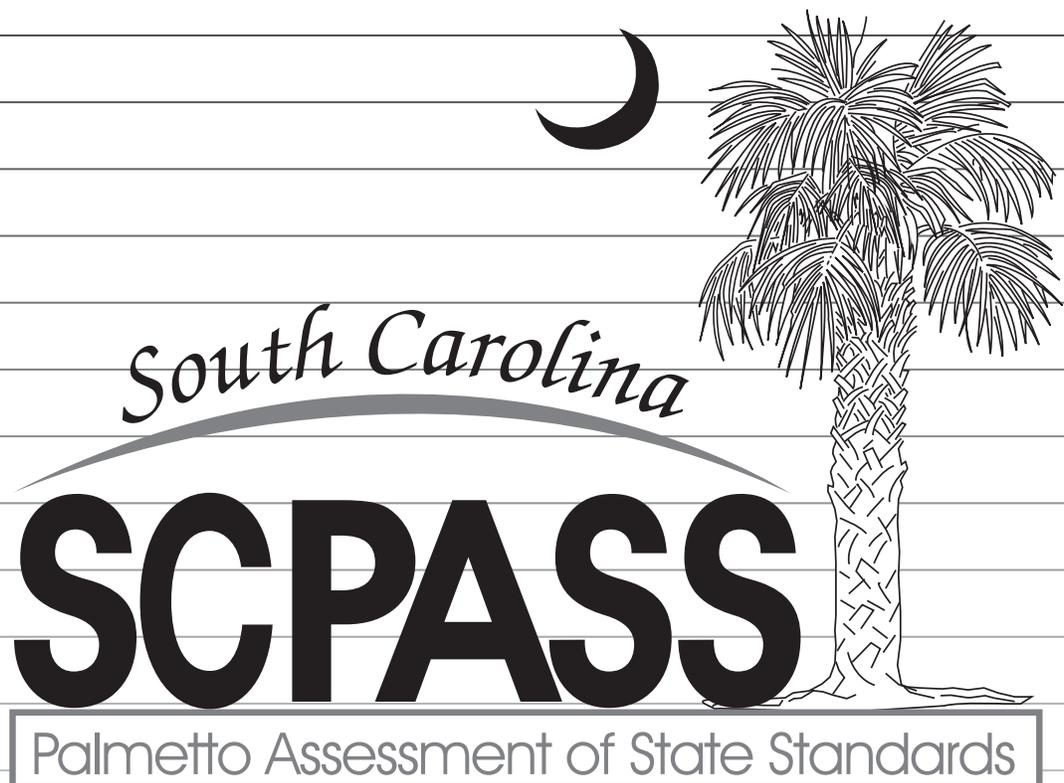


District Test Coordinator's Supplement

Spring 2015



Spring 2015 SCPASS Testing Schedule

DATE	EVENT
March 25	WebEx pretest training session for DTCs
March 26	WebEx training session for Technology Coordinators (for online testing)
March–April	Schedule and conduct training sessions for STCs, TAs, and monitors
April 6	Online testing engine, Online Tools Training (OTT), and tutorials available
By April 16	Materials arrive in districts
May 7 (Thursday)	Science test (paper/pencil administration)
May 7–May 22	Science testing window (online administration)
May 8 (Friday)	Social Studies test (paper/pencil administration)
May 8–May 22	Social Studies testing window (online administration)
By May 8	Contact UPS to schedule Return Shipment 1 pick-up
By May 12	Return scorable and nonscorable materials in Return Shipment 1 via UPS
Through May 15	Paper/pencil make-up testing
By May 15	Contact UPS to schedule Return Shipment 2 pick-up
By May 19	Return all secure materials remaining in district in Return Shipment 2 via UPS

