



**South Carolina
Alternate Assessment
(SC-Alt)**

**District Test
Coordinator's
Supplement**

Spring 2015

Science

Social Studies

2015 South Carolina Alternate Assessment (SC-Alt) Schedule

SC-Alt test administrator training for individuals new to the SC-Alt operational administration (did not administer in 2013 or 2014)	January 26–30, 2015
District-level SC-Alt test administrator training for all test administrators	February 2–27, 2015
Precoded Student Identification Reports posted to district sFTP site	January 29, 2015
Second Rater Rosters posted to district sFTP site	January 29, 2015
SC-Alt materials arrive in the districts	February 20, 2015
SC-Alt testing window	March 2–April 24, 2015
Test administrators return SC-Alt materials to the District Test Coordinator for Alternate Assessment (DTC-Alt)	April 28, 2015
DTC-Alt ships all SC-Alt materials to American Institutes for Research (AIR)	April 29, 2015

Contact Information

Assessment Materials

For questions regarding materials, shipments, and return procedures, contact:

American Institutes for Research
 South Carolina Alternate Assessment Help Desk
schelpdesk@air.org
 877-231-7789 (toll-free voice)
 877-231-7813 (toll-free fax)

Administration Procedures

For questions regarding the administration of the tasks, contact:

American Institutes for Research
 South Carolina Alternate Assessment Help Desk
schelpdesk@air.org
 877-231-7789 (toll-free voice)
 877-231-7813 (toll-free fax)

South Carolina Department of Education, Office of Assessment
 Suzanne Swaffield
sswaffie@ed.sc.gov
 803-734-8274

South Carolina Department of Education Web Address
<http://www.ed.sc.gov/>

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Using This Supplement

This supplement includes information pertinent to District Test Coordinators for Alternate Assessment (DTCs-Alt) for the administration of the South Carolina Science and Social Studies Alternate Assessment (SC-Alt). This document contains procedures specific to DTCs-Alt.

The DTC-Alt should read this supplement and the Test Administration Manual (TAM) carefully to ensure an understanding of all required tasks. Should you have any questions, contacts and phone numbers are located on the inside front cover of this supplement.

Agreement to Maintain Test Security and Confidentiality

All school and district personnel who may have access to the SC-Alt test materials or the location in which the materials are securely stored must sign the Agreement to Maintain Test Security and Confidentiality before access to the materials is granted. There are two versions of the security agreement. The first version is for DTCs-Alt and the second version is for test administrators (TAs), monitors, and other appropriate personnel (see Appendix A). Before handling materials, all DTCs-Alt must place a signed Test Security Agreement form on file in the district office for the current school year. Test administrators, monitors, and other personnel who have access to secure materials must read and sign the second version of the Security Agreement (also provided in Appendix D of the TAM). Please make sure that each person signs the appropriate version of the security agreement **before testing begins**. Sufficient copies of these forms will be included in the district and school materials shipments. The DTC-Alt is responsible for collecting the completed agreement forms and storing them for three years.

Responsibilities of the District Test Coordinator for Alternate Assessment

The DTC-Alt is the single point of contact in the district for the alternate assessment. All materials and training announcements are sent from the South Carolina Department of Education (SCDE) and its contractor, American Institutes for Research (AIR) to the DTC-Alt. The DTC-Alt is responsible for forwarding all requests for materials and registrations for training events to the test contractor. The DTC-Alt should work with the District Special Education Coordinator and the District Test Coordinator to ensure that all eligible students are tested. A checklist of major DTC-Alt activities is included in Appendix B.

The DTC-Alt is responsible for ensuring the completion of the following tasks:

- Identify and approve second raters for each test administrator identified for a second rater social studies administration (see Appendix E).
- Schedule second raters for test administrator training as needed.
- Review the Student Rosters and verify or correct the current school and teacher names. All students on the rosters will receive **Precoded Bar Code** labels.
- Ensure that all test administrators are trained and meet test administrator requirements (see Test Administrator Training Responsibilities, page 3).
- Remind test administrators of the requirement to train and use monitors who meet the assessment monitor requirements.
- Receive the DTC-Alt materials and district overage materials, and inventory materials against the District Packing List and the District Security Checklist (Appendix C).
- Distribute to each school/test administrator the alternate assessment materials that are received from AIR, which are packaged by school.

