South Dakota

State Test of Educational Progress

Dakota STEP

Harcourt

Test Coordinator Activities

As Test Coordinator, your primary responsibility is to act as a liaison between the teachers/examiners and Harcourt. Your major responsibilities include:

- Receiving and Inventorying Test materials
- Ensuring the Security of the Test Materials
- Schedule Assessment Dates and Times
- Training the Teacher/Examiners to Administer the test
- Distributing the Test Materials
- Monitoring Activities During the Test Administration
- Document Collection and Organization
- Organizing Response Booklets
- Packing and Shipping of all Test Materials

Harcourt

Critical Dates for Spring 2006

Dec. 16, 2005 Last day to notify the South Dakota Department of Education and Harcourt of Braille and large-print materials needed for the spring 2006 administration.

Feb. 27–Mar. 3, 2006 Pretest workshops

March 20, 2006 Scheduled delivery of *Dakota STEP* materials

March 24, 2006 Material shortages and requests for additional assessment materials must be reported to the Harcourt Customer Support Center at 1-800-763-2306.

Harcourt

Critical Dates for Spring 2006

April 3–21, 2006	**DSTEP Administration**
April 26, 2006	LAST DAY for scorable documents to be picked up by UPS
April 28, 2006	LAST DAY for scorable documents to be delivered to Harcourt Assessment's Scoring Center
May 24 – 25, 2006	Standard Setting Meeting
May 26, 2006	NRT Score Reports received by the districts

Harcourt

DSTEP Quiz!!!

Please turn to the back of your handout to answer the following questions.

These are to be answered independently!!!

Harcourt

Question 1

What is the LAST date for scorable materials to be picked up by UPS?

a) April 3
b) May 1
c) April 26
d) April 28

Harcourt

Question 2

Which of the following materials do Grade 3 students need?

a) Directions for Administering
b) DSTEP test booklet
c) Ruler
d) Answer document

Harcourt

Question 3

What is contained in the Test Coordinators Kit?

Write down as many items as you can.

Harcourt

Test Coordinator's Kit

- Packing List
- Test Coordinator's Handbook (TCH)
- Cover Letter
- Master File Sheet(s)
- SSID Sheets (Preslugged & Blank)
- Order Form for ON-GRADE Optional Scoring Services (OSS)
- Pre-ID labels (may arrive in a separate shipment)

Harcourt

Test Coordinator's Kit

- UPS Return Information and Labels
- Orange Peel & Stick Labels
- Green Peel & Stick Labels
- Paper Bands
- White "Home School" Envelope
- Sample Parent Letter

Harcourt

Question 4

What do you do for students who do not have a Pre-ID label?

a) Bubble in information on the Answer Documents for students without Pre-Id labels.

b) Write their names (and other identification information) in Box 1 of the answer document.

c) All of the above.

Harcourt

Students WITHOUT Pre-Id Labels

- For students WITHOUT Pre-ID labels, or if the information on the Pre-ID label is incorrect, student demographic information must be completed by hand. Information on Pre-ID labels will override any hand-entered information. Instructions for completing boxes 1 through 8 are provided within the *Directions for Administering*.

  See pages 7 and 8 in the TCH

- All students (including those with Pre-ID labels) should write their names (and other identification information) in Box 1 of the answer document.

Harcourt

Student ID Number

- Use the Student Identification Management System (SIMS) 9-digit number.
- If you do not know the student's SIMS number or a student does not have a SIMS number contact your local SIMS Coordinator.

Harcourt

Pre-Id labels for Grade 3

- Schools should receive a second set of Pre-Id labels for use on the OLSAT 8 test booklet for grade 3.

- For grades 4 and above, complete the OTIS-Lennon portion of the Answer Document if OLSAT 8 is administered.

Harcourt

Students with a Pre-Id label

Place the Pre-ID label on the Student Demographic page in the box labeled...

“Place Pre-ID Label Here”

