



**NEW ENGLAND  
COMMON ASSESSMENT PROGRAM**

*Test Administrator Manual  
Grade 5*

**October 1-23, 2008**

**NECAP Service Center: 1-877-632-7774**

# 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, see the test coordinator at your school.

## 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](http://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](http://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/](http://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

Test administration window..... October 1-23, 2008  
UPS pickup for all test materials..... October 24, 2008

## New This Year

### **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 2007-2008 school year. Therefore, the "Student completed Alternate Assessment" bubble has been removed from the "Reason Blank" box on page 2 of the answer booklet. Students who participated in the alternate assessment in the 2007-2008 school year are not required to take the 2008 NECAP 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 affixed to the answer booklet, please ensure that they have written their name on this line.

# Checklist for Test Administrators

Please note: this checklist is provided as a summary only. 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:

- Read the *Test Administrator Manual* in its entirety
- Assist the test coordinator with notifying students and parents about the testing program
- Meet with the test coordinator to review the testing schedule, arrange for students who require accommodations, and review procedures in the *Test Administrator Manual*
- Inventory test materials received from the test coordinator
- Punch out the mathematics tool kit pieces and insert them into the white envelopes provided
- Ensure that your test coordinator has placed student ID labels or written in the student name, school name, and district name on the space provided on the front covers of the test booklets and answer booklets
- Secure additional materials needed for testing (#2 pencils, scratch paper, calculators, etc.)

## During testing:

- Maintain security of test materials between testing sessions
- Post a “Testing – Please do not disturb” sign on your classroom door
- Be sure that all students have comfortable and adequate workspaces
- Be available to answer questions as necessary
- Monitor students’ handling of test materials to keep the materials in good condition
- Ensure accommodations are provided to students as were determined prior to testing
- Administer make up testing for students who miss all or part of the test
- Notify your test coordinator of any testing irregularity

## After testing:

- Verify that all answer booklets are correctly marked and in good condition
- For all students, complete the applicable student information on page 2 of the answer booklet
- Confirm that no paper has been taped, pasted, stapled, or otherwise attached to the answer booklets
- Remove all scratch paper from the answer booklets
- Attach an explanatory note to each test booklet and answer booklet that needs special handling and place this material on the top of your stack of test materials
- Ensure that any computer-generated, large-print, and Braille responses have been transcribed into the accompanying regular answer booklet
- Complete the *Test Administrator Questionnaire* using the answer sheet provided. Return the answer sheet to your test coordinator with the rest of your test materials
- Assemble the test booklets, answer booklets, and all other test materials and return them to your test coordinator

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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 (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 Test

The NECAP is a comprehensive set of tests that cover a broad range of learning expectations in reading and mathematics administered at grades 3 through 8 and 11 and writing at grades 5, 8, and 11. A complete description of the learning expectations for grades 3 through 8 can be found in the *New England Common Assessment Program Grade-Level Expectations* (NECAP GLEs). The high school learning expectations can be found in the *New England Common Assessment Program Grade-Span Expectations* (NECAP GSEs). These documents were developed and adopted collaboratively by the departments of education in New Hampshire, Rhode Island, and Vermont. The NECAP GLEs and GSEs are posted on the websites of the individual state departments of education.

### **NECAP tests include the following types of items:**

- multiple-choice items, which require students to select the correct answer from four possible responses
- short-answer items, which require students to provide a solution to a problem
- constructed-response items, which require students to write a brief (up to a half page) response or show the solution to a problem
- writing prompts, which require students to demonstrate their ability to communicate in writing through an extended response – these prompts are both stand alone and text based

# Test Administrator's Responsibilities

Test administrators are vital to the success of the New England Common Assessment Program (NECAP). For this reason, the instructions given in this manual must be followed closely by each test administrator.

