# Spring 2009



District & School Coordination Manual

Illinois State Board of Education

Reading-Mathematics Science-Writing



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## IMPORTANT INFORMATION

### **About Test Materials - 2009**



### **Test Windows**

EARLY \* Monday, February 23, 2009, through Friday, March 6, 2009
REGULAR Monday, March 2, 2009, through Friday, March 13, 2009
LATE \* Monday, March 09, 2009, through Friday, March 20, 2009

### Arrival of Test Materials - Reading, Mathematics, Science, and Writing

EARLY	Non-Secure Secure	Due on or before Friday, February 06, 2009 Due on or before Friday, February 13, 2009
REGULAR	Non-Secure Secure	Due on or before Friday, February 13, 2009 Due on or before Friday, February 20, 2009
LATE	Non-Secure Secure	Due on or before Friday, February 20, 2009 Due on or before Friday, February 27, 2009

If you have not received your ISAT test materials by 5 p.m. on the dates indicated above, <u>do not</u> contact ISBE or your ROE. Instead contact Pearson's Illinois Customer Support Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (central time)

### **Material Pick Up**

EARLY Friday, March 13, 2009 REGULAR Friday, March 20, 2009 LATE Friday, March 27, 2009

One week following the last day of testing there will be **ONE MATERIAL PICK UP** for both scorable and non-scorable test materials. Your test material pick up date is prescheduled and can occur anytime between 7 a.m. and 5 p.m. (central time), Monday through Friday. Neither Pearson nor ISBE has control over material handler's pick up schedules. It is important that someone from your district be present to facilitate the material pick up. It is important you have your test material ready for pick up <u>before</u> the material handler arrives. See page 34 for additional information and how to arrange for a different pick up day.

After testing is completed Pearson will be contacting District Coordinators and Chicago District 299 School Coordinators about potentially missing test materials.

<sup>\*</sup> Requests to shift the regular test windows either one week earlier or one week later needed to be submitted to the Student Assessment Division of ISBE by December 1, 2008.

### **Tracking Your Material Shipment**

You can use Pearson's online tracking tool to track test material shipments to you and back to Pearson. Refer to the *Orders History & Tracking* section on pages 24 and 25 of Pearson's 2008-09 Assessment Network User & Pre-Test Information Guide for instructions and information about tracking test material shipments.

### **Packing/Shipping Test Materials to Various Test Sites**

To minimize the need for additional orders all facilities listed below will receive extra (overage) test materials in their shipments. There will be no overage for Special Format Tests: Braille, Large-Print, Reader Script, Audiocassette, CD- ROM, and Form LM tests.

**Districts** – All test materials will be packaged by school and sent to the district's ISAT Test Coordinator. This includes Standard Format tests, Special Format tests, and Form LM tests.

**Chicago District 299 Schools** – All test materials will be packaged by school and sent directly to the Chicago School Test Coordinator.

**Special Education Cooperatives (with Schools)** – All test materials will be packaged by school and sent to the Cooperative's ISAT Test Coordinator. This includes Standard Format tests, Special Format tests, and Form LM tests.

**Special Education Cooperatives (without Schools)** – Special Education Cooperatives (without valid schools with the <u>same</u> RCDT code) will have test materials packaged by cooperative and sent to the main cooperative office in care of the cooperative ISAT Test Coordinator.

**ROE/ISC** – For ROE/ISC that chooses to participate in direct test material distribution, test materials will be packaged by program and sent to the regional office in care of the ISAT Test Coordinator.

**Special Education Private Facilities** – All test materials will be packaged by school and sent to the facility's district level ISAT Test Coordinator. This includes Standard Format tests, Special Format tests, and Form LM tests.

**NOTE:** For Special Education Cooperatives, ROE/ISCs, or Private Facilities that do not to participate in direct test material distribution, ISAT test materials will be sent to the student's home school/district. It is then the responsibility of the facility's ISAT Test Coordinator to communicate with the student's home school/district to obtain the necessary ISAT test materials.

### **Non-Secure Material Shipments**

The following test materials will be included in non-secure ISAT shipments.

- **❖ 1 each District Test Coordinator Kit** (one for each district)
- ❖ 1 each School Coordinator Kit (one for each non-Chicago school)
- **❖ 1 each Chicago School Coordinator Kit** (Chicago Schools Only)
- ❖ Bulk \* Test Administration Manuals (Grades 3-5 and Grades 6-8)
- **❖** Bulk \* Professional Testing Practices for Educators
- **❖ Bulk \*\* Answer Documents Grades 4-8** (reading, mathematics, science)
- **❖ Bulk \*\*\* Form LM Answer Documents Grades 4-8** (reading, mathematics, science)
- ❖ 1 each Pre-ID Packet (Includes Student ID Labels, Testing School Labels, and Student Roster.)
- \* Test Administration Manuals are distributed at a 1:22 ratio, one manual for every twenty-two test booklets distributed. Professional Teaching Practices documents are distributed on a 1:30 ratio, plus five copies to the district office.
- \*\* Quantities were calculated based on the number of students in the Student ID file obtained from the ISBE SIS System.
- \*\*\* Quantities are based on the number of Form LM tests ordered on Pearson's Assessment Network.

### **Secure Material Shipments**

The following test materials will be included in secure ISAT shipment.

- **❖ Bulk \* Grades 3 8 Test Booklets** regular English Forms 1-6
- ❖ Bulk Special Format Test Kits containing either Form LM tests or Form SF tests
- **❖ Bulk \*\* Writing Folders** grade 3, 5, 6, and 8

### FREQUENTLY ASKED QUESTIONS

# **Why did I get ISAT test materials when I didn't order ISAT test materials?**

**A:** You received ISAT test material because your school's RCDTS code was entered as a student's testing school by an eligible ISAT student's home school in the ISBE SIS System on or before January 9, 2009.

# Q: I expected to receive ISAT test materials but didn't.

**A:** If you did not receive ISAT test material your school's RCDTS code <u>was not</u> entered as a student's testing school by an eligible ISAT student's home school in the ISBE SIS System on or before January 9, 2009.

<sup>\*</sup> Quantities were calculated based on the number of students in the Student ID file obtained from the ISBE SIS System, minus the number of students for whom a Special Format Test Kit was ordered on Assessment Network.

<sup>\*\*</sup> Quantities were calculated based on the number of students in the Student ID file obtained from the ISBE SIS System, minus the number of students the district ISAT test coordinator indicated on Assessment Network that would not be taking the ISAT Writing test.

# **GENERAL INFORMATION**

This manual is for ISAT District and School Coordinators, and it outlines the following:

- 1. Arrangements to be made at each district and school during the test cycle
- 2. How the tests should be secured and monitored
- 3. How to pack and return all the materials

**Chicago Schools** - There is no District Coordinator for Chicago schools. The School Coordinator is responsible for ISAT testing and handling test materials in the school, and returning test materials after testing is completed. Therefore, Chicago School Coordinators should review the procedures for District Coordinators.

**NOTE:** This manual will refer to **districts** (districts outside of Chicago District 299) and to **Chicago schools** (schools in Chicago District 299).

**Test Administration Manuals** - In addition to this manual, there are two test administration manuals. One is for grades 3, 4, and 5. The second is for grades 6, 7, and 8. These manuals provide specific instructions for administration of the ISAT tests to students.

### **Troubleshooting**

**Illinois State Board of Education** – If you have questions about the ISAT test administration, call the Illinois State Board of Education (ISBE) at 1-217-782-4823 or toll-free at 1-866-317-6034 and ask for a Student Assessment Division staff member.

Please check ISBE's website (<u>www.isbe.net/assessment/isat.htm</u>) periodically for updates about issues that could affect the administration of ISAT tests this spring.

**Pearson (Iowa City, Iowa)** prints, distributes, and collects the ISAT reading mathematics, science, and writing test materials. For problems with materials (insufficient quantities, errors in distribution, collection, returning, etc.), schools outside of Chicago should contact their District Coordinator. The District Coordinator or Chicago School Coordinator will resolve the problem or will contact Pearson.

Pearson's Illinois Customer Support Center can be reached at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (central time), or by e-mail at ISAT@pearson.com.

### Eligible Students, Who Can Administer, and LEP Accommodations

### ISAT Tests—all eligible students

- Grades 3, 4, 5, 6, 7, and 8: reading and mathematics
- Grades 4 and 7: science
- Grades 3, 5, 6, and 8: writing

**Eligible Students** – All public school students participate in the ISAT, except for some student with Individualized Education Programs (IEPs). Additional information available beginning on page 54.

### Home-Schooled Students and Private/Parochial School Students

Students who are completely home-schooled are not eligible to take any state tests. Some students may be partially home-schooled, where the student is enrolled in a public school only for a specific course. In these cases, the partially home-schooled students take the ISAT test only for the subject(s) for which they are receiving instruction in the public school –reading, mathematics, science, or writing.

Private/parochial school students are not eligible for state tests. Some private/parochial school students may attend a public school to receive special education services.

These students do not take any ISAT tests.

### Who Can Administer ISAT?

- Certificated teachers employed by the district as a teacher.
- Administrators (e.g., assistant principals, principals, assistant superintendents, associate superintendents, and superintendents) who hold certificates for the positions they hold as administrators.
- Teacher's aide The aide must be under the constant, line-of-sight supervision of a certificated teacher. A certificated teacher hired by the school as a teacher's aide also has to be under constant, line-of-sight supervision.
- Substitute teachers holding a teaching certificate hired by the district as teachers.
- School psychologists, school social workers, librarians who hold certificates for the positions they hold as school psychologists, school social workers, or librarians.
- Teachers employed by the district who hold a Type 83 (provisional) certificate.

### **LEP Students – Eligibility Criteria for Accommodations**

Students eligible for LEP assessment accommodations are students who:

- 1. Have been properly identified as LEP using
  - Home Language Survey Results
  - WIDA Access Placement Test Results (W-ADT)
  - ACCESS for ELL<sup>TM</sup> (a composite score below 4.0)
  - Additional local indicators:

#### And

2. Have been *eligible* for LEP support services for less than five years (excluding pre-K services and Kindergarten services)\*

#### And

3. Do not possess sufficient literacy skills in English to participate meaningfully in ISAT without LEP accommodations.

\*A student initially identified as LEP in pre-K or Kindergarten is eligible for LEP accommodations through grade 5. Students not receiving language support program services due to a parent/guardian refusal are considered eligible for state testing accommodations and are also subject to a five-year limit. The five-year clock stops whenever a student leaves the United States long enough to be dropped from school enrollment. It resumes upon return to the United States, including outside of Illinois. A year is treated as twelve calendar months. The first twelve calendar months following LEP identification are considered to be year one. The second twelve are year two, and so forth.

### **Scope and Exemptions for ISAT**

**ISAT Writing:** Students who meet the LEP eligibility requirements above are not required to participate in the ISAT Writing test. LEP students satisfy the state writing requirement through their ACCESS Writing component. Students who have exited LEP services or have been eligible for services beyond five years are **not** exempt from ISAT Writing.

First Year in Unites States: An LEP student who attended schools in the United States for 12 months or less (i.e., enrolled in a U.S. school after February 28, 2008) may be excused from the ISAT Reading Assessment. He or she must still take ISAT Mathematics and Science (grades 4 and 7 test), but is counted only for AYP participation on the School Report Card. An LEP student who first enrolled in a U.S. school *on or before* February 29, 2008 but has less than one year of attendance in U.S. schools (as defined by the district for the student's attendance center) due to temporarily leaving the country, may still be excused from the ISAT Reading Test. In no case may a student be given the ISAT Reading test exemption more than one time. Districts should make a reasonable effort to determine the extent of attendance a student had in U.S. schools (both inside and outside of Illinois), and whether the student has ever been given this exemption. Please note that this is a policy change for 2008-09.

The above writing and reading exemptions do not require any special denotations on the student's testing materials. They will be implemented using electronic data in the ISBE Student Information System (SIS). Please ensure those records are up to date.

## **NEW FOR 2009**



LINGUISTICALLY MODIFIED TEST FORM – A new ISAT test form (Form LM) for grades 3-8 will be available for Limited English Proficient (LEP) students who qualify. In this linguistically-modified form the English text has been simplified for multiple-choice items on mathematics and science tests and for extended-response and short-response items on that mathematics test. In addition, extended-response and short-response items on the mathematics test will be translated into Spanish.

There will be a separate answer document for the Form LM at grades 4-8 and a separate Form LM test booklet at grade 3. This is necessary because while both the regular English forms and Form LM will have the same number of items in the same order, items may appear on different pages due to the linguistic modification process. At grades 4-8 students using a Form LM test <u>MUST</u> use an answer document marked FORM LM.

No part of the Reading test will be linguistically modified or translated into Spanish. Also, there are no reader scripts, audiocassettes, CD-ROM, or large-print for Form LM. Students who need a reader script, audiocassette, CD-ROM, Braille, or large-print must use a regular-English test form for which these special forms are available.

The Form LM test will be packaged as a Special Format Test, but unlike other Special Format Tests will require a Form LM answer document. Two Form LM kits are available, one kit suitable for administration to one student and the other kit suitable for administration for up to five students.

#### IMPORTANT REPORTING NOTE

For the mathematics and science tests students who use Form LM will <u>NOT</u> receive national-norm results such as national percentile ranks and Stanines. The national-norm results are based on the SAT 10 items in session 1 of the ISAT tests. However, since no part of the reading test is linguistically modified, students using Form LM will receive national-norm results for reading.

- **SPECIAL FORMAT TEST KITS** With the exception of Form LM, the special format test kits (reader script, audiocassette, CD-ROM, large-print, and Braille) will be packaged with special format test forms, Form SF. This Form SF <u>must</u> be used with all special format tests, such as large-print. There is a special grade 3 Form SF test booklet, but there is no special Form SF answer document for students in grades 4-8. These students in grades 4-8 will use a regular answer document.
- NEW ACCOMMODATIONS GRID The new grid on the covers of the grade 3 test booklets and grades 4-8 answer documents will have space to collect specific information about accommodations students received on the ISAT test. This information will include, for example, the use of a large print form or a reader script. This will allow more specific information to be collected about students who receive IEP, Section 504 Plan, or LEP accommodations. See page 57-61 for a description of the new accommodations grid.

**ISAT WRITING MATERIALS DISTRIBUTION** – Writing materials for grades 3, 5, 6, and 8 will be printed, distributed, and retrieved by Pearson along with grades 3-8 ISAT materials for reading, mathematics, and science. Instructions for administering the ISAT Writing test will be included in this *ISAT District & School Coordination Manual* and in the *Test Administration Manuals*. Writing materials will be returned in boxes separate from the reading, mathematics, and science materials. See page 72.

# 5 STUDENTS WHO TRANSFER IN, TRANSFER OUT, OR DIE DURING TESTING WINDOW AND HAD NOT YET STARTED TESTING –

- If the student transferred in (enrolled) during the time of testing and either already started testing at his/her former school or transferred in too late to start testing at his/her new school, do <a href="NOT">NOT</a> submit an answer document for the student. ISBE advises you to wait until the Monday following the two-week test window to enroll such students in your school in the ISBE SIS System.
- If the student transferred out (exited) during the time of testing and had not yet started testing, do NOT submit an answer document for the student. ISBE advises you to exit the student from your school in the ISBE SIS System on or before the last day of the two-week test window.
- In the tragic event that the student dies during the time of testing and had not yet started testing, do NOT submit an answer document for the student. ISBE advises you to exit the student from your school in the ISBE SIS System on or before the last day of the two-week test window.

NOTE: In the event that a student started testing in your district but transferred out or died after having starting testing, send in the answer document with whatever the student completed. ISBE advises you wait until the Monday following the two-week test window to exit such students in your school in the ISBE SIS System.

## MONITORING THE TEST

### **Monitoring the Test Administration**

Monitoring helps to ensure that district and school personnel carry out instructions properly, consistently, and honestly. District and School Coordinators should monitor pre-test and post-test activities as well as the administration of the ISAT tests. Several activities will help ensure the integrity of the tests and the test administration:

- ❖ ❖ Ensure that all personnel involved in testing understand their responsibilities before, during, and after test administration. In-service training using this manual, the test administration manuals, and the *Professional Testing Practices for Educators* will help ensure that all testing personnel are properly trained.
- \* Ensure a full accounting of <u>all</u> materials that are distributed and returned. Each ISAT test booklet and special-format test form has a security bar code printed on the back of the grade 3 test booklet or grades 4 8 answer document, so that the contractor can verify that all secure test materials have been returned. Pearson will contact you if there are missing tests.

**Note:** If a *District and School Coordination Manual* or a *Test Administration Manual* is misplaced, lost, or destroyed, do <u>not</u> call ISBE or Pearson. Although it is preferred that all manuals be returned after testing is completed, the manuals are not considered secure materials.

- ❖ Two Test Booklet Security Checklists, listing the security bar code numbers of your test booklets, are included with your materials. See pages 28 and 44 for details.
  - The District/Chicago School Test Booklet Security Checklist lists the test booklet ranges for all test booklets packed for each school within a district as well as the individual barcodes for extra test booklets packed for the district overage. The ISAT District Coordinator should use this checklist to record the test booklets distributed to and received from each ISAT School Coordinator.
  - The School Test Booklet Security Checklist lists the individual barcodes for all test booklets packed for each school. The ISAT School Coordinator should use this checklist to record the test booklets distributed to and received from each test administrator.
- The test materials must <u>not</u> be left unattended unless they are inside secure and locked facilities to which only authorized individuals have access. This would include a locked storage cabinet, a locked filing cabinet, a locked desk drawer, or a filing cabinet inside a locked room.
- **❖ ❖** Keep all test materials secure and confidential. All who handle the tests are responsible for test security. Except as noted below, do <u>not</u> duplicate any test materials, and do not share specific test information with students prior to or after testing.

