

# SCPASS

## Spring 2015

### STC and TA Training

1

# Table of Contents

2

<b>TOPIC</b>	<b>SLIDE NUMBER</b>
What's New	Slide 3
Key Dates	Slides 4-5
Seating Charts	Slide 6
Test Security	Slides 7-10
Test Security Cases	Slides 11-30
<b>Paper/Pencil Testing</b>	<b>Slides 31-61</b>
Materials	Slides 32-39
Labels	Slides 40-43
Coding Answer Documents	Slides 44-49
Materials Return	Slides 50-61
<b>Online Testing</b>	<b>Slides 62-76</b>
Training and Support	Slides 63-66
Preparation	Slides 67-69
Accommodations	Slide 70
Test Setup	Slides 71-76
Reporting	Slides 77-78



# What's New for 2015

3

- 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

4

- |                 |   |
|-----------------|---|
| <b>March 9</b>  | <b>Public URL for OTT &amp; Tutorials available</b>                 |
| <b>March 10</b> | <b>Manuals and Brochures due in districts</b>                       |
| <b>March 26</b> | <b>Technology Coordinator Training WebEx<br/>(SCPASS and EOCEP)</b> |
| <b>April 6</b>  | <b>Deliver testing Engine, OTT, and Tutorials<br/>to districts</b>  |
| <b>April 16</b> | <b>Deliver Test Setup to districts</b>                              |
| <b>April 16</b> | <b>Secure Materials arrive in districts</b>                         |
| <b>April 23</b> | <b>New Student Labels arrive in districts</b>                       |

# Key Dates (cont.)

5

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

6

- **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

7

- 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

8

- **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

10

- 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 students test scores.

# Test Security—Case 1

11

Teachers at Lucky Star Elementary School were concerned about the storage of SCPASS test materials. After an investigation, Ms. Moon, the DTC, concluded that the SCPASS materials were stored in an unsecured room. She reported that Lucky Star's surveillance footage showed over 20 people had entered and exited the room in one day to obtain instructional supplies.

# Case 1 Explanation

12

Secure materials must be kept in locked storage when not in use. The secure location should not have outside or inside windows. Test materials should not be stored in the same room as a copy or fax machine or any other frequently accessed equipment or supplies.

# Test Security—Case 2

13

Mrs. Simon's students were having difficulty answering several items on the fourth grade SCPASS science test. She noticed they were marking incorrect answers.

Mrs. Simon knew her students could answer items like these. On the blackboard, she wrote an example of a question like one in the test booklet. She asked the students if they remembered working on this question during class.

# Case 2 Explanation

14

Mrs. Simon violated multiple test security regulations as defined in 2 S.C. Code Ann. Regs. 43–100 (2011).

First, unless this was an oral administration, Mrs. Simon should not have read the test items and should not have inspected the test booklets and answer documents closely enough to know that her students were missing the items. Additionally, she attempted to coach examinees during testing and she interfered with her student's responses to the items. In doing so, she failed to follow all directions pertaining to the administration of a test as specified in the *SCPASS TAM*.

# Test Security—Case 3

15

The Golden Pond STC, an efficient gray-haired lady named Ms. Dorothy, gave Ms. Fondo her science test materials. After counting the test booklets, they noticed that there were more booklets than the number of students being tested. Ms. Dorothy kept the extra materials, and Ms. Fondo returned to her classroom to administer the test. Soon afterwards, the STC realized that directions were highlighted in one of the test booklets she kept and that this was an accommodation for one of Ms. Fondo's students.

# Case 3 Explanation

16

STCs must use the electronic School Security Checklist to track the distribution and receipt of test materials. The STC and the TA must sign out and sign in each document on the electronic School Security Checklist.

It is a necessary, but insufficient, practice to count the test booklets and answer documents during this process. The STC and TA are responsible for making sure that the appropriate test materials are signed out for each student.

Ms. Dorothy's error is compounded in this case because one of Ms. Fondo's students did not receive an accommodation specified in her IEP. To address this test security violation, an IEP team meeting must be convened as described in the *SCPASS TAM*.

