

New England Common Assessment Program Test Coordinator Workshop



April 12 & 13, 2011



Goals of this Workshop

- ✓ Prepare principals and test coordinators so that they may ensure a positive and productive assessment experience for administrators and students
- ✓ Review NECAP standardized testing procedures to ensure consistency and test security
- ✓ Review and clarify appropriate use of accommodations for students who need them
- ✓ Address any outstanding questions or concerns from principals and test coordinators



NECAP Science Important Dates

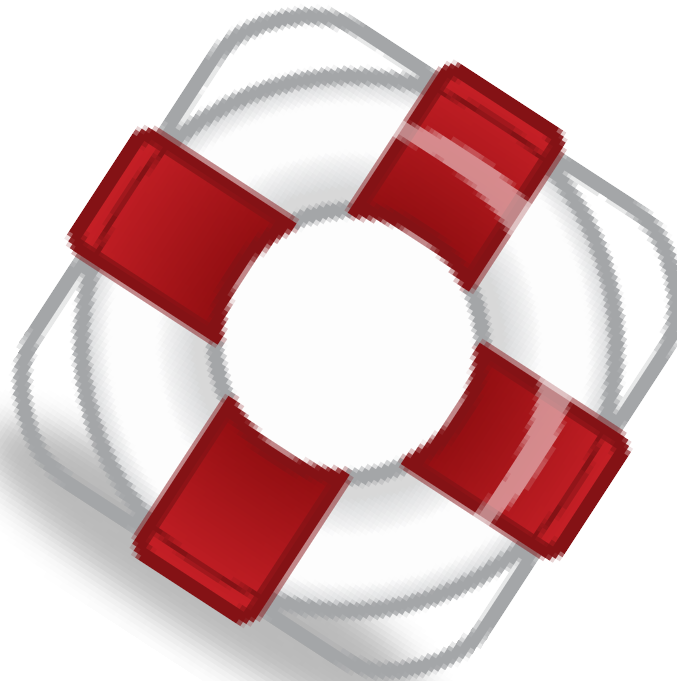
- April 15** Security Shipment mailed to all schools
- April 25–29** Test materials and student ID labels arrive at schools
- May 9–26** Test administration window
- May 6** Last day to order additional student ID labels
- May 13** All orders of additional labels shipped to schools
- May 26** Last day for schools to request special consideration
- May 27** UPS pre-scheduled pickup of test materials for return to Measured Progress. Materials need to be ready at 8:00 a.m.

NECAP Service Center

1-877-632-7774

Monday – Friday

8:00 a.m. to 4:00 p.m.





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www.ride.ri.gov

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New This Year

- ▶ Computer Generated Responses for Accommodation R4 do not need to be transcribed.
- ▶ Grade 4 inquiry task involves water—schools will need to provide tap water.
- ▶ Grade 8 is a hands-on inquiry task.
- ▶ NimbleTools online accommodations package. Any questions about NimbleTools should go to 1-877-934-8378.

Your Primary Responsibilities

- ✓ Serve as the school's contact person for Measured Progress
- ✓ Coordinate all test-related activities
- ✓ Prepare test administrators to administer the NECAP Science test according to the directions in the *Test Administrator Manual*
- ✓ Oversee the inventory, distribution, collection, and return of **ALL** test materials
- ✓ Observe and monitor test administration in your school
- ✓ Ensure the security of all test materials and compliance with test administration procedures

Test Security

- ✓ Test security relies on the professional integrity of everyone in our schools across all three states. No student should be advantaged or disadvantaged based on how or where the test is administered.
- ✓ All test booklets and answer booklets are secure and may not be copied or duplicated in any way or kept by the school after testing is completed.
- ✓ Using secure test material to prepare students in any way for this test administration is a violation of test security and testing procedure.



Breaches in Test Security

Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately** to the test coordinator and/or principal. The test coordinator and/or principal is responsible for **immediately** reporting the concern to the district superintendent and state director of assessment at the department of education.