There are two exceptions to the prohibition of copying test materials:

1. Copies of part or all of the three test manuals can be made.

2. Copies of actual test materials (test items, passages, etc.) can be made to accommodate special-needs students (IEP or 504 Plan). All such copies are secure and must be returned to Pearson with all other secure materials.

**NOTE:** <u>No</u> copies of tests may be made to make up for shortages. All test materials should be ordered in advance to accommodate testing schedules.

- ❖ ❖ Determine the pre-test preparation activities your teachers or administrators may use, such as sample tests and guides, and make sure these meet standards of honesty and fairness. If in doubt about any proposed activity, check with an ISBE Student Assessment Division staff member at 1-217-782-4823 or 1-866-317-6034 (toll free).
- ❖ ❖ Disruptive Students If you are fairly certain that one or more students will be disruptive and disturb other students, consider making prior arrangements to test them in a separate room.
- ❖ ❖ Test administrators should actively monitor student behavior during testing and check for the following:
  - 1. Have all of their questions about the test been answered before students begin taking the test?
  - 2. Are students marking their answers and writing their answers to extended-response and short-response items in the correct section of the answer document or grade 3 test booklets?
  - 3. Are students making a large number of erasures, showing confusion about the directions, or having some other problem?
  - 4. Are students randomly marking answers without reading the questions? If so, quietly remind them that the results are important.
  - 5. Are students paying little attention to the test or distracting others? If so, perhaps they should be tested at another time or in a separate room.
- Determine whether materials displayed in classrooms or on students' desks are appropriate for a test setting.

#### **Posters**

There are only two types of posters that may <u>not</u> be displayed on classroom walls during ISAT testing.

- 1. Any poster that has step-by-step instructions for answering a reading extended-response question (e.g., the Reading Student-Friendly Rubrics).
- 2. Any poster that displays and defines those root words and affixes listed in the Illinois Assessment Framework for Reading.

Use your best professional judgment regarding other posters and classroom displays. Posters and displays should be a part of the background classroom environment.

### Additionally:

- Students may not get out of their seats to refer to a poster or classroom display during testing.
- Test administrators should not make reference to posters or classroom displays immediately prior to or during testing. Likewise, posters or classroom displays should not be added to the classroom immediately prior to or during the two-week test window.
- Unless it is to provide an accommodation for a student with an IEP or Section 504
  Plan, posters or classroom displays may not be copied and moved to an alternative
  testing location, which creates an artificial environment and may lead students to
  believe that they should use these during testing.

### **Desk Tops**

Students shall have only their test booklet, answer document, and writing utensils; a No. 2 pencil, and a highlighter, if desired, on their desks during testing. Anything attached to or part of the desk, such as multiplication tables, number lines, word lists, etc., must be removed or covered up during the test. However a simple name tag containing absolutely no instructional information (e.g., number line, word list, etc.) may be on the desk.

There are five exceptions:

- 1. Students may use calculators during all three sessions of the ISAT mathematics tests at grades 4-8.
- 2. Students in grades 7 and 8 shall have the ISAT Mathematics Reference Sheet (Reference Sheet) on their desks during all three sessions of the ISAT mathematics tests.
- 3. Students in grades 3–8 shall have ISAT paper rulers on their desks during all three sessions of the mathematics test.
- 4. Students in grades 3–8 must be given blank, unlined scratch paper for use in Session 1 of the mathematics test. No blank scratch paper is distributed for Sessions 2 and 3 of the mathematics test.
- 5. As a test accommodation for students with IEPs or Section 504 Plans, students may (if it is written in their IEP or 504 Plan) use graphic organizers, word processors, calculators at grade 3, additional paper for notes or calculations for any test, or other aids.

**Note**: Dictionaries or thesauruses are not allowed at any grade or for any subject, even as an accommodation.

**Note**: If students use highlighters as a reading or test tool, highlighting should <u>not</u> be part of the student's extended-response or short-response written answers or part of the writing essay(s).

Professional Testing Practices for Educators has been sent to schools and districts and is posted online at the ISBE Web site. This document should be given to all personnel involved in ISAT testing and is yours to keep.

### TIME REQUIRED FOR THE TESTS

All test sessions are a minimum of 45 minutes. The 45 minutes does <u>not</u> include the time necessary for test instructions.

**Additional Time for All Students -** Students may have up to 10 additional minutes to complete each test session. If one or more students are still working and are actively engaged after 45 minutes have elapsed, they may be given up to 10 additional minutes to complete the test session, for a total of 55 minutes. The decision as to whether students are actively engaged and should receive additional time is made by the test administrator. If all students are finished after 45 minutes, the test session should be called to an end.

	NUMBER AND	TYPES OF ITE	MS BY SESSIO	N
MC = Mul	tiple Choice ER	R = Extended Res	ponse SR = S	Short Response
Grades	Subject	Session 1	Session 2	Session 3
3, 4, 5, 6, 7, and 8	Reading	<b>30</b> MC	<b>20</b> MC/ <b>1</b> ER	<b>20</b> MC/ <b>1</b> ER
3, 4, 5, 6, 7, and 8	Mathematics	<b>40</b> MC	30MC/3 SR	<b>2</b> ER
4 and 7	Science	<b>40</b> MC	<b>40</b> MC	
3 and 5	Writing	1 Expository Prompt		
6 and 8	Writing	1 Persuasive Prompt	1 Narrative Prompt	

Note: For reading, mathematics, and science, the first 30 multiple-choice questions in Session 1 are SAT 10 items.

All multiple-choice items have a single correct answer. In the reading test, extended-response items take about 15–20 minutes per item. In the mathematics test, the three short-response items should take about 5 minutes each and students should spend at least 15 minutes on each of the two extended-response problems.

### TEST SCHEDULING

The various test sessions for a given subject can be split across two different times of day, or across different days. For example, if the first session of the reading test is given on Monday morning, the second session may be given later that morning, on Monday afternoon, on Tuesday morning, etc.

This scheduling allows schools to administer a test session to all students in one grade at one time or to administer a test session to students during various regularly scheduled class periods. The order in which subjects are tested is determined locally, and test sessions for different subjects may be interspersed. For example, Session 1 of reading can be followed by Session 1 of mathematics.

### **Scheduling Limitations**

- 1. Students are to take no more than two test sessions on any one day of regularly scheduled testing. Within reason, more tests may be given in one day for make ups, but administer no more than two tests in any one morning or afternoon.
- 2. A minimum 10-minute break must be given between test sessions.
- 3. Test sessions for a given subject (for example, reading: sessions 1, 2, and 3) must be given in sequence. However, this does not mean that all sessions of reading must be administered before any session of the mathematics, science, or writing tests are administered.

**Exception for make-up situations:** Students who have missed test sessions should resume testing with their class on the regular school test schedule when they return. This may mean a student could take session 2 of mathematics, for example, before he or she took session 1. In this example, use a make up schedule to administer session 1 of mathematics to get the student "caught up" with the school's regular schedule as soon as feasible.

4. If possible, the test schedule should be parallel across all schools within the district. However, the test schedule must be parallel for all students at a grade within a school. In other words, all students at a given grade in the school must complete the same subject session(s) by the end of the same day. For example, Lincoln Elementary School decides to give sessions 1 and 2 of grade 3 reading on March 3. Some grade 3 teachers give sessions 1 and 2 in the morning, some give sessions 1 and 2 in the afternoon, and some give session 1 in the morning and session 2 in the afternoon. However, by the end of the school day on March 3, all attending grade 3 students have completed sessions 1 and 2 of the reading test. A similar schedule could have occurred if session 1 of reading and session 1 of mathematics were given on March 3.

**Note**: This scheduling limitation does not apply to the administration of special-format tests such as reader scripts, audiocassettes, CD-ROM, Braille, or large-print forms. In these cases, some students using special-format tests may not be able to complete all regularly scheduled test sessions in one day. This also does not apply to students who simply receive extended time as a test accommodation.

**Note:** To increase test item security. It is recommended, but <u>not</u> required, that all students in a given grade take the same test sessions <u>at the same time</u> on the same days.

5. Do <u>not</u> split a test session across days. Any test session started on a given day must be completed by the end of that school day. Students cannot come back to a test session started on a previous day. This includes school students with an IEP or a 504 Plan using special-format test forms as well as those who receive only extended time as an accommodation. This also includes students who become ill and leave during a test session. This student may be allowed to complete the test session by the end of the same day with the remaining time available for the session. If you anticipate that a student will need a great deal of extended time, test sessions should be scheduled early enough in the school day to accommodate such needs.

### TEST BOOKLETS, ANSWER DOCUMENTS, AND WRITING FOLDERS

- For grades 4 and 7 the reading, mathematics, and science tests are contained in a single test booklet.
- For grades 3, 5, 6, and 8 the reading and mathematics tests are contained in one test booklet and the writing test is contained in a separate writing folder.
- Students in grades 3 mark their answers to the reading and mathematics test directly in the scannable test booklet.
- Students in grades 4-8 mark their answers to the reading, mathematics, and science tests in a separate, scannable answer document.
- For the writing test, students write their essay(s) directly on the lined pages in the writing folder.

### STUDENT ID LABELS

There are two types of pre-ID labels. Both types are illustrated below.

**Student ID labels** identify individual students and display the student's legal name, date of birth, gender, state Student ID number, and name and RCDTS code of the testing school.

Lastname, Firstname M ISAT
SIS: 123456789
DOB: 01/02/2002 Gender: M Grade: 5
Testing School: ILLINOIS TESTING SCHOOL NAME
RCDTS CODE: 123456789012345

**Testing School ID labels** identify only the name and the RCDTS code of the school where the student tested or would have been tested. Testing School ID labels contain <u>no</u> information about an individual student.

Testing School ID labels are generated at 25% of the sum of all

Testing School: ILLINOIS TESTING SCHOOL NAME

RCDTS CODE: 123456789012345



201154882-1

Student ID records contained in the school's Student ID file. For example, if your school receives 100 Student ID labels, it will also receive 25 Test School ID labels. These labels will print immediately following the highest grade you have Student ID labels generated. Testing School ID labels are not grade specific.

- ❖ ❖ Students in grades 3, 5, 6, and 8 will receive two Student ID labels that will print together. One label is for the grade 3 test book or answer documents for grades 5, 6, and 8, containing the reading and mathematics tests. The second Student ID label is for the writing folder. Students in grades 4 and 7 will receive one Student ID label for the single answer documents used at these grades.
- ❖ Without expressed permission from the ISBE or Pearson, all grade 3 test booklets, grades 4-8 answer documents, and grades 3, 5, 6, and 8 writing folders, returned for processing MUST contain either a Student ID label (if one is available) or a Testing School ID label (if no Student ID label is available). If you are short of labels contact Pearson's Illinois Customer Service Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (CST).
- There is a designated box on either the grade 3 test booklet, the grade 4 8 answer document, or the writing folder for placement of the Student ID label or the Testing School ID label. Do NOT affix the label to any other portion of these documents. Do NOT affix both types of labels to a student's document. Refer to page 51 for proper placement of Student ID or Testing School ID labels on test documents.
- For reasons of student confidentiality, the Student ID label does not display all demographic information about a student.
- ❖ ❖ Do NOT use a Student ID label if the student's state Student ID (SIS) number is inaccurate. Instead use a Test School ID label and grid the required information on the demographic information page. You must correct the information in the ISBE Student Information System (SIS) to ensure accurate reporting. See STUDENTS WITHOUT STUDENT ID LABELS section on page 20 on student information that must be gridded.
- ❖ ❖ Do NOT use a Student ID label if BOTH the student's first name AND last name are inaccurate. Instead use a Test School ID label and grid the required information on the demographic information page. You must correct the information in the ISBE Student Information System (SIS) to ensure accurate reporting. See STUDENTS WITHOUT STUDENT ID LABELS section on page 20 on student information that must be gridded.
- ❖ ❖ Do <u>NOT</u> affix Student ID and/or Test School ID labels on top of each other. Doing so will jeopardize the reporting of the student's spring 2009 test scores.
- ❖ ❖ Do <u>NOT</u> affix a Student ID label or Testing School ID label to a student's answer document with tape or staples. Doing so will jeopardize the reporting of the student's spring 2009 test scores.
- • Do <u>NOT</u> cross out student information printed on a Student ID label.

If printed student information is not correct, you must correct this information in SIS to ensure accurate reporting of the student's spring 2009 ISAT scores.



### STUDENTS WITHOUT STUDENT ID LABELS

If you do not have Student ID labels for one or more students you <u>must</u> affix a Testing School ID label to these student's grade 4-8 answer documents, writing folders, or grade 3 test booklets. In this case, some demographic information about the students <u>must</u> be entered on the demographic page of their grade 3 test booklet, writing folders, or answer documents by completing the following grids. The following grids should be marked only with a No. 2 pencil by school personnel who are authorized to provide such information.

- STUDENT NAME
- DATE OF BIRTH
- GENDER
- STATE STUDENT ID NUMBER
- HOME SCHOOL RCDTS CODE

Enter the information exactly as requested. For example, the STUDENT NAME grid asks for legal last name, legal first name, and middle initial. If the student's legal first name is Robert, but he is called Bob, enter Robert in the grid.

Verify that complete and accurate information is entered for each student, including the student's home school region—county—district—type—school (RCDTS) code. The RCDTS code is *absolutely critical* for correct inclusion of the student's results with his or her home school. Likewise the student's state Student ID number is *absolutely critical* for the correct identification of the student.

## FREQUENTLY ASKED OUESTIONS

Can I use a Student ID label if the grade printed on the label is inaccurate?

**A:** Yes you can use a Student ID label if the grade printed on the Student ID label is inaccurate. However you <u>must</u> correct the inaccurate information in the ISBE Student Information System (SIS) to ensure accurate reporting. If the student's grade information is not corrected in SIS prior to the last day of testing, you will jeopardize the reporting of the student's spring 2009 test scores.

I inadvertently put Student ID labels on the wrong answer documents, what do I do?

**A:** Before you do anything, call Pearson's Illinois Customer Service Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (CST).

I put the Student ID labels on the student's grade 4-8 <u>test booklets</u> (instead of answer documents) by mistake, what do I do?

**A:** Depending on the extent of placing the wrong Student ID labels on grade 4-8 test booklets, Pearson may be asked to regenerate your school's Student ID labels. Before you do anything, call Pearson's Illinois Customer Service Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (CST).

# RETURNING AN ANSWER DOCUMENT OR GRADE 3 TEST BOOKLET FOR ALL ELIGIBLE STUDENTS

An ISAT grades 4-8 answer document, grade 3 test booklet, and grades 3, 5, 6, and 8 writing folder <u>must</u> be returned for processing for <u>all</u> ISAT-eligible students that you are responsible for testing. This is true regardless of whether the student is actually tested.

For each grade, answer documents, grade 3 test booklets, and writing folders for tested and non-tested students are placed under a separate header entitled *Testing School ID Sheet – Tested and Non-Tested Students*.

**NOTE:** There are two Testing School ID Sheets for spring 2009. One is used exclusively for the reading, mathematics, science portion of the ISAT; the second is for the writing portion of the ISAT. **THESE ARE NOT INTERCHANGABLE**. See pages 62-65. The subjects for each Testing School ID Sheet are located under the ISAT logo on the ID Sheet. Reading, mathematics, and science ID Sheets are green, writing ID Sheets are red.

All answer documents, grade 3 test booklets, and writing folders returned for processing (tested and non-tested students) must have either a Student ID label affixed <u>or</u> a Testing School ID label affixed with all necessary demographic information entered manually on the demographic page. See page 20.

Answer documents, grade 3 test booklets, and writing folders returned for non-tested students will be scanned, but <u>no</u> test scores or results will be generated or reported for these students. Returning answer documents, grade 3 test booklets, or writing folders for non-tested students allows ISBE to have a record of all ISAT-eligible students in your school.

# STUDENTS WHO TRANSFER IN, TRANSFER OUT, OR DIE DURING TESTING WINDOW AND HAD NOT YET STARTED TESTING

- If the student transferred in (enrolled) during the time of testing and had either already started testing at his/her former school or transferred in too late to start testing at his/her new school, do <u>NOT</u> submit an answer document for the student. *ISBE advises you to wait until the Monday following the two-week test window to enroll such students in your school in the ISBE SIS System*.
- If the student transferred out (exited) during the time of testing and had not yet started testing, do <u>NOT</u> submit an answer document for the student. *ISBE advises you to exit the student from your school in the ISBE SIS System on or before the last day of the two-week test window.*
- In the tragic event that the student died during the time of testing and had not yet started testing, do <u>NOT</u> submit an answer document for the student. *ISBE advises you to exit the student from your school in the ISBE SIS System on or before the last day of the two-week test window.*

NOTE: In the event that a student started testing in your district but transferred out or died after having starting testing, send in the answer document with whatever the student had completed. ISBE advises you to wait until the Monday following the two-week test window to exit such students in your school in the ISBE SIS System.

### INDICATING THE REASON A STUDENT WAS NOT TESTED

If an ISAT-eligible student was not tested at all (did not sit for one test session), there is a grid on the demographic page of the grade 3 test booklet, grades 4-8 answer document, and grades 3, 5, 6, and 8 writing folder where you must indicate the reason the student was not tested. The grid is labeled **REASON NOT TESTED** (illustrated at the right).