DRC Contact Information

Phone: 1-800-451-7834

Fax: 1-866-237-9314

E-mail: SCProject@datarecognitioncorp.com

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Inventory Test Materials

1. Confirm the total number of district and school boxes received with the number indicated on the label of the last box. All district materials will be packaged in white boxes. District administrative materials will be packaged in the last box of the district's shipment. This box will be identified by a round "District Materials Enclosed" sticker on all four sides of the box.
2. Use the School Box Range Sheet to confirm the total number of boxes specified for each school.
3. Call DRC if any boxes are missing or if you receive boxes that should have been delivered to another district. If you receive materials for a school that is not testing, you should return the materials to DRC with your other schools' materials **after** testing.
4. Make arrangements for distributing test materials to each school.
5. Verify the contents of the district overage boxes by comparing ranges of security numbers on the security range sheets with those listed on the District Overage Security Checklist and packing lists (found in the last box). The numbers on the range sheets are visible through the shrinkwrapped packages.
6. You should not open packages of secure shrinkwrapped materials that you will not be using. Return the unused secure materials to DRC in unopened packages; DRC will check in the materials as returned. If you open a shrinkwrapped package of materials, you must remove each test booklet or answer document from the pack and discard the shrinkwrap. Overage answer documents without a label will be checked in as unused and will not be scored.
7. From district overage, select and prepare all test materials required for **home school students** (including home school override labels) as needed.
8. After all schools have inventoried their materials, notify DRC via fax or e-mail if any secure materials are missing.
9. Work with the STCs to determine whether to use test materials with rips, folds, creases, and poor print quality or other types of irregularities. Call DRC if there are any questions about whether damaged materials should be used.
10. Create a district security file to store signed Test Security Agreements and all documentation from STCs regarding any test security violations. Keep these signed forms on file for three years. Do not send the forms to the SCDE or DRC.

Guidelines for Using Electronic Security Checklists

 Paper versions of the security checklists are no longer available. Districts and schools must use the electronic security checklists for paper/pencil test materials. The guidelines for using the electronic security checklists are as follows.

- Open the .csv file posted on eDIRECT for your district's overage security checklist. Save the file as an Excel spreadsheet, using your district name, assessment program name, and "Security Checklist" as the file name. For example, "Abbeville SCPASS Security Checklist."

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- The information on the spreadsheet may be sorted, as needed. Complete the information on the Excel spreadsheet security checklist in the same manner as paper (e.g., use the appropriate columns to input school name, STC/DTC initials, initials when packaging materials for return, and any notes).
- Log additional materials received using the blank rows at the bottom of the Excel spreadsheet. Do not use a separate tab to log this information.

Note: Security checklists are not used for online testing **except** in cases where a student uses large-print or loose-leaf test materials. For most online testers, the only secure paper materials will be test tickets. STCs will print and use the online testing rosters to sign-out/sign-in the student test tickets to/from test administrators.

Resolving School Shortages

- Use district overage for schools that did not order sufficient materials. Sign out these materials using the District Overage Security Checklist.
- You may transfer customized and overage test materials assigned to one school to another school within your district. Complete an **Intra-District Transfer** form and fax or e-mail it to DRC. DTCs should keep a copy for their records. An electronic version of this form is available on eDIRECT.
- School-specific materials such as override labels and return shipping labels may **not** be transferred to another school. These materials must be ordered for a specific school.
- If the quantity of district overage materials is insufficient to cover shortages or if more school-specific materials are needed, the **DTC** should complete and e-mail the appropriate **Additional Materials Order Form** to DRC. Electronic versions of these forms are available on eDIRECT.
- **The deadline for ordering additional materials is May 14.**
- Check with all schools in your district before placing an order for additional materials so that only one order is necessary.
- Once additional materials are received, record the security numbers of all secure materials on blank rows at the bottom of the electronic security checklist.

Return Shipment 1

Deadline for Return: Tuesday, May 12, 2015

The materials in Return Shipment 1 are to be returned via UPS.

Follow these procedures to return **scorable materials**. Every school doing paper/pencil testing must return scorable test materials in Return Shipment 1. Returning nonscorable materials in Return Shipment 1 is optional.

1. **Collect** the box(es) of used test materials from the STCs.
2. **Confirm** that the materials were packaged into scorable and nonscorable boxes. Scorable boxes should contain all answer documents for students who have completed SCPASS paper/pencil testing. Nonscorable boxes should contain all used test booklets and customized materials that are no longer needed for testing.

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3. Ensure that each **scorable** box has a **pink** return shipping label affixed and each **nonscorable** box has a **gray** label affixed. The return labels contain barcodes identifying the school. DO NOT allow schools to share return shipping labels. If you need additional labels, contact DRC.
4. **Verify** that the STC has marked box __ of __ being returned to the DTC.
5. Place a white **overnight** UPS return service label on the top of each scorable box being returned. Place a white **ground** UPS return service label on any nonscorable boxes being returned.
6. **Separate** the boxes into two groups according to the color of the return shipping label—either pink or gray.
7. **Keep** all boxes for a school together and **store** the materials in a secure place until UPS arrives.
8. If you do not have a daily scheduled UPS pickup, call UPS at 1-866-857-1501. Tell UPS that you would like to schedule a pickup and that you have return service labels. Give the service representative the tracking number of each UPS return service label. This will let UPS know that DRC will be paying all return charges. Also, tell the service representative what day and time your packages will be ready for pickup.

