

Gifted and Talented Assessment Program for Grade 2 Students

Pretest Workshop Fall 2015



HMH Riverside South Carolina Team

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What's New for 2015?

- Updated 2015 Agreements to Maintain Test Security and Confidentiality
- Districts will receive 2 paper copies of the Student Profile Narratives

Gifted and Talented Assessments

Schedule of Important Dates

Fall 2015 Test Administration Window

October 2015

November 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Test Administration



Last day to return materials for scoring

Don't forget — Districts can return test materials to Riverside for scoring as soon as they are ready to. You do not need to wait until **November 16 to ship.**



2015 Schedule of Important Dates (TCM page iii)

Milestone, Task, or Deliverable	Date
Pretest Face-to-Face Workshop & Webinars	September 30 and October 2, 2015
Districts receive test materials and Directions of Administrations	October 7, 2015
Last day to order additional materials or large print test booklets	October 16
Test administration window	October 21- November 11
Last day to ship back test materials to Riverside for scoring	November 16, 2015
Reports arrive in districts if returned by November 19, with no alerts open	December 11, 2015
Districts order make-up materials	January 8, 2016
Make-up testing window	January 14-21

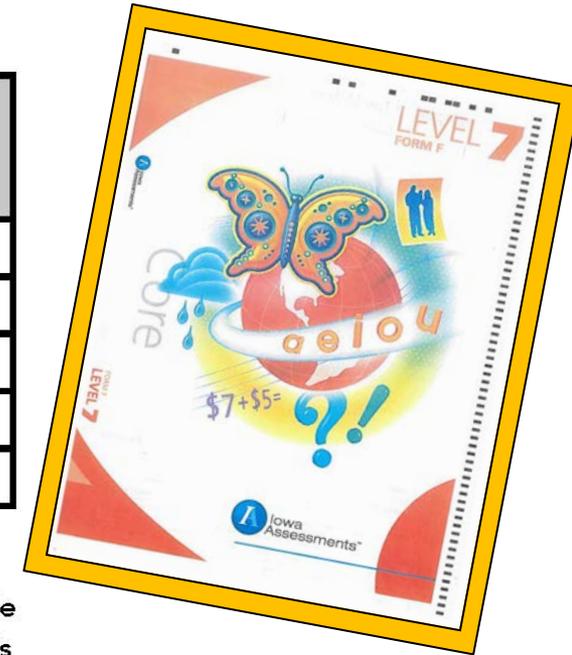
Iowa Assessments

The following tests in the Level 7 *Iowa Assessments* Form F Core Battery **must be** administered for the South Carolina Grade 2 Gifted and Talented Testing Program:

<i>Iowa Assessments</i> Form F Level 7 Core Battery Test	Test Booklet Page Numbers	<i>Directions for Administration</i> Page Numbers
Reading: Picture Stories	Pages 12–14	Page 23
Reading: Sentences	Page 15	Page 24
Reading: Stories	Pages 16–20	Pages 26–27
Mathematics: Part 1*	Pages 33–37	Pages 44–49
Mathematics: Part 2*	Pages 38–41	Pages 50–55

* Mathematics Parts 1 and 2 both must be administered to receive a Total Math score.

Districts may choose to administer all *Iowa Assessments* test sections that are available in the core battery test booklet. However, please remember that all tests listed on this page are mandatory. A reproducible Teacher's Reference Guide is included with each school's test materials to help teachers know exactly which tests they must administer for this testing program.



Cognitive Ability Test (CogAT)

The following Level 8 CogAT tests **must be** administered for the South Carolina Grade 2 Gifted and Talented Testing Program:

CogAT Level 8 Test	Test Booklet Page Numbers	Directions for Administration Page Numbers
Verbal Battery <ul style="list-style-type: none"> ■ Picture Analogies* ■ Sentence Completion* ■ Picture Classification* 	Pages 2–7 Pages 10–14 Pages 16–24	Pages 19–23 Pages 24–27 Pages 28–32
Quantitative Battery <ul style="list-style-type: none"> ■ Number Analogies* ■ Number Puzzles* ■ Number Series* 	Pages 26–31 Pages 34–38 Pages 40–45	Pages 33–37 Pages 38–41 Pages 42–46
Nonverbal Battery <ul style="list-style-type: none"> ■ Figure Matrices* ■ Paper Folding* ■ Figure Classification* 	Pages 48–53 Pages 56–63 Pages 66–70	Pages 47–51 Pages 52–56 Pages 57–60

* All nine tests must be administered to obtain a Composite Aptitude score.



Suggested Testing Schedule

Day	Test	Test Booklet Page Numbers	Estimated Time (minutes)
Day 1	CogAT Picture Analogies Sentence Completion Picture Classification	Pages 2-7 Pages 10-14 Pages 16-24	13 14 13
Day 2	CogAT Number Analogies Number Puzzles Number Series	Pages 26-31 Pages 34-38 Pages 40-45	15 15 15
Day 3	CogAT Figure Matrices Paper Folding Figure Classification	Pages 48-53 Pages 56-63 Pages 66-70	13 11 13
Day 4	Iowa Reading: Picture Stories Reading: Sentences Reading: Stories	Pages 12-14 Page 15 Pages 16-20	10 10 25
Day 5	Iowa Mathematics: Part 1 Mathematics: Part 2	Pages 33-37 Pages 38-41	25 25

Purpose of the Grade 2 Assessment Program

- Districts are required to provide services for all gifted and talented students.



- Students are identified for services by demonstrating high performance ability or potential in academic and/or artistic areas.

Who to Test

- SC law requires districts to screen **all** students for district Gifted and Talented services.
- SCDE provides an **aptitude** and an **achievement** assessment for this purpose.
- SCDE provides these assessments for all grade 2 students.
- Students with an IEP or 504 Accommodations Plan must participate in the grade 2 assessment.
- ELL students must be given the opportunity to participate in the CogAT and Iowa Assessments.



Customized Materials

- A large-print format is available for both the *Iowa Assessment and CogAT* .
- Please call Joe (630.467.6366) or e-mail him directly at: joseph.adduci@hnhco.com to order the large print versions.
- Please order these materials no later than **Friday, October 16, 2015.**
- **Braille test booklets are NOT available for CogAT or the Iowa Assessment at the second grade level.**

Accommodations for Students with Disabilities

- Setting – individual or small group
- Timing – frequent and extended breaks
- Scheduling - multiple sessions or days
- Presentation – highlighting, cueing, read aloud to self, repeating or signing the directions, repeated directions, signed administration
- Response – nonverbal indication of answer choices or dictation of responses

Accommodations for ELL Students

- Bilingual Dictionary – word-to-word dictionary only with no pictures, definitions, etc.
- Translate Directions – only general test directions may be translated

Coding of Accommodations

Code	Accommodation
A	Individual/small group administration
B	Large Print
C	Signed Administration
D	Repeated Directions
E	Dictation (answers recorded)
F	Bilingual Dictionary (word-to-word)
G	Test administered by an ESL teacher
H	
I	
J	

General Information

- *CogAT* and *Iowa Assessments* are **group-administered** by classroom teachers.
- It is best for tests to be administered by someone who is familiar to the students.
- Teachers must be **trained** before administering the Gifted and Talented assessments.
- Tests are not timed.
- The pace at which test questions are presented should be adjusted to suit the characteristics of the students being tested.

Training

- DTCs must participate in the pretest workshops.
- It is the responsibility of the DTC to ensure that adequate training is given to all persons who will be administering or monitoring the Gifted and Talented assessments.
- DTCs must conduct training sessions for all STCs.
- DTCs and/or STCs must hold training sessions for all Test Administrators (TAs).