## The test administrator's primary responsibilities include:

- reading the *Test Administrator Manual* in its entirety
- meeting with the test coordinator to review the testing schedule, to discuss arrangements for students who require accommodations, and to review testing procedures in the *Test Administrator Manual*
- accounting for all assessment materials given to you
- ensuring that, prior to testing, the mathematics tool kit pieces have been punched out and placed in the white envelopes provided
- checking that student ID labels have been affixed in the spaces provided on the front covers of the test booklets and answer booklets
- for students without student ID labels, checking that the student name, school name, and district name is written on the lines provided on the front covers of the test booklet and answer booklet
- ensuring a standardized test environment
- maintaining the security of your test materials between test sessions
- ensuring that students use only the test materials assigned to them
- testing the group of students assigned to you according to the instructions in the *Test Administrator Manual*
- providing accommodations as determined by the student's educational team prior to testing
- ensuring that an answer booklet has been completed for every student assigned to you
- confirming that no additional pages have been inserted, taped, stapled, pasted, or otherwise attached to the answer booklets
- ensuring that all assessment materials are returned to your test coordinator when testing is completed

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

All test booklets and answer booklets are secure and must not be released, copied, or duplicated in the school 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 this manual 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 the test coordinator.

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

## Breaches in Test Security

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

# Before Testing

## Preparation for Test Administration

### Manuals

The *Test Administrator Manual* outlines 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 the *Test Administrator Manual* to become familiar with the test administration procedures. Make note of any special arrangements that will be necessary for your students.

### 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 October 1, 2008 are required to participate in the NECAP with the following exceptions:

- Students who completed the alternate assessment for the 2007–2008 school year.
- Students who are new to the U.S. after October 1, 2007 and are LEP and take the ACCESS test of English language proficiency as scheduled in their states are not required to take the NECAP reading and writing tests. However, these students must take the NECAP mathematics test.
- 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 from NH Statewide Assessment</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 10/23/08</li></ul>	Tim Kurtz 603-271-3846
RI	<ul style="list-style-type: none"><li>○ RI state-approved special considerations are for 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 10/23/08</li></ul>	Mary Ann Snider 401-222-8492
VT	<ul style="list-style-type: none"><li>○ VT state-approved special considerations are for medical reasons, personal crisis, family emergency, and court order</li><li>○ 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</li></ul>	Mary Ann Minardo 802-828-5410

The test coordinator should determine which content area(s) of the NECAP, if any, have been completed in the student's prior school. The remaining content area(s) should be administered. If the student was unable to participate in all testing sessions, be sure to indicate why the booklet is partially blank by filling in the appropriate "Reason Blank" bubble on page 2 of the answer booklet.

#### 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 C of this manual.

Decisions regarding accommodations must be made by the student's educational team on an individual basis prior to testing. 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*, your test coordinator 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. 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 A 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 your test coordinator.

## Test Schedule

**The testing window is October 1-23, 2008.** The test coordinator in your school will arrange a testing schedule with you. All testing, including accommodations and make up testing, must be completed by October 23, 2008. 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. Please note that there are a number of important religious holidays, including the Muslim holiday Eid al Fitr (October 2<sup>nd</sup>) and the Jewish holiday Yom Kippur (October 9<sup>th</sup>), that fall within this year's assessment window. Your school may choose to schedule around these dates, but also 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. 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. Your test coordinator must also schedule testing for any students who require test accommodations that cannot be made during the regular test sessions.

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 makeup 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:

<b>NH and VT</b>	All students at a particular grade level within a <b>school</b> must be scheduled to take the same test session simultaneously.
<b>RI</b>	All students at a particular grade level within a <b>district</b> 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 table on the following page for the testing time information for grade 5.

Grade 5 NECAP test sessions 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 per session, as long as they are working productively. Therefore, schedule 90 minutes of uninterrupted time for administering each test session. Students who will need beyond 90 minutes 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 so they will not disturb those students who require more time.

## Testing Sessions and Time: Grades 5

Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	General testing directions	5
Reading Session 1	Directions	5
	Testing (14 multiple choice and 3 constructed response)	90
Reading Session 2	Directions	5
	Testing (14 multiple choice and 3 constructed response)	90
Reading Session 3	Directions	5
	Testing (14 multiple choice and 3 constructed response)	90
Mathematics Session 1	Directions	5
	Testing – Non-calculator (13 multiple choice, 6 short answer, and 2 constructed response)	90
Mathematics Session 2	Directions	5
	Testing – Calculator (14 multiple choice, 6 short answer, and 2 constructed response)	90
Mathematics Session 3	Directions	5
	Testing – Calculator (14 multiple choice, 6 short answer, and 2 constructed response)	90
Writing Session 1	Directions	5
	Testing (10 multiple choice and 3 constructed response)	90
Writing Session 2	Directions	5
	Testing (3 short answer and 1 extended writing prompt)	90
Student Questionnaire	Questionnaire	20

\* Although 90 minutes are scheduled for each session, in past years the vast majority of students finished in 75 minutes or less.