# Test Security—Case 4

17

After the SCPASS administration, Mr. Phish turned in his test materials to the STC, Ms. Bass. A few minutes later he returned with another student's test booklet. To be sure that all of the test materials for Mr. Phish's students had been returned, Ms. Bass compared Mr. Phish's stack of test booklets and answer documents with the numbers and names on the security checklist. She found that the answer document for Charlie Tripp was missing. When Mr. Phish returned to his classroom and asked Charlie about the answer document, the student pulled the document from his desk.

# Case 4 Explanation

18

TAs must be sure to return all secure test materials for all students. Mr. Phish should have used a checklist or other method to help him account for the secure test materials in his classroom. TAs are expected to actively proctor students during each test session and to collect all test materials from each student when the student finishes the test. When test materials are returned to the STC, the TA and STC should use the electronic School Security Checklist to “sign in” each test booklet and answer document that was signed out to the TA.

# Test Security—Case 5

19

All classrooms at High-Tec Middle School have computers. Ms. Twitter, a frequent user of her computer, e-mailed her colleagues after testing to ask if they noticed the question in the social studies test about the Museum of Ancient History.

# Case 5 Explanation

20

Ms. Twitter is guilty of several test security violations. TAs and other personnel are not permitted to read test items before, during, or after testing. Based on her e-mail message, it appears that Ms. Twitter read a question in one of her student's test booklets. She should not have done this unless she was conducting an oral or signed administration using a secure script. In addition, TAs are not permitted to disclose or discuss the contents of any test with students, teachers, or other personnel. Here again, Ms. Twitter committed a test security violation by e-mailing her colleagues with a reference to secure test content.

# Test Security—Case 6

21

Mrs. Hansel, the Special Education Coordinator, developed a plan for ordering customized materials and arranging for SCPASS testing accommodations. In December, she asked all teachers at Stonehouse Middle School to provide her with a list of the testing accommodations specified in each student's IEP and/or 504 Plan. Teachers sent this information to Mrs. Hansel.

After testing was completed, however, it was discovered that one of Mr. Gredler's students had not received an accommodation for science as specified in his IEP. A review of the situation revealed that Mr. Gredler had provided Mrs. Hansel with the student's IEP accommodations for social studies, but not for science.

# Case 6 Explanation

22

Not providing accommodations as appropriate for students with IEPs or 504 Plans is a test security violation. Because the student in Mr. Gredler's class did not receive the accommodation specified in his IEP, an IEP team meeting must be convened as specified in the *SCPASS TAM* to determine whether or not the science test administration should be considered valid.

# Test Security—Case 7

23

After testing, Ms. Bell, a teacher at Symphony Elementary School, returned a stack of test materials to Mr. Trombone, the STC. She then took her students outside for recess, leaving her door unlocked.

Meanwhile, Mr. Trombone was re-checking the test materials that had been returned. He discovered that the answer documents for Ms. Bell's students were missing. In an effort to locate the documents, Mr. Trombone checked Ms. Bell's classroom. He found the answer documents on Ms. Bell's desk, buried under a pile of homework papers.

# Case 7 Explanation

24

Ms. Bell violated at least three test security regulations:

- 1) she failed to return test materials for all examinees;
- 2) she failed to follow instructions specified in the test manuals for the distribution, storage, or return of test materials; and,
- 3) because she left the answer documents on her desk in an unlocked room, she also allowed unauthorized access to test materials after testing.

Mr. Trombone appears to share responsibility in this situation as well. During the check-in process, he and Ms. Bell should have accounted for all secure materials (test booklets and answer documents) that had been checked out to Ms. Bell.

# Test Security—Case 8

25

At the conclusion of SPCASS testing, Ms. Diego received an e-mail from her STC documenting where her ESOL students had been tested and the accommodations they had received.

Ms. Diego realized immediately that one of her Spanish-speaking students was not on the list and had not received the appropriate accommodation.

# Case 8 Explanation

26

Without more information, we don't know who was at fault in this situation. An ESOL student should have received an accommodation but did not, and this is a test security violation. This case illustrates the need for all teachers and administrators to work together and demonstrates that each school should develop a plan for providing the appropriate accommodations for each ESOL student.