4	REASON NOT TESTED
	(Do NOT complete if student took
	even one test session.)
	Medically Exempt
	O Homebound Exempt
	○ In Jail/Locked Facility
	Out of State/Country
	Absent

- ❖ ★ Medically Exempt Student (a) has been admitted on an emergency basis to a hospital or residential facility (e.g., because of a motor vehicle or other type of accident, emergency surgery, psychiatric emergency) or on an emergency basis to a drug/alcohol/psychological treatment program; and (b) is unable to be schooled during the test window.
- ❖ ❖ Homebound Exempt Student is on a homebound status during the test window and is too ill to be tested (based upon a specific written statement from a physician licensed to practice medicine in all its branches).
- ❖ ❖ In Jail/Locked Facility Student is in jail or a locked facility during the test window.
- ❖ ❖ Out of State/Country Student is residing in or attending a facility located out of the state or out of the country during the test window. This includes any Illinois student in a foreign exchange program.
- **♦ ♦ Absent** Student should have been tested and none of the categories above apply to the student.

# COORDINATION ACTIVITIES AT THE DISTRICT



### CHECKLIST: MAJOR ASSESSMENT ACTIVITIES OF THE DISTRICT COORDINATOR

Before	e Testing
	Identify a School Coordinator for each school.
	Receive and secure shipment(s) of test materials.
	<b>NOTE:</b> Reading, mathematics, and science tests will come in one set of boxes. Writing tests will come at the same time but packaged separately in their own set of boxes
	<u>SAVE</u> the boxes your materials arrived in for return of test materials to Pearson.
	Inventory materials for each school. You should have at least one box for each school administering ISAT. To aid you in inventorying test materials, within the WHITE District Coordinator box (typically box 1 within each shipment), you will find copies of packing lists for each school within your district. In addition, there is a Pallet Detail report located on Pearson's Assessment Network. Refer to page 26 of the 2008-09 Pearson's Assessment Network User & Pre-Test Information Guide for details.
	Verify the security barcode ranges of test booklets for each school using the duplicate copy of the School Packing Lists supplied in your district overage shipment.
	Verify the security barcode ranges of test booklets for district test materials (district overage) using the District Packing List.
	Train School Coordinators regarding ISAT procedures.
	Distribute test materials to each school.
	Move excess (overage) materials to schools that are short of materials.
	Review and monitor test preparation activities.
	Ensure test security throughout the testing cycle.
	If no Student ID label is available for a student, remind schools to affix a Testing School ID label to the grades 4-8 answer document, grade 3 test booklet, or grades 3, 5, 6, and 8 writing folders and enter manually all necessary student information on the demographic page. See page 20.
	Remind schools that an answer document, grade 3 test booklet, and writing folder must be returned for processing for every ISAT-eligible student that they are responsible for testing, regardless of whether the student actually tested. Refer to pages 21 and 22 for details.

Durin	g Testing
	Monitor test administration.
	Ask building personnel to make no public announcements over the P.A. system during test administration sessions (if possible).
After '	Testing
	Receive boxed materials from School Coordinators.
	Ensure that scorable and non-scorable materials are boxed separately and correctly. See pages 69-72.
	Ensure that writing materials are boxed separately from reading, mathematics, and science materials. See pages 70 and 72.
	Make a copy of the completed District Test Booklet Security Checklist for your records.
	If necessary complete an OFFICIAL TRACKING DOCUMENT: <i>Unreturned ISAT Test Booklets</i> form (located in your Coordinator Kit). Fax the completed form to Pearson at the number indicated on the form. Keep a copy of this form for your records.
	Use the boxes your test materials arrived in from Pearson for return of test materials to Pearson.
	<b>NOTE:</b> Reading, mathematics, and science tests will be packaged together for return to Pearson. Writing tests will be packaged separately for return. There will be one set of return labels for reading, mathematics, and science, and a separate set of labels for the writing tests. See pages 69-75.
	For non-scorable reading, mathematics, and science returns affix a red label to each box. If you received test materials via FedEx, also affix a FedEx Material Tracking label to each box. Number each box of the district non-scorable reading, mathematic, and science materials on the red labels.
	For non-scorable writing returns affix a gold label to each box. If you received test materials via FedEx, also affix a FedEx Material Tracking label to each box. Number each box of the district non-scorable writing materials on the gold labels.
	Have all test materials ready <b>first thing</b> in the morning on your pickup day.

### **TEST MATERIALS**

Test materials will be packaged separately for each school in your district and sent in two separate shipments. The initial shipment (non-secure materials) will contain administration materials (e.g., Test Coordinator Kits) and will arrive approximately two weeks in advance of your scheduled test administration. The second shipment (secure test materials) will contain test booklets, writing folders, and Special Format Test Kits, and will arrive approximately one week in advance of the test date. Refer to pages 5-7 for material shipment details.

**NOTE:** Reading, mathematics, and science tests will be packaged together for return to Pearson. Writing tests will be packaged separately for return. There will be one set of return labels for reading, mathematics, and science tests, and a separate set of labels for the writing tests. See pages 69-75.

The tests are specific to one grade and are to be used only at that grade. Most schools will receive one box of reading, mathematics, and science materials and one box of writing materials per grade. Larger schools may receive multiple boxes per grade, numbered sequentially. **Tell the School Coordinators to save their boxes for return shipping to Pearson.** 

Linguistically modified tests (Form LM) and Special Format Test Kits for the Braille, large-print, audio CD-ROM, audiocassette, or reader script test kits are packaged separately for each school. These special-format tests will be shipped in a separate box and arrive with the other materials. The District Coordinator/Chicago School Coordinator may order additional materials as needed through Pearson's Assessment Network.

# IF YOU ARE SHORT TEST MATERIALS – ORDERING ADDITIONAL TEST MATERIALS

When test materials arrive, make sure that each school participating in ISAT has at least one box of test materials. District Coordinators will receive extra materials to address small shortages in schools. All facilities will receive extra (overage) test materials in their shipment. This minimizes the need to order additional test materials. There will be no overage for linguistically modified test forms or Special Format Tests.

After test materials are distributed to each school, instruct each School Coordinator to inventory thoroughly the materials for their school using their *School Test Booklet Security Checklist*. Check with each School Coordinator after test materials have been inventoried and compile a list of the additional test materials needed and request them <u>all at one time</u>.

- \* All additional test material orders must be entered into Pearson's Assessment Network and should be placed no later than 3 business days (72 hours) prior to the first day of testing to ensure that you receive your additional test materials in time for testing. Refer to pages 21 and 22 in Pearson's 2008-09 Assessment Network User & Pre-Test Information Guide for details and instructions about placing additional test material orders.
- Please do <u>not</u> call your Regional Office of Education or ISBE for additional materials.
- **❖ ❖ DO NOT INFLATE YOUR ADDITIONAL ISAT TEST MATERIAL**ORDERS! All additional material orders that exceed 10% of those test materials included in your initial material shipment, are subject to enrollment verification through the ISBE Student Information System (SIS), or Chicago District's IMPACT system, before the order is approved and shipped.

Only order ISAT test materials for your eligible students. Pearson will be tracking enrollment increases and excessive test material ordering. Additional ISAT test materials can be ordered beginning

Wednesday, February 4, 2009. Do <u>NOT</u> place an additional order for ISAT materials until you have received your initial test booklet shipment and it has been completely checked.

- Limit your additional orders to <u>ONE</u> for each district, or Chicago School. If you must place multiple addition material orders, Pearson reserves the right to combine additional material orders to reduce shipping costs.
- ❖ All additional Orders are subject to approval of the ISBE.
- ❖ All additional orders will be shipped via FedEx 3-Day Express Saver.
- Orders placed and approved by 1 p.m. (Central Time) will be shipped the same business day the order is received. Orders placed and approved after 1 p.m. will be shipped the next business day.
- ❖ Additional orders cannot be shipped to any location other than what is indicated on the displayed Profile screen on Pearson's Assessment Network.
- Additional orders <u>must</u> be placed on Pearson's Assessment Network: <u>www.pearsonaccess.com/il</u>. Additional Orders received in any other manner (faxed or emailed), will <u>not</u> be processed.

### PREPARATIONS BEFORE TESTING

**Inventory List** - You may wish to prepare a list of your schools, the grade(s) to be tested in each school, and each school's test schedule. The chart on the next page of this manual and your duplicate copy of the School's Packing List and the School Test Booklet Security Checklist allows you to:

- 1. verify that you have received sufficient quantities of test materials;
- 2. record the quantity of materials distributed to each school; and
- 3. record materials that have been returned to you from each school.

**District Test Booklet Security Checklist -** (Usually located in box 1 of the district overage shipment) This checklist gives the barcode numbers of the test booklets packed as district overage. If you distribute any of these secure materials to schools to take care of small shortages, please use this form to record the test booklets distributed to and returned from the School Coordinator who received these materials. Return the original to Pearson in box 1 of your non-scorable test materials and keep a photocopy for your records. See page 28 for an illustration of the District Test Booklet Security Checklist. If you have misplaced or did not receive a copy of this Security Checklist or one of your schools does not have its School Test Booklet Security Checklist, contact Pearson at 1-800-627-7990, state code 814, Monday through Friday, 6 a.m. – 7 p.m. to get a duplicate copy.

Duplicate as needed	7			F			CENSUS		.  ≷	IALS				$\dashv$ 1
ISAT Coordinator	GRADE	STAND FORMAT TEST BOOKLETS	WRITING FOLDER	ANSWER DOCUMENTS - FORMS1-6 AND SF	TEST FORM LM - SINGLE ADMIN KIT	TEST FORM LM - GROUP ADMIN KIT	ANSWER DOC - FORM LM	READER SCRIPT - SINGLE ADMIN KIT	READER SCRIPT - GROUP ADMIN KIT	AUDIOCASSETTE	CD-ROM	LARGE-PRINT KIT - READ/MATH/SCI	LARGE-PRINT -	WRITING
		-												
	3													
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	CI													Ц
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	00													Ц
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### ILLINOIS STATE BOARD OF EDUCATION

### **ISAT**

### **SPRING 2009**



# DISTRICT/CHICAGO SCHOOL TEST BOOKLET SECURITY CHECKLIST

Deliver To: 012345678260000

SAMPLE ILLINOIS DISTRICT

1234 Illinois Avenue Illinois City, IL 62600

District ISAT Coordinator Name

Phone: (123) 456-7890 Fax: (123) 798-6543 Ship To: 012345678260000

SAMPLE ILLINOIS DISTRICT

1234 Illinois Avenue Illinois City, IL 62600

District ISAT Coordinator Name

Phone: (123) 456-7890 Fax: (123) 798-6543

DIRECTIONS: The District ISAT Coordinator must sign this form when test booklets are issued.

The School ISAT Coordinator must sign this form when test booklets are returned.

Keep a photocopy of this form for your records and return the original to Pearson on top of materials in box 1 of your nonscorable test materials.

### For TB. GRADE 4, ISAT 09, PK 5, SECURE

Security Number(s)	District Coordinator Signature	Date Test Booklet Issued	School Coordinator Signature	Date Test Booklet Returned
1234567890				
1234567891	S	AMPI		
1234567892				
1234567893	I Do N	ot Dur	licate	
1234567894				

### For TB. GRADE 5, ISAT 09, PK 5, SECURE

Security Number(s)	District Coordinator Signature	Date Test Booklet Issued	School Coordinator Signature	Date Test Booklet Returned
2345678901				
2345678902				

### OFFICIAL TRACKING DOCUMENT: UNRETURNED ISAT TEST BOOKLETS

# ALL ISAT TEST BOOKLETS (Standard and Special Format) ARE SECURE AND MUST BE RETURNED TO PEARSON UPON COMPLETION OF TESTING.

A tracking document entitled **OFFICIAL TRACKING DOCUMENT:** *Unreturned ISAT Test Booklets* was packed within your District and School Test Coordinator Kits. If a test booklet(s) or Special Format Test is not being returned for any reason, complete all requested information about the missing test material on this Official Tracking Document. Be sure to include the *Testing School* district or school RCDTS code, as well as the grade level of the missing materials, the test booklet security barcode (if available), the code which reflects the reason a test booklet(s) is not being returned, and a detailed explanation of why the test booklets or special format tests were not returned. (An example for the *Unreturned ISAT Test Booklet* form can be found on the page 30.)

#### UNRETURNED TEST BOOKLET CODES

- 20 District/School Lost Test Booklet(s)
- 21 District/School Destroyed Test Booklet(s)
- 22 District/School Never Received Test Booklet(s)
- 23 District/School Reported Test Booklet(s) Stolen
- 24 District/School Test Booklet(s) Being Held by the State

<u>DO NOT</u> return this *Official Tracking Document* with your test material returns. If you have test booklets not being returned for any reason, complete the form and fax it to Pearson's Illinois ISAT Project Coordinator at 319/358-4255.

Upon receipt of your test materials at Pearson, test material will be checked in and compared to the original materials distribution file. Within 60 days of the last day of your test window District Superintendents, Chicago Principals, and District ISAT Test Coordinators will be notified via e-mail and/or regular mail of missing test booklets. If you receive such a notification, you will be asked to thoroughly search your district and/or schools for potentially misplaced/missing ISAT test booklets, and respond to Pearson within 30 days.

# OFFICIAL TRACKING DOCUMENT Unreturned ISAT Test Booklets

# IF YOU HAVE TEST BOOKLETS NOT BEING RETURNED TO PEARSON FOR ANY REASON, COMPLETE THIS FORM AND <u>FAX</u> IT TO PEARSON AT 319-358-4255. <u>DO NOT</u> RETURN IT WITH YOUR TEST MATERIALS!

All test booklets sent to you are secure, must be accounted for before, during, and after the ISAT test administration, and must be returned to Pearson. If a test booklet is not being returned for whatever reason (*e.g.*, *destroyed*, *lost*, *accidentally discarded*, *etc.*), complete this form and detail why the test booklet(s) is not being returned to Pearson. Make every effort to locate any missing test booklets within your district or school before completing this form and faxing it to Pearson. Duplicate this form as needed.

### REQUIRED INFORMATION

REMINDER - RCDTS CODES ARE 15 digits in length, and all 15 digits need to be provided as indicated below.

(If missing from district overage, complete the following two lines.)	UNRETURNED TEST
District RCDTS Code:	BOOKLET CODES
Complete District Name:	<ul> <li>20 – District/School Lost Test Booklet(s)</li> <li>21 – District/School</li> </ul>
(In addition, if missing from school materials, complete the following two lines.)	Destroyed Test Booklet(s)  22 – District/School Never Received Test Booklet(s)
Testing School RCDTS Code:	<ul> <li>23 – District/School Reported Test Booklet(s) Stolen</li> <li>24 – District/School Test</li> </ul>
Testing School Name:	Booklet(s) Being Held by the State

GRADE LEVEL	SECURITY BARCODE NUMBER OF MISSING TEST BOOKLET	UNRETURNED TEST BOOKLET CODE (from above) & a DETAILED DESCRIPTION OF WHY THE TEST BOOKLET WAS NOT RETURNED

### HOLD A DISTRICT BRIEFING

Each school building should have a School Coordinator responsible for the distribution, collection, and return of the test materials, as well as overall monitoring of test administration activities at the school. At the briefing, School Coordinators should receive their test materials, familiarize themselves with the test manuals and the *Professional Testing Practices for Educators* document, and ask any questions about ISAT test procedures. Emphasize the following:

- Schools must return for processing an answer document or grade 3 test booklet for every ISAT-eligible student that they are responsible for testing, regardless of whether the student actually tested.
- There are two Testing School Identification (ID) Sheets (headers) used for return of test materials. One is for return of the reading, mathematic, science materials, the other is for return of writing materials. For each grade, documents for tested <u>and</u> non-tested students go under the same ID sheet for that grade.

Review the instructions on pages 62-65 of this manual regarding completions of the Testing School Identification (ID) Sheets.

- Review procedures for proper placement of Student ID labels or Testing School ID labels on students' answer documents, grade 3 test booklets, and writing folders (see page 51).
   Proper placement of these labels is absolutely critical for accurate processing of answer documents.
- If there are some students for whom you have no Student ID labels, refer to page 20 for directions on how to handle this situation.
- Using the School Test Booklet Security Checklist and/or School Packing List, School Coordinators should thoroughly inventory test materials for their school verifying that the test booklets security bar-codes (located on the back of the test booklets) have all been received. They should contact you if they are short of materials. Emphasize, they should not contact Pearson if they are short of test materials. You will contact Pearson in the case of a shortage in a school.
- The test materials should never be left unattended unless they are inside a secure and locked facility to which only authorized individuals have access, such as a locked storage closet or a filing cabinet inside a locked room.
- All test booklets, special format tests, and used answer documents are secure. Contents of test booklets and special format tests may not be reviewed or examined by staff prior to, during, or after testing. Contents of used answer documents may not be reviewed or examined by staff during (other than to keep students on track in their answer document) or after testing.

Exception: If a reader script is used to provide an accommodation for a student with an IEP, a Section 504 Plan, or students who is LEP, test administrators should take some time to familiarize themselves with the format of the reader script immediately prior to the first test session.

 Student answer documents should <u>not</u> be scored or graded prior to being returned to Pearson for processing.

- Do not examine completed answer documents, grade 3 test booklets, or writing folders to erase stray marks or generally "clean up" the document. High-speed scanners are extremely accurate in determining students' intended multiple-choice responses, and those scoring written responses are very experienced in determining students' intended written responses. Teachers or administrators observed making erasures on student answer documents may create the appearance of impropriety.
- Do not duplicate any test materials.

