



## LOCAL EDUCATION AGENCY (LEA) ASSESSMENT DIRECTOR GUIDELINES MEMO

**To:** LEA Assessment Directors  
**From:** Nolan Fawcett, Assessment and Accountability, Utah State Office of Education  
Tinamarie Skillings, Measured Progress  
**Date:** August 20, 2009  
**Re:** Utah Basic Skills Competency Test (UBSCT): **October 2009 Administration**

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This year, the October administration of the Utah Basic Skills Competency Test (UBSCT) will take place on October 20, 21, and 22, 2009. Any eleventh or twelfth grade students who have not passed one or more subtests are eligible to participate. Makeup testing can be scheduled at any time between October 23 and October 27, and must be conducted in a uniform manner across each LEA, meaning that every school within a LEA must offer makeup sessions at the same time.

**New to October 2009 Administration:** The *Site Coordinator's Preparation Guide* and *Administration Manual* will be posted on-line at [http://www.schools.utah.gov/assessment/info\\_ubsct.aspx](http://www.schools.utah.gov/assessment/info_ubsct.aspx).

**Procedures for shipping and return of materials must be followed carefully.** Please become familiar with the prescribed procedures to ensure a successful experience for your LEA.

As the LEA Assessment Director, your assistance is vital to the success of the UBSCT. Careful attention to your responsibilities will help ensure that testing proceeds smoothly, materials are properly accounted for, and responses are accurately analyzed. The quality of assessment data depends, in large part, on uniformity of test administration procedures. For this reason, the instructions given in this memo, in the *UBSCT Site Coordinator's Preparation Guide*, and in the *UBSCT Administration Manual* must be followed closely. Please familiarize yourself with these three documents so you will be prepared to answer questions and follow instructions in a timely manner.

LEA Assessment Directors serve as liaisons between the USOE, the contractor, and the schools. The primary responsibilities of the LEA Assessment Director are to:

- Serve as the LEA's contact person for all issues related to the UBSCT.
- Coordinate UBSCT test administration in the LEA.
- Train Site Coordinators.
- Supervise the inventory, distribution, collection, and return of all UBSCT test materials to Measured Progress, the testing contractor.
- Maintain and oversee the security of all UBSCT test materials sent to the LEA.
- Provide additional test materials to schools as needed.
- Help resolve any discrepancies between the number of test materials received from and the number of test materials returned to Measured Progress.

**CONTACT INFORMATION**

If you have questions, please use the contact information listed below.

Utah State Office of Education	Measured Progress
Nolan Fawcett, Assessment Voice: (801) 538-7654 E-mail: <a href="mailto:nolan.fawcett@schools.utah.gov">nolan.fawcett@schools.utah.gov</a>	Tinamarie Skillings, Program Manager Voice: (866) 502-2742 E-mail: <a href="mailto:skillings.tinamarie@measuredprogress.org">skillings.tinamarie@measuredprogress.org</a>

**MAKE-UP TESTING**

LEAs are required to develop and maintain a schedule for make-up testing. Make-up testing must be conducted LEA-wide in a uniform manner between October 23-27. School Site Coordinators have been instructed to retain enough test materials to conduct make-up testing.

**TESTING SCHEDULE**

The following table summarizes important dates for the October 2009 administration of the UBSCT.