- Provide additional materials to schools, as needed, from district coverage using the District Security Checklist to sign out all secure materials.
- Remind schools/test administrators that they must inventory materials against the Test Administrator Security Checklist and use the checklist to manage the handling of test materials while the test materials are in the school. Discrepancies must be reported to the DTC-Alt immediately.
- Contact AIR to report shortages against packing lists and security checklists or to request additional materials.
- Implement security procedures and remind staff that the SC-Alt is subject to South Carolina test security regulations.
- Answer questions that arise during the assessment or forward the questions to project staff.
- Review the SC-Alt Instructions for Returning Materials (Appendix K of the TAM) with test administrators to ensure the proper packing and return of materials to the DTC-Alt.
- Plan and communicate a place and time for the return of all test materials to the DTC-Alt. Test materials should be returned in the original shipping cartons.
- At the end of the assessment window, collect SC-Alt test materials from test administrators and follow up on materials not submitted by the deadline.
- If the test administrator used the SC-Alt Completion Roster form (Appendix O of the TAM), review the Student Answer Folders against the SC-Alt Completion Roster submitted by the test administrator to ensure that all Student Answer Folders have been completed.
- Verify that each SC-Alt Test Administrator Security Affidavit (located in the Student Answer Folder) has been signed by the test administrator and the assessment monitor for each content area administration, and validated by the principal's signature. A Security Affidavit must be completed and submitted for each student tested. **The absence of a completed Security Affidavit will invalidate the administration and result in a "Not Tested" status for the student.**
- Verify that all test administrators selected to conduct second rater administrations have returned a completed Second Rater Packet.
- Check to ensure that Student Answer Folders have been completed and that **Precoded Bar Code** labels have been placed correctly on them. For students who do not have a **Precoded Bar Code** label, please make sure all the relevant student information has been completed. A pink **Do Not Score** label must be affixed to every Student Answer Folder that has been partially completed when the Student Answer Folder should not be scored. These are Student Answer Folders being returned with some coding or a **Precoded Bar Code** label that you do not want to be scored for any content area (see Appendix D). The **Do Not Score** label should NOT be used if one or more of the content areas of a Student Answer Folder are to be scored.

Note: If you wish to invalidate, or not score, only one of the content areas or only a part of a content area, please contact SCDE prior to returning the materials for scoring.
- Ensure that all fields on the front page of the Student Answer Folder have been coded for those students without **Precoded Bar Code** labels.
- **Ensure that all student responses have been transferred from the optional SC-Alt Scoring Worksheet to the Student Answer Folder.** Responses that are not coded on the Student Answer Folder will not be scored, resulting in a "Not Tested" status for the student.
- Ensure that all test materials from each school meet the packaging requirements and then seal and label each carton for return shipment.
- Package and ship SC-Alt test materials to AIR no later than **April 29, 2015**.

Test Administrator Training Responsibilities

Test administrator training is implemented through a combination of SCDE regional workshops and district-level training conducted by the DTC-Alt. Regional training workshops for TAs who are new to the SC-Alt are conducted in January each year. Test administrators administering the SC-Alt who did not administer it in the two previous years must also attend one of the SCDE regional training workshops.

In addition to the regional training workshops, district-level test administrator training must be provided for all test administrators who plan to administer the SC-Alt in the spring of 2015. The SCDE will provide each DTC-Alt with the following materials to be used during the district-level training: *District Training Guide*, Test Administration Manuals, and training task booklets and printed manipulatives. In addition, a webinar and training video clips will be available on each school district's secure File Transfer Protocol (sFTP) site on February 2, 2015. Instructions for accessing the files on the sFTP site are sent to each DTC-Alt via e-mail.

The district-level training webinar includes the following topics: student identification, test security, preparation for administration, administration procedures and scoring, and preparation and return of materials. The DTC-Alt should review second rater procedures with test administrators and second raters selected for second rater administrations. A district-level training plan will be provided to the DTC-Alt to assist with training session preparation. An attendee sign-in log must be used to document attendance at the training session. At the conclusion of the training session, a copy of the log must be sent to the contractor in the return envelope to verify that the TAs were trained and the original retained in district files for three years.

Content Areas to Be Assessed

All alternate assessment eligible students ages 9-13 as of September 1, 2014 (ages commensurate with grades 4-8) will be assessed in both science and social studies.

