

# SCPASS

## Spring 2015

### Pretest Workshop

1

**MARCH 25, 2015**

**A DRAFT OF THIS PRESENTATION HAS BEEN  
POSTED TO eDIRECT.**

**WE WILL BEGIN SHORTLY.**

**A LINK TO THE RECORDED VERSION OF THIS  
PRESENTATION IS LOCATED HERE:**

**[HTTPS://SC.DRCEDIRECT.COM/](https://sc.drcedirect.com/)**

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# Contacting DRC

3

- Direct Line: 1-800-451-7834
- Fax: 1-866-237-9314
- Email: SCProject@datarecognitioncorp.com
- eDIRECT: <https://sc.drccedirect.com>
  - Note: For any technical online testing questions, STCs, TAs, and Technology Coordinators may contact DRC, with the DTC's approval.

# STC/TA Training Tool

4

- **PowerPoint presentation for STCs and TAs to use in preparation for SCPASS testing**
  - ✦ Available on March 25
  - ✦ Available via eDIRECT homepage
  - ✦ Logging into eDIRECT is not required



# What's New for 2015

- No longer testing grade 3 science or social studies
- Science and social studies for all students in grades 4–8
- Grade 4 audio CD-ROMs for oral administration accommodation
- Security checklists – electronic ONLY
- Seating chart templates
- .....ONLINE TESTING!

# Key Dates

6

January 12-21	Online Enrollment
March 9	Public URL for OTT & Tutorials available
March 10	Manuals and Brochures due in districts
March 26	Technology Coordinator Training WebEx (SCPASS and EOCEP)
April 6	Deliver testing Engine, OTT, and Tutorials to districts
April 16	Deliver Test Setup to districts
April 16	Secure Materials arrive in districts
April 23	New Student Labels arrive in districts

# Key Dates (cont.)

7

May 7-15	Paper/Pencil testing window
May 7-22	Online testing window
May 12	Return Shipment 1 (scorable)
May 19	Return Shipment 2
June 16	Post district data files, ISRs, parent letters, and rosters to eDIRECT
July 15	Deliver paper copies of ISRs and student labels

# Seating Charts

8

- **Seating Charts**
  - Required for each paper/pencil and online test session
  - Include district, school, test date, subject, grade level, TA name, all student first initials and last names, and seating locations
  - PowerPoint seating chart templates available on eDIRECT
  - Can be created using graph paper or other paper
  - Must be returned after testing—via hard copy (in school boxes of nonscorable materials) or electronically (via email from STCs to DTCs, and from DTC to SC Project Team)

# Test Security

9

- DTCs, STCs, and all personnel involved in paper/pencil and/or online testing must be familiar with South Carolina test security legislation and State Board test security regulations (see TAM, pages 4-7).
- All district and school personnel who will have access to secure test materials (including online tests) are required to sign an *Agreement to Maintain Test Security and Confidentiality* form (see TAM, page 12).
- Schools and districts are required to use security checklists to track the distribution and return of all secure paper/pencil test materials.
- DTCs, STCs, TAs, and monitors are responsible for ensuring that all test materials and student responses for online tests are handled in accordance with security procedures outlined in the TAM.

# Security Checklists

10

- **Security Checklists**
  - Electronic format only; available on eDIRECT
  - Posted by April 16
  - Used to track and monitor receipt and distribution of secure paper/pencil test materials
    - ✦ STCs and TAs sign out and sign in all secure test materials
    - ✦ Record notes, as needed
    - ✦ Indicate date materials were packaged to return
  - STCs email completed checklists to DTCs; DTCs email all checklists to SC Project Team



# Security for Online Testing

12

- Test tickets are secure; use testing roster, in lieu of security checklist, to account for tickets.
- Online test may not be viewed by anyone prior to the test session.
- TAs are expected to ensure that visible online tests are not left unattended.
- Use of traditional desktop and laptop computers is recommended for online testing.
- Chromebooks (non-touch only) and iPads are allowed.
  - ✦ If used, the districts will be responsible for ensuring test security on these devices and will be accountable for any atypical impact on student test scores.

# Paper/Pencil Testing

## May 7—15

Science	May 7
Social Studies	May 8
Make-up	through May 15

# Paper/Pencil Inventory Materials

14

**Retain original shipping boxes**

District Boxes: White

School Boxes: Brown

**Verify materials received**

Refer to packing lists

Compare security numbers on range sheets to security checklists

**Record any missing material**

Use "Notes" column on electronic security checklists

Email discrepancies to DRC

# Paper/Pencil Additional Materials

15

- Consider whether any materials can be reused before ordering additional materials.
  - Oral administration scripts, audio CD-ROMs, and sign language DVDs may be reused.
- Use the *Intra-district Transfer Form* to transfer materials between schools in your district.
  - Use this form before placing an additional materials order.
  - Note the transfer on electronic security checklist.
  - Form is available on eDIRECT under Documents—General.
  - Orders received before 4:00 pm Eastern time will be processed on the same day and shipped via overnight delivery.