The UPS pick-up deadline for your return shipment 1 is **Tuesday, May 12**.

Please note: There is a tear-off portion of the UPS-RS label. You can retain the bottom portion of the label for your records as it will contain the tracking number for the package.

Return Shipment 2

Deadline for Return: Tuesday, May 19, 2015

The materials in Return Shipment 2 are to be returned via UPS.

You should receive the following materials from each STC:

- school boxes containing scorable and nonscorable materials
- used test materials for home school students.

Note: If you would like your STCs to package their home school materials in their scorable and nonscorable school boxes, you may instruct them to do so.

School Boxes

Do not allow schools to share return shipping labels. If you need additional labels, contact DRC.

1. Ensure that each **scorable** box has a **pink** return shipping label affixed and that each **nonscorable** box has a **gray** label affixed.
2. **Verify** that the STC has marked box __ of __ being returned to the DTC.
3. Place a white **overnight** UPS return service label on the top of each scorable box being returned. Place a white **ground** UPS return service label on the top of each nonscorable box being returned.

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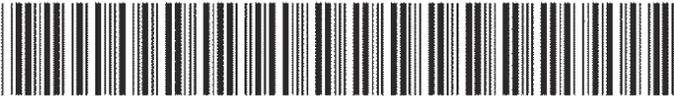
4. **Separate** the boxes into two groups according to the color of the return shipping label—either pink or gray.
5. **Store** the boxes of materials in a secure place until they are picked up by UPS.

Home School Materials

1. **Collect** all test materials for home school students from STCs (unless you instructed STCs to place home school materials in their school boxes).
2. **Make sure** a home school override label has been completed and placed on each answer document that should be scored. Ensure that the label indicates “Home School” for the school name. (See sample below.)

^ ALIGN TOP OF LABEL ^
SCPASS OVERRIDE LABEL

Student: _____
PS#: _____ State ID: _____
Teacher: _____ DOB: _____
School: Home School
District: Middleville



P520416 00000001 2

3. **Make sure** that all necessary demographic coding has been completed on each answer document that should be scored. Also make sure that the form type (and, for social studies, the form number) are coded for each subject. If a home school student used accommodations, make sure the accommodation codes for each subject are completed on the answer document.

Failure to code these fields may result in inaccurate scoring of the test. Rescores will be at the district's expense.

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District Boxes

Materials needed: original shipping boxes, DRC-provided plastic bags, **pink** and **gray** return shipping labels, and white UPS return service labels (**overnight** and **ground**).

1. Using the original shipping boxes and plastic bags, separate and package test materials into scorable and nonscorable boxes. **Only scorable materials need to be placed within the plastic bags.**

Scorable materials include:

- Scorable answer documents for all home school students

Nonscorable materials include:

- Remaining home school test materials (e.g., test booklets, customized administration materials)
- All secure district overage materials, including unused answer documents (If you signed secure district overage materials out to a school, those materials will be returned in that school's boxes.)

Note: If STCs were instructed to package home school materials in their school boxes, only district home school materials will be packaged with the district overage materials in the district boxes.

2. **Place** newspaper or other packing materials at the top of each box, if needed, to keep materials immobile during transit.
3. **Securely seal** the boxes and ensure that each **scorable** box has a **pink** return shipping label affixed and each **nonscorable** box has a **gray** label affixed. More information can be found on the Return Packaging Instructions Checklist on pages 6 and 7.
4. Place a white **overnight** UPS return service label on the top of each scorable box being returned. Place a white **ground** UPS return service label on the top of each nonscorable box being returned.
5. **Store** the boxes of materials in a secure place until they are picked up by UPS.
6. If you do not have a daily scheduled UPS pickup, call UPS at 1-866-857-1501. Tell UPS that you would like to schedule a pickup and that you have return service labels. Give the service representative the tracking number of each UPS return service label. This will let UPS know that DRC will be paying all return charges. Also, tell the service representative what day and time your packages will be ready for pickup.

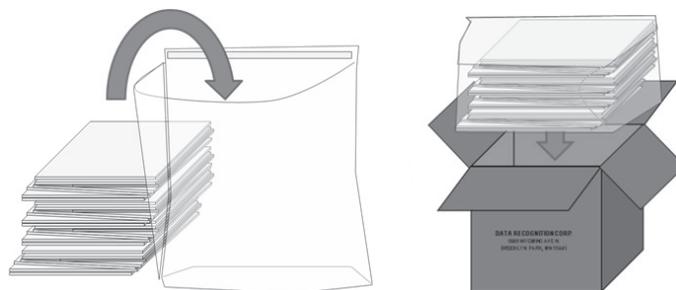
The UPS pick-up deadline for your return shipment 2 for May is **Tuesday, May 20**.

