



**NEW ENGLAND  
COMMON ASSESSMENT PROGRAM**

*Principal/Test Coordinator Manual  
Grades 3-8 & 11*

**October 1-23, 2008**

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

**<http://iservices.measuredprogress.org>**



# Contact Information

## General Information

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

If you need to order additional NECAP test materials, go to <http://iservices.measuredprogress.org> and follow the on-screen instructions. (See page 14 of this manual for more information.)

## NECAP Policy Information

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

**Tim Kurtz, Director of Assessment**

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

All NECAP test materials delivered by this date .....	September 19, 2008
Test administration window.....	October 1-23, 2008
Last day to order additional labels .....	October 3, 2008
All orders of additional labels shipped to schools .....	October 10, 2008
Last day for NH and RI schools to request special considerations .....	October 23, 2008
UPS pickup for all test materials.....	October 24, 2008

## New This Year

### **Online *Principal's Certification of Proper Test Administration* (see page 22 for more details)**

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

### **Online *Principal/Test Coordinator Questionnaire* (see page 22 for more details)**

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

### **Appendix of frequently asked questions (see Appendix D, page 29, for more details)**

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

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

This year, it is no longer necessary to return an answer booklet for students who participated in your state's alternate assessment program during the 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, please ensure that they have written their name on this line.

# Checklist for Principals and Test Coordinators

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

## Before testing:

- Determine the testing schedule for your school, including students who require accommodations and make-up testing (page 5)
- Receive and inventory test materials (page 10)
- Order additional testing materials, as needed (page 14)
- Order student ID labels for students for whom a label was not provided (page 14)
- Prepare test booklets: count out booklets for each test administrator and affix student ID labels (page 15)
- Conduct a NECAP test administration training session with all test administrators (page 17)
- Communicate your test security plan to all administrators (pages 2 & 13)

## During testing:

- Maintain security of test materials between testing sessions (page 13)
- Observe test administration in your school(s) and be available to answer questions as necessary (page 19)
- Manage logistics and testing of students who move in or out of your school during test administration (page 19)

## After testing:

- Collect and inventory all test materials from test administrators (page 20)
- Check all used answer booklets for the following:
  - no extra papers are attached to or inserted in the booklets (page 20)
  - the cover has a student ID label or the appropriate information bubbled in (page 21)
  - page 2 is completed, as needed (page 21)
- Insert all used answer booklets into the grade-appropriate envelope(s) labeled “For Return of Used Answer Documents Only” (page 23)
- Insert any used large print, Braille, and/or materials requiring special handling into the envelopes provided for their return (page 20)
- Complete the online *Principal’s Certification of Proper Test Administration* for each grade tested (page 22)
- Complete the online *Principal/Test Coordinator Questionnaire* (page 22)
- Pack all test materials in shipping boxes for return to Measured Progress. All secure materials (including scratch paper) must be returned to Measured Progress. Affix one UPS return service (RS) label to each box (page 24)

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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 Coordinator's Responsibilities

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

### The test coordinator's primary responsibilities include:

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

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

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

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

# Before Testing

## Preparation for Test Administration

### Manuals

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

### Student Participation and Accommodations

#### Who Should Be Tested?

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

All students enrolled in the school as of 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 <b>MUST</b> 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

## 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 F of this manual and is also included in the *Test Administrator Manual*.

Decisions regarding accommodations must be made by the student’s educational team on an individual basis. Accommodations must be consistent with those used during the student’s regular classroom instruction, including test taking.

### Other Accommodations

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

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

### Document Accommodations

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

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

<b>NH</b>	Gaye Fedorchak: 603-271-7383, gfedorchak@ed.state.nh.us
<b>RI</b>	Mary Ann Snider: 401-222-8492, maryann.snider@ride.ri.gov
<b>VT</b>	Michael Hock: 802-828-3115, michael.hock@state.vt.us

## Scheduling Test Sessions

**The testing window is October 1-23, 2008.** 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. Schools may want 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. Make-up testing may begin immediately following the scheduled administration of a test session. No student should be scheduled for a make-up session prior to the scheduled administration of that test session.

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

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

<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 tables on the following pages for the testing time information for each grade level.

At grades 3 through 8, 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. As long as they are working productively, students are allowed up to an additional 45 minutes per session.

At grade 11, test sessions are designed to be completed in approximately 60 minutes. However, as long as students are working productively, they are allowed up to an additional 30 minutes per session.

