



**NEW ENGLAND
COMMON ASSESSMENT PROGRAM**

***Principal/Test Coordinator Manual
Science - Grades 4, 8 & 11***

May 11-28, 2009

NECAP Service Center: 1-877-632-7774

<http://iservices.measuredprogress.org>

Contact Information

General Information

If you have any questions regarding the New England Common Assessment Program (NECAP) or procedures for administering the NECAP tests, contact the Measured Progress NECAP Service Center at 1-877-632-7774. The service center is open Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

If you need to order additional NECAP test materials, go to <http://iservices.measuredprogress.org> and follow the on-screen instructions. (See page 12 of this manual for more information.)

NECAP Policy Information

If you have any questions or suggestions regarding NECAP policy, please contact:

Tim Kurtz, Director of Assessment

New Hampshire Department of Education
101 Pleasant Street, Concord, NH 03301-3860
603-271-3846
www.ed.state.nh.us

Mary Ann Snider, Director of Instruction, Assessment, and Accountability

Rhode Island Department of Elementary and Secondary Education
255 Westminster Street, Suite 512, Providence, RI 02903
401-222-8492
www.ride.ri.gov

Michael Hock, Director of Assessment

Vermont Department of Education
120 State Street, Montpelier, VT 05620-2501
802-828-3115
www.state.vt.us/educ/

TEST SECURITY

All test items and responses to those items in the New England Common Assessment Program are secure and may not be copied or duplicated in any way, or retained in the school after testing is completed.

Important Dates

All NECAP science test materials delivered by this date	May 1, 2009
Test administration window.....	May 11–28, 2009
Last day to order additional labels	May 8, 2009
All orders of additional labels shipped to schools	May 15, 2009
Last day for NH and RI schools to request special considerations	May 28, 2009
UPS pickup for all test materials.....	May 29, 2009

New This Year

Online *Principal’s Certification of Proper Test Administration* (see page 20 for more details)

It is no longer necessary to return a printed and signed copy of this form. The *Principal’s Certification of Proper Test Administration* will now be completed entirely online and your digital signature will affirm a proper test administration.

Online *Principal/Test Coordinator Questionnaire* (see page 20 for more details)

The *Principal/Test Coordinator Questionnaire* can only be completed online this year as part of the *Principal’s Certification of Proper Test Administration*. You will not need to log in separately to complete this questionnaire. Please see Appendix E for a preview of the questions that will appear on the questionnaire.

Appendix of frequently asked questions (see Appendix D, page 27, for more details)

A new “Frequently Asked Questions” appendix has been added to this manual. It contains answers to the most common questions that are asked about the administration of the NECAP science assessment.

Removal of the Alternate Assessment bubble from page 2 of the answer booklet

This year, it is no longer necessary to return an answer booklet for students who participated in your state’s alternate assessment program during the 2008-2009 school year. Therefore, the “Student completed Alternate Assessment” bubble has been removed from the “Blank Reason” box on page 2 of the answer booklet. Students who participated in the alternate assessment in the 2008-2009 school year are not required to take the 2009 NECAP science assessment.

Student name line added to front cover of answer booklet

As an additional way to help identify answer booklets, a line for each student’s name has been added to the upper left corner of the answer booklet cover. For **all** students, whether or not they have a student ID label, please ensure that they have written their name on this line.

NimbleTools® accommodations package for grade 11

Some pre-registered grade 11 students will take a computer-based version of the science test using accommodations software called NimbleTools®. Schools who registered students for NimbleTools will receive a memo, CD, and manual with their administrative materials. Any questions about NimbleTools should go to the help desk number in the NimbleTools manual or to Jen Higgins at Nimble Assessment Systems at jen@nimbletools.com. Please note: NimbleTools only covers multiple-choice test items. Students using NimbleTools will need to complete constructed-response items in their regular NECAP answer booklet.

Checklist for Principals and Test Coordinators

Please note: this checklist is provided as a summary only. For detailed information on each of the tasks below, refer to the page number in parentheses. It is essential that you thoroughly read this entire manual in order to ensure the proper administration and security of all NECAP tests.

Before testing:

- Determine the testing schedule for your school, including students who require accommodations and make-up testing (page 5)
- Receive and inventory test materials (page 8)
- Order additional testing materials, as needed (page 12)
- Order student ID labels for students for whom a label was not provided (page 12)
- Prepare test booklets: count out booklets for each test administrator and affix student ID labels (page 13)
- Conduct a NECAP test administration training session with all test administrators (page 15)
- For grade 4 only, determine the location(s) in your school where the inquiry task will be administered, and establish a plan for grouping students (pages 15 & 31)
- Communicate your test security plan to all administrators (pages 2 & 11)

During testing:

- Maintain security of test materials between testing sessions (page 11)
- Observe test administration in your school(s) and be available to answer questions as necessary (page 17)
- Manage logistics and testing of students who move in or out of your school during test administration (page 17)

After testing:

- Collect and inventory all test materials from test administrators (page 18)
- Check all used answer booklets for the following:
 - no extra papers are attached to or inserted in the booklets (page 18)
 - the cover has a student ID label or the appropriate information bubbled in (page 19)
 - page 2 is completed, as needed (page 19)
- Insert all used answer booklets into the grade-appropriate envelope(s) labeled “For Return of Used Answer Documents Only” (page 21)
- Insert any used large print, Braille, and/or materials requiring special handling into the envelopes provided for their return (page 18)
- Complete the online *Principal’s Certification of Proper Test Administration* for each grade tested (page 20)
- Complete the online *Principal/Test Coordinator Questionnaire* (page 20)
- Pack all test materials in shipping boxes for return to Measured Progress. All secure materials (including scratch paper) must be returned to Measured Progress. Affix one UPS return service (RS) label to each box (page 22)

Table of Contents

CONTACT INFORMATION	<i>i</i>
General Information	<i>i</i>
NECAP Policy Information.....	<i>i</i>
Important Dates	<i>ii</i>
New This Year	<i>ii</i>
CHECKLIST FOR PRINCIPALS AND TEST COORDINATORS.....	<i>iii</i>
THE NEW ENGLAND COMMON ASSESSMENT PROGRAM.....	1
Background.....	1
Structure and Format of the Science Test	1
Test Coordinator’s Responsibilities.....	2
Test Security (Before, During, and After Testing).....	2
Breaches in Test Security	2
BEFORE TESTING.....	3
Preparation for Test Administration	3
Manuals	3
Student Participation and Accommodations	3
Who Should Be Tested?	3
Determining How Students Will Participate Using Accommodations.....	4
Other Accommodations.....	4
Document Accommodations	4
Scheduling Test Sessions.....	5
Test Materials.....	8
Inventory Test Materials	8
Quantities of Test Booklets and Answer Booklets	8
Quantities of Other Materials	8
Packaging of Test Materials	9
Storing and Access to Test Materials	11
Student ID Labels.....	11
Ordering Additional Materials	12
Ordering Additional Student ID Labels.....	12
Ordering Other Additional Materials	12
Prior to Test Administration	13
Preparing Test and Answer Booklets for Testing.....	13
Optional Reports.....	14
Designating Test Administrators.....	14
Preparing Test Administrators.....	15
Equipment and Materials Permitted During Test Administration.....	15
Equipment and Materials Prohibited During Test Administration.....	16
Ancillary Test Materials	16

DURING TESTING	17
Test Administration	17
Distributing Test Materials	17
Monitoring Test Administration	17
Students Who Move During Testing	17
AFTER TESTING	18
Collecting Materials After Testing	18
Special Materials	18
Braille and Large-Print Tests.....	18
Special Handling Envelope	18
Verifying Student Information on Answer Booklets	19
Completing the Online Principal’s Certification Form	20
Completing the Online Principal/Test Coordinator Questionnaire	20
Preparing Test Materials for Return	21
Preparing Answer Booklets.....	21
Preparing Other Test Materials.....	21
Do Not Return the Following Materials	21
Shipping Test Materials Back.....	22
Appendix A: Materials Summary Form	23
Appendix B: Page 2 of the Answer Booklet.....	24
Appendix C: Instructions for Completing Student Information on Answer Booklets	25
Appendix D: Frequently Asked Questions	27
Appendix E: Principal/Test Coordinator Questionnaire	29
Appendix F: Guidelines for Grouping Students in Session 3.....	31
Appendix G: Table of Standard Test Accommodations.....	32

The New England Common Assessment Program

Background

The New England Common Assessment Program (NECAP) is the result of collaboration among New Hampshire, Rhode Island, and Vermont to build a set of assessments for grades 3 through 8 and 11 to meet the requirements of the No Child Left Behind (NCLB) Act. The states decided to work together for three important reasons:

- Working together brings a team of assessment and content specialists together with experience and expertise greater than any individual state.
- Working together provides the capacity necessary for the three states to develop quality, customized assessments consistent with the overall goal of improving education.
- Working together allows the sharing of costs in the development of a customized assessment program of a quality that would not be feasible for any individual state.