Second Rater Procedure

Some test administrators will be identified to have a second rater (another trained SC-Alt test administrator) observe the social studies administration of one student and independently score the student's responses on a Second Rater Student Answer Folder. The scores on the Second Rater Student Answer Folder will be compared with the scores on the test administrator Student Answer Folder to obtain a measure of scoring consistency. The test administrator's Student Answer Folder will be the official scoring record for reporting student scores.

A sample of students will be identified for the second rater approach. For this sample, all districts implementing the SC-Alt will be required to have one or more second rater administrations; the total number of administrations per district will be based on the number of teachers involved in the assessment in each district. A random sampling procedure will be used to identify the teachers within districts and the student for each teacher. Approximately one-third of all teachers and 10% of SC-Alt students will be identified for second rater administrations. See Appendix E for additional second rater procedure information.

Test administrators who have been identified to conduct a second rater administration will receive the name of the selected student and second rater instructions with their materials. The DTC-Alt will receive a sample packet of second rater instructions and a copy of the second rater rosters for all teachers. Misidentification of students or teachers on the second rater rosters should be reported to AIR as quickly as possible.

Materials Packed for Distribution to Schools

The packaging of materials for each school is based on the number of students and the SC-Alt form levels required by the students, as listed on the student roster for each test administrator at the school. The student and teacher information for the rosters is obtained from the January PowerSchool precode project extraction. The materials each teacher will receive are listed on page 14 of the TAM. All materials packaged for each school are listed on the School Packing List, and individual test administrator materials are listed on the Test Administrator Security Checklist, which is generated for each test administrator. Each DTC-Alt will receive a copy of all Student Rosters, School Packing Lists, and Test Administrator Security Checklists in Box 1 of the district materials. Examples of the School Packing List and the Test Administrator Security Checklist are provided in Appendix C of both the TAM and this supplement.

All test booklets, printed manipulatives, and physical manipulatives for a particular grade band are bundled into one test administrator kit. Upon receipt of test materials, District Test Coordinators will distribute the kits to the test administrators. Each kit will contain a serial number, which is also recorded on the District and School Packing Lists and the District and Test Administrator Security Checklists. The serial number on the TA kit is the same as the ending numbers on the barcodes located on the test booklets and reading passages.

DTC-Alt Materials and District Overage

Each DTC-Alt will receive the following items and types of materials in Box 1 of their district materials shipment:

- A packing list that indicates (a) the total number of boxes and box numbers for the DTC-Alt materials and district overage materials and (b) the total number of boxes and box numbers for each school
- The District Packing List and the District Security Checklist (see samples in Appendix C)
- A copy of all Student Rosters by school and TA
- A copy of all School Packing Lists
- A copy of all Test Administrator Security Checklists
- UPS shipping labels
- Overage materials including:
 - ✓ Student Answer Folders
 - ✓ Scoring Worksheets
 - ✓ Do Not Score Labels
 - ✓ TAM (two copies)
 - ✓ Elementary and middle school TA kits (containing overage test booklets, printed and physical manipulatives)
 - ✓ Teacher Comment Forms

The DTC-Alt should plan to receive the SC-Alt materials from schools between April 27 and April 28, 2015, and must ship all materials to AIR by April 29, 2015 for processing and scoring.

Return Procedures

To prepare the materials for return to AIR, the DTC-Alt should do the following:

