



**NEW ENGLAND  
COMMON ASSESSMENT PROGRAM**

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

**May 12–29, 2008**

**NECAP SERVICE CENTER: 1-877-632-7774**

# Important 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 **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 16 of this manual for more information.)

## Information about NECAP Policy

If you have any comments or suggestions regarding the New England Common Assessment Program (NECAP), contact:

New Hampshire Department of Education: Deb Wiswell, Administrator for Accountability, 603-271-3828, 101 Pleasant Street, Concord, NH 03301-3860, [dwiswell@ed.state.nh.us](mailto:dwiswell@ed.state.nh.us), [www.ed.state.nh.us](http://www.ed.state.nh.us)

Rhode Island Department of Elementary and Secondary Education: Mary Ann Snider, Director of Assessment and Accountability, 401-222-8492, 255 Westminster Street, Suite 512, Providence, RI 02903, [www.ride.ri.gov](http://www.ride.ri.gov)

Vermont Department of Education: Michael Hock, Director of Assessment, 802-828-3115, 120 State Street, Montpelier, VT 05620-2501, [www.state.vt.us/educ/](http://www.state.vt.us/educ/)

## Important Dates

Test materials arrive at schools .....	April 28–30, 2008
Test administration must be completed during this period.....	May 12–29, 2008
Test materials must be ready at 8:00 a.m. for pick up by UPS.....	May 30, 2008

### 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.**

## Checklist for Principals and Test Coordinators

### Before testing:

- Read the *Principal/Test Coordinator Manual* **and** a *Test Administrator Manual*.
- Notify staff, students, and parents about testing and discourage absences.
- Determine the testing schedule for your school.
- Determine the location(s) in your school where the Inquiry Task will be administered (grades 4 and 8 only).
- Establish a grouping plan for the Inquiry Task. (See Appendix 6 for more information.)
- Meet with test administrators to review the testing schedule. Distribute and review procedures in the *Test Administrator Manual*. Manuals will be available electronically from your department of education website.
- Ensure each test administrator has a copy of the Student Test Booklet for the grade they are administering.
- Meet with test administrators to review the procedures for inventorying materials for the Inquiry Task and procedures for setting up the materials (grades 4 and 8 only).
- Arrange for testing of students who require accommodations. Review the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* and provide training as necessary.
- Receive and inventory test materials. Call the NECAP Service Center at 1-877-632-7774 to report and resolve any discrepancies prior to testing.
- Ensure that Student ID Labels are placed in the space provided on the Student Test Booklets and Student Answer Booklets.
- Order Student ID Labels for students for whom a label was not provided. (See page 9 for instructions.)
- Call the NECAP Service Center at 1-877-632-7774 with questions.

### During testing:

- Maintain test security in all settings and locations. Secure test materials between test administration sessions.
- Ensure accommodations are provided to students as appropriate.
- Observe test administration in your school(s) and be available to answer questions as necessary.

### After testing:

- Collect and inventory all test materials from test administrators.
- Verify that the fields on the front cover of the Student Answer Booklet have been completed for all students who do not have a label.
- Complete student demographic information on page 2 of the Student Answer Booklet for all students who do not have a label. (See page 21 and Appendices 3 & 4 for details.)
- Confirm that no paper has been taped, pasted, stapled, or otherwise attached to the Student Answer Booklets.
- Ensure that **all** scratch paper has been removed from the Student Answer Booklets and insert all used scratch paper into the envelope(s) labeled “*For Return of Scratch Paper.*”
- Insert any large-print and Braille booklets into the envelopes labeled for their return.
- Insert any student’s set of test materials requiring special handling into the envelope labeled “*Special Handling.*”
- Ensure that **all** Task Booklets are inserted into the envelope labeled “*For Return of Task Booklets.*”
- Inventory all valid Student Answer Booklets and insert into the envelope(s) labeled “*For Return of Used Answer Documents Only.*”
- For every grade tested, ensure that the online *Principal’s Certification of Proper Test Administration* is completed, printed, signed by the principal, and returned with the test materials.
- Complete and return the *Principal/Test Coordinator Questionnaire* answer sheet.
- Pack all test materials in shipping boxes for return to Measured Progress. **All** secure materials (including scratch paper) **must** be returned to Measured Progress. The Inquiry Task Kits should be saved by the school for classroom use.
- Affix one **UPS Return Service (RS) label to each box**. All materials must be packed and ready for pick up on Friday, May 30, 2008. (Detailed instructions for return of materials are provided on page 22.)

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# 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 Act (NCLBA). The states decided to work together for three important reasons:

1. Working together brings together a team of assessment and content specialists with experience and expertise greater than any individual state.
2. Working together provides the capacity necessary for the three states to develop quality, customized assessments consistent with the overall goal of improving education.
3. Working together allows the sharing of costs in the development of a customized science assessment program—which includes an Inquiry Task—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 at grades 3 through 8 and 11; and writing 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 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 think scientifically about a sample inquiry task 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 New England Common Assessment Program (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 are to

- serve as the school's contact person for Measured Progress and the state department of education;
- 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; and
- ensure the security of all test materials and compliance with test administration procedures.

