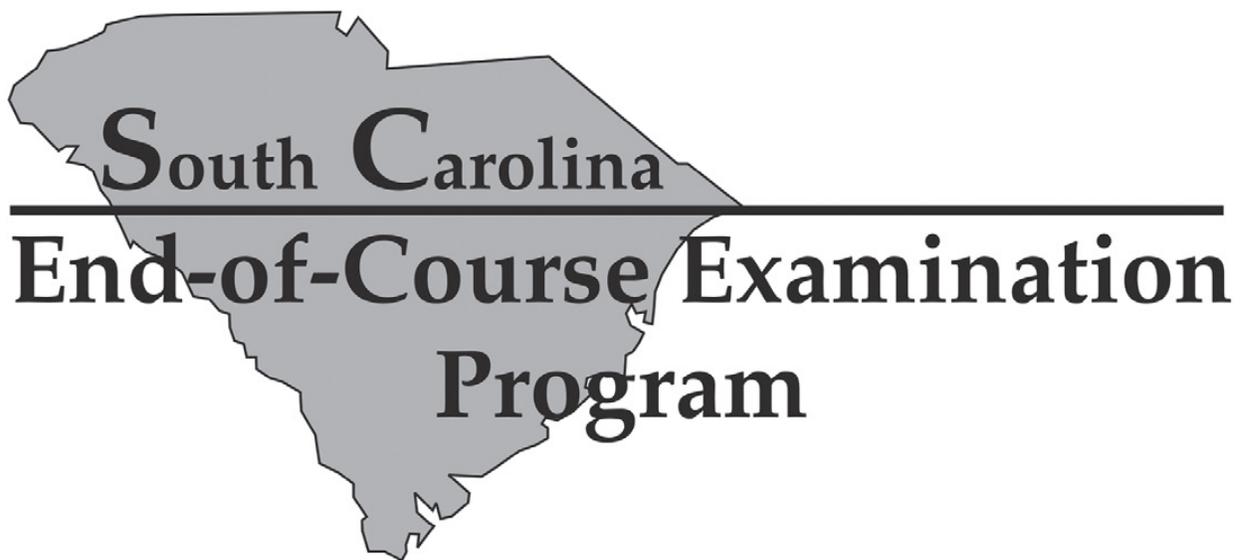


District Test Coordinator's Supplement

Fall/Winter 2015–2016



- **Algebra 1/Mathematics for the Technologies 2**
- **Biology 1/Applied Biology 2**
- **English 1**
- **United States History and the Constitution**

End-of-Course Examination Program (EOCEP) Test Administration Schedule

Time Frame	Event
Two weeks before testing:	District Test Coordinator (DTC) receives materials in district office.
At least one week before district's testing window:	DTC trains all School Test Coordinators (STCs).
The week before district's testing window:	STCs receive test materials.
Within 24 hours of receipt of materials by STC:	STC notifies DTC of any missing test materials.
No later than two business days before testing:	DTC notifies DRC of any missing test materials.
Within three business days after testing and no later than Friday, January 29:	DTC returns scorable materials, including make-up tests, to DRC (up to five shipments per district permitted).
Within three business days after testing and no later than Friday, January 29:	DTC returns all nonscorable test materials to DRC in one shipment.

Contacts

If you have any questions regarding administration, test materials, or return procedures for scorable and nonscorable materials, contact DRC at 1-800-451-7834 or SCProject@datarecognitioncorp.com.

If you have policy questions (e.g., test security, calculator use), contact Kirsten Hural of the South Carolina Department of Education (SCDE) at 803-734-5981 or khural@ed.sc.gov.

If you have questions about student IEP accommodations, contact Anne Mruz at 803-734-8034 or amruz@ed.sc.gov.