#### **Two exceptions:**

- 1. Copies of test materials may be made to provide accommodations for students with IEPs or Section 504 Plans. All original materials and copies made for accommodations are secure and must be returned to Pearson.
- 2. Copies may be made of all or any part of this manual or the test administration manuals to take care of last-minute needs.
- Remind school coordinators that the writing tests come in shrink-wrapped packets. They must <u>NOT</u> open the shrink-wrapped packets of grade 6 and 8 writing folders to distribute to test administrators. Writing folders should be distributed in intact shrink-wrapped packets. For grades 6 and 8 the test administrator should open the shrink wrapped packets of writing folders <u>ONLY</u> during actual test session. Only the second session of the grade 6 and 8 writing folders has a session seal. The first test session does not have a session seal. Hence, the test security for the first writing session is provided by the shrink-wrapping.
- If the district or school chooses to use the OPTIONAL SCHOOL USE grid on the front of the answer document or front of the grade 3 test booklet, review the codes determined by your school or district. See page 62 for use of this grid.
- Calculators may be used for the mathematics tests at grades 4 8. Grade 3 students may
   not use calculators, except as an accommodation for a student with an IEP or a Section
   504 Plan. Use of a calculator does not affect how the test is scored.
- Remind School Coordinators that students with IEPs are not allowed to take the ISAT for one subject, such as mathematics, and the IAA for another subject, such as reading. Students participate in the ISAT or in the IAA, but not in both or in parts of both.
- Remind School Coordinators that there is a new accommodations grid (ACCOM CLASSIFICATION) on the cover of the grade 3 test booklet, answer documents, and writing folders.
- Remind School Coordinators that a list of acceptable accommodation for LEP students taking ISAT will be included in the Test Administration Manuals.
- Remind School Coordinators that if students write their response to extended-response or short-response questions in Spanish, they <u>MUST</u> complete grid 10 (WRITTEN RESPONSE IN SPANISH) accordingly.
- Remind School Coordinators that if students use a linguistically-modified version (Form LM) of the test there is **NO** reader script, audiocassette, CD-ROM, large-print, or Braille

available for Form LM. Therefore, students using Form LM cannot have any portion or any ISAT test read to them.

- Remind School Coordinators that students in grade 4-8 using a Form LM test <u>MUST</u> use an answer document marked FORM LM.
- Review procedures for completing and returning the *Unreturned ISAT Test Booklet* document.
- Tell your School Coordinators whether they should seal the boxes of test materials before they return them to you or whether they should return them unsealed so that you can do a final check before you return the boxes to Pearson.

### **IMPORTANT NOTE:**

Students who take accommodated test forms such as large-print or Braille <u>MUST</u> have their responses transcribed (only a No. 2 pencil) onto a scannable grade 4-8 answer document, grade 3 test booklet, or grades 3, 5, 6, or 8 writing folder. This includes written responses as well as multiple-choice



responses. If responses are not transcribed onto a scannable answer document, grade 3 test booklet, or writing folder, the student will <u>not</u> get credit for the responses. Any additional sheets inserted into, or taped, glued, or stapled onto a scannable answer document, grade 3 test booklet, or writing folder <u>will</u> not be scored. If any responses are transcribed with anything other than a No. 2 pencil, you will jeopardize proper scanning and scoring of the student's answer document.

For multiple-choice questions students <u>MUST</u> respond by darkening (completely filling in with a No. 2 pencil) the appropriate bubble for each question. Circling, striking through, or partially filling in a bubble will jeopardize the scanning and scoring of a student's grade 3 test booklet or grade 4-8 answer document.



### POST-TEST INSTRUCTIONS – RETURNING TEST MATERIALS

#### **TYPES OF TEST MATERIALS**

**Scorable Materials** (materials scanned for purposes of scoring): All used answer documents, grade 3 test booklets, and writing folders for tested and non-tested students and used Testing School ID Sheets.

**Nonscorable Materials** (materials not scanned for purposes of scoring): All unused grade 3 test booklets, all grades 4-8 test booklets, unused answer documents, unused writing folders, all voided answer documents or grade 3 test booklets, Mathematics Reference Sheets, Rulers, test manuals, unused Testing School ID Sheets, shipping labels, *Unreturned ISAT Test Booklet* form.

### **Material Pick Up Dates**

EARLY TEST WINDOW Friday, March 13, 2009
REGULAR TEST WINDOW Friday, March 20, 2009
LATE TEST WINDOW Friday, March 27, 2009

One week following the last day of testing there will be <u>ONE MATERIAL PICK UP</u> for both scorable and non-scorable test materials. Your boxes of reading, mathematics, and science materials <u>and</u> separate boxes of writing materials will be picked up at the same time.

Your test material pick up date is prescheduled and can occur anytime between 7 a.m. and 5 p.m. (central time), Monday through Friday. Neither Pearson nor ISBE has control over material handler's pick up schedules. It is important that someone from your district be present to facilitate the material pick up. It is important you have your test material ready for pick up <u>before</u> the material handler arrives.

If your test materials are not picked up by 5 p.m. on the date indicated above contact Pearson's **Illinois Customer Support Center** at **800-627-7990**, **state code 814**, **Monday through Friday**, 6 a.m. – **7 p.m.** (central time). Do <u>not</u> call ISBE, your ROE, or the material handler.

### ARRANGING FOR A DIFFERENT PICK UP DATE

It is very important that you do <u>everything possible</u> to have your test materials ready and picked up as scheduled above. Timely processing of test documents is vital to ensuring state-mandated reporting schedules are met.

If you need to request a material pick-up date different than is indicated above, contact **Pearson's Illinois Customer Service Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m.** (central time). Different material pick up dates may be subject to ISBE's approval.

Do NOT contact ISBE, your ROE, or your assigned material handler to arrange a different pick up date.

#### **IMPORTANT NOTES:**

- ❖ If you are requesting an earlier or a later pick up date, you <u>must</u> notify Pearson at least 72 hours prior to your pre-scheduled pick up date (listed above).
- ❖ You cannot request a later pick up date that is more than three days later than your scheduled pick up date. Any such requests are subject to approved by ISBE.
- ❖ In lieu of a pick up at your district or Chicago school, you may take your test materials to your local FedEx office (if your assigned material handler is FedEx) prior to your scheduled pick up date or not more than 3 days after your scheduled pickup date. In either case you must notify Pearson in advance at the number above so that your prescheduled pick up date will be cancelled.

### MISSED PICK UP

If you missed your material pick up, you are responsible for contacting **Pearson's Illinois Customer Service Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m.** (central time), to reschedule a material pick up date. Do <u>NOT</u> contact your assigned material courier, your ROE, or ISBE.

### LABELING YOUR BOXES FOR RETURN

Your pre-assigned material return handler will be either **FedEx** for parcel shipments or **N** and **M Transfer** or **FedEx Freight** for shipments delivered on pallets/skids. Whether you receive your material via FedEx, N & M Transfer, or FedEx Freight will determine how you will label your test materials for return. All boxes being returned <u>must</u> be appropriately labeled for return or the material return handlers will not pick up your test materials.

Locate the following items that were included in your *District or School Test Coordinator Kit*. Who your pre-assigned material return handler is will determine which of the following you should have received.

- 1. **FOR SCORABLE MATERIALS:** All schools will receive a set of green labels for scorable reading, mathematics, and science material returns, and a set of pink labels for scorable writing material returns. Districts will receive extra green and pink labels in case additional labels are needed. See image of this label on page 73.
- 2. **FOR NONSCORABLE MATERIALS:** All schools will receive a set of red labels for nonscorable reading, mathematics, and science material returns, and a set of gold labels for nonscorable writing material returns. Districts will receive extra red and gold labels in case additional labels are needed. See image of this label on page 73.
- 3. If your district or Chicago District 299 school has FedEx (parcel) designated as your return material handler you will receive a set of white FedEx Material Return Tracking Labels. FedEx Material Return Labels <u>are not</u> generic and must be used for the appropriate material return, as indicated at the bottom of the label. See this image on page 74.
- 4. If your district is a freight pick up with either N and M Transfer or FedEx Freight designated as your return material handler, you will affix the color labels as indicated above on top of the boxes. You will receive **one** Bill of Lading (a triplicate form) that will be used for both your scorable and non-scorable material returns. Give the Bill of Lading to the driver when your materials are picked up and he/she will tear off your copy for your records.

If you need additional colored labels or white FedEx Material Return Tracking labels, log onto Pearson's Assessment Network and order additional labels through the ORDERS (Additional Order) portal. Reminder, it is your responsibility to order additional material return labels no later than three business days prior to your schedule material pick up date. If you misplace your freight Bill of Lading for N & M Transfer or FedEx Freight, call **Pearson's Illinois Customer Service Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m.** (central time), for a replacement Bill of Lading.

### PREPARING TEST MATERIALS FOR RETURN SHIPMENT

Use the boxes your test materials arrived in from Pearson for return of test materials to Pearson. Remember, reading, mathematics, and science materials are returned in one set of boxes, and writing is returned in another set of boxes. If you did not save these boxes, it is the district's responsibility to find appropriate boxes (that are sturdy, secure, can withstand the weight of paper, and

not be too large) for return of test materials. Neither Pearson nor the state provides additional boxes for return of test materials if you have discarded the boxes your test materials arrived in.

### READING, MATHEMATICS, AND SCIENCE MATERIALS

**Step 1**—Collect any unused testing materials that were part of your extra supply – district overage. Place all of these materials in a box, with the District Test Booklet Security Checklist at the top of the box, seal it, and apply a red (nonscorable) label that came in the District Test Coordination Kit. Complete the Box \_\_ of \_\_ section on the red label(s). It is acceptable to consolidate these materials in as few boxes as needed.

**Step 2**—Collect all boxes of writing test materials – scorable and nonscorable, from the schools in your district. Each School Coordinator is responsible for packaging his/her materials and returning them to you at least one day before your scheduled pickup day. Each School Coordinator should have verified that all test materials they received are being returned.

**Step 3**—Check that all test materials are included and are packaged according to instructions as indicated on pages 69-72 of this manual. Check that all nonscorable documents are in a box with a red label. All scorable documents must be in a box with a green label.

**Note**: No overall district count of boxes (Box 1 of 5, etc.) for all schools in the district is required. Each school has a separate count of its own green- and red-labeled boxes. However, if you desire, you may do an overall district count on the <u>sides</u> of the boxes for your own record-keeping purposes.

#### WRITING MATERIALS

**Step 1**—Collect any unused writing testing materials that were part of your extra supply – district overage. Place all of these materials in a box, with the District Test Booklet Security Checklist at the top of the box, seal it, and apply a gold (nonscorable) label that came in the District Test Coordination Kit. Complete the Box \_\_ of \_\_ section on the red label(s). It is acceptable to consolidate these materials in as few boxes as needed.

**Step 2**—Collect all boxes of writing test materials – scorable and nonscorable, from the schools in your district. Each School Coordinator is responsible for packaging his/her writing materials and returning them to you at least one day before your scheduled pickup day. Each School Coordinator should have verified that all test materials he/she received are being returned.

**Step 3**—Check that all writing test materials are included and are packaged according to instructions as indicated on pages 70 and 72 of this manual. Check that all nonscorable documents are in a box with a gold label. All scorable documents must be in a box with a pink label.

**Note**: No overall district count of boxes (Box 1 of 5, etc.) for all schools in the district is required. Each school has a separate count of its own green- and red-labeled boxes. However, if you desire, you may do an overall district count on the <u>sides</u> of the boxes for your own record-keeping purposes.

## COORDINATION ACTIVITIES AT THE SCHOOL



## CHECKLIST: MAJOR ASSESSMENT ACTIVITIES OF THE SCHOOL COORDINATOR

Before	e Testing
	Identify test administrators and proctors.
	Announce the test to teachers, students, and parents.
	Receive and secure test materials.
	<b>NOTE:</b> Reading, mathematics, and science tests will come in one set of boxes. Writing tests will come at the same time but packaged separately in their own boxes
	<b>SAVE</b> the boxes your materials arrived in for return of test materials to Pearson.
	Inventory materials for your school.
	Verify test booklet barcode ranges of test booklets for your school using the School Test Booklet Security Checklist.
	Record and verify test booklets given to each test administrator using the School Test Booklet Security Checklist.
	Train test administrators and proctors.
	Address unresolved questions to the District Coordinator.
	Review and monitor test preparation activities.
	Ensure test security throughout the testing cycle.
	Distribute test materials to test administrators immediately before testing.
	IMPORTANT - Note for Grades 6 and 8 Writing: Do not open the shrink-wrapped packets of writing folders for grades 6 and 8 to distribute to test administrators. For these grades distribute the writing folders to the test administrators with shrink-wrapping intact.
	At each grade, create a roster of all students who take ISAT tests.
During	g Testing
	Monitor test administration.
	If possible, make arrangements to have no P.A. announcements broadcast during testing.

### **After Testing**

At each grade, create a roster of all ISAT-eligible students who did not take any ISAT tests. This includes students who were absent, as well as students who are exempt (e.g., medical exemption)
Collect and secure test materials from test administrators. Verify and record the return of all secure test materials from each test administrator using the School Test Booklet Checklist. Make a copy of the completed School Test Booklet Security Checklist for your files.
If necessary complete and return an OFFICIAL TRACKING DOCUMENT: <i>Unreturned ISAT Test Booklet</i> form (located in your Coordinator Kit). Fax the completed form to Pearson at the number indicated on the form. Give a copy to your District Coordinator and keep a copy for your records. (See page 30).
If no Student ID label is available for a student, affix a Testing School ID label to the student's answer document, grade 3 test booklet, or writing folder and complete the necessary grids on the demographic page. (See page 20.)
Sort materials.
There is a single Testing School ID Sheet to be completed for grades 4 and 7, one per grade. There are two Testing School ID Sheets each to be completed for each of grades 3, 5, 6, and 8. At these four grades one ID Sheet is for reading, mathematics, and science tests. The other ID Sheet is for writing folders. Place the appropriate, completed ID Sheet on top of the various sets of scorable materials. See pages 62-65.
Box scorable materials separately from nonscorable materials. Use the boxes your test materials arrived in from Pearson for return of test materials to Pearson.
<b>NOTE:</b> Reading, mathematics, and science tests will be packaged together for return to Pearson. Writing tests will be packaged separately for return. There will be one set of return labels for reading, mathematics, and science materials (green/red), and a separate set of return labels for the writing materials (pink/gold).
<b>Reading, mathematics, and science materials</b> – affix a scorable (green) label to each box of scorable materials and a nonscorable (red) label to each box of nonscorable materials. Number each box (red and green separately) in the appropriate section of the colored return label. If you have FedEx return labels in your Coordinator Kit, affix a FedEx Materials Tracking label to each box. It is acceptable to consolidate test materials for your school into fewer boxes than what was received. See pages 69-75 for this manual.
Writing materials – affix a scorable (pink) label to each box of scorable materials and a nonscorable (gold) label to each box of nonscorable materials. Number each box (pink and gold separately) in the appropriate section of the colored return label. If you have FedEx return labels in your Coordinator Kit, affix a FedEx Materials Tracking label to each box. It is acceptable to consolidate test materials for your school into fewer boxes than what was received. See pages 69-75 for this manual.
Return boxed materials to the District Coordinator <u>at least</u> one day before the scheduled pickup day. Check with your District Coordinator about the scheduled pickup day.

#### **TEST MATERIALS**

Most schools will receive one box of reading, mathematics, and science materials and one box of writing materials per grade. Larger schools may receive multiple boxes of reading mathematics, and science and writing per grade, labeled and numbered sequentially. If you did not receive special format tests: linguistically modified (Form LM), Braille, large-print, audiocassette, audio CD-ROM, or reader script tests that you need, consult your District Coordinator. Do NOT call Pearson, your ROE, or ISBE.

**Test Booklets** (**regular-English versions** – **forms 1-6 and SF**): Each student will receive one test booklets containing reading, mathematics, and science as appropriate. Forms 1-6 are spiraled before packing. <u>DO NOT ALTER THE FORM SPIRALING IN ANY WAY</u>. Test administrators should distribute the test booklets to students as they are packaged.

**Answer Documents (regular-English):** Grade 3 students mark their reading and mathematics answers directly in the scannable test booklet. For grades 4-8 there is a separate color-coordinated answer document for each grade containing response areas for reading, mathematics, and sciences as appropriate for the grade.

**Writing Folders:** The writing test for grades 3, 5, 6, and 8 is contained in a separate writing folder. Students write their essay(s) for the writing test directly in their writing folder. IMPORTANT NOTE: DO <u>NOT</u> OPEN THE SHRINK WRAPPING ON THE PACKS OF GRADE 6 AND 8 WRITING FOLDERS TO DISTRIBUTE TESTS TO THE TEST ADMINISTRATORS. DISTRIBUTE THESE TESTS IN THE INTACT SHRINK-WRAPPED PACKS. IN TURN TEST ADMINISTRATORS <u>MUST</u> OPEN THE SHRINK-WRAPPED PACKS <u>ONLY</u> DURING THE ACTUAL SESSION 1 WRITING TEST ADMINISTRATION TO STUDENTS.

**Test Booklets (Form LM – linguistically modified):** Each student will receive one test booklet containing reading, mathematics, and science as appropriate. There is only one form of the linguistically-modified tests at each grade. Form LM tests are packaged as special format tests.