## Test coordinator's activities:

- develop a testing schedule for your school, including the scheduling and staffing of test administrators for students who need accommodations
- determine the location(s) where the Inquiry Task will be administered in your school (grades 4 and 8 only)
- establish a grouping plan for the Inquiry Task at grades 4 and 8 (see Appendix 6 for more information)
- become familiar with procedures detailed in the *Test Administrator Manual* and the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* and meet with test administrators to discuss those procedures and answer questions
- ensure test administrators become familiar with the procedures for inventorying materials for the Inquiry Task and procedures for setting up the materials (grades 4 and 8 only)
- prior to testing ensure that, for every student with a label, the correct Student ID Label is placed in the appropriate space provided on the Student Test Booklet and Student Answer Booklet
- order Student ID Labels or obtain student demographic information for students who did not have Student ID Labels in the original shipment
- ensure that, for every student without a label, the applicable information is completed on the front cover and page 2 of the Student Answer Booklet
- identify students who will not be completing all or part of the NECAP tests for the following reasons:
  - student completed Alternate Assessment for the 2007–08 school year
  - student withdrew from school after May 12, 2008
  - student enrolled in school after May 12, 2008
  - student with state-approved special consideration
- inventory shipments of test materials against the Materials Summary Form to determine that there are sufficient materials for each test administrator
- distribute materials to test administrators and ensure that an accurate accounting of all materials consigned to each test administrator is maintained
- ensure that NECAP testing procedures are followed
- collect and inventory all test materials after testing is completed
- for every grade tested, ensure that the online *Principal's Certification of Proper Test Administration* is completed, printed, signed by the principal, and returned with the test materials
- complete and return the *Principal/Test Coordinator Questionnaire* answer sheet
- package all materials for return to Measured Progress. UPS has been scheduled to arrive at your school to pick up the materials on Friday, May 30, 2008. ***Please have test materials prepared for UPS pick up by 8:00 a.m. that day.***

## Test Security (Before, During, and After Testing)

The test coordinator is responsible for ensuring the security of material for the NECAP science test. The test coordinator must notify test administrators and anyone else who has access to the test materials that all Student Test Booklets and Student 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 and answer booklets secure at all times. Any loss of test materials should be reported immediately to Measured Progress and to your state department of education.

*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 the 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 the science 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

The NCLBA 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 12, 2008 are required to participate in NECAP with the following exceptions:

1. Students who completed the Alternate Assessment for the 2007–2008 school year.
2. Students who are new to the U.S. within the last 12 months and are Limited English Proficient (LEP) were not required to take the NECAP reading and writing tests. However, these students must take the NECAP mathematics and science tests. For more information on supports available for these students during testing, see Appendix 5 of this manual.
3. 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"><li>▪ Each student MUST be registered with the state</li><li>▪ A <i>Request for Medical Exemption</i> form must be submitted (available on the NH DOE website)</li><li>▪ You must receive written acknowledgement from the NH DOE</li><li>▪ Requests are due no later than 5/29/08</li></ul>	Gaye Fedorchak 603-271-7383
RI	<ul style="list-style-type: none"><li>▪ RI state-approved special considerations are medical reasons, personal crisis, family emergency, and court order</li><li>▪ A written request, signed by your superintendent, must be submitted to RIDE to obtain approval</li><li>▪ Requests are due no later than 5/29/08</li></ul>	Mary Ann Snider 401-222-8492
VT	<ul style="list-style-type: none"><li>▪ VT state-approved special considerations are medical reasons, personal crisis, family emergency, and court order</li><li>▪ Contacting the department for approval is not necessary. The Participation Verification form given to schools after assessment will be the basis for approval.</li></ul>	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 5 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 prior to the testing window. Accommodations must be consistent with those used during the student’s regular classroom instruction, including test taking.

### 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 encoding the “Other Accommodations (E)” and/or “Modifications (F)” section. (See page *i* of this manual for contact information.) Any accommodation(s) 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.

### Document Accommodations

All accommodations used during any test session must be recorded by authorized school staff on page 2 of the Student Answer Booklet in the “Accommodations Used” section. A sample page 2 of a Student Answer Booklet is in Appendix 3 of this manual.

## Scheduling Test Sessions

The testing window is **May 12-29, 2008**. All testing, including accommodations and makeup testing, must be completed by May 29, 2008. Makeup testing may begin immediately following the scheduled administration of a test session. No student should be scheduled for a makeup 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 during the General Instructions session for completing the front covers of the Student Test Booklet and the Student Answer Booklet and time at the end of testing for completing the Student Questionnaire. (The Student Questionnaire is optional in Vermont.) For students who are absent on the first day of testing, the front covers of the Student Test Booklet and the Student Answer Booklet must have a Student ID Label or be completed by hand prior to administering any part of the test.

Except for makeup sessions, **the test sessions must be taken in the order presented in the student test booklets.**

- New Hampshire and Vermont: In schools where students in several classes in the same grade are being tested, all classrooms should take the same test session **simultaneously**.
- Rhode Island: 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 administration 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. Please 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 beyond the allotted time for these sessions must have an extended time accommodation determined prior to testing.

For grades 4 and 8, 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 in the first operational administration of a task of this type, 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 15–20 minutes (see charts on next page).

For grade 11, Session 3 is designed to be completed in 60 minutes (including directions), and students will work individually for the entire session. Therefore, for grade 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.