Date	Activity
Monday, September 21	Pre-print files to the USOE for LEAs that need the answer documents <b>mailed</b> by the USOE.
Monday, September 28	Pre-print files to the USOE for LEAs that are picking up answer documents from the USOE.
October 5-7	Mailed answer documents arrive at the LEA; <b>if your materials have not arrived by the end of the day on October 7</b> , please contact Sharon Marsh at the USOE (801-538-7915). Answer documents should be distributed to School Site Coordinators.
October 5-9	LEAs picking up answer documents from the USOE need to coordinate time and date with Sharon Marsh at the USOE (801-538-7915). Answer documents should be distributed to School Site Coordinators. <b>Any variations to the above dates need to be coordinated through Sharon Marsh.</b>
October 5-7	Test materials from Measured Progress arrive at the LEAs; <b>if your materials have not arrived by the end of the day on October 7</b> , please contact Measured Progress at <b>866-502-2742</b> . Test materials should be distributed to School Site Coordinators.
October 20-22	Administration of the Utah Basic Skills Competency Test.
<b>Tuesday, October 20</b>	<b>Writing Subtest</b>
<b>Wednesday, October 21</b>	<b>Mathematics Subtest</b>
<b>Thursday, October 22</b>	<b>Reading Subtest</b>
October 23-27	Used test materials returned to the LEA from the schools. Site Coordinators should retain unused answer documents and sufficient unused test booklets to conduct make-up testing.
October 23-27	Make-up testing, to be conducted in a uniform manner per LEA guidelines.
Tuesday, October 27	Final day for all testing material to be returned to the LEA office.
Wednesday, October 28	LEA Assessment Director prepares answer documents and test materials for UPS pick-up.
<b>Thursday, October 29</b>	<b>Test materials will be picked up by UPS.</b>

## PREPARATION FOR TESTING

As LEA Assessment Director, you should become familiar with the responsibilities of the Site Coordinators described in the *UBSCT Site Coordinator's Preparation Guide* and the responsibilities of the Test Administrators described in the *UBSCT Administration Manual*. Carefully review these manuals before training Site Coordinators.

Request that Site Coordinators read their manual as soon as possible. Schedule a meeting with them to review procedures for handling materials, discuss the testing schedules, and answer any questions about administering the test. Remind Site Coordinators that they are responsible for the security of test materials in their building and for proper test administration. Site Coordinators will also be responsible for ensuring that preprinted answer documents are used by the correct student for each subtest, or that the appropriate "Special Codes" box is marked on preprinted answer documents that are not used. Site Coordinators need to make sure that preprinted labels are placed correctly on the Writing subtest.

The LEA Assessment Director's duties include:

- Becoming familiar with the *UBSCT Site Coordinator's Preparation Guide* and the *UBSCT Administration Manual* as soon as possible. This manual can be found at [www.schools.utah.gov/assessment/info\\_ubsct.aspx](http://www.schools.utah.gov/assessment/info_ubsct.aspx).
- Developing a testing schedule for your LEA, to include make-up testing.
- Providing training for Site Coordinators to include placement of preprinted labels on the Writing subtest.
- Informing principals of the testing schedule.
- Distributing and returning all testing materials.

## SECURITY OF MATERIALS

**TEST SECURITY:** All test booklets and supporting materials associated with the UBSCT are confidential and secure. No part of any test booklet may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system. **All test booklets (used and unused) and answer documents (used and unused) must be returned to Measured Progress at the completion of the test administration.**

As LEA Assessment Director, you are responsible for ensuring the security of all test materials in your LEA. You must notify Site Coordinators that tests are SECURE and MUST NOT be released, copied, or duplicated in any way.

The box labeled "LEA Administrative Materials OPEN THIS BOX FIRST" contains an LEA Material Summary that summarizes the total shipment of materials to your LEA. This form should be used to verify the inventory of materials in your shipment. The box also contains copies of the School Material Summary contained in each school's administrative materials box for your information. Site Coordinators should use their copy of the School Material Summary to verify the inventory in their shipment. Document any discrepancies between the School Material Summary, the LEA Material Summary, and the initial inventory of materials. For your information, each individual box contains a packing slip listing each product in the box.

## ENROLLMENT AND SHIPPING DATA

If there have been any recent changes to school or LEA shipping addresses or personnel that will affect the October UBSCT administration, please contact Measured Progress immediately.

**All preprinted answer documents must be used.** In cases where a student did not use his or her preprinted answer document during the regular or make-up test administration, the appropriate reason the answer document was not used by the student should be marked in the "Special Codes" box on the answer document (e.g., Absent, Withdrawn).