Structure and Format of the Science Test

NECAP is a comprehensive set of tests that cover a broad range of learning expectations in science administered at grades 4, 8, and 11; reading and mathematics administered at grades 3 through 8 and 11; and writing administered at grades 5, 8, and 11. The science assessment targets were developed and adopted collaboratively by the departments of education in New Hampshire, Rhode Island, and Vermont. Full documentation of the learning expectations for each grade is posted on the individual state department of education's websites.

The NECAP science tests include the following types of items:

Sessions 1 & 2

- multiple-choice items (1 point each), which require students to select the correct answer from four possible responses; and
- constructed-response items (4 points each), which require students to respond to a question by using words, pictures, diagrams, charts or tables to fully explain their response.

Session 3

- Short-answer items (2 points each) and constructed-response items (3 points each), which require students to apply inquiry skills to a scientific situation and respond using words, pictures, diagrams, charts, or tables to show their thinking and explain their response.

Test Coordinator’s Responsibilities

Test coordinators are vital to the success of the NECAP. For this reason, the instructions given in this manual and in each grade-specific *Test Administrator Manual* must be followed closely by each principal/test coordinator and test administrator.

The test coordinator’s primary responsibilities include:

- serving as the school’s contact person for Measured Progress
- coordinating all test-related activities
- preparing test administrators to administer the NECAP science test according to the directions in the *Test Administrator Manual*
- overseeing the inventory, distribution, collection, and return of all test materials
- ensuring the security of all test materials and compliance with test administration procedures

Test Security (Before, During, and After Testing)

The test coordinator is responsible for ensuring the security of materials for the NECAP tests. The test coordinator must notify test administrators and anyone else who has access to the test materials that all test booklets and answer booklets are secure and must not be released, copied, or duplicated before or during testing or retained in the school in any way after testing is completed. To protect the security of the test, all test administrators must carefully follow the instructions in the manuals for administering the test and handling materials. Keep the test booklets secure at all times. Any loss of test materials should be reported immediately to Measured Progress, to your superintendent, and to your state department of education.

<p>Using secure test material to prepare students in any way for this test administration is a violation of test security and testing procedure.</p>

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. (See page *i* of this manual for contact information.)

Before Testing

Preparation for Test Administration

Manuals

The *Principal/Test Coordinator Manual* and each grade-specific *Test Administrator Manual* outline all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful NECAP administration. Please read this manual and a *Test Administrator Manual* to become familiar with the test administration procedures. Make note of any special arrangements that will be necessary for your school.

Student Participation and Accommodations

Who Should Be Tested?

NCLB makes clear in its title that schools are accountable for all students. The three NECAP states are equally committed to supporting the inclusion of all students in assessment by using elements of universal design in the NECAP tests and by developing alternate assessments for the small percentage of students who cannot participate in the NECAP tests.

All students enrolled in the school as of May 11, 2009 are required to participate in NECAP with the following exceptions:

- Students who completed the alternate assessment for the 2008–2009 school year.
- Students who have state-approved special considerations. Each state department of education has a process for documenting and approving circumstances that make it impossible or not advisable for a student to participate in state testing. The following table outlines the procedure for each state.

State	Procedure for approval for special considerations	Contact
NH	<ul style="list-style-type: none">○ Each student MUST be registered with the state○ A <i>Request for Medical Exemption from NH Statewide Assessment</i> form must be submitted (available on the NH DOE website)○ You must receive written acknowledgement from the NH DOE○ Requests are due no later than 5/28/09	Tim Kurtz 603-271-3846
RI	<ul style="list-style-type: none">○ RI state-approved special considerations are for medical reasons, personal crisis, family emergency, and court order○ A written request, signed by your superintendent, must be submitted to RIDE to obtain approval○ Requests are due no later than 5/28/09	Mary Ann Snider 401-222-8492
VT	<ul style="list-style-type: none">○ VT state-approved special considerations are for medical reasons, personal crisis, family emergency, and court order○ Contacting the department for approval is not necessary; the <i>Participation Verification</i> form mailed to schools after assessment will be the basis for approval	Mary Ann Minardo 802-828-5410

Determining How Students Will Participate Using Accommodations

The NECAP states have agreed upon a common set of allowable accommodations. Accommodations are available to all students on the basis of individual need regardless of disability status. For detailed information on planning and implementing accommodations, refer to the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* available on each state’s department of education website. The *Table of Standard Test Accommodations* is in Appendix G of this manual and is also included in the *Test Administrator Manual*.

Decisions regarding accommodations must be made by the student’s educational team on an individual basis. Accommodations must be consistent with those used during the student’s regular classroom instruction, including test taking. Parents must be informed of the decision to use accommodations and be given an opportunity to provide input.

Other Accommodations

If the decision of the student’s educational team requires an accommodation not listed in the *Table of Standard Test Accommodations*, you must contact your state department of education in advance of testing for specific instructions on coding the “Other Accommodations (E)” and/or “Modifications (F)” section. (Refer to the table below for contact information.) Any accommodation(s) used must be consistent with those used during the student’s regular classroom instruction.

Use of an accommodation in the “Modifications (F)” section will invalidate the session(s) in which it was used and no credit will be given. It is important to take this into consideration when choosing whether or not to allow a modification. Additionally, the use of an accommodation in the “Other Accommodations (E)” section without state approval will invalidate the session(s) in which it was used.

Document Accommodations

All accommodations used during any test session must be recorded by authorized school staff on page 2 of the answer booklet in the “Accommodations Used” section. A sample page 2 of an answer booklet is in Appendix B of this manual.

If you have any further questions regarding the use of accommodations or approval for non-standard accommodations and/or modifications, please contact the DOE personnel from your state listed below:

NH	Gaye Fedorchak: 603-271-7383, gfedorchak@ed.state.nh.us
RI	Mary Ann Snider: 401-222-8492, maryann.snider@ride.ri.gov
VT	Cindy Moran: 802-828-0646, cindy.moran@state.vt.us, or Greg Wylde: 802-828-1338, greg.wylde@state.vt.us

Scheduling Test Sessions

The testing window is May 11–28, 2009. All testing, including accommodations and make-up testing, must be completed by May 28, 2009. Each school is responsible for creating its own testing schedule but should consider religious holidays and/or local events that may impact students' ability to participate. Schools should plan on make-up test sessions at the end of the assessment window for students who miss testing for any reason, including absences for religious holidays. Make-up testing may begin immediately following the scheduled administration of a test session. No student should be scheduled for a make-up session prior to the scheduled administration of that test session.

Ideally, each test session should be administered when and where students are most likely to do their best. Test activities for each grade include time at the beginning of testing for general test instructions and time at the end for completing the *Student Questionnaire*. (The *Student Questionnaire* is optional in Vermont.)

Except for make-up sessions, **the test sessions must be taken in the order presented in the test booklet.** The following table describes the requirements of each state for simultaneously administering test sessions:

NH and VT	All students at a particular grade level within a school must be scheduled to take the same test session simultaneously.
RI	All students at a particular grade level within a district must be scheduled to take the same test session simultaneously.

Be sure that the test sessions do not conflict with regularly scheduled daily activities such as recess, snack breaks, and lunch; sufficient time should be allowed for continuous administration of each test session. Refer to the tables on the following pages for the science testing schedule information for each grade level.

For all grades, Sessions 1 and 2 of the science test are designed to be completed in approximately 45 minutes. However, recognizing that students work at different rates, NECAP tests are not strictly timed. Students are allowed up to an additional 45 minutes to complete Sessions 1 and 2 as long as they are working productively. Therefore, schedule 90 minutes for Session 1 and 90 minutes for Session 2. Students who will need more than 90 minutes per session must have an extended time accommodation determined prior to testing.

For grade 4, Session 3 is an inquiry task designed to be completed in approximately 75 minutes (including directions) and is divided into parts where students first work collaboratively and then answer questions on their own. It is recognized that for a test administration of a task of this type—where students may need to perform the collaborative portion in a separate location—additional time may be required in any or all parts of this session. Therefore, schedule 120 minutes of uninterrupted time for administering Session 3. Students who will need beyond 120 minutes for Session 3 must have an extended time accommodation determined prior to testing. The inquiry task kits must be set up by test administrators **before** students arrive for Session 3 testing. This setup should take about 15 minutes.

