



Spring 2013 PASS

**Materials Overview  
for March and May  
Assessments**

*Please provide this document  
to School Test Coordinators  
and Test Administrators.*



## Overview

This document provides information that school and district administrators, as well as test administrators, need to know to ensure that all students receive the appropriate test materials for the PASS administration in March and May. District Test Coordinators (DTCs) must send this document to School Test Coordinators (STCs) and other appropriate school administrators. STCs should provide this document to all teachers and/or test administrators.

### District Materials

#### Lists:

**District Packing List**—specifies the types, quantities, and security number ranges of test materials contained in the district boxes. The packing list is enclosed in the last box of the district’s shipment; all four sides of this box are labeled with a round sticker indicating “District Materials Enclosed.”

**District Copies of School Packing Lists**—copies of the packing lists that accompany each school’s boxes of materials. This packing list is enclosed in the last box of the district’s shipment.

**School Box Range Sheet**—provides the box numbers assigned to specific schools. This list should be used when checking shipments to verify that all boxes have been received. This list is enclosed in the last box of the district’s shipment.

**Fall Assignment Code Lists (paper copies not provided; posted to eDIRECT only)**—indicates school codes that can be used when filling out the Fall Assignment information on the Answer Document Return Form or on a student’s scorable answer document.

#### Overage Materials:

**District Overage Materials**—includes materials such as test booklets and answer documents supplied to the district for filling school shortages.

**District Overage Security Checklists (paper copies provided; also posted to eDIRECT)**—lists security numbers of secure overage materials that districts automatically receive with their shipments.

#### Labels:

**Return Shipping Labels**—to be applied to boxes of PASS test materials being returned to the contractor.

**Do Not Score Labels**—to be applied to any pre-printed, used, or mislabeled answer documents that the contractor should not score.

**Home School Override Labels**—to be applied to overage answer documents for home school students. The demographic information on the answer documents must be coded when override labels are used.



## Envelopes:

**Rough Draft and Graphic Organizer Envelope (March only)**—used for returning rough drafts and graphic organizers.

**Response Envelope (March only)**—used for returning large-print test booklets/answer documents, scorable extended responses typed on separate paper, and scorable extended responses written on bold-line paper.

**Security Checklist Envelope**—used for returning security checklists.

## School Materials

### Lists:

**School Packing List**—specifies the types, quantities, and security number ranges of test materials contained in the school’s boxes. The packing list is in the box with a label indicating “Packing List Enclosed.” The packing lists are also available to view on eDIRECT.

**Fall Assignment Code Lists (paper copies not provided; posted to eDIRECT only)**—lists school codes that can be used when filling out the Fall Assignment information on an Answer Document Return Form or on a student’s scorable answer document.

**School Security Checklists (paper copies provided; also posted to eDIRECT)**—lists security numbers and student names for all secure materials. School Test Coordinators (STCs) and test administrators (TAs) use the checklists to: 1) sign out and sign in secure test materials; 2) indicate any materials not received; and 3) indicate any materials that were destroyed. Schools retain the yellow copy for their records.

**The School Security Checklist can be customized to a school’s specifications by downloading a copy from eDIRECT; it will be available in (.csv) format. This electronic copy can be used in place of the paper copy provided by the contractor.**

### Labels:

**Do Not Score Labels**—to be applied to any pre-printed, used, or mislabeled answer document that the contractor should not score.

**Override Labels**—to be applied to overage answer documents for students who do not have a precoded answer document. Override labels may also be applied to pre-printed answer documents that are no longer needed. Demographic information must be coded on the answer documents when override labels are used.

**New Student Precode Labels (May only)**—used on scorable answer documents for new students included on the March update precode file.

**Return Shipping Labels**—to be applied to boxes being returned containing PASS materials.



## Envelopes:

**Rough Draft and Graphic Organizer Envelopes (March only)**—used for returning rough drafts and graphic organizers.

**Response Envelopes (March only)**—used for returning large-print test booklets/answer documents, scorable extended responses typed on separate paper, and scorable extended responses written on bold-line paper.

**School Security Checklist Envelopes**—used for returning security checklists.

## Test Materials:

**Paper Bands (March only)**—used to bind PASS writing rough drafts and graphic organizers.

**Rulers, Protractors, and Reference Sheets (May only)**—materials to be distributed to students during the administration of the mathematics tests. Rulers will be provided for grades 3–5 mathematics, protractors will be provided for grade 5 mathematics, and reference sheets will be provided for grades 6–8 mathematics. Teachers may retain these materials for classroom use at the completion of testing.

**Answer Document Return Forms (paper copies not provided; posted to eDIRECT only)**—used to specify a fall assignment code (school number) for the distribution of Individual Student Reports and student labels. This form also indicates the number of answer documents that are being returned by the school. The number of answer documents being returned and the fall assignment codes are entered in eDIRECT under **Materials – Answer Document Return Counts**.

**Form A Test Booklets and Answer Documents**—produced for writing (March) and for English language arts (ELA), mathematics, science, and social studies.

**Form A Oral Administration Test Booklets**—ordered for students who require an oral administration of the Form A test, but do not need a large-print or loose-leaf test booklet.