The students expected to take each subtest are determined from the pre-print files your LEA submitted to the USOE. Pre-print files need to be submitted:

- **September 21, 2009** for LEAs that need the answer documents mailed from the USOE for receipt at the LEA by October 7, 2009.
- **September 28, 2009** for LEAs that are going to pick up answer documents from the USOE October 5-9 (please coordinate all pickup times and dates through Sharon Marsh, 801-538-7915).

Students with a preprinted answer document should NOT edit the demographic information grids on their answer document unless preprinted information for a particular section is missing. Only students who do not have a preprinted answer document or whose preprinted answer document is incorrect should fill out a blank answer document. **It is essential that instructions regarding preprinted and blank answer documents be followed by Site Coordinators, Test Administrators, and students.**

Testing materials will be shipped separately by Measured Progress.

### **RECEIPT OF MATERIALS**

By October 7, test materials will be delivered to LEA Assessment Directors for dissemination to the Site Coordinators. Additional test booklets and blank answer documents will be included in LEAs' shipments for distribution to schools as needed. Schools will also receive additional materials, and Site Coordinators have been asked to request materials in addition to these from their LEA Assessment Director only if necessary. Test materials will be supplied by Measured Progress, the testing contractor, and the USOE.

Materials found on the web at [http://www.schools.utah.gov/assessment/info\\_ubsct.aspx](http://www.schools.utah.gov/assessment/info_ubsct.aspx):

- LEA Assessment Director Guidelines Memo (this memo)
- *UBSCT Site Coordinator's Preparation Guide*
- *UBSCT Administration Manual*
- Detailed instructions for each subtest

Materials from Measured Progress packaged for and sent to the **LEA** will include the following:

- LEA Material Summary
- Instructions for requesting additional materials
- A folder that includes a copy of each School Material Summary
- LEA Assessment Director Certification Form
- UPS return service instructions
- UPS return service three-day labels
- Instructions for use in preparing materials for return to Measured Progress, with labels for return boxes
- "Administrative Forms" return envelope
- The LEA's coverage of test materials, including test booklets for the Writing, Mathematics, and Reading subtests
- Flat boxes with pre-applied second-day return service labels and marked "For Return of Used Answer Documents ONLY"

Materials from the USOE packaged for and sent to the **LEA** will include the following:

- Blank answer documents for Writing, Reading, and Mathematics

Materials from Measured Progress packaged by **school** and sent to the LEA will include the following:

- School Material Summary
- Additional Materials Request Form

- Site Coordinator's Certification Form
- Instructions for use in preparing materials for return to LEAs, with labels for return boxes
- "Administrative Forms" return envelope
- Test booklets for Writing, Mathematics, and Reading, including an additional overage amount
- Special Handling Form
- "For Return of Used Answer Documents ONLY" envelopes labeled by subtest
- "Return of Blank Unused Answer Documents" envelopes
- "Special Handling" envelope for return of nonroutine test materials
- "VOID" envelope for the return of voided answer documents.
- "For Return of Used Answer Documents ONLY" envelopes labeled by subtest for **make-up testing**

Materials from the USOE packaged by school and sent to the LEA will include the following:

- Preprinted answer documents for Mathematics and Reading
- **Preprinted labels to be applied to answer documents for the Writing subtest**
- Blank answer documents for Writing, Mathematics, and Reading, including an additional overage amount

**Please make an inventory of test materials as soon as possible.** A prompt inventory will allow you to order additional test materials, if needed, as well as provide adequate time for distribution to your schools. You will be given a copy of each School Material Summary so you will know what has been included in the shipment for each school in your LEA. Site Coordinators are instructed to inventory their materials and notify you of any discrepancies before they distribute materials to Test Administrators.

Each box from Measured Progress carries a preprinted barcode label identifying the materials for each site. The information on this label will expedite the tracking of returned materials, so please do not remove, destroy, or deface the label. **Save the box(es) and the packing material** in which test materials were shipped so that they can be used for returning test materials to Measured Progress when testing is finished.

