



Alaska

Comprehensive System of Student Assessment (CSSA)

**DISTRICT TEST COORDINATOR'S MANUAL
SPRING 2011**

Important Telephone Numbers

Before calling the State of Alaska NRT Contract Team, see the **Customer Checklist (Appendix B)**. This checklist will help you prepare information before calling and will help us answer your questions quickly and accurately.

- For assistance*** Contact the State of Alaska NRT Customer Services Team:
By telephone: **800-459-6530**
Customer Services Team representatives are available from 7:00 A.M. to 4:00 P.M. Alaska Time, Monday through Friday.
- For general information*** CTB's **Program Manager** for the State of Alaska is Gwyn Alford (**gwyn_alford@ctb.com**), phone: **800-428-2669**.
- For product information*** CTB's **Sales Team Representative** for the State of Alaska is Robin Baxter (**robin_baxter@ctb.com**), phone: **317-205-0232**.
- To order materials*** Contact CTB's Customer Services at **800-459-6530** if you need additional test materials or wish to purchase test materials for any grades **OTHER THAN** five (5) or seven (7).
- To arrange for document pickup*** Send an e-mail to **transportation@ctb.com** with the following information: The subject line should state "Alaska TN3," your district name, and district number. You will receive a confirmation e-mail within 48 hours. If you do not receive an e-mail confirmation, please contact the Alaska NRT Customer Services Team.
- The text should contain "TN3," the total box count, physical address of district, hours of operation, and preferred method of pickup. Pickup will occur 1 to 4 days after e-mail is received.

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Part I

For the District Test Coordinator

Tests to Be Administered

The State of Alaska will administer *TerraNova, Third Edition* at Grades 5 and 7, including these subtests: Reading, Part 1 and Part 2, Language, and Mathematics, Part 1 and Part 2. Districts have the option of also administering any of the remaining subtests at no additional cost. This manual has been written to help you successfully implement the testing program. We look to you for suggestions on how the manual can be improved and made more useful in future years.

Receipt of Alaska Statewide Test Materials

All districts should receive test materials from CTB by December 17, 2010. Materials will be packaged by school. These materials include Grade 5 Practice Activities with directions, and Grades 5 and 7 scannable answer sheets. The reusable *TerraNova* test books are stored at the district. Verify that packages for all schools are accounted for. If you do not receive materials in your district by the above deadline, or if there are shortages, please notify CTB Customer Services immediately at **800-459-6530**.

The test coordinator's kits will be delivered to district sites by December 17, 2010. The kits provide support materials for returning the completed answer sheets for scoring. Included in each kit are a cover letter, Group Information Sheets, School Group Lists, District Test Coordinator's Manuals, a Scoring & Reporting Order Form, and return shipping labels.

The Change to Test Directions errata sheet can be downloaded from the state's Web site: <http://www.eed.state.ak.us/tls/assessment/terranova.html>. This errata must be distributed to teachers prior to testing to ensure Alaska procedures are followed.

Delivery and Instructions to Schools

Districts may choose any dates within the state testing window to administer *TerraNova*. All schools must follow a uniform testing schedule within their districts; all fifth-grade students **MUST** test on the same date, and all seventh-grade students **MUST** test on the same date. Materials should be distributed by districts to arrive in the schools by January 17, 2011. Please inform your schools of the testing window selected by the district and the required date for returning the materials to you for shipping to CTB.

Returning Materials for Processing

All test materials **must** be shipped to CTB no later than **February 28, 2011**. **Please plan your testing dates accordingly.** Failure to ship by this date may cause a delay in the processing and delivery of reports to ALL participating schools and districts, as well as the state. Districts testing during the earlier part of the testing window should return their documents at an earlier date.

Check that all packages are correctly identified by school name and facility number and are wrapped securely. Verify that all packages from each school have been received and that all schools are accounted for.

Packages **delivered** by schools to the district office should be prepared for shipping to CTB. Please check that all packages 1) have the previous address label replaced by a completed CTB address label; 2) are properly addressed; and 3) include the district name and number. (See instructions on page 8.)

To arrange for document pickup, send an e-mail to **transportation@ctb.com** with the following information:

- The subject line should state “Alaska TN3,” district name, and district number.
- The text should contain “TN3,” the total box count, physical address of district, hours of operation, and preferred method of pickup. Pickup will occur 1 to 4 days after e-mail is received.

