



Spring 2015 SCPASS

**Online Enrollment and
Materials Overview**

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



Overview

This document provides the information that schools and districts need to participate in Online Enrollment via the Enrollments system on eDIRECT. Please send this document to your School Test Coordinators and other personnel in your district who are authorized to order SCPASS materials.

Dates

The Enrollments system will be open from **January 12, 2015 through January 21, 2015** for the 2015 South Carolina Palmetto Assessment of State Standards (SCPASS) program.

After **January 21**, the data will become “read-only.”

Purpose

Schools and/or districts must complete the following tasks within the Enrollments system:

- Verify district-level contact and shipping information (DTCs only)
- Order the following **teacher-level materials**:
 - Form A Oral Administration Scripts
 - Form C Braille Oral Administration Scripts
 - Form C Signed Administration Scripts
- Review a summary of orders at the school and district level
- Review a status report showing if enrollments are *Not Started*, *In Progress*, or *Completed* at the school level.

All student information submitted via the March Update Precode file will be populated into eDIRECT Test Setup. Students will be placed into test sessions regardless of their online testing designation. Accommodations should still be completed, as this will ensure students are loaded into test sessions with the appropriate accommodations.

Log-In Page

1. Access the Enrollments system by logging into the Website address: www.sc.drcedirect.com.
2. Select *Materials*.
3. Select *Enrollments*.

The following menu screens will be available: *Enter Teacher Materials*, *Summary*, and *Status Report*.



Enter Teacher Materials

The *Enter Teacher Materials* screen is used for entering the number of Form A Oral Administration Scripts, Form C Braille Oral Administration Scripts, and Form C Signed Administration Scripts needed for each grade and subject in a school.

Instructions

1. Select *Administration*, *District*, and *School* to enter quantities.
2. Click on the *Show Enrollments* button.
3. Enter the quantity of Form A Oral Administration Scripts, Form C Braille Oral Administration Scripts, or Form C Signed Administration Scripts needed for each grade and subject.
4. Click the *Save* button to save your changes. Materials may be increased or decreased by changing the quantities and re-saving.
5. Hit the *Complete* button once final enrollments are entered. This will change the status in the *Status Report* screen to complete.

Home School Students. Materials needed for home school students should **not** be ordered via online enrollment. Materials for these students can be obtained through district overage or additional materials.

New Students. Test booklets and answer documents from overage should be used for any new students enrolled after submitting the precode file. Districts may place orders for additional materials if overage is depleted.

Shipping Information

DTCs only: To ensure DRC has accurate information for your district, please review the pre-populated information such as Contact Name, Phone Number, and Shipping Address on the screen. Test materials and reports will be sent to the district shipping address.

Instructions

1. Select *Enrollments*.
2. Select *Show Enrollments*.
3. Select *Enter Enrollments*.
4. Select the *Update Contacts and Addresses* button.
5. Make the necessary changes, and click *Save*.

Contact information can also be viewed on the *Summary* screen.



Summary

The *Summary* screen allows districts and schools to verify the test material quantities that were entered by grade and subject. Schools will be able to view the quantities at a school-level, while districts will be able to view total quantities at the district-level. The *Summary* screen can be printed by clicking on the *Print* button.

Status Report

The Status Report screen provides information regarding districts' and schools' progress toward the completion of data entry in the Enrollments system. Status levels include *Not Started*, *In Progress*, and *Completed* and can be displayed at the State, District, or School level.

The enrollment status can be exported to Excel by clicking on the *Export to Excel* button.

Materials to Order via Enrollment System

The teacher-level materials listed below can be ordered via the Enrollments system. Student-level materials for oral and signed administrations (i.e., Form A audio CD-ROMs and ASL DVDs) are ordered through precode.

Please note that these materials are available only for students who have an IEP, 504 Plan, or ELL student accommodation plan that requires an oral or signed administration of the test. Customized materials ordered for the test must be consistent with those accommodations used routinely in classroom instruction and assessment throughout the school year.