## Prior to Test Administration

### Inventory Test Materials

Inventory your test materials when you receive them from your test coordinator. In addition to this manual, you will receive test booklets, answer booklets, mathematics reference sheets (including tool kit pieces), rulers, protractors, and writing test booklets for the group of students you will be testing. Your test coordinator will provide you with the correct number of test materials for the group of students assigned to you. When you receive the test materials from your test coordinator, check to make sure you have the correct number of each piece of material. If you find any discrepancies, see your test coordinator.

### Preparing Answer Booklets for Testing

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.

**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

#### Grade 5:

- 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 other label to the front cover of the corresponding test booklet in the space provided.
- No label is necessary for the separate writing test booklet.
- No label is necessary for the large-print test form or Braille test form. Affix student ID labels to the regular test booklet and 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.
- All students, with or without student ID labels, should write their name on the line provided in the upper left corner of the front cover of the answer booklet.

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

## Equipment and Materials Permitted and Prohibited 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. Allowable materials are listed in this manual at the beginning of the instructions for each test session.

The items on the mathematics test are designed so that calculators are not required to solve any of the problems. 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 has decided to allow their use, calculators are permitted only during Sessions 2 and 3 of the mathematics test. Calculators are not permitted on Session 1 of the mathematics test. If your school does not have enough calculators for all students, students may use their own. Students may not share calculators during testing.

A four-function calculator is sufficient; however, students may use a scientific or graphing calculator. 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 see your test coordinator.

During Session 2 and Session 3 of the mathematics test, schools may decide to provide students with the *NECAP Multiplication Table* or *NECAP Hundreds Chart*, instead of or in addition to a calculator. Schools must use the official NECAP version provided on each state’s department of education website.

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.

## Preparing Students and the Test Site

It is important that you let your students know what to expect. Hopefully, at this point you and your students have had the opportunity to work with the *NECAP Released Items and Support Materials*, your students have taken the *NECAP Practice Tests*, and you have reviewed the information in the document entitled *Preparing Students for NECAP: Tips for Teachers to Share with Students*. These documents are available on your state's department of education website (see page *i* for website addresses). Communicate to students that all of them may not be able to answer all of the questions. Your students should be supported and encouraged to do their best during the testing period.

It is important to ensure that no students are either advantaged or disadvantaged 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, see your test coordinator.

### **To prepare your students and the test site for the assessment, you should:**

- identify a secure location for storing test materials between test sessions
- notify students in advance of testing and request that they bring two #2 pencils to every test session
- obtain scratch paper and extra #2 pencils
- ensure that calculators are available in accordance with your school's decision regarding calculator use on the test
- ensure that *NECAP Multiplication Tables* and *NECAP Hundreds Charts* are available in accordance with your school's decision to use them
- ensure that there are not any displayed materials in the classroom or on student desks that would interfere with proper test administration
- encourage students to bring something to read if they finish a test session early
- discuss plans for the use and implementation of accommodations for the students you will be testing

### **Just prior to testing, you should**

- check your test materials to be sure you have enough for the students you will be testing
- check your test materials to identify any defective materials
- contact your test coordinator for any required additional materials
- review the session scripts that you will read to students during testing
- acquire a test booklet and answer booklet to use as an aid while you read the directions
- arrange test materials for each session so that you will be able to distribute them to students quickly
- confirm that you have all of the necessary supplies for the test session
- post a "Testing – Please do not disturb" sign on the classroom door
- instruct students to clear their desks of books and other materials not needed for the assessment

# During Testing

## Test Administration

The following pages detail the procedures to be followed for each session of the test. To ensure a consistent and accurate test administration, a “script” (material to read aloud to students) is provided for each session. The script text is printed in bold type inside of shaded boxes. Directions to you within the scripts are in regular type inside of parentheses. Read the scripts exactly as they are written.