For grades 8 and 11, Session 3 is designed to be completed in 60 minutes (including directions), and students will work individually for the entire session. Therefore, for grades 8 and 11 schedule 60 minutes for Session 3. Students who will need beyond 60 minutes for Session 3 must have an extended time accommodation determined prior to testing.

If students complete a test session early, those students may go back and check work **in that session of the test only** or close their test booklets and sit quietly. Students may not work on any other session of the test. Since some students will finish early, it is important for them to be quietly occupied with non-science reading material (fiction, nonfiction) so they will not disturb those students who require more time.

Testing Schedule Grade 4		
Test Session	Test Activity	Scheduled Time (in minutes)
General Instructions	General testing directions	5
Session 1 – Science	Directions	5
	Testing (25 multiple choice and 3 constructed response)	90
Session 2 – Science	Directions	5
	Testing (26 multiple choice and 3 constructed response)	90
Before Session 3	Teacher(s) setting up materials before students arrive for testing	15
Session 3 – Inquiry Task	Directions/Demonstrating materials/Making predictions	15–30
	Directions/Performing the inquiry task (in groups)/Cleaning up	30–45
	Testing (students working individually, 8 questions)	30–45
Student Questionnaire	Questionnaire	20

Testing Schedule Grade 8		
Test Session	Test Activity	Scheduled Time (in minutes)
General Instructions	General testing directions	5
Session 1 – Science	Directions	5
	Testing (25 multiple choice and 3 constructed response)	90
Session 2 – Science	Directions	5
	Testing (26 multiple choice and 3 constructed response)	90
Session 3 – Inquiry Task	Directions	5
	Testing (8 questions)	55
Student Questionnaire	Questionnaire	20

Testing Schedule Grade 11		
Test Session	Test Activity	Scheduled Time (in minutes)
General Instructions	General testing directions	5
Session 1 – Science	Directions	5
	Testing (25 multiple choice and 3 constructed response)	90
Session 2 – Science	Directions	5
	Testing (26 multiple choice and 3 constructed response)	90
Session 3 – Inquiry Task	Directions	5
	Testing (8 questions)	55
Student Questionnaire	Questionnaire	20

Test Materials

Inventory Test Materials

- Check that all materials for each grade have been received by May 1, 2009
- Count the number of materials received and compare with the included *Materials Summary Form*; report any discrepancies by calling the NECAP Service Center
- Locate the green instructions sheet for the *Principal's Certification of Proper Test Administration*, shipped with the materials for the lowest tested grade in your building, and keep it in a safe place until completion of testing
- Save the boxes that the materials were shipped in and the included return service (RS) labels for returning materials to Measured Progress when testing is complete

Please read below for more details

Test materials will be delivered to schools via UPS (United Parcel Service). There will be a separate shipment for each grade tested, and the shipments may not arrive on the same day. Please alert your school staff to notify you **immediately** upon receipt of the test materials. Testing materials can be easily identified by the Measured Progress information on the boxes. **If you have not received all test materials by May 1, 2009, please call the NECAP Service Center at 1-877-632-7774.**

Inventory the test materials immediately upon receipt. The *Materials Summary Form* included in the box labeled "Administration Materials Enclosed" provides the total number of materials shipped to your school for each grade. (A sample *Materials Summary Form* is shown in Appendix A.) Using the *Materials Summary Form*, mark the quantity of each item shipped in the "Qty Received" column. This is your record of what was received. It is important that all materials are counted **prior** to testing. Any discrepancy between what is on your *Materials Summary Form* and the actual count must be reported immediately to the NECAP Service Center. A separate form, titled *Packing Slip *Secured Material**, provides a detailed list of the contents of each box and lists the bar code numbers that appear on the test booklets only; you are not required to record or track these bar codes.

Quantities of Test Booklets and Answer Booklets

The quantity of test materials that Measured Progress sends each school is based on projected enrollment information provided by your state department of education. An overage of 10% has been added to each school's enrollment to account for new students who may have enrolled after the numbers were submitted.

The number of test booklets and answer booklets contained in each shrink-wrapped pack is indicated by a sticker on the front of the pack. Since every test booklet shipped to a school **must** be returned, verify the quantity of booklets contained in each shrink-wrapped pack and immediately report any discrepancies to Measured Progress.

Quantities of Other Materials

One *Principal/Test Coordinator Manual* will be sent in the box of materials for the lowest grade level tested in the school. Each school will also receive a set of instructions with a password for completing the online *Principal's Certification of Proper Test Administration* form and the online *Principal/Test Coordinator Questionnaire*. The quantity of *Test Administrator Manuals* and *Test Administrator Questionnaires* is based on a ratio of about one for every 12 students enrolled in the school at each grade

level. Additional manuals can be photocopied or downloaded from each state’s department of education website. In grades 8 & 11, the number of science reference sheets shipped will be equal to the number of test booklets and answer booklets shipped.

Packaging of Test Materials

Schools will receive several boxes of test materials. One box will include test administration materials. The other boxes will contain the tests. The sequence of how test materials are packed in boxes for each grade in the school is listed below and on the following pages.

Administrative materials box	
NECAP material	Notes
<i>Materials Summary Form</i>	Use this form to inventory material and check quantities under the headings “Qty Received” and “Qty Returned”.
<i>Principal’s Certification of Proper Test Administration</i> instruction sheet (green)	Your username and password are provided on this instruction sheet. The online form must be completed by the principal for each grade tested.
UPS return service labels	Save these labels until after testing. Affix one label to each box when returning test materials.
Envelope containing student ID labels and instructions for ordering additional labels	Additional labels may be ordered until May 8. In RI and VT, the instruction sheet will include your username and password. (See page 12 for details.)
White paper envelope labeled “Administrative Forms” which will also contain the school name and school code	Use this envelope to return the completed answer sheets for the <i>Test Administrator Questionnaire</i> .
White plastic envelopes labeled with the grade and “For Return of Used Answer Documents Only”	Return ALL used answer booklets in these envelopes only. Do not return used answer booklets loose in the box.
White plastic envelope labeled “Special Handling” in red lettering	This envelope should be used for any test materials needing extra attention. Attach an explanatory note with any test materials returned in this envelope. (See page 18 for a list of materials that require special handling.)
White plastic envelope labeled “For Return of Scratch Paper”	All notes, rough drafts, scratch paper, etc., used by students must be removed from student booklets and returned in this envelope. Only return scratch paper in this envelope.
White plastic envelope labeled “For Return of Large-Print Tests” (if applicable)	Return large-print test forms and accompanying regular answer booklet in this envelope.
White plastic envelope labeled “For Return of Braille Tests” (if applicable)	Return Braille test forms and accompanying regular answer booklet in this envelope.
White plastic envelope labeled “For Return of Inquiry Booklets” (Grade 4 only)	Return all used inquiry booklets in these envelopes (Grade 4 only)
<i>Test Administrator Manual(s)</i>	Extra copies may be duplicated at your school, if needed, or downloaded from your state’s department of education website.

<i>Principal/Test Coordinator Manual</i>	Each school will receive one manual in the shipment for the lowest grade in the school. Extra copies may be duplicated at your school, if needed, or downloaded from your state’s department of education website.
<i>Test Administrator Questionnaires</i>	Additional copies of the questionnaires can be made if needed. Answers should be recorded on the included scannable answer sheet.
<i>Test Administrator Questionnaire answer sheets</i>	The completed questionnaire answer sheets should be returned in the “Administrative Forms” envelope. These cannot be photocopied if additional forms are needed.

Boxes of test booklets	
NECAP material	Notes
<i>Packing Slip *Secured Material*</i>	This document provides the barcode numbers assigned to secure test booklets in each box. You are not required to record or track barcodes or do anything with this packing slip.
Large-print test forms (if applicable)	The large-print version of the test comes with a regular answer booklet. The test administrator must transcribe the student’s answers into this booklet.
Braille test forms (if applicable)	The Braille version of the test comes with a regular answer booklet. The test administrator must transcribe the student’s answers into this booklet.
<i>Student Questionnaire</i> (in packs of 15, 10, 5, and singles)	Students should record their responses to the student questionnaire in the “Student Questionnaire” section on the back page of their answer booklet.
Test Booklets and Answer Booklets (in packs of 15, 10, 5, and singles)	The number of test booklets and answer booklets included in each shrink-wrapped pack is indicated on the front of the pack. The same quantity of reference sheets is also included in the back of each pack (Grades 8 and 11 only).
ShakeMap (in packs of 15, 10, 5, and singles) Grade 11 only	Every grade 11 student should receive a ShakeMap at the start of Session 3.
Inquiry Booklets (in packs of 15, 10, 5, and singles) Grade 4 only	Every student in grade 4 should receive an inquiry booklet at the start of Session 3.
Inquiry Task Placemats (in packs of 10, 5, and singles) Grade 4 only	As part of test materials setup for Session 3, test administrators need to ensure each setup includes a placemat.
Inquiry Task Kits (in boxes of 10, 5, and 1) Grade 4 only	Each box contains kits for the collaborative portion of Session 3, including instructions for test administrator setup. Each kit is designed for two students to share; however, students may also work in groups of three or on their own if circumstances require it.