Therefore, for all grades, 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 3 and 4

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 (12 multiple choice and 11 short answer)	90
Mathematics Session 2	Directions	5
	Testing – Calculator (16 multiple choice and 8 short answer)	90
Mathematics Session 3	Directions	5
	Testing – Calculator (16 multiple choice and 7 short answer)	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.

## Testing Sessions and Time: Grades 5 and 8

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.

## Testing Sessions and Time: Grades 6 and 7

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
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.

## Testing Sessions and Time: Grade 11

Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	General testing directions	5
Writing Session 1	Directions	5
	Testing (1 extended writing prompt)	90
Writing Session 2	Directions	5
	Testing (1 extended writing prompt)	90
Reading Session 1	Directions	5
	Testing (22 multiple choice and 4 constructed response)	90
Reading Session 2	Directions	5
	Testing (20 multiple choice and 5 constructed response)	90
Mathematics Session 1	Directions	5
	Testing – Non-calculator (16 multiple choice, 12 short answer, and 3 constructed response)	90
Mathematics Session 2	Directions	5
	Testing – Calculator (16 multiple choice, 12 short answer, and 3 constructed response)	90
Student Questionnaire	Questionnaire	20

\* Although 90 minutes are scheduled for each session, during last year's testing the majority of students finished in 75 minutes or less.

# Test Materials

## Inventory Test Materials

- Check that all materials for each grade have been received by September 19, 2008
- Count the number of materials received and compare with the included *Material Summary Form*; report any discrepancies by calling the NECAP Service Center
- Locate the green instructions sheet for the *Principal's Certification of Proper Test Administration*, shipped with the materials for the lowest tested grade in your building, and keep it in a safe place until completion of testing
- Save the boxes that the materials were shipped in and the included RS labels for returning materials to Measured Progress when testing is complete

*Please read below for more details*

Test materials will be delivered to schools via UPS (United Parcel Service). There will be a separate shipment for each grade tested and the shipments may not arrive on the same day. Please alert your school staff to notify you **immediately** upon receipt of the test materials. Testing materials can be easily identified by the Measured Progress information on the boxes. **If you have not received all test materials by September 19, 2008, please call the NECAP Service Center at 1-877-632-7774.**

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

### Quantities of Test Booklets and Answer Booklets

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

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

### Quantities of Other Materials

One *Principal/Test Coordinator Manual* will be sent in the box of materials for the lowest grade level tested in the school. Each school will also receive a set of instructions with a password for completing the online *Principal's Certification of Proper Test Administration* form and the online *Principal/Test Coordinator Questionnaire*. The quantity of *Test Administrator Manuals* and *Test Administrator Questionnaires* is based on a ratio of about one for every 15 students enrolled in the school at each grade level. Additional manuals can be photocopied or downloaded from each state's department of education

website. The number of mathematics reference sheets, mathematics tool kits, rulers, and protractors will be equal to the number of test booklets and answer booklets shipped.

### Packaging of Test Materials

The sequence of how test materials are packed in boxes for each grade in the school is listed below and on the following pages.

<b>Administrative materials box</b>	
<b>NECAP material</b>	<b>Notes</b>
<i>Material Summary Form</i>	Use this form to inventory material and check quantities under the heading “Qty Received” and “Qty Returned”.
<i>Principal’s Certification of Proper Test Administration</i> instruction sheet (green)	Your username and password are provided on this instruction sheet. The online form <b>must</b> be completed by the principal for each grade tested.
Rulers and protractors	Grade specific rulers are provided for use on the calculator-allowed mathematics sessions only. Protractors are provided for grades 5-8 and 11 for use on the calculator-allowed mathematics sessions only.
UPS return service labels	Save these labels until after testing. Affix one label to each box when returning test materials.
Envelope containing student ID labels and instructions for ordering additional labels	Additional labels may be ordered until October 3. In RI and VT, the instruction sheet will include your username and password. (See page 14 for details.)
White paper envelope labeled “Administrative Forms” which will also contain the school name and school code	Use this envelope to return the completed answer sheets for the <i>Test Administrator Questionnaire</i> .
White plastic envelopes labeled with the grade and “For Return of Used Answer Documents Only”	<b>Return ALL used 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 test materials needing extra attention. Attach an explanatory note with any test materials returned in this envelope. (See page 20 for a list of materials that require special handling.)
White plastic envelope labeled “For Return of Scratch Paper”	All notes, rough drafts, scratch paper, etc. used by students must be removed from student booklets and returned in this envelope. <b>Only</b> return scratch paper in this envelope.
White plastic envelope labeled “For Return of Large-Print Tests” (if applicable)	Return large-print test forms and accompanying regular answer booklet in this envelope.
White plastic envelope labeled “For Return of Braille Tests” (if applicable)	Return Braille test forms and accompanying regular answer booklet in this envelope.
<i>Test Administrator Manuals</i>	Extra copies may be duplicated at your school, if needed, or downloaded from your state’s department of education website.