Directions to the students should only take a few minutes so that most of the students’ time can be spent answering questions. Be sure that students clearly understand all of the directions before you begin testing. During each part of the test, walk around the room and check that students are working in the correct session, turning pages when necessary, marking answers in the proper places, and are not spending too much time on any one item. Students should be reminded to take the task 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*. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.**

## General Instructions

**Estimated Time: 5 Minutes**

**Materials Needed: Student Test Booklets, Student Answer Booklets, and #2 pencils.**

1. Say to the students:

**I am going to pass out your test materials now. Do not open the booklets I give you until I tell you what to do.**

2. Distribute one Student Test Booklet and one Student Answer Booklet to each student. Ensure that each student receives the correct booklets according to the student ID label or the name written on the front cover of each booklet. Each student must have his or her own test materials. Remind students that they must not open the booklets until they are instructed to do so.
3. Say to the students:

**During the next few days, you will be tested in reading, mathematics, and writing. Your principal and teachers will use the information from this test to help plan your school's program. You will receive your results after the test has been scored. This test may be different from other tests you have taken. You may not be able to answer every question, but it is important that you read each one carefully and do your best.**

**Please look at the front cover of your Student Test Booklet and Student Answer Booklet. If a student ID label is on each of your booklets, check that each label has *your* name and our school name on it. If your booklets do not have student ID labels, please make sure *your* name and our school name are written on the lines on the cover of your test booklet and on the bottom right corner of your answer booklet. Please raise your hand if you have the wrong booklets. (Ensure that all students have the correct booklets.) Now, write your name on the line in the upper left corner of your answer booklet. (Pause.) During all of the test sessions, you must use a #2 pencil to write and to mark your answers. Use of highlighters, markers, and crayons are not permitted. If you do not have a #2 pencil, please raise your hand. (Supply a #2 pencil to students who need one.)**

**Now look in the upper left corner of your Student Answer Booklet. You will see examples of the right and wrong ways to mark your answers to the multiple-choice questions. Make sure you completely darken in the circle when you mark your answers in the Student Answer Booklet. Also, be sure you completely erase any marks you wish to change. Do not make any stray marks on your Student Answer Booklet. (Pause.) Do you have any questions? (Answer any questions.)**

4. If you are not going on to Reading – Session 1 immediately, have the students insert their Student Answer Booklets inside their Student Test Booklets. Collect all test materials and store them in a secure place until the next scheduled part of the test.

## Reading — Session 1

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Student Test Booklets, Student Answer Booklets, scratch paper, and #2 pencils.**

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session.

1. Return the Student Test Booklets and Student Answer Booklets to students. Each student must have his or her original test materials. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 1 of the reading test. Please turn to page 1 in your Student Test Booklet. (Pause.) In this session, you will read two passages and answer seventeen questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the Student Test Booklet. Instead, mark your answers in your Student Answer Booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your Student Answer Booklet. You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your Student Answer Booklet will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

**Open your Student Answer Booklet to page 3. The top of the page is labeled “Reading – Session 1.” It will probably take you about 45 minutes to read the passages and answer the questions in this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may reread any passage or review your answers in this session of the test, but you may not go forward to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.) When you finish, insert your Student Answer Booklet and scratch paper into your Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Reading – Session 2 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test.

## Reading — Session 2

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Student Test Booklets, Student Answer Booklets, scratch paper, and #2 pencils.**

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session.

1. Return the Student Test Booklets and Student Answer Booklets to students. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 2 of the reading test. Please turn to page 8 in your Student Test Booklet. (Pause.) In this session, you will read two passages and answer seventeen questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the Student Test Booklet. Instead, mark your answers in your Student Answer Booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your Student Answer Booklet. You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your Student Answer Booklet will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

**Open your Student Answer Booklet to page 6. The top of the page is labeled “Reading – Session 2.” It will probably take you about 45 minutes to read the passages and answer the questions in this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may reread any passage or review your answers in this session of the test, but you may not go forward or go back to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.) When you finish, insert your Student Answer Booklet and scratch paper into your Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Reading – Session 3 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test.

## Reading — Session 3

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Student Test Booklets, Student Answer Booklets, scratch paper, and #2 pencils.**

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session.

