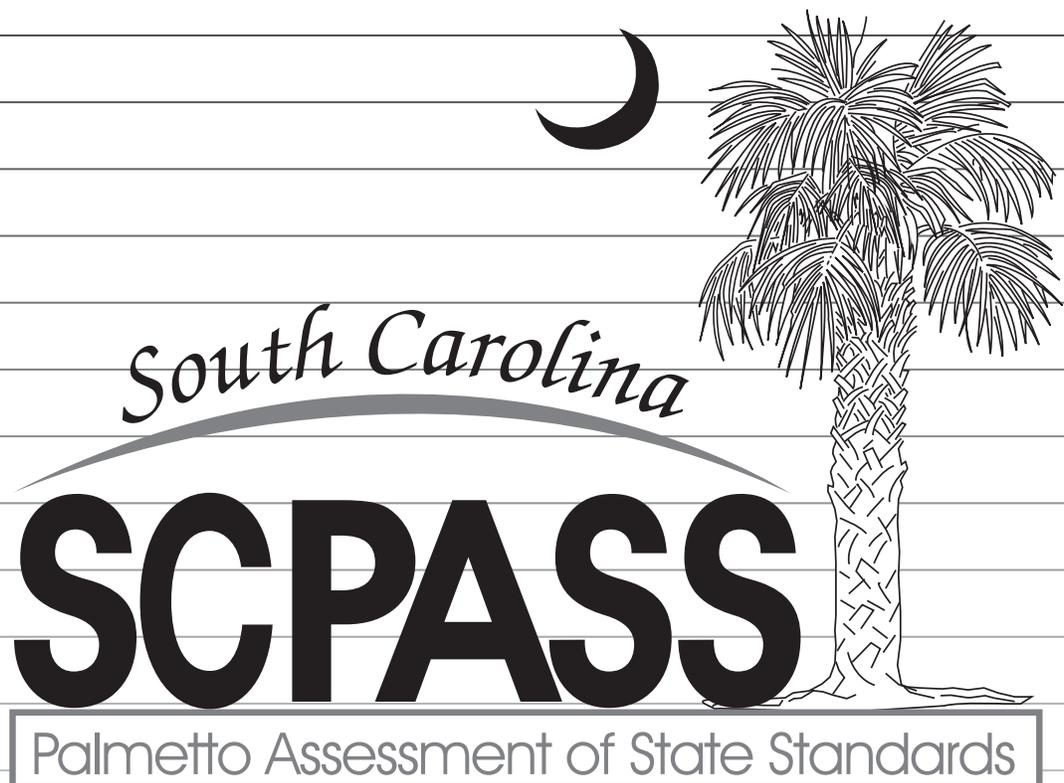


District Test Coordinator's Supplement

Spring 2014



Spring 2014 SCPASS Testing Schedule

March Writing Assessment - Grades 3–8

DATE	EVENT
February 18–19	SCPASS WebEx training sessions for DTCs for March and May testing
February–March	Schedule and conduct training sessions for School Test Coordinators (STCs), test administrators (TAs), and monitors
By March 4	Materials arrive in districts
March 18 (Tuesday)	SCPASS Writing test Day 1
March 19 (Wednesday)	SCPASS Writing test Day 2
Through March 25	Make-up testing
By March 26	Contact ADS to schedule materials pick-up
By March 27	Return all secure materials via ADS

May Assessment - Grades 3–8

DATE	EVENT
February 18–19	SCPASS WebEx training sessions for DTCs for March and May testing
March–April	Schedule and conduct training sessions for STCs, TAs, and monitors
By April 22	Materials arrive in districts
May 6 (Tuesday)	ELA test
May 7 (Wednesday)	Mathematics test
May 8 (Thursday)	Science test for grades 4 and 7 and Science or Social Studies test for grades 3, 5, 6, and 8
May 9 (Friday)	Social Studies test for grades 4 and 7
By May 9	Contact ADS to schedule Return Shipment 1 pick-up
By May 13	Return scorable and nonscorable materials in Return Shipment 1 via ADS
Through May 16	Make-up testing. Two tests may be administered on a make-up day.
By May 16	Contact ADS to schedule Return Shipment 2 pick-up
By May 20	Return all secure materials remaining in district in Return Shipment 2 via ADS

DRC Contact Information	Phone: 1-800-451-7834 Fax: 1-866-237-9314 E-mail: SCProject@datarecognitioncorp.com
-------------------------	--

Table of Contents

Inventory Test Materials	1
Resolving School Shortages	2
March Assessment – Return Shipment	2
Deadline for Return: Thursday, March 27, 2014.....	2
May Assessment – Return Shipment 1	8
Deadline for Return: Tuesday, May 13, 2014.....	8
May Assessment – Return Shipment 2	9
Deadline for Return: Tuesday, May 20, 2014.....	9
Nonsecure Materials	11
Forms	11
Comments	11

District Test Coordinator's Supplement

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

Schools and districts may choose whether they would like to use the paper or the electronic version of the security checklists. The guidelines for using the electronic version 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."
- 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. (For example, input school name, STC/DTC initials, initials when packaging materials for return, and any notes.)