Alaska Statewide Testing Requirements and Options

Each district is required to test Reading, Part 1 and Part 2, Language, and Mathematics, Part 1 and Part 2. As an option, CTB will score and report any of the remaining subtests at no additional cost to districts. If the district chooses to add any of the optional subtests, ALL the schools within the district should be notified regarding the additional requirements.

Testing Off-Grades (All Grades Except 5 and 7)

CTB offers a special off-grade scoring/reporting package. This package contains the same reports and scores as those provided for Grades 5 and 7. The package includes the following:

- Group List Report (Alphabetical List Report)
- Group List Report Summary by class, school, district
- Label (Gummed Student Label)
- Individual Profile Report
- Home Report
- Guide to the Home Report

Please refer to the Alaska scoring and reporting order form for information on prices and additional reports.

Invalidations

Test administrators should check with the District Test Coordinator before invalidating any test. In order to invalidate a section of the test, bubble in all responses for questions 1 through 5. Page 5 of the Test Directions for Teachers details invalidation procedures.

Students with Disabilities

Students with an IEP/504 plan may receive accommodations on the *TerraNova*. Please reference the Participation Guidelines for specific details. If the district chooses to record the accommodations for the Plus, Form C optional portion of the assessment, refer to the Assessment Accommodations Supplement for coding. This supplement can be ordered from CTB/McGraw-Hill.

Part II

For the Test Site Coordinator

Message to Test Site Coordinators

Administration

The State of Alaska will administer *TerraNova, Third Edition* at Grades 5 and 7 for the spring testing program. This manual has been written to help you successfully implement this program. We look to you for suggestions on how the manual can be improved and made more useful in the future.

Page 4 of this manual provides a series of important dates regarding the testing program. All test materials need to arrive in schools by January 17 or at least 10 days prior to testing.

Page 5 shows the Complete Battery Plus testing schema and approximate testing times.

Each district is required to test Reading, Part 1 and Part 2, Language, and Mathematics, Part 1 and Part 2. The additional *TerraNova* subtests are offered as options. Your district office will inform you if you are required to administer any of the optional subtests.

Reports

After the tests have been scored by CTB, your school will receive the following score reports:

- Group List Report** (Alphabetical List Report)—contains derived norm scores for each student for each test section taken. The report is organized by class or group as designated by the Group Information Sheet.
- Group List Report Summary**—summarizes group results for each section of the test taken. Organized by class, school, and district.
- Label** (Gummed Student Label)—to attach to each student's permanent record file.
- Individual Profile Report**—reports test scores for each student for each test section.
- Home Report**—contains national percentiles and text to guide the parent in the interpretation of scores.

School identification numbers

To avoid confusion, it is critical that the facility numbers be entered on the following form:

- Group Information Sheet—Precoded Group Information Sheets will contain this information in columns A through F of the Special Codes field. Blank Group Information Sheets will require test administrators to bubble in the five- or six-digit school number.

Spring 2011 Testing Program Calendar

January 17, 2011

All test materials should be received in individual school buildings. **Please complete your inventory immediately upon receipt** and report shortages, if any, to your district office, or to CTB at **800-459-6530**. Additional materials should be ordered on or before January 17, 2011.

One week prior to testing

Test Site Coordinators meet with faculty, distribute Test Directions, provide overview of program, explain completion of answer sheets and Group Information Sheets, and explain inventory procedures.

Three days prior to testing

Distribute test books to classrooms.

January 31–February 18, 2011

CTB recommends testing between February 7 and February 11 to permit appropriate comparison to 2010. The test window is January 31–February 18, 2011.

Per district instructions

Complete Battery Plus answer sheets returned to districts (if applicable).

Within one week of returning answer sheets

Conduct inventory of all materials, and follow your district's instructions for storing materials or returning them to the district office.

Three weeks after CTB's receipt of ALL district documents

Reports delivered to districts. Upon receipt, please inventory all reports for all classes. Report any discrepancies to the State of Alaska NRT Contract Team by calling **800-428-2669**. The delivery date is determined by the last date on which CTB answer sheets from ALL participating districts are received. If you return your documents at a date later than specified, the delivery of ALL district reports will be affected.

Administration Time

For each content area, add 5 to 10 minutes for administering the sample test questions and reading introductions and directions.