Harcourt

Pre-Id label without a student

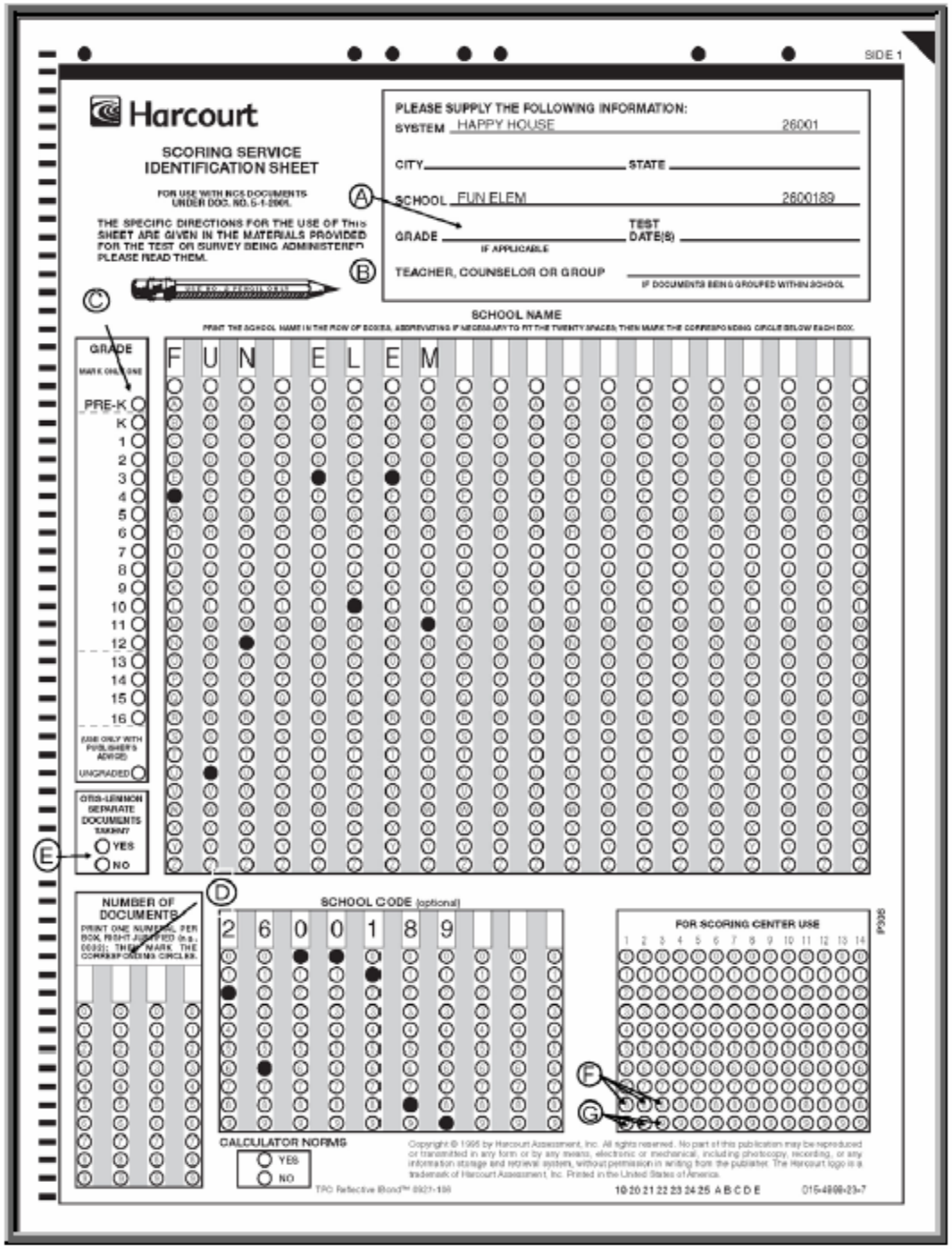
IF you have a Pre-ID label and the student has moved or in a situation where you do not need to use that label...

THROW IT AWAY!!!

Harcourt

SSID Sheets

- Place an SSID sheet on the top of each bundle of answer documents.
- Make sure the number of documents is recorded.
- Do not correct pre-slugged SSID sheets. Use new SSID sheet.

