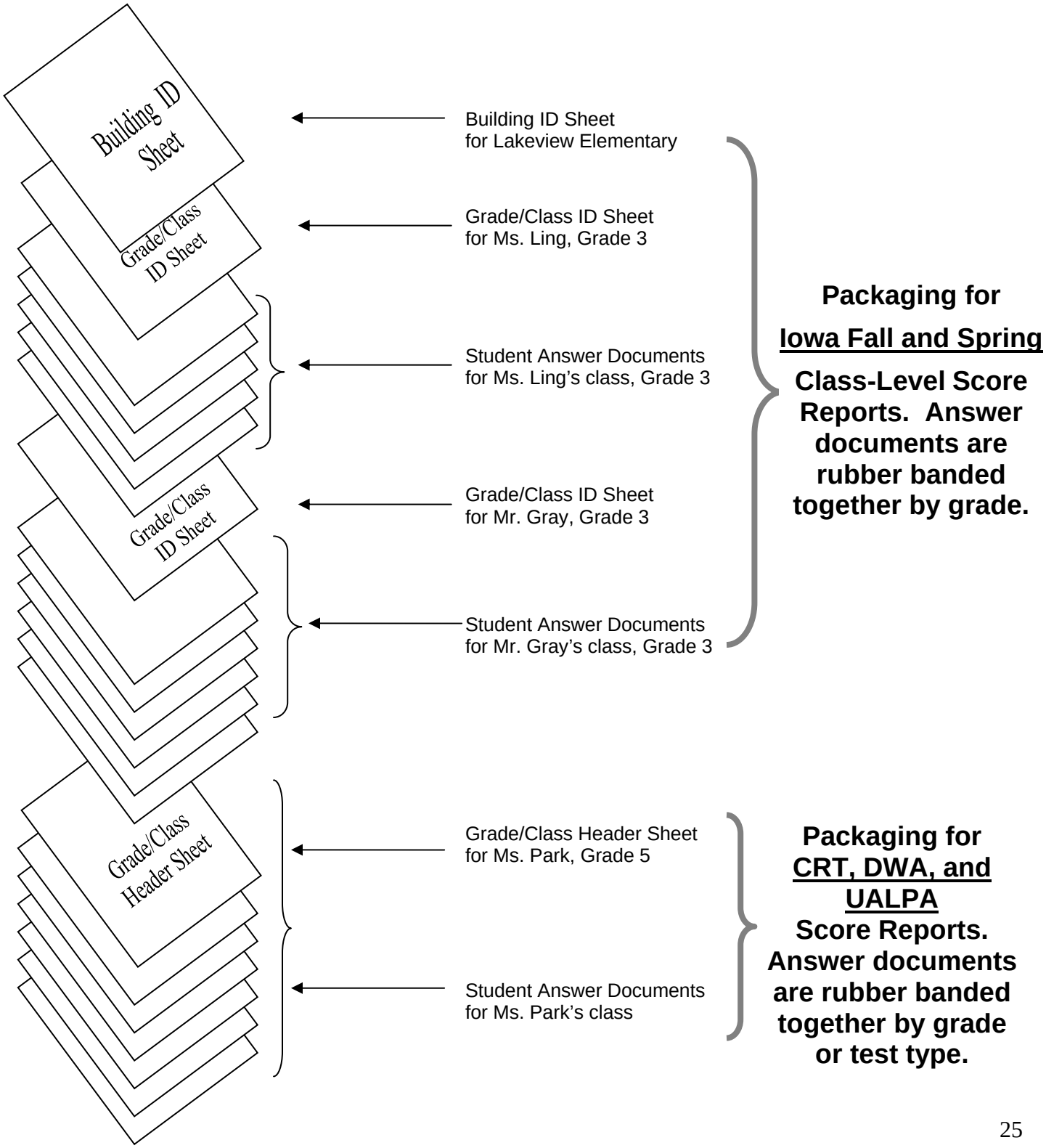
— Following all test make-up or completion sessions, make sure students are in “Stopped” status (with Site Coordinator).

— “Mark Test Complete” for any students who, after all opportunities to finish their test have passed, are not finished with testing. This also applies to students who were in sessions but did not take any part of the test. Appropriate special codes should be marked in most cases. This will place a student in “Stopped” status (with Site Coordinator).

— All sessions at all schools must be in “Stopped” status prior to the end of the testing window (with Site Coordinator).