	Activity/Test	Time
Required subtests for State of Alaska	Fill in Student-Identifying Information	
	Practice Activities, Grade 5	40 minutes
	Reading, Part 1	30 minutes
	<i>Break</i>	
	Reading, Part 2	30 minutes
	Language	35 minutes
	Mathematics, Part 1	15 minutes
	<i>Break</i>	
	Mathematics, Part 2	55 minutes
	Optional subtests	Science
	Social Studies	40 minutes
	Vocabulary	15 minutes
	Language Mechanics	15 minutes
	Spelling	15 minutes
	Mathematics Computation	20 minutes

NOTE: Tests should be administered according to the specific directions. It is permissible to change the order of the tests.

Test Site Coordinator's Checklists

Preparation for Testing

- Inventory test materials immediately (see Appendix A).
- Report shortages to the State of Alaska NRT Customer Services Team at CTB **(800-459-6530)**.
- Save boxes in which materials were sent, and reuse them to return answer sheets to your district office. To ensure safe transit of answer sheets, please use boxes that are sturdy and reinforced.
- Review this manual, the Test Directions, and the errata sheet for all tests and levels.
- Conduct a workshop with test administrators to help familiarize them with the Test Directions for all tests and levels, as well as with the Test Administrator Checklists located in Part IV of this manual.
- Copy and distribute the Test Administrator Checklists for activities to be completed before, during, and after testing.
- Check materials.

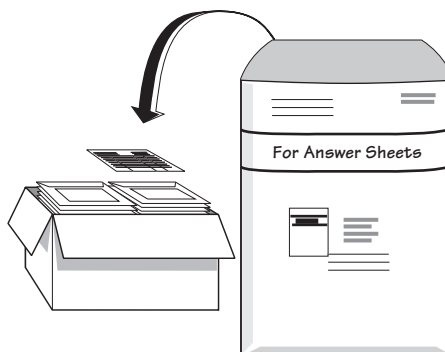
Materials

- No. 2 pencils and scratch paper for each student
- one *TerraNova, Third Edition* Practice Activities book for each student in Grade 5
- one *TerraNova, Third Edition* Complete Battery test book for each student in Grades 5 and 7
- one *TerraNova, The Second Edition* Plus test book for each student in Grades 5 and 7 (only needed if optional tests are given)
- one *TerraNova, Third Edition* answer sheet for each student
- one *TerraNova, Third Edition* math manipulative for each student
- one *TerraNova, Third Edition* Test Directions and errata sheet for each test administrator in Grades 5 and 7
- one Group Information Sheet for each test administrator in Grades 5 and 7
- two School/Group Lists for each school

Preparation for Shipping

- ❑ For the return shipment of the answer sheets, use the boxes in which the test materials arrived. Remove any previous markings and labels from the boxes.
- ❑ Place banded groups of Answer Sheet Envelopes in the box(es), keeping all groups in the same grade together as you pack. You may place multiple schools in the same box as long as school integrity is maintained. Place your completed School/Group List in one of the top Answer Sheet Envelopes in box No. 1. Tape the box(es) securely.

place documents in box(es)

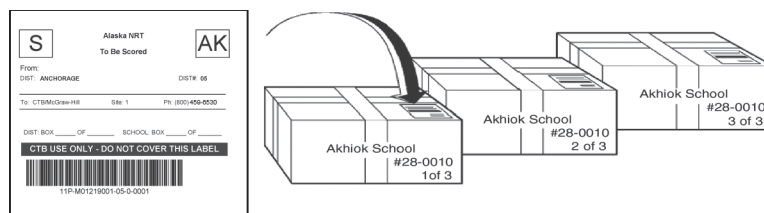


- ❑ Print the school name and number, as shown in the School Address List, on the outside of the box(es). Number the boxes “1 of 3,” “2 of 3,” etc., according to the number of boxes you are returning.

If **delivering** the packages to your district office:

- ❑ Complete the identifying data on the CTB shipping label(s), and affix to the top of each box that contains answer sheets to be scored. Be sure to indicate the number of boxes from your school.

tape/seal box(es)
securely



If **shipping** the packages to your district office:

- ❑ Do **not** use the CTB shipping labels. Address and ship the boxes to your school district. Be sure to indicate the number of boxes from your school.

Inventory and Storage of Reusable Materials

- Collect all reusable test materials and group like materials together.
- Ensure that test materials are in good order. Materials should be clean and neat.
- Inventory the number of each of the materials, and record this number on the Coordinator's Inventory of Materials form, shown in Appendix A of this manual.
- Pack materials in sturdy boxes and seal securely.

Part III

For the Test Administrator

Preparing Documents for Scoring

Below is a list of steps that each test administrator must follow in order to prepare answer sheets for machine scoring. Proper completion of these steps will ensure that your test results give you the full range of information they are designed to provide. If your district preordered student bar code labels, you need not follow the list of steps below.