Allowable accommodations for ESOL students are discussed in Appendix D of the *SCPASS TAM*. Appropriate accommodations should be based on the student's ELDA scores, teacher judgments, and other evidence. Testing accommodations should be recorded on the student's accommodation form and kept with the student's ESOL folder.

# Test Security—Case 9

27

Mr. Edwards, a teacher at Springfield Middle School, is very thorough. His students are taking the SCPASS test online this year, and Mr. Edwards wants to make sure that his students get as many points as possible on the test.

During testing, as each student finishes, Mr. Edwards asks them to go to the Review/End Test screen. If he sees a blank response, he instructs the student to return to the item and answer it.

# Case 9 Explanation

28

This is a test security violation. TAs should not examine an online test or a paper answer document to make sure all of the questions were answered.

While moving around the classroom, it is permissible for TAs to check that students are following the directions for marking their responses on the computer screen or in the answer document. It is not permissible to stop and read test items or check students' responses on the computer screen or in their answer documents. The TA may make general announcements to the class such as reminding students to check their answers before exiting the test or to do a good job of erasing on the paper answer documents.

# Test Security—Case 10

29

In order to save time, Mr. Fatica decided to have his students practice the Online Tools Training (OTT) immediately before the actual test administration

To be efficient, he handed out the Student Test Tickets as soon as the students were seated. The class then began to work on the OTT as a group, openly discussing the practice items. Four students mistakenly used their test tickets to login to their actual tests during the OTT session. By the end of the OTT session, they had nearly completed the entire test.

# Case 10 Explanation

30

This is a test security violation for several reasons. As indicated in Appendix B of the SCPASS TAM, the OTT should be used prior to the online testing window, not immediately prior to an actual test session. The TA failed to follow directions as specified in the test manual, but the TA also violated S.C. Code Annotated Section 59-1-445 (2004) by giving examinees access to the test questions prior to testing.

# Paper/Pencil Testing

## May 7—15

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

# Paper/Pencil Inventory Materials

32

**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

33

- 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

34

- 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

35

- **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

36

- **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

37

- 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

38

- **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

39

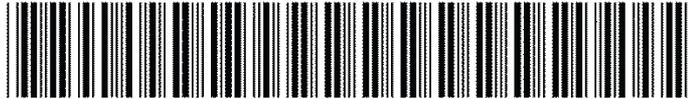
- **Braille Oral Administration Script (BR OAS)**
  - Produced for all grades and subjects for use with Form C-BR test booklet
- **Signed Administration Script (SAS)**
  - Produced for all grades and subjects for use with Form C-SL test booklet
  - Used for Pidgin Signed English (PSE), Signed Exact English (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

40

- **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

41

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



P520416 00000001 2

# Paper/Pencil Labels

42

- 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



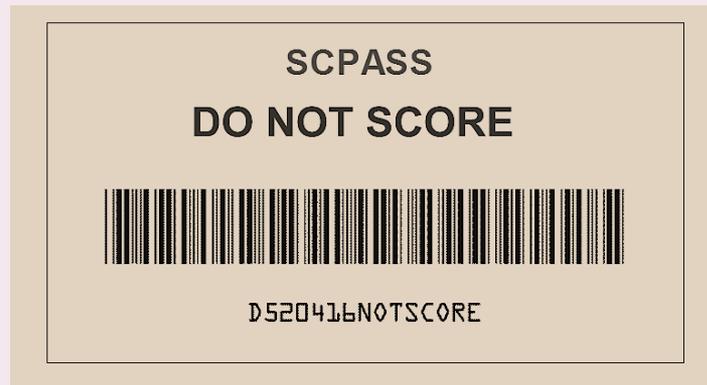
P520517 00000001 2

# Paper/Pencil Labels

43

- **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

48

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

**48**

**TO BE COMPLETED FOR SCIENCE**

Teachers/test administrators must complete all applicable codes.

