New England Common Assessment Program

Test Coordinator Workshop

April 24 & 25, 2012

Goals of this Workshop

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

NECAP Science Important Dates

April 13	Security Shipment mailed to all schools
April 23–27	Test materials and student ID labels arrive at schools
May 7–24	Test administration window
May 3	Last day to order additional student ID labels
May 10	All orders of additional labels shipped to schools
May 24	Last day for schools to request special consideration/exemption
May 25	UPS pre-scheduled pickup of test materials for return to Measured Progress. **Materials need to be ready to go at 8:00 a.m.**

NECAP Service Center

1-877-632-7774

Monday through Friday
8:00 a.m. to 4:00 p.m.

RIDE Contacts

Dr. Kevon Tucker-Seeley NECAP and DRA Program Manager 401-222-8494, Kevon.Tucker-Seeley@ride.ri.gov
Peter McLaren State Science & Technology Specialist 401-222-8454, Peter.Mclaren@ride.ri.gov
Jennifer Golenia State Science & Technology Specialist 401-222-8406, Jennifer.Golenia@ride.ri.gov

Measured Progress Contacts

Elliot Dunn NECAP Science Program Manager 1-603-749-9102 ext. 2126 Dunn.Elliot@measuredprogress.org
Kellie Beaulieu NECAP Program Assistant 1-603-749-9102 ext. 2156 Beaulieu.Kellie@measuredprogress.org

New This Year

- Grade 8 inquiry task is a paper/pencil task
- ***NimbleTools*** online accommodations package will offer additional resources to help make more informed decisions about which access tools to assign students.
  - For more information, go to: www.nimbletools.com/necap/schools
  - If you have any questions about *NimbleTools,* please call **(877) 934-8378**

Test Coordinator's Primary Responsibilities

- ✓ Serve as the contact person with Measured Progress and RIDE
- ✓ Coordinate test-related activities
- ✓ Ensure test administrators are adequately prepared to administer the NECAP Science test in accordance with the directions in the *Test Administrator Manual* and with RIDE's testing policies and procedures
- ✓ Observe and monitor test administration
- ✓ Ensure that test security is maintained at all times
- ✓ Ensure that **ALL** test materials are properly inventoried, distributed, collected, and returned

Test Security

- ✓ Test security relies on the professional integrity of everyone in our schools across all three states. No student should be advantaged or disadvantaged based on how or where the test is administered.

- ✓ **All** test booklets and answer booklets are **secure** and may **not** be copied or duplicated in any way or kept by the school after testing is completed.

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

Breaches in Test Security

Any test security breach or concern about a possible breach 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 then responsible for *immediately* contacting the district superintendent as well as RIDE:

Dr. Kevon Tucker-Seeley, *NECAP Program Manager*

401-222-8494

or

Dr. Phyllis Lynch, *Director*

401-222-4693

Scheduling Test Sessions

Session 1:	Session 2:
Estimated time needed:	**Estimated time needed:**
45 Minutes	45 Minutes
(Schedule 90 Minutes*)	(Schedule 90 Minutes*)
25 Multiple Choice	**26 Multiple Choice**
1 point each	1 point each
3 Constructed Response	**3 Constructed Response**
4 points each	4 points each

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

Scheduling Test Sessions

Session 3: Grade 4

Estimated set up time:

15 minutes to set up task before students arrive, plus

Estimated time needed with students:

75 minutes

(Schedule 120 minutes with students**)

8 Inquiry Task Questions:

2-point Short Answer & 3-point Constructed Response

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

Scheduling Test Sessions

Session 3: Grades 8 & 11

Estimated time needed:

45–60 Minutes

(Schedule 60 Minutes**)

7 or 8 Inquiry Task Questions:

2-point Short Answer & 3-point Constructed Response

****For Session 3, students should complete the inquiry task and all questions within 60 minutes. Beyond <u>60</u> minutes on the grade 8 or grade 11 inquiry task requires an extended time accommodation.**

Before Testing

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

District Test Coordinator's Responsibilities

Primary responsibilities:

- ✓ Ensure that schools prepare Test Administrators
- ✓ Determine district testing schedule and submit a copy to RIDE
- ✓ Verify that students in out-placement schools (both in-state *and* out-of-state) are tested
- ✓ Ensure that test security is maintained
- ✓ Ensure all test administrations are actively monitored and observed

School Test Coordinator's Responsibilities

Primary responsibilities:

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

Determine who should be tested

ALL students enrolled in grades 4, 8, and 11 as of May 7, 2012 are required to participate, with the following exceptions:

- Students who have state-approved special considerations/exemptions
- Students who have an RIAA portfolio in science submitted to Measured Progress representing learning and progress during the 2011–2012 school year (NOTE: *RIAA portfolio pickup date is May 3*)

Special Considerations/Exemptions

Procedures for Approval of Special Considerations	Contact
▪ RIDE's State-approved special considerations/ exemptions are for cases involving: **1)** *medical issue(s)*; **2)** *a personal crisis*; **3)** *a family emergency*; or **4)** *RIAA-identified students enrolling after the RIAA registration deadline*. ▪ A "State-Approved Special Consideration" form (available on the RIDE website) must be completed for each student and then submitted by the superintendent's office to RIDE for approval. NOTE: Other forms are required at the school level. ▪ Requests ***must*** be submitted ***no later than*** 3:00 p.m. on Thursday, May 24, 2012.	Dr. Kevon Tucker-Seeley 401-222-8494

Blank Reason Box

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

SCIENCE

○	Student withdrew from school after May 7, 2012.
○	Student enrolled in school after May 7, 2012.
○	State-approved special consideration.
○	Student was enrolled on May 7, 2012, and did not complete test for reasons other than those listed above.

Test Accommodations

- Testing accommodations are meant to *remove* barriers that may exist due to a student's learning style or disability.
- Accommodations should **not** give students unfair advantages.
- Students should have experience using an accommodation in the classroom (e.g. during routine instruction and/or test taking) *prior* to using it on a NECAP test.

Refer to the *Accommodations Guide* (available on the RIDE website) for detailed information about accommodations.

REMINDER: Testing accommodations must be approved by an educational team for **individual** students. Accommodations are ***not*** designed for use with entire classrooms.

Tips on Test Accommodations

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

1. the result of a decision made by the IEP, Section 504, or other school team that includes, whenever possible, the student's parent(s) or guardian(s);
2. determined prior to testing under most circumstances;
3. based on the individual student's needs; and
4. recorded* on the Student Answer Booklet (**Only bubble in the accommodations that the student actually used during testing*).

Refer to the *Accommodations Guide* (available on the RIDE website) for detailed information about accommodations.

NECAP Table of Standard Test Accommodations

- **Accommodation Codes:**

  T for *Timing* (T1→T4)

  S for *Setting* (S1 & S2)

  P for *Presentation* formats (P1→P11)

  R for *Response* formats (R1→R7)

  O for *Other* (O1 & O2)

  M for *Modifications* (M1, M2, & M3)

- **"O" and "M" Considerations:**
  - All "O" accommodations that are *not* authorized with **written** approval by RIDE will result in **no credit** for impacted test sessions. Test coordinators are responsible for contacting RIDE for approval of "O" accommodations *prior* to testing.
  - Schools may decide to use non-standard and unapproved test administration procedures; however, doing so has consequences. All "M" modifications invalidate the session(s) in which they were used and **no credit** will be given for those test sessions.

Extended Time (T1) Considerations

If the T1 accommodation is used, then:

- ✓ your school **MUST** have a pre-determined designated area in which to take the student(s) to complete the session of testing;
- ✓ a trained test administrator (TA) or authorized school employee **MUST** take the test materials and escort the student(s) to the designated testing area;
- ✓ a trained TA **MUST** remain in the designated testing area to oversee the administration of the remainder of the session;
- ✓ the amount of extended time must **NOT** be unreasonable and must not continue beyond the regular school day unless absolutely necessary (*very rare*); and finally,
- ✓ the TA **MUST** code *all* accommodations used during testing, including T1, S1 (alt. location) and P1/P2 (individual or small group administration).

School must bubble in any accommodation(s) used

Check page 2 after testing to ensure O1, M1, or M3 has not been bubbled accidentally; these will invalidate student scores.