Dr. Phyllis Lynch

Director of Instruction, Assessment, and Curriculum

401-222-4693

Scheduling Test Sessions

Session 1:

Estimated time needed:

45 Minutes

(Schedule 90 Minutes*)

25 Multiple Choice

1 point each

3 Constructed Response

4 points each

Session 2:

Estimated time needed:

45 Minutes

(Schedule 90 Minutes*)

26 Multiple Choice

1 point each

3 Constructed Response

4 points each

*For Sessions 1 and 2, all students are allowed an additional 45 minutes without an accommodation—90 minutes includes this extra time. Beyond 90 minutes, an accommodation is required.

Scheduling Test Sessions

Session 3: Grades 4 & 8

Estimated set up time:

15 minutes to set up task before students arrive, plus

Estimated time needed with students:

75 minutes

(Schedule 120 minutes with students**)

7 or 8 Inquiry Task Questions:

2-point Short Answer & 3-point Constructed Response

****For Session 3, additional time may be required in any or all parts of this session – 120 minutes class time with students includes this extra time. All students must start the last section (individual student work) together.**



Scheduling Test Sessions

Session 3: Grade 11

Estimated time needed:

45–60 Minutes

(Schedule 60 Minutes**)

8 Inquiry Task Questions:

2-point Short Answer & 3-point Constructed Response

****For Session 3, students should complete the inquiry task and all questions within 60 minutes. Beyond 60 minutes on the grade 11 inquiry task requires an extended time accommodation.**

Before Testing

- ❑ Read the *Principal/Test Coordinator Manual* thoroughly
- ❑ Utilize Checklist for Principals and Test Coordinators (page *iii*)
- ❑ Create a Schedule for Test Sessions (pages 5–7)
- ❑ Designate and Train Test Administrators (pages 14–15)
- ❑ Prepare Test Administrators for the Inquiry Task (Include “dry run” of inquiry task for grades 4 & 8 Test Proctors)
- ❑ Prepare Students and Families (page 16)



District Test Coordinator's Responsibilities

Primary responsibilities:

- ✓ Ensure that schools prepare Test Administrators
- ✓ Determine district testing schedule
- ✓ Verify that students in out-placement schools are tested
- ✓ Ensure that test security is maintained
- ✓ Ensure test administrations are actively monitored and observed.



School Test Coordinator's Responsibilities

Primary responsibilities:

- ✓ Serve as contact person with Measured Progress and RIDE
- ✓ Ensure that any required additional student labels are ordered
- ✓ Coordinate all test-related activities
- ✓ Prepare test administrators to administer NECAP according to directions in the *Test Administrator Manual*
- ✓ Observe and monitor test administration in your school
- ✓ Oversee the inventory, distribution, collection, and return of all test materials
- ✓ Maintain test security and ensure compliance with test administration procedures
- ✓ Establish a clear protocol for students requiring extended time

Determine who should be tested

All students enrolled in grades 4, 8, and 11 as of May 9, 2011 are required to participate, with the following exceptions:

- ▶ Students who have state-approved special considerations
- ▶ Have an RIAA portfolio in science submitted to Measured Progress representing learning and progress during the 2010–2011 school year (NOTE: *RIAA portfolio pickup date is May 3*)

Special Considerations

Procedures for Approval of Special Considerations	Contact
<ul style="list-style-type: none">■ RI state-approved special considerations are for cases involving 1) <i>medical issue(s)</i>; 2) <i>a personal crisis</i>; 3) <i>a family emergency</i>; or 4) <i>RIAA-qualified students enrolling after the RIAA registration deadline</i>.■ Applicable “State-Approved Special Consideration” forms (available on the RIDE website) must be completed and submitted to RIDE to obtain approval.■ Requests <i>must</i> be submitted <i>no later than</i> 3:00 p.m. on Friday, May 27, 2011.	<p>Dr. Kevon Tucker-Seeley 401-222-8494</p>

Blank Reason Box

BLANK REASON—Answer booklet is blank in one or more sessions for the following reason:

SCIENCE

- Student withdrew from school after May 9, 2011.
- Student enrolled in school after May 9, 2011.
- State-approved special consideration.
- Student was enrolled on May 9, 2011, and did not complete test for reasons other than those listed above.