**Customized Test Booklets**—includes large-print, loose-leaf, sign language, and Braille test booklets and answer documents. Customized test booklets are ordered for students with disabilities having an individualized education program (IEP) or a 504 Plan. Customized test booklets are available for all subjects and grades.

**Oral/Signed Administration Scripts, Audio CD-ROMs, and American Sign Language DVDs**—used to administer tests if the student’s IEP, 504 Plan, or IMP (or other ELL student accommodation plan) specifies the use of an oral or signed administration as an accommodation. Audio CD-ROMs are produced for grades 5–8 only.

In some cases, the audio CD-ROM may not automatically launch for testing when inserted into the student’s computer. In this case, use the file names listed in the following chart to prepare computers for testing.



Subject	Grade	CD Executable File Name	Subject	Grade	CD Executable File Name
Writing	5	PASS_WRIT_GR5_FormA.exe	Science	5	PASS_SCIENCE_GR5_FormA.exe
Writing	6	PASS_WRIT_GR6_FormA.exe	Science	6	PASS_SCIENCE_GR6_FormA.exe
Writing	7	PASS_WRIT_GR7_FormA.exe	Science	7	PASS_SCIENCE_GR7_FormA.exe
Writing	8	PASS_WRIT_GR8_FormA.exe	Science	8	PASS_SCIENCE_GR8_FormA.exe
ELA	5	PASS_ELA_GR5_FormA.exe	Soc. Studies	5	PASS_SOST_GR5_FormA.exe
ELA	6	PASS_ELA_GR6_FormA.exe	Soc. Studies	6	PASS_SOST_GR6_FormA.exe
ELA	7	PASS_ELA_GR7_FormA.exe	Soc. Studies	7	PASS_SOST_GR7_FormA.exe
ELA	8	PASS_ELA_GR8_FormA.exe	Soc. Studies	8	PASS_SOST_GR8_FormA.exe
Math	5	PASS_MATH_GR5_FormA.exe			
Math	6	PASS_MATH_GR6_FormA.exe			
Math	7	PASS_MATH_GR7_FormA.exe			
Math	8	PASS_MATH_GR8_FormA.exe			

***Note: Oral/Signed Administration Scripts should be ordered during online enrollment December 3–January 11. Oral/Signed Administration Scripts are the only test materials ordered via DRC’s online enrollment system.***

**Refer to the table on the following page as a guideline for ordering PASS test materials through PowerSchool Precode.**



**Precode Chart for Ordering PASS Test Materials**

Test Materials	For the student who:	Customized Test Booklet Field	Oral/Signed Administration Field
Form A Test Booklet	needs a regular (non-customized) test booklet <b>and</b> does <b>not</b> need an oral administration	0	0
Form A Test Booklet + Oral Administration Script*	needs a regular <b>or</b> Form A oral administration test booklet <b>and</b> an oral administration (read aloud) by a test administrator (TA)	0	1
Form A Test Booklet + Audio CD-ROM (NA for PASS grades 3 & 4)	needs a regular <b>or</b> Form A oral administration test booklet <b>and</b> an oral administration via computer	0	2
Form A Large-Print Test	needs large-print format (i.e., has difficulty reading standard size text) <b>and</b> does <b>not</b> need an oral administration	1	0
Form A Large-Print Test + Oral Administration Script*	needs large-print format (see above) <b>and</b> an oral administration by a TA	1	1
Form A Large-Print Test + Audio CD-ROM (NA for PASS grades 3 & 4)	needs large-print format (see above) <b>and</b> an oral administration via computer	1	2
Form A Loose-Leaf Test	needs loose-leaf format (i.e., removable pages and/or 1 item per page) <b>and</b> does <b>not</b> need an oral administration	2	0
Form A Loose-Leaf Test + Oral Administration Script*	needs loose-leaf format (see above) <b>and</b> an oral administration by a TA	2	1
Form A Loose-Leaf Test + Audio CD-ROM (NA for PASS grades 3 & 4)	needs loose-leaf format (see above) <b>and</b> an oral administration via computer	2	2
Form C Deaf/Hard of Hearing Test	is deaf or hard of hearing <b>and</b> does <b>not</b> need a signed administration	3	0
Form C Deaf/Hard of Hearing Test + Signed Administration Script*	is deaf or hard of hearing <b>and</b> needs a signed administration by a TA	3	1
Form C Deaf/Hard of Hearing Test + ASL DVD	is deaf or hard of hearing <b>and</b> needs a signed administration in ASL via DVD	3	3
Form C Braille Test Packet	reads classroom materials in Braille <b>and</b> does <b>not</b> need an oral administration	4	0
Form C Braille Test Packet + Oral Administration Script*	reads classroom materials in Braille <b>and</b> needs an oral administration by a TA	4	1

\*It is possible that teacher-level administration materials such as Form A or Form C Oral/Signed Administration Scripts will be ordered via online enrollment for some testing programs and/or test administrations. The SCDE and DRC will provide additional information at a later date. Nonetheless, the “Oral/Signed Administration” precode fields should be completed for each student regardless of the type of materials needed—i.e., teacher-level (such as scripts) or student-level (such as CDs or DVDs).