Training

- The DTCs and STCs must provide the TCMs and DFAs to teachers as soon as possible after they arrive in the district.
- All DTCs, STCs, and TAs must sign a confidentiality agreement form.
- STCs must use the School Security Checklists to sign-in and sign-out test materials.



School Security Checklist

(TCM page 19)

Riverside Publishing Company

Assembled by _____

Security Checklist

Checked by _____

Run #: 85982 **System:** BEAUFORT COUNTY 0701
Sequence: 1 **Building:** Beaufort Elem 008
Grade: 2 **Class:** C Holmes 01866
Document Count: 15 **Document:** 1482555 COGAT FORM 7 LEVEL 8 TB

Test Administrator _____

Materials Returned Date: _____

RPC	Barcode No	Last Name	First Name	Day 1		Day 2		Day 3		Day 4		Day 5	
				Out	In								
01 -	2549313237	Dunham	Damon										
02 -	2549313245	Eubank	Zachary										
03 -	2549313253	Ferguson	Isreal										
04 -	2549313261	Glover	RaMelle										
05 -	2549313270	Lawton	Freddie										
06 -	2549313288	Legree	Sumyah										
07 -	2549313296	Lin	Kayson										
08 -	2549313300	List	Abigail										
09 -	2549313318	Lofton	Jaela										
10 -	2549313326	Morris	Garrett										
11 -	2549313334	Oliver	Madison										
12 -	2549313342	Patterson	Drevan										
13 -	2549313351	Shell	Ethan										
14 -	2549313369	Sheppard	Antonio										
15 -	2549313377	Singleton	ZyNasia										

List barcode number and reason if not returned:

** It is recommended that you make a copy of the security checklist for your records.*

General Information

- Tests are read aloud by the teachers.
- Teachers read a prepared script found in the *Directions for Administration* manual for each test.
- Teachers should read these directions prior to the actual administration to become familiar with the text.
- Each test begins with a sample item to give students some practice.

Before Testing

- Teachers should make sure they have a test booklet for each student.
- Teachers should have a copy of the *Directions for Administration* for the appropriate test.
- Teachers should ensure that each student has a pencil with an eraser.
- Each student should have something to mark their place in the test booklet.

Before Testing...

Marking Information on Test Booklets

- **Teachers must complete the information blanks and name grids on the back of each student's test booklet if the booklet is not pre-printed with the student's information.**



Filling Out Demographic Information

- Using precode data, most students have a pre-printed test booklet with name, birthdate, school, district and teacher's name and code.
- It is critical that the birthdate is correct.
- If the birthdate is not correct, cover the label with a white label and bubble all demographic information.

New Students

- Use a test booklet from overage for new students who did not receive a pre-printed test booklet.
- Bubble in all demographic information on the back page of the test booklet.
- See page 31 in TCM for an explanation of each field on the back page of the test booklet.



SUNS and PowerSchool Student ID's

Student Identification Number (SUNS ID):

Enter the 10-digit student primary identification number assigned to each student when they enroll or transfer into a school in the 10-digit ID NUMBER FIELD.

Student Power School Number (PS Number):

Enter the 5-12 digit PS student ID in the 10-digit ADDITIONAL ID NUMBER FIELD.

- Left-justify any 5-9 digit PS student ID number
- For any 12-digit PS student ID numbers, use the last 10 digits and bubble in since there are only 10 digits allowed.
- SCDE will be able to identify all students based on their 10-digit SUNS ID.

Back Page (Demographics Page) for CogAT (TCM page 72 – Appendix G)

Cognitive Abilities Test™ Form 7 Level 8

LAST NAME FIRST NAME M.I.

NO Barcode Label Sample
Place barcode label in the space above.

Grade Teacher School System/County City/State

ID NUMBER DATE OF BIRTH ETHNICITY/RACE
 Ethnicity (Mark only one)
 Hispanic or Latino
 Not Hispanic or Latino
 RACE (Mark one or more)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

PS Student Number
ADDITIONAL ID NUMBER

HOME REPORTING PROGRAMS
 (Mark all that apply)
 IEP FIRL ELL T1L Other 1
 504 GT MG TIM Other 2

Z-Code (Z)
 TEST ADMINISTRATOR USE ONLY
 Z01 A B C D E F G H I J
 Z02 A B C D E F G H I J
 Z03 A B C D E F G H I J
 Z04 A B C D E F G H I J
 Z05 A B C D E F G H I J
 Z06 A B C D E F G H I J
 Z07 A B C D E F G H I J
 Z08 A B C D E F G H I J
 Z09 A B C D E F G H I J
 Z10 A B C D E F G H I J
 Z11 A B C D E F G H I J
 Z12 A B C D E F G H I J
 Z13 A B C D E F G H I J
 Z14 A B C D E F G H I J
 Z15 A B C D E F G H I J
 Z16 A B C D E F G H I J
 Z17 A B C D E F G H I J
 Z18 A B C D E F G H I J
 Z19 A B C D E F G H I J
 Z20 A B C D E F G H I J
 Z21 A B C D E F G H I J
 Z22 A B C D E F G H I J
 Z23 A B C D E F G H I J
 Z24 A B C D E F G H I J
 Z25 A B C D E F G H I J

1. Accommodations
(Far left column called CODE)
2. PS Student Number
(ADDITIONAL ID NUMBER field)
3. Student Status Codes
Step #1 - (Z-code under Office Use Only Section)
Step #2 – (Use Column A to bubble codes Z1-Z5)

Receipt of Test Materials

- Inventory test materials upon arrival.
- Use District Summary Packing List (in box 1) to verify number of boxes.



Receipt of Test Materials

District and Building Box Labels

District Box Labels - All boxes (building & district) *shipping to the district* will have a district box label; whereas districts *shipping to the buildings* **will not** have a district box label.



Houghton Mifflin Harcourt.

IOWA Test Materials

District: Abbeville 060

District Code: 0610

District Box Count ____ of ____

Packing List in Box #1 of IOWA Materials



Houghton Mifflin Harcourt.

CogAT Test Materials

District: Abbeville 060

District Code: 0610

District Box Count ____ of ____

Packing List in Box #1 of IOWA Materials

Building Box Labels - All building boxes will be labeled with a yellow (IOWA Test Materials) or red (CogAT Test Materials) label

IOWA Test Materials

Abbeville 60 0160

Building: Cherokee Trail Elem

Building Code: 018

Box ____ of ____

Packing List in Box #1 of IOWA Test Materials

CogAT Test Materials

Abbeville 60 0160

Building: Cherokee Trail Elem

Building Code: 018

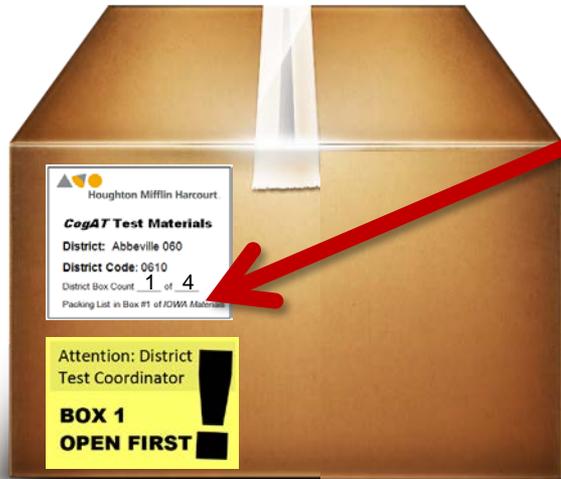
BOX ____ of ____

Packing List is Box #1 of Iowa Test Materials

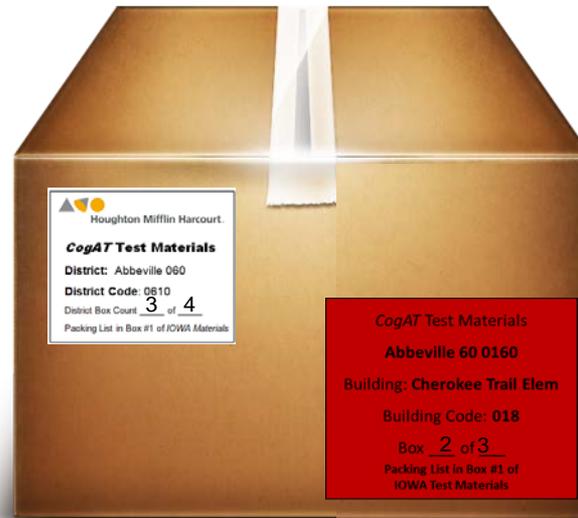


Your ***District Box Count*** begins with the district box (box 1 of __) that includes the ancillary materials, district IOWA test booklets & IOWA DFA Overages.