STUDENT PROGRAM PARTICIPATION INFORMATION

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

ACCOMMODATIONS USED

	SCIENCE
T1	○
T2	○
T3	○
T4	○
S1	○
S2	○
P1	○
P2	○
P3	○
P4	○
P5	○
P6	○
P7	○
P8	○
P9	○
P10	○
P11	○
R1	○
R2	○
R3	○
R4	○
R5	○
R6	○
R7	○
O1	○
O2	NA
M1	○
M2	NA
M3	○

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

SCIENCE

- ○ Student withdrew from school after May 7, 2012.
- ○ Student enrolled in school after May 7, 2012.
- ○ State-approved special consideration.
- ○ Student was enrolled on May 7, 2012, and did not complete test for reasons other than those listed above.

HOMESCHOOLED

○ Yes

OPTIONAL REPORTS

Identify the appropriate code number:

A	1	2	3	4	5	6	7	8	9	10
B	11	12	13	14	15	16	17	18	19	20
C	21	22	23	24	25	26	27	28	29	30
D	31	32	33	34	35	36	37	38	39	40
E	41	42	43	44	45	46	47	48	49	50
F	51	52	53	54	55	56	57	58	59	60

RESEARCH

1	A	B	C	D	E	8	A B C D E
2	A	B	C	D	E	9	A B C D E
3	A	B	C	D	E	10	A B C D E
4	A	B	C	D	E	11	A B C D E
5	A	B	C	D	E	12	A B C D E
6	A	B	C	D	E	13	A B C D E
7	A	B	C	D	E	14	A B C D E

2

Computer Generated Responses

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

Before Testing, continued…

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

- Order additional student ID labels and/or testing materials (page 12)

Scheduling Guidelines

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

Sample Schedule 1: Grade 4

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 5/7–5/11					
8:30-10:00	Open	**Session 1**	Open	(makeups)	(makeups)
10:00-10:20	Recess	Recess	Recess		
10:30-12:00	Open	**Session 2**	**Session 3**		
PM	Open	Open		(makeups)	(makeups)
Week 2: 5/14–5/18					
AM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
PM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
Week 3 5/21–5/25					
AM	(makeups)	(makeups)	(makeups)	(makeups)	**All materials ready for 8 a.m. pickup**
PM	(makeups)	(makeups)	(makeups)	(makeups)	