# Paper/Pencil Answer Documents

16

- **Answer Documents**
  - One (combined) document for both subjects
  - Preprinted with student name, based on January precode file
  - Packaged by grade and distribution unit
  - Used for all test booklets and form types (A, A-LP, A-LL, C-BR, C-SL)

**Note:** *Instructions for coding the form type (and form number for social studies) are read to the students in the Paper/Pencil Administration Directions in the SCPASS TAM. Correct Coding is essential for accurate scoring.*

# Paper/Pencil Materials—Form A

17

- **Regular Form A**
  - **Test booklet**
    - ✦ Science (1 form per grade level)
    - ✦ Social Studies (multiple forms per grade level)
  - **Answer document**
  - **Periodic table for grade 7 science**

# Paper/Pencil Materials—Form A

18

- **Loose-Leaf (Form A-LL)**
  - Single-sided pages bound in a 3-ring binder for each subject
  - One item per page
  - Periodic table for grade 7 science
  - Preprinted answer documents are provided separately
- **Large-Print (Form A-LP)**
  - 9 x 11-inch spiral-bound book with 18-point font and enlarged graphics
  - TA Notes
  - Periodic table (large-print) for grade 7 science
  - Preprinted answer documents are provided separately
  - Student marks multiple-choice answers in large-print booklet; the TA must transcribe responses into the answer document

# Paper/Pencil

## Oral Administration—Forms A, A-LL, & A-LP

19

- Form A Oral Administration Script (OAS)
  - Produced for all grades and subjects
- Form A Audio CD-ROMs
  - Produced for all grades and subjects (new for grade 4)
  - For use with a computer (paper/pencil test booklet needed)
  - Can be used for make-up testing
  - Expires the day after the last day of make-up testing: May 16

**Note:** *All oral administrations must begin with the Paper/Pencil Administration Directions in the SCPASS TAM. Packages of Form A “oral administration test booklets” will be provided. For social studies, please note that the form number must be “H01.” (Students may use Form A regular print, loose-leaf, or large-print test booklets.)*

# Paper/Pencil Materials—Forms C-BR and C-SL

20

- **Braille (Form C-BR)**
  - Braille test booklet
  - Print version of test booklet
  - TA Notes
  - Periodic table (braille) for grade 7 science
  - Preprinted answer documents are provided separately
  - TA must transcribe all responses into the answer document
- **Sign Language (Form C-SL)**
  - For students who are deaf or hard of hearing
  - TA Notes (for social studies only)
  - Periodic table for grade 7 science
  - Preprinted answer documents are provided separately

# Paper/Pencil

## Oral/Signed Administration—Forms C-BR & C-SL

21

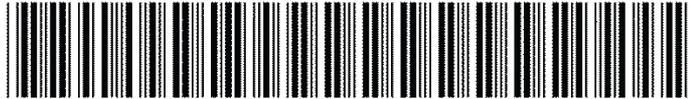
- **Braille Oral Administration Script (BR OAS)**
  - Produced for all grades and subjects for use with Form C-BR test booklet
- **Signed Administration Script (SAS)**
  - Produced for all grades and subjects for use with Form C-SL test booklet
  - Used for Pidgin Signed English (PSE), Signed Exact English (SEE), and American Sign Language (ASL) administrations
- **ASL DVDs**
  - Produced for all grades and subjects for use with Form C-SL test booklet
  - American Sign Language (ASL) administration only

**Note:** *All oral and signed administrations must begin with the Paper/Pencil Administration Directions in the SCPASS TAM.*

# Paper/Pencil Labels

22

- **New Student Precode Labels**
  - Contain preprinted information from the March Precode Update file
  - Contain student identification information
  - Printed 10 pink-striped labels per sheet

^ ALIGN TOP OF LABEL ^		
SCPASS NEW STUDENT LABEL		
Student: Alt, Susan T		
Gender: F	Gr: 07	DOB: 08/12/98 PS#: 374268312465
Teacher: _____		State ID: 3213213244
School: Middleville Middle		OR SIDN: 0101002
District: Middleville		FA SIDN: 0101001
		
P520417	00000001	2

# Paper/Pencil Labels

23

- **Override Labels**

- For any student without a preprinted answer document or new student precode label
- For answer documents with incorrect information
- Student information must be completed on the blank label
  - ✦ Coding student name and applicable demographic information is mandatory on the answer document
- Printed 10 white labels per sheet

^ ALIGN TOP OF LABEL ^

**SCPASS OVERRIDE LABEL**

Student: \_\_\_\_\_ State ID: \_\_\_\_\_  
PS#: \_\_\_\_\_ DOB: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
School: Middleville Middle  
District: Middleville



P520416 00000001 2

# Paper/Pencil Labels

24

- Home School Override Labels
  - Packaged in district boxes
  - Printed 10 ivory labels per sheet

