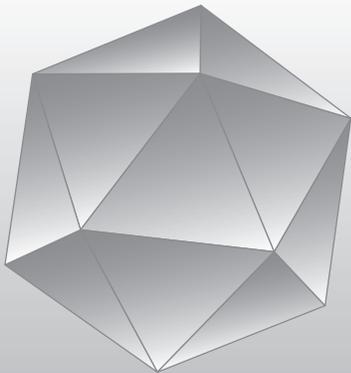
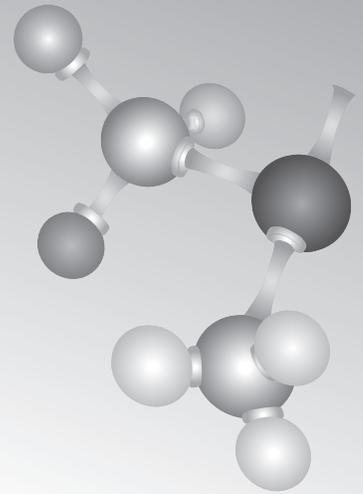


# Test Administration and Coordination Manual



Maryland High School Assessment

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**May 2006**

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**Please read the Test Administration and Coordination Manual (TACM)**

## Contact Information

ETS..... 1-866-881-2802

iScan ..... 1-410-381-7171, x2216

Measurement Inc. (MI), Shipping Department ..... 1-866-425-7714

This toll free number is available for use during the following May 2006

Administration time period: March 6-June 16, 2006.

MSDE ..... 1-410-767-0080, or 2481

## INTRODUCTION

The Maryland High School Assessments are a series of end-of-course tests that cover core academic areas in English, Algebra/Data Analysis, Biology, and Government. It is a Maryland graduation requirement that for each of these tests a student achieve a passing score or a minimum score that contributes to an overall combined score as established by the state. Additionally, the English and Algebra/Data Analysis tests fulfill the No Child Left Behind requirements for mathematics and reading at the high school level.

Maryland educators have played a vital role in developing the overall high school assessment plan and the tests themselves. Maryland teachers are involved in selecting materials for the tests, writing test items, and reviewing test items for content accuracy, difficulty, and fairness.

This manual provides information and instructions for Local Accountability Coordinators (LACs) and School Test Coordinators (STCs) for the administration of the May 2006 Algebra/Data Analysis, Biology, English, and Government tests. **Please do not use previous versions of the Test Administration and Coordination Manual.**

Content area-specific Test Examiner's Manuals are supplied. The Test Examiner's Manuals provide specific directions for administering the May 2006 tests. Each content area test will be administered on a single day throughout Maryland and takes approximately three to three and a half hours to complete, including short breaks. See "General Information" below.

The test consists of both selected response and constructed response test items. There are two types of constructed response items: brief constructed response and extended constructed response. Both types require students to write (rather than select) an appropriate response. Students record responses to all test items in a separate Answer Book.

By following the guidelines in this manual and the Test Examiner's Manuals, you can help ensure that the test will be valid and equitable for all students. Following test administration, comments regarding clarity of directions and information provided in this manual may be e-mailed to [hsa@msde.state.md.us](mailto:hsa@msde.state.md.us).

## TESTING INFORMATION

### General Information

Student ID Labels and Student Rosters Delivered to Schools .....	May 3–8, 2006
Test Materials Delivered to Schools .....	May 3–8, 2006
Last Day to Order Materials for Primary Week .....	May 15, 2006
Testing Dates .....	May 22–25, 2006
Make-up 1 Testing Days .....	May 30–June 2, 2006
Make-up 2 Testing Days .....	June 5–8, 2006

After testing, materials will be picked up from each school site by the scoring contractor.  
See Appendix B: Pickup Information.

#### Material shortages or questions?

Test Examiners direct questions to the School Test Coordinator. School Test Coordinators direct questions to the Local Accountability Coordinator. The Local Accountability Coordinator contacts ETS.

**Section 1****General Information****TESTING TIMING SCHEDULE**

CONTENT AREA	SESSION ONE	BREAK	SESSION TWO	BREAK	SESSION THREE
English	60 minutes	5 minutes	60 minutes	5 minutes	50 minutes
Government	85 minutes	5–15 minutes	70 minutes	NA	NA
Biology	80 minutes	5–15 minutes	70 minutes	NA	NA
Algebra/Data Analysis	75 minutes	5–15 minutes	75 minutes	NA	NA

**Administration Schedule**

The tests will be administered the week of May 22–25, 2006. A single date has been designated for each content area test. Testing times must be scheduled to allow sufficient time for completion of the test.

**TABLE 1**  
Required Assessment Administration Schedule for  
May 22–25, 2006

Monday	Tuesday	Wednesday	Thursday
5/22/06	5/23/06	5/24/06	5/25/06
English	Algebra/ Data Analysis	Government	Biology

**Make-up Schedule**

For the 2006 administrations, if a student is absent or if a school has an unscheduled closing or delayed opening that prohibits the administrations from occurring on the scheduled date(s) above, the test(s) must then be administered according to the make-up dates shown in Table 2.

The LACs should address all questions regarding unscheduled closings to the MSDE Assessment Office in the Division of Accountability and Assessment at (410) 767-0080, or 2481.

**TABLE 2**  
Required Make-up 1 Administration Schedule  
May 30–June 2, 2006

Tuesday	Wednesday	Thursday	Friday
5/30/06	5/31/06	6/1/06	6/2/06
English	Algebra/ Data Analysis	Government	Biology

If a student is absent during the first make-up week or if a school again has an unscheduled closing or delayed opening that prohibits testing on the dates in Table 2, the schedule shown in Table 3 must be followed.

**TABLE 3**  
**Required Make-up 2 Administration Schedule**  
**June 5–8, 2006**

Monday	Tuesday	Wednesday	Thursday
6/5/06	6/6/06	6/7/06	6/8/06
English	Algebra/ Data Analysis	Government	Biology

### ***Retrieval of Testing Materials***

See Appendix B: Pickup Information. Pickup of testing materials will occur between 8:00 AM and 5:00 PM. An AM or PM pickup will not be designated. Questions regarding pickup should be directed to Measurement Inc., 1-866-425-7714.

## **ADMINISTRATION MONITORING BY MSDE**

During the administration of the Maryland High School Assessment test, the Maryland State Department of Education (MSDE) will have testing monitors in selected schools to observe administration procedures and testing conditions. All monitors will have identification cards for security purposes. There may or may not be prior notification of which schools will be monitored, but monitors will follow local procedures for reporting to the school's main office and giving proper notification that an MSDE monitor is in the building.

## **STUDENT PARTICIPATION**

### ***Testing Accommodations***

Testing accommodations for Special Education students and students with disabilities covered under Section 504 must be approved and documented according to the procedures and requirements outlined in the document, "Requirements for Accommodating, Excusing, and Exempting Students" in Maryland Assessment Programs. No accommodations may be made for students merely because they are members of an instructional group. Any accommodation must be based on individual needs and not on a category of disability area, level of instruction, environment, or other group characteristics. Responsibility for confirming the need and appropriateness of an accommodation rests with the LAC and school-based staff involved with each student's instructional program. A master list of all students and their accommodations must be maintained by the principal and submitted to the LAC, who will provide a copy to the Maryland State Department of Education upon request.

Staff involved with the test administration should refer to the most recent Accommodations Document. You may want to obtain a copy of the entire document, which is available at the MSDE DocuShare® site at <https://docushare.msde.state.md.us>.

**Section 1****General Information**

General principles stated in the document regarding accommodations for HSA are:

Accommodations . . .

- a. should enable students to participate more fully in assessments and to better demonstrate their knowledge and skills.
- b. must be based upon individual student needs and not upon a category of disability, level of instruction, time spent in general classroom, or program setting.
- c. must be justified and documented in the student's Individualized Education Program (IEP), Section 504 Plan, or English Language Learner (ELL, formerly known as Limited English Proficient or "LEP") Plan.
- d. must be implemented as soon as possible after completion of the IEP, Section 504 Plan, or ELL Plan and must be aligned with and be a part of daily instruction. Accommodations must not be introduced for the first time during the testing of a student.
- e. must be approved as specified in this document.
- f. not explicitly mentioned in this document and/or multiple accommodations do not constitute reasons to exempt students from assessments. The School Test Coordinator (STC) should coordinate with the Local Accountability Coordinator (LAC) prior to testing to address issues caused by the need to provide multiple accommodations.

If a student's responses are recorded on audiotape or word processed for later transcription, the audiotape or computer printout of the responses must be securely retained for one year. The LAC will determine whether the student's school or the LAC office will be responsible for the secure storage of these original student responses.

If technology is used to provide the verbatim reading accommodation, the software used must be official Kurzweil™ reading software. Refer to Appendix S "Test Administration and Security Procedures for the Kurzweil™ 3000 Verbatim Reading Accommodation Software" for detailed information about security procedures that must be followed when using the Kurzweil™ software to administer the tests. Secure electronic copies of the test forms on CDs must be ordered directly from MSDE. The Kurzweil™ software must be purchased separately by the school or LEA and be in use for instruction prior to its implementation for testing. Check with your LAC for more information.

### ***Response Accommodation Label***

For a response accommodation that allows a student to mark answers in the Student Test Book and then have the Test Examiner transfer the responses to the Answer Book, you must apply a "Response Accommodation" label centered at the top of the student's Test Book cover. This is to easily identify a student's Test Book should there be a need to review it after the test administration.

### ***Accommodation Packages***

Accommodation Packages are shrink-wrapped sets of Test Books and Answer Books that are not spiraled. They are made up of the same test form. These accommodation packages should be used by:

- 1) groups of students who are all receiving reading accommodations and being proctored by the same Test Examiner.

- 2) students using the Kurzweil™ reading software.
- 3) students using Braille or large print Test Books who need their answers transcribed into a regular Answer Book.

Students receiving accommodations other than those listed above should use one of the other test forms and be tested in groups using spiraled forms.

### **Braille and Large Print Test Books**

The Maryland High School Assessment will be administered to those requiring Large Print Student Test Books and Answer Books or Braille Student Test Books.

- 1) Large Print and Braille Rubrics and Math Reference Sheets will be provided with the student's test materials. Braille Resource Sheets may also accompany the Braille Student Test Books.
- 2) Talking calculators are allowable.
- 3) Following testing, for both Large Print and Braille, an eligible Test Examiner must transcribe student responses into a regular Answer Book from the Accommodation Package. Student responses must be reproduced exactly as written or constructed by the student. Algebra/Data Analysis student responses that are constructed on grids or that include drawn figures must be transcribed to match the student's original work. Coordinate points on a student's large print or Braille test item grid must be transferred to match the corresponding coordinate points on the figure in the regular Answer Book. If the student response includes a figure that is not on a grid, the transcriber must transfer the student's work into the regular Answer Book so that the transcribed drawing is accurately proportionate to the student's original drawing.
- 4) The pre-printed student ID label is to be attached to the regular Answer Book containing the transcribed responses, not to the Large Print Answer Book or Braille Student Test Book. Be sure the student's name, LEA number, and school number are written on the Large Print Answer Book. However, the bubbles do not have to be filled in on the Large Print version of the Answer Book. If there is a pre-printed student ID label for the student, the bubbles do not have to be filled in on the transcribed Answer Book. If there is no pre-printed student ID label, a "generic" ID label (one without a student name) must be applied to the Answer Book containing the transcribed responses and all the required sections on the cover must be bubbled in.
- 5) Before packing, confirm that the Accommodations Code on the cover of the transcribed Answer Book is completed. There are bubbles to fill in on the Accommodations Box to indicate Large Print or Braille test materials were used by the student. See Appendix H.

ACCOMMODATIONS	
Large Print	<input type="radio"/> Yes
Braille	<input type="radio"/> Yes

- 6) Once tests are transcribed, they are to be returned for scoring with the regular materials. However, if transcription cannot be completed in time for inclusion with its own content area, an exception may be made to the general packing instruction stating that content areas are not to be mixed in the same box. The transcribed Answer Book(s), Student Test Book(s), and, if used, large print Answer Book(s) should be included as the top item in Box 1 of any return shipment, regardless of the content area. **Please band the books with a white paper band and label the bundle "Transcribed Answer Books."**

**Section 1****General Information**

- 7) Large Print Answer Books are to be returned with the other testing materials.
- 8) Students' original Braille responses must be retained for one year. The LAC will determine whether the student's school or the LAC office will be responsible for the secure storage of these original Braille student responses.

**Alert: Soy Allergy**

No test materials used during the May 2006 administration contain soy-based inks.

***Procedures for Testing Home-Schooled Students***

Please follow the steps below and complete Appendix M: Home-Schooled Student Information Sheet.

- 1) A home-schooled student comes into a Maryland Public School to be tested and is assigned to a testing group by the STC.
- 2) STC completes a separate copy of Appendix M: Home-Schooled Student Information Sheet for each content area test being taken by the home-schooled student and provides it to the Test Examiner.
- 3) Test Examiner distributes a Student Test Book and an Answer Book. **DO NOT AFFIX EITHER A PRE-PRINTED STUDENT ID LABEL OR GENERIC ID LABEL TO THE ANSWER BOOK.**
- 4) The following information should be hand-written and bubbled in on the student's Answer Book Cover: Last Name, First Name, Date of Birth, Student ID Number (if applicable), Grade Level, Gender, Racial/Ethnic Background, and Accommodations (if applicable).
- 5) At the conclusion of testing, the Test Examiner paper bands the Home-Schooled Student Information Sheet to the home-schooled student's Answer Book and forwards it to the STC.
- 6) The STC separates all home-schooled Student Answer Books from those of the other students in the testing groups.
- 7) After the test administration, the STC boxes all of the home-schooled students' Answer Books, with a completed Home-Schooled Student Information Sheet paper banded to each Answer Book, and sends them via secure mail to the LAC.
- 8) The LAC verifies the accuracy of the information on the covers of the submitted home-schooled students' Answer Books and forward them via secure mail to MI for scoring. See Section 3, Step Two for detailed directions on processing home-schooled Student Answer Books.

Upon completion of scoring, student Home Reports and/or score labels will be sent to the LAC who in turn will forward them to the address provided by the STC on the Home-Schooled Student Information Sheet.

**TEST SECURITY*****Code of Ethics and State Board Security Regulations***

The following code of ethics conforms to the Standards for Educational and Psychological Testing developed by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education:

IT IS A BREACH OF PROFESSIONAL ETHICS FOR SCHOOL PERSONNEL TO PROVIDE VERBAL OR NONVERBAL CLUES OR ANSWERS, TEACH ITEMS ON THE TEST, SHARE WRITING PROMPTS, COACH, HINT, OR IN ANY WAY INFLUENCE A STUDENT'S PERFORMANCE DURING THE TESTING SITUATION. A BREACH OF ETHICS MAY RESULT IN INVALIDATION OF TEST RESULTS AND LEA OR MSDE DISCIPLINARY ACTION.

The Student Test Books, unused math Answer Books and all used Answer Books for all content areas of the Maryland High School Assessment Program are confidential and must be kept secure at all times. Unauthorized use, duplication, or reproduction of any or all portions of the assessment is prohibited. Additionally, divulgence of secure test materials through electronic correspondence such as e-mail, is prohibited.