<b>Testing Schedule Grade 4</b>		
<b>Test Session</b>	<b>Test Activity</b>	<b>Scheduled Time (in minutes)</b>
General Instructions	Completing Student Information	5
Session 1 – Science	Directions	5
	Testing (25 multiple choice & 3 constructed response)	90
Session 2 – Science	Directions	5
	Testing (26 multiple choice & 3 constructed response)	90
<b>Before Session 3</b>	Teacher(s) setting up materials before students arrive for testing	20
Session 3 – Inquiry Task	Directions/Demonstrating materials/Making prediction	15–30
	Directions/Performing the Inquiry Task (in groups)/Cleaning up	30–45
	Testing (students working individually, 7 questions)	45
Student Questionnaire	Questionnaire	20

<b>Testing Schedule Grade 8</b>		
<b>Test Session</b>	<b>Test Activity</b>	<b>Scheduled Time (in minutes)</b>
General Instructions	Completing Student Information	5
Session 1 – Science	Directions	5
	Testing (25 multiple choice & 3 constructed response)	90
Session 2 – Science	Directions	5
	Testing (26 multiple choice & 3 constructed response)	90
<b>Before Session 3</b>	Teacher(s) setting up materials before students arrive for testing	15
Session 3 – Inquiry Task	Directions/Demonstrating materials/Making prediction	15–30
	Directions/Performing the Inquiry Task (in groups)/Cleaning up	30–45
	Testing (students working individually, 7 questions)	45
Student Questionnaire	Questionnaire	20

Testing Schedule Grade 11		
Test Session	Test Activity	Scheduled Time (in minutes)
General Instructions	Completing Student Information	5
Session 1 – Science	Directions	5
	Testing (25 multiple choice & 3 constructed response)	90
Session 2 – Science	Directions	5
	Testing (26 multiple choice & 3 constructed response)	90
Session 3 – Inquiry Task	Directions	5
	Testing (7 questions)	55
Student Questionnaire	Questionnaire	20

## Teacher Judgments of Student Proficiency

Student performance on the NECAP tests will be classified into one of four achievement levels: *Proficient with Distinction*, *Proficient*, *Partially Proficient*, *Substantially Below Proficient*. To provide information to assist in determining achievement level cut scores for the NECAP tests, we are asking teachers to log in to the Measured Progress iServices website and classify their students' **classroom performance** into one of the four achievement levels for science. Teachers should base their judgments on student classroom performance in relation to the science content standards, not on how they think students will perform on these tests. This information will be used as part of the standard setting process that will be completed after testing.

The achievement level information must be provided by the student's current science teacher(s). If a student is not currently taking science, please identify the person in your school best qualified to make the judgment about the student's proficiency (e.g., advisor, guidance counselor, previous science teacher). For each student, teachers will use a drop-down menu to indicate their judgment of the achievement level that best describes their student's level of performance. Additionally, three options are provided for each achievement level so that teachers may indicate low, medium, or high performance within that level.

This information must be completed online before the end of May 2008.

Each school's administrative materials box will include a memo with instructions for accessing the NECAP Student Ratings section of the iServices website. The memo includes a unique username and password for authorized school personnel to use when logging in. The website provides information describing the achievement levels as well as procedures for submitting the information. If you need assistance with submitting teacher judgment data, please call the NECAP Service Center at 1-877-632-7774.

## Student ID Labels

Student ID Labels are used to ensure the accuracy of student demographic information and minimize effort for schools during testing. Student ID Labels for students in each grade will be shipped with the appropriate grade’s materials. Schools will receive two Student ID Labels for students in grades 4, 8, and 11. Student ID Labels were based on reporting data from the fall 2007 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:

**Students enrolled in your school WITH Student ID Labels:** 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 below for ordering additional labels. 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 Student Test Booklets and Student Answer Booklets.

**Ordering additional Student ID Labels:** Schools have the opportunity to order additional labels to replace labels with incorrect information or for students who were not included in the original shipment. Orders for additional labels must be received by **May 15, 2008**. (After May 15, you must follow the procedure for “Students who never receive a Student ID Label”.) All orders for additional labels will be shipped one time, on **May 20, 2008**.

State	Procedure	Contact
NH	Call your district i4see contact to submit all requests for additional labels.	District i4see contact
RI	Go online to <a href="http://iservices.measuredprogress.org">http://iservices.measuredprogress.org</a> . 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 online to <a href="http://iservices.measuredprogress.org">http://iservices.measuredprogress.org</a> . 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 were unable to obtain a label for any student, you must complete the student information on pages 1 and 2 of the Student Answer Booklet.

State	Required on the Student Answer Booklet for students without a label	
	Page 1	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

## Preparing Student Test and Answer Booklets for Testing

Student Test Booklets and Student Answer Booklets are shrink-wrapped together in packs of 15, 10, 5, and as singles. The quantity in each pack is indicated by a label on the top of the pack. 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 Student Test Booklet and Student Answer Booklet. The Student Answer Booklet comes inserted in the Student Test Booklet; they **must** stay together because the Student Answer Booklets are specific to each test form. Student identification information must be provided on the Student Test Booklets and Student Answer Booklets before testing begins.