- Use the Student Roster forms to verify that all students who should have been assessed with the SC-Alt were assessed.
- Use the School Packing Lists to inventory the assessment materials and ensure that all secure materials have been returned. **Follow up on any missing materials.**
- Review the Student Answer Folders and confirm the following:
 - For students with **Precoded Bar Code** labels, the Precoded Bar Code labels are affixed on the Student Answer Folders.
 - For students without **Precoded Bar Code** labels, all demographic coding is completed in the Student Answer Folder.
 - All student responses have been transferred from the **optional Scoring Worksheet to the Student Answer Folder**. Responses that are not coded on the Student Answer Folder will not be scored and result in a “Not Tested” status for the student.
 - **Do Not Score** labels are affixed to partially completed Student Answer Folders for which **no** content area should be scored.
 - All parties have signed each **SC-Alt Test Administrator Security Affidavit**. The absence of a completed Security Affidavit will invalidate the administration and result in a “Not Tested” status for the student.
- Confirm that each returned TA Kit includes all test booklets, reading passages, and printed manipulatives for only the particular grade band. **Follow up on any missing materials.**
- Using **Appendix J in the TAM**, verify that all test materials are included and packed in proper order in the original cartons. **Manuals and physical manipulatives should not be returned.**
- Pack unused district overage materials in the district boxes.
- Sign off on the District Security Checklist and place it on top of all other materials in Box 1 of the district shipment. Keep the second copy of the District Security Checklist for your records.
- Retain the yellow copy of the Test Administrator Security Checklist for the district’s records, and place the white copy on top of all other materials in Box 1 for each school.
- Reseal each carton, using heavy-duty packing tape (be sure to check the bottom of the carton because the tape may have become loose during previous shipping and handling).
- Affix the provided prepaid UPS labels to the cartons.
- Clearly mark the cartons “Box 1 of 3,” “Box 2 of 3,” and so on.
- Give the cartons to any UPS driver who routinely picks up packages for the school or office.

If UPS regularly picks up packages at the school or office, do not call UPS to schedule an additional pickup. The regular UPS driver will pick up the carton(s). Do not pay any fees to the carrier for a pickup. All fees for guaranteed inside delivery and pickup have already been paid by the test contractor.

If UPS does not regularly pick up packages at the school or office, use one of the following options:

- Take the carton(s) to any UPS location
- Call the South Carolina Alternate Assessment Help Desk at 877-231-7789 to arrange for a pickup and provide the following information:
 - ✓ District name and address
 - ✓ Number of cartons
 - ✓ Contact person and phone number
 - ✓ Day and time the package(s) will be ready

Please retain the shipment's tracking number for your reference.

For any problems with UPS, contact:

American Institutes for Research

South Carolina Alternate Assessment Help Desk

schelpdesk@air.org

877-231-7789 (toll-free voice)

877-231-7813 (toll-free fax)

Appendices

Appendix A



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

South Carolina Alternate Assessment **Agreement to Maintain Test Security and Confidentiality** **for District Test Coordinators**

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the South Carolina Department of Education (SCDE) must take every step to assure the security and confidentiality of the state test materials. District Test Coordinators for Alternate Assessment (DTCs-Alt) and School Test Coordinators (STCs) must provide appropriate training for all personnel involved in testing so that they have a common understanding of test security and appropriate testing practices.

The test administration manual (TAM) for each alternate assessment program provides detailed test security information and administration guidelines. Test administration manuals and/or other appropriate instructions must be distributed to testing personnel *at least two weeks prior* to the testing window so that STCs, Test Administrators (TAs), and monitors will have the opportunity to read the TAM and become familiar with test security laws, regulations, and procedures, as well as their responsibilities within the classroom.

DTCs-Alt must review test security policies and procedures with all TAs, monitors, and any other personnel in the school who will be handling test materials.

As a DTC-Alt or STC, I acknowledge that I will have access to tests that are a part of the South Carolina Alternate Assessment program.

As a DTC-Alt, I acknowledge that I have distributed TAMs to the TAs two weeks prior to the testing window and have required each TA to read all sections of the TAM.

As a DTC, I acknowledge that I have provided a comprehensive training for all TAs that included a discussion of test security policies/procedures and test administration procedures as outlined in the TAM.

I acknowledge that it is my responsibility, as a DTC-Alt, to follow all of the state laws and regulations regarding testing ethics and test security.

I acknowledge that I have read the test security laws, regulations, procedures, and other appropriate information provided to me regarding test security and my testing responsibilities.

I acknowledge that it is my responsibility, as a DTC-Alt, to follow all of the testing procedures as outlined in the test administration manual and other documents that may be provided to me by the SCDE.

I understand the tests are secure, confidential, and proprietary documents owned by the SCDE.

I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the tests to anyone.

2014-2015

Appendix A

I will not give examinees access to test questions prior to testing or make answer keys available to examinees.

I will not coach, help, or assist examinees in any way during testing; nor will I alter or interfere with examinees' responses in any way.

I will not keep, copy, or reproduce in any manner inconsistent with the instructions provided by or through the SCDE any part of any secure test materials, including tests, test questions, test content, oral administration scripts, and examinees' responses.

I will return all secure test materials (including, but not limited to, test booklets, answer documents, customized materials) to the contractor, by the required dates.