VIOLATION OF SECURITY CAN RESULT IN PROSECUTION AND/OR PENALTIES AS IMPOSED BY THE MARYLAND STATE BOARD OF EDUCATION AND/OR STATE SUPERINTENDENT OF SCHOOLS IN ACCORDANCE WITH COMAR 13A.03.04 AND 13A.12.05.

It is assumed that Test Examiners and all others who handle test materials are aware of the consequences of test security violations.

### ***Secure and Non-Secure Materials***

Secure and non-secure materials are as follows:

Secure Materials—Student Test Books, Kurzweil™ CDs, used Answer Books, used Rubric Sheets, used scratch paper, and unused Algebra/Data Analysis Answer Books

Non-Secure Materials—Test Administration and Coordination Manuals (TACMs); Test Examiner’s Manuals; unused English, Biology, and Government Answer Books; unused Rubric Sheets

### ***Who May Have Access to Secure Materials and When May They Be Accessed?***

Non-secure materials may be used for training at any time. Secure and non-secure materials will be delivered to schools May 3–8, 2006. The following is a list of when the secure materials can be viewed and who may view them. Persons not mentioned specifically are to be denied access to secure materials.

- **LACs** may have access to **secure** and **non-secure** materials as they are made available in order to plan training sessions for STCs.
- **STCs** may have access to **secure** and **non-secure** materials in order to prepare materials and training sessions for Test Examiners. STCs may open packages of Student Test Books and Answer Books as necessary to inventory and prepare materials for distribution to Test Examiners.
- **Test Examiners** may have access to all **non-secure** materials prior to the test administration. They may view the **secure** test materials one school day prior to the scheduled test date. Student Test Books and math Answer Books must be viewed in a secure location under the supervision of the STC. Test Examiners will receive Student Test Books and Answer Books from the STC on the morning of the scheduled test date.
- **Non-certified staff** may have access to **secure** materials for clerical purposes as approved by the LAC and only if supervised by the STC. Non-certified staff may perform such activities as assisting with the inventory of materials or helping with the application of pre-printed student ID or generic ID labels to Answer Books.
- **Superintendents, Assistant Superintendents for Instruction, LEA Content Area Supervisors, Principals, and Assistant Principals who are not serving as Test Examiners or Test Coordinators** may view secure test materials no sooner than one day prior to testing. However, viewing of test materials must be done in a secure setting with the approval of the LAC. In no case may test items be discussed or materials be copied or recorded in any way. After testing is completed, staff members are not permitted to review, hand score, or use student responses in any way.

**Section 1****General Information*****Who May Not Have Access to Secure Materials?***

Proctors and members of the general public are not allowed access to secure test materials. The legal authority for this denial is found in §10-618(c) of the State Government Article, Annotated Code of Maryland, which stipulates the following:

SUBJECT TO PARAGRAPH (2) OF THIS SUBSECTION, A CUSTODIAN MAY DENY INSPECTION OF TEST QUESTIONS, SCORING KEYS, AND OTHER EXAMINATION INFORMATION THAT RELATES TO THE ADMINISTRATION OF LICENSES, EMPLOYMENT, OR ACADEMIC MATTERS.

Proctors and the general public may view public release forms. These forms are non-secure and are available on the MSDE Web site, <http://www.mdk12.org>.

***Some Security Guidelines***

- When not in use, all secure materials must be kept in a secure central location. Answer Books containing responses must be returned, along with all other secure materials, at the end of the testing session. All secure materials must be accounted for by the Test Examiner before returning them to the STC. The STC should be notified immediately of any discrepancies.
- Unless directed otherwise by the STC, any test books being checked out by a Test Examiner on the morning of the scheduled test and not distributed to students during test administration should be temporarily stored in a secure location inaccessible to students until the end of the testing session. This may occur if a student is absent. Remember to retrieve these books from their secure location when returning the materials.
- Do not hand score student responses.
- Breaches of security must be reported to the school principal, the LAC, and MSDE immediately.

**ELIGIBLE AND NON-ELIGIBLE TEST EXAMINERS AND PROCTORS*****Eligible Test Examiners***

Eligible Test Examiners for Maryland High School Assessment test administrations must be state-certified, professional school staff, and include the following:

- state-certified academic classroom teachers (Certification is not required in the content area for which the teacher is serving as Test Examiner.)
- other state-certified teachers who teach in special education, gifted and talented, and ELL programs
- academic classroom, special education, gifted and talented, and ESL teachers with provisional certification
- state-certified teachers in physical education, art, home economics, industrial arts, etc.
- guidance counselors, media specialists, school psychologists, and school administrators
- other state-certified teachers who may be working as instructional assistants, aides, or regular substitutes

Note: Non-certified instructional assistants or aides who are regular employees of the school district for the purpose of providing instruction, are NOT PERMITTED to serve as Test Examiners. These individuals ARE PERMITTED, however, to provide allowed accommodations to individual students, as long as they are not the students' parents or guardians and are under the supervision of a state-certified, eligible Test Examiner.

***Non-Eligible Test Examiners***

Regular and/or certified staff who are not eligible as Test Examiners include the following:

- non-certified instructional assistants and aides who are not regular employees of the school district (e.g., student teachers and parents who serve as regular volunteers)
- state-certified teachers who are not regular employees of the school system and who are not on a substitute list

***Proctors***

Non-eligible personnel may provide assistance during administration as proctors only. The decision to use proctors and to choose who may act as proctors is a local school system option. The proctors may assist in the following ways:

- help the Test Examiner distribute and collect testing materials
- circulate and observe students during the entire testing period
- ensure that students are working on the correct test session and not on any other session
- remind students who finish early to check their work in that test session
- monitor students who finish early to ensure they are not reading other materials or disturbing students who are still working

Parents may serve as proctors only if they regularly serve as volunteers in the local school system. The use of non-certified instructional assistants, aides, and parents as proctors is a local school system option. The Test Examiners must understand that they, not the proctors, are solely responsible for a smooth and standardized test administration, as well as the protection of the security of the test materials. Proctors are also bound by the security/confidentiality regulations and must not be allowed to view secure materials. As a general rule, one proctor for every 25 students is recommended.

***Backup Test Examiners***

A local school system may train backup Test Examiners to serve as examiners when regular Test Examiners are ill. If these trained Test Examiners are not used, they may serve as proctors. If they serve as proctors, they must work under the direction of the Test Examiner and may **not** have access to the secure materials for the test to which they are assigned prior to the scheduled testing date.

**IRREGULARITIES DURING TESTING**

Any test administration may be marred by unforeseen irregularities that, in some cases, can result in individual or group performance that is invalid. See Section 4, Step Three for invalidation instructions. The School Test Coordinator should notify the LAC of testing irregularities. The LAC will then determine the appropriate method of handling the testing irregularity, in consultation with MSDE if necessary.

**Section 1****General Information****HSA SOILED TEST BOOK AND ANSWER BOOK PROCEDURES**

If a student becomes ill during testing and consequently soils the Student Test Book and/or Answer Book, please follow the steps below and complete Appendix R: Materials Sent to Cintas.

1. The Test Examiner sends the student to the school nurse, stops the testing, and records the amount of time remaining.
2. The Test Examiner calls the office for the STC to come to the classroom. The STC identifies the security barcode number located on the Student Test Book and records it onto a copy of Appendix R: Materials Sent to Cintas. If it is an Answer Book that is soiled, the STC should record the lithocode number in the bottom right corner of the Answer Book cover and also the security barcode number if it is an Algebra/Data Analysis Answer Book.
3. The Custodian, School Nurse, or other qualified school personnel safely handles the test material and places it in a sealed zip-locking, plastic bag with the barcode label visible. Handling soiled materials should be done in accordance with procedures outlined in MSDE's "Resource Manual for Handling Body Fluids in the School Setting," which is available at <https://docushare.msde.state.md.us> along with a hyperlink to the OSHA regulations related to this topic.
4. After the testing area is cleaned resume testing. The Test Examiner reminds students of the amount of time remaining for the session prior to the disruption.
5. If the student chooses to return the same day and resume testing, the student is given a replacement Test Book and/or Answer Book. If using a replacement Answer Book, it must first be determined that all answers already recorded in the soiled Answer Book are legible and can be transcribed into the student's replacement Answer Book by the STC or eligible Test Examiner after testing. If the original Answer Book is so soiled that any portion of any answer is not legible, the student must re-take the test on a scheduled make-up test date using a make-up test form.
6. The STC packs the damaged test material in a mailing box, seals it, and labels it with the school's return address and "Damaged Test Materials."
7. The STC sends the labeled box containing the damaged test material to Cintas (an MSDE Vendor) via a secure, traceable delivery method within one day. The address for Cintas is:
 

Cintas Document Management  
 6427 Baltimore National Pike  
 Suite G  
 Baltimore, MD 21228
8. The STC sends a copy of Appendix R: Materials Sent to CINTAS to the LAC.
9. The LAC compiles an electronic list of all damaged test material (as listed on the Appendix R forms sent by the STCs) in Excel software and forwards it to MSDE's State Test Security Officer within one week of the completion of testing.
10. MSDE compiles a list of all damaged test material submitted by the LACs and provides the list to MI, the scoring vendor, for use in preparing a Security Report.

## TESTING MATERIALS

### *School Test Coordinator*

The School Test Coordinator (STC) is to provide the test materials to the Test Examiners. NOTE: When preparing and sorting the Test Books and Answer Books for the Test Examiners, it is important to finish using all the books in an opened shrink-wrapped package before opening another package. The STC must also provide each examiner with a Student Tracking Form. The student roster provided in the first shipment of test materials may be used for this purpose, or another form may be created by the STC or LAC. A sample of a Student Tracking Form is provided in Appendix J of this manual. You may follow this sample or create your own. The Student Tracking Form must include space for the content area and a space for each student in the test group to sign his or her name verifying that the test materials have been returned. It should also include space to record the lithocode number from the student's Answer Book. The Test Examiner must also sign the form, to verify that all students have returned their test materials. The document will serve as a test archive and must be kept for three years as per COMAR 13A.03.04.

All students and examiners must have the following testing materials:

A. Materials provided (by ETS):

#### For the Test Examiner

- Test Examiner's Manual:
- Two sets of pre-printed student ID labels and one set of generic ID labels for those students who do not have a pre-printed label or who have one with incorrect information. The second set of pre-printed student ID labels is to be used if needed for a make-up test or in the event that one of the labels is damaged. Student ID labels are placed on the Answer Book in the boxed area that says, "Place Student ID label here." See Appendix H.

**Student ID labels arrive in a separate shipment from the other testing materials.**

★ **Note: Never place one label over another!**

- White paper bands for used Answer Books
- Red paper bands for invalidated Answer Books
- Student roster
- Return shipment labels for primary week & make-up weeks
- Pre-Slugged Header Sheets
- Response Accommodation Labels

#### For each student

- Student Test Book
- Answer Book
- For Government and English students: Rubric Sheet
- For Algebra/Data Analysis students: Formula Reference Sheet/Rubric Sheet/Cues for Students consolidated onto one folded sheet
- For Biology students: Rubric Sheet/Students Constructed Response Checklist consolidated onto a two-sided sheet

## Section 2 Overview of Examination Materials

B. Additional materials (provided by the school or student):

For each student

- two No. 2 pencils with erasers
- for Biology, Government and Algebra/Data Analysis students: clean scratch paper
- highlighter (optional)

For Algebra/Data Analysis students:

- straightedge (ruler or index card)
- graph paper,  $\frac{1}{4}$ " x  $\frac{1}{4}$ " grid or comparable size (one sheet per student plus extra to be available as needed)
- graphing calculator with the following minimum capabilities: (Have extra batteries available.)
  - table functions
  - point plotting
  - intersection of two lines (using a graph, a table, or equations)
  - statistics: mean, median, maximum, minimum, quartiles, line of best fit
  - maxima and minima of a function
  - matrices: addition, subtraction, and scalar multiplication

Calculators may not be shared by students. The following are graphing calculators that have the capabilities needed for the high school assessments in mathematics as of May 2005.

Casio:	FX-1.0 Plus, FX-7700, FX-9750GPLUS, CFX-9800, CFX-9850G, CFX-9850GBPLUS, CFX-9870G, Algebra FX 2.0, CFX-9970G, CLASSPad 300
Hewlett-Packard:	HP-38G, HP-48G, HP-49G, HP-39G, HP-40G
Sharp:	EL-9300, EL-9600
Texas Instruments*:	TI-82, TI-83, TI-83 Plus, TI-83 Plus Silver Edition, TI-84, TI-84 Plus, TI-84 Plus Silver Edition, TI-86, TI-89, TI-92, TI-92 Plus, TI Voyage 200

\*Attachable QWERTY keyboards are not allowed.

**Calculators with alphanumeric keyboards:** For Security reasons, **only** calculators with alphanumeric keyboards must have the memories cleared before the students begin the testing and at the completion of the test. **Any data, applications, or programs saved in the calculator's memory will be lost.** (Currently, this is the TI-92, TI-92 Plus, and TI Voyage 200.) Directions for clearing memory are included in the beginning of Section 3 of the Test Examiner's Manual for Algebra/Data Analysis.

For All Content Areas:

Refer to the table of allowable and prohibited aids in TACM Section 4, Step Two. This table also appears in the Test Examiner's Manual.

## RECEIPT AND DISTRIBUTION OF MATERIALS

### ***General Information***

For the May 2006 administration, test materials will be delivered directly to the schools. They will be sent to the School Test Coordinator's attention. Please alert all appropriate staff members to expect the delivery and to secure the delivery immediately. See Section 3, Step One for specific instructions. All materials are shipped by content area and will be in multiple boxes. Box 1 will contain the shipping notice for that specific content area. The administrative materials for each content area will be sent in separate box(es). Boxes are numbered  $\underline{X}$  of  $\underline{X}$  where the second X represents the total number of boxes. The Test Administration and Coordination Manual (TACM) will also be sent separately. Any Braille test materials ordered by the school will be shipped in a separate box.

### ***Local Accountability Coordinator***

The LAC will receive at least 10% overage of materials to accommodate shortages or requests for additional primary week materials from STCs. While the STC will be ordering make-up books from ETS, the LAC will also receive an overage of make-up materials for last minute emergency use. To request make-up books, refer to Section 4, Step Two, Ordering Make-up Books.

The LAC will also receive a small overage of large print materials, but will not receive an overage of Kurzweil™ CDs or Braille test materials.

### ***School Test Coordinator***

For the May 2006 administration, test materials will be sent directly to the School Test Coordinator during the period of May 3–8, 2006.

Box 1 of each content area contains the shipping notice. Inventory the materials immediately. If necessary, request additional materials from the LAC or order additional materials from ETS. Refer to Appendix G.

Retain the boxes. They will be reused to ship the materials to the scoring contractor after the test administration.

See Section 4, Step Three for specific directions.

### ***Important!***

Students in each classroom are administered multiple forms of the test. Each test form is identified by a form letter and a specific color. Each has its own unique Answer Book with a matching form letter and color. Students must receive the same Student Test Book and Answer Book form. For this administration, Algebra/Data Analysis, Biology, and Government have six primary week forms: E06, F06, G06, H06, J06, and K06. English has 10 primary week forms: E06, F06, G06, H06, J06, K06, L06, M06, N06, and P06. Make-up Test 1 is Form X06 and Make-up Test 2 is Form Y06. Make-up tests are packaged separately. They are not part of the spiral packages shipped for the primary week of testing.