Accommodations

Testing accommodations are meant to remove barriers that may exist due to a student's learning style or disability.

Students should have had experience using an accommodation in the classroom (during routine instruction and/or test taking) prior to using it on a NECAP test.

Tips on Accommodations

ALL students are eligible to utilize appropriate assessment accommodations. Any accommodation(s) utilized for the assessment of individual students **must be**

- ▶ the result of a decision made by the IEP, Section 504, or other school team that includes, whenever possible, the student's parent(s) or guardian(s).
- ▶ determined prior to testing under most circumstances.
- ▶ based on the individual student's needs.
- ▶ recorded on the Student Answer Booklet. Bubble in only those accommodations that the student actually used.

NECAP Table of Standard Accommodations

Appendix G in *Principal/Test Coordinator Manual*

T for Timing (T1→T4)

S for Setting (S1 & S2)

P for Presentation formats (P1→P11)

R for Response formats (R1→R7)

O for Other (O1 & O2)

- ✓ Use of this accommodation **without prior approval** will result in **no credit given** for the test sessions in which it was used.

M for Modifications (M1→M3)

- ✓ Schools may decide to use non-standard and unapproved test administration procedures (modifications). Use of a “Modification (M)” will result in **no credit given** for student work during test sessions in which this modification was used.

STUDENT PROGRAM PARTICIPATION INFORMATION

A teacher/staff person should fill in the information below, if applicable, after the completion of testing. Please refer to the Principal/Test Coordinator Manual or the Test Administrator Manual for more information.

ACCOMMODATIONS USED	
	SCIENCE
T1	<input type="radio"/>
T2	<input type="radio"/>
T3	<input type="radio"/>
T4	<input type="radio"/>
S1	<input type="radio"/>
S2	<input type="radio"/>
P1	<input type="radio"/>
P2	<input type="radio"/>
P3	<input type="radio"/>
P4	<input type="radio"/>
P5	<input type="radio"/>
P6	<input type="radio"/>
P7	<input type="radio"/>
P8	<input type="radio"/>
P9	<input type="radio"/>
P10	<input type="radio"/>
P11	<input type="radio"/>
R1	<input type="radio"/>
R2	<input type="radio"/>
R3	<input type="radio"/>
R4	<input type="radio"/>
R5	<input type="radio"/>
R6	<input type="radio"/>
R7	<input type="radio"/>
O1	<input type="radio"/>
O2	NA
M1	<input type="radio"/>
M2	NA
M3	<input type="radio"/>

BLANK REASON—Answer booklet is blank in one or more sessions for the following reason:

SCIENCE

- Student withdrew from school after May 9, 2011.
- Student enrolled in school after May 9, 2011.
- State-approved special consideration.
- Student was enrolled on May 9, 2011, and did not complete test for reasons other than those listed above.

HOMESCHOOLED

- Yes

OPTIONAL REPORTS

Identify the appropriate code number:

- A 1 2 3 4 5 6 7 8 9 10
- B 11 12 13 14 15 16 17 18 19 20
- C 21 22 23 24 25 26 27 28 29
- D 31 32 33 34 35 36 37 38 39 40
- E 41 42 43 44 45 46 47 48 49 50
- F 51 52 53 54 55 56 57 58 59 60

RESEARCH

- | | |
|---|--|
| 1 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 8 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 2 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 9 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 3 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 10 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 4 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 11 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 5 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 12 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 6 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 13 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 7 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 14 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |

School must bubble in any accommodation(s) used

Computer Generated Responses

- ▶ Only computer printouts under accommodation R4 do not need to be transcribed
- ▶ One student response per page
- ▶ Each page must have student name, state student ID, booklet number, content area (science) & item number
- ▶ Return in Special Handling with answer booklet
- ▶ See Appendix H for specifications

Before Testing, continued...