^ ALIGN TOP OF LABEL ^

**SCPASS OVERRIDE LABEL**

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



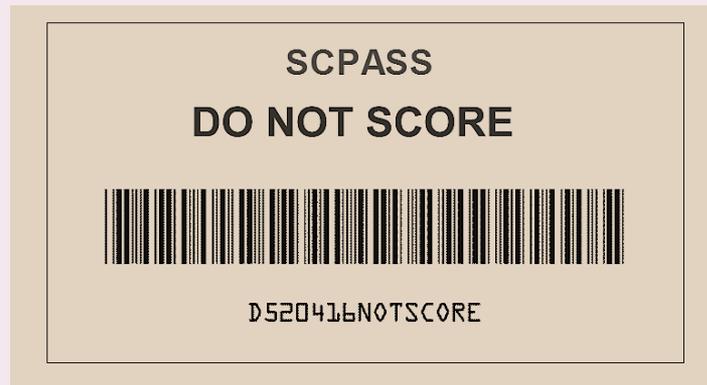
P520517 00000001 2

# Paper/Pencil Labels

25

- **Do Not Score Labels**

- Apply to preprinted, used, or mislabeled answer documents that DRC should not score
- Printed 10 tan labels per sheet
- Do not place labels on any answer documents with the IEP Invalidation bubble marked
- Not needed on unused overage answer document









# Paper/Pencil Coding Answer Documents—Non-precoded

Code all applicable fields.

Complete the fields that were not transmitted through precode by your district.

Birth Date		
Month	Day	Year
<input type="radio"/> Jan	<input type="radio"/> 1 <input type="radio"/> 11 <input type="radio"/> 21 <input type="radio"/> 31	<input type="radio"/> 1997
<input type="radio"/> Feb	<input type="radio"/> 2 <input type="radio"/> 12 <input type="radio"/> 22	<input type="radio"/> 1998
<input type="radio"/> Mar	<input type="radio"/> 3 <input type="radio"/> 13 <input type="radio"/> 23	<input type="radio"/> 1999
<input type="radio"/> Apr	<input type="radio"/> 4 <input type="radio"/> 14 <input type="radio"/> 24	<input type="radio"/> 2000
<input type="radio"/> May	<input type="radio"/> 5 <input type="radio"/> 15 <input type="radio"/> 25	<input type="radio"/> 2001
<input type="radio"/> June	<input type="radio"/> 6 <input type="radio"/> 16 <input type="radio"/> 26	<input type="radio"/> 2002
<input type="radio"/> Jul	<input type="radio"/> 7 <input type="radio"/> 17 <input type="radio"/> 27	<input type="radio"/> 2003
<input type="radio"/> Aug	<input type="radio"/> 8 <input type="radio"/> 18 <input type="radio"/> 28	<input type="radio"/> 2004
<input type="radio"/> Sep	<input type="radio"/> 9 <input type="radio"/> 19 <input type="radio"/> 29	<input type="radio"/> 2005
<input type="radio"/> Oct	<input type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 30	
<input type="radio"/> Nov		
<input type="radio"/> Dec		

<input type="radio"/> Female
<input type="radio"/> Male

<input type="radio"/> Yes
---------------------------

<input type="radio"/> Yes
---------------------------

<input type="radio"/> Pre-functional
<input type="radio"/> Beginner
<input type="radio"/> Intermediate
<input type="radio"/> Advanced
<input type="radio"/> Initially English Proficient
<input type="radio"/> Title III First Year Exited
<input type="radio"/> Title III Second Year Exited
<input type="radio"/> English Speaker I
<input type="radio"/> English Speaker II
<input type="radio"/> Pre-functional Waiver
<input type="radio"/> Beginner Waiver
<input type="radio"/> Intermediate Waiver
<input type="radio"/> Advanced Waiver
<input type="radio"/> Fluent Waiver
<input type="radio"/> Missed Annual ELD Assessment

Race	
Mark all that apply.	
<input type="radio"/> American Indian/Alaska Native	
<input type="radio"/> Asian	
<input type="radio"/> Black/African American	
<input type="radio"/> Native Hawaiian/Other Pacific Islander	
<input type="radio"/> White	

<input type="radio"/> Yes
---------------------------

<input type="radio"/> F
<input type="radio"/> R

<input type="radio"/> Yes
---------------------------

<input type="radio"/> AU	<input type="radio"/> OHI
<input type="radio"/> DB	<input type="radio"/> OH
<input type="radio"/> DD	<input type="radio"/> PMD
<input type="radio"/> EH	<input type="radio"/> SP
<input type="radio"/> EM	<input type="radio"/> TBI
<input type="radio"/> HH	<input type="radio"/> TM
<input type="radio"/> LD	<input type="radio"/> VH
<input type="radio"/> MD	

<input type="radio"/> Academic
<input type="radio"/> Artistic
<input type="radio"/> Both

PowerSchool Number		
<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

Student State ID		
<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

Fail Assign Code		
<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

# Paper/Pencil Coding Answer Documents

30

- Code all applicable fields, per subject.
- Test Administrator name must be printed on line for each subject.