Primary week materials for Algebra/Data Analysis, Biology, and Government are shrink-wrapped into packages containing 12 Student Test Books or 12 Answer Books. English will be shrink-wrapped in packages containing 10 Student Test Books or 10 Answer Books. The different test forms are spiraled within each package. Make-up forms X06 and Y06 are packaged separately and are not spiraled.

**Section 2**      **Overview of Examination Materials**

This identical spiraling occurs to simplify matching the correct form of the Answer Book with the Student Test Book during distribution to the student. Therefore, it is important to keep this spiraling order of the Answer Book stacks intact as pre-printed student ID labels are applied.

A pre-printed student ID label needs to be applied to each student's Answer Book prior to testing. The potential for the Answer Book spiraling to become disordered during this process exists. Thus, it will be even more important to be diligent in matching the color and form letter of the Student Test Books to the Answer Books as the materials are distributed in the classroom. See Section 4, Step One for specific directions concerning the application of the pre-printed student ID labels.

While the integrity of the spiraling order of the Answer Books should be maintained as the labels are applied, if it is found that the Answer Books and Student Test Books are no longer spiraled in precisely the same order, first distribute the Answer Books in the order in which they are stacked. Next, distribute the Student Test Books, pairing them with the Answer Books by matching the form letters and colors that appear on their front covers.

*NOTE:* When applying the pre-printed student ID labels to Answer Books, a new student may not have a pre-printed label, or a student's label may have incorrect information. In that case, use one of the ID labels that has no student name pre-printed on it. These are referred to as "generic ID Labels." **When using a generic ID label, it will be necessary for the student to write and bubble in his or her name and for the Test Examiner or STC to bubble in all other required information on the Answer Book cover. See Section 4, Step One for more information on bubbling the information grids.** If a student's pre-printed student ID label has been damaged, a second label has been included. This second label may be used in place of the damaged label. Remember, labels are shipped separately from the other testing materials during the same time period. Be on the lookout for this separate delivery.

**Student ID labels must be placed in the correct area on the Answer Book. Notice that the Answer Book cover has a horizontally boxed area that states "Place Student ID label here." Place the label over the words "Place Student ID label here." The label should be applied horizontally in this area only.**

- ★ **DO NOT PLACE THE ID LABEL OVER THE SECURITY BARCODE IN THE BOTTOM LEFT CORNER OF ALGEBRA/DATA ANALYSIS ANSWER BOOKS.**
- ★ **NEVER PLACE ONE LABEL OVER ANOTHER!**

## STEP ONE PRIOR TO TEST ADMINISTRATION

### Training

- Conduct training for School Test Coordinators (STCs). See Appendix N: High School Assessment Testing Reminders, for a one-page testing reminders document that may be used in training. However, Appendix N is not intended to replace the use of the Test Examiner’s Manual during training or during the administration of the test. The option of whether or not to use this one-page chart in the training of Test Examiners is a decision to be made by LACs and STCs.
- A video that provides an overview of the major steps in the HSA administration can be viewed at <http://www.marylandpublicschools.org>.
- Coordinate training for Test Examiners.
- Inform STCs of Code of Ethics and State Board Security Regulations.
- Work with the appropriate school personnel to verify and arrange test accommodations. Accommodation Packages, shrink-wrapped sets of 10 or 12 copies of the regular size Answer Book that correspond to the Large Print and Braille Forms, were included with the Large Print and Braille materials for later use during transcription by proper school personnel of student answers.
- Remind STCs that students must sign either the Maryland High School Assessment Roster or a Test Archive: Student Tracking Form before leaving the testing area. See Appendix J for a Sample Test Archive: Student Tracking Form. The document used must be retained for three years per COMAR 13A.03.04 as a test archive indicating those students who have taken the HSA test(s).

### Inventory Examination Materials

- Receive testing materials May 3–8, 2006.

You will receive approximately a 10% overage of primary week testing materials for your LEA. The STCs will also receive a slight overage for their schools. STCs will order make-up books directly from ETS; however, the LAC will receive an overage of make-up books to cover an urgent need in case ETS is unable to deliver in time.

LACs will receive a small overage of large print test materials, but neither the LAC nor STCs will receive an overage of Kurzweil™ CDs or Braille test materials.

- Confirm that you have received all boxes listed on the courier’s shipping invoice before signing for the delivery. If a box (or boxes) is missing, indicate next to your signature which box it is; i.e., “Box 4 of 6 Algebra/Data Analysis materials missing.” If someone else in your building will be signing for the shipment, alert them to the shipping window and receiving procedures. While boxes are given to the courier as one shipment, at times, the courier has split the order into two deliveries. Courier tracking information can be viewed on the Maryland High School Assessment Web site, View Order Status page, in the courier tracking column. If you select the tracking number, it will take you to the courier’s Web site to check the shipping status. If all materials are not received by the second delivery day, alert ETS for tracking.

NOTE: For ease of administration to students who would be grouped for reading accommodation purposes and who require a single form in order to administer the accommodation, you were able to order for each school Accommodation Packages consisting of 10 copies of either Test Books or Answer Books for the one MSDE selected test form. The packages will have a special label identifying them as Special Accommodations Packages. These shrink-wrapped packages are for use in situations where multiple students may have to follow along in one form; i.e., having the test read to them. While not

**Section 3****Instructions for Local Accountability Coordinators**

intended for use by the general student population, any books not needed for the accommodated students can be used by other classes if additional books are required. Leftover books from these packages should be the last ones to be used to fulfill the need for additional materials. Answer Books from the Accommodation Package should also be used for transcribing student responses from Braille and Large Print Answer Books.

- Confirm that all participating schools have received their testing materials. Tracking information for all school shipments can be accessed on the ETS Web site at <http://k12web.ets.org/MD/welcomePage.do>. If any school is missing its ETS shipment, have the school complete Appendix C: Shipping Notice Discrepancies Log. The LAC should then call ETS at 1-866-881-2802 immediately. If any school is missing its Kurzweil™ CD shipment from iScan call MSDE immediately.

NOTE: All of the schools' materials are shipped by content area and will be in multiple boxes. Each box will contain a Shipping Notice of what is contained in that particular box. Additionally, Box 1 for each content area will contain a Summary Shipping Notice of what is contained in all boxes included in that content's total shipment. The administrative materials for each content area will be in separate box(es). Boxes are numbered  $\underline{X}$  of  $\underline{X}$  where the second X represents the total number of boxes.

- Reconcile school shortages. In order to supply schools needing additional materials during the primary testing week, the LAC will receive extra testing materials, approximately 10% of the total amount requested for the LEA in the Pretest File. Use these LAC materials as the first source for filling requests from the STC for additional materials for this primary week of testing. Additional copies of the Test Administration and Coordination Manual (TACM) and Test Examiner's Manuals can also be downloaded from DocuShare at <https://docushare.msde.state.md.us>.

**STCs must open and inventory their shipment of materials immediately to allow time to resolve any shortages.** (Note: Appendix T: Material Shipment Inventory is provided as an optional form that the STC can use to inventory the quantities of materials received at the school. Later this same form can be used to indicate the quantities of materials shipped back after testing.) Using Appendix C: Shipping Notice Discrepancies Log, the STC reports shortages to the LAC at once for resolution. If books are missing that are listed on the Shipping Notice, the STC records the barcode numbers of the missing books in the comment section. If enrollment has increased and additional materials are needed, the STC submits Appendix G: Materials Request Form to the LAC. **This form will be redesigned each administration. Do not use this form from a previous TACM.** The LAC attempts to fill these requests from the LAC materials. If this supply is insufficient to fill requests for materials, then a supplemental order should be placed via the online ordering system or ETS customer service.

NOTE: Remember there are two types of supplemental orders—add orders and short orders. Add orders are placed when additional students need to be added to a school's enrollment. These orders include all test materials needed for the test administration; including generic student ID labels if placed by May 3, 2006. Short orders are placed when test materials are damaged and/or missing from a shipment, or if additional quantities of a specific test item are needed. Short orders are not expanded to include other test materials.

OPTION 1

Enter the supplemental order using the online ordering system at <http://k12web.ets.org/MD/welcomePage.do> (see Maryland HSA Web Site User Guide for detailed instructions. This User Guide is available at <https://docushare.msde.state.md.us>). STCs must obtain log-on information from their LAC before accessing the online ordering system.

OPTION 2

The STC or LAC completes Appendix G: Materials Request Form for his or her own record and then calls 1-866-881-2802, to place the order with a Customer Service Representative.

NOTE: Orders must be placed within the allotted ordering date ranges. **Supplemental orders placed after May 3, 2006 will not include any Student ID labels.** See Appendix P: Date Ranges for Placing Test Material Orders.

- Use Appendix A to record distribution of additional materials.

There will be a minimum of one box per content area for the LAC containing Rubric Sheets, Math Reference/Rubric Sheets/Cues for students, Student Test Books and Answer Books. These additional shrink-wrapped packages of Student Test Books and Answer Books are to be opened for distribution only if requests are received from schools for additional materials due to shortages or increased population. The LAC must distribute secure materials from the LAC overage, and both the LAC and STC must record the transaction on Appendix A: Redistribution of Materials Record, to ensure proper tracking of these secure materials. Student Test Books for all content areas and Algebra/Data Analysis Answer Books are considered secure. The ink jet-printed security barcode number found on the front of these Student Test Books and Answer Books will need to be recorded on Appendix A. See Appendix H: Sample Student Answer Book Cover for the location of the barcode number.

Unused Answer Books for Biology, English, and Government are considered non-secure materials and therefore do not have security barcode numbers. However, if these Answer Books are re-distributed to a school, their lithocode numbers need to be recorded on Appendix A for tracking purposes. Other non-secure materials such as Rubric Sheets and Math Reference/Rubric Sheets/Cues for Students do not have to be recorded. See Appendix A: Redistribution of Materials Record for an example of how to complete the form. Pre-printed student ID labels and generic ID labels will come in a shipment separate from the Student Test Book and Answer Book shipment.

Overages from one school should not be used by the LAC to fill another school's shortage unless all the extra materials sent to the LAC have been depleted and there is insufficient time to receive materials from ETS. (ETS will overnight express missing materials in an emergency. However, delivery of last minute requests in time for testing may not be possible. On-time delivery of materials cannot be assured unless orders are received at least four full business days prior to testing. Please urge all STCs to inventory and submit orders for additional materials immediately upon receipt of their initial deliveries.)

If there must be a transfer of materials from one school to another, the transfer should take place through the LAC. The sending and receiving STCs and the LAC must record the transferred books using Appendix A. Be sure the LEA Number(s) and School Numbers information is completed on the form. The barcode number is used to identify all Student Test Books and Algebra/Data Analysis Answer Books that are transferred between schools. The barcode number is located on the bottom left of the front cover of the Answer Book, to the right of the parallel barcode. The barcode is located on the bottom right corner of the front cover for the Student Test Books.

The lithocode number is used to identify all Biology, English, and Government Answer Books that are transferred between schools. The lithocode number is the unique seven-digit number that appears in the bottom right corner of the front cover. See Appendix H for a sample of an Answer Book Cover.

STCs at both schools need to include a copy of Appendix A with the used Answer Books in Box 1 of one of the content areas included in the return shipment to Measurement Inc. LACs also return their Appendix A in Box 1 of a content area of returned secure materials. The LAC retains a copy for reference. In case of missing materials, you may be asked to supply a copy of the form. Avoid this situation by first filling shortages from the extra packages sent to the LAC and by notifying ETS immediately of shortages beyond your ability to fill.

- Pickup of the schools' materials will occur at the school level. See Appendix B: Pickup Information. STCs should retain the original boxes to use for returning materials to Measurement Inc. for scoring. **Pickups are only automatically scheduled for those schools that were included in your Pretest File.**

**Section 3****Instructions for Local Accountability Coordinators**

If a supplemental order is placed for a school that was not included in the Pretest File, the LAC or STC of that school must contact MI as soon as possible to set up pickups. Also, if a school will be closed on any of the four scheduled pickup dates, you must contact MI to cancel or reschedule the pickup.

The LAC should receive various tracking forms from each STC. Tracking forms will be available at <https://docushare.msde.state.md.us> and may be completed electronically and e-mailed from the STC to the LAC as appropriate. See Appendix I for a summary of online forms and submission requirements. Alternately, these forms may be completed as hard copy and faxed to the proper recipient. Refer to Section 3, Step Three and Appendix I for additional information.

**STEP TWO DURING TEST ADMINISTRATION**

- Be available to respond to questions from STCs and school personnel. If answers are not available to you in this manual, call ETS at 1-866-881-2802.
- If any secure materials are reported missing to you by STCs, notify ETS and MSDE's Assessment Office in the Division of Accountability and Assessment at [mkehe@msde.state.md.us](mailto:mkehe@msde.state.md.us). Document the report using Appendix D: Tracking Record of Student Test Books and Answer Books. Document all attempts to resolve the missing materials situation.
- Monitor test administration to verify that prescribed procedures are followed.
- Notify MSDE's Assessment Office in the Division of Accountability and Assessment of any testing irregularities as appropriate.

**STEP THREE AFTER TEST ADMINISTRATION*****Receive Tracking Information Materials from School Test Coordinators***

Materials will be picked up from each school according to the schedule in Appendix B: Pickup Information. All schools included in your Pretest File will automatically be scheduled for all four established pickup dates. Any schools that have sent back all materials during the first few dates should contact MI to cancel any remaining pickups. Please note that the pickup hours are 8:00 AM through 5:00 PM and are no longer divided by AM and PM.

The LAC should receive several appendices forms from each STC. Appendices will be available at <https://docushare.msde.state.md.us> and may be completed electronically and e-mailed from the STC to the LAC, or they may be completed as hard copy. Confirm that you have received all required appendices from each school. See Appendix I: Summary of Online Forms for a list of forms to expect. Forms that may be sent to the LAC are Appendix A: Redistribution of Materials Record; Appendix C: Shipping Notice Discrepancies Log; Appendix G: Materials Request Form, and Appendix T: Material Shipment Inventory. If used, these forms should be retained.

***LAC Procedures for Processing Home-Schooled Student Answer Books***

Students who are home-schooled are entitled to participate in the HSA. However, the materials for these students will be processed separately from testing materials for all other students. STCs will submit all home-schooled student Answer Books and their accompanying Appendix M: Home-Schooled Student Information Sheet to the LAC for processing.

Please follow the steps below when processing and sending these materials to the scoring vendor:

- 1) At the conclusion of testing, make certain that all STCs have submitted home-schooled student Answer Books accompanied with a completed Home-Schooled Student Information Sheet for each Answer Book.
- 2) For each home-schooled student Answer Book submitted check to be sure that
  - a. all required sections of the Answer Book cover are completed. Do not write in or bubble in a School ID# or LEA# on the Answer Book.
  - b. all required information on Appendix M: Home-Schooled Student Information Sheet that accompanies the Answer Book has been provided.
  - c. no pre-printed or generic student ID label has been applied to the Answer Book. If a label has been affixed to the Answer Book, use a permanent marker and draw a line through the barcode.
- 3) Separate and retain all Appendices M: Home-Schooled Student Information Sheets as these indicate the correct address to which you will later send home-schooled students' Home Reports and score labels. Note that all Home Reports and score labels for home-schooled students will be returned to the LAC office for processing and distribution to the students' home addresses.
- 4) Separate the Answer Books by content. Complete a Pre-Slugged LEA 55 School Header Sheet for each content. See Appendix L: Sample Pre-Slugged LEA 55 Header Sheet. Pre-Slugged School Header Sheets were included in each LAC's ETS shipment. If you did not receive Pre-Slugged LEA 55 School Header sheets, complete and use one of the blank School Header Sheets included in your LAC shipment. If you use a blank School Header Sheet, in the section of the School Header Sheet labeled "2. LEA Number," handwrite and bubble in the number "55." This is the code used to identify home-schooled students' Answer Books. In the section of the School Header Sheet labeled "3. School Number," handwrite and bubble in your LEA number preceded by zeros. For example, if your LEA Number is "01," the school number you would bubble in on the header sheet would be "0001."
- 5) Paper band each content-specific pile of Answer Books with the School Header Sheet placed on top. Place all paper-banded Answer Books in a box and send via secure mail to Measurement Inc. Return shipping labels were provided in your ETS shipment.