<i>Principal/Test Coordinator Manual</i>	Each school will receive one manual in the shipment for the lowest grade in the school. Extra copies may be duplicated at your school, if needed, or downloaded from your state’s department of education website.
<i>Test Administrator Questionnaires</i> (grades 3-8 are blue and grade 11 is salmon)	Additional copies of the questionnaires can be made if needed. Answers should be recorded on the included scannable answer sheet.
<i>Test Administrator Questionnaire</i> answer sheets	The completed questionnaire answer sheets should be returned in the “Administrative Forms” envelope. These cannot be photocopied if additional forms are needed.
Plain white envelopes for mathematics tool kits	Envelopes to hold the pieces of the mathematics tool kits for grades 3, 4, and 5.

<b>Boxes of test booklets</b>	
<b>NECAP material</b>	<b>Notes</b>
<i>Packing Slip *Secured Material*</i>	This document provides the barcode numbers assigned to secure test booklets in each box. You are not required to record or track barcodes or do anything with this packing slip.
Large-print test forms (if applicable)	The large-print version of the test comes with a regular answer booklet. The test administrator <b>must</b> transcribe the student’s answers into this booklet.
Braille test forms (if applicable)	The Braille version of the test comes with a regular answer booklet. The test administrator <b>must</b> transcribe the student’s answers into this booklet.
<i>Student Questionnaire</i> (in packs of 15, 10, 5, and singles)	Students should record their responses to the student questionnaire in the “Student Questionnaire” section on the back page of their answer booklet.
Test booklets and answer booklets (in packs of 15, 10, 5, and singles)	The number of test booklets and answer booklets included in each shrink-wrapped pack is indicated on the front of the pack. The same quantity of mathematics tool kits or mathematics reference sheets are also included in the back of each pack.

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

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

## Storing and Access to Test Materials

Designate a locked and secure location for the storage of all test materials when they are not being used by students. Under no circumstances should anyone have access to test materials other than individuals designated to be directly involved with test distribution or administration and students enrolled in grades 3 through 8 and 11. The test coordinator is responsible for protecting test materials from being viewed by unauthorized individuals from the time the materials are received at the school until the materials are picked up by UPS.

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

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

## Student ID Labels

Student ID labels are used to minimize effort for schools during testing and ensure the accuracy of student demographic information. Student ID labels for students in each grade will come packed in the administrative forms box for that grade. Schools will receive one label for students in grades 3 and 4, and two identical labels for students in grades 5 through 8 and 11.

Student ID labels were based on end of 2007–2008 school year enrollment projections; therefore, you may be missing labels for some students who are enrolled in your school, receive labels containing incorrect student information, or receive labels for students not enrolled in your school. It is critical to attend to each situation in the following way:

**Missing labels for students enrolled in your school:** You may order additional labels for students enrolled in your school who did not receive a label by following the procedure on the following page. Additional labels must be ordered by October 3, 2008.

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

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

## Ordering Additional Materials

### Ordering Additional Student ID Labels

Schools have the opportunity to order additional labels for students who did not receive labels in the original shipment or to replace labels with incorrect information. Orders for additional labels must be received by October 3, 2008. After October 3, you must follow the procedure described below for “Students who never receive a student ID label”. All orders for additional labels will be shipped one time, on October 10, 2008.

State	Procedure	Contact
NH	Call your district i4see contact to submit all requests for additional labels.	District i4see contact
RI	Go 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 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 are unable to obtain a label for any student, you must complete the student information on the front cover and page 2 of the answer booklet.