1. Return the Student Test Booklets and Student Answer Booklets to students. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 3 of the reading test. Please turn to page 18 in your Student Test Booklet. (Pause.) In this session, you will read two or three passages and answer seventeen questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the Student Test Booklet. Instead, mark your answers in your Student Answer Booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your Student Answer Booklet. You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your Student Answer Booklet will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

**Open your Student Answer Booklet to page 9. The top of the page is labeled “Reading – Session 3”. It will probably take you about 45 minutes to read the passages and answer the questions in this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may reread any passage or review your answers in this session of the test, but you may not go forward or go back to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.) When you finish, insert your Student Answer Booklet into your Student Test Booklet. Remove all scratch paper from your booklets and place it on top of your Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Mathematics – Session 1 immediately, collect all test materials and store them in a secure place until the next scheduled session of the test. Make sure all scratch paper from the reading test sessions is removed from the booklets. Keep all used scratch paper in a secure place until test materials are returned to your test coordinator.

# Mathematics — Session 1

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Student Test Booklets, Student Answer Booklets, mathematics reference sheets, scratch paper, and #2 pencils.**

**NOTE:** Use of rulers, protractors, calculators, mathematics tool kit pieces, *NECAP Multiplication Tables*, and *NECAP Hundreds Charts* are **not** allowed during any part of this session.

1. Return the Student Test Booklets and Student Answer Booklets to students. Each student must have his or her original test materials. Distribute a mathematics reference sheet to each student and instruct them to write their name on it. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 1 of the mathematics test. Please turn to page 28 in your Student Test Booklet. (Pause.) In this session, you will answer twenty-one questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the Student Test Booklet. Instead, mark your answers in your Student Answer Booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your Student Answer Booklet.**

**You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your Student Answer Booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from the scratch paper and test booklet into your Student Answer Booklet. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions the students have about the directions.)**

3. Say to the students:

**Open your Student Answer Booklet to page 12. The top of the page is labeled “Mathematics – Session 1”. It will probably take you about 45 minutes to answer the questions in this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may review your answers to the questions in this session of the test, but you may not go forward or go back to work on any other sessions.**

**If you get stuck on a word in the test booklet, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand. (Pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.) Are there any questions? (Answer any questions the students have about the directions.) When you finish, insert your Student Answer Booklet, mathematics reference sheet, and scratch paper into your Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Mathematics – Session 2 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test.

## Mathematics — Session 2

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Student Test Booklets, Student Answer Booklets, mathematics reference sheets, mathematics tool kits (in white envelopes), rulers, protractors, scratch paper, and #2 pencils.**

**Other allowable materials** (if your school has decided to allow their use): Calculators, *NECAP Multiplication Tables*, and *NECAP Hundreds Charts*

**NOTE:** Use of mathematics tool kits, rulers, protractors, and calculators **is** permitted during Session 2 of the mathematics test. Students may use their own calculators or those supplied by the school. See page 8 for devices and types of calculators that are prohibited.

1. Return the Student Test Booklets, Student Answer Booklets, and mathematics reference sheets to students. Each student must have his or her original test materials. Distribute a mathematics tool kit envelope, ruler, and protractor to each student. Distribute calculators, *NECAP Multiplication Tables*, and *NECAP Hundreds Charts* to students if your school has decided to allow their use on the test. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 2 of the mathematics test. Please turn to page 38 in your Student Test Booklet. (Pause.) In this session, you will answer twenty-two questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the Student Test Booklet. Instead, mark your answers in your Student Answer Booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your Student Answer Booklet.**

**Beside some test questions you will see a small picture of an envelope. The picture is a reminder for you to use the shapes in your mathematics tool kit envelope to help you answer the question.**

**You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your Student Answer Booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from the scratch paper and test booklet into your Student Answer Booklet. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions the students have about the directions.)**

3. Say to the students:

**Open your Student Answer Booklet to page 15. The top of the page is labeled “Mathematics – Session 2.” It will probably take you 45 minutes to answer the questions in this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may review your answers in this session of the test, but you may not go forward or go back to work on any other sessions.**

**If you get stuck on a word in the test booklet, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand. (Pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.) Are there any questions? (Answer any questions the students have about the directions.) When you finish, insert all of your materials into your Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Mathematics – Session 3 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test.