- ❑ Receive and inventory test materials according to *Material Summary Form*, **report any discrepancies** to the NECAP Service Center **before** testing (see pages 8-10 & Appendix A). **Hold on** to this form as it will assist you in successfully completing the online *Principal's Certification of Proper Test Administration*.
- ❑ Order additional student ID labels and/or testing materials (page 12)

Scheduling Guidelines

- ▶ All testing, including accommodated sessions and make-up sessions, must occur within the testing window.
- ▶ Test sessions must be scheduled and given in the order outlined in the manual and presented in the student's test booklet.
- ▶ All students must be tested simultaneously within a grade. The only exceptions to this rule are for make-up testing and students with accommodations.
- ▶ Make-up testing may begin as soon as a student returns to school.

Sample Schedule 1: Grades 4 and 8

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 5/9–5/13					
8:30-10:00	Open	Session 1	Open	(makeups)	(makeups)
10:00-10:20	Recess	Recess	Recess		
10:30-12:00	Open	Session 2	Session 3		
PM	Open	Open			
Week 2: 5/16–5/20					
AM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
PM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
Week 3 5/23–5/27					
AM	(makeups)	(makeups)	(makeups)	(makeups)	All materials ready for 8 a.m. pickup
PM	(makeups)	(makeups)	(makeups)	(makeups)	

Sample Schedule 2: Grades 4 and 8

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 5/9–5/13					
8:30-10:00	Open	Open	Open	Open	(makeups)
10:00-10:20	Recess	Recess	Recess	Recess	
10:30-12:00 PM	Open	Session 1	Session 2	Session 3	(makeups)
Week 2: 5/16–5/20					
AM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
PM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
Week 3 5/23–5/27					
AM	(makeups)	(makeups)	(makeups)	(makeups)	All materials ready for 8 a.m. pickup
PM	(makeups)	(makeups)	(makeups)	(makeups)	

Sample Schedule 3: Grade 11

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 5/9-5/13					
8:30 -10:00	Open	Session 1	Session 3	(makeups)	(makeups)
10:00-10:20	Open	Open	Open		
10:30-12:00	Open	Session 2	Open		
PM	Open	Open	Open	(makeups)	(makeups)
Week 2: 5/16 – 5/20					
AM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
PM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
Week 3 5/23 – 5/27					
AM	(makeups)	(makeups)	(makeups)	(makeups)	All materials ready for 8 a.m. pickup
PM	(makeups)	(makeups)	(makeups)	(makeups)	



Student Labels

Order additional student ID labels by **May 6**

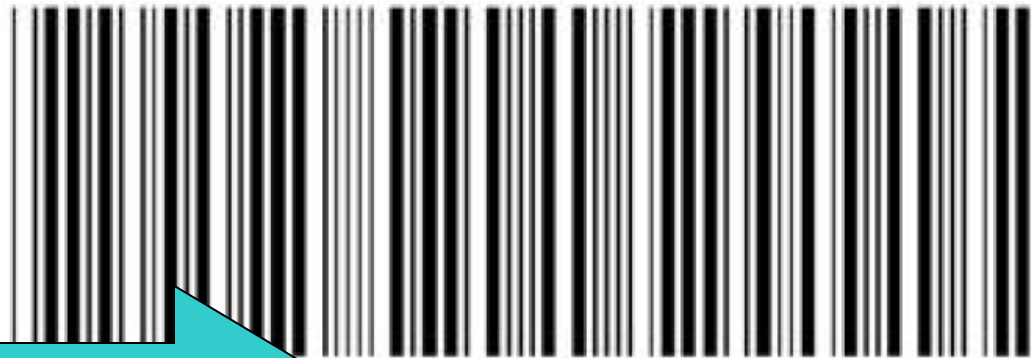
- ▶ You will receive two identical student ID labels for each student in grades 4, 8, and 11.
- ▶ Place one label on the test booklet.
- ▶ Place one label on the answer booklet.
- ▶ Students in grades 4 & 8 will be instructed to write their names on the front cover of their inquiry booklet during testing.

You may use a student ID label if the student's name and school name are correct.