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

### Ordering Other Additional Materials

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

- Locate your “MP ship code” in the top left row on your *Material Summary Form*; you will need this to access your school’s account
- Go 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 and follow the online instructions
- Order before 2 p.m. in order for materials to ship on the same day.
- Contact the NECAP Service Center (1-877-632-7774) if you have problems placing your order

## Prior to Test Administration

### Preparing Test and Answer Booklets for Testing

- Count out enough booklets for each test administrator and the group of students to whom they will administer the test
- Affix student ID labels to the appropriate booklets – students in grades 3 and 4 receive one label for the integrated booklet, and students in grades 5 through 8 and 11 receive two labels for a test booklet and answer booklet
- Braille booklets, large-print booklets, and writing test booklets do not require a label
- For students who do not have a label, and who will not be receiving a label, please complete the appropriate student information sections on the front cover and page 2 (see page 14 for details)

*Please read below for more details*

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

Students in grades 3 and 4 will receive an integrated test booklet, which means the test questions and response spaces are in one booklet. Students in grades 5 through 8 and 11 will receive a separate test booklet and answer booklet. Students in grades 5 and 8 will also receive a separate writing test booklet.

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

1 6 0 4 2 3 1 3 4 8

#### **Affixing student ID labels:**

- For students with student ID labels, affix one label to the answer booklet in the space provided in the lower right corner of the front cover. In grades 5 through 8 and 11, you will have a second label for each student. Affix that label to the front cover of the corresponding test booklet in the space provided.
- No label is necessary for the 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 regular answer booklet included in the Braille or large-print kit.
- For students enrolled in your school without student ID labels, write the student name, school name, and district name on the lines provided in the lower right corner of the front cover of the answer booklet. In grades 5 through 8 and 11, also write the student name and school name on the cover of the test booklet. If you ordered additional labels, affix them in the appropriate spaces on each student's booklets when they arrive. If no student ID label is anticipated, you must bubble the student information on the answer booklet. (See page 14 for details.)
- Remind test administrators that all students, with or without a student ID label, should write their name on the line provided in the upper left corner of the front cover of the answer booklet.

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

## Optional Reports

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

*Please read below for more details*

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

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

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

## Designating Test Administrators

Designate enough test administrators to ensure that

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

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

## Preparing Test Administrators

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

During the meeting with test administrators, the test coordinator should

- assign each test administrator a specific group of students for testing, including students who need accommodations,
- explain the testing schedule and how it will be implemented for your school,
- discuss your school's NECAP test security procedures, including test environment and approved testing materials,
- explain your school's plan for inventorying, distributing, collecting, and storing secure test materials,
- notify them of your school's procedures for make-up sessions,
- explain the purpose for the optional reports field and the school's coding method (if applicable),
- discuss additional materials needed during test administration: extra #2 pencils, scratch paper, calculators, and approved mathematics materials,
- explain that prior to testing at grades 3, 4, and 5 the mathematics tool kit pieces must be punched out and placed in the white envelopes provided,
- encourage test administrators to complete the *Test Administrator Questionnaire*, and
- answer questions regarding test administration and security procedures.

### **Important reminders for test administrators:**

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

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

## Equipment and Materials Permitted During Test Administration

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

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.

Calculators are permitted only during Session 2 and Session 3 of the mathematics test at grades 3 through 8, and during Session 2 of the mathematics test at grade 11. Calculators are not permitted on Session 1 of the mathematics test at any grade. 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 contact your state department of education.

During Session 2 and Session 3 of the mathematics test at grades 3 through 8, 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.

#### Equipment and Materials Prohibited During Test Administration

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

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

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

#### Ancillary Test Materials

The table below summarizes the materials used during the NECAP tests and differentiates between those provided by Measured Progress and those provided by schools.

	<b>Reading &amp; Writing</b> <i>Provided by schools</i>	<b>Mathematics</b> <i>Provided by schools</i>	<b>Mathematics</b> <i>Provided by Measured Progress</i>
<b>Grades 3-4</b>	#2 pencils scratch paper	#2 pencils scratch paper calculator* <i>NECAP Multiplication Table*</i> <i>NECAP Hundreds Chart*</i>	tool kit* ruler*
<b>Grades 5-8</b>	#2 pencils scratch paper	#2 pencils scratch paper calculator* <i>NECAP Multiplication Table*</i> <i>NECAP Hundreds Chart*</i>	reference sheet <sup>§</sup> ruler* protractor*
<b>Grade 11</b>	#2 pencils scratch paper	#2 pencils scratch paper calculator*	reference sheet ruler* protractor*

\*For use on the mathematics test in Session 2 and Session 3 only.