I will not participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the test security laws or this affidavit.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Date

Print Name

District and School

Appendix A



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

South Carolina Alternate Assessments **Agreement to Maintain Test Security and Confidentiality** **for Test Administrators, Monitors, and Second Raters**

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the South Carolina Department of Education (SCDE) must take every step to assure the security and confidentiality of the state test materials. District Test Coordinators for Alternate Assessment (DTCs-Alt) must provide appropriate training for all personnel involved in testing so that they have a common understanding of test security and appropriate testing practices. DTCs-Alt must review test security policies and procedures with all TAs, monitors, and any other personnel in the school who will be handling test materials.

The test administration manual (TAM) for each assessment program provides detailed test security information and administration guidelines. Test administration manuals and/or other appropriate instructions must be distributed to testing personnel two weeks prior to the testing window so that test administrators have the opportunity to read the TAM and become familiar with test security laws, regulations, and procedures, as well as their responsibilities within the classroom.

I acknowledge that I will have access to assessments that are a part of the South Carolina Alternate Assessment Program.

I acknowledge that I have the responsibility to *read all sections* of the TAM prior to the testing window.

I acknowledge that I have read the test security laws, regulations, and procedures and other appropriate information provided to me regarding test security and my testing responsibilities.

I acknowledge that I have received training regarding the administration of alternate assessments. I further acknowledge that the training included a discussion of test security policies and test administration procedures as outlined in the TAM.

I acknowledge that it is my responsibility, as a test administrator, to follow all of the state laws and regulations regarding testing ethics and test security.

I acknowledge that it is my responsibility to follow all of the testing procedures as outlined in the test administration manual and other documents that may be provided to me by the SCDE.

I understand the tests are secure, confidential, and proprietary documents owned by the SCDE.

I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the tests to anyone.

I will not give examinees access to test questions prior to testing or make answer keys available to examinees.

I will not coach examinees during testing or alter or interfere with examinees' responses in any way.

2014-2015

Appendix A

I will not keep, copy, or reproduce in any manner inconsistent with the instructions provided by or through the SCDE any part of any secure test materials, including tests, test questions, test content, oral administration scripts, and examinees' responses.

I will return all secure test materials (including, but not limited to, test booklets, answer documents, and customized materials) to the DTC-Alt, as appropriate.

I will not participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the test security laws or this affidavit.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Date

Print Name

District and School Name

Appendix B

DTC-Alt Checklist of Major Activities

- Read and sign the DTC Agreement to Maintain Test Security and Confidentiality and place the original on file in the district office.
- Identify and approve second raters for each test administrator selected for a second rater social studies administration (see Appendix E).
- Schedule second raters for test administrator training as needed.
- Review the Student Roster and verify or correct the current school and test administrator. These corrections do not need to be submitted to the test contractor.
- Review the test materials received from AIR and distribute the test materials to the respective schools/test administrators.
- Ensure that all test administrators are trained and meet the test administrator requirements.
- Ensure that all schools/test administrators have scheduled assessment monitors for all test administration sessions.
- Obtain signed Agreements to Maintain Test Security and Confidentiality from test administrators and monitors.
- Verify district materials and overage shipment materials against the District Packing List and the District Security Checklist.
- Work with test administrators and AIR to resolve any missing materials or checklist discrepancies.
- Sign out overage materials, as needed.
- Implement security procedures and remind staff that the SC-Alt is subject to South Carolina test security regulations.
- Schedule a date and method for returning materials after testing is complete.
- Answer questions that arise during the SC-Alt administration or forward the questions to project staff.
- Remind test administrators of the instructions and diagram in the TAM for returning test materials.
- At the end of the testing window, collect materials from test administrators and follow up on materials not submitted by the deadline.
- Review the returned Student Answer Folders against the Student Roster submitted by the test administrator to ensure that all Student Answer Folders are complete.
- Verify that test administrators selected to conduct second rater administrations have returned the completed Second Rater Packet.
- Verify that each SC-Alt Test Administrator Security Affidavit (located in the Student Answer Folder) is complete and has been signed by the test administrator and the assessment monitor for each content area and has been validated by the principal. **The absence of a completed Security Affidavit will invalidate the administration and result in a “Not Tested” status for the student.**
- Review Student Answer Folders to verify that score coding is included for each content area in which the student was assessed.