TO BE COMPLETED FOR SCIENCE																														
Teachers/test administrators must complete all applicable codes.																														
<table border="1"><thead><tr><th>IEP/504 Standard Accommodations</th></tr><tr><th>Mark all that apply.</th></tr></thead><tbody><tr><td><input type="radio"/> Setting</td></tr><tr><td><input type="radio"/> Timing</td></tr><tr><td><input type="radio"/> Scheduling</td></tr><tr><td><input type="radio"/> Presentation - Oral Administration Script</td></tr><tr><td><input type="radio"/> Presentation - Oral Administration CD-ROM</td></tr><tr><td><input type="radio"/> Presentation - Signed Administration Script</td></tr><tr><td><input type="radio"/> Presentation - Signed Administration DVD</td></tr><tr><td><input type="radio"/> Presentation - Other</td></tr><tr><td><input type="radio"/> Response Options</td></tr><tr><td><input type="radio"/> Supplemental Materials or Devices</td></tr></tbody></table>	IEP/504 Standard Accommodations	Mark all that apply.	<input type="radio"/> Setting	<input type="radio"/> Timing	<input type="radio"/> Scheduling	<input type="radio"/> Presentation - Oral Administration Script	<input type="radio"/> Presentation - Oral Administration CD-ROM	<input type="radio"/> Presentation - Signed Administration Script	<input type="radio"/> Presentation - Signed Administration DVD	<input type="radio"/> Presentation - Other	<input type="radio"/> Response Options	<input type="radio"/> Supplemental Materials or Devices	<table border="1"><thead><tr><th>IEP Special Request Code</th></tr></thead><tbody><tr><td><input type="radio"/> ①</td></tr><tr><td><input type="radio"/> ②</td></tr></tbody></table>	IEP Special Request Code	<input type="radio"/> ①	<input type="radio"/> ②	<table border="1"><thead><tr><th>IEP Invalidation</th></tr></thead><tbody><tr><td><input type="radio"/></td></tr></tbody></table> <table border="1"><thead><tr><th>Do Not Score</th></tr></thead><tbody><tr><td><input type="radio"/></td></tr></tbody></table>	IEP Invalidation	<input type="radio"/>	Do Not Score	<input type="radio"/>	<table border="1"><thead><tr><th>ESOL Accommodations</th></tr><tr><th>Mark all that apply.</th></tr></thead><tbody><tr><td><input type="radio"/> Bilingual Dictionary</td></tr><tr><td><input type="radio"/> Directions Translated</td></tr><tr><td><input type="radio"/> Individual and Small Group Administration</td></tr><tr><td><input type="radio"/> Oral Administration</td></tr><tr><td><input type="radio"/> Scheduling</td></tr><tr><td><input type="radio"/> Timing</td></tr></tbody></table>	ESOL Accommodations	Mark all that apply.	<input type="radio"/> Bilingual Dictionary	<input type="radio"/> Directions Translated	<input type="radio"/> Individual and Small Group Administration	<input type="radio"/> Oral Administration	<input type="radio"/> Scheduling	<input type="radio"/> Timing
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<input type="radio"/> Oral Administration																														
<input type="radio"/> Scheduling																														
<input type="radio"/> Timing																														
Test Administrator Name: _____ (Print First and Last Name)																														

# Paper/Pencil Coding Answer Documents

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Note: Form Type **and** Form Number **must** be coded correctly or student responses may not be scored with the appropriate answer key.

**SOCIAL STUDIES**

Form Type		Form Number		Start Time		Stop Time		TA Initials		
<input checked="" type="radio"/> A		<input checked="" type="radio"/> H01	<input type="radio"/> H07	Hour	Min.	Hour	Min.	FI	First Initial	
<input type="radio"/> A-LP		<input type="radio"/> H02	<input type="radio"/> H08	7 12	10	7 12	10	A	B	C
<input type="radio"/> A-LL		<input type="radio"/> H03	<input type="radio"/> H09	8 1	15	8 1	15	J	K	L
<input type="radio"/> C-BR		<input type="radio"/> H04		9 2	30	9 2	30	S	T	U
<input type="radio"/> C-SL		<input type="radio"/> H05		10 3	45	10 3	45	V	W	X
		<input type="radio"/> H06		11 4		11 4		Y	Z	

1.	A	B	C	D
2.	F	G	H	I

25.	A	B	C	D
26.	F	G	H	I

TA Initials		
FI	First Initial	
	A	B
MI	Middle Initial	
	A	B
LI	Last Initial	
	A	B

Students bubble the first, middle, and last initial of the test administrator (TA) for each subject.