§ At grade 5 only, the reference sheet also contains tool kit pieces. While the reference sheet may be used during any mathematics test session, the tool kit pieces may only be used during Session 2 and Session 3.

# During Testing

## Test Administration

### Distributing Test Materials

The test coordinator should distribute all prepared test materials to test administrators shortly before the start of the first testing session. Include an additional set of test materials for the test administrator to use while giving directions.

### Monitoring Test Administration

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

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

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

## Students Who Move During Testing

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

Students who enroll in your school after October 1, 2008 should participate, to the extent possible, in NECAP testing. The test coordinator should determine which content area(s) of NECAP, if any, were administered in the student's prior school. The remaining content area(s) should be administered. If students enroll after October 3, it will be past the deadline for ordering additional labels. If you choose to test this student, you will need to bubble the student information on the answer booklets by hand.

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

Any student who withdraws from your school **before** October 1, and has not taken any test sessions, does not need an answer booklet. If a student ID label was already affixed to an answer booklet, write "VOID" on the cover and return the booklet with all other **unused** test materials.

# After Testing

## Collecting Materials After Testing

- Make sure that all test materials have been returned from each test administrator
- Verify that the front cover of every used answer booklet has either a student ID label or bubbled student information
- Check that page 2 of each answer booklet is completed, as necessary
- Make sure that the answer booklets are in good condition and are free of eraser bits
- Remove all loose paper and ensure that no paper has been taped, pasted, stapled, or otherwise attached in the answer booklets
- Make sure that all large-print, Braille, and computer generated responses have been transcribed into regular answer booklets
- Write a detailed note for any materials that will require special handling
- Place all used answer booklets into the envelopes provided for their return
- Pack all materials correctly and secure them until the UPS pick up on October 24, 2008 (see page 24 for more details about packing materials for return to Measured Progress)

## Special Materials

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

### Braille and Large-Print Tests

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

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

### Special Handling Envelope

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

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

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

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

- voided booklets
- unused booklets
- booklets for students who withdrew from or enrolled in the school after 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 what to include in the “Special Handling” envelope, please contact the NECAP Service Center at 1-877-632-7774.

## Verifying Student Information on Student Answer Booklets

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

<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>

## Completing the Online Principal's Certification Form

The online *Principal's Certification of Proper Test Administration* form certifies that the administration of the test has been completed according to the requirements in this *Principal/Test Coordinator Manual*. You should complete this form after testing is finished, but before UPS comes to pick up materials on October 24, 2008. To complete the online *Principal's Certification of Proper Test Administration*, please follow the directions below.

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

## Completing the Online Principal/Test Coordinator Questionnaire

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

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

# Preparing Test Materials for Return

## Preparing Answer Booklets

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

Type of Envelope	Material to Insert
“For Return of Used Answer Documents Only”	All used answer booklets
“Special Handling”	Any test or answer booklets requiring special attention (see page 20 for details)
“For Return of Large-Print Tests”	All materials associated with a used large-print test
“For Return of Braille Tests”	All materials associated with a used Braille test
“For Return of Scratch Paper”	All student scratch paper
“Administrative Forms”	Completed <i>Test Administrator Questionnaire</i> answer sheets

## Preparing Other Test Materials

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

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

## Do Not Return the Following Materials

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

- Material Summary Form*
- Packing Slips \*Secured Material\**
- Mathematics tool kits with envelopes
- Mathematics reference sheets
- Rulers and protractors
- Principal/Test Coordinator Manual* and *Test Administrator Manuals*
- Test Administrator Questionnaires* (return completed answer sheets only)
- Student Questionnaires* (students answered in their answer booklets)

## Shipping Test Materials Back

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

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

Pack test materials for one grade only per box. For example, if your school includes both grade 3 and grade 4, pack grade 3 in one box and grade 4 in a different box. Do not combine grades in a box, even if they will fit.