Your ***District Box Count*** begins with the district box (box 1 of __) that includes the ancillary materials, district *CogAT* Booklets & *CogAT* DFA Overages.



Note: Packing Lists will be in BOX 1 of Iowa test materials if districts are testing both IA & CogAT.

Receipt of Test Materials

- Fill out Acknowledgment of Receipt of Test Material form to indicate receipt of all materials.
- Fax the form to Joe HMH/Riverside at (630) 467-7150.



Acknowledgment of Receipt of Test Materials Form (TCM page 76 – Appendix K)

Appendix K: Acknowledgment of Receipt of Test Materials Form

South Carolina Grade 2 Gifted and Talented Testing Program

Acknowledgment of Receipt of Test Materials Fall 2015

The School Test Coordinators in our district have reviewed the test materials received and we can report (check which applies):

A. All materials have been received as indicated on packing slips.
B. All materials have been received as indicated on the packing slips except the following:

District

District Test Coordinator

Phone Number

Signature

Date

Please fax to Riverside Project Manager: Joseph Adduci
630.467.7150

Return the Acknowledgment of Receipt of Test Materials form to Joe no later than **Friday, October 24, 2015.**

Request for Additional Test Materials Request Form (TCM page 75 – Appendix J)

Appendix J: Request for Additional Test Materials Form

South Carolina Grade 2 Gifted and Talented Testing Program

Request for Additional Testing Materials Fall 2015

If you need additional test materials, please write in the number needed below and fax this form to Joe Adduci.

IA Level 7

_____ Test Booklets
_____ Directions for Administration
_____ Large Print Test Books

CogAT Level 8

_____ Test Booklets
_____ Directions for Administration
_____ Large Print Test Books

Send the test materials to the following: (please print)

District: _____
District Test Coordinator: _____
Phone Number: _____
Signature: _____
Date: _____

Please fax to Riverside Project Manager: Joe Adduci
630-467-7150

For Riverside Use Only

Materials Shipped Date: _____ Tracking Number: _____

REMEMBER!

The last day to request additional test materials is Friday, October 16, 2015.

Return of Test Materials



Order for Scoring Services Form (OSS)

- The Order for Scoring Services (OSS) form is preprinted with the district name, DTC name and address, and the applicable school names.
- The OSS must be returned in Box #1 of the scorable box of test materials.

Order for Scoring Services (OSS) Form

	SOUTH CAROLINA GRADE 2 GIFTED AND TALENTED TESTING PROGRAM FALL 2015 ORDER FORM FOR RIVERSIDE SCORING SERVICE® Grade 2	Riverside Use Only Program No. Data Set ID 162492592 Est. N-Count Attachments - Yes <input type="checkbox"/> Complete - No <input type="checkbox"/> # of Packages Received						
System Name for Reports A N D E R S O N 0 3		Test Date <table border="1" style="margin: auto;"> <tr> <th>Month</th> <th>Day</th> <th>Year</th> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">03</td> <td style="text-align: center;">2015</td> </tr> </table>	Month	Day	Year	11	03	2015
Month	Day	Year						
11	03	2015						
Ship to <small>Please verify or correct the shipping address for your score reports</small> KATHY HIPP ANDERSON 03 335 West Front Street Iva SC 29655	Bill To Same as ship to <input type="checkbox"/> <small>(For additional orders only)</small> Name _____ Title _____ System _____ Address _____ City _____ State SC Zip _____	Other Information # of Shipped Packages _____ Phone # (864) 348 - 6196 Fax # _____ E-mail hippk@anderson3.k12.sc.us Purchase Order # _____ Signature _____ Date ____ / ____ / ____						
Check the Test(s) Administered for grade 2. _____ ITBS _____ CogAT								
Enter the names of buildings and the number of test documents.	Enter Answer Document Count by Grade							
Building Name	GRADE 2 Test IA LEVEL 7	2 COGAT 8	Total					
Flat Rock Elem.								
Riverside Use Only								
Iva Elem.								
Riverside Use Only								
Starr Elem.								
Riverside Use Only								
Total Number of Documents								
Test materials should be picked up by UPS no later than Monday, November, 16, 2015.								

Building Identification Sheets

- Purple in color
- One Building (School) Identification Sheet must be filled in for each school.
- This sheet must accompany the test booklets being returned in the scorable box of materials.
- Form is placed on the top of the test materials for the school.

School Packing Lists (TCM pages 45 and 77)



School Packing List

Cherokee Trail Elem 018

Abbeville 60 0160

Enrollment: 49

RPC Initials	Item	Quantity Received Total	Returned Materials Total
	1. School Packing List	1	
	2. Summary of Test Materials Returned	1	
	3. Security Checklist Return Envelope	1	
	4. Grade / Class Headers	5	
	5. Building Headers (1 pre slugged and 1 blank)	2	
	6. <i>Directions for Administration – Iowa Assessments</i>	3	
	7. <i>Directions for Administration – CogAT</i>	3	
	8. <i>Iowa Assessments (IA) Total Test Booklets</i>	52	
	8a. IA Assigned Student Test Booklets	49	
	8b. IA Unassigned Overage Test Booklets	3	
	9. <i>CogAT Total Test Booklets</i>	52	
	9a. <i>CogAT Assigned Student Test Booklets</i>	49	
	9b. <i>CogAT Unassigned Overage Test Booklets</i>	3	
	10. Teacher Reference Guide	3	

You should use the building (school) packing lists on page 45 as a reference when completing the actual Summary of Test Materials form, which is located in **Appendix L on page 77** of the TCM.

All materials on this list should be returned unless damaged, and also noted on the security checklist.