Student's Name \_\_\_\_\_

**SOCIAL STUDIES**

**TEST BOOKLET**

**Grade 8**

Form Type: **A**

Form Number: **H01**

**SECURE**

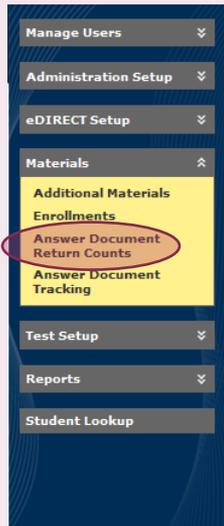
South Carolina  
**SCPASS**  
Palmetto Assessment of State Standards

Spring 2015

# Paper/Pencil Answer Document Return Form (ADRF)

32

- The ADRF is used to indicate the number of answer documents being returned.
- Enter the quantity of answer documents for shipment 1 and/or shipment 2.
- Complete Fall Assignment info, if necessary.
- The total is automatically calculated.



**Answer Document Return Count System is currently locked for selected Administration.**

\* Indicates required fields

Administration: SCPASS Spring 2015 \*      District: 0160 - Abbeville      School: 007 - John C. Calhoun E

[Show Counts](#)

Enter Counts | Summary | Status Report

**Answer Document Return Count Data for School 0160-007 has been completed. You may continue making changes through the end of the answer document return count window.**

[Instructions](#)

If score reports should be sent to a different school in the fall, select the three-digit Fall Assignment Code of the school that a majority of students will attend. This field is optional.

Note: The appropriate Fall Assignment Code must also be entered on the scorable answer document for each student who will be attending a different school in the fall.

Next, enter the total number of answer documents being returned per shipment for scoring by grade for this school.

Answer Document Return Count for School 0160-007 (SCPASS Spring 2015)				
	Fall Assignment Code (Optional)	Number of Answer Documents Returned for Scoring		
		Shipment 1	Shipment 2	Total
Grade 4	007 - John C. Calhoun	29		29
Grade 5	016 - Wright Middle	23		23
Grade 6				0
Grade 7				0
Grade 8				0

# Paper/Pencil Fall Assignment

33

VALUE If coded as this, then....				FINAL VALUE reported as this				
Precode	ADRF	Student's Answer Doc	Online	Test School's ID	Precode	ADRF	Student's Answer Doc	Online
				✓				
		✓					✓	
	✓					✓		
	✓	✓					✓	
✓					✓			
✓		✓					✓	
✓	✓					✓		
✓	✓	✓					✓	
✓	✓	✓	✓					✓

# Paper/Pencil STC Return Procedures

34

- **May 12 (scorable) and May 19**
  - Read and follow return procedures in TAM (pages 39-43).
  - Confirm all scorable answer documents have preprinted information or a label applied.
  - Confirm that student name is bubbled on all non-precoded answer documents.
  - Ensure that accommodations on page 2—as well as Form Type, Form Number, and TA Initials on pages 4 and 6—have been accurately bubbled.

# Paper/Pencil STC Return Procedures

35

Place on any unused preprinted answer documents or used answer documents that should not be scored.

## Do Not Score Labels

Use security checklists located on eDIRECT and return via email to DTC.

## Security Checklists

Return seating charts via paper (in nonscorable boxes) or send via email to DTC.

## Seating Chart

Complete ADRF on eDIRECT.

## ADRF

# Paper/Pencil Materials Return - Braille

36

- Return answer documents for Braille with scorable materials.
- Return all other Braille materials in the plastic bag and place with nonscorable materials.

# Paper/Pencil

## DTC Return Procedures—Shipment 1

37

- **Materials will be returned via UPS.**
  - **Shipment 1 deadline is **Tuesday, May 12**.**
  - **Call UPS to arrange pickup (if not already scheduled) by **Friday, May 8**.**
    - ✦ **Collect boxes of test materials from schools.**
    - ✦ **Collect home school test materials (if returning in district box).**
    - ✦ **Store materials in a secure place until they are picked up.**
    - ✦ **Separate school boxes by return shipping label color (**pink** or **gray**).**

# Paper/Pencil

## DTC Return Procedures—Shipment 2

38

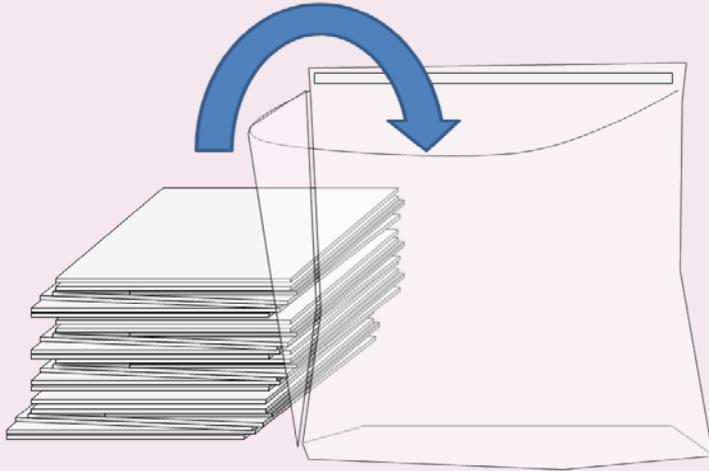
- **Materials will be returned via UPS.**
  - **Shipment 2 deadline is **Tuesday, May 19**.**
    - ✦ **If you have online testers using LP or LL test booklets at the end of the online testing window, you may return shipment 2 materials after testing on May 22.**
  - **Collect all remaining boxes of test materials from schools.**
  - **Collect remaining home school materials.**
  - **Package district materials into scorable and nonscorable boxes.**

# Paper/Pencil Packaging Procedures

39

Place all scorable test materials in plastic return bags provided by DRC.