If you are missing any of the materials listed on the LEA Material Summary, or if you need additional materials, follow the instructions for requesting additional materials **immediately**.

A School Additional Materials Request Form has been included in school boxes to help you document requests for additional materials. It is important that you document all requests from your schools for additional materials.

## **COLLECTING MATERIALS AFTER TESTING**

After testing has been completed each day, Test Administrators must return all used and unused test materials to their Site Coordinator. After testing on October 22, Site Coordinators should retain unused answer documents and sufficient unused test booklets to conduct make-up testing and return all used answer documents and the majority of test booklets to the LEA at that time.

All make-up testing must be completed **no later than October 27, 2009**. After all testing has been completed, and the Site Coordinator has verified the return of all used and unused test materials from Test Administrators and documented receipt of materials and return of materials on the School Material Summary, **the remainder of the school's test materials must be returned to the LEA no later than the afternoon of October 27**. Instructions for preparing materials for return to LEA Assessment Directors are included in the *UBSCT Site Coordinator's Preparation Guide*.

Test materials will be picked up by UPS on **Thursday, October 29, 2009** to allow LEAs an extra day to prepare their return shipments. We cannot guarantee the time the UPS driver will arrive at each LEA on October 29 so we ask that materials **be ready for a morning pickup**.

## RETURN OF MATERIALS TO MEASURED PROGRESS

You will prepare two sets of boxes for return to Measured Progress.

One set of boxes, to be shipped using UPS two-day return service, will contain:

1. "For Return of Used Answer Documents ONLY" envelopes.
2. "Special Handling" envelopes.
3. "VOID" envelopes.
4. "Administrative Forms" envelopes. Will be shipped using UPS two-day return service.

The other set of boxes will be shipped using UPS three-day service and will contain:

1. The rest of the test materials, including student test booklets.
2. Unused blank (non-preprinted) answer documents.

**All special needs materials received from the USOE must be returned to the USOE. This includes special needs booklets (large print and Braille) and administration assistance materials (standard print booklets) sent by the USOE to support special needs materials.**

Site Coordinators have been instructed to place all envelopes with administrative forms and answer documents (including used and unused answer documents and answer documents requiring special handling) in the same box and label it "Answer Document Box." Please transfer the used answer documents and envelopes for special handling materials and administrative forms to the flat boxes included in your shipment. These boxes came flat with your materials and have pre-applied UPS two-day return service labels. Attach the "LEA Answer Document Box \_\_\_ of \_\_\_" labels to these boxes and number them consecutively. Write the total number of answer document boxes from your LEA in the second blank on each label.

**The rest of the test materials must be returned to Measured Progress using the same boxes the materials arrived in.** You are responsible for returning any materials sent to the LEA that were not used by schools, as well as the test materials used by the schools. You may keep your copies of the School Material Summary documents for your reference. **Do not use rubber bands, staples, or clips when returning materials.** You may need to use packing material, such as crumpled paper, to be sure materials will not shift during shipping. Reseal the boxes using heavy-duty packing tape. Cross out or tape over any old address labels. **Be sure the barcode label on each box is intact and not covered by any other labels or tape.** If the barcode label is missing, please write the school name and your LEA name and return address on the box.

Depending on the number of boxes in the second set of boxes, label the boxes consecutively "LEA Box 1 of \_\_\_," "LEA Box 2 of \_\_\_," etc., using the labels provided. Fill in the second blank with the total number of boxes in the second set. Place the labels in the upper right-hand corner of the boxes. The school boxes will already have a "School Box \_\_\_ of \_\_\_" label, so place the LEA label under the school label.

**Be sure to follow the UPS return service instructions for labeling and returning test materials. Boxes should be picked up on October 29 in order to be returned to Measured Progress in time for scoring. Please contact Measured Progress if UPS does not pick up materials on October 29, or if there is a problem preparing the shipment.**

**THANK YOU VERY MUCH FOR YOUR HELP IN COORDINATING THE UBSCT.**