Filling in the School Packing Lists



School Packing List

Cherokee Trail Elem 018

Abbeville 60 0160

Enrollment: 49

RPC Initials	Item	Quantity Received Total	Returned Materials Total
	1. School Packing List	1	
	2. Summary of Test Materials Returned	1	
	3. Security Checklist Return Envelope	1	
	4. Grade / Class Headers	5	
	5. Building Headers (1 pre plugged and 1 blank)	2	
	6. <i>Directions for Administration – Iowa Assessments</i>	3	
	7. <i>Directions for Administration – CogAT</i>	3	
	8. <i>Iowa Assessments (IA) Total Test Booklets</i>	52	
	8a. IA Assigned Student Test Booklets	49	
	8b. IA Unassigned Overage Test Booklets	3	
	9. <i>CogAT Total Test Booklets</i>	52	
	9a. <i>CogAT Assigned Student Test Booklets</i>	49	
	9b. <i>CogAT Unassigned Overage Test Booklets</i>	3	
	10. Teacher Reference Guide	3	

These booklets belong in the **Scorable** materials boxes

If unused, these booklets belong in the **Non-Scorable** materials boxes

Summary of Test Materials Returned Form (TCM page 77 – Appendix L)

Appendix L

Summary of Test Materials Returned Form

South Carolina Grade 2 Gifted and Talented Testing Program

Summary of Test Materials Returned Fall 2015

School _____

School Test Coordinator _____

Date _____

	IA Form F	CogAT	Total
SCORABLE MATERIALS: Total number of test booklets being returned (including: completed, absent, excused, damaged, moved, or refused)	60	60	120

	IA Form F	CogAT	Total
NONSCORABLE MATERIALS: Total number of Directions for Administration, unused overage test booklets, and large-print test booklets	14	14	28

Please use your School Packing List and the Security Checklist to verify that the total number of test materials you are returning to the District Test Coordinator (DTC) matches the total number of test materials you received.

If you are not returning any of a particular test material, this should be documented on the Security Checklist. All discrepancies should be resolved before returning test materials to the DTC. Please make a copy for your records and fax this form to the DTC when completed.

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- Indicate the number of scorable materials (test booklets) returned.
- Indicate the number of nonscorable test materials returned.
- Fill in all 6 boxes as shown in the diagram.

Things to look for when packing your test materials

Please Remove:	Please Remember:
<ul style="list-style-type: none">• scratch paper• tape of any kind• Post-it™ Sticky Notes• staples• pins• paper clips	<ul style="list-style-type: none">• Remove them <div data-bbox="1020 505 1203 684"></div> <div data-bbox="1228 472 1449 638"></div> <div data-bbox="1470 444 1667 638"></div>
<ul style="list-style-type: none">• stray marks• light marks for answers	<ul style="list-style-type: none">• Erase any stray marks• Darken response marks so that they fill the circles. Complete erasures where the student changed answers.

Failure to do any of the above may result in a delay in getting your test scores back from Riverside.

Scorable Materials Include:

- Building (School) Identification Sheets
- Grade/Class Identification Sheets
- **All** Pre-ID barcoded Student Test Booklets, including unused test booklets
- All Pre-ID barcoded overage *CogAT* and *Iowa* test booklets

Scorable Materials Include:

Order For Scoring Service (OSS) Return

- The OSS should be returned in BOX #1 of the SCORABLE materials
- Failure to put the OSS sheets in Box #1 will cause a delay in your materials being processed

		SOUTH CAROLINA GRADE 2 GIFTED AND TALENTED TESTING PROGRAM FALL 2015 ORDER FORM FOR RIVERSIDE SCORING SERVICE® Grade 2			Riverside Use Only Program No. Data Set ID 102492592 Est. N-Count Attachments - Yes <input type="checkbox"/> Complete - No <input type="checkbox"/> # of Packages Received	
System Name for Reports A N D E R S O N 0 3				Test Date Month Day Year 11 03 2015		
Ship to <small>Please verify or correct the shipping address for your score reports</small> KATHY HIPP ANDERSON 03 335 West Front Street Iva SC 29655		Bill To Same as ship to <input type="checkbox"/> <small>(For additional orders only)</small> Name Title System Address City State SC Zip		Other Information # of Shipped Packages Phone # (864) 348 - 6196 Fax # E-mail hippk@anderson3.k12.sc.us Purchase Order # Signature _____ Date ____/____/____		
Check the Test(s) Administered for grade 2. _____ ITBS _____ CogAT				Enter the names of buildings and the number of test documents.		
		Enter Answer Document Count by Grade				
Building Name		GRADE		2		Total
		Test		IA		
		LEVEL		7		8
Flat Rock Elem.						
Riverside Use Only						
Iva Elem.						
Riverside Use Only						
Starr Elem.						
Riverside Use Only						
Total Number of Documents						
Test materials should be picked up by UPS no later than Monday, November, 16, 2015.						

Scorable Materials

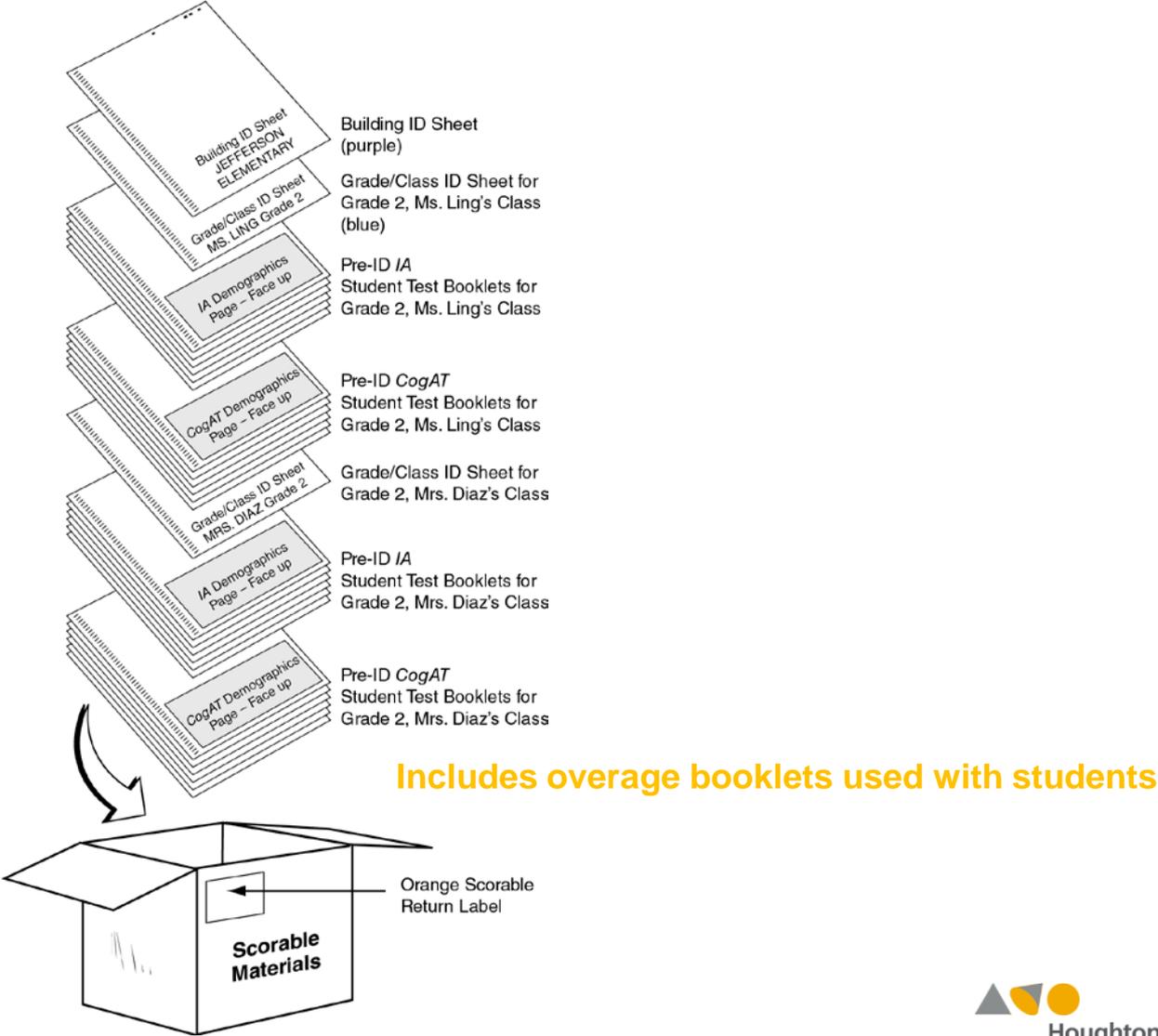
District Test Coordinators:

- Boxes should be packed by building
- Boxes should be numbered consecutively by district

School Test Coordinators:

- Follow diagram for packing test materials
- Pack *CogAT* and *IA* test booklets in bottom of scorable box
- Place Grade/Class Sheets on top of each class
- Place purple Building (Schools) Identification Sheet on top

Packing Scorable Materials at the Schools should follow this diagram (TCM page 41)



Scorable Return Label

- Please do not forget to check the orange scorable return label on Box #1 to alert Riverside Scoring Center that this box contains the green OSS sheets.