Seal the bags tightly and place in scorable boxes.



# Paper/Pencil Packaging Procedures

40

Place all nonscorable test materials in nonscorable boxes (plastic bags are not needed for nonscorable materials).

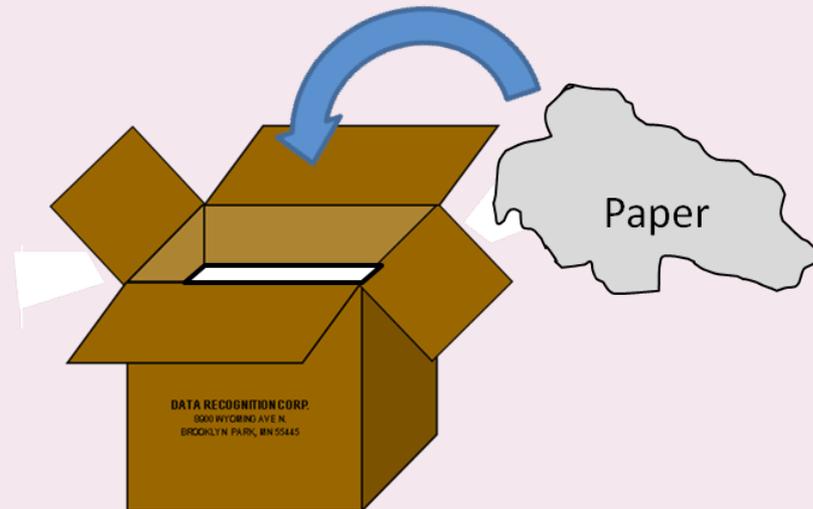


# Paper/Pencil Packaging Procedures

41

Fill any empty space in each box with crumpled paper or bubble wrap to ensure testing materials do not shift during transit.

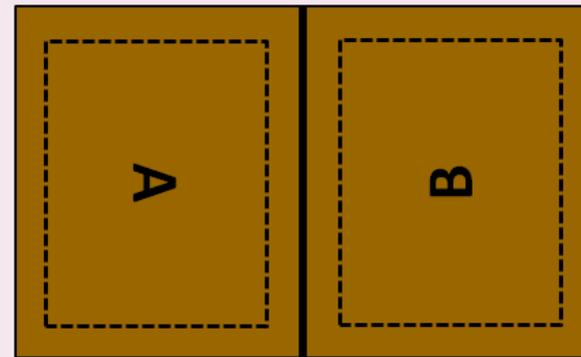
Fill any voids to the top of the box.



# Paper/Pencil Packaging Procedures

42

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

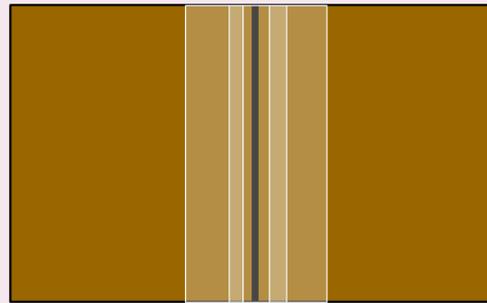
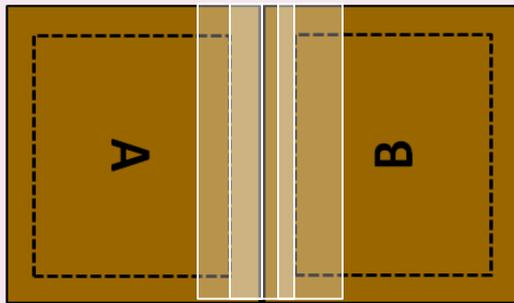


# Paper/Pencil Packaging Procedures

43

Tape boxes securely using three pieces of packaging tape on BOTH the top and the bottom.

Overlap the tape, and make sure it wraps around the sides at least two inches.



# Paper/Pencil Packaging Procedures

44

Place appropriate colored DRC label on Flap A.

Overhead view of closed box

Place the UPS-RS label on Flap B.