**Answer Documents (Form LM):** Grade 3 students mark their reading and mathematics answers directly in the scannable test booklet. For grades 4-8 there is a separate color-coordinated FORM LM answer document for each grade containing response areas for reading, mathematics, and science as appropriate for the grade. **AT GRADES 4-8 STUDENTS USING FORM LM MUST USE A FORM LM ANSWER DOCUMENT.** 

**Test Administration Manuals:** There is one manual for grades 3, 4, and 5 and a second manual for grades 6, 7, and 8. The manuals contain instructions for the reading, mathematics, science, and writing tests. These manuals also contain the instructions for the regular-English test forms (forms 1 - 6 and SF) and for the Form LM tests.

**ISAT Mathematics Reference Sheets**: Students in grades 7 and 8 receive a Reference Sheet containing mathematics formulae that may be used during the mathematics test. Students must have this Reference Sheet available during all sessions of the mathematics test. Students may keep this Reference Sheet after testing is completed.

**Note:** There is a large-print and Braille Mathematics Reference Sheet to accompany the large-print and Braille tests, respectively. These Reference Sheets will be contained in the respective special-format test kits.

**Paper Rulers**: Students in grades 3–8 receive paper rulers with inch and centimeter markings supplied by the state. Students must have rulers available during all sessions of the mathematics test. Students may keep the rulers after testing is completed.

**Note:** There is a large-print and Braille ruler to accompany large-print and Braille tests. This ruler will be contained in the respective Special-Format test kits.

**Special-Format Test Kits.** The linguistically modified (Form LM), Braille, large-print, audio CD-ROM, audiocassette, and reader script test kits are packaged separately for each school. These special-format tests will be shipped in a separate box along with the other materials. The District Coordinator/Chicago School Coordinator may order additional materials by logging onto Pearson's Assessment Network. Refer to pages 21-22 of Pearson's 2008-09 Assessment Network User & Pre-Test Information Guide for instructions on placing additional test material orders.

#### IF YOU ARE SHORT TEST MATERIALS

When materials arrive, it is imperative that you *inventory the materials*. This will allow you to determine if sufficient materials were included. All districts, schools, cooperatives, etc., will receive extra (overage) test materials in their shipments. If necessary, the District Coordinator may transfer excess materials from one school to a different school within the district. There is no overage for Special-Format Tests, including linguistically modified forms (Form LM).

If you need additional materials, <u>call your District/Chicago School Coordinator</u> as soon as possible, but no later than five business days before testing, to ensure that you receive additional test material in time for testing. The District/Chicago School Coordinator will compile a list of materials needed in your district/Chicago School and request them from Pearson at one time.

Additional test material orders must be entered in Pearson's Assessment Network – ORDERS. Refer to pages 21-22 of the Pearson's 2008-09 Assessment Network User & Pre-Test Information Guide for instructions on placing additional test material orders. Only the District or the Chicago School Coordinator have access abilities to Pearson's Assessment Network to place orders for additional materials.

Do NOT call your Regional Office of Education or ISBE for additional test materials.

#### ANNOUNCING THE TESTS IN THE SCHOOL

**To Teachers**. All teachers should be made aware of the ISAT testing schedule. Be sure they know that sample test materials are available online at the ISBE Web site. A brief in-service in your building would serve this purpose.

Remind teachers that the attitudes and demeanor they display toward the tests, both before and during testing periods, can affect how seriously students take the tests. If teachers behave as if the tests are unimportant or intrusive, students may adopt a similar attitude.

**To Students**. Tell students in advance that they will participate in ISAT testing. You should emphasize the importance of the tests without causing undue stress. Announcements similar to regular school announcements should provide sufficient emphasis.

#### ANNOUNCING THE TESTS TO PARENTS AND GUARDIANS

The following sample announcement for parents and guardians is provided for your use or adaptation.

#### Dear Parent or Guardian:

We will be giving your child state-required achievement tests on [dates]. Students in grade 3 will be tested in reading and mathematics. Students in grades 4 and 7 will be tested in reading, mathematics, and science. Students in grades 3, 5, 6, and 8 will be tested in reading, mathematics, and writing. The tests are a part of the Illinois Standards Achievement Test (ISAT) program, and are being given to all eligible students. The results of reading, mathematics, and science state tests will be reported to you on the School Report Card in the fall. We will review state test results along with other information to help us improve our school program. In addition, you will receive information about your child's performance on the state tests he or she took.

You can help your child do his or her best on the test by:

- 1.) making sure, if possible, that your child attends school on the days of testing;
- 2.) making sure your child gets a good night's sleep the night before testing;
- 3.) providing breakfast on the mornings of testing;
- 4.) reminding your child to ask the teacher questions if he or she does not understand the test directions;
- 5.) letting your child know that you have confidence in his or her ability to do his or her best; and
- 6.) advising your child not to worry about the test—just do the best he or she can.

Please call your child's teacher if you want additional information or have further questions about these tests.

We look forward to sharing the ISAT results with you this fall.

Sincerely yours,

**Principal** 

#### PREPARATIONS BEFORE TESTING

Attend your ISAT briefing session with the District Coordinator and read this manual, the appropriate Test Administration Manual(s), and the *Professional Testing Practices for Educators* document carefully.

**Inventory List** - You may wish to prepare a list of test administrators in your school and the materials to be provided to each. The chart on page 43 has been designed to allow you to:

- 1. verify that you have received sufficient quantities of test materials from the District Coordinator;
- 2. record the quantity of materials that you will need to distribute to each test administrator;

**School Test Booklet Security Checklist** - The School Test Booklet Security Checklist lists the security bar-code numbers of each of the test booklets and special test formats packaged for your school. *You should use the checklist to record the specific test booklets distributed to each test administrator before testing and to record the specific test booklets returned from each test administrator after testing. If you did not get a copy of this Security Checklist, contact your District Coordinator, who will contact Pearson for a duplicate copy. See example on page 44.* 

The School Test Booklet Security Checklist should be packed on top of box 1 of your nonscorable materials that are being returned to Pearson. Keep a copy for your records.

Unreturned ISAT Test Booklets from the School Materials - A tracking document entitled OFFICAL TRACKING DOCUMENT: *Unreturned ISAT Test Booklets* is packaged with your School Coordinator Kit. If one or more test booklets or special format tests are not being returned for whatever reason, complete all requested information about missing test material on this tracking document. Be sure to include the school RCDTS code, as well as the grade level of the missing test materials, security barcodes (if available), and an explanation of why the test booklets or special format test were not returned. A sample of the *Unreturned ISAT Test Booklet* tracking document is given on page 30.

Fax the completed form to Pearson at the number indicated on the form. Keep a copy of this form for your records and give a copy of this form to your District Coordinator.

After testing is complete and all returned materials have been checked in at Pearson, the District Coordinator or Chicago District 299 School Coordinator will receive a letter if there are secure test booklets or special format tests that have not been returned or that have not been listed on an *Unreturned ISAT Test Booklet* tracking document.

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### ILLINOIS STATE BOARD OF EDUCATION

#### **ISAT**

#### **SPRING 2009**



#### SCHOOL TEST BOOKLET SECURITY CHECKLIST

Deliver To: 012345678262001

SAMPLE ILLINOIS DISTRICT Sample Illinois School

1234 Illinois Avenue Illinois City, IL 62600

District ISAT Coordinator Name

Phone: (123) 456-7890 Fax: (123) 798-6543 Ship To: 012345678262001

SAMPLE ILLINOIS DISTRICT Sample Illinois School

1234 Illinois Avenue Illinois City, IL 62600

District ISAT Coordinator Name

Phone: (123) 456-7890 Fax: (123) 798-6543

DIRECTIONS: The School ISAT Coordinator must sign this form when test booklets are issued.

The School Test Administrator must sign this form when test booklets are returned.

Keep a photocopy of this form for your records and return the original to Pearson on top of materials in box 1 of your nonscorable test materials.

#### For TB. GRADE 4, ISAT 09, PK 5, SECURE

Security Number(s)	School Coordinator Signature	Date Test Booklet Issued	Test Administrator Signature	Date Test Booklet Returned	
1234567890					
1234567891	S	AMPI			
1234567892					
1234567893	I Do N	ot Dur	licate		
1234567894		1			

#### For TB. GRADE 5, ISAT 09, PK 5, SECURE

Security Number(s)	School Coordinator Signature	Date Test Booklet Issued	Test Administrator Signature	Date Test Booklet Returned
2345678901				
2345678902				

#### HOLD A SCHOOL BRIEFING

Meet with all test administrators and proctors in your school to explain all aspects of the program—materials, policies, and procedures. Test administrators should receive their test materials at this meeting so they can familiarize themselves with the materials and raise any questions. Emphasize the following:

- If there are some students for whom you have no Student ID labels, refer to page 20 (STUDENTS WITH NO STUDENT ID LABELS) for directions on how to handle this situation.
- While test materials are in the possession of test administrators, the test materials should never be left unattended unless they are inside a secure and locked facility to which only authorized individuals have access. This would include a locked storage cabinet, a locked filing cabinet, a locked desk drawer, or a filing cabinet inside a room that is always locked when the test administrator is not present.
- All test booklets, writing folders, special format tests, and used answer documents are secure. Contents of test booklets and special format tests may not be reviewed or examined by staff prior to, during, or after testing. Contents of used answer documents may not be reviewed or examined by staff during (other than to keep students on track in their answer document) or after testing.

**Exception:** If a reader script is used to provide an accommodation for a student with an IEP Section 504 Plan, or student who is LEP, test administrators should take some time to familiarize themselves with the format of the reader script immediately prior to the first test session only.

- Student answer documents should not be scored or graded prior to being returned to Pearson for processing.
- Do not duplicate any test materials.

Two exceptions:

- 1. Copies of test materials may be made to provide accommodations for students with IEPs or Section 504 Plans. All original materials and copies made for accommodations are secure and must be returned to Pearson.
- 2. Copies may be made of all or any part of this manual or the test administration manuals to take care of last-minute needs.
- All materials must be returned to the School Coordinator after testing is completed.
- Test administrators should read the relevant portions of the Test Administration Manual and the *Professional Testing Practices for Educators* document before the actual test date. A separate in-service on the practices outlined in *Professional Testing Practices for Educators* might be helpful.
- Student ID labels may be applied to the grades 4-8 answer documents, grade 3 test booklets, or writing folders for grades 3 and 5 only prior to the first test session administered or after all test sessions are completed in their class. Student ID labels for writing folders for grades 6 and 8 may <u>not</u> be applied prior to the first test session, since

Test Administrators will open the shrink-wrapped packs of these tests <u>only</u> during actual session 1 writing test administration.

- Grades 4-8 answer documents will be supplied approximately two weeks prior to the first test session administration to allow pre-labeling of answer documents. Grade 3 test booklets, grades 4-8 test booklets, and writing folders will arrive approximately one weeks prior to the first test session administration. If Student ID labels are applied after testing, remind test administrators to have each student write his or her name on the grades 4-8 answer documents and all test booklets grades 3-8.
- Review proper placement of Student ID labels on the front of the grades 4-8 answer documents, grade 3 test booklets, and grades 3, 5, 6, and 8 writing folders. This is critical for proper processing of answer documents. (See page 51.)
- Tell the Test Administrators to mark the applicable selections in the FOR TEACHER USE ONLY grid after testing is completed.
- Tell the Test Administrators to mark the applicable selections in the new accommodations grid (ACCOM CLASSIFICATION) after testing is completed.
- If the district or school chooses to use the OPTIONAL SCHOOL USE grid, review the codes determined by your school or district. See page 62 for use of this grid.
- Mathematics test:
  - Calculators may be used for the mathematics test at grades 4-8. Grade 3 students may <u>not</u> use calculators, except as an accommodation for students with IEPs or Section 504 Plans. Use of a calculator does <u>not</u> affect how the test is scored.
  - 2. Students in grades 7 and 8 must be given an ISAT Mathematics Reference Sheet for all three sessions of the mathematics test.
  - 3. Students in grades 3-8 must be given a paper ruler with inch and centimeter markings for all three sessions of the mathematics test.
  - 4. Students in grades 3-8 must be given blank unlined scratch paper for use in Session 1 of the mathematics test. Unless it is needed for an accommodation for a student with an IEP or Section 504 Plan, no blank scratch paper is distributed for Sessions 2 or 3 of the mathematics test. The scratch paper for Session 1 is not provided by the state.
- Students may underline or highlight words or sentences in the tests if that helps them answer the questions. Remind students that highlighters must <u>not</u> be used as *any* part of their written answers to extended-response or short-response questions, or any part of their answers to the writing test.
- Since some students will complete the test sessions early, test administrators may, at their discretion, suggest that students bring a book to read when they finish a test session. This is an option that test administrators **may** choose if they believe it is necessary to maintain a quiet test environment during the entire test session. If students do complete a test session early, they may raise their hands so that the test administrator can collect the test booklet and answer document from them at that time. However, before test administrators

collect the test materials, make sure that they encourage the students to check their work for that test session. After the test administrators collect the test materials, the students may engage in a quiet, non-disruptive activity at their desks, such as reading a book. Once students turn in their test materials, they are considered to be finished with that test session and are not allowed to have the test materials back to change any test responses. In all cases, the test administrator must allow full time (45 minutes) for the test session to expire, even if all students are finished.

- Remind Test Administrators that if a student writes his or her response to extendedresponse or short-response questions in Spanish, they <u>MUST</u> complete Grid 10 (WRITTEN RESPONSE IN SPANISH) accordingly.
- Remind Test Administrators this if a student uses a linguistically-modified version (Form LM) of the test there is <u>NO</u> reader script, audiocassette, CD-ROM, Braille, or large-print available for Form LM. Students using Form LM cannot have any portion of any ISAT test read to them.
- Writing folders for grades 6 and 8 should be distributed to test administrators in intact, shrink-wrapped packets. Remind test administrators that for these two grades they must <u>NOT</u> open the shrink-wrapped packet of writing folders prior to the actual session 1 writing test administration. For grades 6 and 8 the test administrators should open the shrink-wrapped packets of writing folders <u>ONLY</u> during the actual session 1 writing test administration.

Writing folders for grades 6 and 8 have only the second session sealed. The first session does not have a session seal. Hence, the test security for the first writing session is provided by the intact shrink-wrapping.

- Remind Test Administrators that students with IEPs are not allowed to take the ISAT for
  one subject, such as mathematics, and the IAA for another subject, such as reading.
   Students participate in the ISAT or in the IAA, but not both or portions of both.
- The following are criteria for a reader using a Reader Script with a student in need of this accommodation.
  - 1. Be proficient in English.
  - 2. Be experienced in testing.
  - 3. Be one of the school or district personnel listed in the section entitled "Who Can Administer ISAT?" See page 7.
  - 4. Agree to administer the tests according to policies and procedures in the *District and School Coordination Manual* and appropriate Test Administration Manual sent with the test materials.
  - 5. Not be a relative or guardian of the examinee.
  - 6. Not be a private consultant or individual tutor whose fees are paid by the examinee or the examinee's family.

Test scores achieved under the supervision of an individual who does not satisfy ALL the requirements listed in the section above may be canceled.

#### **IMPORTANT NOTE:**

Students who take accommodated test forms such as large-print or Braille <u>must</u> have their responses transcribed (only a No. 2 pencil) onto a scannable grade 4-8 answer document, grade 3 test booklet, or grade 3, 5, 6, or 8 writing folder. This includes written responses as well as



multiple-choice responses. If responses are not transcribed onto a scannable answer document, grade 3 test booklet, or writing folder, the student will <u>not</u> get credit for the responses. Any additional sheets inserted into, or taped, glued, or stapled onto a scannable answer document, grade 3 test booklet, or writing folder <u>will</u> not be scored. If any responses are transcribed with anything other than a No. 2 pencil, you will jeopardize proper scanning and scoring of the student's answer document.

#### AFFIXING STUDENT IS LABELS OR TESTING SCHOOL ID LABELS TO ANSWER DOCUMENTS, GRADE 3 TEST BOOKLETS, OR WRITING FOLDERS

All grade 3 test booklets, answer documents, and writing folders returned for processing <u>must</u> have either a *Student ID* label or *Testing School ID* label affixed to the appropriate place on the demographic page (front cover). See the illustration on page 51 for proper label placement. There is one location for the labels to be properly affixed. Placement of the ID label anywhere else on the grades 4 - 8 answer document, grade 3 test booklet, or writing folder will prevent the scanner from reading the label, and jeopardizing the processing of the document.

If no Student ID label is available for a student, inform your test administrators whether they or you will affix the Test School ID label and manually enter the necessary demographic information for the student. See page 20.

**NOTE:** For reasons of student confidentiality, the Student ID label does not display all demographic information about a student.

Example – Student ID Label

Lastname, Firstname M ISAT
SIS: 123456789
DOB: 01/02/2002 Gender: M Grade: 5
Testing School: ILLINDIS TESTING SCHOOL NAME
RCDTS CODE: 123456789012345

201154882-1

Example – Testing School ID Label

Testing School: ILLINOIS TESTING SCHOOL NAME RCOTS CODE: 123456789012345

201154882-1

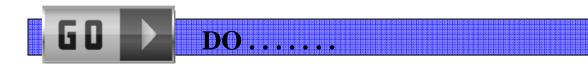


### **DO NOT . . . . .**

❖ ❖ Place *Student ID* labels or *Testing School ID* labels on grade 4-8 test booklets. The *Student ID* label or *Testing School ID* label is to identify a student's grade 4-8 answer document.