Save the original shipping boxes for the return of test materials. Each box contains a preprinted bar code label identifying test materials for your school. **Do not remove, destroy, or deface this label**, because the information on the label will expedite tracking of returned material.

One UPS return service label will be sent for each box. Save all return service labels in a secure place until preparing to return materials.

Storing and Access to Test Materials

Designate a locked and secure location for the storage of all test materials—including the Inquiry Task Kits—when they are not being used by students. Under no circumstances should anyone have access to test materials other than individuals designated to be directly involved with test distribution or administration and students enrolled in grades 4, 8, and 11. The test coordinator is responsible for protecting test materials from being viewed by unauthorized individuals from the time the materials are received at the school until the materials are picked up by UPS.

Test items and student responses may be viewed only by test administrators for the purpose of test administration and only to the extent necessary for proper test administration. Under no circumstances should individuals not involved in test administration be given access to NECAP test materials.

Duplication of test booklets and answer booklets is strictly forbidden, including, but not limited to, audiotaping, videotaping, photocopying, photographing, and handwritten copying. No test materials of any kind may be retained, discarded, recycled, removed, or destroyed. Any loss of test materials must be reported immediately to Measured Progress, your superintendent, and your state department of education.

Student ID Labels

Student ID labels are used to minimize effort for schools during testing and ensure the accuracy of student demographic information. Student ID labels for students in each grade will come packed in the administrative forms box for that grade. Schools will receive two identical labels for students in grades 4, 8, and 11.

Student ID labels were based on reporting data from the fall 2008 NECAP test administration; therefore, you may receive labels for students no longer enrolled in your school, be missing labels for some students who recently enrolled, or receive labels containing incorrect student information. It is critical to attend to each situation in the following way:

Missing labels for students enrolled in your school: You may order additional labels for students enrolled in your school who did not receive a label by following the procedure on the following page. Additional labels must be ordered by May 8, 2009.

Student ID labels containing incorrect information: The student name and school name **must** be correct for the label to be used. If that information is incorrect, **do not use the label**. Please throw it away and follow the procedure on the following page for ordering additional labels. However, if the grade or birth date is incorrect, you may still use the label.

Student ID labels for students NOT in your school: Labels are created for specific schools and are not transferable to other schools. Throw away any labels received for students not enrolled in your school. **Do not** forward labels to other schools. **Do not** affix these labels to test booklets or answer booklets.

Ordering Additional Materials

Ordering Additional Student ID Labels

Schools have the opportunity to order additional labels for students who did not receive labels in the original shipment or to replace labels with incorrect information, using the procedure outlined below. Orders for additional labels must be received by May 8, 2009. After May 8, use the procedures for “Students who never receive a student ID label” in the next section. All orders for additional labels will be shipped one time, on May 15, 2009.

State	Procedure for ordering additional student ID labels	Contact
NH	Call your district i4see contact to submit all requests for additional labels. May 7 is the last day for i4see submissions.	District i4see contact
RI	Go to http://iservices.measuredprogress.org . Detailed instructions, including your password, were sent in the envelope containing your original labels. You will need a student name, birth date, gender, and race/ethnicity for each label ordered.	Van Yidana 401-222-8488
VT	Go to http://iservices.measuredprogress.org . Detailed instructions, including your password, were sent in the envelope containing your original labels. You will need a student name, birth date, and gender for each label ordered.	Mary Ann Minardo 802-828-5410

Students who never receive a student ID label: If you are unable to obtain a label for any student, you must complete the student information on the front cover and page 2 of the answer booklet.

State	Procedure for completing answer booklets for students without a label	
	Front cover	Page 2
NH	Student name, state assigned student ID, and birth date	No student demographic information is required
RI	Student name and birth date	Gender, Primary Race/Ethnicity, LEP, IEP, SES, Migrant, 504 Plan, Title 1A
VT	Student name and birth date	Gender, Primary Race/Ethnicity, LEP, IEP, SES, Migrant

Ordering Other Additional Materials

To order additional materials other than labels, please follow the process listed below.

<input type="checkbox"/> Locate your “MP ship code” in the top left row on your <i>Materials Summary Form</i> ; you will need this to access your school’s account <input type="checkbox"/> Go to http://iservices.measuredprogress.org <input type="checkbox"/> Select “New England Common Assessment Program” from the drop-down list and click “Enter” <input type="checkbox"/> Select “Order Additional Materials” from the left column and follow the online instructions <input type="checkbox"/> Order before 2:00 p.m. in order for materials to ship on the same day <input type="checkbox"/> Contact the NECAP Service Center (1-877-632-7774) if you have problems placing your order

Prior to Test Administration

Preparing Test and Answer Booklets for Testing

- Count out enough booklets for each test administrator and the group of students to whom they will administer the test
- Affix student ID labels to the appropriate booklets. Students in grades 4, 8, and 11 receive two labels—one for the test booklet and one for the answer booklet
- Braille booklets, large-print booklets, and grade 4 inquiry booklets do not require a label
- For students who do not have a label, and who will not be receiving a label, please complete the appropriate student information sections on the front cover and page 2 (see page 12 for details)

Please read below for more details

Test booklets and answer booklets are shrink-wrapped together in packs of 15, 10, 5, and as singles. Shrink-wrapped packs may be split to accommodate the number of students in any one testing group within a grade level at the school. Each pack contains a mix of test forms—do not reorder the test forms when distributing them to test administrators.

Students in grades 4, 8, and 11 will receive a separate test booklet and answer booklet. The answer booklet comes inserted in the test booklet; they must stay together because the answer booklets are specific to each test form. Student identification information must be provided on the Student test booklets and answer booklets before testing begins.

IMPORTANT: Do not separate the answer booklets from the test booklets as they are paired by test form. In the event that the documents do become separated, you will need to match the form number on the front cover of the test booklets with the bracketed portion of the number printed on the bottom right corner of the answer booklets. In the sample below, the brackets indicate form 4.

1 6 0 4 2 3 1 3 4 8

Affixing student ID labels:

- For students with student ID labels, affix one label to the answer booklet in the space provided in the lower right corner of the front cover. Affix the second label to the front cover of the corresponding test booklet in the space provided.
- No label is necessary for the large-print test form, Braille test form, or grade 4 Inquiry Booklet. Affix student ID labels to the regular test booklet and regular answer booklet included in the Braille or large-print kit.
- For students enrolled in your school without student ID labels, write the student name, school name, and district name on the lines provided in the lower right corner of the front cover of the answer booklet. Also write the student name and school name on the cover of the test booklet. If you ordered additional labels, affix them in the appropriate spaces on each student's booklets when they arrive. If no student ID label is anticipated, you must bubble the student information on the answer booklet. (See page 12 for details.)
- Remind test administrators that all students, with or without a student ID label, should write their name on the line provided in the upper left corner of the front cover of the answer booklet.

A variety of bar codes will also appear on the test booklets and answer booklets. These are used by Measured Progress to assist in tracking and accounting for the return of the booklets. The serial numbers on the test booklets will not match the serial numbers on the answer booklets. You are not responsible for checking these numbers.

Optional Reports

- Choose factors or characteristics for which the school or district would like to collect data
- Determine the coding method that will be used to represent a specific factor or characteristic
- Record the key and save it until results are released (Measured Progress will not be able to tell you what factors or characteristics have been assigned to each row and bubble)
- Ensure that the “Optional Reports” box is correctly completed on page 2 of each student’s answer booklet

Please read below for more details

This field enables districts or schools to indicate groupings of students that can be used for analysis of results at the local level. Groupings may be based on any factor or characteristic of interest to the school such as class, teacher, feeder school, instructional program, etc. The six rows (A, B, C, D, E, F) may be used to indicate up to six factors of interest per student. Each student’s booklet can have no more than one circle bubbled per row.

For example, row A could represent homeroom teachers. Each number in the row would correspond to one teacher. On each student’s booklet, bubble the circle that corresponds to that student’s teacher. Row B could represent a specific support program. On each student’s booklet, bubble the circle that corresponds to the support program in which the student participates. Schools or districts can develop their own coding system or choose not to use this field. **Be sure to keep a record of the key used so when student data is available you know what each code represents.**

If the “Optional Reports” field is used, any completed circles on the grid will be included in the student-level data file of NECAP results. This information is available at the district level when NECAP reports are complete. Contact your district office to obtain the information coded for your students.