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

<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)
“Scratch Paper” envelope
“For Return of Used Answer Documents” envelopes – ALL used answer booklets must be in these envelopes
Used test booklets
Any unused student test materials (including voided materials)
<b>Bottom of Box 1 or Last Box</b>

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

**UPS will arrive at your school on Wednesday, October 24, to pick up your boxes. All test materials must be packed by 8:00 a.m. that day.** UPS may come anytime that day and will not wait for you to complete packing the materials. Be sure materials are secure until they are picked up by UPS. Please do not contact UPS directly. Arrangements have already been made for the pick up of test materials. **This is the ONLY scheduled pick-up date.**

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

# Appendix A: Material Summary Form



50 Education Way  
Dover, NH 03820

## MATERIALS SUMMARY

**Ship To:**

<b>MP Ship Code:</b>	<b>00000000007935</b>	<b>Date Packed:</b> 09/08/2008	
<b>Contract:</b> 136600	<b>Contract Name:</b> New England Common Assessment Program	<b>Administration:</b> 2008-2009	
<b>District Code:</b> 1234	<b>District Name:</b> DISTRICT NAME		
<b>School Code:</b> 1234	<b>School Name:</b> SCHOOL NAME	<b>Grade:</b> 6	<b>Enrollment:</b> 84
<b>Total Boxes Shipped:</b>		2	

Box Number 000000123456789	Qty Shipped	Qty Received	Qty Returned
<b>Contents:</b>			
Gr. 6 Student Test Booklet with inserted Answer Booklet and reference sheet	50		

Box Number 000000123456789	Qty Shipped	Qty Received	Qty Returned
<b>Contents:</b>			
Gr. 6 Student Test Booklet with inserted Answer Booklet and reference sheet	45		

Box Number 000000112233445	Qty Shipped	Qty Received	Qty Returned
<b>Contents:</b>			
Material Summary	1		N/A
Principal/Test Coordinator Manual	1		N/A
Gr. 6 Test Administrator Manual	8		N/A
Test Administrator Questionnaire Grades 3-8	8		N/A
Multi-Purpose Scannable Answer Sheet for Test Administrator Questionnaire	8		
Ruler – Grade 5, 6	95		N/A
Protractor – Grades 5, 6, 7, 8, & 11	95		N/A
Special Handling Envelope	1		
Return of Used Answer Documents Envelope	1		
Return of Scratch Paper Envelope	1		
Administrative Forms Envelope	1		
Gr. 6 Student Labels	1		N/A
Return Service Label – Ground	2		
Online Principal Certification Instructions	1		N/A
Instructions for ordering Student Labels	1		N/A
Student Questionnaire Grades 3-8	95		N/A

**COMMENTS:**

**MPShipCode:** 00000000007935

Material Summary

**Page:** 1 of 1

# Appendix B: Page 2 of the Answer Booklet

## STUDENT PROGRAM PARTICIPATION INFORMATION

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

ACCOMMODATIONS USED			
	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 C: Instructions for Completing Student Information on Answer Booklets

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

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

### **Front cover (for students without a student ID label)**

#### **Student Name**

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

#### **State Assigned Student ID (NH only)**

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

#### **Birth Date**

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

### **Page 2 (to be completed after testing has concluded)**

#### **Accommodations Used**

If a student used any accommodation(s) listed in the *Table of Standard Test Accommodations*, bubble in the circle that corresponds to the accommodation(s) for each content area. (The *Table of Standard Test Accommodations* is printed in Appendix F 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. See page 16 for more details on using this field.

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

**Gender**

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

**Primary Race / Ethnicity**

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

**LEP**

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

**IEP**

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

**SES**

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

**Migrant**

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

**504 Plan (RI only)**

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

**Title 1A (RI only)**

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

## Appendix D: Frequently Asked Questions

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

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

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

A: If the student withdrew from your school before October 1, write “VOID” on the booklet and return it as an unused booklet. If the student withdrew after October 1, fill in the appropriate bubble in the “Reason Blank” box on page 2 of the answer booklet and return the booklet with all other used booklets.

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

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

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

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

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

A: All additional labels will be shipped at one time, on October 10.

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

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

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

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

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

A: Return any booklets that are voided with the rest of your unused test materials. Booklets with “VOID” written on them are not processed or scored, even if there is student work in them. If you mistakenly voided a booklet, return it in the “Special Handling” envelope with a note explaining what happened.

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

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

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

A: If E1 or E2 is bubbled and the state department of education has documented approval of the accommodation, then the student’s work will be scored. If the state department of education has not approved the accommodation, the student’s work will be invalidated and will not be scored. If F1, F2, or F3 are marked, the student’s work will be invalidated and not scored.

**Q: Where can I find the *NECAP Multiplication Table* and *NECAP Hundreds Chart*?**

A: These materials are only available on each state’s department of education website (see page *i* of this manual for website addresses). They should be downloaded and copied in the school. These are not required materials; schools may decide whether or not to provide these materials to students.