A variety of barcodes appear on the Student Test Booklets and Student Answer Booklets. These are used by Measured Progress for test security purposes and to assist in tracking and accounting for the return of the booklets. The serial numbers on the Student Test Booklets will not match the serial numbers on the Student Answer Booklets.

**IMPORTANT: DO NOT** separate the Student Answer Booklets from the Student 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 Student Test Booklet with the bracketed portion of the number printed on the bottom right corner of the Student Answer Booklet. In the sample below, the brackets indicate form 4.

1 6 0 4 2 3 1 3 4 8

If you have questions, please call the NECAP Service Center at 1-877-632-7774.

- For students with Student ID Labels, affix one label to the Student 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 Student Test Booklet in the space provided.
- No label is necessary for the large-print test form, Braille test form, or Task Booklet.
- 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 Student Answer Booklet. Also write the student name and school name on the cover of the Student Test Booklet. If you ordered additional labels, when they arrive affix them in the appropriate spaces on each student's booklets. If no Student ID Label is anticipated, you must complete the student information on the Student Answer Booklet. (See page 9 for details.)

## Prior to Test Administration

### Optional Reports

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 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 should 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 support programs. If a student participates in the program, the number 11 would be bubbled. Schools or districts can develop their own coding system or choose not to use this field.

If the "Optional Reports" field is used, any completed circles on the grid will be included on 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. This information will be in a data file which will allow schools to sort and/or manipulate the fields. Be sure to keep a key of how you assign each bubble in this field to use when analyzing the data.

### Designating Test Administrators

Designate enough test administrators to ensure that

- each test session will be administered simultaneously to all students being tested at a grade level,
- students can be tested in surroundings that will 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
- makeup sessions will be supervised by trained test administrators.

Prior to test administration, schedule a meeting with test administrators. Distribute a copy of the *Test Administrator Manual* to each designated test administrator before this meeting. Notify all test administrators that 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 web addresses.)

### Preparing Test Administrators

Test administrators should be aware that their primary roles are to encourage students to take the test seriously and do their best, to give clear directions to students, and to monitor students throughout test administration to see that directions are followed.

During the meeting with test administrators,

- assign each administrator a specific group of students for testing, including students who need accommodations,
- notify the test administrators of the testing schedule and how it will be implemented for your school,
- inform the test administrators about your school's plan for implementing NECAP test security procedures, including test environment and approved testing materials,
- remind test administrators for grades 4 and 8 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 6 for more information on grouping students,

- ensure that for grades 4 and 8, Session 3 is administered where students can work collaboratively in a group setting and independently when answering the test questions in their Student Answer Booklet,
- ensure that for grades 4 and 8 the collaborative work area for Session 3 is a flat, horizontal surface, such as a desk or table,
- explain your school's plan for inventorying, distributing, collecting, and storing secure test materials,
- notify them of your school's procedures for makeup sessions,
- create a plan for applying Student ID Labels or coding student identification information on the front cover of the Student Answer Booklets and Student Test Booklets,
- for students without a Student ID label, create a plan for completing the student information on page 2 of the Student Answer Booklet (RI and VT only); this page must be completed **after testing**, see page 9 for detailed instructions,
- explain the purpose and the school's coding method for the Optional Reports field,
- discuss additional materials needed during test administration: extra #2 pencils, scratch paper, reference sheets, calculators (optional, see page 17), and Inquiry Task materials (grades 4 and 8),
- encourage test administrators to complete the *Test Administrator Questionnaire*, and
- answer questions regarding test administration and security procedures. As necessary, call the NECAP Service Center at 1-877-632-7774.

At the meeting, have available

- student information that test administrators or authorized school staff must complete **after testing** on page 2 of the Student Answer Booklet for **each** student, regardless of whether or not the student has a Student ID Label. This information includes each student's
  - accommodation(s) with corresponding codes from the Table of Standard Test Accommodations (see Appendix 5),
  - other accommodations (E or F) that were approved by your state's department of education prior to testing,
  - reason why the Student Answer Booklet is being returned blank in one or more sessions, if applicable, and
  - homeschooled status.
- student information that test administrators or authorized school staff must complete **after testing** on page 2 of the Student Answer Booklet for each student in VT and RI **without** a Student ID Label. Details are in the table on page 9. (See Appendix 3 for a sample page 2 of the Student Answer Booklet.)

### **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.**

# Test Materials

## Inventory Test Materials

Test materials will be delivered to the 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. Test materials can be easily identified by the Measured Progress information on the boxes. **If you have not received test materials by May 2, 2008, immediately telephone the NECAP Service Center at 1-877-632-7774.**

Inventory the test materials immediately upon receipt. The Materials Summary Form at the top of the box labeled “Administration Materials Enclosed” provides the total number of materials shipped to your school for each grade. Using the Materials Summary Form, mark the quantity of each item shipped in the “Qty Received” column. (See Appendix 1 for a sample of the Materials Summary Form.) This is your record of what was received. It is important that all materials are counted **prior** to testing. Any discrepancy between what is noted on your Materials Summary Form and the actual count must be reported immediately to the NECAP Service Center (1-877-632-7774).