Step 1

Verification or Completion of Identifying Data

If the student has not coded the grids, please do so. **Incomplete information often accounts for the greatest delay in the scoring process.** Please see the corresponding letters on the sample form (Figure 2 on the next page).

If you are not using the optional bar code service, do not affix any labels in the area marked “Place Student Label Here.” It is imperative to know that only CTB-generated bar code labels can be placed in this area.

- A** Print the student’s name in the blocks below the words STUDENT’S NAME. Fill in the corresponding circle below each letter in the name grid. If the letter block is blank, fill in the empty circle at the top of the column under that letter space. If there are not enough spaces for each part of the name, print only as many letters as there are spaces.
- B** Print the TEACHER, SCHOOL, and DISTRICT NAMES in the appropriate boxes.
- C** Fill in the appropriate circles in each column for the MONTH, DAY, and YEAR of birth. If the day of birth is a single digit, fill in the ZERO circle in the left-hand column under DAY.
- D** Fill in the circle for FEMALE or MALE.
- E** Fill in the circle for GRADE.
- F** Fill in the circle under *TerraNova* LEVEL for the test level you are giving (level 15 for Grade 5 and level 17 for Grade 7).
- G** Fill in the circles in columns A through J for the State Student ID Number. Right justify the ID number (e.g., if the number is 12345, enter the 5 in the rightmost column, the 4 to the left of that, the 3 to the left of that, etc.).

H In the Special Codes section, fill in the circle for each special program serving the student as follows: *(At this time, EED does not require completion of this section.)*

In column K, “0” for Low Income

In column L, “0” for Limited English Proficient (LEP)*

*Fill in the circle in column L only for students who are eligible for LEP services under regulation 4 AAC 34.055.

In column M, “0” for Migrant Education

In column N, “0” for Students with Disabilities

I Fill in the appropriate circle for the ethnicity with which the student most closely identifies. Fill in only one circle. *(At this time, EED does not require completion of this section.)*

In column I, “1” for American Indian or Alaska Native

“2” for African American or Black, Not Hispanic

“3” for Asian

“4” for Pacific Islander (including Native Hawaiian)

“5” for Hispanic or Latino

“6” for White, Not Hispanic

“7” for Multiethnic

“8” for Other

J If you are also administering *InView™*, fill in the appropriate circle under *InView* LEVEL. *(At this time, EED does not require completion of this section.)*

Do not use fields **K**, **L**, and **M**.

Step 2

Checking the Physical Condition of the Answer Sheets

The condition of the answer sheets affects the processing speed as well as the accuracy of the results.

- Be sure the answer sheets are free of bent corners, folds, paper clips, staples, and tape. (If an answer sheet is damaged, transfer the student’s biographical information and answers to a new answer sheet.)
- Be sure that the only marks on the answer sheets are responses and identification data.
- Transfer the student responses for any Large Print or Braille tests onto a regular answer sheet.
- Completely erase rejected responses and stray or extraneous marks with a soft eraser that does not damage the paper.
- Completely fill in each gridded response using a No. 2 pencil.
- Be sure that you have all tests in hand. It is recommended that you alphabetize the answer sheets to be sure you have them all. (See page 15.)

Step 3

Completing the Precoded Group Information Sheet

Precoded Group Information Sheets have been provided for each school. The following information has been precoded on these Group Information Sheets:

- School Name
- Organization Name
- Element/District Name
- SO #
- State Name
- Preassigned School Identification Number in columns A through F of the Special Codes field

Please see the corresponding letters on the sample precoded Group Information Sheet (Figure 3 on the next page).

- A** Write the teacher's name and fill in the appropriate circle under each letter.
- B** Write and bubble in the number of students tested. Be sure this number corresponds to the number of answer sheets being sent for scoring.
- C** Fill in the circle under "Grade" indicating the students' grade level. Do not mix grades under one Group Information Sheet. Use a separate sheet for each grade.