### **Packaging Materials**

- Place any excess LAC materials in as many of the original boxes as needed. (This is the additional material sent to the LAC for shortages.) Do not mix content areas in one box (unless the total amount of testing materials is so small that it all fits in only one box). Place a completed Appendix E: Box Content Checklist in each box. Keep a copy for your records.
- If you are shipping any used Answer Books, place a completed Header Sheet on top of each content area stack of books.
- Pack a copy of Appendix A: Redistribution of Materials Record if additional materials were distributed (see Section 3, page 17).
- Seal the boxes.
- **Labels for shipment to Measurement Incorporated were included in the shipment containing the student ID labels and Header Sheets.** Place these shipping labels on the top of the boxes. Number the boxes sequentially by content area in the spaces provided on the label; i.e., for Biology you will have "1 of 5," "2 of 5," etc., and for Government you will have "1 of 4," "2 of 4," etc., so that each content area has a box labeled as Box 1 of whatever number of boxes you have for that content area.

**Section 3****Instructions for Local Accountability Coordinators*****Pickup of Materials*****MATERIAL PICKUP DATES**

May 25, 2006 (Schools)

May 31, 2006 (Schools, including LEA 24 Schools)

June 8, 2006 (Schools)

June 14, 2006 (Schools, including LEA Schools, and LACs)

- You are not required to call for pickup. Please refer to Appendix B: Pickup Information. LAC materials are picked up on the last day of the schedule only, June 14, 2006.
- A courier will come to your office to pick up the materials. The courier is to provide a receipt for your records.
- Since a courier will be at your office between 8:00 AM and 5:00 PM, materials should be ready for pickup at 8:00 AM to ensure timely delivery of materials to the scoring contractor.
- **Call Measurement Inc. at 1-866-425-7714 (Shipping Department)** if all materials have not been picked up by 5:00 PM on the last day of the pickup schedule.

## STEP ONE PRIOR TO TEST ADMINISTRATION

### *Inventory Examination Materials*

- Inventory test materials before signing for the shipment. Check the number of boxes received against the courier's shipping invoice. If the numbers disagree, make a note of the missing boxes on the invoice. You may receive the remaining boxes the next day. You will have a Box 1 and a sequence of additional boxes for each content area that your school is testing. Box 1 contains administrative materials. Each box will have a **color-coded label** indicating its content area.
- Each box will contain a Shipping Notice of what is in that particular box. Additionally, Box 1 for each content area will contain a Summary Shipping Notice of what is contained in all boxes included in that content's total shipment. Check the materials received against the materials specified on the Shipping Notice found in each Box 1. You will have a Box 1 and a sequence of additional boxes for each content area that your school is testing. Appendix T: Material Shipment Inventory is provided as an optional form that you can use to inventory the quantities of materials received at the school. Later the same form can be used to indicate the quantities of materials shipped back after testing.
- A security barcode has been ink-jet printed on the front cover of each Student Test Book for all content areas and on the Answer Books for Algebra/Data Analysis. The security barcode appears on the cover as a series of parallel lines with a number beside it. The books in each package are barcoded sequentially. Compare the barcode numbers of the Student Test Books to verify that each package contains the correct number of sequential books. Algebra/Data Analysis, Biology, and Government will be packaged in sets of 12. English will be packaged in sets of 10. If the package contains something other than the 10 or 12 books for that content area you must record the error barcode number(s). If you receive a broken package of Student Test Books or Algebra/Data Analysis Answer Books, verify that all books for that package are included by checking the number sequence and/or the quantity.
- Make note of any discrepancies directly on the Shipping Notice(s), initial, and complete Appendix C: Shipping Notice Discrepancies Log and notify the LAC immediately. The LAC will contact ETS by phone. Retain a copy of the original Shipping Notices. The list may be requested if there is a problem while conducting the inventory of materials returned to the scoring contractor.
 

E-mail notification: Appendices are also posted at <https://docushare.msde.state.md.us> and may be completed electronically and e-mailed to your LAC.

Hard copy notification: If completing the form as hard copy, fax or send a copy of the completed log and a copy of the page from the shipping notice on which the discrepancy occurs to your LAC.
- Check quantities of materials against current enrollment. Notify your LAC if you have fewer materials than needed for the current enrollment. Complete Appendix G: Materials Request Form. This form may be completed as hard copy, fax, or e-mail, to request additional materials from your LAC. (You will frequently need to split a package between classes during the distribution stage. If so, make sure you distribute Answer Books and Student Test Books with matching form letters.) If you contact ETS directly to request additional materials, do so via the ETS customer phone line.
- If you have fewer Kurzweil™ CDs than needed for the current enrollment, complete Appendix Q: Supplemental Kurzweil™ CD Order Form to request additional CDs from the vendor. You can fax or e-mail the form.
- Maintain test security procedures. Report violations to the principal and to the LAC.
- When preparing and sorting the Test Books and Answer Books for the Test Examiners, it is important to finish using all the books in an opened shrink-wrapped package before opening another package.

**Section 4****Instructions for School Test Coordinators*****Applying Student Labels***

In a separate shipment, you will receive student rosters, two pre-printed student ID labels for each student, and one set of generic ID labels, based on enrollment files submitted by your LAC. You will also receive a set of pre-slugged School Header Sheets. They will arrive within the same delivery dates as the other materials, May 3–8, 2006. There are two main purposes for the second set of pre-printed student ID labels: 1) The first label has been damaged; 2) The pre-printed student ID label was attached to an Answer Book during the primary testing week; however, the student was absent and is taking the Make-up Week 1 or the Make-up Week 2 test. Labels are to be attached to the Answer Books before testing. Directions to the STC for applying the labels follow. If the STC has delegated this task to the Test Examiners, they must be given a set of these directions.

The pre-printed student ID label is to be carefully applied to the upper left corner on the front cover of the Answer Book in the boxed area where the instruction “Place Student ID label here” appears. See Appendix H for an illustration. **Never** place one label on top of another label. Also, never cover the Algebra/Data Analysis Answer Book security barcode with the student ID label. It is imperative that this barcode, which is ink jet-printed on Algebra/Data Analysis Answer Books, not be covered with the student ID label.

*NOTE:* Each school will receive a set of generic ID labels (labels which do not identify a specific student). These labels are not intended for use during the primary testing week or make-up testing unless a student does not have a pre-printed student ID label, or the pre-printed label is damaged. As a result, you may find that you will not use many, if any, of the generic ID labels. Please return all unused generic ID labels at the end of testing.

There are four purposes for these generic ID labels:

1. as the student ID label during the primary week of testing if a student does not have a pre-printed student ID label
2. as a replacement label if both pre-printed student ID labels have been damaged
3. as a replacement label if the pre-printed student ID label contains incorrect information
4. as a replacement label if the student was absent and is taking a make-up test **and** the second pre-printed student ID label is no longer available. For most students, this would be during the Make-up 2 stage (Form Y06).

The pre-printed student ID labels will be printed on 8.5" x 11" sheets with labels for six students per sheet, one student in each row. You will see three columns of labels. Information about the student will be printed in the first column. Your school should retain the labels in the first column. *If you need to apply a generic ID label to an Answer Book, write the student's name on the label the school retains (the label in the first column).* This will make it possible for you to track the Answer Book to the student in case verification is required after scoring is completed.

The pre-printed student ID label that should be attached to the Answer Book will be in the second column.

The third column will contain an additional pre-printed student ID label. You will attach the label in the second column to the Answer Book. The label in the third column is extra to use on an as-needed basis. Be very careful not to accidentally apply a student's extra label onto another student's Answer Book.



**Section 4****Instructions for School Test Coordinators**

that student. DO NOT SEND INVALIDATED ANSWER BOOKS BACK WITH WHITE PAPER BANDED UNUSED ANSWER BOOKS. Invalidated Answer Books should be sent back paper banded with a red paper band.

**Conduct Training Sessions****TRAINING TEST EXAMINERS**

- Conduct training sessions for anyone who will handle test materials. Test Examiner’s Manuals will be online at <https://docushare.msde.state.md.us>.
- Make sure that when making class sets of Test Books and Answer Books for each test examiner the opened shrink-wrapped package is completely used before opening another package.
- See Appendix N: High School Assessment Testing Reminders for a one-page testing reminders document that may be used in training. However, Appendix N is not intended to replace the use of the Test Examiner’s Manual during training or during the administration of the test. The option of whether or not to use this one-page chart in the training of Test Examiners is a decision to be made by LACs and STCs.
- Inform Test Examiners and proctors of the Code of Ethics and State Board Security Regulations.
- **Remind Test Examiners that the following materials are prohibited in the testing areas:**
  1. personal reading materials
  2. personal digital assistants (PDAs)
  3. camera and regular cell phones
  4. iPods®
  5. any other non-test related personal electronic equipment

These materials and any related items should not be in the possession of students in the test area, including in their desks. These items are considered test security risks and/or a distraction to an appropriate testing environment.

- Remind Test Examiners that students should **not** be dismissed before the allotted testing time ends.
- Remind Test Examiners that students need to sign the inside cover of their Answer Books. Also, students must sign either the Maryland High School Assessment Roster provided by the STC or the Student Tracking Form before leaving the testing area. The LAC and STCs should decide prior to testing whether the Maryland High School Assessment Roster or Appendix J: Sample Test Archive: Student Tracking Form will be used by Test Examiners to record student signatures. The document used must be retained for three years per COMAR 13A.03.04 as a test archive indicating those students who have taken the HSA test(s).

When training employees as examiners, consider providing for possible absenteeism among the examiners on testing day. (See Section 1: Eligible and Non-Eligible Test Examiners and Proctors.) You do have permission to make copies of pages from this manual for the purpose of training.

**TRAINING PROCTORS**

STCs are responsible for informing proctors of their duties prior to testing week. (See Section 1: Eligible and Non-Eligible Test Examiners and Proctors.)

Before testing, proctors may assist by:

- affixing pre-printed student ID labels to the front covers of Answer Books or affixing a generic ID label to an Answer Book for each student who does not have a pre-printed student ID label

The shrink-wrapped packages contain either 10 or 12 Student Test Books or 10 or 12 Answer Books. The Student Test Book forms have been spiraled within each package. Answer Books are packaged separately and are also spiraled in the same order.

This identical spiraling occurs to simplify matching the correct form of the Answer Book with the Student Test Book during distribution to the student. Therefore, it is important to keep this spiraling order of the Answer Book stacks intact as student ID labels are applied.

(See Section 2, page 14.)

- removing or covering prohibited instructional aids from the testing area
- gathering and packaging additional math materials that students will need during testing

To facilitate distribution of the math testing materials, the non-secure materials may be pre-packaged in an envelope or a sealable bag before the test administration date. Secure materials may not be included in the pre-packaged materials until the day of testing.

Refer to Section 2, pages 11–12 for an overview of testing materials.

- checking Answer Books to ensure that pre-printed student ID labels are affixed correctly, or if a generic ID label is affixed, that all gridded information is completed correctly.

During testing, the proctor may assist by:

- distributing and collecting test materials
- checking to ensure the Answer Book form matches the Student Test Book form
 

Students in each classroom are administered different forms of the test. The Student Test Book form is identified by a form letter and a specific color. Each form has its own unique Answer Book with a matching form letter and color. Students must receive the same form of the Student Test Book and Answer Book.
- checking to be sure that gridded information is completed on the Answer Book covers for students who do not have a pre-printed student ID label (A generic ID label should also be affixed to the cover.)
- supplying additional sharpened pencils when needed during the test
- checking that students are working on the appropriate session in the Student Test Books and the Answer Books
- monitoring use of proper manipulatives
- circulating to observe testing behaviors of students
- reminding students who finish early to check their work in that session for completeness and accuracy and to attempt to answer every test item
- ensuring that students who finish early are not reading other material or disturbing students who are still working
- encouraging students to answer constructed response test items in the order in which they appear
- encouraging students to write well-organized, complete answers to constructed response items, using complete sentences
- encouraging students to refer to the Rubric Sheet to help them plan their constructed responses

**Section 4**

**Instructions for School Test Coordinators**

**STEP TWO DURING TEST ADMINISTRATION**

***Distribute Test Materials***

- Check out materials to Test Examiners on test day. Record distribution of Student Test Books and Answer Books on Appendix D: Tracking Record of Student Test Books and Answer Books.
- See Section 2, pages 11–12 for an overview of testing materials. This overview also describes allowable calculators for Algebra/Data Analysis.

All content areas should refer to the following table of allowable and prohibited aids. This list is meant to be instructive rather than exhaustive. Instructional aids cannot be developed, displayed, or available solely for the administration of the high school assessment. Prohibited instructional aids must be removed or covered up in each testing room or area. In general, prohibited instructional aids are those that a) define terms in the Maryland High School Core Learning Goals document, b) give answers to test items, or c) direct student responses to test items. If it is found that an instructional aid inadvertently provides a response to a test item, the aid should be removed or covered up immediately, and the LAC should be notified. This applies not only to the primary week testing window, but also to the make-up testing windows that follow.

**ALLOWABLE AND PROHIBITED AIDS**

EXAMPLES OF ALLOWABLE AIDS	EXAMPLES OF PROHIBITED AIDS
<b>Algebra/Data Analysis</b>	
Graphing Calculators	Computers, electronic spellers, textbooks, calculator manuals, attachable QWERTY keyboards for any calculator
Generic steps for problem solving	Steps for solving specific mathematical problems (e.g., how to find percentages, how to use a protractor, how to do specific geometric constructions)
	Published mathematical dictionaries that define terminology or concepts
	A completed graph or a completed model of a graph with labels or annotations indicating required components
Formula Reference Sheet provided with the testing materials	Mathematical formulas (e.g., $V = \pi r^2 h$ and conversion tables (e.g., in. to cm)
	Standard published English language dictionaries and thesauruses
Mathematics rubrics for constructed response items and students cues for addressing the rubric criteria	Definitions of mathematical terms, mathematical symbols, labeled models (e.g., of measuring tools) that appear or are referred to in the Maryland High School Core Learning Goals document
Poster of a calculator face	Posters or visual aids identifying calculator keys or functions
Algebra blocks/tiles	

## ALLOWABLE AND PROHIBITED AIDS cont.

EXAMPLES OF ALLOWABLE AIDS	EXAMPLES OF PROHIBITED AIDS
<b>Biology</b>	
Science rubric for constructed response items and constructed response checklist	Displayed or personal instructional aids that provide definitions or examples of concepts and terms provided in the expectations and indicators in the Maryland High School Core Learning Goals document
	Standard published English language dictionaries and thesauruses
	Published scientific/technical dictionaries that define terminology or concepts
	A completed graph or a completed model of a graph with labels or annotations indicating required components
	Calculators
<b>Government</b>	
Published wall maps, globes, and wall charts if they are not labeled to identify or define required components of the Maryland High School Core Learning Goals document	Graphs and/or charts that identify or define components contained in the assessment limits of the Maryland High School Core Learning Goals document
Social Studies rubric	Standard published English language dictionaries and thesauruses
<b>English</b>	
MSDE English rubrics for BCRs and ECRs	Personal writing journals
	Standard published English language dictionaries and thesauruses
	Word List (both displayed and personal)

**Personal Materials Prohibited**

The following personal belongings are prohibited in the test area:

1. personal reading materials
2. personal digital assistants (PDAs)
3. camera and regular cell phones
4. iPods®
5. any other non-test related personal electronic equipment

These materials and any related items should not be in the possession of students in the test area, including in their desks. These items are considered test security risks and/or distractions to an appropriate testing environment.