The Packing Slip \*Secured Material\* document provides a detailed list of the contents of each box and lists the barcode numbers that appear on the Student Test Booklets only. You are not required to record or track barcodes. (See Appendix 2 for a sample Packing Slip \*Secured Material\*.) **Note: The serial numbers on the Student Answer Booklets will not match the serial numbers on the Student Test Booklets.**

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 Forms box or envelope	
NECAP Material	Notes
Materials Summary Form	Use this form to inventory materials; check quantities under the heading “Qty Received” and “Qty Returned.”
Instruction sheet for online <i>Principal Certification of Proper Test Administration</i> (green)	Your username and password are provided on this instruction sheet. The online form <u>must</u> be completed and signed by the principal for each grade tested.
UPS Return Service Labels	Affix one label to each box when returning all test materials.
Envelope containing Student ID Labels and instructions for ordering additional labels	Additional labels may be ordered until May 15. In RI and VT, the instruction sheet will include your username and password. See page 9 for details.
White envelope labeled “Administrative Forms,” which will also contain the school name and school code	Use this envelope to return the signed copy of the online <i>Principal’s Certification of Proper Test Administration</i> form and the completed answer sheets for the <i>Principal/Test Coordinator</i> and <i>Test Administrator Questionnaires</i> .

White plastic envelope(s) labeled with the grade and “For Return of Used Answer Documents Only”	<b>Return ALL valid Student Answer Booklets in these envelopes only.</b> 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 set(s) of test materials needing extra attention. Attach an explanatory note with any test materials returned in this envelope. <b>(See page 20 for a list of materials that require special handling.)</b>
White plastic envelopes labeled “For Return of Task Booklets”	Return all used Task Booklets in these envelopes (grades 4 and 8 only).
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. <b>ONLY</b> return scratch paper in this envelope.
White plastic envelopes labeled “For Return of Large Print Tests” (if applicable)	Return large-print test forms and accompanying regular Student Answer Booklets in these envelopes.
White plastic envelopes labeled “For Return of Braille Tests” (if applicable)	Return Braille test forms and accompanying regular Student Answer Booklets in these envelopes.
<i>Principal/Test Coordinator or Test Administrator Questionnaire Answer Sheets</i>	The completed questionnaire answer sheets should be returned in the “Administrative Forms” envelope.
<i>Test Administrator Manual(s)</i>	Extra copies may be duplicated at your school, if needed, or downloaded from your state’s website.
<i>Principal/Test Coordinator Manual</i>	Each school will receive <u>one</u> 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 website.
<i>Principal/Test Coordinator Questionnaire (yellow)</i>	Each school will receive <u>one</u> questionnaire in the shipment for the lowest grade in the school. This questionnaire is to be completed by the principal or test coordinator.
<i>Test Administrator Questionnaires (blue)</i>	This questionnaire is to be completed by the test administrators. Additional copies can be made if needed.
<b>Boxes of Test Materials</b>	
Packing Slip *Secured Material*	This document provides the quantity of secure test materials shipped per box and the variable barcode numbers assigned to each test booklet or box of Inquiry Task Kits. You are not required to record or track barcodes.
Large-print test forms (if applicable)	The large-print version of the test comes with a regular Student 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 Student Answer Booklet. The test administrator must transcribe the student's answers into this booklet.
<i>Student Questionnaires</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 the Student Answer Booklet.
Student Test Booklets and Student Answer Booklets (in packs of 15, 10, 5, and singles)	The number of Student Test Booklets and Student Answer Booklets included in each shrink-wrapped pack is indicated on the front of the pack. Reference Sheets are also included in the back of each pack for grades 8 and 11.
Task Booklets (in packs of 15, 10, 5, and singles) [Grades 4 and 8 only]	Every student in grades 4 and 8 should receive a Task Booklet at the start of Session 3.
Inquiry Task Kits (in boxes of 10, 5, and 1) [Grades 4 and 8 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 barcode label identifying test materials for your school. **Do not remove, destroy, or deface this label;** the information on the label will expedite tracking of returned material. One UPS Return Service (RS) label was sent for each box. Save the RS labels in a secure place until preparing to return materials.

### Quantities of Student Test Booklets and Student Answer Booklets

The quantity of test materials that Measured Progress sends each school is based on reported enrollment information provided by your state department of education after fall 2007 NECAP testing. An overage of 10% has been added to each school's enrollment to account for new students who may have enrolled after the enrollments were submitted. Schools that ordered large-print test materials for fall 2007 NECAP testing will be shipped large-print test materials for the science test. Braille test orders were confirmed by Measured Progress and the state departments of education in February 2008. Braille materials will be shipped to schools separately. If you are expecting Braille materials and have not received them by May 8, please contact the NECAP Service Center at 1-877-632-7774.

The number of Student Test Booklets and Student Answer Booklets contained in each shrink-wrapped pack is indicated with 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* and one *Principal/Test Coordinator Questionnaire* will be sent with the 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. The quantity of *Test Administrator Manuals* and *Test Administrator Questionnaires* is based on a ratio of about one for every 15 students enrolled in the school at each tested grade level. Additional manuals can be downloaded from each state department of education website or photocopied. In grades 8 and 11, the number of science reference sheets shipped will be equal to the number of Student Test Booklets and Student Answer Booklets shipped.