Sample Schedule 2: Grades 8 & 11

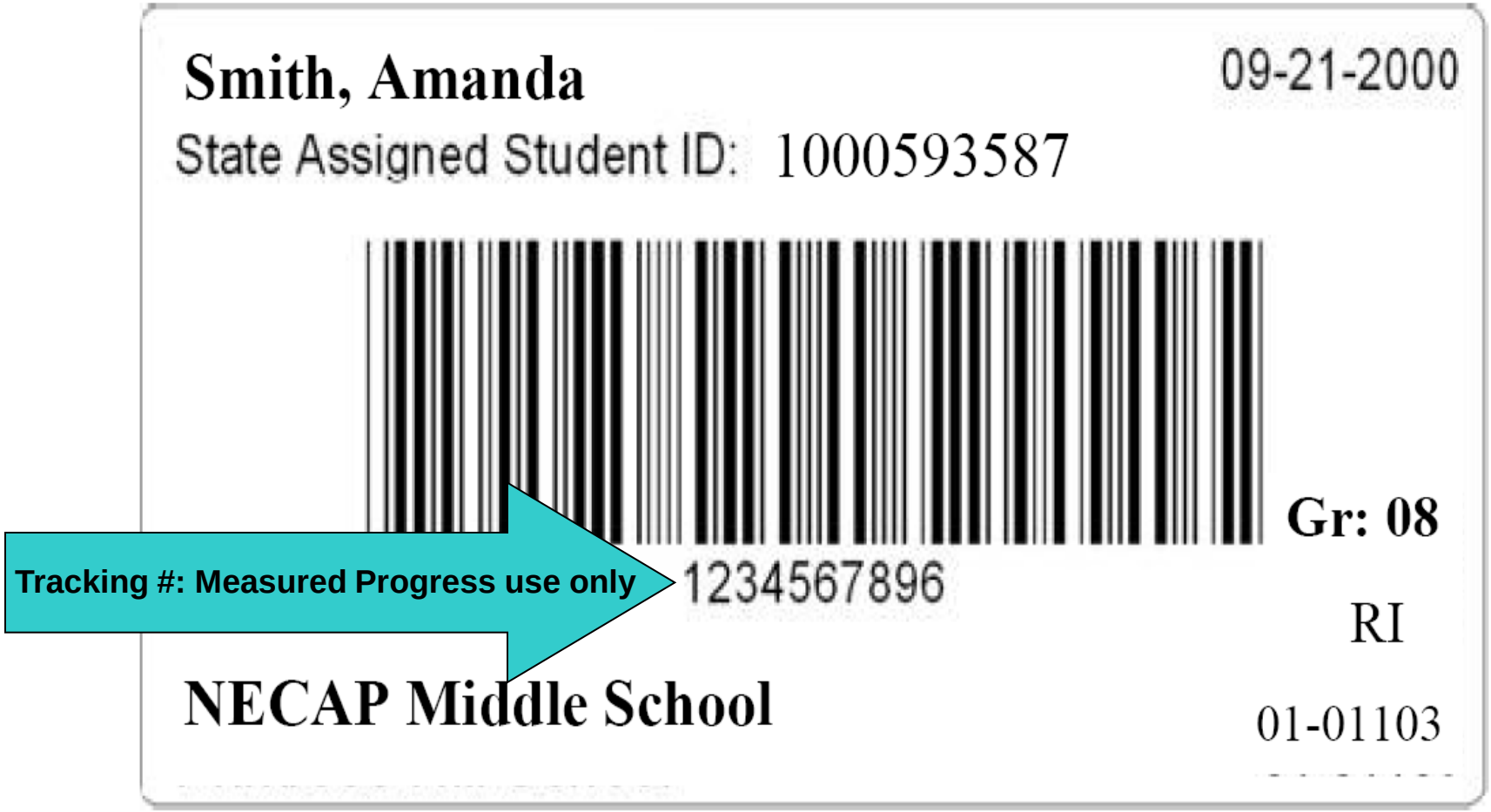
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 5/7-5/11					
8:30 -10:00	Open	**Session 1**	**Session 3**	(makeups)	(makeups)
10:00-10:20	Open	Open	Open		
10:30-12:00	Open	**Session 2**	Open		
PM	Open	Open	Open	(makeups)	(makeups)
Week 2: 5/14 – 5/18					
AM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
PM	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
Week 3 5/21 – 5/25					
AM	(makeups)	(makeups)	(makeups)	(makeups)	**All materials ready for 8 a.m. pickup**
PM	(makeups)	(makeups)	(makeups)	(makeups)	