**SOUTH CAROLINA GRADE 2
GIFTED AND TALENTED TESTING
PROGRAM
SCORABLE MATERIALS
FALL 2015**

District Name _____

To:
Riverside Scoring Service
761 District Drive
Itasca, IL 60143-1319

BOX _____ of _____

Check if this box contains the Order Form for Riverside Scoring Service.

Nonscorable Materials

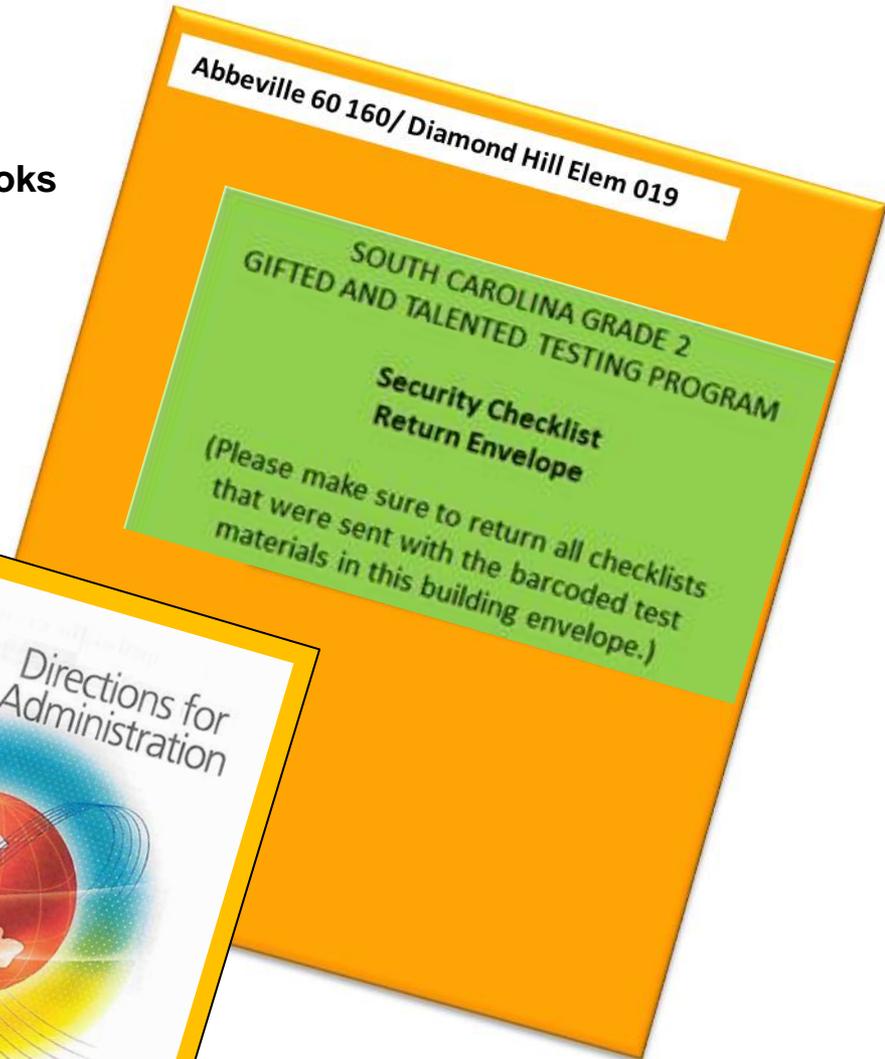
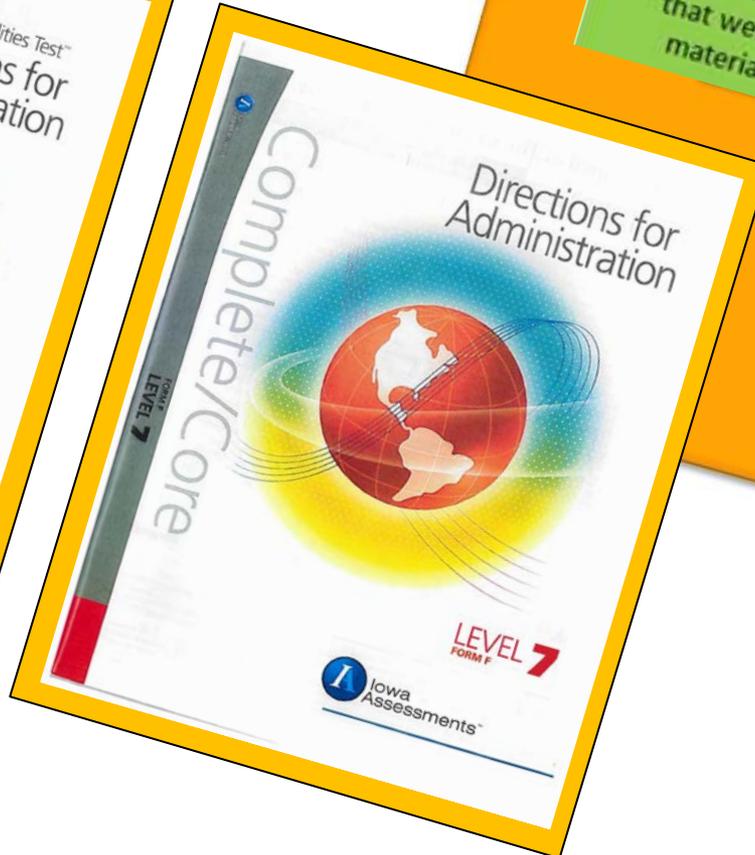
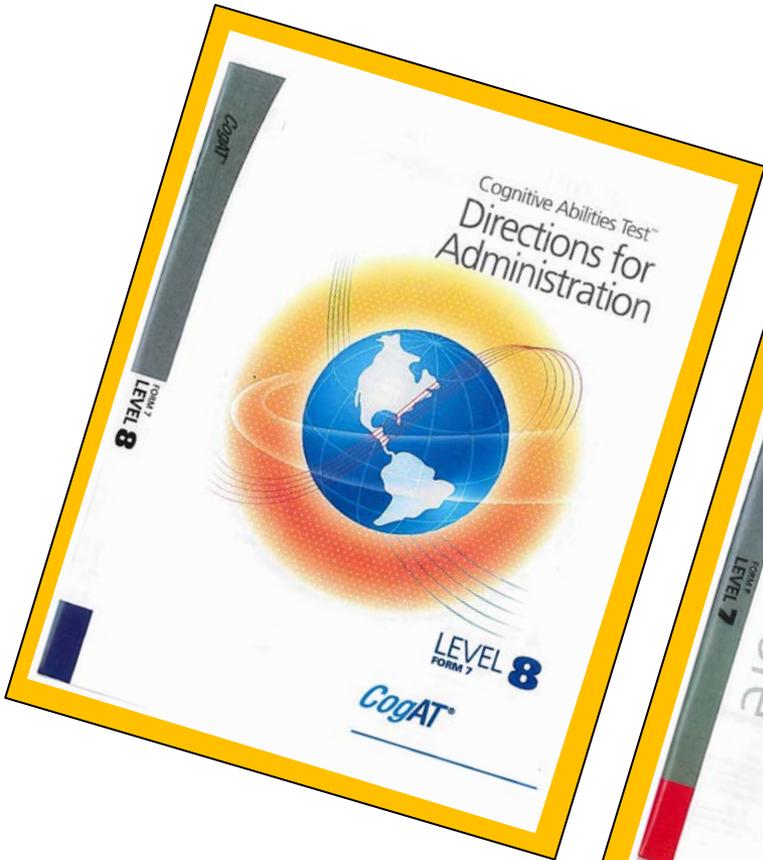
What are Nonscorable Materials?