Organizing Answer Documents and ID Sheets for Return

Stacking Diagram



District Assessment Director Instructions for Returning Materials

Once the District Assessment Director receives the boxes of marked answer documents from the School Test Coordinators, the Assessment Director should finalize the packaging and shipping of materials. The preferred method of delivery is to either hand-deliver the materials to the USOE or send them by a commercial carrier (example: UPS or Fed-Ex) addressed to:

Utah State Office of Education
Computer Services
ATTN: (Your District's Data Control Tech)*
250 East 500 South
Salt Lake City, UT 84111

Or send small packages of answer documents through the U.S. Postal Service at the following address. Be sure to include the post office box number and the additional four digits in the zip code.

Utah State Office of Education
Computer Services
ATTN: (Your District's Data Control Tech)*
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

*** See page 30 for the list of Data Technicians and their assigned districts.**

DISTRICT ASSESSMENT DIRECTOR'S TESTING PROCEDURE CHECKLIST

U-PASS PROGRAM

Instructions: Use this checklist as steps are completed during testing windows.

Please Check Each Item When Completed

____ 1. Before testing, materials were checked in to ensure that sufficient materials for proper administration were distributed to schools.

____ 2. All schools administered tests during the dates specified by the state and the district.

____ 3. After testing, each principal completed and returned to me a signed "Principal Testing Procedure Checklist" or similar document.

____ 4. All booklets were checked for misplaced answer documents.

___ 5. Prior to sending answer documents to the USOE, an "all student file" was uploaded to https://**cs**.schools.utah.gov/assessment. (See page 31 for identical file layout in the pre-print instructions.) Procedures were followed for each batch to ensure that answer documents were ready for scoring (i.e., all documents in a batch are the same grade/subject, no UAAs inserted, no paper clips, or Post-it notes, etc.). UBSCT materials are packaged and boxed, ready for UPS pre-scheduled pick-up, following the instructions in the "UBSCT Site Coordinator Preparation Guide."

____ 6. For **each** school in the district, **all** student answer documents were sent to the USOE with the proper header sheet provided by Computer Services.

____ 7. Raw score and edit reports (if applicable) were reviewed and corrected, if necessary, within five days of receipt. (For CRTs, the "Raw Score Certification of Acceptance" form was signed and returned to Computer Services following the instructions on the form.)

_____8. After **all** student results were received:

- For CRT – test booklets and directions for administration were securely destroyed, with notification sent to the USOE, care of Assessment Production, by submitting the "Security Policies and Procedures Disclaimer."
- For Iowa – booklets and administration materials were retained at district level in secure lockup for reuse next season.
- For DWA and UALPA – student and administration materials were securely destroyed.

PRINCIPAL'S TESTING PROCEDURE CHECKLIST

U-PASS PROGRAM

Instructions: Complete, sign, and return to district assessment director along with the student answer sheets.

Principal: Please Check Each Item When Completed

___ 1. I have reviewed, with **all educators involved with state testing**, the "Standard Test Administration and Testing Ethics Policy" and "Standard Test Administration and Testing Ethics Training PowerPoint," distributed "Standard Test Administration and Testing Ethics FAQs," and received signatures on the "Standard Test Administration and Testing Ethics Teacher Signature" forms.

___ 2. I have received sufficient test materials from the district and recorded counts below. I have distributed sufficient materials to each test administrator.

____ 3. Tests were administered during the dates specified by the state and the district.

____ 4. I personally monitored the administration of tests in my school.

____ 5. All booklets were checked for misplaced answer documents. Prior to sending answer documents to the district, procedures were followed for each batch to ensure that answer documents were ready for scoring (i.e., all documents in a batch are the same grade/subject, no UAAs inserted, no paper clips or Post-it notes, etc.).

___ 6. After all testing was completed, I accounted for all test booklets sent to the school and returned them to a secure storage area designated by the district.

___ 7. All student answer documents and other required forms were returned to the district assessment director.

Count of Materials Received from District Office

	3rd Grade Iowa or CRT Science	5th Grade Iowa or CRT Math	8th Grade Iowa or CRT ELA
Student Booklets			
Answer Documents			
Test Admin Manual			

Count of Materials Returned to District Office

	3rd Grade Iowa or CRT Science	5th Grade Iowa or CRT Math	8th Grade Iowa or CRT ELA
Student Booklets			
Answer Documents			
Test Admin Manual			

Describe how, and by whom, the test was administered in your school:

_____

_____

_____

_____

_____

_____

_____

_____

Please note any testing irregularities that occurred in your school:

_____

_____

_____

_____

_____

_____

_____

_____

Name: _____ School:_____
Type or print

Signature: _____ Date:_____

PLEASE REFER TO THE FOLLOWING LIST OF DATA TECHNICIANS ASSIGNED TO YOUR DISTRICT:

SHARON MARSH (801) 538-7915

sharon.marsh@schools.utah.gov

03	BOX ELDER
12	GRANITE
21	NORTH SUMMIT
22	PARK CITY
27	SOUTH SANPETE
37	OGDEN
41	SCHOOL FOR DEAF & BLIND
68	OGDEN PREP
83	AMES
87	CITY ACADEMY
88	SUCCESS SCHOOL
98	FAST FORWARD
A3	DAVINCI
A8	EAST HOLLYWOOD
3B	BEEHIVE
4B	WASATCH PEAK
5B	NORTH STAR
7B	REAGAN
9B	NAVIGATOR POINTE
1C	ODYSSEY
3C	ENTHEOS ACADEMY
7C	MONTICELLO ACADEMY
8D	OPEN CLASSROOM
1E	GUADALUPE SCHOOL

BECKY ANDREWS (801) 538-7903

becky.andrews@schools.utah.gov

01	ALPINE
02	BEAVER
08	DUCHESNE
14	JORDAN
17	MILLARD
19	NEBO
31	UINTAH
36	SALT LAKE
84	CBA
89	SOLDIER HOLLOW
92	UINTAH RIVER
93	JOHN HANCOCK
95	TIMPANOGOS ACADEMY
97	SALT LAKE ARTS
A2	RANCHES ACADEMY
A4	SUMMIT ACADEMY
A5	ITINERIS
1B	UCAS
2B	LINCOLN ACADEMY
6B	THOMAS EDISON SOUTH
8B	AMERICAN LEADERSHIP
4C	LAKEVIEW ACADEMY
6C	LIBERTY ACADEMY
8C	MOUNTAINVILLE ACADEMY
9C	PARADIGM HIGH SCHOOL
1D	RENAISSANCE ACADEMY
2D	CHANNING HALL
6D	NOAH WEBSTER ACADEMY
7D	SALT LAKE PERFORMING ARTS (SPA)

CINDY MARSHALL (801) 538-7918

cindy.marshall@schools.utah.gov

04	CACHE
09	EMERY
20	NORTH SANPETE
23	PIUTE
26	SEVIER
29	TINTIC
30	TOOELE
33	WASHINGTON
39	LOGAN
90	TUACAHN
2C	INTECH COLLEGIATE HIGH
5D	GEORGE WASHINGTON ACADEMY
2E	KARL G. MAESER ACADEMY

SHANE JOHNSON (801) 538-7690

shane.johnson@schools.utah.gov

9D	CANYON RIM ACADEMY
3E	C.S. LEWIS ACADEMY
4E	DUAL IMMERSION ACADEMY
5E	EDITH BOWEN LABORATORY

DAWN WEST (801) 538-7914

dawn.west@schools.utah.gov

05	CARBON
06	DAGGETT
07	DAVIS
10	GARFIELD
11	GRAND
13	IRON
15	JUAB
16	KANE
18	MORGAN
24	RICH
25	SAN JUAN
28	SOUTH SUMMIT
32	WASATCH
34	WAYNE
35	WEBER
38	PROVO
40	MURRAY
74	AMERICAN PREP
81	WALDEN
82	FREEDOM
86	PINNACLE CANYON
94	THOMAS EDISON NORTH
A1	NUAMES
A6	NORTH DAVIS PREP
A7	MOAB COMM
A9	SUCCESS ACADEMY
5C	LEGACY PREP
3D	SPECTRUM ACADEMY
4D	SYRACUSE ARTS ACADEMY

CRT, UALPA, UAA Header Sheet

A. SCHOOL NAME

C. DISTRICT/ SCHOOL CODE

02995

Private School

B. GRADE

K 1 2 3 4 5 6 7 8 9 10 11 12

LOCAL TEACHER NUMBER OR STATE CACTUS ID

SECTION NUMBER

INFORMATION BOX

SCHOOL NAME

TEST TITLE UALPA

GRADE 4

DATE TESTED 01/02/08

See the reverse side of the form for instructions.