Figure 3. Sample Precoded Group Information Sheet

Group Information Sheet

A	B	C																					
TEACHER NAME										SCHOOL NAME										Number Students Testing		GRADE	
TEACHER					ANY					ANY					SCHOOL					0	21	K	8
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SPECIAL CODES																						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
● 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1 ●	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2	2	2 ●	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
3	3	3	3 ●	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
4	4	4	4	4 ●	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
5	5 ●	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	

ORG-TP (CTB USE)										STRUC/ELEMENT # (CTB USE)									
M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
O	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
P	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Q	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
R	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
S	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
T	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
U	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
V	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Organization Name: **PRECODED**

Element/District Name: **PRECODED**

SO #: **PRECODED**

State: **PRECODED**

CTB

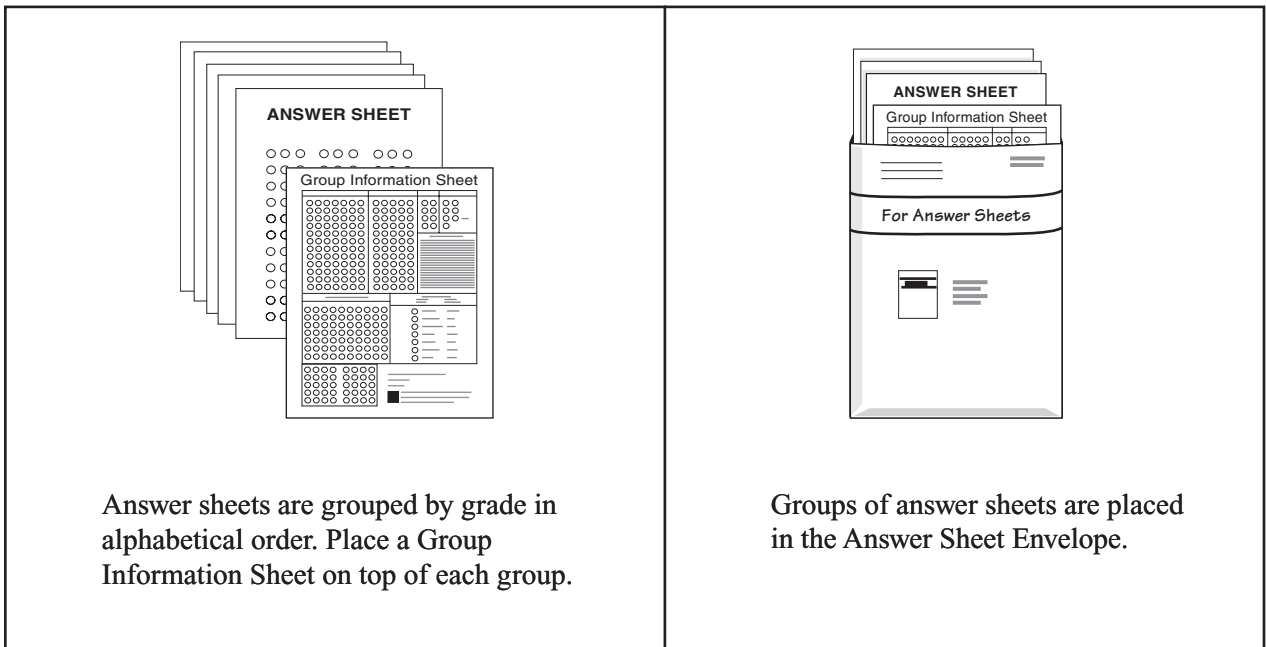
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Step 4

Assembling Materials

- Place the completed Group Information Sheet on top of your group of answer sheets.
- Review the Test Administrator Checklists to be sure all tasks have been completed.
- Place the answer sheets and the Group Information Sheet in the Answer Sheet Envelope, and fill in the necessary information on each envelope.
- Return all completed answer sheets to your Test Site Coordinator.
- Return all unused and reusable testing materials to your Test Site Coordinator. Keep these materials separate from the completed documents being returned to CTB for scoring.



Answer sheets are grouped by grade in alphabetical order. Place a Group Information Sheet on top of each group.

Groups of answer sheets are placed in the Answer Sheet Envelope.

Part IV

Test Administrator Checklists

Before Testing

- Announce the test dates in advance. Prepare students by explaining the purpose of the test.
- Read the Test Directions and errata sheet, and become thoroughly familiar with them. The Change to Test Directions errata sheet can be downloaded from the state's Web site:
<http://www.eed.state.ak.us/tls/assessment/terrano.html>
- Prepare the testing schedule. Pace the schedule so that you avoid rushed sessions and fatigue.
- Gather your materials:
 - No. 2 pencils with erasers (at least two per student)
 - a sufficient number of test books (one per student)
 - a sufficient number of answer sheets (one per student)
 - appropriate Test Directions (one per test administrator)
 - Group Information Sheet (one per test administrator) and Answer Sheet Envelope (one per test administrator)
 - a Do Not Disturb sign
 - a watch or clock with second hand (a stopwatch is recommended)
 - scratch paper (one or two sheets per student)
 - mathematics manipulative (if applicable)
 - student list with approved accommodations based on the Participation Guidelines
- If students require assistance to complete the student-identifying information, draw a model of the front cover of the answer sheet on the board to guide them.
- If students are not able to complete the student-identifying information, complete all the information, including correct birth dates, on the answer sheets prior to distributing them.