## Ordering Additional Materials

To order additional materials, log on to <http://iservices.measuredprogress.org>. Select “New England Common Assessment Program” from the drop-down list and click “Enter”; select “Order Additional Materials” from the left column. To access your school’s account, you will need your MP ship code, located in the top row on your Materials Summary Form. Remember to order before 2:00 p.m. to receive additional materials by the next business day. If you have problems with the online system, contact the NECAP Service Center at 1-877-632-7774. **All orders must be completed by May 8, 2008, to ensure delivery of requested material prior to the start of the testing window.**

## Storing and Access to Test Materials

Designate a **locked, 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 during testing 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 materials are received at the school until the materials are returned to Measured Progress.

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 Student Test Booklets and Student 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.

## 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 which devices are allowable during the assessment. 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 the 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 test, except for word-to-word translation dictionaries allowed as an accommodation for 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 sessions. 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 students' work. Test administrators may not help students in any way except during the General Instructions, 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. Every effort should be made to have a student complete all test sessions before the student withdraws.

Students who enroll in your school after May 12, 2008, should participate, to the extent possible, in NECAP science testing. Order Student ID Labels for new students who enroll before May 15. Complete the student information on the Student Answer Booklet by hand if students enroll after the deadline for ordering labels.

Students should complete all sessions of science in one school. Sessions completed in different schools will not be combined to produce a score.

Page 2 of the Student Answer Booklet contains a box titled "*Student Answer Booklet is being returned blank in one or more sessions for the following reason*". When a student withdraws from or enrolls in your school without fully completing the NECAP, you must fill in a bubble indicating why the booklet is partially blank. Return the Student Answer Booklet with all other used Student Answer Booklets.

Any student who withdraws from your school before testing has begun, and has not taken any test sessions, does not need a Student Answer Booklet. If a Student ID Label was already affixed to a Student Answer Booklet, clearly write "VOID" on the cover, and return the booklet with all other unused test materials.

# After Testing

## Preparation of Test Materials for Return

### Collecting Materials After Testing

After all test sessions and makeup sessions are completed, collect and inventory **all** used and unused test materials that have been returned by each administrator. During this time, ensure that test security is maintained and check to see that no test materials show any evidence of breaches in test security. When materials are returned, test coordinators must verify that

1. **all** test materials, whether used or unused, have been returned by each test administrator;
2. Student ID Labels have been placed in the space provided on the Student Answer Booklet;
3. for each student without a label, the front cover and page 2 of the Student Answer Booklet have been completed accurately and appropriately;
4. accommodations have been correctly recorded on page 2 of the Student Answer Booklets for every student who used an accommodation(s) during testing;
5. the Student Answer Booklets are in good condition and are free of eraser bits, and that erasures have been made completely;
6. all extra papers (scratch paper, reference sheets, Post-its, etc.) have been removed from the Student Answer Booklets;
7. all valid Student Answer Booklets have been inserted into the white plastic envelope(s) labeled “For Return of Used Answer Documents Only”;
8. all scratch paper and other non-scorable materials have been inserted into the white plastic envelope labeled “For Return of Scratch Paper”;
9. all Task Booklets have been inserted into the white plastic envelope labeled “For Return of Task Booklets” (grades 4 and 8 only);
10. all large-print and Braille forms (if you received any) have been transcribed into a regular Student Answer Booklet and all materials have been inserted into the envelopes labeled for their return;
11. test materials that require special handling have been checked and inserted into the envelope(s) labeled “Special Handling”; and
12. Inquiry Task Kits are collected and given to school science personnel for future classroom use when the Inquiry Tasks are released.

### Special Materials

#### **Braille and Large Print Tests**

Every Braille and large-print version of the test comes with a regular Student Answer Booklet. A test administrator or authorized school personnel must transcribe the student’s work into the regular Student Answer Booklet. Any student work that is not recorded in the regular Student 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 Student Answer 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 Student Answer Booklet that is non-standard. A note explaining why the booklet is being returned in 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**. Please ensure the student's name is on the computer-generated responses and return them along with the answer booklet.)

Booklets that should not be returned in Special Handling include,

- voided booklets,
- unused booklets,
- booklets for students who withdrew from or enrolled in the school,
- booklets where standard test accommodations were used (sections A, B, and C of the Table of Standard Test Accommodations).

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

### **Verifying Student Information on Student Answer Booklets**

The test coordinator is responsible for ensuring that all of the required student information has been correctly provided in every Student Answer Booklet for each student enrolled whether or not the student has a Student ID Label.

Use the instructions below to verify that necessary student information has been provided on the front cover and page 2 of all Student Answer Booklets being returned.

#### **For all students WITH Student ID Labels verify that:**

- Student ID Labels have been properly affixed in the lower right corner of the front cover of the Student Answer Booklets,
- accommodation information has been completed on page 2 of the Student Answer Booklets for every student who used an accommodation(s) during testing (see Appendix 5 for the Table of Standard Test Accommodations),
- a reason why a Student Answer Booklet is being returned blank in one or more sessions is bubbled on page 2 of the Student Answer Booklet, if applicable,
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable, and
- the Optional Reports field has been completed, if applicable.