- *Directions for Administration (CogAT and Iowa)*
- Unused Overage Test Booklets
- Large-Print Test Booklets
- School Security Checklists/Return Envelope

Please note – this list does **not** include students Pre-ID barcoded test booklets that were unused!

Nonscorable Materials

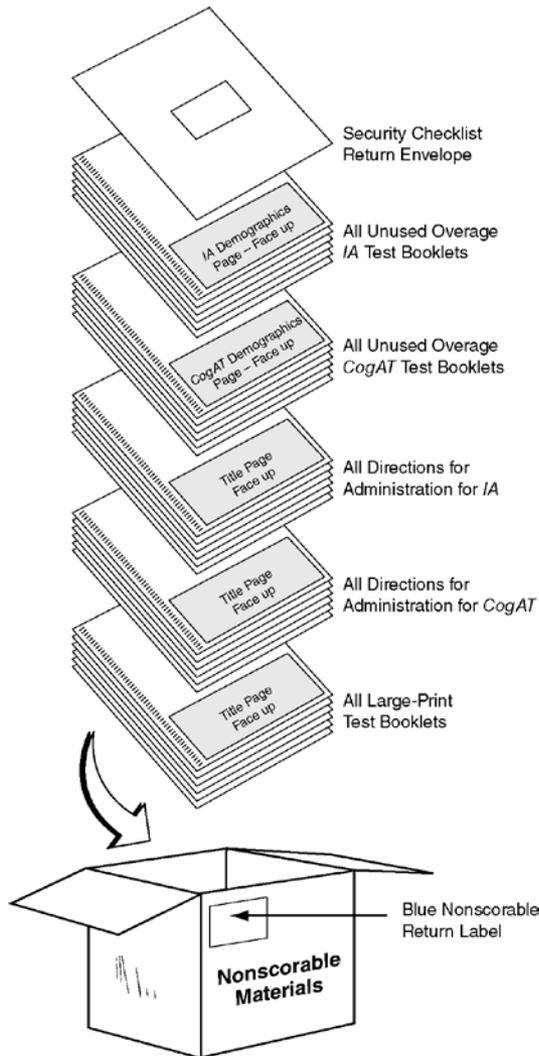
- Iowa and CogAT Directions for Administration books
- Unused Overage Test booklets
- Security Checklist Envelope



Nonscorable Materials

- Boxes should be numbered consecutively by district.
- Boxes should be packed by building.
- Materials can be combined between buildings to reduce the number of boxes being shipped back.

Packing Nonscorable Materials at the Schools should follow this diagram (TCM page 43)



**SOUTH CAROLINA GRADE 2
GIFTED AND TALENTED
TESTING PROGRAM
NON-SCORABLE MATERIALS
FALL 2015**

District Name _____

To:
Riverside Scoring Service
761 District Drive
Itasca, IL 60143-1319

BOX _____ of _____

- It is important that schools and districts follow the packaging instructions for the return of test materials.
- Scorable and nonscorable test materials are packaged in separate boxes.
- If test materials are packaged incorrectly, this may cause a delay in receiving your reports.



Don't forget – First in! First Out!

- A “first in/first out” reporting approach will be used for scoring services.
- If materials are shipped to Riverside by November 16 with no issues, reports will arrive in the district no later than **December 11.**
- Districts returning test materials after November 16 or with test materials with issues to be resolved will receive reports 15 business days after the test materials are ready to be processed.

Grade 2 Reports

The following is a list of reports each **district** will receive:

1. PDF files on CD-ROM include:

- List Report of Student Scores
- Classroom Summaries
- School Summaries
- District Summary

Plus 2 paper copies of the Profile Narrative

2. Each district will receive two copies of the student data file on CD-ROMs. One copy is for the DTC, and the other copy should be given to the Gifted & Talented Coordinator to be imported into the GIFT program.

The following is a list of reports each **school** will receive:

1. PDF files include:

- Profile Narrative
- List Report of Student Scores
- Classroom Summaries
- School Summaries

2. Student Data File on CD-ROM

3. Student Score Labels (1 for *Iowa*, 1 for *CogAT*)

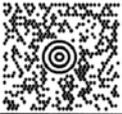
Note to DTC's:
This is a good slide to have handy when you are completing the green OSS sheet.

UPS RS Shipping Labels



Quick tip about new UPS RS labels

When shipping the test materials back to Riverside, be certain to cover the original shipping labels with black marker or paper.

JEAN SMITH (864) 366-5427 ABBEVILLE COUNTY SCH 400 GREENVILLE STREET ABBEVILLE SC 29620	25 LBS	2 OF 10
SHIP TO: SHIPPING DEPARTMENT (800) 323-9540 RIVERSIDE PUBLISHING 761 DISTRICT DRIVE ITASCA IL 60143-1319	RS	
	IL 603 9-06	
UPS 2ND DAY AIR	2	
TRACKING #: 1Z RV7 896 87 6178 6002		
		
BILLING: P/P DESC: PAPER TEST DOCUMENTS RETURN SERVICE		
Order Number: 233744 REF 2:ABBEVILLE COUNTY SCH		
RV7896 AUG 20, 2014 ALL CURR USD 2 OF 10 SVC 2DA ACT WT 25.0 LBS TRACKING# 1ZRV78968761786002 ORDER NUMBER: 233744 REF 2:ABBEVILLE COUNTY SCH		
HANDLING CHARGE 0.00 SVC 15.95 USD SINGLE-PIECE NR RATE CHRGS: DV 0.00 COD 0.00 RS 0.50 DC 0.00 DGD 0.00 SD 0.00 AH 0.00 PR 0.00 SP 0.00 TOT NR CHG 16.45 NR+HANDLING 16.45		

2 OF 10	RETURN SERVICE CUSTOMER RECEIPT
SHIP TO: SHIPPING DEPARTMENT (800) 323-9540 RIVERSIDE PUBLISHING 761 DISTRICT DRIVE ITASCA IL 60143-1319	<input type="text"/> CUSTOMER SERVICE 800-742-5877
PACKAGE CONTENTS: PAPER TEST DOCUMENTS	
Order Number: 233744 REF 2:ABBEVILLE COUNTY SCH	
IMPORTANT NOTICE TO ANYONE HANDING OVER GOODS TO UPS <small>This document is a receipt only and you are named on the attached label/shipment exclusively to identify such packages. The contract of carriage is between UPS and its customer. There is no contract between you and UPS. By handing over the goods to UPS, you agree that UPS collects the goods on behalf of its customer, and accepts no liability whatsoever to you or anyone other than its customer for any loss, delay, or damage to goods resulting from negligence or any other cause.</small>	
THIS RECEIPT IS TO BE RETAINED BY THE CUSTOMER RETURNING THE MERCHANDISE	
UPS 2ND DAY AIR	TR#: 1Z RV7 896 87 6178 6002

DTCs should make a copy of the UPS tracking numbers before shipping. Keep copies for your records.