(continued on back)

Appendix B

- Check to ensure that a **Precoded Bar Code** label has been affixed to each Student Answer Folder and that all coding has been completed for students without **Precoded Bar Code** labels. Affix a **Do Not Score** label to every Student Answer Folder that has been partially completed or that has a **Precoded Bar Code** label but should not be scored.
- Code a new Student Answer Folder for any Student Answer Folders submitted by TAs that were completed in ink.
- Verify receipt of materials. Keep the yellow copy of the Test Administrator Security Checklist for the district's records and place the white copy in school Box 1.
- Package unused district overage materials and sign the District Security Checklist, verifying return of all materials. Return the top copy of the checklist with the materials and retain the second copy for your records.
- **Package and ship the materials to AIR by April 29, 2015.**

Appendix C

Appendix C Includes:

District Packing List

District Security Checklist

School Packing List

Test Administrator Security Checklist

Student Roster

Appendix C

SOUTH CAROLINA ALTERNATE ASSESSMENT 2015 DISTRICT PACKING LIST

SIDN Code: 0160

District Name: Abbeville 60

DTC-Alt Materials and District Overage		
Shipped	Quantity	Check in
District Security Checklist	1	
Agreement to Maintain Test Security for DTCs and STCs	1	
DTC Supplemental Manual	1	
School Packing Lists (Copy)	1	
Test Administrator Security Checklist (Copy)	1	
Student Rosters (Copy)	1	
TAM	2	
Elementary School Answer Folder(s) Secure Identifier: 2001SC21503001000006	1	
Middle School Answer Folder(s) Secure Identifier: 2001SC21506002000009	1	
Agreement to Maintain Test Security for TA's and Monitors	4	
Teacher Comment Form(s)	2	
Scoring Worksheets	3	
Braille Order Form	1	
Elementary School Test Administrator Kit Secure Identifier: 000003	1	
Middle School Test Administrator Kit Secure Identifier: 000003	1	

DTC-Alt Signature: _____

Date: _____

For information about ordering additional materials, receiving, packaging or returning testing materials contact:

American Institutes For Research
 South Carolina Alternate Assessment Help Desk
 Email: schelpdesk@air.org
 Toll-Free Voice: 1-877-231-7789
 Toll-Free Fax: 1-877-231-7813

Appendix C

SOUTH CAROLINA ALTERNATE ASSESSMENT 2015 DISTRICT SECURITY CHECKLIST

SIDN Code: 0160

District Name: Abbeville 60

The District Test Coordinator for Alternate Assessment (DTC-ALT) must initial the 'Sign Out' column when the TA receives any overage materials

When secure overage materials are packaged for return, the DTC and any other person who assists in packaging must initial the 'Packaged for Return' column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

Secure Test Materials			Sign Out		Packaged For Return	
Test Materials	Security Numbers	School Name	DTC Initials	TA Initials	DTC Initials	TA Initials
Elementary School Answer Folder(s)	2001SC21503001000006					
Middle School Answer Folder(s)	2001SC21506002000009					
Elementary School Test Administrator Kit	000003					
Middle School Test Administrator Kit	000003					

Comments:

I certify that I followed and that I instructed all persons in my district who have access to secure materials to follow the Test Security Legislation, Regulations and Procedures and that the secure test materials shown on this Security Checklist have been packaged for return, as outlined in the District Test Coordinators Supplement and Test Administration Manual.

Date: _____

DTC-ALT Signature: _____

Appendix C

SOUTH CAROLINA ALTERNATE ASSESSMENT 2015 SCHOOL PACKING LIST

SIDN Code: 0160001

District Name: Abbeville 60

School Name: Abbeville Middle

Shipped	Quantity	Check in
Test Administrator Security Checklist	2	
Agreement to Maintain Test Security for TAs and Monitors	4	
Student Roster(s)	2	
Precode Bar Code Labels	2	
Scoring Worksheets	2	
Teacher Comment Form(s)	2	
Middle School Answer Folder(s) Secure Identifier Range: 2001SC21506002000001 - 2001SC21506002000002	2	
Do Not Score Labels	4	
Middle School Test Administrator Kit Secure Identifier: 000001 - 000002	2	