5 Pre-Print File Layout

Name	Type	Length	Start	End	Notes
District Number	Numeric	2	1	2	
School Number	Numeric	3	3	5	
Student Identifier	Numeric	10	6	15	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks
Course Identifier	Numeric	9	16	24	Paper & Pencil Pre-Print Not required. For (optional) use by LEA in sorting the rows prior to creating the file. CBT Pre-Print Required. Should contain the teacher/course number. This number will be used to group students on class-level reports. If an LEA does both Paper and Pencil testing and Computer-based testing, it is recommended that the values submitted in the CBT pre-print file be the same types of values bubbled on the P&P header sheets. This will ensure that class-level profiles group all students within a class together regardless of the form of testing used.
Course Sequence Identifier	Numeric	2	25	26	Paper & Pencil Pre-Print Valid values are 99 or blank. If a 99 is found on any row in the file, the 99 option is used. 99: Answer documents will be printed in the order used in the file. Blank: Answer documents will be printed in the following order: School Number, Student Last Name, and Student First Name. CBT Pre-Print Required. Should contain the section number (01-99).
Grade Level	Numeric	2	27	28	Include a leading zero for grades K–9 (e.g. 00, 01, etc.)
Student Last Name	Alpha	14	29	42	
Student First Name	Alpha	9	43	51	
Student Middle Initial	Alpha	1	52	52	
Student Gender	Alpha	1	53	53	Only M or F
Student Ethnicity	Alpha	1	54	54	Only A, B, C, H, I, P, U
Student Birth Date	Numeric	6	55	60	Format: YYMMDD
Migrant Student Indicator	Alpha	1	61	61	Y or blank
Special Ed. Indicator	Alpha	1	62	62	Y or blank
Low Income	Alpha	1	63	63	F, R, Y or blank

(Continued on next page)

<table>
<tr><td>LEP code</td><td>Alpha</td><td>1</td><td>64</td><td>64</td><td><u>Prior to April 1, 2008</u> USOE won't validate or store LEP codes submitted by LEA's while LEA SIS systems are modified to handle the new LEP codes and rules. If a file containing an invalid code is validated using the Pre-Print Validation application, only a warning (not an error) will be generated. Files containing invalid LEP codes will be accepted by the Assessment (Pre-Print) website.
<u>Starting April 1, 2008</u> LEP codes will be validated and stored by USOE. If a file containing an invalid code is validated using the Pre-Print Validation application, an error will be generated. A file containing an invalid code will not be accepted by the Assessment (Pre-Print) website. The following LEP codes will be accepted:
<table>
<tr><th>Code</th><th>Meaning</th></tr>
<tr><td>F</td><td>The student is fluent</td></tr>
<tr><td>A</td><td>The student is advanced</td></tr>
<tr><td>Y</td><td>The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment</td></tr>
<tr><td>N</td><td>The student was tested using UALPA but was never an ELL student</td></tr>
<tr><td>O</td><td>The student opted not to be an ELL student</td></tr>
<tr><td>Space</td><td>The student is not nor ever was an ELL student</td></tr>
</table></td></tr>
<tr><td>Title 1 code</td><td>Alpha</td><td>1</td><td>65</td><td>65</td><td>R, M, B or blank</td></tr>
<tr><td>Statewide Identifier</td><td>Numeric</td><td>10</td><td>66</td><td>75</td><td>MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks</td></tr>
</table>

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GRADE/CLASS IDENTIFICATION SHEET

The purpose of this sheet is to identify the names of grades and classes in which the accompanying answer documents were used. If class reports ARE to be identified, please complete one of these sheets for each class in each grade, making sure that the CLASS NAME and GRADE are entered. If class reports ARE NOT required, you must complete these sheets for each grade in a building, leaving the CLASS NAME section blank, but entering the GRADE.

Use a #2 pencil to mark this sheet.

1. INFORMATION BOX
Print all of the information requested.

2. CLASS NAME
If a class is to be identified, print the class name in the row of boxes below **as it must appear on all reports.** Abbreviate if necessary.

Next, blacken the corresponding letter or number circle above each box. Blacken the blank circle at the top of the column for any boxes that are blank.

3. CLASS CODE
This optional grid is for customer use.

4. GRADE
At the bottom of this grid, enter the grade and then blacken the corresponding circle above it.

5. ANSWER DOCUMENT COUNT
At the bottom of this grid, enter the count of answer documents in this grade/class using all four boxes. For example, if there are 28 answer documents, enter "0028". Then blacken the corresponding number circle in the column above each of the four boxes.

Place this completed Grade/Class Identification Sheet on top of the answer documents for this class. If class reports ARE NOT required, place this completed Grade/Class Identification Sheet on top of the answer documents for this grade.

1. INFORMATION BOX

Testing Date _____ MONTH _____ DAY _____ YEAR

Building Name _____

System Name _____

City _____ State _____

2. CLASS NAME

3. CLASS CODE

4. GRADE

Enter one grade.