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Testing Window

The state-approved testing window for the Fall/Winter 2015–16 administration of EOCEP is **November 30 through January 27**. Testing for the Fall/Winter administration cannot begin before November 30. Each DTC is responsible for identifying the **district-level** testing window and for notifying the STCs of the testing schedule. DTCs and STCs are responsible for ensuring that the testing schedule (test dates for each subject) is posted on the school's website. The district must administer all operational EOCEP tests—Algebra 1/Mathematics for the Technologies 2, Biology 1/ Applied Biology 2, English 1, and United States History and the Constitution (USHC).

In districts that administer tests with paper and pencil, the District Test Coordinator (DTC) will select a 10-day testing window within the state-approved testing window. Districts that administer tests online will select a 15-day testing window. The first day of the testing window does not have to be a Monday. It is recommended that districts administer paper/pencil tests over five consecutive days within the district testing window and that the additional days be used to complete make-up testing and to accommodate technological resources needed for online testing.

Supported Devices for Online Testing

The use of traditional desktop and laptop computers is recommended for online testing. However, some tablet devices are also allowed for online testing. Refer to the *DRC INSIGHT Technology User Guide* for a list of supported devices and operating systems. Only supported devices and operating systems may be used for online testing. Any districts choosing to administer online tests on supported tablet devices will be responsible for ensuring test security and accountable for any atypical impact on student test scores.

If districts elect to administer state tests on one-to-one devices for which the student has control over the device at all times, the DTC must ensure that district policies require schools to implement procedures that ensure students who possess these devices cannot access online assessments improperly.

Inventory and Distribute Test Materials

1. Confirm the total number of district and school boxes received with the number indicated on 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. The last white box will be identified by a "District Materials Enclosed" sticker on all four sides of the box.
2. Call DRC if any boxes are missing or if boxes were received that should have been delivered to another district. If materials are received for a school that is not testing, return the materials to DRC with other nonscorable materials **after** testing.
3. Make arrangements for distributing test materials to each school.
4. Do not open packages of secure shrinkwrapped materials that will not be used. Return the unused secure materials to DRC in unopened packages; DRC will check in the materials as unused.
5. Distribute test materials for **home school students** as needed.

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6. After all schools have inventoried their materials, notify DRC via e-mail if any secure materials are missing.
7. Work with the STCs to determine whether or not to use test materials with rips, folds, creases, poor print quality, or other types of irregularities. Call DRC if there are any questions about whether or not damaged materials should be used.
8. Create a district security file to store signed *Agreement to Maintain Test Security and Confidentiality* forms; do not send the forms to the SCDE or DRC. Keep these forms on file for five years.

DTCs should also set up electronic or paper files to keep documentation regarding test security violations.

Guidelines for Using Electronic Security Checklists

Electronic security checklists can be downloaded from eDIRECT (<https://sc.drccedirect.com>) by completing these steps:

1. Select View Reports from the Reports menu.
2. Enter the appropriate search criteria and click on Show Reports.
3. When the security checklist has been located, select the save button under the Action column. Save the file as an Excel spreadsheet, using the school's School Identification Number (SIDN), School Name, Program, and "Security Checklist" as the file name. For example, "9999999 Middleville High School EOCEP Security Checklist."
4. The information on the spreadsheet may be sorted, as needed. Complete the information on the Excel spreadsheet security checklist in the same manner as a paper checklist. (For example, enter the school name, DTC/STC initials, initial when packaging materials for return, and any notes.)
5. The security checklists may be used electronically and returned in electronic format or they may be printed and returned via hard copy.
6. Log additional materials received using the blank rows at the bottom of the spreadsheet. Information for make-up testing can also be logged using blank rows below additional materials.
7. STCs may use and return the security checklists in an electronic format to DTCs or may choose to print and return via hard copy.
8. Do not include any personal identifiable information (PII) for students on e-mailed Security Checklists.
9. DTCs and STCs must retain electronic security checklists for one year.
10. Additional instructions on how to use the electronic security checklists can be found as a separate document on eDIRECT.