District Test Coordinator's Supplement

- 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.

Resolving School Shortages

- Use district overage for schools that did not order sufficient materials. Sign out these materials using the District Overage Security Checklist (paper or electronic).
- 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 March 24 for the March writing assessment and May 15 for the May assessment.
- 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 the District Overage Security Checklist in the section titled ADDITIONAL SECURE MATERIALS RECEIVED FROM THE CONTRACTOR (paper version) or on blank rows at the bottom of the electronic version.

March Assessment – Return Shipment

Deadline for Return: Thursday, March 27, 2014

Materials are to be returned via Assessment Distribution Services (ADS).

You should receive the following materials from each STC:

- school boxes containing scorable and nonscorable materials,
- an envelope of School Security Checklists (white copies),
- used test materials for home school students, and
- pink copies of the School Security Checklists.

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

District Test Coordinator's Supplement

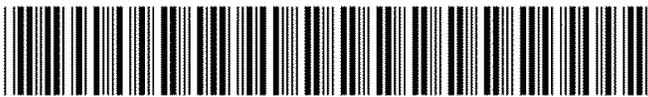
School Boxes

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

1. Ensure that each **scorable** box has a **purple** return shipping label affixed and that each **nonscorable** box has a **tan** label affixed.
2. **Verify** that the STC has marked box ___ of ___ being returned to the DTC.
3. **Separate** the boxes into two groups according to the color of the return shipping label—either purple or tan.
4. **Store** the boxes of materials in a secure place until they are picked up by ADS.

Home School Materials

1. **Collect** all test materials for home school students from the STCs (unless you instructed the 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 MARCH WRITING 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. If a home school student used accommodations, make sure the accommodation codes 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.

4. Typed/separate paper responses for home school students should be labeled and taped on the “Final Draft” pages of the answer document, following the procedures on pages C-22 and C-23 of the *TAM*. Then, place these answer documents in the red “**Response Envelope.**” If these separate sheets of paper are not labeled and returned correctly, the papers will not be scored.
5. Large-print test booklets and corresponding answer documents for home school students should also be returned in the red “Response Envelope.”

District Test Coordinator's Supplement

District Boxes

Materials needed: original shipping boxes, DRC-provided plastic bags, and **purple** and **tan** return shipping labels.

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
- District "Response Envelope" (red) containing typed/separate paper responses (including large-print test booklets with corresponding answer documents) for home school students

Nonscorable materials include:

- Remaining home school test materials (test booklets, rough drafts, and graphic organizers)
- School envelopes containing white copies of the school security checklist
- District envelope containing white copies of the district security checklist (Retain the pink copy of the checklist for your district security file.)
- 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 school envelopes and home school materials in their school boxes, only district envelopes and 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 **purple** return shipping label and each **nonscorable** box has a **tan** label affixed. More information can be found on the Return Packaging Instructions Checklist on pages 5 and 6.
4. **Store** the boxes of materials in a secure place until they are picked up by ADS.
5. A representative from ADS will begin calling districts by Tuesday, March 25, 2014 with a reminder of the test materials return deadline on **March 27, 2014**. If a call is not received, contact ADS Customer Service directly at 800-840-9965. All test materials should be boxed and ready to go by 8 AM on Thursday, March 27, 2014.

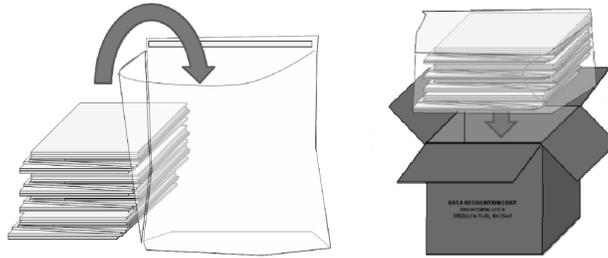
Note: The ADS Freight driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported.

The driver will not wait for your materials or return for them later that day if they are not ready when he or she arrives.

District Test Coordinator's Supplement

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.)

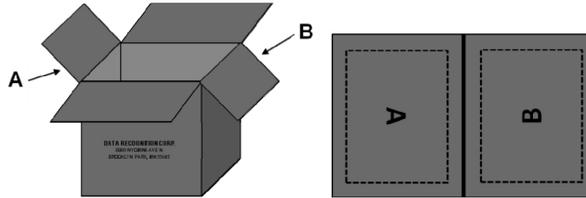


- Fill any empty space in the boxes with crumpled paper or bubble wrap ensuring that testing material does not shift during transit. Make sure you fill voids to the top of the box.