SCPASS 2015 - Scorable  
SIDN: 0101

FOR DISTRICT USE ONLY

FROM: Middleville  
Mr. James J. Garner  
1234 Oak Street  
Columbia, SC 29212

TO: Data Recognition Corporation (DRC)  
7303 Boone Ave.  
Brooklyn Park, MN 55428



R5203171000001

SCPASS 2015 - Nonscorable  
SIDN: 0101

FOR DISTRICT USE ONLY

FROM: Middleville  
Mr. James J. Garner  
1234 Oak Street  
Columbia, SC 29212

TO: Data Recognition Corporation (DRC)  
7303 Boone Ave.  
Brooklyn Park, MN 55428



R5203172000001



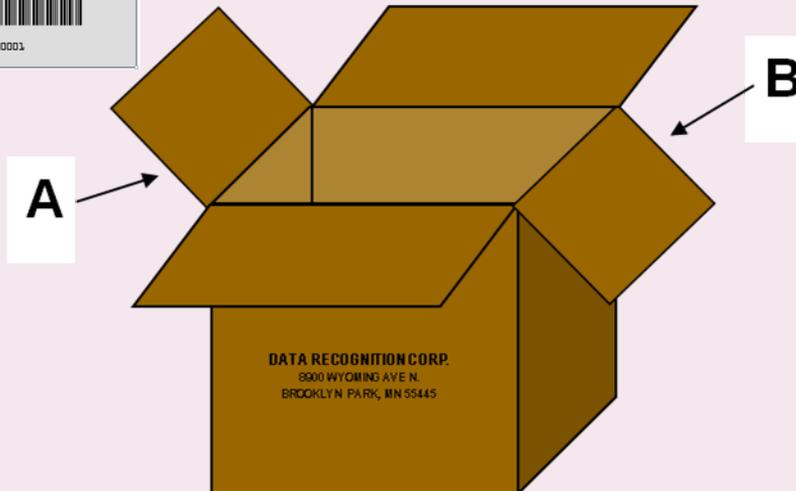
30 LBS 1 OF 1  
RS

SHIP TO:  
UPS USER SERVICE  
7303 BOONE AVE  
BROOKLYN PARK, MN 55448

MN 559 9-21

UPS GROUND  
TRACKING #: 1Z 939 203 90 5558 7907

Project Number: 05C738



# Online Testing

## May 7—22

# Online Testing Training and Support

46

- ***DRC INSIGHT Technology User Guide***
  - Updated for Spring 2015; PDF on eDIRECT
  - Recommended that all DTCs and Technology Coordinators read and become familiar
  - Instructions for installation and management of INSIGHT software and Testing Site Manager (TSM)
  - Includes whitelisting information and troubleshooting tips
  - Supported platforms are printed in the *Technology User Guide*
    - ✦ iPads and Chromebooks (non-touch) are supported

# Online Testing Training and Support

47

- **Tutorial**

- Available via eDIRECT (no login required) beginning April 6
- Desktop link when INSIGHT software is installed
- Includes audio narration
- Guides TAs and students through testing experience, including testing tools and navigation
- Highly recommended to be used prior to Online Tools Training (OTT)
- May be used in a large-group setting

# Online Testing Training and Support

48

- **Online Tools Training (OTT)**
  - Available within INSIGHT software beginning April 6
    - ✦ Regular, oral administration (HVA), and sign language (VSL) versions available for both subjects
    - ✦ Four versions available: science grades 4-5, social studies grades 4-5, science grades 6-8, and social studies grades 6-8
  - Public version also available beginning March 9
    - ✦ Link on eDIRECT homepage
    - ✦ Public versions do not include HVA or VSL
  - Simulates the student testing experience
    - ✦ Correct answers and scores not provided
  - Highly recommended that students review as much as needed prior to testing; opportunity to become familiar with online testing tools and functionality

# Online Testing Training and Support

49

- TAM – Appendix B (eDIRECT Test Setup for Online Testing)
  - Includes instructions and screen shots for managing testing
    - ✦ Student – profiles and demographic information
    - ✦ Test Sessions
    - ✦ Print testing rosters and student test tickets
    - ✦ Monitor testing

# Online Testing Preparation

50

- **Precode**
  - Information from the March Update Precode File will be used to populate test setup
  - All students will be loaded into test setup
- **Student Training**
  - Schedule sessions for TAs and students to view the Tutorials
  - Schedule sessions for students to use the OTTs
    - ✦ Prior to the operational testing window

# Online Testing Preparation

51

- **Testing Software**

- Read the *SCPASS TAM* and *DRC INSIGHT Technology User Guide*
- Prepare workstations for testing via INSIGHT
  - ✦ Downloads (if needed) available on eDIRECT
  - ✦ If automatic updates were enabled, testing engine and TSM will automatically update
    - Test engine – version 5.2.0
    - TSM – version 7.0.1
  - ✦ Check audio for oral administrations (HVA and TTS)
  - ✦ Click “Update Content” button when notified by DRC (week of April 27)

# Online Testing Preparation

52

- **Test Setup**
  - Provide permissions to STCs and TAs
  - Ensure all students are in a test session
    - ✦ Add students as needed
    - ✦ Update demographics and accommodations as applicable
  - Print testing rosters
    - ✦ Reminder: seating chart needed for each session
  - Print student test tickets
    - ✦ Do not distribute to students until indicated in the Online Administration Directions (pages 74-79 in the SCPASS TAM).