**Follow Procedures During Test Administration**

- Be available to answer questions that may arise.
- Monitor the test administration. Make sure that materials for each test are available and all administration procedures are being followed.
- Make sure that unspecified manipulatives are not being used.
- Ensure that all school personnel adhere to the security guidelines.
- Make sure that Test Examiners have used either the Maryland High School Assessment Roster provided to them or Appendix J: Sample Test Archive: Student Tracking Form to record the Answer Book lithocode number and signature of each student who took the test.

**Section 4****Instructions for School Test Coordinators****Ordering Make-Up Books**

If school is closed or a student(s) is absent during the primary testing week, Make-Up Week 1 tests must be administered. If students are absent again during Make-Up Week 1, then Make-Up Week 2 tests must be administered. **You must request Make-up Student Test Books and Answer Books immediately to assure prompt delivery. Requests are to be received by ETS no later than noon the day following the test administration for each content area or the first day school is again in session.** However, it is preferable for books to be ordered by the end of the testing day.

<b>Order Make-up Materials by NOON on:</b>	<b>For Make-up Test being given on:</b>
Tuesday, 5/23/2006	Tuesday, 5/30/2006: English
Wednesday, 5/24/2006	Wednesday, 5/31/2006: Algebra/Data Analysis
Thursday, 5/25/2006	Thursday, 6/1/2006: Government
Friday, 5/26/2006	Friday, 6/2/2006: Biology
Wednesday, 5/31/2006	Monday, 6/5/2006: English
Thursday, 6/1/2006	Tuesday, 6/6/2006: Algebra/Data Analysis
Friday, 6/2/2006	Wednesday, 6/7/2006: Government
Monday, 6/5/2006	Thursday, 6/8/2006: Biology

There will be two Make-up administrations. The Student Test Books and Answer Books for each make-up week are different. The Make-up Week 1 form is X06 and the Make-up Week 2 form is Y06. The make-up week, 1 or 2, must be specified when ordering. See Tables 2 and 3 in Section 1 for the make-up schedule and dates.

*The ancillary materials (rubrics, Test Examiner's Manual and Formula Reference Sheet/Rubric/Cues for Students) will not be replaced. Please retain these from the original shipment for use with the make-up tests.*

Requests for make-up books, (Student Test Books and Answer Books), should be made in one of two ways: online or phone. Please fill out Appendix G for your records and refer to it when phoning in your order. The Customer Service Representative taking the order must have complete information. The ETS Customer Service Center taking your orders is open from 7:00 AM through 5:00 PM ET. Orders must be received by ETS no later than 12:00 NOON. Materials should arrive within 2 business days. If you have not received your order by the end of three business days, call the Customer Service number immediately to have your order tracked. A timely request for make-up materials is vital.

Please, **place orders using only one method.** If an order is phoned in and followed by an online order you may receive duplicate orders. This could cause a shortage of materials for other schools or LEAs. Make-up book orders are to be made to ETS directly by the STC.

To place your order from Appendix G by phone, call 1-866-881-2802.

To place your order online, go to <http://k12web.ets.org/MD/welcomePage.do>.

Failure to include all information requested in Appendix G will result in a delay in the shipment.

## STEP THREE AFTER TEST ADMINISTRATION

### *Verify Answer Book Cover Information*

All used Answer Books should have a pre-printed student ID label or a generic ID label affixed on the front cover. (See Section 4, Step One: Applying Student Labels.)

Verify that all used Answer Books have the pre-printed student ID label or generic ID label affixed. **The information grids on the front cover of each used Answer Book with a generic ID label MUST be completed.** Be sure to complete and bubble in the Student's Name, Date of Birth, Student ID Number, Grade Level, Gender, Racial/Ethnic Background, Accommodations, LEA, and School Number. Section Number and Teacher ID are optional. Check with your LAC to learn whether these two areas are to be completed for your school. The Home LEA grid is for use by LEA 24 schools only.

Students using the Braille or Large Print test form will need to have the Accommodations section on the transcribed Answer Book completed by filling in the appropriate bubble to indicate "Large Print" or "Braille." If a student does not use Large Print or Braille, this section will have no circles darkened. Instruct the Test Examiner to verify that the gridded information on the Answer Book covers is filled in correctly before returning them to you.

Unused Answer Books should not have a student ID label attached (unless they have been invalidated). See Section 4, page 23 regarding invalidating unused Answer Books that have a student ID label attached.

### *Verify Response Accommodation Label*

For a student who receives a response accommodation that allows him/her to mark answers in the Student Test Book and then have the Test Examiner transfer the responses to the Answer Book, a Response Accommodation Label **MUST** be applied to the top of the front cover of the student's Test Book. Response Accommodation Labels were included in your school shipment.

### *Invalidation of Answer Books*

The Test Examiner should bring to the attention of the STC situations or conduct during testing that may have caused an invalid administration for a student or group. The STC and the Test Examiner should then together determine whether a student's Answer Book should be invalidated. If it is decided that the situation or student's conduct was such as to invalidate the student's answers, blacken in the letters A, B, and C in row "M" located below the Accommodations section on the Answer Book cover. (See Appendix H for an illustration of the Answer Book cover.)

However, **if there are more than 50 books to be invalidated**, blackening the letters is not required. Instead, band the Answer Books securely with **red paper bands** and write on the paper bands, "Invalidated; Do Not Score." Do not use white paper bands with invalidated books. Also notify the principal and LAC. **Invalidated books must be packaged separately from used and unused Answer Books.** Please refer to Section 4, Step Three: Packaging Materials.

**Section 4****Instructions for School Test Coordinators*****Receive Materials From Test Examiners***

During both the primary week of testing and the make-up weeks of testing, STCs should inventory materials as they are received from each Test Examiner and document receipt of materials from the Test Examiners on the bottom half of Appendix D: Tracking Record of Student Test Books and Answer Books. Verify that all materials have been received from the Test Examiners. Document and resolve any discrepancies.

**Retain any unused administrative materials, such as the Test Examiner’s Manuals, return-shipping labels, pre-printed and generic student ID labels, math reference sheets and content rubrics, that may be needed during Week 1 or Week 2 of make-up testing.**

It is a requirement for Test Examiners to account for all distributed secure materials. The Test Examiner must verify that all students have signed either the Maryland High School Assessment Roster provided by the STC or a Student Tracking Form indicating return of all test materials. Along with signatures, each student’s Answer Book lithocode number should be recorded and retained at the school for three years as per COMAR 13A.03.04. (See Appendix J for a Sample Test Archive: Student Tracking Form.)

Materials received back from Test Examiners are:

- Student Test Books
- Kurzweil™ CDs
- Used Answer Books
- Unused Answer Books
- Unused pre-printed and generic student ID labels
- Used scratch paper
- Used Math Formula Reference Sheet/Rubric Sheet/Cues for Students
- Used Rubric Sheets
- Student Tracking Form or Maryland High School Assessment Roster with signatures and Answer Book lithocode numbers recorded

Alert the LAC immediately if any materials are missing. Make a thorough attempt to locate the materials. All secure materials must be returned.

Refer to Appendix B: Pickup Information for day and time to have materials ready for pickup by the scoring contractor.

***Home-Schooled Student Materials***

If any home-schooled students participated in the HSA testing at your school, their test materials need to be processed separately from all other test materials. Please refer to “Procedures for Testing Home-Schooled Students” on page 6 for instructions. If you have any questions, contact your LAC.

### Packaging Materials

- All materials except for Kurzweil™ CDs will be picked up from each school site by the scoring contractor. See Appendix B: Pickup Information. If after the first pickup on May 25, 2006, any of the three subsequent pickup dates are not required, notify the Measurement Incorporated Shipping Department at 1-866-425-7714.

The pickup for LEA 24 schools will occur on May 31 and June 14, 2006.

- Kurzweil™ CDs should be shipped back directly to iScan, the Kurzweil™ vendor, using the return shipping labels included in the original packaging. See Appendix B for return shipping instructions.
- Examiners should return materials to you sorted by type and by content (e.g., used Biology Answer Books together, invalidated Biology Answer Books together, unused Biology Answer Books together, all Biology Student Test Books together, etc.). Use original boxes to return materials to Measurement Inc. Appendix T: Material Shipment Inventory is provided as an optional form that you can use to inventory the quantities of materials shipped back after testing. **Only keep materials that will be needed to administer make-up tests; i.e., manuals, rubrics, math reference sheets.** These materials should then be included with the make-up return shipment.
- **White paper bands** are provided in the original shipment for banding stacks of the **used Answer Books** together from side to side. (For ease in handling, banded stacks should be no thicker than approximately 3.5 inches. To aid in your inventory process, you may wish to have the number of books within the set recorded on the band.)
- **Red paper bands** are provided in the original shipment for banding stacks of **invalidated Answer Books** together from side to side. See Section 4, page 29 regarding how to invalidate and paper band these Answer Books.
- You **MUST** complete a Header Sheet for each content area of used Answer Books, within each box. Instructions for how to complete the Header Sheet are on the sheet itself. (See Appendix K for a sample Header Sheet.)

### Packing Directions

- Using the original boxes, pack the materials in the following manner. Remember to check the box label: Biology is packed in Biology boxes, Government in Government boxes, etc. **Do not** mix content areas.

Exception: Small quantities of used Answer Books of multiple content areas may be returned in the same box. Please place the used materials on the top.

1. Start with Box 1. Use as many boxes in numerical order as needed to accommodate all white paper-banded used Answer Books. (**Do not include invalidated Answer Books with the used Answer Books.** Rather, package invalidated Answer Books on the top of the first box of Student Test Books.)
2. Complete Appendix E: Box Content Checklist for each box as you pack. You may keep a copy of Appendix E for your files until final inventory of all test materials is complete.
3. Place a separate Header Sheet on top of the used Answer Books for each content area in each box. Leave enough room on the top of each box of used Answer Books to be able to place Appendix E: Box Content Checklist as the last item put into the box.
4. In Box 1 of one of the content areas, include a copy of Appendix A: Redistribution of Materials Record, Appendix C: Shipping Notice Discrepancies Log, and Appendix D: Tracking Record of Student Test Books and Answer Books, if applicable. NOTE: These three appendices **do not** need to be duplicated and included in Box 1 of every content area.

**Section 4****Instructions for School Test Coordinators**

5. If it appears that the last box of used Answer Books will not be full or nearly full, unused Answer Books that are still in shrink-wrap may be placed on the bottom of the box.
6. Do not mix other types of materials in the last used Answer Book box in order to fill it. If there is empty space in the box and there are no remaining shrink-wrapped unused Answer Books, add enough packing filler to hold the materials securely in place during shipment and to prevent the box from being crushed. Do not use newspaper with ink.
7. In the next boxes, continue by packing any remaining unused Answer Books until all Answer Books are packed. Unused Answer Books should not be paper banded. Next start a new box and pack Student Test Books. **Include any invalidated Answer Books in the very top of the first box containing the Student Test Books. They are not to be mixed in with the used Answer Books.** Remember, if a student ID label is affixed to an Answer Book that was never used, that book must be invalidated and sent back with the other invalidated Answer Books. It should not be sent back with unused Answer Books. Again, fill any empty space in the boxes with packing filler. Content area boxes are labeled and color-coded. Place Appendix E: Box Content Checklist at the top of all boxes.
8. Pack used rubrics, used scratch paper, and used scratch formula reference sheets/rubric sheets/cues for students in the last box.
9. **Additional boxes that are not from the original shipment that you received may be used after all of the original boxes have been filled.**
10. Labels for shipment to Measurement Incorporated were included in your shipment of student ID labels and Header Sheets. Place these shipping labels on your boxes. For each return shipment, number the boxes sequentially by content area on the label; i.e., "1 of X," "2 of X," etc., where X equals the total number of boxes. Be sure your LEA number and school number appear on the box. Thoroughly cross out or cover any incorrect numbers on the box.
11. Seal the boxes securely with packing tape. Place the boxes in a secure location until pickup time. Refer to Appendix B: Pickup Information.
12. **If make-up materials are sent separately, follow the same packing procedure.**

**NOTE: All Braille and Large Print Answer Books must be transcribed into regular Answer Books, before returning them to the scoring vendor.** In order to allow enough time for school personnel to transcribe student responses, Answer Books with transcribed student responses may be returned in the first box of the final shipment to the scoring contractor on June 14, 2006 if necessary. **Be sure either a pre-printed or generic student ID label is affixed to the regular Answer Book in which the student's answers are transcribed.**

See the packing illustrations on pages 34 through 36.