District Test Coordinator's Supplement

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



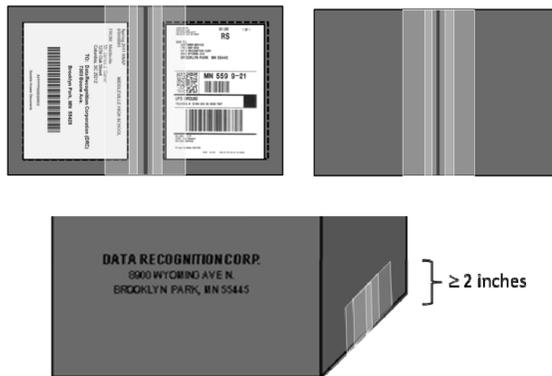
- Affix the appropriate colored DRC label on Flap A of return box.



- 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.



District Test Coordinator's Supplement

Guidelines for Returning Electronic Security Checklists

If any of your schools chose to use the electronic security checklists, use these guidelines to return the 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.

District Test Coordinator's Supplement

May Assessment – Return Shipment 1

Deadline for Return: Tuesday, May 13, 2014

The materials in Return Shipment 1 are to be returned via Assessment Distribution Services (ADS).

Follow these procedures to return **scorable materials**. Every school should 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 testing. Nonscorable boxes should contain all used test booklets and customized materials that are no longer needed for testing.
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. **Separate** the boxes into two groups according to the color of the return shipping label—either pink or gray.
6. **Keep** all boxes for a school together and **store** the materials in a secure place until ADS arrives.
7. A representative from ADS will begin calling districts by Friday, May 9, 2014, with a reminder of the test materials return deadline on **May 13, 2014**. If a call is not received, contact ADS Customer Service directly at 800-840-9965. All test materials should be boxed and ready to go by 8 AM on Tuesday, May 13, 2014.

Note: The ADS Freight driver will be prepared to pick up the number of boxes communicated at the time the pick-up was scheduled. He or she will then verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported.

The driver will not wait for your materials or return for them later that day if they are not ready when he or she arrives.

District Test Coordinator's Supplement

May Assessment – Return Shipment 2

Deadline for Return: Tuesday, May 20, 2014

The materials in Return Shipment 2 are to be returned via Assessment Distribution Services (ADS).

You should receive the following materials from each STC:

- school boxes containing scorable and nonscorable materials,
- an envelope of School Security Checklists (white copies),
- used test materials for home school students, and
- pink copies of the School Security Checklists.

Note: If you would like your STCs to package their envelopes and 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. **Separate** the boxes into two groups according to the color of the return shipping label—either pink or gray.
4. **Store** the boxes of materials in a secure place until they are picked up by ADS.

Home School Materials

1. **Collect** all test materials for home school students from the STCs (unless you instructed the 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 MAY OVERRIDE LABEL		
Student: _____		
PS#: _____	State ID: _____	
Teacher: _____	DOB: _____	
School: Home School		
District: Middleville		
		
P520417	00000001	2

District Test Coordinator's Supplement

3. **Make sure** that all necessary demographic coding has been completed on each answer document that should be scored. If a home school student used accommodations, make sure the accommodation codes 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.

District Boxes

Materials needed: original shipping boxes, DRC-provided plastic bags, and **pink** and **gray** return shipping labels.

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 (test booklets)
- School envelopes containing white copies of the school security checklist
- District envelope containing white copies of the district security checklist (Retain the pink copy of the checklist for your district security file.)
- 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 school envelopes and home school materials in their school boxes, only district envelopes and 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 5 and 6.
4. **Store** the boxes of materials in a secure place until they are picked up by ADS.
5. A representative from ADS will begin calling districts by Friday, May 16, 2014, with a reminder of the test materials return deadline on **May 20, 2014**. If a call is not received, contact ADS Customer Service directly at 800-840-9965. All test materials should be boxed and ready to go by 8 AM on Tuesday, May 20, 2014.

Note: The ADS Freight driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported.

The driver will not wait for your materials or return for them later that day if they are not ready when he or she arrives.

District Test Coordinator's Supplement

Guidelines for Returning Electronic Security Checklists

If any of your schools chose to use the electronic security checklists, use these guidelines to return the 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.

Nonsecure Materials

Do not return TAMs, rulers, protractors, reference sheets, 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.drcedirect.com) under the SCPASS Spring 2014 documents section:

- Additional Materials Order forms
- Intra-District Transfer form
- Scoring Request form
- Seating charts

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

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.



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

The South Carolina Department of Education is an affirmative action, equal opportunity employer and adheres to all State and Federal laws applicable to employment decisions. It is the policy of the SC Department of Education to make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without regard to race, color, creed, religion, sex, national origin, age, disability, or other factors which cannot lawfully be the basis for an employment decision. Inquiries regarding the nondiscrimination policies should be made to the Employee Relations Manager, 1429 Senate Street, Columbia, South Carolina 29201, (803-734-8781). For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1(800)421-3481.