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

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

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

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

## Appendix E: Principal/Test Coordinator Questionnaire

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

1. Please rate the system for acquiring additional student labels?
  - A. The system worked well.
  - B. The system was somewhat confusing.
  - C. I chose not to use the system.
  - D. I did not need to acquire additional student labels.
  - E. I did not know about the system for acquiring additional student labels.
  
2. Please rate the quality of the logistics associated with the receipt of materials (timeliness, consistency between *Material Summary Form* and actual received inventory, etc.).
  - A. Very good
  - B. Good
  - C. Adequate
  - D. Poor
  
3. Please rate the NECAP Service Center (responsive, polite personnel).
  - A. Very Good
  - B. Good
  - C. Adequate
  - D. Poor
  - E. Did not use the NECAP Service Center
  
4. Please rate the logistics associated with the return of test materials (clear directions and procedures, etc.).
  - A. Very good
  - B. Good
  - C. Adequate
  - D. Poor
  
5. Who functions as the NECAP test coordinator in your school?
  - A. principal or assistant principal
  - B. guidance counselor
  - C. teacher
  - D. other
  
6. Which type of test administration workshop did you attend?
  - A. I attended a regional workshop in my state.
  - B. I viewed the audio PowerPoint presentation provided to schools (available in RI and VT only).
  - C. I did not attend a workshop.
  - D. I did not know there were workshops.
  
7. How well did the level of information provided at the regional workshop meet your needs?
  - A. It was insufficient.
  - B. It was adequate.
  - C. It was more than is necessary.
  - D. I did not attend a regional workshop in my state.

8. How well did the level of information provided on the audio PowerPoint presentation provided to schools meet your needs (RI and VT only)?
- It was insufficient.
  - It was adequate.
  - It was more than is necessary.
  - My school did not use the audio PowerPoint presentation.
9. Please rate the *Principal/Test Coordinator Manual* (clear, comprehensive, etc.).
- Very good
  - Good
  - Adequate
  - Poor
10. Which statement best describes how your staff was prepared to administer the test?
- All teachers were provided with the *Test Administrator Manual* in advance.
  - All teachers read the *Test Administrator Manual* and attended a faculty meeting on the topic.
  - All teachers read the *Test Administrator Manual* and attended a faculty meeting where the audio PowerPoint was presented (RI and VT only).
  - Another method not listed above.
11. Which statement best describes the implementation of the grade 3–8 *NECAP Grade Level Expectations (GLEs)* or the High School *Grade Span Expectations (GSEs)* for reading, mathematics and writing in your school?
- The *GLEs* or *GSEs* have been fully integrated into the program of study at our school.
  - Our school is working on the implementation of *GLEs* or *GSEs*, but they are not yet totally integrated.
  - Our school is just beginning the implementation of *GLEs* or *GSEs*.
  - We have not started to integrate the *GLEs* or *GSEs* with the program of study at our school.
  - We do not intend to integrate the *GLEs* or *GSEs* with the program of study at our school.
12. Which statement best describes the test administration schedule for grades 3, 4, and 5 in your school?
- Students took all sessions of *NECAP* in about 1 week.
  - Students took all sessions of *NECAP* in about 2 weeks.
  - Students took all sessions of *NECAP* in about 3 weeks.
  - My school does not have enrollment at any of these grades.
13. Which statement best describes the test administration schedule for grades 6, 7, and 8 in your school?
- Students took all sessions of *NECAP* in about 1 week.
  - Students took all sessions of *NECAP* in about 2 weeks.
  - Students took all sessions of *NECAP* in about 3 weeks.
  - My school does not have enrollment at any of these grades.
14. Which statement best describes the test administration schedule for grade 11 in your school?
- Students took all sessions of *NECAP* in about 1 week.
  - Students took all sessions of *NECAP* in about 2 weeks.
  - Students took all sessions of *NECAP* in about 3 weeks.
  - My school does not have enrollment at this grade.
15. Which statement best describes your opinion of completing the *Principal/Test Coordinator Questionnaire* online?
- It is a better way to administer the questionnaire than with paper and pencil; please continue this in the future.
  - I am comfortable completing the questionnaire either online or with paper and pencil.
  - It was somewhat difficult to use, but I would be willing to try it again next year.
  - I strongly dislike completing the questionnaire online; please go back to paper and pencil.

# Appendix F: 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.