



Spring 2013 PASS

**Online Enrollment
for March and May
Assessments**

*Please send this document
to School Test Coordinators
and other appropriate
school personnel.*



Overview

This document describes the information schools and districts must verify or submit through the **Enrollment Verification System** (online enrollment).

Please send this document to your School Test Coordinators and other appropriate personnel in your district.

Dates

DRC's Enrollment Verification System will be open from **December 3, 2012 through January 11, 2013** for the 2013 Palmetto Assessment of State Standards (PASS) program.

After **January 11**, the data will become "read-only."

Purpose

Schools and/or districts must complete the following tasks (for March and May) within the Enrollment Verification 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 an online enrollment status at the school level

Log-In Page

Access the online enrollment system by logging into the Website address:
www.sc.drccedirect.com.

Select *Enrollment Verification*; then, select *PASS Spring 2013*.

The following menu screens are 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.

Note: 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.

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.

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. In eDIRECT under Enrollments, select “**show enrollments**” and then select the “**enter enrollments**” tab. Select the “**Update Contacts and Addresses**” button, 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 Enrollment Verification 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 Online Enrollment

The following teacher-level materials can be ordered via online enrollment. 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 IMP (or other 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 test. 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.