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Resolve School Shortages

- If the quantity of materials is insufficient, the **DTC** should complete a request using the Additional Materials functionality on eDIRECT. The deadline for ordering additional materials is **Monday, January 25**.
- Once additional materials are received, record the security numbers of all secure materials on the blank rows at the bottom of the electronic *Security Checklist*.

Return Scorable and Nonscorable Materials

Materials must be returned within three business days of the district testing window and no later than Friday, January 29.

You should receive the following materials from each STC:

- school boxes containing scorable materials and
- school boxes containing nonscorable materials.

In order for scores to be reported back to the schools quickly for inclusion in course grades, a rapid scoring and reporting process has been implemented. Districts may choose to return scorable materials to DRC as they arrive from schools (by class). You may return **scorable materials** in as many as five separate shipments. For example, if there is make-up testing, you may wish to return the regular scorable materials first, followed by a separate shipment of the make-up scorable materials.

School Boxes

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

1. Collect the box(es) of scorable test materials from the STCs.
2. Ensure that each **scorable** box has a **green** return shipping label and a **white Next-Day Air** UPS return service label affixed.
3. Collect the box(es) of nonscorable materials from the STCs. Refer to the diagram on page 6 for the materials to include in nonscorable boxes.
4. Ensure that each **nonscorable** box has a **gray** return shipping label and a **white Ground** UPS return service label affixed.
5. Verify that the STC has marked the “box __ of __” area on the boxes being returned to the DTC.
6. Separate the boxes into two groups according to the color of the return shipping label—**green** or **gray**.
7. Store the boxes of materials in a secure place until they are picked up by UPS. **(See page 5 for information on return shipments via UPS.)**

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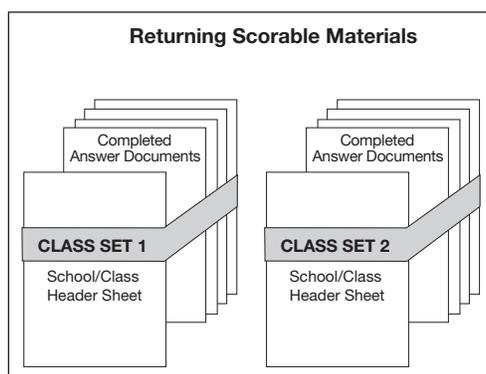
District Boxes

Original shipping boxes, **green** and **gray** return shipping labels, and **white** UPS return service labels will be needed to return scorable and nonscorable materials.

1. Using the original shipping boxes, separate and package test materials into scorable boxes and nonscorable boxes.

Scorable materials returned in district boxes may include:

- scorable answer documents, placed under the appropriate and correctly coded *School/Class Header Sheet*.



Place any scorable test materials in plastic return bags provided by DRC, seal the bags tightly, and place them in scorable boxes. Ensure that each box has a **green** return shipping label and a **white Next-Day Air** UPS return service label affixed. Refer to the Return Packaging Instructions Checklist on pages 7 and 8.

Nonscorable materials returned in district boxes may include:

- used/unused test booklets and other non-scannable secure test materials.
2. Place the nonscorable materials, as applicable, in boxes as shown in the diagram on page 6.
 3. Follow the Return Packaging Instructions Checklist beginning on page 7; however, nonscorable materials do not need to be placed into a plastic bag. Ensure that each box has a **gray** return shipping label and a **white Ground** UPS return service label affixed.
 4. Separate the boxes into two groups according to the color of the return shipping label—**green** or **gray**.
 5. Store the boxes of materials in a secure place until they are picked up by UPS. **(See page 5 for information on return shipments via UPS.)**