Additional information about UPS RS shipping labels

- **Districts are responsible for scheduling a UPS pick-up for test materials and please provide our UPS Account Number **RV7-896**.**
- If your district has regular UPS service, UPS can collect the boxes during your regular pick-up time.
- If your district does not, Call UPS at 800.742.5877 on or before **Monday, November 16** to arrange a pickup at your district. When calling UPS, make sure to indicate that you are calling for a “Return Service” pickup, using a UPS RS labels.
- For your convenience, arrangements have been made to “Bill 3rd party” for this shipment. Therefore, you do not pay UPS.

If you need more UPS RS shipping labels...



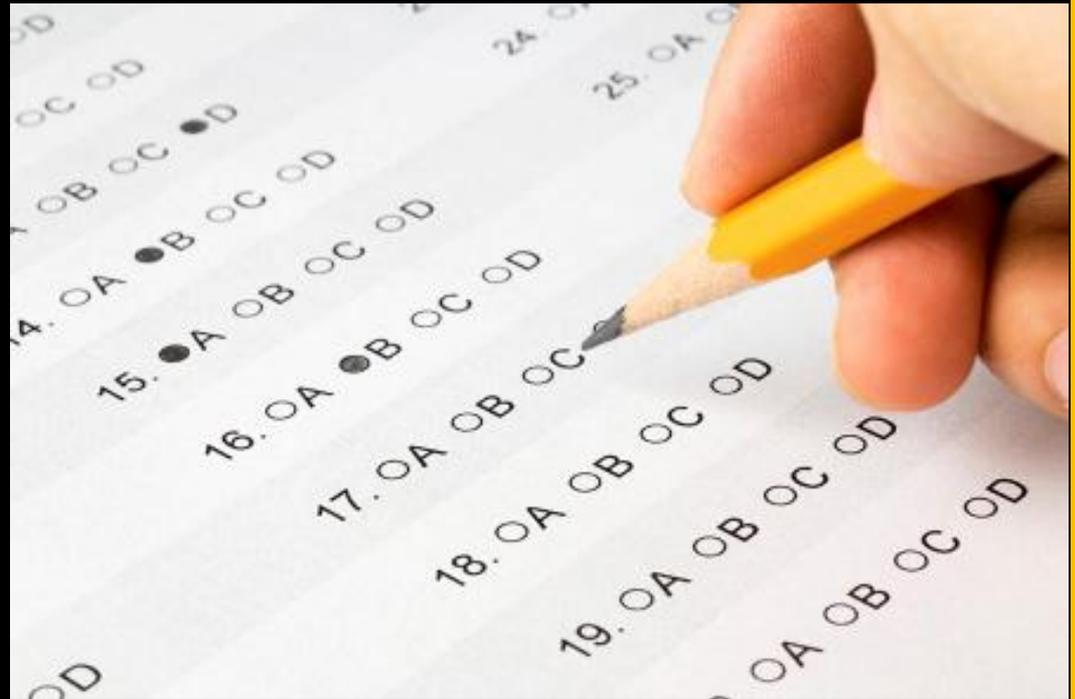
Call or e-mail Joe for more!

Joe's office: 630.467.6366

Joe's mobile: 224.587.9578

Joe's e-mail: joseph.adduci@hnhco.com

Make-Up Testing



Make-up Tests

If any students are absent at the time of testing, **every effort should be made to give them the opportunity to take the tests.**

Code any absent students under OFFICE USE ONLY field at the bottom of the demographic page and simply bubble in Z.

If a student took some of the tests, **do not** count the student as absent or excused.

Districts that need to do Make-Ups for students

Instances for make-ups include:

- Materials never arrived at Riverside for scoring
- Teacher did not administer all parts of the test they were required to do

The main goal is for districts to have their information back in time for the SC Performance Tasks Assessment testing window in late February.

Make-Up Testing Schedule

Districts need to match their scores and reconcile any discrepancies with Riverside	No later than 12/18/15
If your district needs to do make-ups, all orders need to be placed with Riverside	No later than 1/8/16
Make-Up Administration Window	1/14/16 – 1/21/16
Return test materials to Riverside	No later than 1/25/16
Score reports delivered if there are no alerts	2/17/16

Districts will not be allowed to administer make-ups to students outside of this schedule, so please make sure to look at your results immediately upon receipt.

Presenter: Sue Rawls

CogAT Ability Profile System

The logo for CogAT Form 7. The word "CogAT" is written in a large, blue, italicized serif font with a registered trademark symbol (®) to its upper right. Below it, the words "Form 7" are written in a smaller, blue, sans-serif font.

CogAT[®]
Form 7

[Learn More >>](#)

Cognitive Abilities Test™

CogAT Form 7, Level 8

Three batteries focused on reasoning abilities most related to academic success:

- Verbal
- Quantitative
- Nonverbal



Ability Profile System

1 Locate Individual Ability Profile Score

CogAT®

PROFILE NARRATIVE FOR AIDEN BAGSBY
Cognitive Abilities Test™ (CogAT®)

Class:	Class 1	Student:	Bagsby, Aiden
Building:	Building 1	Student ID:	000147549
District:	District 1	Form/Level:	7-9
System:	System 1	Test Date:	10/2012
Region:	Region 1	Norms:	Fall 2011
State:	State 1	Grade:	3

Abilities	Age Scores			APR Graph
	Standard Age Score	Stanine	Percentile Rank	
Verbal	108	6	66	
Quantitative	96	4	35	
Nonverbal	94	4	31	
Composite (VQN)	99	5	44	

Abilities	Raw Scores			Grade Scores		Local Scores	
	Number of Items	Number Att	Number Correct	National Stanine	National Percentile Rank	Local Stanine	Local Percentile Rank
Verbal	62	62	52	6	69	6	75
Quantitative	52	52	32	4	38	5	44
Nonverbal	56	56	36	4	34	4	40
Composite (VQN)				5	47	5	53

Notes:

Aiden's Profile of Test Scores

Aiden recently took the *Cognitive Abilities Test (CogAT)*. CogAT measures the development of verbal, mathematical, and spatial reasoning abilities that are essential for success in school. Students with different patterns of scores on CogAT have different learning styles. By knowing Aiden's learning preferences, teachers can help him achieve greater success in school.

Aiden's scores on the three batteries do not differ significantly. All three of his scores are in the range typically observed in students of this age. For students who have reasoning scores in the average range, the following steps may be helpful:

- Build on Aiden's strengths by encouraging academic accomplishments in areas that interest him.
- Point out how new skills and information build on knowledge and skills Aiden already has.
- Show Aiden how to break complex tasks into simpler steps. Model the steps as you explain them. Write the steps on a sheet of paper and let Aiden work with a partner to follow them. Teach Aiden study skills such as planning use of time, formulating questions to guide study, and taking notes.

More Information on Aiden's Scores

The sections to the left explain Aiden's performance using different types of comparisons and score scales.

- The Age Scores section compares his performance to students across the nation who are also 8.5 years old.
- The Grade Scores section compares his performance to students across the nation who are also in grade 3.
- The Local Scores section compares his age score performance to students in your local area who are also in grade 3.

Each of these sections includes one or more scores. The Stanine reports Aiden's performance on a scale from 1 (lowest) to 9 (highest). The Percentile Rank indicates the percentage of students in each comparison group whose scores fell below the score obtained by Aiden.

Aiden's ability profile is 5A. Visit www.cogat.com for more detailed information on profile 5A. Click on the "Interactive Profile Interpretation System" button. Enter 5A in the "Input Your Score Profile" section. Click "Search."