**Pickup of Materials****MATERIAL PICKUP DATES**

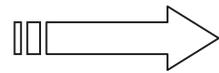
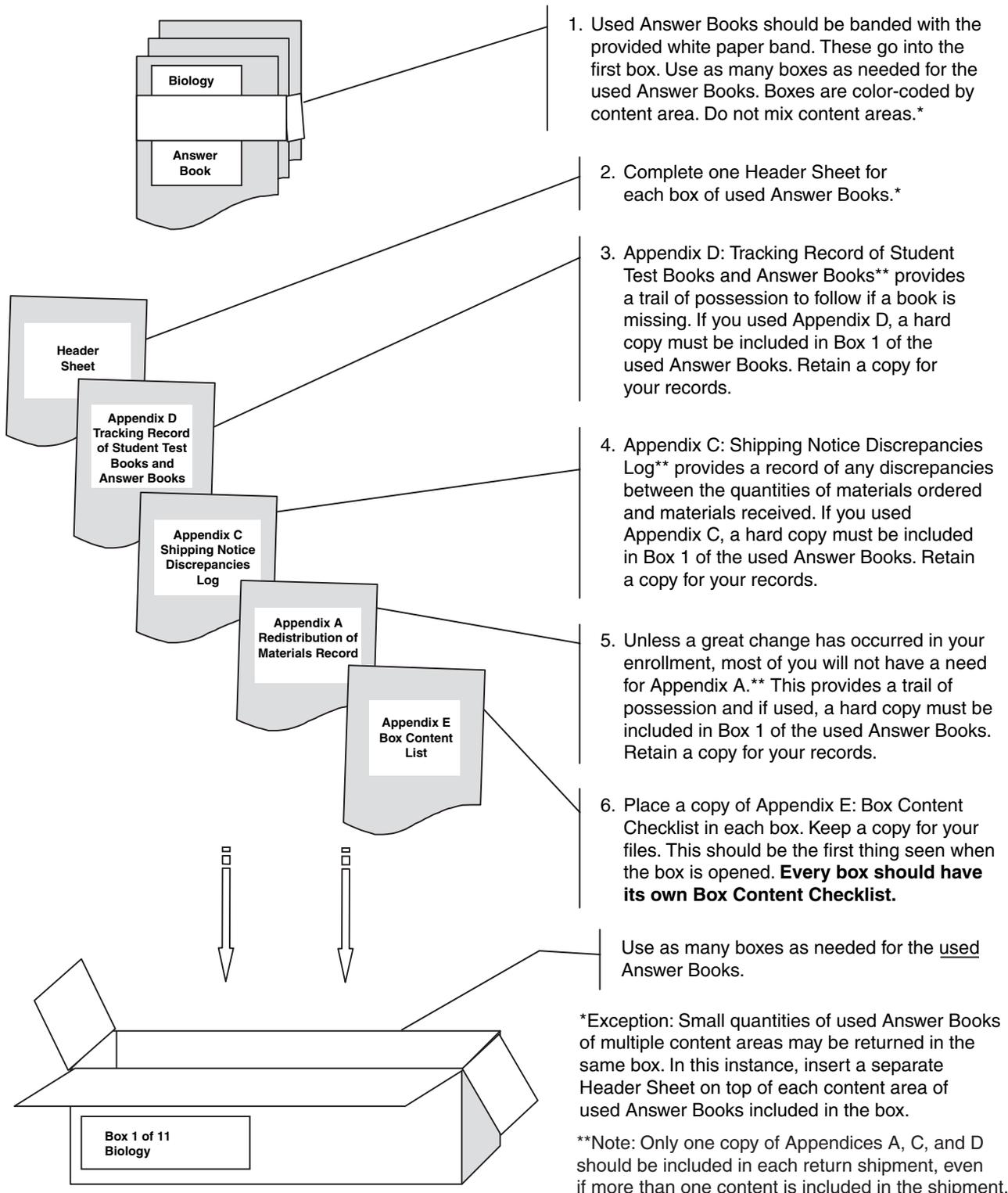
May 25, 2006 (Schools)  
 May 31, 2006 (Schools, including LEA 24 Schools)  
 June 8, 2006 (Schools)  
 June 14, 2006 (Schools, including LEA Schools, and LACs)

- If your school was included in the Pretest File, you are not required to call for pickup. However, if your initial shipment was ordered after March 24, 2006, contact your LAC to check to make sure your school was added to the pickup schedule.
- Please refer to Appendix B: Pickup Information for the schedule of pickup dates. LEA 24 school materials are picked up on the 2<sup>nd</sup> and final pickup dates. LAC materials are picked up on the last day of the schedule only, June 14, 2006. Schools included in the 1<sup>st</sup> pickup should have the materials from testing that was done earlier in the week packaged and ready for the courier on May 25, 2006.
- A courier will come to your office to pick up the materials. The courier is to provide a receipt for your records.
- Since a courier will be at your office between 8:00 AM and 5:00 PM, materials should be ready for pickup at 8:00 AM to ensure timely delivery of materials to the scoring contractor.
- **Call Measurement Inc. at 1-866-425-7714 (Shipping Department)** if all materials have not been picked up by 5:00 PM on the last day of the pickup schedule.

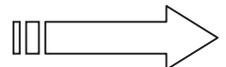
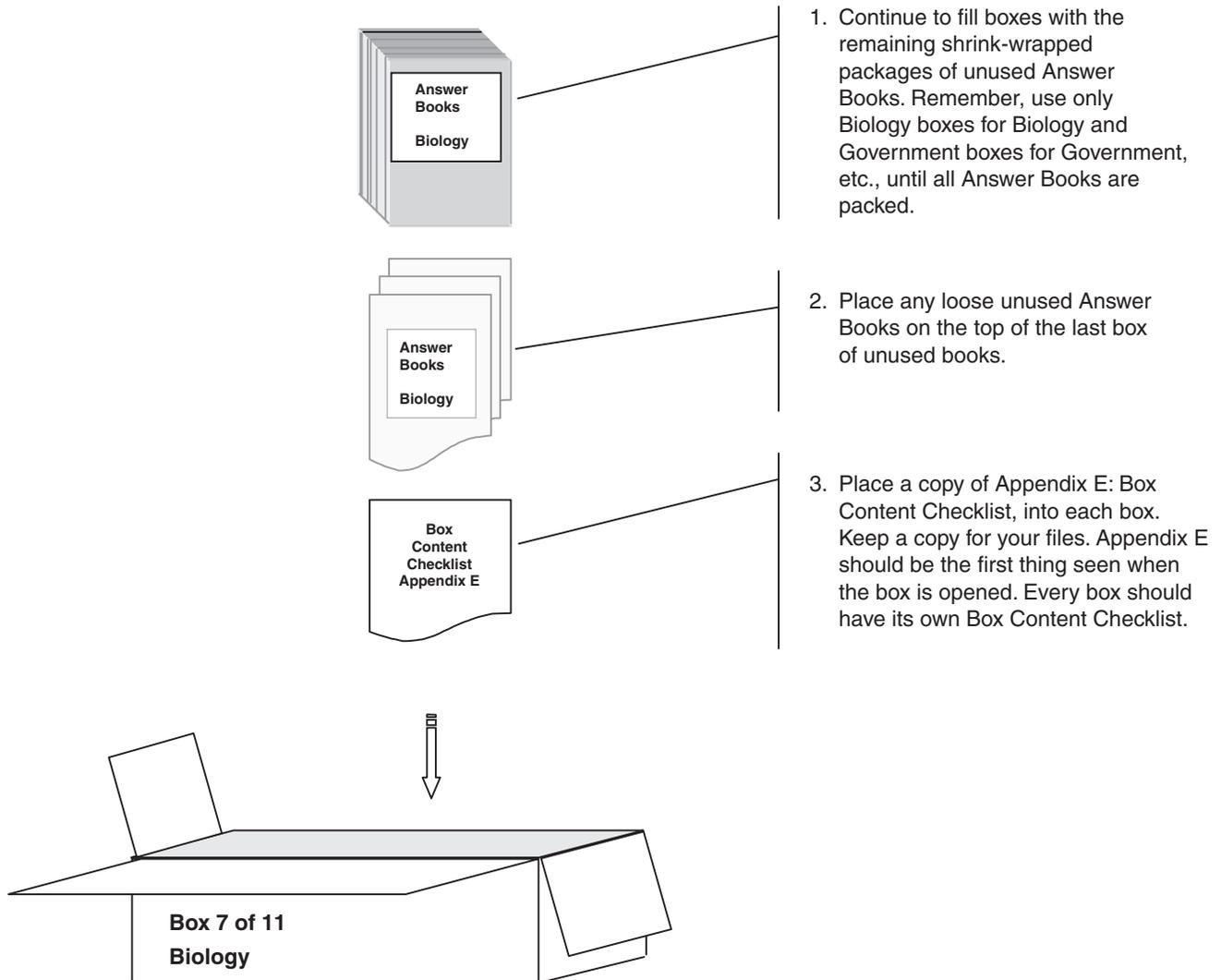
**Section 4**

**Instructions for School Test Coordinators**

**Packing Illustration - Packing Used Answer Books**

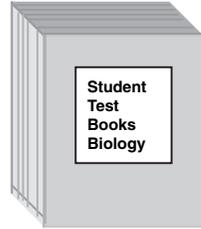


## Packing Illustration - Packing Unused Answer Books

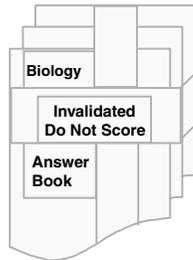


**Section 4**      **Instructions for School Test Coordinators**

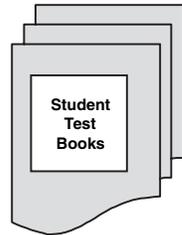
**Packing Illustration - Packing Student Test Books, Invalidated Answer Books, and Other Test Materials**



1. Place shrink-wrapped packages of Student Test Books on the bottom of the next box. Continue filling boxes until all shrink-wrapped packages of Student Test Books are placed in boxes.



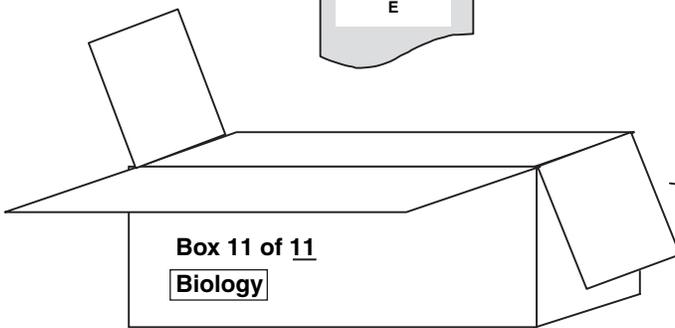
2. **Invalidated Answer Books should be placed on the top of the first of these boxes.** Paper band stacks of invalidated Answer Books with **red paper bands** and write **“Invalidated: Do Not Score”** on each band.



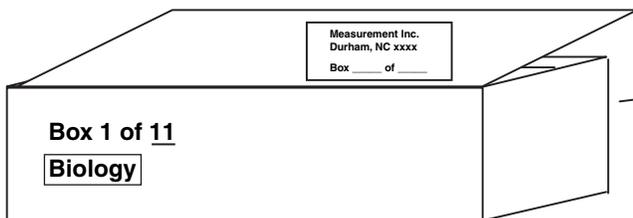
3. Place all used and opened shrink-wrapped packages of Student Test Books in boxes. The first box of loose Student Test Books may also include shrink-wrapped Student Test Books on the bottom of the box.



4. Place a copy of Appendix E: Box Content Checklist, into each box. Keep a copy for your files. Every box should have its own Box Content Checklist.



5. Place any other material being returned into the last box. This would include used scratch paper, used rubrics, extra barcode labels, etc. Remember to retain ancillary items needed for make-up testing.



6. Number and seal the boxes and place the shipping label on the top.

## Notes

# Appendices

## Appendices

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Material Shipment Inventory .....	Appendix T



**Appendix A**

**SAMPLE REDISTRIBUTION OF MATERIALS RECORD**

The Local Accountability Coordinator and the School Test Coordinator use this form to record the following:

1. (LAC use) The **distribution** of additional Student Test Books and additional Answer Books from the LAC to the STC.
2. (STC use) The **receipt** of additional Student Test Books and additional Answer Books by the STC from the LAC.
3. The authorized **transfer** of additional Student Test Books and/or Answer Books from one school to another. This is to occur only if the LAC has exhausted the additional material received in the initial shipment and there is insufficient time for delivery from ETS. This transfer is completed by the LAC and must be recorded by all parties.

**MOVING MATERIALS BETWEEN SCHOOLS MUST NOT OCCUR WITHOUT LAC AUTHORIZATION.**

Sending person Rebecca Thrap Receiving person Helen Pine  
 Title LAC Title STC  
 LEA Number 20 School Number \_\_\_\_\_ LEA Number 20 School Number XX  
 The person completing this form is the (check one) Sender  Receiver  Date \_\_\_\_\_

Answer Book(s) For Biology, English, and Government record the lithocode number found on the bottom right corner of the front cover. For Algebra/Data Analysis you must record the security barcode number found on the left side of the front cover. If these Algebra/Data Analysis Answer Books are still in a package, record the shrink-wrap package barcode number.	Student Test Book(s) Security Barcode Number(s) (Can be recorded as a range) The security barcode is on the right side of the front cover. Please note if material is Large Print, Braille, or Kurzweil™ CD.	Content Area: Biology, English, Government, Algebra/Data Analysis
1454633-1454634	BI458935-BI458936	Biology
2827998	GV378293	Government
AL586749	AL564827	Algebra/Data Analysis

When returning materials, place a copy of this completed form on top of the used Answer Books in Box 1. If a Kurzweil™ CD was transferred, include a copy of this completed form in the shipment of CDs returned to iScan. Retain a copy for your files. This form will be used to track materials in case any materials appear to be missing.

**Appendix B****MARYLAND HIGH SCHOOL ASSESSMENT****Pickup Information****May 2006 Administration**

The time frame for pickups at all schools is from 8:00 AM through 5:00 PM on the scheduled day of pickup. **Precise AM or PM pickup times cannot be scheduled; therefore materials should be ready at 8:00 AM to ensure timely delivery of materials to the scoring contractor.**

The courier will ask you to sign a pickup ticket indicating the number of boxes that he/she receives from you. The courier will then provide you with a copy of this pickup ticket for your records.

**Listed below are the four scheduled pickup dates. The 2<sup>nd</sup> and 4<sup>th</sup> pickups will include stops at participating LEA 24 Schools. The 4<sup>th</sup> pickup is the only scheduled pickup for the LAC Central Offices. Schools included in the 1<sup>st</sup> pickup should have the materials from testing that was done earlier in the week packaged and ready for the courier on May 25, 2006.**

The first three pickups occur during the three weeks of testing. The 4<sup>th</sup> pickup occurs after the end of Make-up Week #2 on June 14, 2006. If all materials are retrieved prior to the end of the scheduled pickups, please cancel any remaining pickups by calling Measurement Incorporated at the phone number below.

Contact Measurement Incorporated and your LAC immediately if any materials are found at the school after the last pickup is made.

If you have questions regarding your pickups, please contact Measurement Incorporated.

**Measurement Incorporated: 1-866-425-7714 (Shipping Department)**

**Pickup Dates for MD HSA May 2006**

<b>First Pickup</b>	<b>Second Pickup</b> (includes LEA 24 schools)	<b>Third Pickup</b>	<b>Fourth Pickup</b> (includes LEA 24 schools and LAC offices)
<b>May 25, 2006</b> <i>Thursday</i>	<b>May 31, 2006</b> <i>Wednesday</i>	<b>June 8, 2006</b> <i>Thursday</i>	<b>June 14, 2006</b> <i>Wednesday</i>

**NOTE: Kurzweil™ CDs should not be included in these pickups. Kurzweil™ CDs should be shipped back directly to iScan, the Kurzweil™ vendor, using the return shipping labels included in the original packaging.**

**Appendix C**

**SHIPPING NOTICE DISCREPANCIES LOG**

Date \_\_\_\_\_ LEA \_\_\_\_\_  
 STC \_\_\_\_\_ LAC \_\_\_\_\_  
 School \_\_\_\_\_  
 Primary testing week \_\_\_\_\_ Make-up Week 1 \_\_\_\_\_  
 Check one Make-up Week 2 \_\_\_\_\_

This form is to be used by the STC to report discrepancies in the receipt of materials. Check the materials against the shipping notice found in Box 1 of each content area. If the number received differs from the shipping notice, note on the shipping notice the number actually received and initial. Photocopy the shipping notice page(s) showing the discrepancy. Report the discrepancy to your LAC. The LAC will call ETS Customer Service with the information. A copy of the shipping notice may be requested. This form must be completed in a timely manner to allow for reconciliation prior to testing date.