## Mathematics — Session 3

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Student Test Booklets, Student Answer Booklets, mathematics reference sheets, mathematics tool kits (in white envelopes), rulers, protractors, scratch paper, and #2 pencils.**

**Other allowable materials** (if your school has decided to allow their use): Calculators, *NECAP Multiplication Tables*, and *NECAP Hundreds Charts*

**NOTE:** Use of mathematics tool kits, rulers, protractors, and calculators **is** permitted during Session 3 of the mathematics test. Students may use their own calculators or those supplied by the school. See page 8 for devices and types of calculators that are prohibited.

1. Return the Student Test Booklets, Student Answer Booklets, and mathematics reference sheets to students. Each student must have his or her original test materials. Distribute a mathematics tool kit envelope, ruler, and protractor to each student. Distribute calculators, *NECAP Multiplication Tables*, and *NECAP Hundreds Charts* to students if your school has decided to allow their use on the test. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 3 of the mathematics test. Please turn to page 50 in your Student Test Booklet. (Pause.) In this session, you will answer twenty-two questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the Student Test Booklet. Instead, mark your answers in your Student Answer Booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your Student Answer Booklet.**

**Beside some test questions you will see a small picture of an envelope. The picture is a reminder for you to use the shapes in your mathematics tool kit envelope to help you answer the question.**

**You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your Student Answer Booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from the scratch paper and test booklet into your Student Answer Booklet. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions the students have about the directions.)**

3. Say to the students:

**Open your Student Answer Booklet to page 18. The top of the page is labeled “Mathematics – Session 3.” It will probably take you about 45 minutes to answer the questions in this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may review your answers in this session of the test, but you may not go back to work on any other sessions.**

**If you get stuck on a word in your test booklet, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand. (Pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.) Are there any questions? (Answer any questions the students have about the directions.) When you finish, remove all scratch paper from your booklets. Place your Student Answer Booklet and all other materials on top of your Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are going on to Writing – Session 1 immediately, collect all the test materials except for the Student Answer Booklets, and store them in a secure place until you are ready to return them to your test coordinator.

If you are not going on to Writing – Session 1 immediately, collect all test materials and store them in a secure place until the next scheduled session of the test. Make sure all scratch paper from the mathematics test sessions is removed from the booklets. Keep all used scratch paper in a secure place until test materials are returned to your test coordinator. The Student Answer Booklets should be collected separately from the Student Test Booklets, because they will be needed for the writing sessions.

## Writing — Session 1

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Writing Student Test Booklets, Student Answer Booklets, #2 pencils, and lined scratch paper.**

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session. Students may use scratch paper for pre-writing.

1. Return the Student Answer Booklets to students. Each student must have his or her original test materials. Distribute a Writing Student Test Booklet to all students and instruct them to write their name and the school name on the front cover. Distribute lined scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 1 of the writing test. Please turn to page 1 in your Writing Student Test Booklet. (Pause.) In this session, you will answer thirteen questions. Some of the questions will require you to do some reading before responding. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the Writing Student Test Booklet. Instead, mark your answers in your Student Answer Booklet. Choose the best answer for each multiple-choice question and plan your written answers to the questions so they fit only inside the answer spaces in your Student Answer Booklet. You will have a little less than a page for each written response. Only what you write in the answer spaces in your Student Answer Booklet will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

3. Say to the students:

**Open your Student Answer Booklet to page 21. The top of the page is labeled “Writing – Session 1.” It will probably take you about 45 minutes to complete this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session and review what you have written during this session. Edit and revise your writing as needed. You may not go forward or go back to work on any other sessions.**

**If you get stuck on a word in the test booklet, I can read the word to you. I cannot read a whole question or passage to you. If you want help reading a word, raise your hand. (Pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.) Are there any questions? (Answer any questions students have about the directions.) When you finish, insert your Student Answer Booklet and scratch paper into your Writing Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Writing Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Writing – Session 2 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test.

## Writing — Session 2

**Estimated Time: 45 Minutes**

(Up to 45 minutes additional time may be allowed without requiring an accommodation)

**Materials needed: Writing Student Test Booklets, Student Answer Booklets, #2 pencils, and lined scratch paper.**

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session. Students may use scratch paper for pre-writing.