**For all students WITHOUT Student ID Labels verify that:**

- the appropriate information on the front cover has been completed. The information should be written in the spaces provided with the corresponding circles below bubbled in to match the letters/numbers;
- the appropriate demographic information, located in the box on the right-hand column at the top of page 2 of the Student Answer Booklet, has been completed. Detailed instructions for completing these fields are in Appendix 4 of this manual. The table below outlines the student information required by each state;

State	Required on the Student Answer Booklet for students without a label	
	Page 1	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

- accommodation information has been completed on page 2 of the Student Answer Booklets for every student who used an accommodation(s) during testing (see Appendix 5 for the Table of Standard Test Accommodations);
- a reason why a Student Answer Booklet is being returned blank in one or more sessions is bubbled on page 2 of the Student Answer Booklet, if applicable;
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable; and
- the Optional Reports field has been completed, if applicable.

## Completing Principal’s Certification of Proper Test Administration

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*. Complete this form after testing is finished but before UPS comes to pick up materials on May 30, 2008.

To access the form, 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 left column. Enter the username and password on the green instruction sheet that was included in your lowest grade’s shipment, and follow the instructions online to complete the form. You will need the following information to complete the form:

- number of students enrolled in your school,
- number of students tested,
- number of booklets sent to your school,
- number of used booklets being returned, and
- the total number of booklets being returned.

**Please print two copies of the completed form for each grade tested. One copy of the form must be signed by the principal and returned to Measured Progress in the “Administrative Forms” envelope with the appropriate grade level’s test materials. The other copy is for the school files.**

## Return of Materials

Materials should be packed to be returned to Measured Progress as soon as the school has completed testing. **UPS will pick up all test materials at the school on Friday, May 30, 2008. Shipments should be ready by 8:00 a.m. that day. UPS 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.

Use the original 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 barcode label on the box must be **intact** and **unobscured**. If the barcode is missing or 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.**

Do not use rubber bands, staples, or paper or binder clips when repackaging materials. You may use packing material, such as crumpled paper, to keep items from shifting during shipping.

Inventory all materials for return to Measured Progress using the Materials Summary Form. Mark the quantity packed for each item under the heading “Qty Returned” on this form. Keep this form for your records.

Separate used and unused test 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. Please do not put any voided materials in Special Handling envelopes. These should be packed with the other unused materials.

**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 the other. Do not combine grades in a box, even if they will fit.**

The instructions below outline the order for packing all materials.

- Place all unused materials in the bottom of the box, including voided materials.
- Place all used Student Test Booklets in the box on top of the unused materials.
- Place all used Student Answer Booklets that require **no special handling** in the white envelopes marked “For Return of Used Answer Documents Only”. Then place these envelopes in the boxes that will be used to return materials for each grade level.
- Insert all scratch paper used by students in the “Scratch Paper” envelope(s) and then place them in the appropriate grade level box. (All scratch paper must be removed from the Student Answer Booklets. Only scratch paper should be returned in this envelope.)
- Insert all Task Booklets used by students (grades 4 and 8 only) in the “For Return of Task Booklets” envelopes and place them in the appropriate grade-level box.
- Insert all large-print and Braille tests in the envelopes labeled for their return and then place them in the appropriate grade-level box.
- Place all test materials requiring special handling in the “Special Handling” envelope and place them in the box next. An explanatory note should accompany each booklet in this envelope.
- For each grade, insert the following forms in the “Administrative Forms” envelope: completed and signed copy of the *Principal’s Certification of Proper Test Administration* form and the answer sheets for the *Principal/Test Coordinator Questionnaire* and *Test Administrator Questionnaire*.

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

<b>TOP OF BOX 1</b>
“Administrative Forms” envelope
“Special Handling” envelope (if applicable)
“Large Print tests” envelope (if applicable)
“Braille tests” envelope (if applicable)
“Task Booklet” envelope (grades 4 and 8 only)
“Scratch Paper” envelope
Envelopes containing used Student Answer Booklets
Used Student Test Booklets
All unused student test materials (including voided materials)
<b>BOTTOM OF BOX 1 OR LAST BOX</b>

The following items **DO NOT** need to be returned:

- Inquiry Task Kits (Please keep for when the Inquiry Task is released.)
- Materials Summary Forms
- Packing Slips \*Secured Material\*
- Science Reference Sheets
- *Principal/Test Coordinator Manual* and *Test Administrator Manuals*
- *Principal Test Coordinator Questionnaire* (Return completed answer sheets only.)
- *Test Administrator Questionnaire* (Return completed answer sheets only.)
- *Student Questionnaires* (Students answered in their Student Answer Booklets.)

Reseal the boxes with heavy-duty packing tape. Remove all labels on the boxes except the Measured Progress barcode label. Affix one UPS Return Service 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 30, to pick up your boxes. All test materials must be packed by 8:00 a.m. that day. This is the ONLY scheduled pick-up date. If the pickup is missed for any reason, please call the NECAP Service Center at 1-877-632-7774.**

**THANK YOU VERY MUCH FOR YOUR HELP IN COORDINATING THE  
NEW ENGLAND COMMON ASSESSMENT PROGRAM.**

# Appendix 1: Sample Materials Summary Form



50 Education Way  
Dover, NH 03820

## MATERIALS SUMMARY

<b>MP Ship Code:</b>	<b>00000000001234</b>	<b>Date Packed:</b> April 18, 2008	
<b>Contract:</b> 1132	<b>Contract Name:</b> NECAP Science	<b>Administration:</b> 2007-2008	
<b>District Code:</b>	<b>District Name:</b> DISTRICT NAME		
<b>School Code:</b>	<b>School Name:</b> SCHOOL NAME	<b>Grade:</b> 8	<b>Enrollment:</b> 9
<b>Total Boxes Shipped:</b>		1	