Item	Number expected (on shipping notice)	Number received	Comment
<b>Student Test Book:</b>			The shipping notice has the barcode/serial number ranges of the books in your delivery. If Student Test Books or Algebra/Data Analysis Answer Books are missing from your shipment, record the barcode numbers of those missing books. Please note if material is Large Print and/or Braille.
English	-----	-----	-----
Biology	-----	-----	-----
Algebra/Data Analysis	-----	-----	-----
Government	-----	-----	-----
<b>Answer Book:</b>			
English	-----	-----	-----
Biology	-----	-----	-----
Algebra/Data Analysis	-----	-----	-----
Government	-----	-----	-----
<b>Rubrics:</b>			
English	-----	-----	-----
Biology	-----	-----	-----
Government	-----	-----	-----
<b>Math Reference/Rubric/Cues Sheet</b>			
<b>Test Examiner's Manual:</b>			
English	-----	-----	-----
Biology	-----	-----	-----
Algebra/Data Analysis	-----	-----	-----
Government	-----	-----	-----
<b>Header Sheets</b>			
<b>School Roster</b>			
<b>Shipping Labels</b>			
<b>White Paper Bands</b>			
<b>Red Paper Bands</b>			
<b>Other</b>			

If a discrepancy occurred, include a copy of this report in Box 1 on top of the used Answer Books when returning materials for any content area. Retain a copy of this form and the copy of the shipping notice in your files for reference.

Appendix **C**

**SAMPLE SHIPPING NOTICE DISCREPANCIES LOG**

Date May 9 LEA 26  
 STC Jamie Johnson LAC Whit Franklin  
 School \_\_\_\_\_  
 Primary testing week  Make-up Week 1 \_\_\_\_\_  
 Make-up Week 2 \_\_\_\_\_

This form is to be used by the STC to report discrepancies in the receipt of materials. Check the materials against the shipping notice found in Box 1 of each content area. If the number received differs from the shipping notice, note on the shipping notice the number actually received and initial. Photocopy the shipping notice page(s) showing the discrepancy. Report the discrepancy to your LAC. The LAC will call ETS Customer Service with the information. A copy of the shipping notice may be requested. This form must be completed in a timely manner to allow for reconciliation prior to testing date.

Item	Number expected (on shipping notice)	Number received	Comment
<b>Student Test Book:</b>			The shipping notice has the barcode/serial number ranges of the books in your delivery. If Student Test Books or Algebra/Data Analysis Answer Books are missing from your shipment, record the barcode numbers of those missing books. Please note if material is Large Print and/or Braille.
English		Ok	
Biology		Ok	
Algebra/Data Analysis		Ok	
Government	90	80	One shrink-wrap package of 10 missing (Range 897074-897085)
<b>Answer Book:</b>			
English		Ok	
Biology		Ok	One pkg. missing #897564-897575
Algebra/Data Analysis		Ok	
Government		10	Short one package of 10 Answer Books
<b>Rubrics:</b>			
English	84	72	12 sheets missing
Biology		Ok	
Government	84	0	Not included in shipment
<b>Math Reference/Rubric/Cues Sheet</b>			
<b>Test Examiner's Manual:</b>			
English			
Biology			
Algebra/Data Analysis			
Government	15	14	Short 1 Government Manual (But 14 is enough. Don't need another one sent.)
<b>Header Sheets</b>			
<b>School Roster</b>			
<b>Shipping Labels</b>			
<b>White Paper Bands</b>			
<b>Red Paper Bands</b>			
<b>Other</b>			

If a discrepancy occurred, include a copy of this report in Box 1 on top of the used Answer Books when returning materials for any content area. Retain a copy of this form and the copy of the shipping notice in your files for reference.

# Appendix D

## TRACKING RECORD OF STUDENT TEST BOOKS AND ANSWER BOOKS

The School Test Coordinator uses this sheet to record distribution and receipt of materials to and from the Test Examiners. Use a separate sheet(s) for each subject. Please note if materials are Large Print, Braille, or Kurzweil™ CDs. When packing materials for return, place one copy on top of the used Answer Books in first box of each subject. Retain a copy for your files.

STC \_\_\_\_\_ School \_\_\_\_\_ Subject \_\_\_\_\_ May 2006

Check one: Primary testing week \_\_\_\_\_ Make-up Week 1 \_\_\_\_\_ Make-up Week 2 \_\_\_\_\_

### Distribution from STC to Test Examiner:

Test Examiner	Student Test Books (Barcode Numbers *)	Answer Books **

### Receipt from Test Examiner:

Test Examiner	Student Test Books (Barcode Numbers *)	Answer Books**	Missing	Found

\*The barcode number is printed on the right side of the Student Test Book cover along with the scannable bars. When splitting a package between classes, be sure to record the correct barcode numbers for the Examiner receiving books from the split package.

\*\*For Algebra/Data Analysis you must record barcode numbers for Answer Books. The barcode number is printed on the left side of the Algebra/Data Analysis Answer Books. For other content areas record how many Answer Books are distributed.

Sheet \_\_\_\_\_ of \_\_\_\_\_

**Appendix D**

**SAMPLE TRACKING RECORD OF STUDENT TEST BOOKS AND ANSWER BOOKS**

The School Test Coordinator uses this sheet to record distribution and receipt of materials to and from the Test Examiners. Use a separate sheet(s) for each subject. Please note if materials are Large Print, Braille, or Kurzweil™ CDs. When packing materials for return, place one copy on top of the used Answer Books in first box of each subject. Retain a copy for your files.

STC            **Dowell**            School            **World's Greatest High**            Subject            **Biology**            May 2006

Check one: Primary testing week            Make-up Week 1            X            Make-up Week 2           

**Distribution from STC to Test Examiner:**

Test Examiner	Student Test Books (Barcode Numbers *)	Answer Books **
Schmidt	108727-108738; 104598-104609	24
Garcia	102462-102467; 108757-108768	18
Bradshaw	107856-107880	24

**Receipt from Test Examiner:**

Test Examiner	Student Test Books (Barcode Numbers *)	Answer Books**	Missing	Found
Schmidt	108727-108738; 104598-104608	24	STB [Student Test Book] #102609	✓ Inside another Test Book
Garcia	102462-102467; 108757-108768	17	1 AB [Answer Book]	✓ Mixed with STBs
Bradshaw	107856-107880	24		

\*The barcode number is printed on the right side of the Student Test Book cover along with the scannable bars. When splitting a package between classes, be sure to record the correct barcode numbers for the Examiner receiving books from the split package.

\*\*For Algebra/Data Analysis you must record barcode numbers for Answer Books. The barcode number is printed on the left side of the Algebra/Data Analysis Answer Books. For other content areas record how many Answer Books are distributed.



## Appendix



## Frequently Used Contacts

CONTACT	REASON TO CONTACT	CONTACT INFORMATION
<p><u>Customer Service Center:</u> ETS/Educational Testing Service Princeton, NJ</p>	<p>For general assistance, Additional orders, Make-Up orders, or for assistance tracking materials</p>	<p>1. Online ordering system at <a href="http://k12web.ets.org/MD/welcomePage.do">http://k12web.ets.org/MD/welcomePage.do</a> (STCs must obtain log-on information from their LAC before accessing this online system.)</p> <p>2. 1-866-881-2802 (preferred method) Special Maryland High School Assessment Service Line</p>
<p><u>Program Management:</u> ETS/Educational Testing Service San Antonio, Texas</p>	<p>For questions or concerns that cannot be answered by Customer Service Center</p>	<p>LBAUMANN@ets.org Lisa Baumann, Program Manager 1-210-558-5615</p>
<p><u>Scoring Vendor:</u> Measurement Incorporated Durham, North Carolina</p>	<p>To cancel a pickup  <u>OR</u>  Questions regarding pickup of test materials</p>	<p>Shipping Department 1-866-425-7714 (This toll free number is available for use during the following May 2006 administration time period; March 6–June 16, 2006.)</p>
<p><u>Internet Site:</u> Maryland State Dept. of Education</p>	<p>To access online appendices, Test Examiner's Manuals, and the Test Administration and Coordination Manual (TACM)</p>	<p><a href="https://docushare.msde.state.md.us">https://docushare.msde.state.md.us</a></p>
<p><u>Kurzweil™ CD Vendor:</u> iScan Columbia, MD</p>	<p>For general assistance and questions related to additional orders and shipments.</p>	<p>Jeff Edwards <a href="mailto:jedwards@humanim.com">jedwards@humanim.com</a> 1-410-381-7171, x2216</p>

# Appendix G

## Materials Request Form May 2006 - MD High School Assessment

LEA: \_\_\_\_\_ Date: \_\_\_\_\_

Test Coordinator: \_\_\_\_\_ Phone No: \_\_\_\_\_

Ship to LEA #: \_\_\_\_\_ Fax No: \_\_\_\_\_

School Number: \_\_\_\_\_ School Name: \_\_\_\_\_

Purpose: 1.) STC submits request to LAC for additional primary testing week materials due to increase in enrollments or materials missing from original shipment. 2.) LAC submits to ETS if unable to fill STC request because overage of primary testing week material has been exhausted. 3.) LEA 24 schools must make requests for make-up materials directly to their LAC. All other schools should make requests for make-up materials directly to ETS. See Section 4.

Item Name	Specify			
	Primary	Make-up 1	Make-up 2	Qty*
Test Book - Algebra/Data Analysis				
Test Book - Biology				
Test Book - English				
Test Book - Government				
Answer Book - Algebra/Data Analysis				
Answer Book - Biology				
Answer Book - English				
Answer Book - Government				
Rubric - Biology				
Rubric - English				
Rubric - Government				
Rubric/Formula Sheet - Mathematics				
Test Examiner's Manual - Algebra/Data Analysis				
Test Examiner's Manual - Biology				
Test Examiner's Manual - English				
Test Examiner's Manual - Government				
Test Administration and Coordination Manual				
Header Sheet				
Other - Specify				

Item Name	Specify Quantity*
Large-Print Test Book - Algebra/Data Analysis	
Large-Print Test Book - Biology	
Large-Print Test Book - English	
Large-Print Test Book - Government	
Large-Print Answer Book - Algebra/Data Analysis	
Large-Print Answer Book - Biology	
Large-Print Answer Book - English	
Large-Print Answer Book - Government	
Large-Print Rubric - Biology	
Large-Print Rubric - Government	
Large-Print Rubric - English	
Large-Print Rubric/Formula Sheet - Mathematics	
Braille Test Book - Algebra/Data Analysis	
Braille Test Book - Biology	
Braille Test Book - English	
Braille Test Book - Government	
Braille Resource Sheet - Algebra/Data Analysis	NA
Braille Resource Sheet - Biology	NA
Braille Resource Sheet - English	NA
Braille Resource Sheet - Government	NA
Braille Rubric - Biology	
Braille Rubric - English	
Braille Rubric - Government	
Braille Rubric/Formula Sheet - Mathematics	
Test Book Accommodation - Algebra/Data Analysis	
Test Book Accommodation - Biology	
Test Book Accommodation - English	
Test Book Accommodation - Government	
Answer Book Accommodation - Algebra/Data Analysis	
Answer Book Accommodation - Biology	
Answer Book Accommodation - English	
Answer Book Accommodation - Government	

**DEADLINE TO ORDER PRIMARY WEEK MATERIALS:**  
May 15, 2006, AT 12 NOON EASTERN TIME

Reason Needed: \_\_\_\_\_

**Call MD HSA CUSTOMER CARE CENTER: 1-866-881-2802**

STC contacts LAC to request materials. If unable to fill STC request, the LAC or STC requests materials from ETS. See Appendix F for contact information.

\*Note: All materials are individual and quantity should reflect per item.

# Appendix H

## SAMPLE STUDENT ANSWER BOOK COVER

**Student ID Label**

Each school receives Student ID labels. This is where this barcoded Student ID label is to be placed on the used Answer Book.

Align the label horizontally very carefully within the brackets.

Do not affix a student ID label on unused Answer Books.

*Maryland High School Assessment*  
**Answer Book**  
*Algebra/ Data Analysis*  
 May 2006

**FORM F06**

**PLACE STUDENT ID LABEL HERE**

All sections should be checked for completeness

Date of Birth			Student ID No.		
Month	Day	Year			
Jan	<input type="radio"/>				
Feb	<input type="radio"/>				
Mar	<input type="radio"/>				
Apr	<input type="radio"/>				
May	<input type="radio"/>				
Jun	<input type="radio"/>				
Jul	<input type="radio"/>				
Aug	<input type="radio"/>				
Sep	<input type="radio"/>				
Oct	<input type="radio"/>				
Nov	<input type="radio"/>				
Dec	<input type="radio"/>				

Form Letter	Grade Level
<input type="radio"/> E06	<input type="radio"/> 4 <input type="radio"/> 7 <input type="radio"/> 10
<input checked="" type="radio"/> F06	<input type="radio"/> 5 <input type="radio"/> 8 <input type="radio"/> 11
<input type="radio"/> G06	<input type="radio"/> 6 <input type="radio"/> 9 <input type="radio"/> 12
<input type="radio"/> H06	
<input type="radio"/> J06	
<input type="radio"/> K06	
<input type="radio"/> X06	
<input type="radio"/> Y06	

**ACCOMMODATIONS**

Female  Male

**RACIAL/ETHNIC BACKGROUND**

American Indian/ Alaskan Native

Asian/Pacific Islander

African American

White

Hispanic

**Accommodation Code Box**

Bubble Large Print or Braille if applicable.

Large Print  Yes

Braille  Yes

**Commodity Code**

You will not use this number. It is a manufacturing number. Each form is assigned a commodity code.

M  A  B  C

43637-01

**Invalidation Code**

Bubble A, B, and C to invalidate this book.

A    B    C

**Lithocode**

Machine and eye readable numbers used on multiple-page scannable documents. Litho numbers link the data from all pages of the document together when processed.

3130051

**Barcode Number**

This is ink jet-printed onto Math Answer Books. Each has a unique barcode number. This is used for tracking the secure book for inventory. Other subjects do not have a barcode number printed in this spot. **However, it is important to not cover this spot with a label.**



**LEA**

**School No.**

**Section No.**

**Teacher ID**

**Home LEA**

Use leading 0s. For instance, LEA 2 becomes 02, school number 17 becomes 0017, Section 1 becomes 0001, etc.

Q3204-1

Appendix I

**SUMMARY OF ONLINE FORMS**

The following forms are available online at <https://docushare.msde.state.md.us> and may be downloaded.