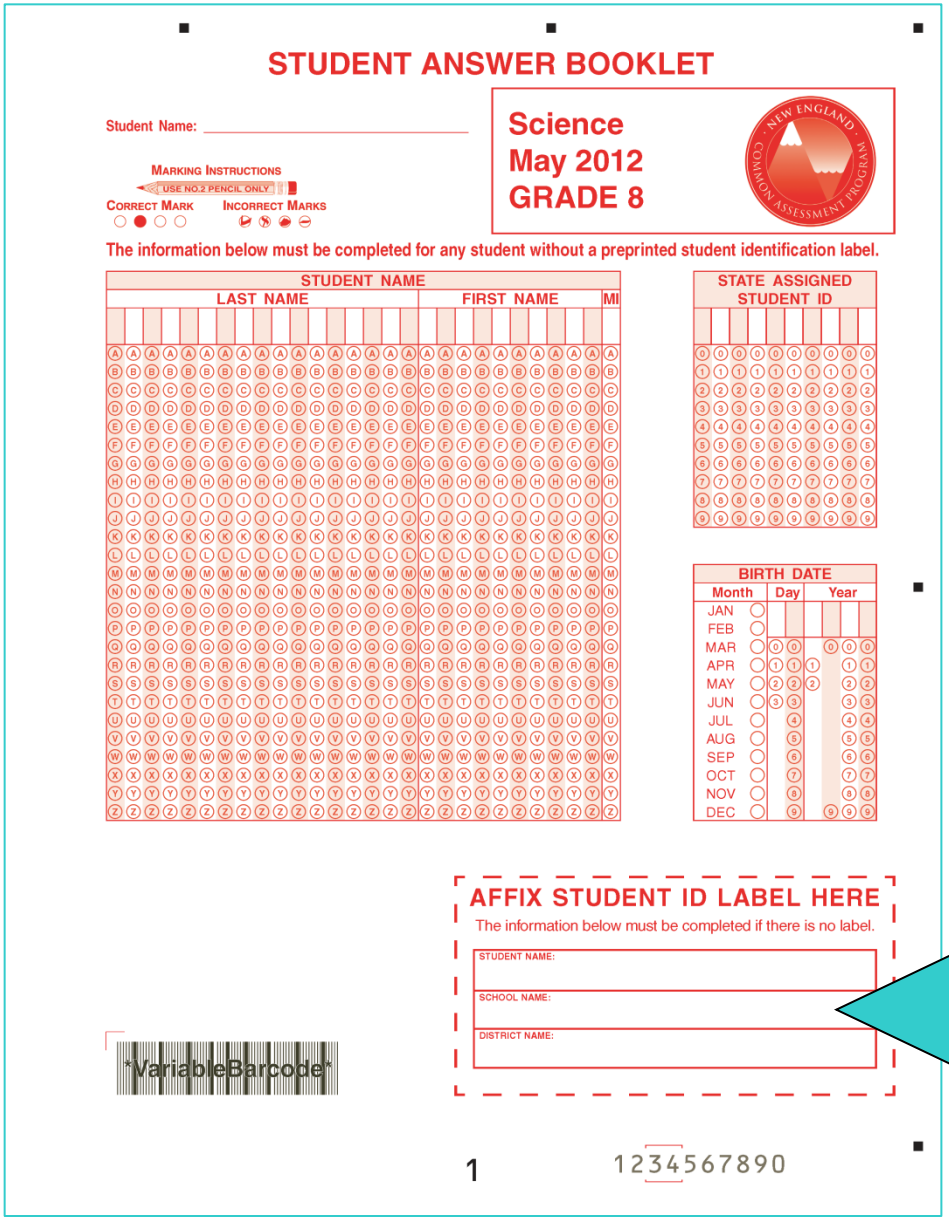
Student Labels

Order additional student ID labels by **May 3**

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

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





STUDENT ANSWER BOOKLET

Student Name: _____

Science
May 2012
GRADE 8

NEW ENGLAND COMMON ASSESSMENT PROGRAM

MARKING INSTRUCTIONS
USE NO.2 PENCIL ONLY
CORRECT MARK INCORRECT MARKS

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

STUDENT NAME
LAST NAME FIRST NAME MI

STATE ASSIGNED STUDENT ID

BIRTH DATE
Month Day Year
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

AFFIX STUDENT ID LABEL HERE
The information below must be completed if there is no label.
STUDENT NAME:
SCHOOL NAME:
DISTRICT NAME:

VariableBarcode

1 1234567890

Place one label here*

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

Tips for Success *Before* Testing

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

Frequently Asked Questions: *Before* Testing

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

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

FAQs: *Before* Testing (continued)

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

A: These materials are available on the RIDE website:

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

NOTE: These are not required materials If schools decide to provide these materials to students, they should be downloaded and copied in the school.

FAQs: *Before* Testing (continued)

Q: Can teachers do a "dry run" of the Inquiry Task prior to administering the test to make sure they understand what materials (if any) are needed and how they will be used as well as to familiarize themselves with the procedures?

A: *Yes*. Dry runs help teachers, administrators and test coordinators become familiar with the script and better understand the hands-on task so that they can plan how to group students, approximate the amount of time needed for each step, and anticipate any "bumps" that might arise on the day of testing.