#### **DO NOT .....** (continued)

- ❖ ◆ Place Student ID labels or Testing School ID labels on any other portion of the grade 3 test booklet, answer document, or writing folder other then the designated area. See example on next page for proper placement. Affixing Student ID or Testing School ID labels on any other location will jeopardize scanning and scoring of the student's answer document.
- ❖ ❖ Use a *Student ID* label for any student other than the one indicated on the label. Crossing out Student ID information and gridding new information, especially information for another student will jeopardize scanning and scoring of the student's answer document.
- ❖ ❖ Use a *Student ID* label if the student's state ID (SIS) number is incorrect.
- ❖ ❖ Use a *Student ID* label if the student's first name <u>and</u> last name printed on the label are incorrect.
- Affix both a *Student ID* and a Testing *School ID* labels to a student's answer document, grade 3 test booklet, or writing folder. Affixing multiple labels, **especially** on top of each other, will jeopardize scanning and scoring of the student's answer document.



- ❖ ❖ Use a student's *Student ID* label if the <u>GRADE</u>, <u>DOB</u> (Date of Birth), or <u>GENDER</u> are incorrect. Incorrect information is corrected in SIS.
- ❖ ❖ Use a student's *Student ID* label if the student's state ID (SIS) number is accurate and either the student's first name and/or last name are accurate. Incorrect information is corrected in SIS.

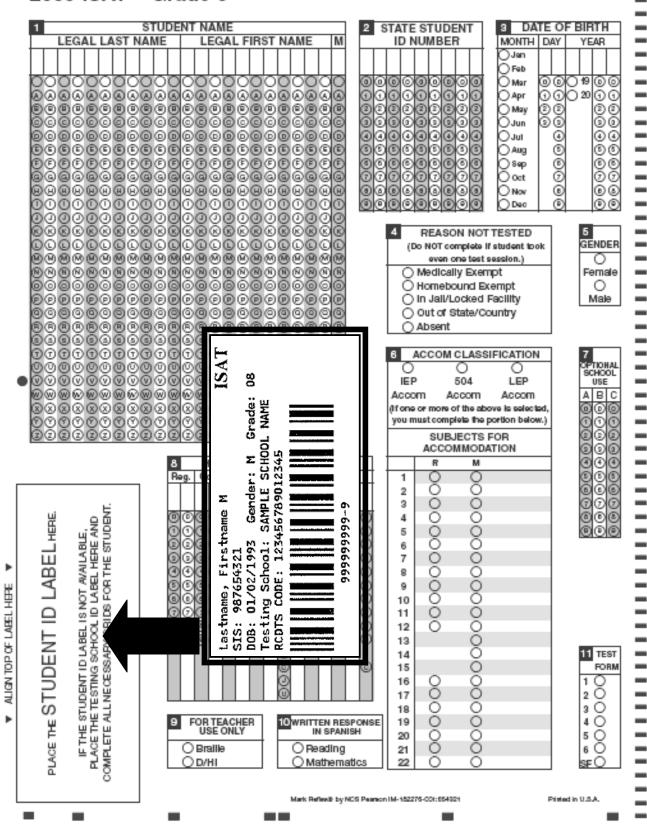
Contact Pearson at 800-627-7990, state code 814, Monday through Friday 6 a.m. – 7 p.m. (central time), or the Illinois State Board of Education at 217-782-4823 or toll free at 866-317-6034, if you have additional questions about whether a Student ID label should be used.

## \*\*IMPORTANT \*\*

To ensure accurate processing and scoring it is vital that you make sure the student's SIS record is accurate.

Correcting inaccurate demographic information printed on a Student ID label must be done on the student's SIS record.

#### 2009 ISAT – Grade 5



# FREQUENTLY ASKED QUESTIONS about Student ID & Test School ID labels

### Where did Pearson get my district's Student ID information?

**A:** On Monday, January 12, 2009, the Illinois State Board of Education (ISBE) provided Pearson with Student ID information directly from the SIS. Whatever was entered into SIS by the student's *Home School District* on or before Friday, January 9, 2009, is what is printed on the Student ID labels.

## Why did I receive some of my student's Student ID labels but not others?

**A:** Here are three of the most common scenarios:

- 1. There were errors in the Student ID information a student's *Home School District* provided in the ISBE SIS system on or before Friday, January 9, 2009.
- 2. The *Testing School* information provided by a student's *Home School District* in a student's SIS record was inaccurate.
- 3. The student's *Home School District* did not provide any information on the Test Taken (ISAT, IAA, PSAE) or provide accurate Test Taken information in the student's SIS record.

Regardless of the scenario you need to <u>first</u> contact the student's Home School ISAT Test Coordinator and attempt to obtain the student's Student ID label and test materials from them. If the student's Student ID label and test materials are not obtainable from the Home School District, use a Testing School Label and test the student. You can also contact the **ISBE Help Desk at 217-558-3600** for additional assistance.

## What do we do with a Student ID label if a student is <u>no longer enrolled</u> in my district?

**A:** If the student is no longer enrolled in <u>your district</u> and you had NOT started testing the student, destroy the label or return it to Pearson in your nonscorable material boxes.

## What do we do with a Student ID label if a student moves from one school in the district to another school in the district?

**A:** If the student remains enrolled in your district but at a different school within your district, use the Student ID label and correct the inaccurate home-school information on SIS.

#### LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

**Linguistically Modified Test Form -** With the exception noted below, <u>all</u> LEP students will take the ISAT tests appropriate for their grade. The only exceptions are those LEP students who have an IEP <u>and</u> who qualify to take the Illinois Alternate Assessment (IAA). LEP students may receive accommodations if needed on the ISAT tests. These accommodations are available even though the LEP student may not have an IEP or a Section 504 Plan. A list of acceptable accommodations for LEP student taking ISAT is given in this manual and the Test Administration Manuals.

**NOTE**: All students in kindergarten through grade 12 who are classified as LEP will take ACCESS tests in reading, writing, speaking, and listening. The ACCESS tests are taken <u>in addition</u> to any ISAT tests students are taking with one exception. Students taking ACCESS writing are not required to take ISAT writing tests.

A new ISAT test form (Form LM) for grades 3-8 will be available for LEP students who qualify. (See page 10.) In this linguistically-modified form the English text has been simplified for multiple-choice items on mathematics and science tests and for the extended-response and short-response items on the mathematics test. In addition, extended-response and short-response items on the mathematics test have been translated into Spanish. No part of the reading test (passages or items) are linguistically modified or translated into Spanish.

There is a separate answer document for Form LM at grades 4-8 and a separate Form LM test booklet at grade 3. This is necessary because while both regular-English tests and the Form LM will have the same number of items in the same order, items may appear on different pages due to the linguistic modification process. Hence, any student in grades 4-8 using a Form LM test <u>MUST</u> use a Form LM answer document to mark their answers.

There are no reader scripts, audiocassettes, CD-ROM, large-print, or Braille forms for Form LM tests. Students who need these special-format tests must use a regular-English test form for which these special forms are available.

The Form LM test will be packaged as a Special Format Test, but unlike other Special Format Tests will require a Form LM answer document. Form LM answer documents for grades 4-8 are not packaged with the Form LM Test Kits. Two Form LM kits are available, one kit suitable for administration to one student and one kit suitable for administration for up to five students. If groups larger than five students are tested, you will need multiple Special Format Test kits for Form LM. Your District ISAT Coordinator or Chicago School ISAT Coordinator should have ordered these tests for your students.

**Student Responses in Spanish** – Students may write their responses to the extended-responses (ER) questions in reading or mathematics and their short-response (SR) in mathematics in Spanish. If any part of the ER items in reading and mathematics or the SR items in mathematics is written in Spanish you **MUST** indicate this in grid 10 (WRITTEN RESPONSE IN SPANISH) on the cover of the grade 3 test booklet or the answer document for grades 4-8. Grid 10 contains a separate selection (bubble) for reading and mathematics. You may darken one or both selections as applicable.

## STUDENTS WITH IEPS OR SECTION 504 PLANS: GENERAL POLICY AND CRITERIA FOR ACCOMMODATIONS

Appropriate accommodations vary according to the disability addressed by the IEP or Section 504 Plan. In general, whatever accommodations are listed as appropriate within the IEP or Section 504 Plan for classroom or local assessments are probably appropriate for the ISAT. Three criteria are essential when considering any test accommodation:

- 1. The accommodation provides the student the same opportunities in the testing situation as those students who require no accommodation. Hence, the accommodation allows the test scores to fairly and accurately reflect the student's achievement in the subject tested.
- 2. The purpose of the test is not compromised by the accommodation. For example, no part of the reading test can be read to a student because that destroys the purpose of the test. However, part or all of a science test can be read to a student whose IEP specifies a reading disability. The primary purpose of the science test is to measure science knowledge and skills, not reading.
- 3. Test security is not compromised by the accommodation. All conditions pertaining to test security and the return of test materials after the test is administered still apply.

Who Decides the Accommodation? Accommodations must be determined locally. The student's IEP team makes decisions about any needed test accommodations. The IEP team comprises parents, regular and special education teachers, and school personnel who are knowledgeable about the general curriculum, the curriculum the student receives, and the unique needs of the student. The IEP team decides whether the standard test formats are appropriate or whether accommodations are necessary. They also decide whether the above criteria can be met when determining necessary accommodations. All aspects of the assessment process are subject to procedural safeguards. All decisions about the student relative to participation in the state tests and any necessary accommodations must be indicated in the IEP.

**Accommodations** - A variety of accommodations have been used to provide fair testing conditions for students with IEPs. For example, extended testing time, changes in the presentation format (e.g., large-print) or the method of responding (e.g., transcribed oral responses) may appropriately accommodate a wide range of disabilities.

**Inappropriate Accommodations** - The following are examples of accommodations that are not allowed because they undermine or destroy the purpose of the ISAT tests.

- 1. Reading any part (passages or questions) of the reading test.
- 2. Out-of-level testing—testing a grade 5 student with a grade 3 test.
- 3. Teacher or proctor highlighting (or indicating in any way) key parts of passages or test questions for students prior to or during the test administration. However, any student may highlight while he or she is taking the test.
- 4. Teacher or proctor crossing out or eliminating one or more incorrect alternatives from multiple-choice questions. However, any student may cross out incorrect alternatives as he or she is taking the test.

Although these accommodations may occur for classroom tests at the district's discretion, these are **not** appropriate for the state tests, even if they are written into the IEP for classroom tests.

Accommodations for Students with a Section 504 Plan - Section 504 Plans allow appropriate accommodations to be given to students for classroom tests, as well as district and state tests. Accommodations for the state tests must be listed in the Section 504 Plan and should follow the general guidelines for accommodations for students with IEPs. The Section 504 Plan does not allow the student to be excluded from ISAT tests. Rather, it allows accommodations to be given for ISAT tests.

If a student suffers an injury such as a broken arm that hinders or precludes his or her ability to mark or write in the answer document, a Section 504 Plan can be written for the student. The 504 Plan would list accommodations necessary for the student to respond to the test. Such accommodations could include (but are not limited to) dictation, using a word processor, or extended time.

If you have questions about test accommodations, contact your local test coordinator or local Special Education Director. If neither is able to answer your questions, contact the ISBE Student Assessment Division at 1-217-782-4823 or 1-866-317-6034.

## STUDENTS WITH IEPs: HOME SCHOOLS, SERVING SCHOOLS, AND TESTING SCHOOLS

**Home Schools** – the school the student would have attended if he or she did not receive special education services elsewhere. Student results are included in the aggregations of the home school and home district.

**Serving Schools** – the school where the services are provided.

**Testing Schools** – the school where the student takes the ISAT (or IAA) tests.

For most students in the state, including many students with IEPs, the home, serving, and testing school are the same since they are educated and tested in the home school.

If the student attends the serving school full-time, the student will take the ISAT test(s) at the serving school. If the student attends the serving school on a less-than-full-time basis, the ISAT test(s) may be administered at either the home or the serving school. Arrangements for this should be made in collaboration between the home school and the serving school.

**Including Scores in the Home School -** There are two ways to include the scores of a student with an IEP in the home school.

- Affix the Student ID label to the answer document. Although the name and RCDTS
  code of the testing school is actually displayed on the Student ID label, part of the
  information included for all students on the Student ID label record file is the home
  school RCDTS code.
- 2. If there is no Student ID label available for the student, a Testing School ID Label must be affixed to the answer document or grade 3 test booklet. In this case all

necessary grids, including the home school RCDTS code, must be completed manually by a school person authorized to provide such information. (See page 20.) Please make sure that this information is coded accurately. If you have questions about a home school RCDTS code, contact the student's home district or call the Student Assessment Division at 217-782-4823 or 1-866-317-6034.

**Testing at Sites Away from the Home School** - For some home schools/districts, the facilities providing services for a student are distant or private facilities that may not have ISAT test materials automatically shipped to them. Every reasonable attempt should be made to test every student eligible to participate in ISAT. However, there are a number of factors to consider prior to testing this student.

- 1. If the facility is out of state, the student is exempt from state testing. In this case a blank answer document, grade 3 test booklet, or writing folder is returned for processing under the Testing School ID Sheet. The document should have a Student ID label or Testing School ID label affixed to it. If a Testing School ID label is affixed to the document see page 20. On the document there is a grid titled REASON NOT TESTED. The Out-of-State/Country selection in the grid should be marked.
- 2. How difficult is it to get the appropriate test materials to the in-state facility? Sending secure test materials through the U.S. mail is not recommended. If material cannot be delivered by someone from your district, use a delivery system where the shipment can be tracked and monitored.
- 3. Will all test security and confidentiality procedures be followed at the serving test site? (Remember, you are ultimately responsible for lost materials and breaches of test security.)
- 4. Are there personnel at the serving site who can properly administer a standardized achievement test to an individual student or group of students? If not, then it would be advisable that, if possible, an authorized person from your district administer the tests

In order to provide an appropriate testing environment for eligible students, the home district must ensure that the concerns listed above are adequately handled.

#### ACCOMMODATIONS CLASSIFICATION –

Grid 6 – Reading, Mathematics, and Science – All forms Grids 7 & 9 - Writing

This grid is designed to collect information about the type of accommodations that a student received *during testing*, <u>not</u> about a student's IEP, 504 Plan, or LEP status. Such statuses are indicated in the Student Information System (SIS). Leave the grid blank if the student does not receive any test accommodations but has an IEP, Section 504 Plan, or is classified as LEP.

If a student is given an accommodation at any grade level for any subject, the grid must be marked regardless of whether there is a Student ID label for the grade 3 test booklet, the answer document, or the writing folder.

There are two sections. The top section indicates whether the student received an accommodation because of an IEP, Section 504 Plan, or because the student is classified as LEP. More than one section may be marked. For example, LEP can be marked along with either IEP or 504 Plan. However, IEP and 504 Plan cannot both be marked.

If you marked either **IEP Accom** or **504 Accom** in the top part of the grid, you must indicate the specific type of accommodation(s) the student received on the reading, mathematics, science, or writing test by darkening the appropriate selections in the bottom part of the grid for each subject tested.

For a student using a linguistically modified form (Form LM), **LEP Accom** is preslugged on the form. If the only accommodation needed by a

ACCOM CLASSIFICATION

O O O IEP 504 LEP

Accom Accom Accom

(If IEP Accom or 504 Accom is selected, you must complete the portion below.)

student who is LEP is the use of Form LM, you do not need to mark any section in the lower part of the grid.

0	400011	ii oracc	III IOAI ION								
0		0	0								
IEF		504	LEP								
Acco	om .	Accom	Accom								
			ove is selected, portion below.)								
SUBJECTS FOR											
ACCOMMODATION											
	R	M									
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2	0	0									
3	0	0									
4	0	0									
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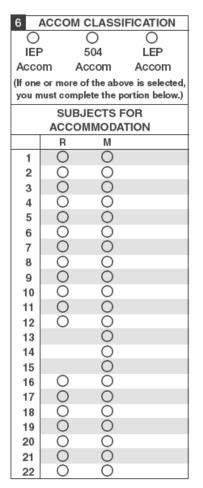
6 ACCOM CLASSIFICATION

The subjects listed in the bottom part of the grid will vary depending on the grade and the test document used.

Grid 6 for the grade 3 test booklets and answer documents for grades 5, 6, and 8, contain columns for reading and mathematics.

Grid 6 for the grade 4 and 7 answer documents contain columns for reading, mathematics, and science.

Grid 7 and 9 for the grades 3, 5, 6, and 8 writing folders contain a column for writing only.



6	ACCOM		FICATION									
0		0	0									
IEF	•	504	LEP									
Acco	m A	ccom	Accom									
٠,			e is selected,									
you n	you must complete the portion below.)											
SUBJECTS FOR ACCOMMODATION												
1	R 000000000000	0	0									
2	0	0	0									
2 3 4 5 6 7	0	0	0									
4	0	0	0									
5	0	0	0									
6	0	0	0									
7	0	0	0									
8	0	0	0									
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10	0	0	0									
11	0	0	0									
12	0	0	O									
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21 22	0000000	000000000000000000000000000000000000000	900000000000000000000000000000000000000									
22												

7 S	TUDE	NT CLASS	SIFICATION
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Acco	m	Accom	Accom
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6	0		
7	0		
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21	00		
22	0		

Some selections (bubbles) are missing in some subject columns. This indicates that these accommodations are not available for these subjects. For example, there is no reader script or audiocassette/CD-ROM available for the reading test, so there is no bubble for selection 13 (reader script) or 14 (audiocassette/CD-ROM) for reading.

A list of accommodations (and their corresponding grid number) for students with IEPs, Section 504 Plans, and for students who are classified as LEP is given on pages 59-61.