Date: _____

TA/STC Signature: _____

Appendix C

SOUTH CAROLINA ALTERNATE ASSESSMENT 2015 TEST ADMINISTRATOR SECURITY CHECKLIST

SIDN Code: 0160001

District Name: Abbeville 60

School Name: Abbeville Middle

Test Administrator Name: Jane Doe

Shipped	Quantity	Check in	Packaged For Return
Precode Bar Code Labels	1		
Scoring Worksheets	1		
Teacher Comment Form(s)	1		
Middle School Answer Folder(s) Secure Identifier Range: 2001SC21506002000001	1		
Middle School Test Administrator Kit Secure Identifier: 000001	1		
Agreement to Maintain Test Security for TAs and Monitors	2		

Date: _____

TA/STC Signature: _____

After review of all materials, notify the District Test Coordinator for Alternate Assessment (DTC-Alt) if any secure materials are damaged, missing, or if you need additional materials. When secure materials are missing, mark all missing materials on the School Security Checklist and inform the DTC-Alt. The DTC-Alt will notify the contractor.

Appendix C

2015 STUDENT ROSTER

District: Abbeville 60

School Name: Abbeville Middle

Test Administrator Name: Jane Doe

SIDN Code	Student Last Name	Student First Name	Student Middle Name	Student ID	DOB	Age	Form	Teacher Name/Teacher ID	Content Area	
									SCI	SOC
0160001	Sample	Student		100010001000	04/22/2003	11	M	Jane Doe	Yes	Yes
<p>*Age: Age on September 1, 2014 *Form Types: E = Elementary; M = Middle *Content Areas: SCI = Science; SOC = Social Studies</p>										

Appendix D

Do Not Score Label

A pink **Do Not Score** label must be applied to any partially completed or precoded labeled Student Answer Folder that the contractor should not score. Place the **Do Not Score** label in the regular bar code label location. If a precoded label has already been applied, place the **Do Not Score** label over the precoded label. Unused Student Answer Folders do not require a label.



SCDNS0000001

SC-ALT ANSWER FOLDER

DO NOT SCORE

Appendix E

Second Rater Procedure: Overview and Implementation Steps

Purpose

- The second rater procedure is used to obtain data from a sample of SC-Alt administrations for the purpose of monitoring administration fidelity and scoring consistency. The data obtained from this procedure documents that the SC-Alt is being administered and scored consistently across districts and schools.
- Second rater data will be collected for a sample of SC-Alt administrations in the content area of social studies only.

What is the Second Rater Procedure?

- For the test administrator and student sampled, an SC-Alt trained test administrator or other trained staff member (the “second rater”) must observe the social studies administration.
- The second rater scores the student’s responses at the same time as the test administrator and records the scores on a separate Second Rater Student Answer Folder.
- The TA’s scores are the official scoring record; the second rater’s scores are collected to compute scoring consistency.

Second Rater Sampling Procedures

- All districts are sampled.
- Test administrators are sampled according to the proportion of students in the district.
- One student per sampled test administrator will receive a second rater administration in the area of social studies only.
- Approximately one-third of test administrators and 10% of students will be sampled.

Second Rater Qualifications

- The second rater must be a certified employee of the district (e.g., teacher, school administrator, district-level special education consultant, or other administrator) or meet one of the other special criteria for a regular test administrator specified on page 5 of the TAM. A teaching assistant may not serve as a second rater.
- The second rater must be trained and meet the SC-Alt test administrator training criteria.
- The DTC-Alt must approve the selection of the second rater and may select second raters based on the district’s particular needs or availability of staff.
- The second rater may serve as the testing monitor for the second rater administration.

Appendix E

When Are Test Administrators and Students Selected for Second Rater Administrations?

- The designation of the test administrators and students participating in the second rater administrations in specific schools is determined from the precoded file data submitted in January. The DTC-Alt will receive a list of the test administrators and students sampled for second rater administrations during the last week of January.

DTC-Alt Responsibilities for Second Rater Administration Implementation

- Notify the test administrators of their selection to conduct second rater administrations.
- Identify school or district staff to serve as second raters and schedule second raters for SCDE-conducted SC-Alt test administration training in order to meet the training requirement.
- Instruct the second raters to make early contact with test administrators to plan for and schedule the observation of the social studies administration.
- Complete instructions for the test administrator and the second rater will be provided with district training materials and with the regular shipment of SC-Alt materials.



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