PRE K
K
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

5. ANSWER DOCUMENT COUNT

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BUILDING IDENTIFICATION SHEET

The purpose of this sheet is to identify the building in which the accompanying answer documents were used. One **BUILDING IDENTIFICATION SHEET**, properly filled in, **must** accompany the answer documents for each building in the system.

Use a #2 pencil to mark this sheet.

1. INFORMATION BOX
Print all of the information requested.

2. BUILDING NAME
In the row of boxes at the bottom of the grid, **print the building name as it must appear on all reports.** Abbreviate if necessary. Put only one letter or number in each of the 20 boxes.

Next, blacken the corresponding letter or number circle above each box. Blacken the blank circle at the top of the column for any boxes that are blank.

3. BUILDING CODE
Enter the building code in the boxes at the bottom of the grid and then blacken the corresponding letter or number circle above each box.

Place this sheet on top of all of the answer documents for this building.

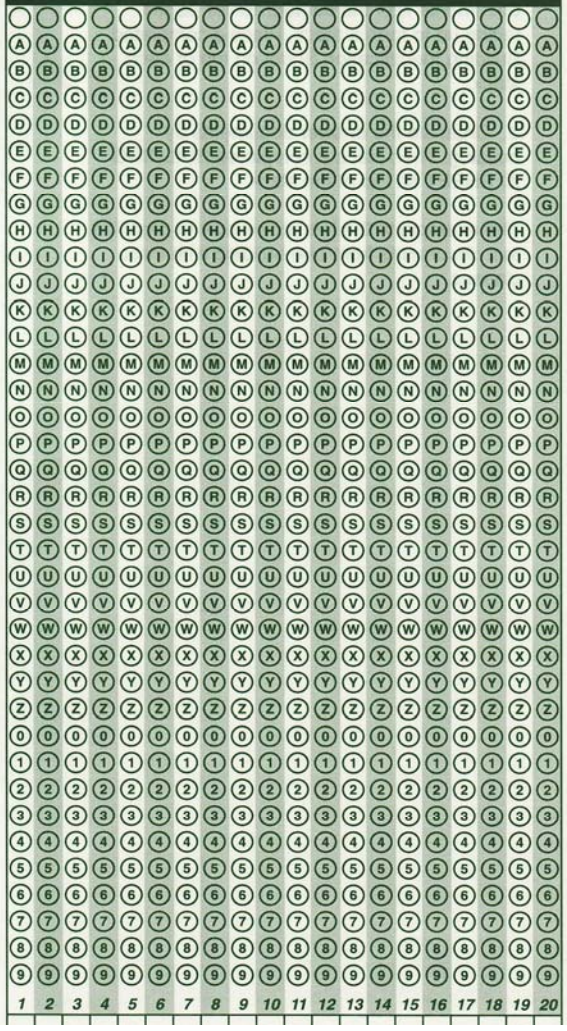
1. INFORMATION BOX

Testing Date _____ MONTH _____ DAY _____ YEAR

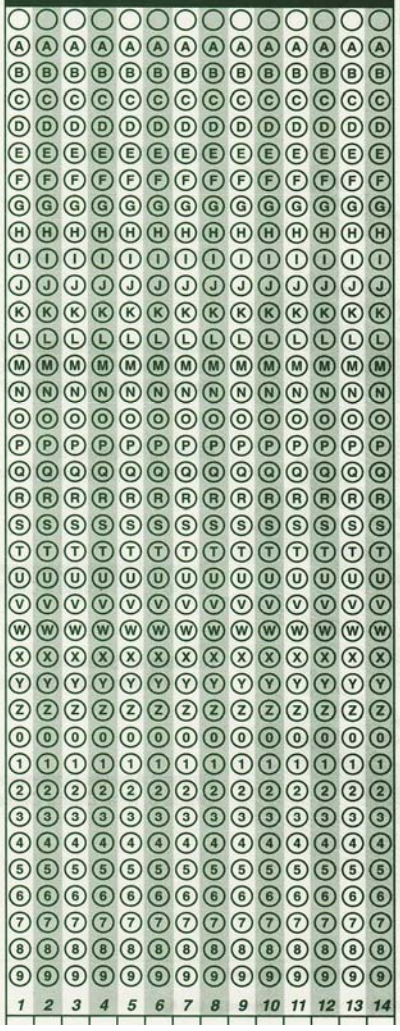
System Name _____

City _____ State _____

2. BUILDING NAME



3. BUILDING CODE



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State Superintendent of Public Instruction