For students with an IEP or Section 504 Plan the list is illustrative, not exhaustive. You may provide these students with accommodations that are not listed, as long as the accommodations meet the three criteria listed in the Criteria for Appropriate Accommodations section on page 54. In this case, darken selection 22 (other) for the tested subjects that are accommodated.

The list of accommodations below  $\underline{is}$  exhaustive for students who are classified as LEP. No accommodations can be given for these students other than the ones on the list.

	State-approved Accommodations for IEP/504/LEP											
Readi	ng	Matl		Scien		Writing						
IEP/504	LEP	IEP/504	LEP	IEP/504	LEP	IEP/504	Grid 6 Number	Accommodation				
	TIMING / SCHEDULING											
✓	<b>✓</b>	✓	<b>✓</b>	<b>√</b>	✓	✓	1	<b>Extended testing time beyond that allowed for the regular test administration.</b> (Note: test session time frame plus 10 minutes allowed for <u>all</u> students.)				
✓	✓	✓	✓	✓	✓	✓	2	<b>Flexible schedules</b> (i.e., breaks during test session, breaks between test sessions longer than 10 minutes)				
	SETTING											
✓	✓	✓	✓	✓	✓	✓	3	Administer the test to a small group in a separate location				
<b>✓</b>	✓	<b>√</b>	<b>✓</b>	✓	<b>√</b>	<b>√</b>	4	Administer the test to an individual student in a separate location				
<b>✓</b>	<b>✓</b>	✓	<b>✓</b>	<b>√</b>	<b>✓</b>	<b>√</b>	5	<b>Environment</b> (i.e., special lighting, adaptive or special furniture such as study carrel or carrel desk, noise buffers, location with minimal distractions, special setting)				
<b>✓</b>		✓		✓		<b>√</b>	6	Opportunity for student to stand, move, and/or pace during the regular test session – student must be tested separately so as not to disturb other test takers				
								PRESENTATION				
<b>✓</b>		✓		✓		<b>✓</b>	7	<b>Braille</b> (darken the Braille bubble in the FOR TEACHER USE ONLY grid)				
<b>✓</b>		<b>✓</b>		<b>√</b>		<b>✓</b>	8	Large print				
<b>✓</b>		✓		✓		<b>√</b>	9	Visual Presentation Assistance – abacus, magnifiers, templates, or tests copied onto colored paper (The color-paper copy is considered secure and must be returned to the contractor with all other test booklets.)				
✓		✓		✓		✓	10	Auditory Assistance – amplifiers, etc.				

<b>√</b>	<b>✓</b>	✓	<b>✓</b>	✓	<b>√</b>	<b>√</b>	11	Directions – paraphrasing/simplifying directions (in English), translating/paraphrasing/simplifying directions in the student's native language (must be individual administration to avoid distractions to others unless all students have the same native language), student repeats directions in English or native language (must be an individual administration to avoid distractions to others), teacher/proctor highlights key words or phrases in directions only
✓		✓		✓		✓	12	Student reads aloud to him/herself - includes use of whisper phones (must be individual administration to avoid distractions to others)
		<b>√</b>		✓		<b>√</b>	13	Signing test items for mathematics or science tests or prompts for writing test (No part of the reading test may be signed, including reading passages, extended-response questions, multiple-choice questions, or alternatives). Darken the D/HI bubble in the FOR TEACHER USE ONLY grid.
		✓	<b>✓</b>	✓	<b>✓</b>		14	Reader script for regular-English mathematics and science tests only (No part of the reading test may be read aloud to students, including the reading passages, extended-response questions, multiple-choice questions or alternatives).
		✓	✓	✓	<b>✓</b>		15	Auditory presentation via audiocassette or CD for regular-English mathematics and science tests only.
<b>✓</b>		✓		✓			16	Fewer items per page (alterations to segments of the test materials are considered secure and MUST be returned to the contractor with all other test booklets)
✓		✓		✓		✓	17	Providing cues (arrows or stop signs) on test booklets or answer documents
						l		RESPONSE  Assistive adentive or engmentative
✓		✓		✓		✓	18	Assistive, adaptive, or augmentative technology (e.g., calculators for the grade 3 math test, word processor or other machine – spell-check, grammar-check, word-prediction or text-organization functions are NOT allowed.)
✓		✓		✓		✓	19	Visual Response Assistance – students write answers on large paper or large-spaced paper, use templates, rulers, or other devices used to help students keep their place on the answer documents or test booklets.

<b>✓</b>		✓		✓			20	Student points to, or marks, multiple choice answers in the test booklets (other than marking the answer bubbles in the grade 3 test).
<b>√</b>	<b>✓</b>	✓	<b>✓</b>	✓	✓	<b>✓</b>	21	Student dictates (in English or Spanish) answers to extended-response questions in reading or mathematics or short-response questions in mathematics. Students may dictate their responses to multiple-choice items and to the writing test in English only. Dictated answers can be recorded by a scribe, tape recorded, or both. All dictation (tape recorded or written) must be destroyed after verbatim transcription is completed. Answers to extended-response items, short-response items, or writing essays dictated in English must be transcribed verbatim in English on the answer document. Answers to extended-response items or short-response items dictated in Spanish must be transcribed verbatim in Spanish on the answer document. No student responses for the writing test may be dictated in Spanish or English.
								OTHER
✓	<b>✓</b>	✓	<b>✓</b>	✓	✓	<b>√</b>	22	Accommodations not addressed above that do not negate the purpose of the test or do not violate test security concerns

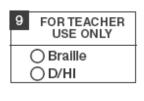
#### FOR TEACHER USE ONLY GRID

Grid 9 - Reading, Mathematics, and Science – All forms Grid 10 - Writing

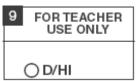
For the regular-English forms (1-6 and SF) there are two selections in grid 9 – Braille and D/HI (Deaf/Hearing Impaired). For Form LM there is only the D/HI selection. Grid 9 should be marked only after testing is completed and grade 3 test booklets and grades 4-8 answer documents have been collected. The selections should be marked (if applicable) regardless of whether there is a Student ID label available for the student. Inform your test administrators that they should mark the applicable selections of grid 9.

**Braille**—Fill in the **Braille** circle if the student used a Braille form of the test. Braille forms do not contain the exact same set of items as non-Braille forms and require a different answer key.

**Deaf/Hearing Impaired (D/HI)**—Fill in the **D/HI** circle if the student is deaf or hearing impaired. By marking this selection, the norm-referenced SAT 10 results for the student will be reported relative to national norms established with deaf or hearing-impaired students.



**Example** – Regular-English Forms (1-6 and SF)



*Example* – Form LM

#### OPTIONAL SCHOOL USE GRID

Grid 7 - Reading, Mathematics, and Science – All forms Grid 8 - Writing

The OPTIONAL SCHOOL USE grid is included on the demographic page of the answer documents, grade 3 test booklets, and writing folders. This optional grid is for school and/or district use. If you use this grid, the information will be included as part of the student's ISAT data record on the Student Data Disk. This will allow sorting of students electronically in various programs offered by your school or district.

The grid allows a school/district to code a student's membership in various programs the school/district provides. For example, students in gifted programs could be coded as A1. Because the scanner will read only <u>one</u> digit per column, do not darken more than one circle in each column. The code you give each program is determined by your school or district. OPTIONAL SCHOOL USE information has to be entered manually after testing is completed, since this information is not included as part of the student's pre-ID file.



#### POST-TEST INSTRUCTIONS

#### COMPLETING THE TESTING SCHOOL IDENTIFICATION (ID) SHEET

The purpose of the Testing School ID Sheet is to identify the school where the students were tested and hence, where the documents came from. Therefore, no distinction is made, for example, between answer documents from grade 4 students for whom the testing school is also their home school and answer documents for grade 4 students for whom the testing school is their serving, but not their home school. Also no distinction is made between tested and non-tested students.

Information about where the test results will **count**, the student's home school, is captured either from the Student ID label or from the information entered manually on the demographic page of the answer document, grade 3 test booklet, or writing folder.

There are two different Testing School ID Sheets (see pages 64 and 65). One is for the reading, mathematics, and science tests. The second one is for the writing folders. Do NOT mix reading/mathematics/science tests with writing folders under a single ID Sheet. As a result, you will complete two ID Sheets for grades 3, 5, 6, and 8; one for reading and mathematics tests and a second one for writing folders. You will only complete one Testing School ID Sheet for grades 4 and 7 (for reading, mathematics, and science tests).

Do not alter any of the pre-printed or pre-slugged information on the ID Sheet.

There are four grids/boxes on each ID Sheet.

- ♦ ♦ Box 1 (TESTING SCHOOL INFORMATION BOX): This information is pre-printed based on the Student ID file Pearson received from ISBE on Monday, January 12, 2009. It contains the Testing School name, the city where this school is located, and the district the Testing School belongs to. Check the information in these boxes for accuracy.
- ♦ ♦ Box 2 (TESTING SCHOOL RCDTS CODE) is pre-slugged this is the unique 15-digit code assigned to the Testing School by the State of Illinois.

**NOTE:** Check the information in boxes 1 and 2 for accuracy. If the information is inaccurate, <u>do not</u> use the ID Sheet. Contact Pearson's Illinois Customer Support Center at 1-800-627-7990, state code 814, Monday through Friday 6 a.m. – 7 p.m. (central time) for replacement ID Sheets. Blank Test School ID Sheets are not provided, nor are they orderable via additional orders.

- ❖ ❖ Box 3 (GRADE) Darken the circle next to the appropriate grade of the documents being returned under the ID Sheet. Each ID Sheet is specific to a grade, so do <u>NOT</u> mix grades under any single ID.
- ❖ ❖ Box 4 (TOTAL NUMBER OF ANSWER DOCUMENTS UNDER THIS SCHOOL ID SHEET) Write the number of documents being returned under the ID Sheet in the boxes and then darken the corresponding circles in each column. Information in box 4 should be right-aligned and leading zeros should be included.

**Example:** For example, if you are returning 20 answer documents under the ID Sheet, you would write 0020 in the boxes and grid accordingly.

#### **CORRECT GRID**

4 TOTAL NUMBER OF ANSWER					
	DOCUI		1		
	UNDE! HOOL				
0	0	2	0		
0 1 0 3 4 6 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 0 3 4 5 6 7 8 9	0 7 0 3 4 6 6 7 8 9		

#### **INCORRECT GRID**

4 TOTAL NUMBER					
OF ANSWER					
	DOCUI	MENTS	3		
	UNDE	RTHIS	;		
SC	HOOL	ID SHI	EET		
2.	<b>N</b>				
_	\ <b>U</b>				
0 1 0 3 4 6 6 7 8 9	0 7 0 3 4 6 6 7 8 9	0 1 0 3 4 6 6 7 8 9	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		

All answer documents, grade 3 test booklets, and writing folders included under each ID Sheet **must** have either a Student ID label or Testing School ID label affixed on the demographic page. (See page 51). The name and RCDTS code of the Testing School on the Student ID label or Testing School ID label affixed to the answer documents or grade 3 test booklets **MUST** be the same as pre-printed name and pre-slugged RCDTS code in boxes 1 and 2 of the Testing School ID Sheet.

## Testing School Identification Sheet TESTED & NON-TESTED STUDENTS



#### Reading Mathematics Science

This Test School Identification (ID) Sheet is for submission of answer documents for all eligible ISAT students. An answer document <u>must</u> be submitted for each eligible ISAT student, whether or not they were tested.

All answer documents included under this ID Sheet must have either a Student ID Label or a Testing School ID Label affixed to it. The name of the testing school on the Student ID Label or the Testing School ID Label must be the same as the school name on the Testing School ID Sheet (See box 1 of this document).

Complete a separate Testing School ID Sheet for each grade tested at each school. This ID Sheet is pre-printed with your district name, testing school name, city, and RCDTS code of the school. Blank ID Sheets are not available. Do not alter pre-printed information on this ID sheet.

- Check box 1 (TESTING SCHOOL INFORMATION BOX) and box 2 (TESTING SCHOOL RCDTS CODE) for accuracy. If the pre-printed information in either box 1 or 2 is inaccurate, do <u>NOT</u> use this Testing School ID Sheet. Contact Pearson at 800-627-7990, state code 814, for replacement ID Sheets.
- In box 3 (GRADE) darken the circle next to the appropriate grade of the answer documents being returned under this ID Sheet. Each ID Sheet is specific to one grade, so do <u>NOT</u> mix grades under any single ID Sheet.
- 3. In box 4 (TOTAL NUMBER OF ANSWER DOCUMENTS UNDER THIS SCHOOL ID SHEET) write the number of answer documents being returned under the ID Sheet in the boxes and then darken the corresponding circle in each column. Information in box 4 should be right-aligned and leading zeros should be included. For example, if you are returning 20 answer documents under the ID Sheet, you would write 0020 in the boxes and grid accordingly.

1	TESTING SCHOOL INFORMATION BOX
School N	SAMPLE ONLY
,	lame: Do Not Duplicate!

3 GRADE
○ Grade 3
○ Grade 4
○ Grade 5
○ Grade 6
○ Grade 7
○ Grade 8

	4 TOTAL NUMBER OF ANSWER DOCUMENTS UNDER THIS SCHOOL ID SHEET					
0 1 2 3 4 5 6 7 8 9	0 (1) (3) (4) (5) (6) (7) (8) (9)	0 (1) (3) (4) (5) (6) (7) (8) (9)	0 1 2 3 4 5 6 7 8 9			

2	TESTING SCHOOL RCDTS CODE					
Reg.	County	District	Type	School		
	1 1 1 2 2 2 3 3 3 3 4 4 4 5 5 5	3 3 3 3 3 4 4 4 4 4 4 6 5 5 5 5 6 6 6 6 6 6 7 7 7 7 7 7 8 8 8 8 8 9 9 9 9 9	1 1 2 2 3 3 3 4 4 4 5 5 5	0000 0000 222 3333 444 666 677 886 677 886 886 677 886 886 886		

#### MARKING DIRECTIONS

- USE ONLY SOFT LEAD PENCIL (NO. 2).
- . Do NOT use ink or ball point pen.
- Make heavy black marks that completely fill the circle.
- Erase completely any marks you wish to change.
- · Make NO stray marks on this sheet.
- · Right align numbers in box 4.

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## Testing School Identification Sheet TESTED & NON-TESTED STUDENTS



Writing

This Test School Identification (ID) Sheet is for submission of writing folders for all eligible ISAT students. A writing folder <u>must</u> be submitted for each ISAT eligible student, whether or not they were tested. Most LEP students will take ACCESS writing in place of ISAT writing. Do <u>not</u> return a blank ISAT writing folder for these students.

All writing folders included under this ID Sheet must have either a Student ID Label or a Testing School ID Label affixed to it. The name of the testing school on the Student ID Label or the Testing School ID Label must be the same as the school name on the Testing School ID Sheet (See box 1 of this document).

Complete a separate Testing School ID Sheet for each grade tested at each school. This ID Sheet is pre-printed with your district name, testing school name, city, and RCDTS code of the school. Blank ID Sheets are not available. Do not alter pre-printed information on this ID sheet.

- Check box 1 (TESTING SCHOOL INFORMATION BOX) and box 2 (TESTING SCHOOL RCDTS CODE) for accuracy. If the pre-printed information in either box 1 or 2 is inaccurate, do <u>NOT</u> use this Testing School ID Sheet. Contact Pearson at 800-627-7990, state code 814, for replacement ID Sheets.
- 2. In box 3 (GRADE) darken the circle next to the appropriate grade of the writing folders being returned under this ID Sheet. Each ID Sheet is specific to one grade, so do NOT mix grades under any single ID Sheet.
- 3. In box 4 (TOTAL NUMBER OF WRITING FOLDERS UNDER THIS SCHOOL ID SHEET) write the number of writing folders being returned under the ID Sheet in the boxes and then darken the corresponding circle in each column. Information in box 4 should be right-aligned and leading zeros should be included. For example, if you are returning 20 writing folders under the ID Sheet, you would write 0020 in the boxes and grid accordingly.

1	TESTING SCHOOL INFORMATION BOX
Scho	SAMPLE ONLY
Distr	ict Name: Do Not Duplicate!

3	GRADE
C	) Grade 3
C	) Grade 5
C	) Grade 6
C	) Grade 8

4 TOTAL NUMBER OF WRITING FOLDERS UNDER THIS SCHOOL ID SHEET					
0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 (1) (3) (4) (5) (6) (7) (8) (9)	0 1 2 3 4 5 6 7 8 9		

Reg.	Coun	_		stric			ре	_	CO Scł		
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 1 2 2 3 3 4 4 4 5 5 6 6 6 7 7 8 8	1 2 3 4 5 6 7	5 5 6 6 6 7 7 7 8 8 8	(1) (2) (3) (4) (5) (6) (7)	1 2 3 4 5 6 7 8 9	1 2 3 4 5	1 2 3 4	$\simeq$	0 1 2 3 4 5 6 7 8 9 E	0 1 2 3 4 5 6 7 8 9	0123456789

#### MARKING DIRECTIONS

- USE ONLY SOFT LEAD PENCIL (NO. 2).
- Do NOT use ink or ball point pen.
- Make heavy black marks that completely fill the circle.
- · Erase completely any marks you wish to change.
- · Make NO stray marks on this sheet.
- Right align numbers in box 4.

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#### PREPARING YOUR RETURN TEST MATERIALS

**Sorting Test Materials** - After testing, sort and package the materials for return to your District Coordinator. (Schools in Chicago District 299 are responsible for returning their ISAT materials to Pearson. Refer to the District Coordination section for these instructions.) You should have your materials packed and to the District Coordinator at least one day prior to the district's pre-scheduled pickup day.