<b>Box Label: 00000012345678</b>	<b>Qty Shipped</b>	<b>Qty Received</b>	<b>Qty Returned</b>
<b>Contents:</b>			
Online Principal Certification Instructions	1		
Instructions for ordering student labels	1		
Teacher Judgment Instructions	1		
Gr 8 Student Labels in white catalog envelope	1		
Return Service Label - Ground	2		
Administrative Forms Envelope	1		
Return of Used Answer Documents Envelope	1		
Special Handling Envelope	1		
Return of Scratch Paper Envelope	1		
Return of Task Booklet Envelope	1		
Return of Large Print Test Envelope	1		
Answer sheets for Principal/Test Coordinator Questionnaire and Test Administrator Questionnaire	3		
Gr 8 Test Administrator Manual	2		
Principal/Test Coordinator Manual	1		
Principal/Test Coordinator Questionnaire	1		
Test Administrator Questionnaire	2		
Gr 8 Large Print Kit	1		
Gr 8 Student Questionnaire	10		
Gr 8 Student Test Booklet with inserted answer booklet and reference sheet	10		
Gr 8 Task Booklet	10		
Gr 8 Inquiry Task Kit (Classpack of 5)	5		

# Appendix 2: Sample Packing Slip \*Secured Material\*



50 Education Way  
Dover, NH 03820

## PACKING SLIP

\*Secured Material\*

**Ship To:**

<b>MP Ship Code:</b>	<b>0000000001234</b>		Date Packed: April 18, 2008	
Contract: 1132	Contract Name: NECAP Science		Administration: 2007-2008	
County Code:	County Name:	SU Code:	Superintendent Unit Name:	
District Code:	District Name:			
School Code:	School Name:	Grade: <b>8</b>	Enrollment: <b>9</b>	
<b>Box Label:</b>	<b>000000012345678</b>			

Product	Description	Unit	Qty Shipped
0302011231011001XXX X	Test Booklets	EA	10
	<b>Class Pack Code</b>	XXXXXXXXXX	
	<b>Test Booklet Numbers</b>		
	1015010776		
	1016010777		
	1017010778		
	1018010779		
	1019010780		
	1025010776		
	1026010778		
	1027010778		
	1028010779		
	1029010780		

0302011241011001XXXX	Large-Print Test Booklet	EA	1
	<b>Class Pack Code</b>	XXXXXXXXXX	
	<b>Test Booklet Numbers</b>		
	1020010781		

# Appendix 3: Page 2 of Student 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

### HOMESCHOOLED

Yes

Student Answer Booklet is being returned blank in one or more sessions for the following reason:

#### SCIENCE

- Student completed Alternate Assessment for the 2007–08 school year.
- Student withdrew from school after May 12, 2008.
- Student enrolled in school after May 12, 2008.
- State-approved special consideration.
- Student was enrolled on May 12, 2008, and did not complete test for reasons other than those listed above.

### 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** ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

## Appendix 4: Instructions for Completing Student Information on Student Answer Booklets

Test administrators or authorized school personnel are responsible for properly affixing Student ID Labels in the appropriate space provided on the Student 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 Student 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 Student 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 (This information should be completed for all students after testing has concluded.)**

#### **Accommodations Used**

If the student used any accommodation(s) listed in the Table of Standard Test Accommodations in Appendix 5 of this manual, bubble in the circle that corresponds to the accommodation(s).

#### **Reason for Return of Blank Student Answer Booklet**

If a student's Student 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 not is 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 11 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 Student Answer Booklet for any student who does not have a Student ID Label. **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 5: 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) <sup>1</sup>
- 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, computer <sup>2</sup> (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-2 Student hand writes responses on separate paper. (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-3 Student writes using braille (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-4 Student indicates responses to multiple-choice items. (School personnel records student responses into the Student 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 Student 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 Student Answer Booklet.)
- D-7 Not available at this time

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 Accommodations <sup>3</sup>

- 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. Modifications <sup>4</sup>

- 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.

## Appendix 6: Guidelines for Grouping Students in Session 3 (Grades 4 and 8 only)

The Inquiry Task of the NECAP Science test involves collaborative work at grades 4 and 8. 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 Grades 4 and 8	
Inquiry Task	Work Type
<ul style="list-style-type: none"> <li>making a prediction</li> <li>setting up and conducting an investigation</li> <li>collecting data</li> </ul>	<p>Students will make predictions and record them in their own <b>Task Booklet</b>. Students will work in <b>collaborative groups</b> to collect experimental data.</p> <p><b>All students</b> must record data in their <b>Task Booklet</b> for use in the individual portion of the task.</p>
<ul style="list-style-type: none"> <li>organizing and presenting data</li> <li>analyzing and using results</li> </ul>	<p>Students copy data from the Task Booklet into their <b>Student Answer Booklet</b>. Students work individually with data collected from the investigation to answer questions in their <b>Student Answer Booklet</b>.</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.

