



STATE OF SOUTH CAROLINA

DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN

STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Test Coordinators

FROM: Leslie Dawes
Office of Assessment

DATE: October 05, 2018

RE: Advances and Reimbursements for Assessments

For 2018–19, the Office of Assessment is reimbursing districts for certain assessments as required by state law. For all tests discussed in this memo, the SCDE will reimburse districts only for the cost of examinations administered (number of students tested). Due to differences in the assessments, the reimbursement process differs for each type of assessment. Directions for submitting reimbursement claims for these assessments follow.

Grade Ten Tests: PSAT, PreACT™, and ACT® Aspire™

In compliance with Proviso 1A.17, the South Carolina Department of Education (SCDE) will reimburse the administration of PSAT, PreACT or ACT Aspire (tenth grade) for students in grade ten for the 2018–19 school year. Tenth graders are students in the second year of high school after their initial enrollment in ninth grade.

Districts may claim reimbursement for only one test per student. If a student takes more than one assessment, the district may claim the more expensive test. To receive reimbursement for the administration of the PSAT, PreACT, or ACT Aspire (tenth grade), districts must submit:

1. a completed reimbursement claim form showing which tests were administered, how many students were tested, and costs for the test administrations; and
2. copies of invoice(s) for the tests administered.

For the grade ten assessments, the revenue code is 3519 and the subfund number is 319.

Grade Eleven College Entrance Examinations: the ACT[®] and the SAT

The Education Accountability Act requires that, “all students must be offered a college entrance assessment that is from a provider secured by the department.” The SCDE will pay for only one college entrance exam per student. If a student takes both assessments, the district may claim reimbursement for the more expensive test. Eleventh graders are students in the third year of high school after their initial enrollment in the ninth grade.

After a district submits a form for an advance payment for the administration of the ACT and/or the SAT, the SCDE will distribute 60 percent of the total costs shown on the claim form. To claim the advance, a district must submit a completed advance claim form showing which tests are to be administered, how many students are to be tested, and costs for the test administrations. Once testing is completed, the district should submit a final claim form showing the test(s) administered, the actual number of students tested, and an invoice showing the cost to the district.

For the college entrance assessments, the revenue code is 3519A and the subfund number is 319.

Grade Twelve College Ready Entrance Examinations: the ACT[®] and the SAT

The Educational Accountability Act requires that, in the twelfth grade, and as aligned to the student’s Individual Graduation Plan, if funds are available, the State shall provide all students the opportunity to take or retake a college readiness assessment, the career readiness assessment, and/or earn industry credentials or certifications at no cost to the students. Twelfth graders are defined as students in the fourth year of high school after their initial enrollment in ninth grade. Additional information concerning guidelines for testing students in grade twelve will be forthcoming.

After a district submits a form for an advance payment for the administration of the ACT and/or the SAT, the SCDE will distribute 60 percent of the total costs shown on the advance claim form. District must submit a completed advance claim form showing which tests are to be administered, how many students are to be tested, and costs for the test administrations. Once testing is completed, the district should submit a final claim form showing the test(s) administered, the actual number of students tested, and an invoice showing the cost to the district.

For the college entrance assessments, the revenue code is 3519A and the subfund number is 319.

Grade Eleven Career Readiness Assessment

Section 59-18-325(C)(4) of the Education Accountability Act requires that the SCDE reimburse districts for the administration of the career readiness assessments for students in grade eleven. Eleventh graders are defined as students in the third year of high school after their initial enrollment in ninth grade.

The SCDE will advance districts 90 percent of the estimated costs based on the number of eleventh graders from the district's precode information. Once the SCDE has confirmed the number of students tested using the test score data files provided to the SCDE by the testing vendor, the remaining funds will be disbursed to the district. The district will not need to submit any documentation. For the career readiness assessment, the revenue code is 3519B and the subfund number is 319.

Grade Twelve Career Readiness Assessment

The Educational Accountability Act requires that, in the twelfth grade, and as aligned to the student's Individual Graduation Plan, if funds are available, the State shall provide all students the opportunity to take or retake the career readiness assessment at no cost to the students. Twelfth graders are defined as students in the fourth year of high school after their initial enrollment in ninth grade. Additional information concerning guidelines for testing students in grade twelve will be forthcoming.

As the career readiness tests are optional for students in grade twelve, district must submit a completed advance claim form showing how many twelfth-grade students are to be tested in order to receive advance funding for the tests. The SCDE will advance districts 60 percent of the assessment costs based on the numbers on the advance claim form. Once the SCDE has confirmed the number of students tested using the test score data files provided to the SCDE by the testing vendor, the remaining funds will be disbursed to the district. The district will not need to submit further documentation.

For the career readiness assessment, the revenue code is 3519B and the subfund number is 319.

International Baccalaureate Examinations

Proviso 1A.26 requires that the SCDE fund International Baccalaureate (IB) exams for 2018–19. The SCDE will reimburse districts for each examination taken.

To claim a reimbursement, a district must submit:

1. a completed reimbursement claim form showing how many exams were ordered, and costs for the exams; and
2. copies of purchase order(s) and/or invoice(s) for the examinations.

For the International Baccalaureate examinations, the revenue code is 3519C and the subfund number is 319.

The claim forms and other documentation for all of these testing programs may be e-mailed to ldawes@ed.sc.gov.

Reimbursement for Assessments

Page 4

October 05, 2018

Please e-mail me at ldawes@ed.sc.gov if you have any questions.