Appendix	Title	Indication	User	Recipient	Follow up
A	Redistribution of Materials Record	School enrollment has increased and more Student Test Books and/or Answer Books are needed or a discrepancy in the packing list resulted in a shortage.	STC LAC	LAC Copy to Measurement Inc. Measurement Inc.	<ol style="list-style-type: none"> <li>1) The STC uses this form to record the receipt of additional Student Test Books and/or Answer Books from the LAC.</li> <li>2) The LAC uses this form to record the distribution of additional Student Test Books and/or Answer Books to the STC.</li> <li>3) On rare occasions this form may be used to record the transfer of Student Test Books and/or Answer Books from one school to another.</li> <li>4) Also see the directions on the form.</li> <li>5) Hard copy needed in Box 1 of returned used Answer Books. Retain a copy for your files.</li> </ol>
C	Shipping Notice Discrepancies Log	An inventory of the materials reveals that materials on the packing list are missing or there are materials included that are not on the packing list.	STC → LAC →	LAC Copy to Measurement Inc. ETS	<ol style="list-style-type: none"> <li>1) The STC notifies the LAC of the shortage. If the discrepancy results in insufficient materials based on present enrollment, a Request For Additional Materials form will also need to be completed and sent to the LAC. (Appendix G)</li> <li>2) Hard copy needed in Box 1 of returned used Answer Books. Retain a copy for your files. The LAC notifies ETS.</li> </ol>
D	Tracking Record of Student Test Books and Answer Books	STC distributes secure materials to Test Examiners. STC receives secure materials from Test Examiners.	STC		<ol style="list-style-type: none"> <li>1) STC completes the upper portion when distributing secure materials to Test Examiners. Use a new form for each content area.</li> <li>2) When testing is complete, STC records the receipt of secure materials on the bottom portion. Compare the distribution to the receipt to verify the return of all materials. Retain a copy for your files.</li> </ol>

Sheet 1 of 3

# Appendix I

Appendix	Title	Indication	User	Recipient	Follow up
E	Box Content Checklist	STC uses this when returning materials. LAC uses this when packing remaining overage for return.	STC & LAC	Measurement Inc.	1) After packing each box, complete this form. Enter the number of the box. Put a hardcopy into the box. Keep a copy for your records. (The total number of boxes will be recorded on the outside shipping label and does not appear here.) This will allow you to seal the box as soon as you are finished packing. 2) Be sure the first box of each content area contains the used Answer Books.
G	Materials Request Form	The STC does not have sufficient primary week materials for the school. ----- The LAC has exhausted the supply of primary week overage materials. ----- Materials are needed for Make-up testing.	STC → ----- LAC → or STC (Only if overage has been depleted.)	LAC ----- ETS ----- ETS	1) STC requests test materials needed. Receipt of materials is recorded on Appendix A. Request only the number of books needed. Do not request overage. 2) LAC supplies material from overage and records distribution on Appendix A. Supply only the amount requested. ----- LAC or STC requests materials from ETS at 1-866-881-2802 or via the online system only if LAC overage is depleted. ----- Students were absent during the primary testing week and/or Make-up Week #1 testing. STC request materials from ETS via phone or online system
J	Sample Test Archive: Student Tracking Form	Test Examiners can use this to record Answer Book lithocode number and signature of each student who takes the test.	Test Examiners	STC	Note: Schools may use Appendix J or the Student Roster to record Answer Book lithocode numbers and student signatures. The form used must be retained for three years per COMAR 13A.03.04 as a test archive indicating those students who have taken the HSA test(s). A copy of the form can be sent to the LAC.

Sheet 2 of 3

**Appendix I**

Appendix	Title	Indication	User	Recipient	Follow up
M	MSDE Home-Schooled Student Information Sheet	Used to record information for a home-schooled student who has taken the HSA test(s).	STC LAC	LAC MI	STC attaches this completed form to the student's Answer Book and sends it via secure mail to the LAC. Retain a copy for your files.  The LAC verifies the accuracy of the information on the covers of the submitted Answer Books and forwards them via secure mail to MI for scoring. LAC retains these forms and after scoring is completed, forwards Home Reports/score labels to the addresses provided on the forms.
Q	Supplemental Kurzweil™ CD Order Form	Used when STC does not have sufficient Kurzweil™ CDs	STC	iScan	STC submits order form to iScan via fax 410-381-0782 or e-mail jedwards@humanim.com
R	Materials Sent to Cintas	STCs use this form to record the authorized transfer of soiled Student Test Books and/or Answer Books from the school to Cintas	STC LAC	LAC MSDE	STC sends a copy of this completed form to LAC. Retain a copy for your files. This form will be used to track materials in case any materials appear to be missing.  The LAC compiles an electronic list of all damaged test material (as listed on the Materials Sent to Cintas forms sent by the STCs) in Excel software and forward it to MSDE's State Test Security Officer within one week of the completion of testing.
T	Materials Shipment Inventory	STCs use this optional form to inventory quantities of materials received at the school and later shipped back after testing	STC	STC	Retain a copy for your file.

Sheet 3 of 3



# Appendix K



## SCHOOL HEADER SHEET

**DIRECTIONS:** Complete this School Header Sheet by following instructions 1–5. The step numbers correspond to the numbered boxes below. Use only a No. 2 pencil to complete this form. Make marks that completely fill the circles and completely erase any marks you wish to change. Be careful not to make any stray marks.

1. **INFORMATION BOX.** Complete the information box with your LEA and school names and the School Test Coordinator's name.
2. **LEA NUMBER.** Write your 2-digit LEA code in the boxes at the top of this section and blacken the corresponding circle in each column.
3. **SCHOOL NUMBER.** Write the 4-digit school code number for your school in the boxes at the top of this section and blacken the corresponding circle in each column.
4. **TEST CONTENT.** Next to the appropriate test content area, blacken the corresponding circle. Mark only one test content area. Complete separate School Header Sheets for other test content areas.
5. **NUMBER OF VALID USED ANSWER BOOKS RETURNED.** Write the number of valid used Answer Books being returned for scoring and then blacken the corresponding circle in each column. This number should be the total count of valid used Answer Books under this Header Sheet. Use a separate Header Sheet for each box and each content area. Do not include invalidated Answer Books under the Header Sheet or in your counts.

1. INFORMATION BOX
LEA NAME: _____
SCHOOL NAME: _____
SCHOOL TEST COORDINATOR: _____

**2. LEA NUMBER**

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

**3. SCHOOL NUMBER**

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

4. TEST CONTENT
<input type="radio"/> Algebra/Data Analysis <input type="radio"/> Biology <input type="radio"/> English <input type="radio"/> Government

**5. NUMBER OF VALID USED ANSWER BOOKS RETURNED**

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

**SCORING USE ONLY**

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

**PLEASE PLACE THIS SHEET ON TOP OF VALID USED ANSWER BOOKS IN EACH BOX. USE A SEPARATE HEADER SHEET FOR EACH CONTENT AREA.**



# Appendix **M**

## Home-Schooled Student Information Sheet

- NOTE:
- Please PRINT all information
  - Use a separate form for each content area test taken by a student

<b>Student Name</b>			
<b>Content Area Tested (check only one)</b>	<input type="checkbox"/> <b>Algebra/Data Analysis</b> <input type="checkbox"/> <b>Biology</b> <input type="checkbox"/> <b>Government</b> <input type="checkbox"/> <b>English</b>	Answer Book Form Letter: _____ Lithocode #: _____ Security Barcode #: _____ (If Algebra/Data Analysis)	
<b>Student Home Address (where score information will be sent)</b>	Number and Street: _____ Apartment Number (if any): _____ City: _____ State: _____ Zip Code: _____		
<b>Testing Location Information</b>	2-digit LEA Number: _____ 4-digit School Number: _____	LEA Name: _____ School Name: _____ STC Name: _____ STC Phone Number: _____ _____ <div style="text-align: right; font-size: small;">include area code</div>	

Appendix **N****HIGH SCHOOL ASSESSMENT TESTING REMINDERS**

BEFORE TESTING	DURING TESTING	AFTER TESTING
<ul style="list-style-type: none"> <li>• Make sure you have all the materials needed for testing.</li> <li>• Review the scripted testing directions in your <i>Test Examiner's Manual</i>.</li> <li>• Prepare a testing location that has comfortable seating, sufficient workspace, and good lighting.</li> <li>• Remove or cover up all prohibited materials from the testing location. For a list of prohibited materials refer to Table 4 in your <i>Test Examiner's Manual</i>.</li> <li>• Make sure there is sufficient room for the Text Examiner and proctors to walk around desks while observing students.</li> <li>• Ensure that the room is adequately ventilated and free from distracting noises.</li> <li>• Post a "Testing: Do Not Disturb" sign on the door to prevent interruptions.</li> <li>• <b>For more detailed information refer to "Section 2: Before Testing" in the <i>Test Examiner's Manual</i> of the specific content area test which you will be administering.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Have only test books and required test materials on the students' desks. For a list of required materials refer to "Test Materials" in Section 1 of your <i>Test Examiner's Manual</i>.</li> <li>• Read directions to students exactly as written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again.</li> <li>• Be sure students understand the directions and know how to mark answers. Assist them with test-taking mechanics, but be careful not to give hints or clues that may indicate an answer or that may help eliminate answer choices.</li> <li>• Inform students that they may make notes, mark, underline, or highlight information in the Student Test Books to help them answer test items.</li> <li>• Encourage students to attempt all items. Tell them to read each item carefully and make their best attempt at answering.</li> <li>• Remind students to record their answers with heavy, dark pencil marks and to avoid making unnecessary marks in their Answer Books.</li> <li>• Never fold, clip, or tear Answer Book pages.</li> <li>• Allow students who finish early in a session to review their work in that session, but do not let them go on or go back to another session. Encourage these students to complete any answers they have left blank.</li> <li>• Students who finish early may not have any other materials on their desks, and they should not disturb those students still working.</li> <li>• Observe timing limits by recording the start time for a testing session on the chalkboard. When 30 minutes has passed, record the remaining testing time and continue to record at 30-minute intervals and when there are 5 minutes remaining in the session.</li> <li>• <b>For more detailed information refer to "Section 3: During Testing" in the <i>Test Examiner's Manual</i> of the specific content area test which you will be administering.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Have students turn in all test materials, including scratch paper.</li> <li>• Have all students sign a Test Archive: Student Tracking Form to indicate they have returned all test materials.</li> <li>• Recount and verify that all Student Test Books and Answer Books have been turned in before dismissing students.</li> <li>• Before returning test materials to the School Testing Coordinator, check the Answer Books to verify that the pre-printed student ID labels are correctly affixed to the Answer Books. If an Answer Book does not have a pre-printed student ID label, verify that a generic ID label is affixed and that the student's name and biographical information grid is filled in correctly.</li> <li>• Return all test materials, including used scratch paper, to the School Test Coordinator.</li> <li>• <b>For more detailed information refer to "Section 4: After Testing" in the <i>Test Examiner's Manual</i> of the specific content area test that you will be administering.</b></li> </ul>

# Appendix **P**

## DATE RANGES FOR PLACING TEST MATERIAL ORDERS

<u>Type of Order</u>	<u>Start Date</u>	<u>End Date</u>
<b>PRIMARY WEEK</b>		
Submit Pre-test File	March 6	March 24
Submit Special Orders File	March 6	March 24
Submit Supplemental Orders (Additional Orders and Short Orders)	April 10	May 15 (by noon)
Last day to submit an Add Order that includes generic ID labels.	May 3	May 3
<b>MAKE-UP WEEK</b>		
Submit English Make-up #1 Orders	May 22	May 23 (by noon)
Submit Algebra Make-up #1 Orders	May 23	May 24 (by noon)
Submit Government Make-up #1 Orders	May 24	May 25 (by noon)
Submit Biology Make-up #1 Orders	May 25	May 26 (by noon)
<b>MAKE-UP WEEK #2</b>		
Submit English Make-up #2 Orders	May 30	May 31 (by noon)
Submit Algebra Make-up #2 Orders	May 31	June 1 (by noon)
Submit Government Make-up #2 Orders	June 1	June 2 (by noon)
Submit Biology Make-up #2 Orders	June 2	June 5 (by noon)

# Appendix Q

## Supplemental Kurzweil™ CD Order Form May 2006 Administration – High School Assessment

LEA \_\_\_\_\_

Date \_\_\_\_\_

Test Coordinator: \_\_\_\_\_

Phone Number \_\_\_\_\_

Ship to LEA # \_\_\_\_\_

Fax Number \_\_\_\_\_

School Number \_\_\_\_\_

School Name \_\_\_\_\_

**Purpose: STC/LAC submits request for additional Kurzweil™ CDs due to an increase in enrollments or materials missing from original shipment.**

Content	Quantity
Algebra/Data Analysis	
Biology	
English	
Government	

**Submit to: iScan via fax at 410-381-0782 or e-mail to [jedwards@humanim.com](mailto:jedwards@humanim.com).**



## Test Administration and Security Procedures for the Kurzweil™ 3000 Verbatim Reading Accommodation Software

For schools which use the Kurzweil™ 3000 software to administer verbatim reading accommodations to students taking Maryland State assessments (including, but not limited to, the Maryland School Assessments and the High School Assessments) the following procedures **must be followed** to ensure the integrity of test administration and to maintain test security.

- 1) **Disable any workstation functionality permitting a user to save or transfer files to/from a local or network storage device.** Kurzweil™ test files must be opened only from the read-only drive of the local computer and must not be saved to any local or network drive.
- 2) **Disconnect printer** from computer(s) to prohibit printing of the test.
- 3) **Block student access** to floppy drives, writeable CD ROM drives, removable USB memory stick drives to prevent saving copies of the test locally.
- 4) **Disable access to the internet** from the workstations on which students will be testing to prevent access to reference materials online and saving of the test to remote internet locations.
- 5) **Perform “Locking Out”** of features on the Kurzweil™ 3000, as follows:
  - a. for versions prior to 8.0, go to “Tools,” “Options,” and open folder called “Test Taking”
  - b. for version 8.0 and above, go to “Tools,” “Options,” and select “Lock Features” tab
  - c. disable or password protect all features except “Reading enabled” and “Customization enabled.”
  - d. Customize the toolbar by going to “Tools” and “Customize toolbar” and only enabling the **reading** controls. All other toolbar icons must be removed.
- 6) **Go to the “Edit” menu** and ensure that the “Enable editing” option is unchecked.
- 7) Upon student’s completion of the test, **ensure that a copy of the test** was **not** saved on the computer hard drive(s), network drives, or the computer desktop(s) using the computer’s search function to locate Kurzweil™ test files (files with extension “.kes”). Delete any files found. Any State test files found on the computer/network drives must be immediately reported to the School Test Coordinator and Local Accountability Coordinator as a test security violation.
- 8) **Remove Maryland State Test CD** from the computer and return in a secure manner to the School Test Coordinator for shipment back to the vendor.

Contact Susan Ciotta, MSDE, at (410) 767-0083 (e-mail: [sciotta@msde.state.md.us](mailto:sciotta@msde.state.md.us)) to resolve test administration and security questions.

Contact Vince Steis, Envision Technology, at (301) 654-3568 or (800) 582-5051 (e-mail: [vsteis@aol.com](mailto:vsteis@aol.com)) for software support.

# Appendix T

## Material Shipment Inventory

May 2006

The School Test Coordinator uses this form to inventory quantities of materials received at the school and quantities of materials shipped back after testing. Retain a copy of this completed form for your files.

LEA No.: \_\_\_\_\_ School No.: \_\_\_\_\_ School: \_\_\_\_\_

Item	Quantity Received			Quantity Returned		
	Primary Week	Make-up Week 1	Make-up Week 2	Primary Week	Make-up Week 1	Make-up Week 2
<b>Test Book:</b>						
Algebra/Data Analysis						
Biology						
English						
Government						
<b>Answer Book:</b>						
Algebra/Data Analysis						
Biology						
English						
Government						
<b>Large Print Test Book/Answer Book:</b>						
Algebra/Data Analysis						
Biology						
English						
Government						
<b>Braille Test Book/Answer Book:</b>						
Algebra/Data Analysis						
Biology						
English						
Government						
<b>Kurzweil™ CD:</b>						
Algebra/Data Analysis						
Biology						
English						
Government						

Signature of STC: \_\_\_\_\_ Date: \_\_\_\_\_





# **TEST ADMINISTRATION AND COORDINATION MANUAL**

*May 2006*