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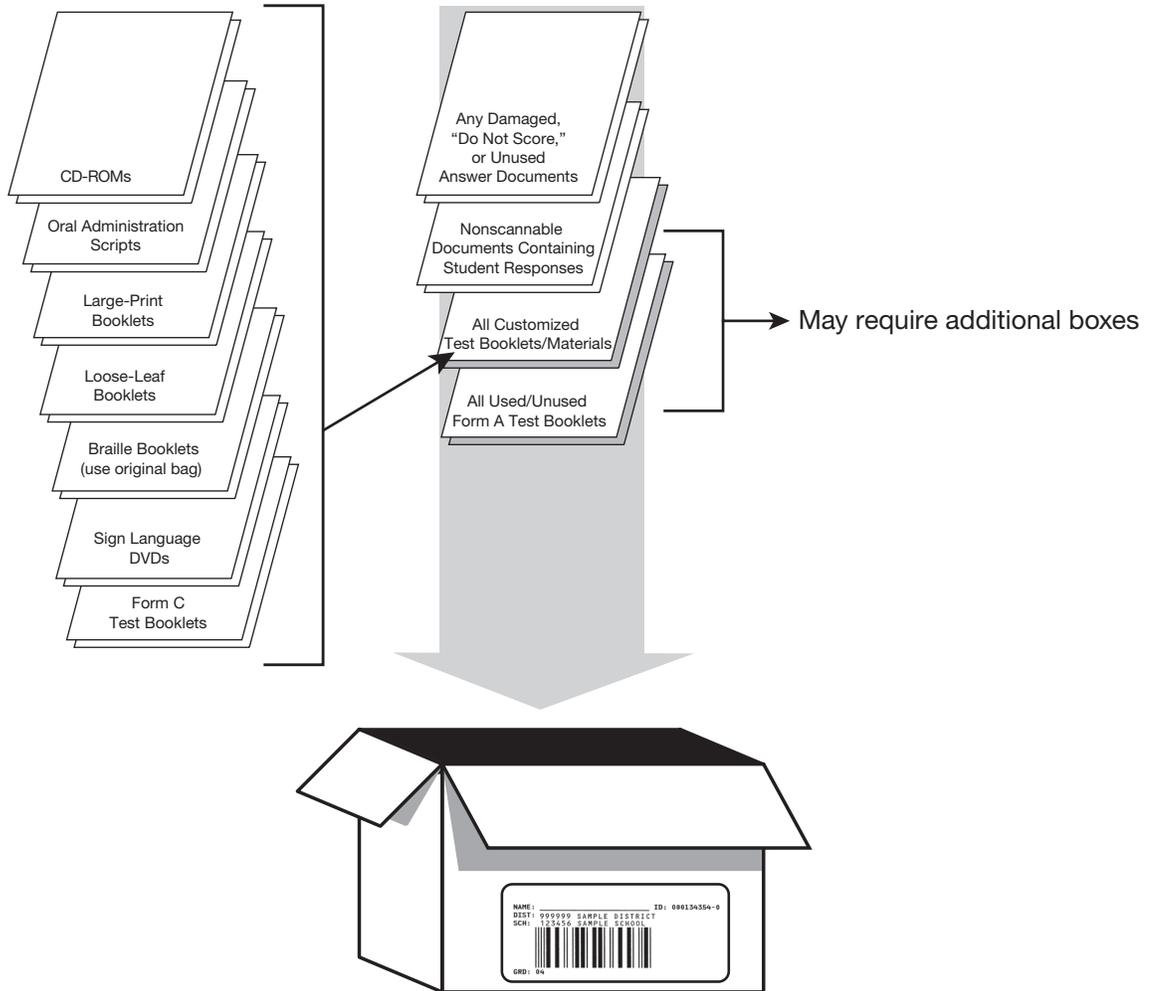
UPS Return

Materials must be returned within three business days of the district testing window and no later than Friday, January 29.