Smith, Amanda

09-21-2000

State Assigned Student ID: 1000593587



Gr: 08

Tracking #: Measured Progress use only

1234567896

RI

NECAP Middle School

01-01103

STUDENT ANSWER BOOKLET

Student Name: _____

Science
May 2011
GRADE 8



MARKING INSTRUCTIONS

USE NO 2 PENCIL ONLY

CORRECT MARK **INCORRECT MARKS**

The information below must be completed for any student without a preprinted student identification label.

STUDENT NAME																												
LAST NAME																		FIRST NAME						MI				
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STATE ASSIGNED STUDENT ID									
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

BIRTH DATE			
Month	Day	Year	
JAN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FEB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MAR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
APR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
JUN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
JUL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AUG	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SEP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OCT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NOV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DEC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

AFFIX STUDENT ID LABEL HERE

The information below must be completed if there is no label.

STUDENT NAME:
SCHOOL NAME:
DISTRICT NAME:



1 1234567890

***Place other label on corresponding Student Test Booklet**

Tips for Success Before Testing

- **Utilize** the *Principal/Test Coordinator Manual*.
- **Do not** separate the answer booklets from the test booklets, as they are paired by test form.
- **Plan ahead:** arrange for space and order additional materials, if necessary, for read aloud and/or small group accommodations.
- **Do not** transfer or transport student ID labels **OR** test materials from one location/program/district to another. (See page 11 or call the NECAP Service Center for guidance.)
- **Save the original boxes** and UPS return service labels for shipping materials back to Measured Progress.
- Help teachers create an environment that will motivate students to do their best!



Frequently Asked Questions Before Testing

Q: I need multiple copies of the same test form in order to administer the test to a small group of students with the same accommodation(s). What should I do?

A: In specific situations like this one, you may collect enough copies of the same test form from different packs of test materials. If you are unable to collect enough copies, call the NECAP Service Center to request the number of copies of a specific form that you require.



Q: Where can I find the Practice Tests, Released Items, and Teacher Tips document?

A: These materials are available on the RIDE website:

http://www.ride.ri.gov/Instruction/science.aspx#practice_test

They should be downloaded and copied in the school. These are not required materials; schools may decide whether or not to provide these materials to students.



During Testing


- ❑ Distribute test materials to test administrators shortly before the start of the first testing session. Include an additional set of test materials for the test administrator to use while giving directions.
- ❑ Test coordinators should be actively involved in test administration through careful supervision and monitoring of the administration and test security procedures described in the manual.
- ❑ Maintain test security (pages 2 & 11).
- ❑ Track and appropriately document students who move during testing (page 18).

Students Who Move During Testing

BLANK REASON—Answer booklet is blank in one or more sessions for the following reason:	
SCIENCE	
<input type="radio"/>	Student withdrew from school after May 9, 2011.
<input type="radio"/>	Student enrolled in school after May 9, 2011.
<input type="radio"/>	State-approved special consideration.
<input type="radio"/>	Student was enrolled on May 9, 2011, and did not complete test for reasons other than those listed above.

Do **not** write VOID on the booklet if any of these options accurately represents the student's situation.

Do **not** return in the Special Handling Envelope.



Test administrators may not comment on any student work. Test administrators may not help students in any way except during the general instructions, when students are completing the *Student Questionnaire*, or as specified in the *Test Administrator Manual*.



Frequently Asked Questions During Testing

Q: A student was absent and missed Session 1 yesterday. We are beginning Session 2 today. How do we proceed?

A. Have the student begin Session 2 and continue to follow the test schedule with the rest of the group. Schedule a make-up testing time for the student to complete Session 1 as soon as possible. Make-up testing may begin immediately following the scheduled administration of a test session.



**Q: I have a student with a broken hand/arm.
Should I still test him or her?**

A: Yes. The student may utilize an “R” (Response) accommodation following a quick consultation among the principal, teacher, and parents if possible (abbreviated team meeting). Please contact your DOE for further guidance on special consideration/medical exemption.