Designating Test Administrators

Designate enough test administrators to ensure that

- each test session can be administered simultaneously to all students being tested at a grade level,
- students are tested in surroundings that provide them with the opportunity to do their best work,
- students who require accommodations will be supervised by trained test administrators (see *Accommodations, Guidelines, and Procedures: Administrator Training Guide*), and
- make-up sessions will be supervised by trained test administrators.

Test administrators should be aware that their main responsibilities are to give clear directions to students, to monitor students throughout test administration, to see that directions are followed, to maintain test security, and to encourage students to take the test seriously.

Preparing Test Administrators

To support the test administrators in their role, schedule a meeting with them prior to test administration to review their responsibilities. Distribute a copy of the *Test Administrator Manual* to each test administrator before this meeting and tell them they must read the manual thoroughly prior to the meeting. Please duplicate the manual if additional copies are required or visit the state department of education website to download additional copies. (See page *i* of this manual for website addresses.)

During the meeting with test administrators, the test coordinator should

- assign each test administrator a specific group of students for testing, including students who need accommodations,
- explain the testing schedule and how it will be implemented for your school,
- discuss your school's NECAP test security procedures, including test environment and approved testing materials,
- explain your school's plan for inventorying, distributing, collecting, and storing secure test materials,
- notify them of your school's procedures for make-up sessions,
- explain the purpose for the optional reports field and the school's coding method (if applicable),
- discuss additional materials needed during test administration: extra #2 pencils, scratch paper, and calculators (optional, see below),
- remind test administrators for grade 4 to assign their students to pairs for Session 3 **prior** to testing. Students may also work in groups of three or on their own if circumstances require it. See Appendix F for more information on grouping students,
- ensure that for grade 4, Session 3 is administered where students can work collaboratively in a group setting and independently when answering the test questions in their answer booklet,
- ensure that for grade 4 the collaborative work area for Session 3 is a flat, elevated, horizontal surface, such as a desk or table,
- encourage test administrators to complete the *Test Administrator Questionnaire*, and
- answer questions regarding test administration and security procedures.

Important reminders for test administrators:

Test administrators may not comment on students' work or help them in any way, except during the general instructions, *Student Questionnaire*, or as specified in the *Test Administrator Manual*. Using the current year's test materials to familiarize students with test items is a violation of test security and testing procedures.

All test items and all student responses in the NECAP are secure and may not be released, copied or duplicated in any way, or kept at the school once testing is completed.

Equipment and Materials Permitted During Test Administration

The test coordinator and the test administrator are responsible for providing an appropriate testing environment for the assessment. Students may use only the materials permitted for the assessment. These materials are listed for each test session in the *Test Administrator Manual*.

The items on the science test are designed so that calculators are not required to solve any of the questions. While calculators are permitted in all sessions of the science test, the departments of education do not recommend their use at grade 4, because the science content does not require their use.

The departments of education have set limits on the use of calculators during statewide assessment. These limits specify when calculators may be used during the assessment and which devices are allowable. However, within these limits, the fundamental decision about whether or not to use calculators is made at the local school level. If your school does not have enough calculators for all students, students may use their own. Students may not share calculators during testing.

Calculators are allowed during all NECAP science test sessions. However, scientific or graphing calculators are not allowed during Session 3 (inquiry task). Use of a scientific or graphing calculator during Session 3 of the science test will result in an F-1 Modification, invalidating all of the student's responses for that session. In addition, the following devices and/or calculators with the following features are prohibited: pocket organizers, handheld or laptop computers, electronic writing pads or pen-input devices, cellular phones or other wireless communication devices, and calculators with a "QWERTY" keyboard. If you have a question regarding a particular calculator, please contact the state department of education.

Equipment and Materials Prohibited During Test Administration

It is important to ensure that no students are either advantaged or disadvantaged during testing by their testing environment.

Reference materials, including those on the classroom walls, should not be used by students. All reference materials printed or attached on student desks should be removed or covered. Any displayed materials in the classroom that interfere with proper test administration are not permitted. It is not possible to list all classroom materials that may potentially create an advantage or disadvantage for students during testing; if in doubt, remove or cover the materials, or reposition students' desks so the materials cannot be viewed. If there are any questions, call your state director of assessment. (See page *i* of this manual for contact information.)

Dictionaries of any type and/or thesauruses are not allowed during any session of the assessment, except for word-to-word translation dictionaries allowed as an accommodation for students who are English language learners.

Ancillary Test Materials

For the NECAP science test, schools will provide students with #2 pencils, scratch paper, and calculators (optional). Measured Progress will provide science reference sheets for all students in grades 8 and 11.

During Testing

Test Administration

Distributing Test Materials

The test coordinator should distribute all prepared 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.

Monitoring Test Administration

Test coordinators should be actively involved in test administration through careful supervision and monitoring of the administration and test security procedures described in this manual.

During the test administration, test administrators should monitor the testing process by moving unobtrusively throughout the room. In moving about the room, test administrators should check that students are working in the correct session, are turning pages when necessary, are marking answers in the proper places, and are not spending too much time on any one item. Students should be reminded to take the test seriously.

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*.

Students Who Move During Testing

If a student withdraws from your school after testing has already begun, do not send the test booklet to the student's new school. When possible, please attempt to contact the new school and notify them of any sessions that the student has already completed. Every effort should be made to have a student complete all test sessions before the student withdraws. **If test sessions are completed in different schools, the work will not be combined to produce a score.**

Students who enroll in your school after May 11, 2009 should participate, to the extent possible, in NECAP science testing. If a student enrolls after May 8, it will be past the deadline for ordering additional labels. If you choose to test this student, you will need to bubble the student information on the answer booklet by hand.

Page 2 of the answer booklet contains a box titled "Blank Reason". When a student withdraws from or enrolls in your school without fully completing the NECAP science test, you must fill in a bubble indicating why the booklet is partially blank. Return these answer booklets with all other used answer booklets.

Any student who withdraws from your school **before** May 11, and has not taken any test sessions, does not need an answer booklet. If a student ID label was already affixed to an answer booklet, write "VOID" on the cover and return the booklet with all other **unused** test materials.

After Testing

Collecting Materials After Testing

- Make sure that all test materials have been returned from each test administrator
- Verify that the front cover of every used answer booklet has either a student ID label or bubbled student information
- Check that page 2 of each answer booklet is completed, as necessary
- Make sure that the answer booklets are in good condition and are free of eraser bits
- Remove all loose paper and ensure that no paper has been taped, pasted, stapled, or otherwise attached in the answer booklets
- Make sure that all large-print, Braille, and computer generated responses have been transcribed into regular answer booklets
- Inquiry Task Kits are collected and given to school science personnel for future classroom use when the Inquiry Tasks are released
- Write a detailed note for any materials that will require special handling
- Place all used answer booklets into the envelopes provided for their return
- Pack all materials correctly and secure them until the UPS pickup on May 29, 2009 (see page 22 for more details about packing materials for return to Measured Progress)

Special Materials

Special materials include Braille tests, large-print tests, and any materials that will require special handling by Measured Progress. Please carefully follow the procedures explained below and on the following page to ensure the correct return of all special materials.

Braille and Large-Print Tests

Every Braille and large-print version of the test comes with a regular size answer booklet. A test administrator or authorized school personnel must transcribe the student's work into the regular answer booklet. Any student work that is not recorded in the regular answer booklet will not be scored.

Envelopes are provided specifically for the return of Braille and large-print tests. The following materials should be returned in the envelope: the Braille or large-print test, the regular answer booklet, the regular test booklet, and the student's original work (any separate pages that were transcribed).

Special Handling Envelope

The "Special Handling" envelope is intended for the return of any answer booklet that is non-standard. A detailed note explaining why the booklet needs special handling **must accompany every booklet**. Examples of non-standard booklets include, but are not limited to:

- torn booklets
- responses written in anything other than #2 pencil
- booklets that are damaged or got wet during testing
- any booklet with computer-generated responses accompanying it

Please note: Computer-generated responses must be separated from the answer booklet and transcribed into the correct space in the answer booklet. Anything that has been glued, stapled, taped, or attached to the answer booklet in any other way will not be scored. After transcribing, please return the computer-generated responses along with the answer booklet.

Booklets that should **not** be returned in the “Special Handling” envelope include:

- voided booklets
- unused booklets
- booklets for students who withdrew from or enrolled in the school after May 11, 2009
- booklets where standard test accommodations were used (sections A, B, and C of the Table of Standard Test Accommodations)
- “toxic” booklets (e.g., exposed to blood, vomit, or other bodily fluids)

If you have questions or concerns about what to include in the “Special Handling” envelope, please contact the NECAP Service Center at 1-877-632-7774.