1. Place the white UPS Return Service label on the top of each district and school box being returned to DRC.
2. If you have a daily scheduled UPS pickup, place the EOCEP return box(es) near your other packages for pickup, but keep your EOCEP materials separate for the driver.
3. If you do not have a daily scheduled UPS pickup, call UPS at **1-866-857-1501**. Inform UPS that you would like to schedule a pickup and that you have a return service label(s). Give the service representative the tracking number of each **UPS Return Service** label. This will let UPS know that DRC will be paying all return charges. Also, tell the service representative what day and time your package(s) will be ready for pickup.
4. **Please make your call to UPS at least one day before you need a pickup. Same-day service is not available in all areas.**

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Returning Nonscorable Materials

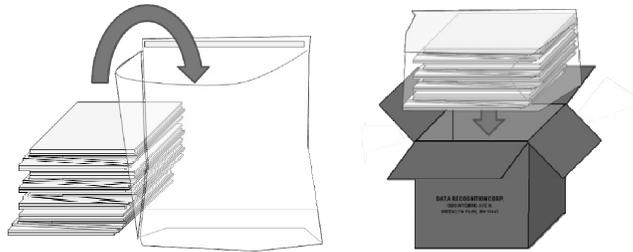


Do not put any scorable materials in the nonscorable boxes!

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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 to ensure that testing material does not shift during transit. Make sure you fill voids to the top of the box.



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Nonsecure Materials

Do not return the following materials to DRC:

- Unused graph paper, reference sheets, and rulers; and
- Make-up rosters.

Destroy the following materials after the current administration:

- Unused *School/Class Header Sheets*,
- Unused shipping labels, and
- Unused *Do Not Score Labels*.

Securely destroy the following materials after the current administration:

- Test Session Rosters,
- Test Session Tickets, and
- Graph paper, reference sheets, or scratch paper with student writing.

Forms

 The following forms are now electronic and can be found on eDIRECT (sc.drccedirect.com) under the EOCEP Fall/Winter 2015–16 documents section:

- Scoring Request Order Form,
- Intra-District Transfer Form.

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Alternative Scheduling for Testing EOCEP Subjects

Directions for setting district testing windows are provided in the DTC Supplement. In general, all testing should occur within the district's testing window.

Some flexibility in scheduling online EOCEP testing is provided for students who complete courses outside district testing windows. These students may be in the following programs:

- Adult Education,
- Alternative schools,
- Charter Schools,
- Department of Juvenile Justice,
- Early or middle colleges,
- Homebound, or
- Virtual schools.

Districts are responsible for testing these students but may apply to test online at times other than during district and state windows. To apply, the DTC must complete the **EOCEP Alternative Testing Window Request Form** and submit it by e-mail or secure fax to Kirsten Hural in the Office of Assessment (khural@ed.sc.gov). The alternative testing window for Fall/Winter 2015–16 is February 1–March 25. DTCs should try to submit the form one week in advance of the earliest requested test date.

This form must be completed for each type of program in which students will be testing outside the district testing window. A new request form must be submitted each time significant changes are made to the program. Alternative scheduling will be approved only for students using online testing.

Districts can complete and submit the form online from the SCDE Web site:
<http://ed.sc.gov/scdoe/assets/File/tests/high/eocep/EOCEPForm4-18-08.pdf>.

EOCEP Alternative Testing Window Request Form

Print Form

Submit by Email

Name and Title of Person Submitting Request:

Date:

(mm-dd-yyyy)

Phone:

E-mail:

District:

School:

Indicate which program(s) this request applies to:

Adult Education

Charter School

Early or Middle College

Virtual School

Alternative School

Department of Juvenile Justice

Homebound

List student name(s), ID(s), and test subject(s)

Provide 1–2 sentences describing the reason an alternative testing window is requested.

Requested alternative testing date(s)

Location of Test Administration

Test Administrator (Select one option by using the drop-down arrow on the right)

Does this request apply to all future EOCEP test administrations for this program?

Yes

No

Please submit your responses electronically to Kirsten Hural in the Office of Assessment, S.C. Dept. of Education, by clicking on the "Submit by E-mail" button at the top of this page. To print a copy for your records, click on the "Print Form" button at the top of this page.



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