After Testing

- ❑ Collect and inventory all test materials from test administrators
- ❑ Check all used answer booklets for the following:
 - ✓ no scratch papers or Post-its are attached to or inserted in the booklets
 - ✓ the cover has a student ID label or the appropriate information bubbled in (page 20 and Appendix C)
 - ✓ page 2 is completed, as needed (page 20 and Appendix C)

After Testing

Type of Envelope	Material to Insert
“For Return of Used Answer Documents Only”	All used answer booklets, except those below.
“Special Handling”	Any test or answer booklets requiring special attention (see page 20 for details)
“For Return of Large-Print Tests”	All materials associated with a used large-print test
“For Return of Braille Tests”	All materials associated with a used Braille test
“For Return of Inquiry Booklets”	All Inquiry Booklets
“For Return of Scratch Paper”	All student scratch paper

After Testing

- ❑ Complete the online *Principal's Certification of Proper Test Administration* for each grade tested (page 21). Refer back to the inventory you verified on the *Material Summary Form* before testing.
- ❑ Complete the online *Principal/Test Coordinator Questionnaire* (page 21).
- ❑ Pack test materials for return to Measured Progress according to outline on page 23 of the manual. All secure materials (including scratch paper) must be returned to Measured Progress. Affix one UPS return service (RS) label to each box (page 23).

Tips for Success After Testing


- ▶ Proper verification of student answer booklets and proper packing of materials being returned to Measured Progress helps facilitate timely reporting of student, school, and district results (pages 22–23).
- ▶ When completing the *Principal's Certification of Proper Test Administration*, note that large-print and Braille kits contain and are counted as two test booklets: The standard size test booklet and the Braille/large-print test booklet.
- ▶ Completing the online *Principal's Certification of Proper Test Administration* promptly will prevent repeated follow-up calls to your school from the NECAP Service Center.



Frequently Asked Questions After Testing


Q: Where do I find my password for completing the online *Principal's Certification of Proper Test Administration* or for ordering additional student ID labels?

A: Your password can be found in two places: on the green instruction sheet for the *Principal's Certification of Proper Test Administration* that came in the administrative materials box, or the white instruction sheet for ordering labels that came in the envelope with your student ID labels. The same password can be used for both tasks. If you have difficulty locating your password, or if your password is not working, please contact the NECAP Service Center. (See page 21 in the manual for more details.)



Q. It is 11:00 a.m. (May 27), why hasn't UPS arrived to pick up our NECAP materials yet?

A. UPS is scheduled to arrive at your school on Friday, **May 27** to pick up your boxes. UPS can arrive anytime during school hours; therefore, all test materials must be packed by **8:00 a.m.** UPS will not wait for you to complete packing the materials. Materials must remain secure until they are picked up by UPS. Do not contact UPS directly. Prior arrangements have been made by Measured Progress specifically for the pick up of NECAP test materials. Please note that the pickup may not be made by your regular UPS personnel at your regularly scheduled time. **This is the ONLY scheduled pick-up date.** If your materials have not been picked up by the end of the day, please contact the NECAP Service Center and we will arrange for another pick up.



Q: I did not receive enough or cannot find UPS return service labels for all my boxes. What should I do?

A: Contact the NECAP Service Center. If time allows before the pick-up date we will order and ship you more UPS return service labels. If time does not allow, we will email you a label. (We will need your email address.) Please print out label and affix, securely, to box. Clear packing tape placed over the label works the best.



Q: When should I write “VOID” on an answer booklet?

A: Some reasons include

- ▶ Student used multiple answer booklets and work was transcribed into one answer booklet by an administrator. Then “VOID” the original answer booklet.
- ▶ A student ID label was affixed to an answer booklet for a student who was not enrolled in the school as of May 9, 2011.
- ▶ A student ID label was affixed to an answer booklet for a student who participated in the alternate assessment in the 2010–2011 school year.



Q: What happens if I write “VOID” on an answer booklet?

A: Booklets with “VOID” written on them are **not** processed or scored, even if there is student work in them. If you mistakenly voided a booklet and need it to be processed, return it in the “Special Handling” envelope with a note explaining what happened.

Questions?



Thank you very much for your help in coordinating the New England Common Assessment Program.