Verifying Student Information on Answer Booklets

After testing, the test coordinator is responsible for ensuring that all of the required student information has been correctly recorded in every answer booklet for each student enrolled. Use the instructions below to verify that the necessary student information has been provided on the front cover and page 2 of each answer booklet being returned.

Answer booklets WITH student ID labels
<p>Front cover:</p> <p><input type="checkbox"/> label is properly affixed in the lower right corner of the front cover of the answer booklet</p> <p>Page 2 (if applicable):</p> <p><input type="checkbox"/> “Accommodations Used” is appropriately marked</p> <p><input type="checkbox"/> “Blank Reason”</p> <p><input type="checkbox"/> “Homeschooled”</p> <p><input type="checkbox"/> “Optional Reports”</p>
Answer booklets WITHOUT student ID labels
<p>Front cover:</p> <p><input type="checkbox"/> Student name</p> <p><input type="checkbox"/> Birth date</p> <p><input type="checkbox"/> NH ONLY: state assigned student ID (RI and VT schools should not complete this field)</p> <p><input type="checkbox"/> Ensure that student information is written in the spaces provided with the corresponding circles below bubbled in to match the letters/numbers</p> <p>Page 2 demographic information (top right-hand box):</p> <p><input type="checkbox"/> NH: No demographic information is required</p> <p><input type="checkbox"/> RI: Gender, Primary Race/Ethnicity, LEP, IEP, SES, Migrant, 504 Plan, Title 1A</p> <p><input type="checkbox"/> VT: Gender, Primary Race/Ethnicity, LEP, IEP, SES, Migrant</p> <p>Page 2 (if applicable):</p> <p><input type="checkbox"/> “Accommodations Used” is appropriately marked</p> <p><input type="checkbox"/> “Blank Reason”</p> <p><input type="checkbox"/> “Homeschooled”</p> <p><input type="checkbox"/> “Optional Reports”</p>

Completing the Online Principal's Certification Form

The online *Principal's Certification of Proper Test Administration* form certifies that the administration of the test has been completed according to the requirements in this *Principal/Test Coordinator Manual*. You should complete this form after testing is finished but before UPS comes to pick up materials on May 29, 2009. To complete the online *Principal's Certification of Proper Test Administration*, please follow the directions below.

- Locate the green instruction sheet containing the username and password; this sheet was included with the administrative materials that were shipped with the lowest grade tested at your school
- Go to <http://iservices.measuredprogress.org>
- Select "New England Common Assessment Program" from the drop-down list and click "Enter"
- Select "Principal Certification" from the options in the column on the left
- Follow the online instructions to complete the form for each grade tested. The following numbers will be needed for each grade:
 - number of students enrolled
 - number of students tested
 - number of booklets you received
 - number of used booklets being returned
 - total number of booklets being returned
- Confirm that the electronic form has been submitted correctly—you will see the message "Thank you. Your *Principal's Certification of Proper Test Administration* has been successfully submitted" displayed when the form has been correctly submitted
- Repeat the process for each grade tested in your school
- It is no longer necessary to return a printed and signed copy of this form; an electronic form, submitted online, is all that is required this year—your digital signature affirms a proper test administration. You may still choose to print a copy for your personal records.
- Please contact the NECAP Service Center at 1-877-632-7774 if you have any questions about submitting your *Principal's Certification of Proper Test Administration*

Completing the Online Principal/Test Coordinator Questionnaire

This year, the *Principal/Test Coordinator Questionnaire* will be completed online as part of the *Principal's Certification of Proper Test Administration*. You will not need to log in separately to complete this questionnaire.

If you would like to review the questions on the online *Principal/Test Coordinator Questionnaire* ahead of time, they have been included in Appendix E. Please note that, although principals and test coordinators will complete their questionnaire online, test administrators will still complete their questionnaire using the *Test Administrator Questionnaire* answer sheets that were included in the administrative materials box. Encourage all test administrators to complete this questionnaire and return the answer sheets with the rest of the testing materials.

Preparing Test Materials for Return

Preparing Answer Booklets

All used answer booklets and any extra papers must be returned in the white plastic envelopes provided. The following materials should be placed in the appropriate envelopes for return:

Type of Envelope	Material to Insert
“For Return of Used Answer Documents Only”	All used answer booklets
“Special Handling”	Any test or answer booklets requiring special attention (see page 18 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 Scratch Paper”	All student scratch paper
“For Return of Inquiry Booklets”	All inquiry booklets (grade 4 only)
“Administrative Forms”	Completed <i>Test Administrator Questionnaire</i> answer sheets

Preparing Other Test Materials

Please follow the process below to prepare all other test materials for return to Measured Progress.

- For each grade level, separate all used and unused test materials
- Inventory all materials being returned to Measured Progress using the *Materials Summary Form*. Mark the quantity packed for each item under the heading “Qty Returned”. Keep this form for your records
- Do not use rubber bands, staples, paper clips, or binder clips when repackaging materials
- Print “VOID” in large letters on the outside front cover of any test materials that were marked on or labeled and then not used
- Do not put any voided materials in the special handling envelopes—voided materials should be packed with the other unused test materials

Do Not Return the Following Materials

The following materials do not need to be returned to Measured Progress. You may either dispose of them or keep them for future reference.

- Materials Summary Form*
- Packing Slips *Secured Material**
- Science reference sheets
- Grade 4 inquiry task kits and placemats, and grade 11 ShakeMaps (please keep for additional use when the inquiry tasks are released)
- Principal/Test Coordinator Manual* and *Test Administrator Manuals*
- Test Administrator Questionnaires* (return completed answer sheets only)
- Student Questionnaires* (students answered in their answer booklets)

Shipping Test Materials Back

Use your original shipping boxes for the return shipment of materials. Your set of test materials will include UPS return service (RS) labels for shipping the boxes back to Measured Progress. You will receive the same number of RS labels as the number of boxes shipped to your school. If you use fewer boxes to return materials, please include any unused RS labels in one of the return boxes. Remember to keep the RS labels and original boxes in a safe place until you are ready to pack materials for return.

The bar code label on the box must be intact and unobscured. If the bar code is missing, or if you need to use other boxes, write your school name and return address on the box. Remove, cross out, or tape over any old address labels.

Pack test materials for one grade only per box. For example, if your school includes both grade 4 and grade 8, pack grade 4 in one box and grade 8 in a different box. Do not combine grades in a box, even if they will fit.

The test materials for each grade should be packed in the boxes in the following order from top to bottom:

Top of Box 1
“Administrative Forms” envelope
“Special Handling” envelope (if applicable)
“Large-Print tests” envelope (if applicable)
“Braille tests” envelope (if applicable)
“Inquiry Booklet” envelope (grade 4 only)
“Scratch Paper” envelope
“For Return of Used Answer Documents” envelopes—ALL used answer booklets must be in these envelopes
Used test booklets
Any unused student test materials (including voided materials)
Bottom of Box 1 or Last Box

Reseal the boxes with heavy-duty packing tape. Remove all labels on the boxes except the Measured Progress bar code label, and affix one UPS RS label to each box. Mark each box “1 of 1” or “1 of 2,” “2 of 2,” etc.

UPS will arrive at your school on Friday, May 29, to pick up your boxes. All test materials must be packed by 8:00 a.m. that day. UPS may come anytime that day and will not wait for you to complete packing the materials. Be sure materials are secure until they are picked up by UPS. Please do not contact UPS directly. Arrangements have already been made for the pick up of test materials. **This is the ONLY scheduled pick-up date.**

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

Appendix A: Materials Summary Form



50 Education Way
Dover, NH 03820

MATERIALS SUMMARY

MP Ship Code: 00000000001234	Date Packed: 04/21/2009	
Contract: 113300	Contract Name: NECAP Science	Administration: 2008-2009
District Code: 1234	District Name: DISTRICT NAME	
School Code: 1234	School Name: SCHOOL NAME	Grade: 8
		Enrollment: 9
Total Boxes Shipped:		1

Box Number: 00000012345678	Qty Shipped	Qty Received	Qty Returned
Contents:			
Materials Summary	1		N/A
Principal/Test Coordinator Manual	1		N/A
Gr. 8 Test Administrator Manual	2		N/A
Test Administrator Questionnaire	2		N/A
Answer sheet for Test Administrator Questionnaire	2		
Special Handling Envelope	1		
Return of Used Answer Documents Envelope	1		
Return of Scratch Paper Envelope	1		
Administrative Forms Envelope	1		
Return of Large Print Test Envelope	1		
Gr. 8 Student Barcode Labels in white catalog envelope	9		N/A
Return Service Label – Ground	1		
Online Principal Certification Instructions	1		N/A
Instructions for ordering student labels	1		N/A
Gr. 8 Large Print Kit	1		
Gr. 8 Student Questionnaire	10		N/A
Gr. 8 Science Test Booklet with inserted Answer Booklet	10		

COMMENTS:

MPShipCode: 00000000001234

Materials Summary

Page: 1 of 1

Appendix B: Page 2 of the Answer Booklet

STUDENT PROGRAM PARTICIPATION INFORMATION

Applicable information is to be completed after testing by a teacher/staff person for every enrolled student. Please refer to the Principal/Test Coordinator Manual or the Test Administrator Manual for more information.