<p style="text-align: center;"><b>IEP/504 Standard Accommodations</b></p> <p style="text-align: center;">Mark all that apply.</p> <p><input type="radio"/> Setting</p> <p><input type="radio"/> Timing</p> <p><input type="radio"/> Scheduling</p> <p><input type="radio"/> Presentation - Oral Administration Script</p> <p><input type="radio"/> Presentation - Oral Administration CD-ROM</p> <p><input type="radio"/> Presentation - Signed Administration Script</p> <p><input type="radio"/> Presentation - Signed Administration DVD</p> <p><input type="radio"/> Presentation - Other</p> <p><input type="radio"/> Response Options</p> <p><input type="radio"/> Supplemental Materials or Devices</p>	<p style="text-align: center;"><b>IEP Special Request Code</b></p> <p style="text-align: center;"><input type="radio"/> ①</p> <p style="text-align: center;"><input type="radio"/> ②</p>	<p style="text-align: center;"><b>IEP Invalidation</b></p> <p style="text-align: center;"><input type="radio"/></p>	<p style="text-align: center;"><b>ESOL Accommodations</b></p> <p style="text-align: center;">Mark all that apply.</p> <p><input type="radio"/> Bilingual Dictionary</p> <p><input type="radio"/> Directions Translated</p> <p><input type="radio"/> Individual and Small Group Administration</p> <p><input type="radio"/> Oral Administration</p> <p><input type="radio"/> Scheduling</p> <p><input type="radio"/> Timing</p>
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Test Administrator Name: \_\_\_\_\_

(Print First and Last Name)

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**TO BE COMPLETED FOR SOCIAL STUDIES**

Teachers/test administrators must complete all applicable codes.

<p style="text-align: center;"><b>IEP/504 Standard Accommodations</b></p> <p style="text-align: center;">Mark all that apply.</p> <p><input type="radio"/> Setting</p> <p><input type="radio"/> Timing</p> <p><input type="radio"/> Scheduling</p> <p><input type="radio"/> Presentation - Oral Administration Script</p> <p><input type="radio"/> Presentation - Oral Administration CD-ROM</p> <p><input type="radio"/> Presentation - Signed Administration Script</p> <p><input type="radio"/> Presentation - Signed Administration DVD</p> <p><input type="radio"/> Presentation - Other</p> <p><input type="radio"/> Response Options</p> <p><input type="radio"/> Supplemental Materials or Devices</p>	<p style="text-align: center;"><b>IEP Special Request Code</b></p> <p style="text-align: center;"><input type="radio"/> ①</p> <p style="text-align: center;"><input type="radio"/> ②</p>	<p style="text-align: center;"><b>IEP Invalidation</b></p> <p style="text-align: center;"><input type="radio"/></p>	<p style="text-align: center;"><b>ESOL Accommodations</b></p> <p style="text-align: center;">Mark all that apply.</p> <p><input type="radio"/> Bilingual Dictionary</p> <p><input type="radio"/> Directions Translated</p> <p><input type="radio"/> Individual and Small Group Administration</p> <p><input type="radio"/> Oral Administration</p> <p><input type="radio"/> Scheduling</p> <p><input type="radio"/> Timing</p>
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Test Administrator Name: \_\_\_\_\_

(Print First and Last Name)

# Paper/Pencil Coding Answer Documents

49

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 type="radio"/> A-LP <input type="radio"/> A-LL <input type="radio"/> C-BR <input type="radio"/> C-SL	<input checked="" type="radio"/> H01 <input type="radio"/> H02 <input type="radio"/> H03 <input type="radio"/> H04 <input type="radio"/> H05 <input type="radio"/> H06 <input type="radio"/> H07 <input type="radio"/> H08 <input type="radio"/> H09	Hour: <input type="radio"/> 7 <input checked="" type="radio"/> 8 <input type="radio"/> 9 Min: <input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> 30 <input type="radio"/> 45	Hour: <input type="radio"/> 7 <input checked="" type="radio"/> 8 <input type="radio"/> 9 Min: <input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> 30 <input type="radio"/> 45	<table border="1"><thead><tr><th>FI</th><th colspan="16">First Initial</th></tr></thead><tbody><tr><td></td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td></tr><tr><td></td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><th>MI</th><th colspan="16">Middle Initial</th></tr><tr><td></td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td></tr><tr><td></td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><th>LI</th><th colspan="16">Last Initial</th></tr><tr><td></td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td></tr><tr><td></td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	FI	First Initial																	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		S	T	U	V	W	X	Y	Z											MI	Middle Initial																	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		S	T	U	V	W	X	Y	Z											LI	Last Initial																	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		S	T	U	V	W	X	Y	Z										
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	S	T	U	V	W	X	Y	Z																																																																																																																																																																	