During Testing

- Prepare a quiet environment with proper lighting and good ventilation.
- Plan an organized method of distributing and collecting test materials.
- Have extra No. 2 pencils and scratch paper available in an accessible place.
- Have your Test Directions open and ready.
- Be sure that each student has
 - two No. 2 pencils;
 - erasers;
 - scratch paper;
 - the appropriate *TerraNova* machine-scorable answer sheet and reusable test book; and
 - mathematics manipulative (if applicable).
- Place a Do Not Disturb sign outside the closed door of the testing room.
- Have students complete the student-identifying information. Explain the model of the answer sheet that is on the board while guiding students in the completion of the forms. If necessary, the test administrator should complete this information for students who are incapable of performing this task.
- Review the rules for using machine-scorable forms:
 - Marks must be made in pencil.
 - Marks must be dark and circles must be filled in completely.
 - Erasures must be clean; there should be no extraneous marks.
- Administer the test as directed in the Test Directions and errata sheet.
- Make sure students are marking the correct place on the answer sheet.
- Observe all stop and start commands and time limits.

After Testing

- Collect all answer sheets.
- Transfer the student responses for any Large Print or Braille tests onto a regular answer sheet.
- Check the condition of the answer sheets to be sure
 - answer sheets are flat, straight, and free of bent corners, folds, paper clips, staples, and tape (if an answer sheet is damaged, transfer the student's biographical information and answers to a new answer sheet);
 - marks are dark and circles are filled in completely;
 - there are no accidental or extraneous marks;
 - erasures are clean; and
 - student-identifying information is filled in completely and correctly (if student bar code labels are not used).
- Complete the **Group Information Sheet** by
 - entering the teacher's name, or specific group (e.g., fifth grade) (check with your Test Site Coordinator);
 - entering the number of students tested (this is the number of students whose answer sheets are in the group being identified); and
 - making sure all other appropriate fields are filled in.
- Place your completed Group Information Sheet on top of the answer sheets for each group you are submitting for scoring.
- Place answer sheets in the Answer Sheet Envelopes, and fill in the necessary information on each envelope.
- Return all completed answer sheets to your Test Site Coordinator.
- Separately** assemble all reusable and unused test materials in boxes, and return them to the Test Site Coordinator for storage.

**Appendix A. Coordinator's Inventory of Materials
State of Alaska Testing Program, Spring 2011**

Grade	Description	Commodity Code	# of Pieces on Hand	# of Pieces Scored	# of Pieces Stored	+ or -
5	Complete Battery Test Book	Level 15G	C54810-00			
	Plus Test Book*	Level 15C	54265			
	Complete Battery Plus Answer Sheet	Levels 14–21/22	54831-00			
	Practice Activities	Levels 14–15	C54764-00			
	Practice Activities Directions	Levels 14–15	C54771-00			
7	Complete Battery Test Book	Level 17G	C54812-00			
	Plus Test Book*	Level 17C	54267			
	Complete Battery Plus Answer Sheet	Levels 14–21/22	54831-00			
	Test Directions for Teachers	Levels 14–15	C54821-00			
	Test Directions for Teachers	Levels 16–18	C54822-00			

*only needed if optional tests are administered

Practice Activities for Grade 7 can be purchased from CTB/McGraw-Hill for district use. Contact CTB's Customer Services Department to place your order.

Appendix B. Customer Checklist

Before Calling the State of Alaska NRT Customer Services Team (800-459-6530)

Having the necessary information prepared will help us answer your questions quickly and accurately. When you call, please have the following school information available:

- School name
- District and school numbers
- Contact person's name
- Contact person's phone number
- Contact person's fax number
- The category of help you need:
 - Materials shortages
 - Shipping information
 - Testing schedules
 - Returning answer sheets to CTB
 - Explanation of scores and score reports
 - Status of reports

Test Materials

If you have questions regarding test materials, please provide the following additional information:

- Materials title
- Materials code number
- Grade level
- Quantity needed

Score Reports

If you have questions regarding score reports, please provide the following additional information:

- Report title
- Group or class name
- Grade level

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