During Testing

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

NECAP Science Test Administration Do's/Don'ts

When administering the test, teachers must:

- ✓ **Circulate the room (*Active Proctoring*)**
- ✓ **NEVER Allow students to use programmable or graphing calculators during Session 3 (Inquiry Task)**
- ✓ **ONLY allow "word-to-word dictionaries" (no definitions) to LEP students. NOTE: Not allowed for the Reading test**
- ✓ **NEVER paraphrase or explain test items**
- ✓ **NEVER translate test items**
- ✓ **ONLY read test directions in English***
- ✓ **ONLY pronounce single words in English for students who ask for help with words they do not recognize****

Students Who Move During Testing

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

SCIENCE

○	Student withdrew from school after May 7, 2012.
○	Student enrolled in school after May 7, 2012.
○	State-approved special consideration.
○	Student was enrolled on May 7, 2012, and did not complete test for reasons other than those listed above.

- Do **not** write VOID on the booklet if any of these options accurately represents the student's situation.
- Do **not** return in the Special Handling Envelope.

Reminder: Test administrators may **not** comment on any student work during or after testing. Additionally, test administrators may **not** help individual students during or after testing in any way except: 1) during the general instructions; 2) when students are completing the *Student Questionnaire*; or 3) as specified in the *Test Administrator Manual.*

Frequently Asked Questions: *During* Testing

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

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

FAQs: *During* Testing (continued)

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

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

FAQs: *During* Testing (continued)

Q: Can students use calculators while taking the NECAP Science test?

A: *Yes.* Students can use a *basic*, *non-programmable* calculator during **all three sessions** of the science test. NOTE: Use of a programmable scientific or graphing calculator during Session 3 of the science test will result in an M-1 Modification, thus invalidating all of the student's responses for that session.

Prohibited devices and/or calculators with the following features include: 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.

FAQs: *During* Testing (continued)

Q: Can test administrators/teachers read aloud numerals and mathematical symbols to students during the NECAP Science test?

A: *Yes*. Reading aloud numbers and symbols to students during the science test **is allowable** (unlike the NECAP Mathematics test, where doing so is an "M1" modification and results in the invalidation of student responses in that session).

FAQs: *During* Testing (continued)

Q: Can a student who requires the T1 Extended Time accommodation go to lunch or recess and then return to continue his/her testing?

A: *No*. A student who needs the T1 "Extended Time" accommodation must have his/her test materials collected by an authorized school employee who then immediately escorts the student to a pre-determined location to continue testing with a trained test administrator until the session is complete and/or the student is no longer actively engaged in testing.

After Testing

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

After Testing

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

After Testing

1. Complete the online ***Principal's Certification of Proper Test Administration*** for each grade tested (page 21). Refer back to the inventory you verified on the *Material Summary Form* before testing.

2. Complete the online ***Principal/Test Coordinator Questionnaire*** (page 21).

3. Pack test materials for return to Measured Progress according to outline on page 23 of the manual. All secure materials (*including* scratch paper) must be returned to Measured Progress. Affix **one** UPS return service (RS) label to each box (page 23).

Tips for Success *After* Testing

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

Frequently Asked Questions: *After* Testing

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

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

FAQs: *After* Testing (continued)

Q. It is 11:00 a.m. (May 25), why hasn't UPS arrived to pick up our NECAP materials yet?

A. UPS is scheduled to arrive at your school on Friday, **May 25** to pick up your boxes. UPS can arrive anytime during school hours; therefore, all test materials must be packed by **8:00 a.m.** UPS will not wait for you to complete packing the materials. Materials must remain secure until they are picked up by UPS. Do not contact UPS directly. Prior arrangements have been made by Measured Progress specifically for the pick up of NECAP test materials. Please note that the pickup may not be made by your regular UPS personnel at your regularly scheduled time. **This is the ONLY scheduled pick-up date.** If your materials have not been picked up by the end of the day, please contact the NECAP Service Center and we will arrange for another pick up.

FAQs: *After* Testing (continued)

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

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

FAQs: *After* Testing (continued)

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

A: Some reasons include:

- Student used multiple answer booklets and work was transcribed into one answer booklet by an administrator. Then "VOID" the original answer booklet.
- A student ID label was affixed to an answer booklet for a student who was not enrolled in the school as of May 7, 2012.
- A student ID label was affixed to an answer booklet for a student who participated in the alternate assessment in the 2011–2012 school year.

FAQs: *After* Testing (continued)

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

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

Questions?

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