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

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

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**

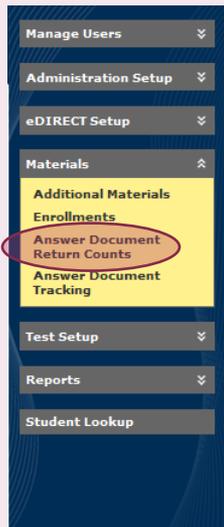
  
**South Carolina**  
**SCPASS**  
Palmetto Assessment of State Standards

Spring 2015

# Paper/Pencil Answer Document Return Form (ADRF)

50

- 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

51

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

52

- **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

53

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

54

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

# Paper/Pencil Materials Return

55

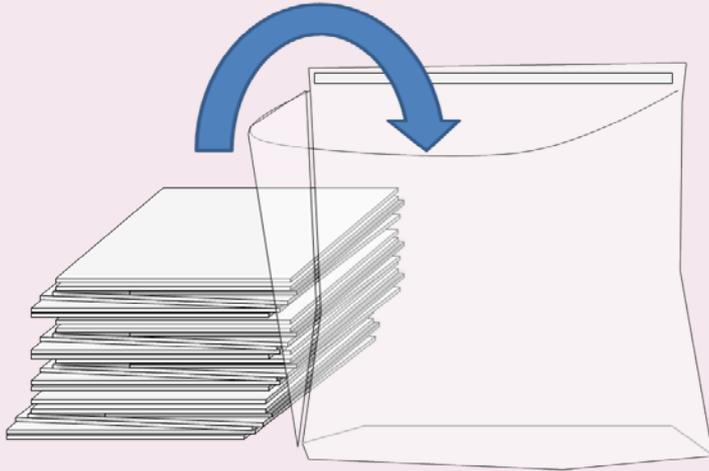
- **Materials will be returned via UPS.**
  - **Shipment 1 deadline is Tuesday, May 12.**
  - **Shipment 2 deadline is Tuesday, May 19.**
    - ✦ **If you have online testers using LP or LL test booklets at the end of the online testing window, you may return shipment 2 materials after testing on May 22.**