# Online Testing Accommodations

53

- **Accommodations**

- **Oral Administration (Form A)**

- ✦ Human Voice Audio (HVA) for directions and items (same as audio CD-ROM)
- ✦ Text-to-Speech (TTS) for tools and Help content
- ✦ Schools must provide headphones

- **Oral Administration + Loose Leaf\***

- **Loose-leaf \***

- **Oral Administration + Large-Print\***

- **Large-print\***

- ✦ Fully scalable; students can view items in larger format by testing at workstation with larger monitor
- ✦ Text and graphics approximately 30% larger, depending on monitor size and screen resolution

- **Sign Language Form C-SL**

- **Sign Language + Signed Administration**

- ✦ Sign language form with Video Sign Language (VSL) for directions and items (same as ASL DVD)

\*Paper copies of loose-leaf and large-print materials will be provided for online testers with these accommodations.

# Online Testing

## Test Setup Permissions

54

Permission	Allows Users To:
Online Testing – Secured Resources	View secured online testing downloads
Test Setup – Primary Window	Access test setup
Students – Add/Edit	Add/edit students and student data for online testing
Students – Download Students	Download list of student information for all students in a school
Students – Search/View	Search/view student data and download search results
Teachers – Add/Edit	Add/edit teachers who have students testing online
Teachers – Search/View	Search/view teacher data and download search results
Test Session – Add/Edit	Add, edit, and delete test sessions
Test Session – Search/View	Search/view test session data and download search results
Test Session – Status Summary	View testing status summary information
Test Setup – View Student Status	View status of Not Started, In Progress, or Complete
Test Tickets – View/Print	Print student test ticket and view individual ticket status
Test Tickets – View Questions Attempted	See questions attempted by students against total number of test questions

**SC Project assigns permissions to DTCs. DTCs assign to STCs, TAs, and Tech Coordinators as needed.**

# Online Testing

## Test Setup – Rosters and Tickets

55

- **Testing Roster**
  - Contains form number and username/password assigned to each student
  - Can be exported to Excel spreadsheet
  - Should be used as security checklist to sign out/in test tickets
  - Secure material – must be distributed, collected, accounted for, and securely destroyed following testing
    - ✦ May not be transmitted via email or non-secure fax

# Online Testing

## Test Setup – Rosters and Tickets

56

- **Student Test Tickets**
  - Generated automatically
  - Contain all login information to begin testing
    - ✦ Passwords are case-sensitive
  - STC or TA prints tickets and roster prior to testing
  - TA verifies that each student has the correct ticket
  - Tests activated once a student logs in with username and password printed on ticket
    - ✦ Stagger logins to help avoid login issues due to bandwidth
  - Secure material – must be distributed, collected, accounted for, and securely destroyed following testing

# Online Testing

## Test Setup – Regenerating a Test

57

- **Automated Process**

- If a student's accommodations are updated, the test ticket will be updated automatically, if needed.
- eDIRECT message will tell user if a new test ticket needs to be printed.
- If accommodations are updated for a student who has started testing, the ticket will not automatically regenerate.
  - ✦ DTCs should contact the SCDE and the SC Project Team for any students who start testing without the appropriate accommodations.

# Online Testing

## Test Setup – Restarting a Test

58

- Students can “Pause” and then have 20 minutes to resume testing.
  - If student does not return within 20 minutes, student can log in later that same day using the same test ticket.
  - Student responses, sticky notes, highlighters, and flags, will be saved.
- A test may be exited due to inactivity (fire drill, student left without clicking “Pause”).
  - If student does not return within 20 minutes, student can log in later that same day using the same test ticket.
  - Student responses, sticky notes, highlighters, and flags will be saved.

# Online Testing

## Test Setup – Restarting a Test, cont.

59

- If the student does not resume testing that day, contact the SCDE and SC Project Team for approval to have the student's test unlocked.
- If a student submits a test by mistake:
  - If testing is to resume the same day, contact the SC Project Team to have the student's test ticket unlocked.
  - If testing is to resume a different day, contact the SCDE and the SC Project Team for approval to unlock the student's test ticket.

# Reporting

60

- **All electronic reports are posted to eDIRECT by June 16**
  - ✦ District Data Files
  - ✦ District & School (Origin & Fall Assignment) Rosters
  - ✦ Parent Letters
  - ✦ Individual Student Reports (ISRs)
- **ISRs and student labels (paper) delivered by July 15**

# Reporting

61

- Districts may release score results for individual students to schools, parents, and students as soon as the results are available. Individual student results are not embargoed.
- The use of Parent Letters is optional.
- Data that is incorrect due to district coding errors cannot be altered.

# Contacting DRC

62

- **Direct Line: 1-800-451-7834**
- **Fax: 1-866-237-9314**
- **Email: SCProject@datarecognitioncorp.com**
- **eDIRECT: <https://sc.drctdirect.com>**
- **Note: For any technical online testing questions, STCs, TAs, and Technology Coordinators may contact DRC, with the DTC's approval.**