1. Return the Writing Student Test Booklets and Student Answer Booklets to students. Each student must have his or her original test materials. Distribute additional lined scratch paper to students, if needed, and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 2 of the writing test. Please turn to page 10 in your Writing Student Test Booklet. (Pause.) In this session, you will be asked to write an extended response to a writing prompt and answer three short questions that will help you organize and/or revise your writing. You may answer the three short questions *before* you write to plan your response or *after* you write to check your response. You do not need to use complete sentences to answer the three short questions.**

**Plan your response to the writing prompt so it fits only inside the answer space in your Student Answer Booklet. You will have two and a half pages to write your response. Only what you write in the answer space in your Student Answer Booklet will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

**Open your Student Answer Booklet to page 24. The top of the page is labeled “Writing – Session 2.” It will probably take you about 45 minutes to complete this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may review what you have written during the session. Edit and revise your writing as needed. You may not go back to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.)**

3. The test administrator should have a copy of the Writing Student Test Booklet. This test session is read aloud once to all students. Say to the students:

**Follow along in your Writing Student Test Booklet as I read to you. (Read aloud all of the text on pages 10-12 to students. Text includes italicized statements, passages, questions, and prompts.) When you finish, place your Student Answer Booklet on top of your Writing Student Test Booklet. Remove all scratch paper from your booklets and place it on top of your Writing Student Test Booklet. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their Writing Student Test Booklet and Student Answer Booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are going on to the Student Questionnaire immediately, collect all the test materials, except for the Student Answer Booklets, and store them in a secure place until you are ready to return them to your test coordinator.

If you are not going on to the Student Questionnaire immediately, collect all test materials and store them in a secure place. Make sure all scratch paper is removed from the booklets. Keep all used scratch paper in a secure place until test materials are returned to the test coordinator. The Student Answer Booklets should be collected separately from the Writing Student Test Booklets, because they will be needed for the Student Questionnaire.

# Student Questionnaire

**Estimated Time: 20 Minutes**

**Materials needed: Student Questionnaires, Student Answer Booklets, and #2 pencils.**

**NOTE:** The Student Questionnaire is optional in Vermont.

1. If the Student Answer Booklets were collected after Session 2 of the writing test, return them to the students. Each student must have his or her original answer booklet. Distribute #2 pencils to students who need them. Distribute a Student Questionnaire to each student.
2. Please note: If you feel it would be helpful and more efficient for your students, you may choose to read the questionnaire aloud. Say to the students:

**You are now going to complete the Student Questionnaire. The questions will ask you about different things related to school. There are no right or wrong answers to these questions, so you should mark the answers that are true for you. Please mark your answers to the questions from the Student Questionnaire in your Student Answer Booklet on page 27 in the box labeled "Student Questionnaire." There are 36 answer spaces, but only 32 questions. Be sure to mark your answers in the correct spaces and leave the last 4 answer spaces blank. If you do not feel comfortable answering a question, leave it blank. If you want help reading or understanding any questions, please raise your hand. Are there any questions? (Answer any questions students might have.) You may begin.**

3. Circulate and check to make sure all students are on the correct page in their Student Answer Booklet and are recording their answers in the appropriate answer spaces. Help students read and understand questions, if necessary.
4. After students complete the Student Questionnaire, collect all test materials and store them in a secure place until you are ready to return them to your test coordinator.

# After Testing

## Preparing 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 test booklet and 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.

### Materials that Require Special Handling

Materials that require special handling are defined as any answer booklets that are 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 do **not** require special handling include:

- voided booklets
- unused booklets
- booklets for students who withdrew from or enrolled in the school after October 1, 2008
- 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 which materials require special handling, please see your test coordinator.

## Completing Student Information on Answer Booklets

After testing is finished, test administrators or authorized school personnel must verify that all of the required student information has been provided in every answer booklet for each student enrolled, whether or not the student has a student ID label. For students without a label, check with your test coordinator to see if additional labels were ordered for those students.

Use the instructions below to verify that the necessary student information has been provided on the front cover and page 2 of all answer booklets being returned for your students.