Please note: There is a tear-off portion of the UPS-RS label. You can retain the bottom portion of the label for your records as it will contain the tracking number for the package.

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RETURN PACKAGING INSTRUCTIONS CHECKLIST

- Place all SCORABLE test materials in plastic return bags provided by DRC, seal the bags tightly, and place them in the SCORABLE boxes.



- Place all NONSCORABLE test materials in the NONSCORABLE boxes. (Plastic bags are not needed for NONSCORABLE materials.)

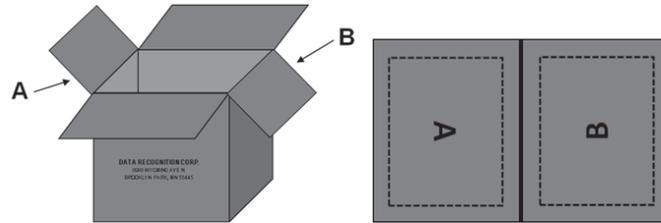


- Fill any empty space in the boxes with crumpled paper or bubble wrap ensuring that testing material does not shift during transit. Make sure you fill voids to the top of the box.



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- Fold the outer flaps (with old shipping labels) in exposing the A&B flaps.



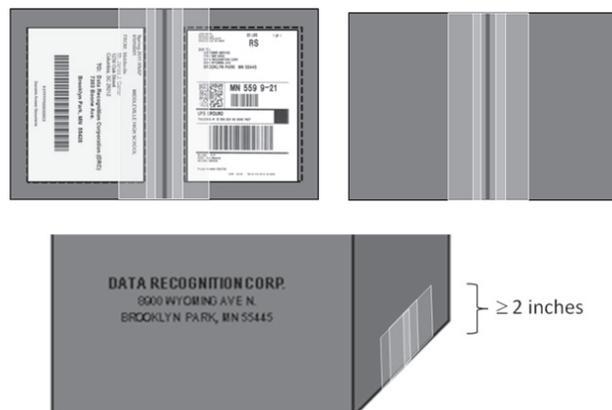
- Affix the appropriate colored DRC label on Flap A of return box.



- Affix the carrier label on Flap B of return box (if applicable).



- Tape boxes securely by using three (3) pieces of packing tape on BOTH the top and bottom. Overlap the tape, and make sure it wraps around the sides at least 2 inches.



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Guidelines for Returning Electronic Security Checklists

Use these guidelines to return the security checklists to DRC.

- The day after make-up testing is complete, collect the completed school security checklists (in Excel format) from all STCs in your district.
- Consolidate all school security checklists and your district overage security checklist into one Excel file, using one tab for each school and one tab for your district. Name each tab according to the applicable School Identification Number (SIDN). This can be done by double-clicking the tab title and typing in the number.
- Within one week after testing, send the consolidated Excel file to the South Carolina Project Team (scproject@datarecognitioncorp.com) via e-mail attachment.

Guidelines for Returning Electronic Seating Charts

Seating charts may be returned via hard copy or electronically via e-mail. If hard copies of seating charts are being returned, STCs should clip the charts together and place them in the nonscorable school boxes in return shipment 1 and/or 2.

- If seating charts are being returned electronically, STCs should scan the charts and send them to you as e-mail attachments.
- It is recommended that you save the electronic seating charts into school folders and then compile the school folders into a district zip file.
- Within one week after testing, send the district file of seating charts to the South Carolina Project Team (scproject@datarecognitioncorp.com) via e-mail attachment.

Nonsecure Materials

Do not return *TAMs*, periodic tables, or unused labels. Retain copies of the *TAM* after testing for reference purposes. Other materials may be discarded or retained for use after the end of the assessment(s).

Forms

The following forms are now electronic and can be found on eDIRECT (sc.drccdirect.com) under the SCPASS Spring 2015 documents section:

- Additional Materials Order forms
- Intra-District Transfer form
- Scoring Request form
- Seating Charts (PowerPoint, with templates)

If you have any questions regarding the use of these forms, contact DRC via phone or e-mail.

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Comments

The SCDE values your feedback and reviews all comments. The SCPASS program will be enhanced based on your suggestions. If you have feedback regarding the SCPASS administration, or if you receive feedback from your STCs/TAs, please provide this via e-mail to the South Carolina Project Team.



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