Teacher-Level Materials

- **Form A Oral Administration Script (OAS)**—This script must be used if directions, questions, and answer choices for a Form A test are to be read by the test administrator. This script may be used with regular print, large-print, or loose-leaf versions of the Form A test. For Social Studies, the Form Number must be H01. Do not use with Braille or Sign Language test booklets.
- **Form C Braille Oral Administration Script (OAS)**—This script must be used if the directions, questions, and answer choices for a Braille test form are to be read by the test administrator. Use this script with a Form C Braille test booklet.
- **Form C Signed Administration Script (SAS)**—This script must be used if directions, questions, and answer choices for a sign language test are to be signed in American Sign Language (ASL), Pidgin Signed English (PSE), or Signed Exact English (SEE) by the test administrator. Use this script with a Form C Sign Language test booklet.



Other Materials Provided to Districts and Schools

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 SCPASS 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.



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 the Answer Document Return Form or on a student’s scorable answer document.

School Security Checklists (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.

The School Security Checklist can be customized to a school’s specifications; it will be available in (.csv) format.

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—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 SCPASS materials.

Test Materials:

Periodic Tables (Grade 7 Science only)—materials to be distributed to students during the administration of the grade 7 science test. Teachers may retain these materials for classroom use at the completion of testing.

Answer Document Return Forms (posted to eDIRECT)—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 Science Test Booklets, Form A Social Studies Test Booklets, and Answer Documents—one per student.



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 who have an IEP or a 504 Plan that specifies the use of these materials. 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 ELL student accommodation plan specifies the use of an oral or signed administration as an accommodation. Audio CD-ROMs are produced for use with all grades 4–8 Form A (regular print, large-print, loose-leaf) test booklets. Note that the student must have a print copy of the appropriate test booklet when using an audio CD-ROM or ASL DVD.

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
Science	4	SCPASS_SCIENCE_GR4_FormA.exe
Science	5	SCPASS_SCIENCE_GR5_FormA.exe
Science	6	SCPASS_SCIENCE_GR6_FormA.exe
Science	7	SCPASS_SCIENCE_GR7_FormA.exe
Science	8	SCPASS_SCIENCE_GR8_FormA.exe
Soc. Studies	4	SCPASS_SOST_GR4_FormA.exe
Soc. Studies	5	SCPASS_SOST_GR5_FormA.exe
Soc. Studies	6	SCPASS_SOST_GR6_FormA.exe
Soc. Studies	7	SCPASS_SOST_GR7_FormA.exe
Soc. Studies	8	SCPASS_SOST_GR8_FormA.exe



Online Testing

For the 2015 administration, the following accommodations will be available via the INSIGHT online testing system.

Accommodation	Description
Oral Administration (Human Voice)	Audio oral administration files will be loaded into the online system so that students may test via INSIGHT. Note: Use of a TSM is mandatory with this feature.
Loose-Leaf Test	Students who use loose-leaf test materials may take their test via INSIGHT. In the online system, one question is presented on each screen. A print copy of the loose-leaf test booklet will also be provided.
Large-Print Test	Students who use large-print test materials may take their test via INSIGHT. In the online system, the test is fully scalable, so students can view the items in a larger format by testing on a workstation with a larger monitor. A print copy of the large-print test booklet will also be provided.
Signed Administration (ASL Video)	The signed administration video for American Sign Language (ASL) will be loaded into the online system along with the sign language test form. Students needing the signed administration may test with INSIGHT via a Windows computer without the use of a separate sign language DVD and without a print copy of the test booklet. Note: Use of a TSM is mandatory with this feature.

Refer to the table on the following pages as a guideline for ordering SCPASS test materials through PowerSchool Precode.



Precode Chart for Ordering SCPASS Test Materials

Note: Students with an online testing designation as “N” are considered paper/pencil testers. However, student data will be loaded into Test Setup in eDIRECT and students will be placed into a test session. Students who test via paper/pencil do not have to be removed from the online test sessions.