<b>Answer booklets WITH student ID labels</b>
<p><b>Front cover:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> label is properly affixed in the lower right corner of the front cover of the answer booklet</li></ul> <p><b>Page 2 (if applicable):</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> “Accommodations Used” is appropriately marked by content area</li><li><input type="checkbox"/> “Reason Blank”</li><li><input type="checkbox"/> “Homeschooled”</li><li><input type="checkbox"/> “Optional Reports”</li></ul>
<b>Answer booklets WITHOUT student ID labels</b>
<p><b>Front cover:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Student name</li><li><input type="checkbox"/> Birth date</li><li><input type="checkbox"/> NH ONLY: state assigned student ID (RI and VT schools should not complete this field)</li><li><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</li></ul> <p><b>Page 2 demographic information (top right-hand box):</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> NH: No demographic information is required</li><li><input type="checkbox"/> RI: Gender, Primary Race/Ethnicity, LEP, IEP, SES, Migrant, 504 Plan, Title 1A</li><li><input type="checkbox"/> VT: Gender, Primary Race/Ethnicity, LEP, IEP, SES, Migrant</li></ul> <p><b>Page 2 (if applicable):</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> “Accommodations Used” is appropriately marked by content area</li><li><input type="checkbox"/> “Reason Blank”</li><li><input type="checkbox"/> “Homeschooled”</li><li><input type="checkbox"/> “Optional Reports”</li></ul>

## Preparing Test Materials for Delivery to Test Coordinator

Follow the steps below when preparing your test materials for delivery to your school's test coordinator:

1. Collect and review all of the test materials that were assigned to you.
2. Confirm that student ID labels have been correctly placed on the test booklets and answer booklets.
3. For each student without a label, confirm that the front cover and page 2 of the answer booklet have been completed accurately and appropriately.
4. For all students, whether or not they have a student ID label affixed to the answer booklet, please ensure that they have written their name on the line in the upper left corner of the front cover of their answer booklet.
5. Confirm that all accommodations have been correctly marked on page 2 of the answer booklet for every student who used an accommodation(s) during testing.
6. Be sure that you are submitting an answer booklet for every student assigned to you.
7. Remove all scratch paper from the answer booklets.
8. Verify that no extra pages or materials have been inserted, stapled, taped, pasted, or otherwise attached to the answer booklets.
9. Confirm that students did not use ballpoint pen, felt-tip pen, highlighter, or colored pencils to mark their answers in the answer booklets.
10. Ensure that the answer booklets are in good condition and are free of eraser bits, and that erasures have been made completely.
11. Sort any materials needing special handling. Attach an explanatory note to each booklet.
12. Ensure that all computer generated responses and any used large-print and Braille tests have been transcribed into a regular answer booklet.
13. Place all test materials in a stack in the following order and return it to your test coordinator:

<b>Top of stack</b>
Answer sheet for the <i>Test Administrator Questionnaire</i>
Answer booklets requiring special handling (if applicable)
Large-print test booklets (if applicable)
Braille test booklets (if applicable)
Scratch paper
Used Student Answer Booklets
Used test booklets and writing test booklets
All unused test materials
<b>Bottom of stack</b>

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

- mathematics tool kits and reference sheets
- rulers and protractors
- *NECAP Multiplication Tables* and *NECAP Hundreds Charts*
- *Student Questionnaires* (students answered in their answer booklet)
- *Test Administrator Questionnaires* (return the completed answer sheet)
- *Test Administrator Manuals*

Thank you for your help administering the NECAP
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# Appendix A: 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			
	READING	MATHEMATICS	WRITING
A-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-4	NA	<input type="radio"/>	<input type="radio"/>
C-5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-12	NA	<input type="radio"/>	<input type="radio"/>
C-13	NA	<input type="radio"/>	NA
D-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-5	<input type="radio"/>	<input type="radio"/>	NA
D-6	<input type="radio"/>	<input type="radio"/>	NA
E-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-2	NA	NA	<input type="radio"/>
F-1	NA	<input type="radio"/>	NA
F-2	<input type="radio"/>	NA	NA
F-3	<input type="radio"/>	<input type="radio"/>	<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

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

READING	MATH	WRITING
<input type="radio"/>	NA	<input type="radio"/> Student is new to U.S. after Oct. 1, 2007, and is LEP (reading and writing only).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Student withdrew from school after Oct. 1, 2008.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Student enrolled in school after Oct. 1, 2008.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> State-approved special consideration.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Student was enrolled on Oct. 1, 2008, 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** ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

## Appendix B: 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 C of this manual.)

#### **Reason Blank**

If a student's answer booklet is being returned blank in one or more sessions in a content area, 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.

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 C: 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 response 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.)

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. Reading aloud Session 2 of Writing at grades 5 & 8 is not an accommodation since it is part of normal test administration.
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.