# Paper/Pencil Packaging Procedures

56

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

57

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

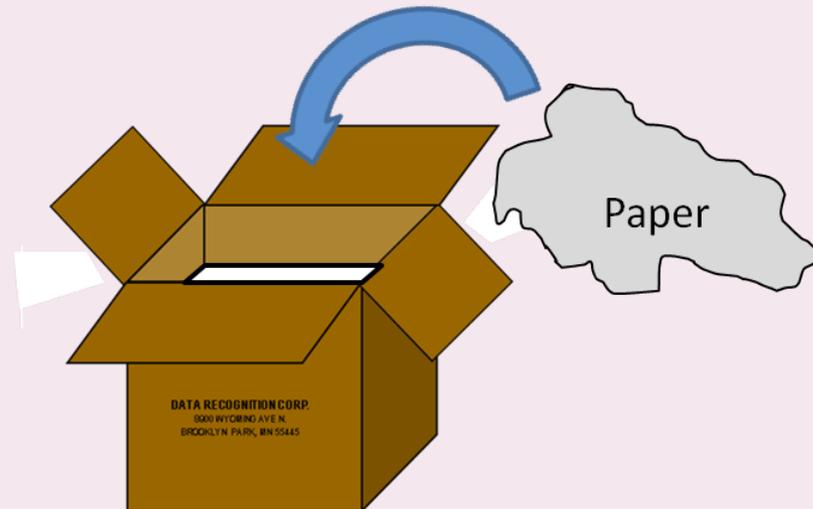


# Paper/Pencil Packaging Procedures

58

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

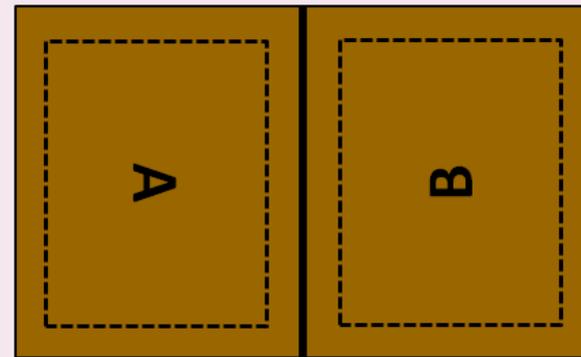
Fill any voids to the top of the box.



# Paper/Pencil Packaging Procedures

59

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

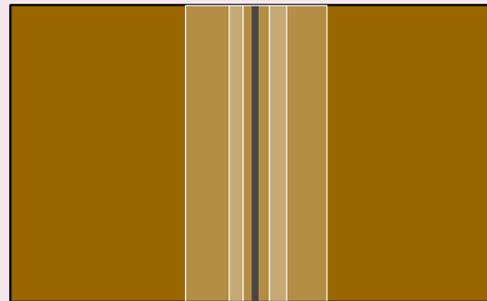
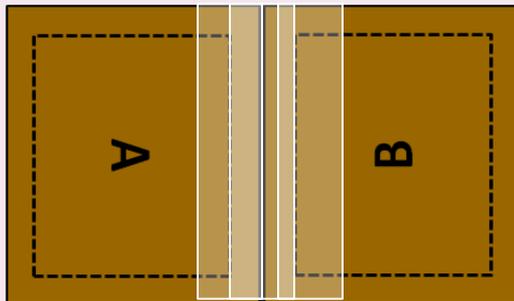


# Paper/Pencil Packaging Procedures

60

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.



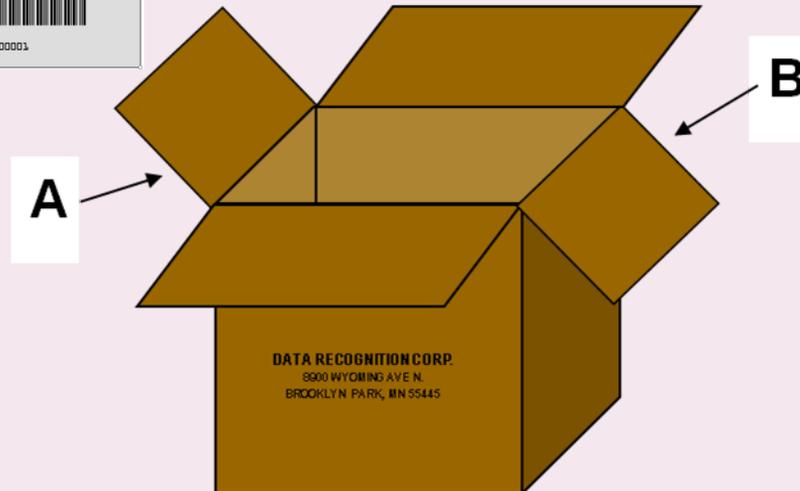
# Paper/Pencil Packaging Procedures

61

Place appropriate colored DRC label on Flap A.

Overhead view of closed box

Place the UPS-RS label on Flap B.



# Online Testing

## May 7—22

# Online Testing Training and Support

63

- ***DRC INSIGHT Technology User Guide***
  - Updated for Spring 2015; PDF on eDIRECT
  - Recommended that all DTCs and Technology Coordinators read and become familiar
  - Instruction 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

64

- **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

65

- **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

66

- 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

67

- **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

68

- **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

69

- **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

70

- **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

71

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

72

- **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

73

- **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

74

- **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

75

- 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.

76

- 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

77

- **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

78

- 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.