Test Materials	For the student who:	Customized Test Booklet Field	Oral/ Signed Administration Field	Online Testing Designation	SCPASS Action
Form A Test Booklet	needs a regular (non-customized) test booklet and does not need an oral administration	0	0	Y	Student will be placed into a test session as an online tester with a regular Form A test.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session and may test online if desired.
Form A Test Booklet + Oral Administration Script	needs a regular or Form A oral administration test booklet and an oral administration (read aloud) by a test administrator (TA)	0	1	Y	Student will be placed into a test session as an online tester with an oral administration (HVA) accommodation and Form A oral administration test form.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form A Test Booklet + Audio CD-ROM	needs a regular or Form A oral administration test booklet and an oral administration via computer	0	2	Y	Student will be placed into a test session as an online tester with an oral administration (HVA) accommodation and Form A oral administration test form.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form A Large-Print Test	needs large-print format (i.e., has difficulty reading standard size text) and does not need an oral administration	1	0	Y	Student will be placed into a test session as an online tester with a large-print accommodation and Form A test; student will also be given a paper copy of the Form A large-print test booklet.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form A Large-Print Test + Oral Administration Script	needs large-print format (see above) and an oral administration by a TA	1	1	Y	Student will be placed into a test session as an online tester with large-print and oral administration (HVA) accommodations and Form A oral administration test form; student will also be given a paper copy of the Form A large-print test booklet.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form A Large-Print Test + Audio CD-ROM	needs large-print format (see above) and an oral administration via computer	1	2	Y	Student will be placed into a test session as an online tester with large-print and oral administration (HVA) accommodations and Form A oral administration test form; student will also be given a paper copy of the Form A large-print test booklet.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form A Loose-Leaf Test	needs loose-leaf format (i.e., removable pages and/or 1 item per page) and does not need an oral administration	2	0	Y	Student will be placed into a test session as an online tester with a loose-leaf accommodation and Form A test; student will also be given a paper copy of the Form A loose-leaf test booklet.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form A Loose-Leaf Test + Oral Administration Script	needs loose-leaf format (see above) and an oral administration by a TA	2	1	Y	Student will be placed into a test session as an online tester with loose-leaf and oral administration (HVA) accommodations and Form A oral administration test form; student will also be given a paper copy of the Form A loose-leaf test booklet.



Test Materials	For the student who:	Customized Test Booklet Field	Oral/ Signed Administration Field	Online Testing Designation	SCPASS Action
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form A Loose-Leaf Test + Audio CD-ROM	needs loose-leaf format (see above) and an oral administration via computer	2	2	Y	Student will be placed into a test session as an online tester with loose-leaf and oral administration (HVA) accommodations and Form A oral administration test form; student will also be given a paper copy of the Form A loose-leaf test booklet.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with above accommodations, and may test online if desired.
Form C Sign Language Test	is deaf or hard of hearing and does not need a signed administration	3	0	Y	Student will be placed into a test session as an online tester with the sign language (Form C/C-SL) test.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with the accommodation above, and may test online if desired.
Form C Sign Language Test + Signed Administration Script	is deaf or hard of hearing and needs a signed administration by a TA	3	1	Y	SCPASS student will be placed into a test session as an online tester with an ASL VSL accommodation and sign language (Form C-SL) test.
				N	SCPASS student is considered a paper/pencil tester. Student will also be placed into an online test session with the above accommodations, and may test online if desired.
Form C Sign Language Test + ASL DVD	is deaf or hard of hearing and needs a signed administration in ASL via DVD	3	3	Y	Student will be placed into a test session as an online tester with an ASL VSL accommodation and sign language (Form C/C-SL) test.
				N	Student is considered a paper/pencil tester. Student will also be placed into an online test session with the above accommodations, and may test online if desired.
Form C Braille Test Packet	reads classroom materials in Braille and does not need an oral administration	4	0	Y	Student will not be placed into a test session. Student is considered a paper/pencil tester.
				N	
Form C Braille Test Packet + Oral Administration Script	reads classroom materials in Braille and needs an oral administration by a TA	4	1	Y	Student will not be placed into a test session. Student is considered a paper/pencil tester.
				N	