#### **Scorable and Nonscorable Materials**

**Scorable materials** include used/marked grade 4-8 answer documents, grade 3 test booklets, and grade 3, 5, 6, and 8 writing folders for tested and non-tested students, and used Testing School ID Sheets.

Nonscorable Materials (materials not scanned for purposes of scoring): All unused grade 3 test booklets, all grades 4 – 8 test booklets, unused grade 4-8 answer documents, unused grade 3, 5, 6, and 8 writing folders, all voided answer documents or grade 3 test booklets, all Special Format tests (Braille, large-print, reader scripts, audiocassettes/CDs, linguistically modified-Form LM), Mathematics Reference Sheets, rulers, test manuals, unused Testing School ID Sheets, shipping labels. Test manuals should be returned with the reading/mathematics/science materials.

You may have unused answer documents, grade 3 test booklets, or writing folders with Student ID labels or Testing School ID labels affixed for students that you are not responsible for testing. Mark VOID across the center of the demographic page of the document and return with the nonscorable materials. See page 68.

After testing, follow this process to prepare materials for return to Pearson. Complete this process two times; once for reading/mathematics/science materials and again for writing materials.

- 1. Sort the materials by grade.
- 2. For each grade, separate the scorable and nonscorable materials, and set the non-scorable materials aside.
- 3. Beginning with the highest grade in your school, place a completed Testing School ID Sheet on top of the answer documents separately for grades 4 8, for the grade 3 test booklets, and writing folders separately for grades 3, 5, 6, and 8. See the sorting/packing diagram on pages 69-70 for scorable materials.
- 4. Sort/pack the nonscorable materials using the sorting/packing diagram on page 72.

#### **HELPFUL HINTS**

- Under each Testing School ID Sheet you do NOT have to separate the answer documents or grade 3 test booklets for tested students and non-tested students. The scanner will distinguish these students. Note: For all non-tested students you <u>must</u> indicate a reason that the student was not tested in the REASON NOT TESTED grid. If no reason is indicated for a non-tested student, the document will be scanned and scored as if it were from a tested student.
- 2. If you have a large-print test form or a Braille test form (all grades reading, mathematics, and science, or writing) and the student put his/her responses in the special test form itself, all of the student's responses <u>MUST</u> be transcribed into a scannable GRADE 4-8 answer document or grade 3 test booklet. Only the transcribed scannable document is returned with SCORABLE test materials.

After the student responses are transcribed to a scannable grade 4-8 answer document, grade 3 test booklet, or writing folder clearly write 'transcribed' at the top of the front cover of the large-print form or the Braille form and write the name of the person that transcribed the student's responses to the scannable document, then return the large-print form or the Braille form with the nonscorable materials (box with a red label - reading, mathematics, and science; box with gold label - writing).



Non-transcribed large-print forms or Braille forms cannot be processed for scoring.

- 3. Check and remove from all grade 4-8 answer documents, grade 3 test booklets, and writing folders: extraneous materials inserted into the document scratch paper, Mathematics Reference Sheets at grades 7 and 8, paper rulers at all grades, and student answers to short-response and extended-response items, and written essays on extra sheets of paper. Written responses on extra sheets of paper should be transcribed onto the answer document
- 4. Only student responses marked or written on a scannable document will be scanned and scored.

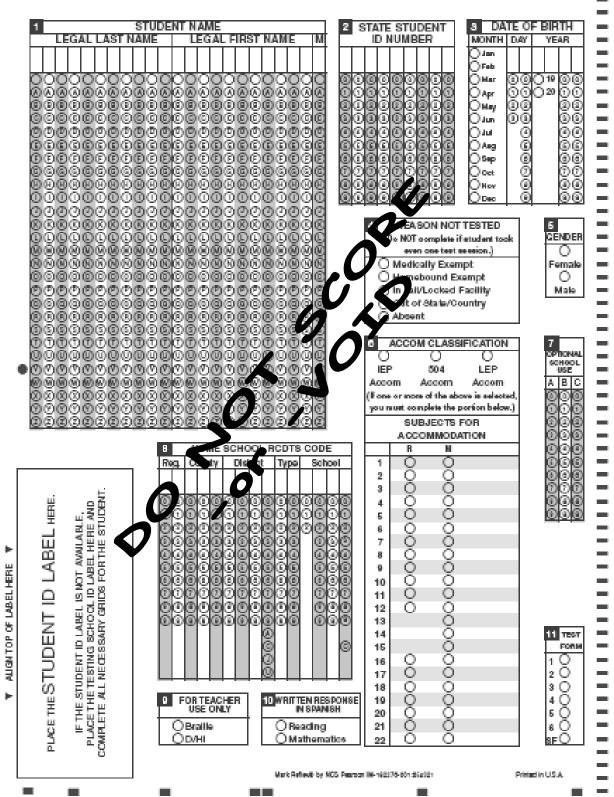
Student responses submitted on separate sheets of paper that are inserted in or attached to the scannable document will <u>not</u> be processed/scored. Any extraneous sheets of paper will be removed from the scannable test document by the test contractor and the document will be sent for processing without the additional sheets.

It is the district's responsibility to ensure that an appropriate district or school person transcribe the responses the students wrote onto extra sheets of paper onto a scannable document prior to returning the document to the test contractor for processing/scoring.

When the responses on the extra sheets of paper are transcribed, clearly write '*transcribed*' at the top of the extra sheets, and write the name of the district or school person that transcribed the student responses to a scannable document, then place the extraneous paper in the non-scorable returns.

5. **Voided and "Do Not Score" Documents:** If you have an answer document, grade 3 test booklet, or writing folder that should not be processed or scored, this document needs to be CLEARLY marked as VOID or DO NOT SCORE as shown in the example (page 68), and should be returned with non-scorable returns. Test documents not marked as indicated <u>will</u> be processed and scored.

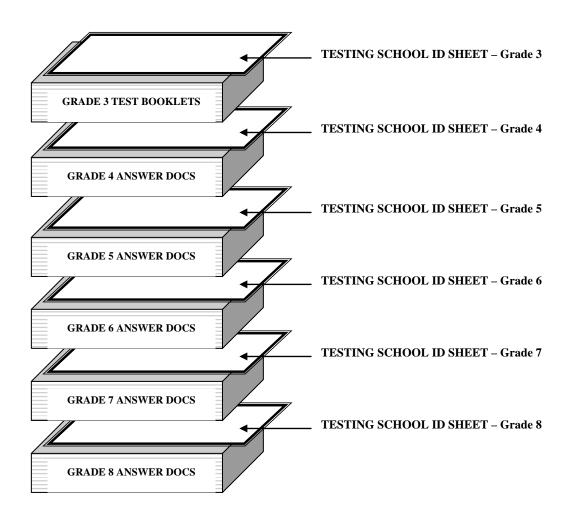
#### 2009 ISAT - Grade 5



# SORTING & PACKING SEQUENCE FOR SCORABLE READING, MATHEMATICS, AND SCIENCE MATERIALS TESTED & NON-TESTED STUDENTS

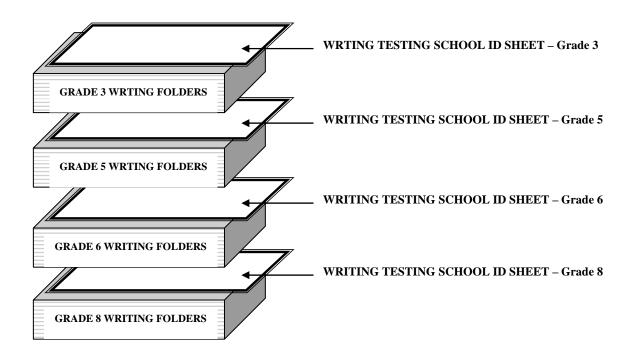
Pack these scorable materials in a box(es) with a **GREEN** label.

# You do NOT have to separate regular-English forms (1-6 and SF) and Form LM documents



# SORTING & PACKING SEQUENCE FOR SCORABLE WRITING FOLDERS TESTED & NON-TESTED STUDENTS

Pack these scorable materials in a box(es) with a **PINK** label.



#### PACKAGING TEST MATERIALS

SHIPPING BOXES: It is important that you do not discard the Pearson boxes your ISAT test materials arrived in. These boxes are specifically designed to be used for return of test materials.

If you did not save your Pearson boxes, pack your test materials in sturdy boxes that are no more than 12" tall, and will weigh no more than 40 lbs when packed.

ISBE, Pearson, or the material pick-up carrier do NOT provide additional boxes for return of test materials to Pearson.



#### **Scorable Materials:**

The packing sequence for scorable materials is given on pages 69-70, with the highest grades being put into the boxes first. **It is acceptable to consolidate test materials and use fewer boxes.** However, whenever possible, try not to split grade 3 test booklets, grade 4-8 answer documents, or grade 3, 5, 6, and 8 writing folders for a given grade across boxes. If the grade 3 test booklets or the grade 4-8 answer documents, or grades 3, 5, 6, and 8 writing folders for a grade have to be split across boxes, place a second completed Testing School ID Sheet on top of the documents in each box.

- ❖ ❖ Affix one green scorable label and one FedEx Material Tracking label (when provided in your Coordinator Kit) to the top of each scorable reading, mathematics, and science material box being returned.
- ❖ ❖ Affix one pink scorable label and one FedEx Material Tracking label (when provided in your Coordinator Kit) to the top of each scorable writing folder material box being returned.
- ♣ ♣ Both labels (when applicable) must be affixed to the top of each box being returned or FedEx will not pick up your test materials. Write the box numbers on the green labels and pink labels in sequential order (e.g., 1 of 3, 2 of 3, 3 of 3).

#### **Non-Scorable Materials**

The packing sequence for nonscorable materials given on page 72 is the preferred packing order for returning non-scorable test materials.

- ❖ ❖ Affix one red nonscorable label and one FedEx Material Tracking label (when provided in your Coordinator Kit) to the top of each non-scorable reading, mathematics, and science material box being returned.
- ♣ ♣ Both labels (when applicable) must be affixed to the top of each box being returned or FedEx will not pick up your test materials. Write the box numbers on the green labels and pink labels in sequential order (e.g., 1 of 3, 2 of 3, 3 of 3).

From each school you should have at least one box with a green (scorable) label on it for reading, mathematics, and science, and one with a pink (scorable) label on it for writing folders, one box with a red (non-scorable) label on it for reading, mathematics, and science materials, and one box with a gold (non-scorable) label on it for unused writing folders.

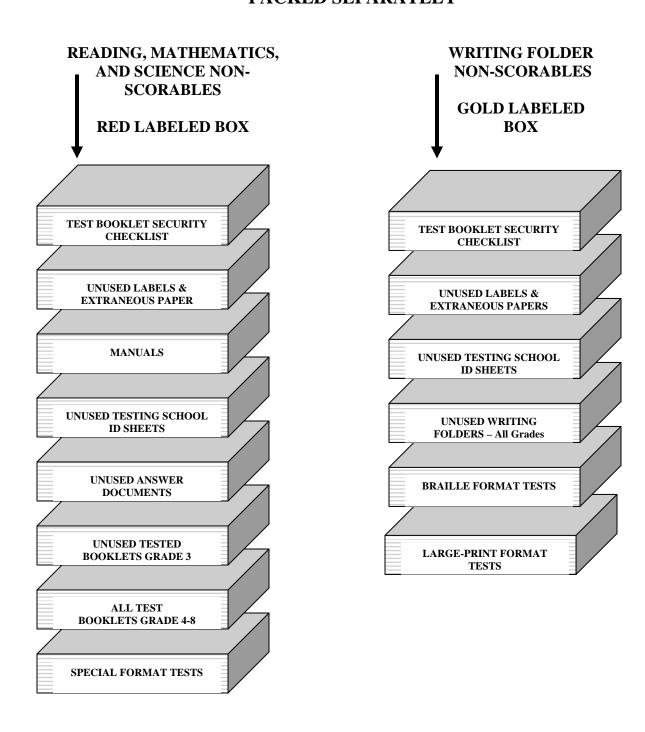
#### DO NOT MIX SCORABLE AND NON-SCORABLE MATERIALS IN THE SAME BOX!

DO <u>NOT</u> MIX WRITING FOLDERS WITH READING, MATHEMATICS, AND SCIENCE MATERIALS IN THE SAME BOX!

Combining materials in this way will delay processing of your test materials.

Check with your District Coordinator as to whether you should seal your boxes of test materials before returning them to him/her or whether you should leave the boxes unsealed so that he/she can do a final check before shipping them back to Pearson.

# PACKING SEQUENCE FOR NONSCORABLE MATERIALS – PACKED SEPARATELY



# Example – Green Label (for return of READING, MATHEMATICS, AND SCIENCE documents to be scored), or Pink Label (for return of WRITING FOLDERS to be scored)

These labels were included in your Test Coordinator Kit that was part of your non-secure test material shipment. Regardless of your return material handler designate <u>ALL</u> districts and schools will receive these labels.

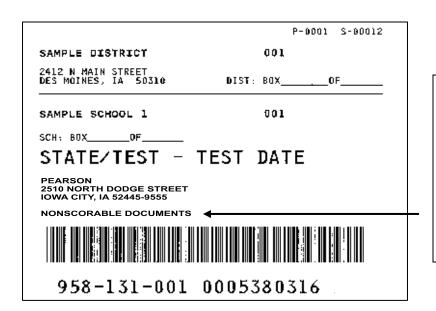
	P-0001 S-00012		
SAMPLE DISTRICT	001		
2412 N MAIN STREET DES MOINES, IA 50310	DIST: BOXOF		
SAMPLE SCHOOL 1	001		
SCH: BOXOF			
STATE/TEST - TEST DATE			
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52445-9555			
SCORABLE DOCUMENTS	<b>—</b>		
958-131-001	0005380316 ANS		

#### **SCORABLE TEST MATERIALS**

This label is to be used <u>exclusively</u> for return of SCORABLE reading, mathematics, and science documents (GREEN), or writing folders (PINK) that are to be scored.

# Example — Red Label (for return of READING, MATHEMATICS, AND SCIENCE non-scorable material), or Gold Label (for return of non-scorable WRITING FOLDERS)

These labels were included in your Test Coordinator Kit that was part of your non-secure test material shipment. Regardless of your return material handler designate <u>ALL</u> districts and schools will receive these labels.

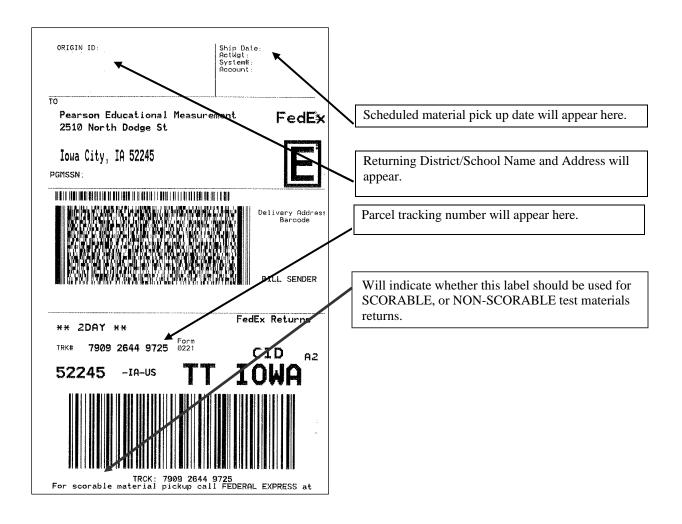


## NON-SCORABLE TEST MATERIALS

This label is to be used <u>exclusively</u> for return of NON- SCORABLE reading, mathematics, and science documents (RED), or writing folders (GOLD).

### **Example – FedEx Material Tracking Label**

These labels were included in your Test Coordinator Kit that was part of your non-secure test material shipment. Not all districts or Chicago District 299 schools will receive these labels. If you do not find these labels in your Test Coordinator Kit, please find a freight handler Bill of Lading.



#### USING PEARSON'S BOXES FOR RETURN OF TEST MATERIALS

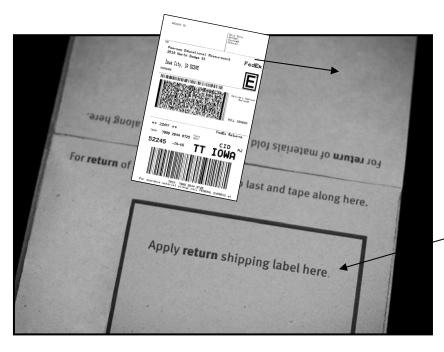


The boxes that your Pearson test materials arrived in are specifically designed to return your test materials safely back to Pearson. When the boxes are packed reverse the flaps as shown and follow the illustrated instructions below.

#### STEP #1

Close the box flaps in the reverse direct from when you received your test materials. The illustration shows how the flaps will look.

Tape the flap securely along the middle where the two flaps meet.



**STEP #2** – FedEx label, when applicable is placed as illustrated.

P-8001 5-80012

SAMPLE DISTRICT

6212 H MAIN STREET

625 POINTS: 1A 50110

SAMPLE SCHOOL 1

SAMPLE SCHOOL 1

STATE/TEST TEST DATE

PERSON ENTRY 157245-9525

SCORAUR DOCUMENTS

958-131-001 0005380316 ANS

**STEP** #3 – Green (scorable) or Red (non-scorable) label for reading, mathematics, and science -OR-Pink (scorable) or Gold (non-scorable) for writing folders are placed as illustrated in designated area.