ACCOMMODATIONS USED	
	SCIENCE
A-1	<input type="radio"/>
A-2	<input type="radio"/>
A-3	<input type="radio"/>
A-4	<input type="radio"/>
A-5	<input type="radio"/>
A-6	<input type="radio"/>
A-7	<input type="radio"/>
A-8	<input type="radio"/>
A-9	<input type="radio"/>
B-1	<input type="radio"/>
B-2	<input type="radio"/>
B-3	<input type="radio"/>
C-1	<input type="radio"/>
C-2	<input type="radio"/>
C-3	<input type="radio"/>
C-4	<input type="radio"/>
C-5	<input type="radio"/>
C-6	<input type="radio"/>
C-7	<input type="radio"/>
C-8	<input type="radio"/>
C-9	<input type="radio"/>
C-10	<input type="radio"/>
C-11	<input type="radio"/>
C-12	<input type="radio"/>
C-13	<input type="radio"/>
D-1	<input type="radio"/>
D-2	<input type="radio"/>
D-3	<input type="radio"/>
D-4	<input type="radio"/>
D-5	<input type="radio"/>
D-6	<input type="radio"/>
D-7	<input type="radio"/>
E-1	<input type="radio"/>
E-2	NA
F-1	<input type="radio"/>
F-2	NA
F-3	<input type="radio"/>

Complete the information below for every student without a label, if applicable.

GENDER

Female Male

PRIMARY RACE / ETHNICITY

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White

LEP

- Currently receiving LEP services
- Former LEP student - monitoring year 1
- Former LEP student - monitoring year 2

IEP

Yes

SES

Yes

Migrant

Yes

504 Plan

Yes

TITLE 1A

Yes

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

SCIENCE

- Student withdrew from school after May 11, 2009.
- Student enrolled in school after May 11, 2009.
- State-approved special consideration.
- Student was enrolled on May 11, 2009, 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 30
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

Appendix C: Instructions for Completing Student Information on Answer Booklets

Test administrators or authorized school personnel are responsible for properly affixing student ID labels in the appropriate space provided on the answer booklets. For students who do not have a student ID label available for them, test administrators or authorized school personnel are responsible for completing the student information on the front cover and page 2 of the answer booklets. The test coordinator is responsible for verifying that the information has been completed correctly.

Use the instructions below to complete the student information sections located on the front cover and page 2 of the answer booklets.

Front cover (for students without a student ID label)

Student Name

Write in the student's last name, first name, and middle initial in the spaces provided and then bubble in the corresponding circles below that match those letters.

State Assigned Student ID (NH only)

Write in the student's state assigned, 10-digit student ID number in the spaces provided and then bubble in the corresponding circles below that match those numbers.

Birth Date

Bubble in the month of the student's birthday. Write the number of the day and year the student was born in the spaces provided and then bubble in the corresponding circles below that match those numbers.

Page 2 (to be completed after testing has concluded)

Accommodations Used

If a student used any accommodation(s) listed in the *Table of Standard Test Accommodations*, bubble in the circle that corresponds to the accommodation(s) for each content area. (The *Table of Standard Test Accommodations* is printed in Appendix G of this manual.)

Blank Reason

If a student's answer booklet is being returned blank in one or more sessions, bubble in the circle next to the most appropriate reason available.

Homeschooled

Bubble in the circle if the student is a homeschooled student and is not enrolled in the school.

Optional Reports

If your school chooses to use this field, bubble in the circles according to the school's key. Only one circle per row may be bubbled in. Keep a record of the key used. See page 14 for more details on using this field.

For students in Rhode Island and Vermont, the following information must be provided on page 2 of the answer booklet for any student who does **not** have a student ID label. (It does not need to be provided for students in New Hampshire.) **This information should be provided after testing in accordance with applicable state and federal regulations governing confidentiality.**

Gender

Bubble in the circle that corresponds to the student's gender.

Primary Race / Ethnicity

Bubble in the circle that corresponds to the student's primary ethnicity.

LEP

Bubble in the circle that corresponds to the student's LEP status, if applicable.

IEP

Bubble in the circle if the student has an Individual Education Plan.

SES

Bubble in the circle if the student is eligible for Free or Reduced Price Meals consistent with USDA National School Lunch Program regulations.

Migrant

Bubble in the circle if the student is classified as Migrant.

504 Plan (RI only)

Bubble in the circle if the student has a 504 Plan.

Title 1A (RI only)

Bubble in the circle if the student participated in the Title 1A program this year.

Appendix D: Frequently Asked Questions

Q: Some of my labels have the wrong date of birth. Can I still use them?

A: Yes, only the student name and school name need to be correct. Labels can still be used with an incorrect date of birth. You should still inform your state department of education of the correct date of birth for the student. (The NECAP Service Center cannot update incorrect birth dates.) Additionally, the grade printed on the label can also be incorrect because this information is collected from the answer booklet, not the label.

Q: I affixed labels to booklets for a student who is no longer enrolled in my school. What should I do?

A: If the student withdrew from your school before May 11, write “VOID” on the booklet and return it as an unused booklet. If the student withdrew after May 11, fill in the appropriate bubble in the “Blank Reason” box on page 2 of the answer booklet and return the booklet with all other used booklets.

Q: I ordered additional student ID labels. Can I start testing before they arrive?

A: Yes. Write the student’s name, school name, and district name in the space where the label will go. You do not need to complete the bubbled information. When the labels arrive, affix the labels to the booklets before returning them to Measured Progress.

Q: I’m not sure if I correctly ordered my additional student ID labels. How can I verify that the order has gone through?

A: For RI and VT schools, a “Y” will appear next to the student’s name when you are logged into the Measured Progress website (<http://iservices.measuredprogress.org>). For NH schools, you will need to call your district i4see contact to verify your order. To find out who your district i4see contact is, please go to www.ed.state.nh.us/education/datacollection/i4see/i4seecontacts.asp

Q: Why hasn’t my order of additional labels arrived yet?

A: All additional labels will be shipped at one time, on May 15.

Q: I made a mistake while ordering additional student ID labels. How do I correct this?

A: For RI and VT schools, call the NECAP Service Center at 1-877-632-7774. For NH schools, you will need to call your district i4see contact.

Q: I have labels for students who are not in my school. Should I still put them on booklets?

A: No. Any labels for student who are not enrolled in your school should be destroyed.

Q: How should I return booklets that have been voided?

A: Return any booklets that are voided with the rest of your unused test materials. 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, return it in the “Special Handling” envelope with a note explaining what happened.

Q: One of my students wrote on separate paper outside the answer booklet. Can I tape the paper into the answer space?

A: No. Any answers written outside of the answer booklet MUST be transcribed into the answer booklet. This includes Braille, large-print, computer-generated responses, and any other answers written on separate paper. Work that is transcribed into the answer booklet by school personnel requires that an appropriate accommodation is marked on page 2 of the answer booklet. If pages are taped, stapled, etc., into the answer booklets, they will be removed and not scored. Only responses written in the answer booklet will be scored.

Q: What happens if I mark an accommodation from “Other Accommodations (E)”, or “Modifications (F)”?

A: If E1 is bubbled and the state department of education has documented approval of the accommodation, then the student’s work will be scored. If the state department of education has not approved the accommodation, the student’s work will be invalidated and will not be scored. If F1 or F3 is bubbled, the student’s work will be invalidated and not scored.

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

A: The same password can be used for ordering additional student ID labels, completing the *Principal’s Certification of Proper Test Administration*, and completing the online *Principal/Test Coordinator Questionnaire*. Your password can be found in two places: on the white instructions sheet that came in the envelope with your student ID labels or on the green instructions sheet for the *Principal’s Certification of Proper Test Administration* that came in the administrative materials box. If you have difficulty locating your password, or if your password is not working, please contact the NECAP Service Center.

Q: I need multiple copies of the same test form in order to administer it 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: I am a grade 4 administrator and the desks in most of our classrooms have slanted tops. Can our students use these to perform the inquiry task?