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Order# 00000000
RIVERSIDE
450 N. MISSION ST. SUITE 114 RIVERSIDE, CA 92501

Ability Profile System

2 Enter Profile Score on Web

The screenshot shows a Microsoft Internet Explorer browser window displaying the CogAT Interactive Ability Profile Site. The address bar shows the URL <http://www.iverpub.com/products/group/cogat6/input.jsp>. The page title is "CogAT Interactive Ability Profile Site" and the subtitle is "Based on the CogAT® Form 6 Interpretive Guide for Teachers and Counselors".

The page features a blue navigation bar with the text "COGNITIVE ABILITIES TEST" and a photograph of children working at a table. Below the navigation bar, there are links for "CogAT Home", "Support", and "Scoring".

The main content area contains the following text:

This site was built to enable teachers, counselors, and parents to interpret the *Cognitive Abilities Test™ (CogAT)* Ability Score Profiles for their students. [Click here to see A Note to Parents](#)

Directions: Enter a student's ability profile in the appropriate drop down boxes (see sample score for clarification). Once complete, click search, and an interpretation of the score will be provided.

Sample Score Profile:

Profile
↓
Stanine → 7C (V+ Q-) ← Relative Weakness
↑
Relative Strength

Input Your Score Profile:

Stanine:
Profile:
Relative Strength:
Relative Weakness:

Ability Profile System

3 View Instructional Strategies

The screenshot shows a web browser window titled "CogAT Interactive Ability Profile Site - Microsoft Internet Explorer". The address bar shows the URL "http://www.iverpub.com/products/group/cogat6/results.jsp". The page content includes a navigation menu with "CogAT Home", "Support", and "Scoring". A search bar shows "Search for Profile: 5B (V+)" and a link to "Enter Another Profile". The main content area is titled "Profiles 4B (V+), 5B (V+), and 6B (V+)" and contains a "Profile Explanation" section. Below the explanation is a list of instructional suggestions:

- [Characteristics of Students with These Profiles](#)
- [Instructional Suggestions for Profiles 4B \(V+\), 5B \(V+\), and 6B \(V+\)](#)
- [General Instructional Suggestions for All Students with a Median Stanine of 4, 5, or 6](#)
- [For Additional Information](#)

At the bottom of the list, there is a link to "Characteristics of Students with These Profiles" with a "[top]" link next to it.

Important links for CogAT™

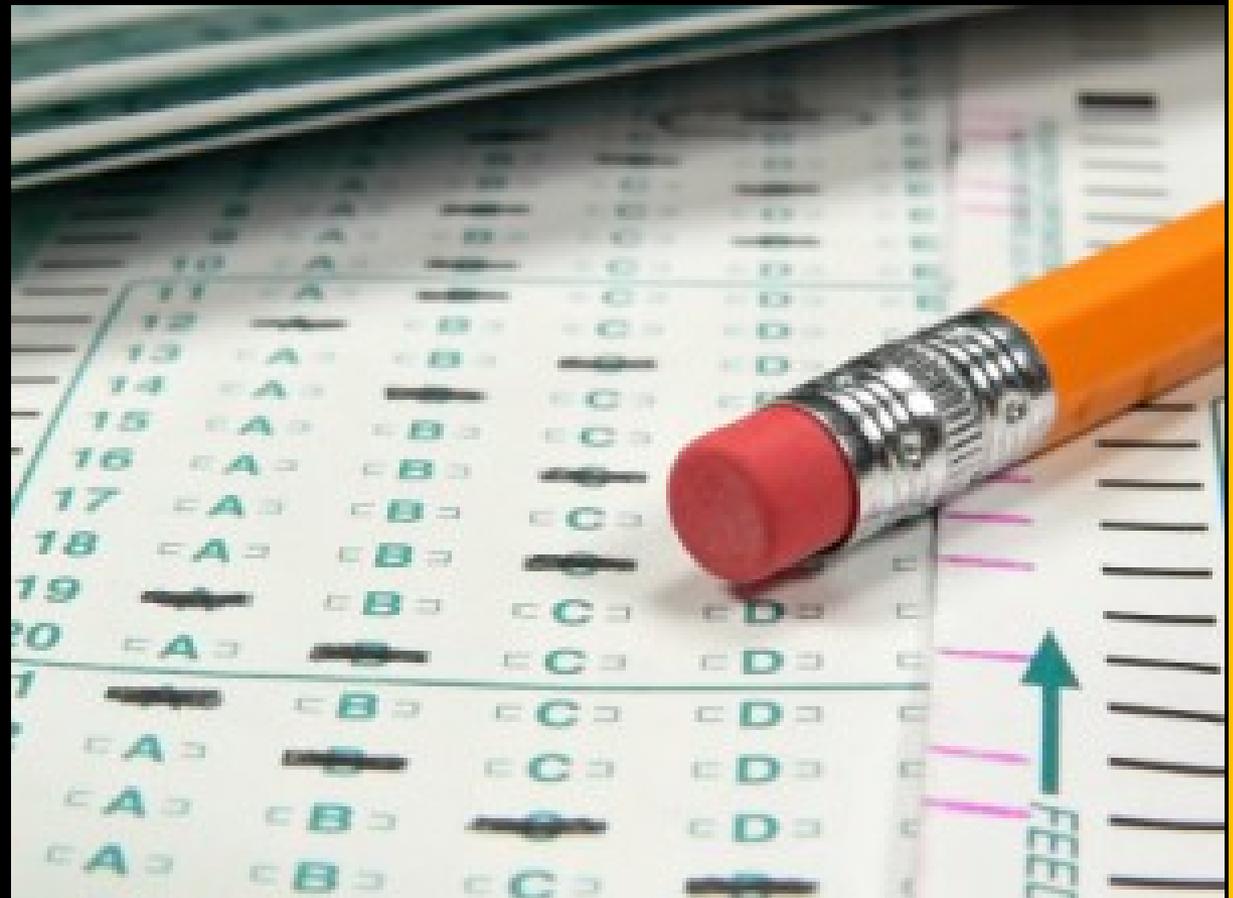
<http://www.riversidepublishing.com/products/group/cogata6/input.jsp>

This is the CogAT™ website hosted at Riverside Publishing.

<http://faculty.education.uiowa.edu/david-lohman/home>

This is Dr. Dave Lohman's website with links to his research papers on identifying Gifted children.

Ordering Off-Grade-Level Materials



Ordering off-grade-level materials

- Contact customer service at 1.800.767.8420 to order off-grade-level materials.
- Contact Sue Rawls with any questions about pricing at **704.620.8262**.
- Do **NOT** ship off-grade-level test materials with the on-grade-level test materials for this program.
- Do **NOT** use the orange scorable and blue nonscorable return labels when shipping off-grade-level test materials.

Let Sue tell you About...

- Data Plus Scoring (free CogAT Practice Activities, Directions for Administration, and many digital ancillaries).
- CogAT & Iowa Hand Scoring Package (DataManager Access for Hand-Scoring Customers) and the price is based upon one building/site only.
- Hand-Scoring DataManager Ancillary Access – Initial \$81.90 (per building price) ***first year only*
- Iowa Practice Tests

HMH Gifted and Talented Website:

<http://www.hmhco.com/country/us/south-carolina/assessments>

You can find an electronic version of the following on the Gifted and Talented Web Site:

- Test Coordinator Manual
- Pretest workshop PowerPoint
- SC Gifted and Talented Best Practices Manual
- Test security affidavit for DTCs and STCs
- Test security affidavit for TAs
- Optional test security affidavit for monitors (not required)
- Test Security Violation Forms

Questions?