A: No. The grade 4 inquiry task should be set up and performed on a flat, horizontal, elevated surface. Flat-topped desks or tables are ideal, and library or cafeteria tables will also work. The inquiry task can not be performed on a gymnasium floor.

Appendix E: Principal/Test Coordinator Questionnaire

These *Principal/Test Coordinator Questionnaire* questions are included below for reference purposes only. Please complete this questionnaire online as part of the *Principal's Certification of Proper Test Administration*. If you have any questions regarding the *Principal/Test Coordinator Questionnaire*, please contact the NECAP Service Center at 1-877-632-7774.

1. Who functions as the NECAP science test coordinator in your school?
 - A. principal or assistant principal
 - B. guidance counselor
 - C. teacher
 - D. department chair
 - E. other

2. Please rate the quality of the logistics associated with the receipt of materials (timeliness, consistency between Materials Summary form and actual received inventory, etc.).
 - A. very good
 - B. good
 - C. adequate
 - D. poor

3. Please rate the NECAP Service Center (responsive, polite personnel).
 - A. very good
 - B. good
 - C. adequate
 - D. poor
 - E. did not use the NECAP Service Center

4. Please rate the logistics associated with the return of test materials (clear directions and procedures, etc.).
 - A. very good
 - B. good
 - C. adequate
 - D. poor

5. How helpful have you and/or your staff members found the test administration workshops to be? (These were conducted prior to NECAP testing.)
 - A. very helpful
 - B. somewhat helpful
 - C. not very helpful
 - D. did not attend a test administration workshop
 - E. did not know about the test administration workshops

6. Please rate the *Principal/Test Coordinator Manual* (clear, comprehensive, etc.).
 - A. very good
 - B. good
 - C. adequate
 - D. poor

7. Which statement best describes the implementation of your state’s science content standards in your school?
- A. The content standards have been fully integrated into the program of study at our school.
 - B. Our school is working on the implementation of the content standards, but they are not yet totally integrated.
 - C. Our school is just beginning the implementation of the content standards.
 - D. We have not started to integrate the content standards with the program of study at our school.
 - E. We do not intend to integrate the content standards with the program of study at our school.
8. (Grade 4) Where was the collaborative portion of the inquiry task administered in your school?
- A. in the students’ regular classroom
 - B. in a science lab
 - C. in a large room (library, cafeteria)
 - D. a combination of the options above
9. (Grade 4) Please rate the degree to which you agree with this statement: “The administration of the Inquiry Task was completed with little difficulty.”
- A. strongly agree
 - B. agree
 - C. disagree
 - D. strongly disagree
10. (Grade 4) Which statement below best describes your opinion toward administering the inquiry task portion of the test?
- A. The task was administered with little difficulty and is an important part of the assessment.
 - B. The task was administered with little difficulty but is not an important part of the assessment.
 - C. The task created significant administration difficulties but is an important part of the assessment.
 - D. The task created significant administration difficulties and is not an important part of the assessment.
11. (Grade 11) Which best describes how many science courses are required for graduation from your high school?
- A. 1 full credit course or equivalent credit hours
 - B. 2 full credit courses or equivalent credit hours
 - C. 3 or more full credit courses or equivalent credit hours
 - D. The science requirement can be met entirely through extended learning opportunities.
12. (Grade 11) Which best describes the format for scheduling your science courses?
- A. Courses are scheduled in blocks.
 - B. Courses are scheduled in a modified block format.
 - C. We do not use block scheduling.
 - D. I strongly dislike completing the questionnaire online; please go back to paper and pencil.

Appendix F: Guidelines for Grouping Students in Session 3 (Grade 4 only)

The Session 3 inquiry task of the NECAP Science test involves collaborative work at grade 4. It has been designed for students to complete the work in pairs or groups of three. **Prior to the testing window, schools need to determine the student groupings for the inquiry task.**

Structure of Inquiry Task for Grade 4	
Inquiry Task	Work Type
<ul style="list-style-type: none"> making a prediction setting up and conducting an investigation collecting data 	<p>Students will make predictions and record them in their own inquiry booklet. Students will work in collaborative groups to collect experimental data.</p> <p>All students must record data in their inquiry booklet for use in the individual portion of the task.</p>
<ul style="list-style-type: none"> organizing and presenting data analyzing and using results 	<p>Students copy data from the inquiry booklet into their answer booklet. Students work individually with data collected from the investigation to answer questions in their answer booklet.</p>

There are no specific requirements for grouping students for the inquiry task. Below are some ideas, in no particular order, which schools may use to determine inquiry task groupings.

Possible grouping strategies:

- Use student groups you have used in the past for science class.
- Randomly pair students for the test.
- Have the science teacher recommend pairing of students by science groups regardless of where they are taking the test or what teacher is administering Session 3.
- Have students grouped by the teacher administering Session 3 of the test.
- Students who have access issues due to mobility or physical issues may be paired with students who do not have those same issues. **All students should have the opportunity, to the degree possible, to interact with the inquiry materials.**
- Students with Limited English Proficiency may be paired with English proficient students.
- Students requiring special accommodations that involve assistance for scribing of observations should not be paired with other students requiring the same assistance.
- Students who require an individual administration should be identified prior to the testing window. Extra materials and a different location may be needed.
- Special accommodations with regard to grouping or administration of the inquiry task should be determined prior to the testing window. Consult the Table of Standard Test Accommodations for specific rules and codes.

If you still have questions or concerns about grouping students for this task, please contact your state department of education.

Appendix G: Table of Standard Test Accommodations

Any accommodation(s) utilized for the assessment of individual students shall be the result of a formal or informal team decision made at the local level. Accommodations are available to all students on the basis of individual need regardless of disability status.

A. Alternative Settings

- A-1 Administer the test individually in a separate location
- A-2 Administer the test to a small group in a separate location
- A-3 Administer the test in locations with minimal distractions (e.g., study carrel or different room from rest of class)
- A-4 Preferential seating (e.g., front of room)
- A-5 Provide special acoustics
- A-6 Provide special lighting or furniture
- A-7 Administer the test with special education personnel
- A-8 Administer the test with other school personnel known to the student
- A-9 Administer the test with school personnel at a non-school setting

B. Scheduling and Timing

- B-1 Administer the test at the time of day that takes into account the student's medical needs or learning style
- B-2 Allow short supervised breaks during testing
- B-3 Allow extended time, beyond recommended until in the administrator's judgment the student can no longer sustain the activity

C. Presentation Formats

- C-1 Braille
- C-2 Large-print version
- C-3 Sign directions to student
- C-4 Test and directions read aloud to student (Math, Science, and Writing only)¹
- C-5 Student reads test and directions aloud to self
- C-6 Translate directions into other language
- C-7 Underlining key information in directions
- C-8 Visual magnification devices
- C-9 Reduction of visual print by blocking or other techniques
- C-10 Acetate shield
- C-11 Auditory amplification device or noise buffers
- C-12 Word-to-word translation dictionary, non-electronic with no definitions (For ELL students in Math, Science, and Writing only)
- C-13 Abacus use for student with severe visual impairment or blindness (Mathematics and Science—any session)

D. Response Formats

- D-1 Student writes using word processor, typewriter, computer² (School personnel transcribes student responses exactly as written into the answer booklet.)
- D-2 Student hand writes responses on separate paper. (School personnel transcribes student responses exactly as written into the answer booklet.)
- D-3 Student writes using braille (School personnel transcribes student responses exactly as written into the answer booklet.)
- D-4 Student indicates responses to multiple-choice items. (School personnel records student responses into the answer booklet.)
- D-5 Student dictates constructed responses (Reading, Math, and Science only) or observations (during the Science inquiry task) to school personnel. (School personnel scribes student responses exactly as dictated into the answer booklet.)
- D-6 Student dictates constructed responses (Reading, Math, and Science only) or observations (during the Science inquiry task) using assistive technology. (School personnel transcribes student response exactly as written into the answer booklet.)
- D-7 Student takes test using NimbleTools (grade 11 only)

If an accommodation is needed for a student that is not listed above, please contact the state personnel for accommodations to discuss it.

E. Other Accommodations³

- E-1 Accommodations team requested other accommodation not on list and DOE approved as comparable
- E-2 Scribing the Writing test (only for students requiring special consideration)

F. Modifications⁴

- F-1 Using calculator and/or manipulatives on Session 1 of the Mathematics test or using a scientific or graphing calculator on Session 3 of the Science test.
- F-2 Reading the Reading test
- F-3 Other

1. Reading the reading test to the student invalidates all reading sessions.
2. Spell and grammar checks must be turned off. This accommodation is intended for unique individual needs, not an entire class.
3. Test coordinators must obtain approval for the accommodation from the Department of Education prior to test administration.
4. All affected sessions using these modifications are counted as incorrect.