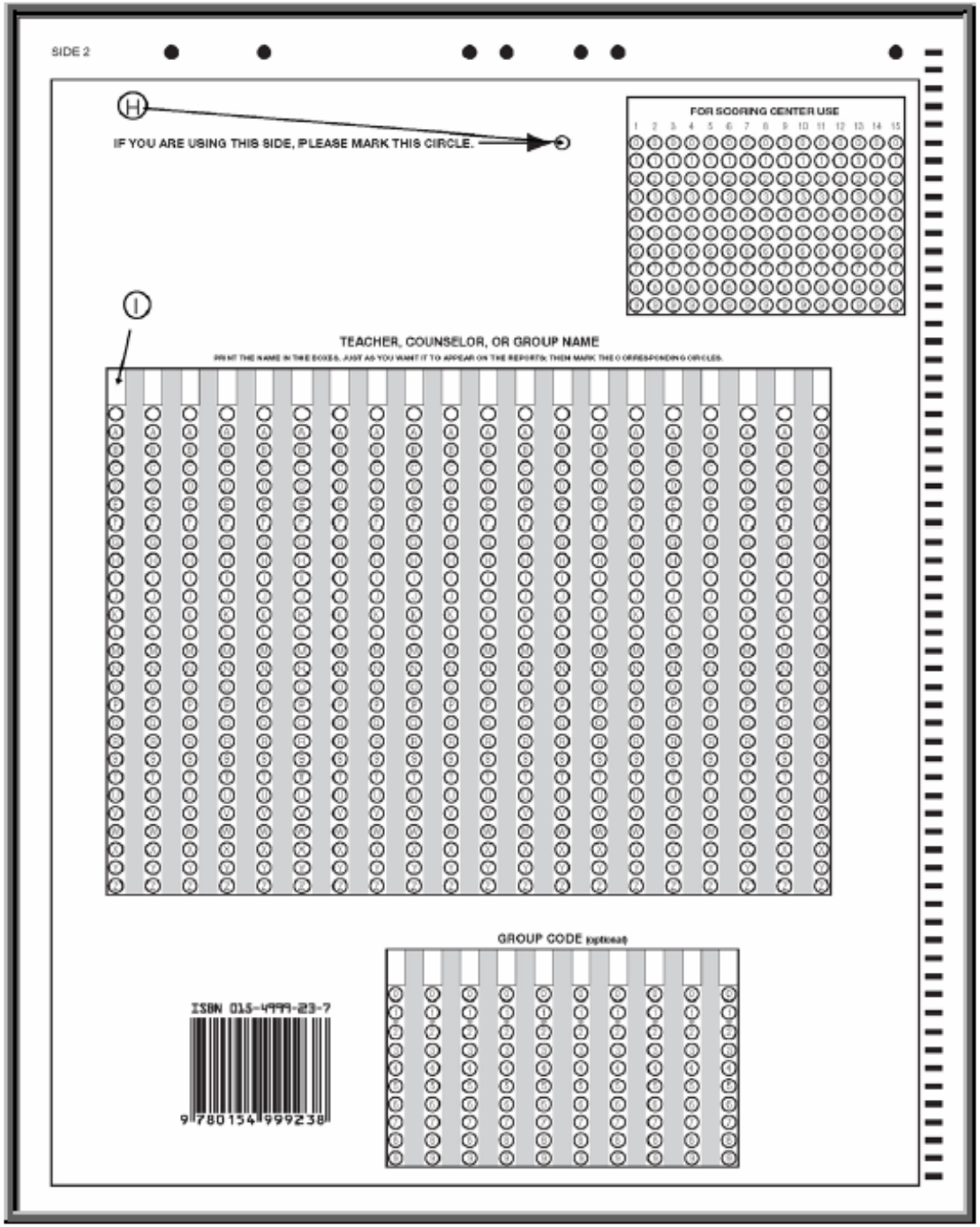


SSID Sheets

- Complete the back of the SSID sheet in order for results to be identified with a particular classroom. (usually Grade 3-5 classrooms)

- Be sure to fill in bubble if using this side of the SSID sheet.

- Fill in Group Code with the SD Teacher Certificate number.



Calculator Guidelines

Students may use calculators for the following DSTEP subtests at Grades 4-8 and 11.

- *Mathematics Problem Solving* subtest at Grades 4-8.
- *Mathematics* subtest test for Grade 11.

Specific guidelines for calculator use are provided in the TCH and the *Directions for Administering*.

Harcourt

Question 5

Who do you call if you have questions about accommodations for ELL students?

a) Melissa Flor
b) Linda Turner
c) Stephani Lebeda
d) Gary Skoglund

Harcourt

Review of DSTEP Accommodations

Turn to pages 10 through 19 of the TCH

Melissa Flor will cover coding for students at this time.

Harcourt

Question 6

Which of the following should you NOT do after collecting the documents?

a) Ensure that the students' responses have been made with a black, soft-lead (No. 2) pencil. Light marks and marks made with colored pencil, ink, or felt-tip pen cannot be properly scored, and these should be marked over with a black, soft-lead (No. 2) pencil.

b) Ensure that the Student Number section is completed and fully gridded on every answer document without a pre-ID label.

c) Spill coffee on the scorable answer documents.

Harcourt

Returning Scorable Test Materials

- Master File Sheets must be completed (see page 25). Answer Documents are to be organized in the order as indicated on the Master File Sheet.
- Attach the Order Form for ON-GRADE Order for Optional Scoring Services to the MFS.
- SSID sheet must accompany each bundle.
- Orange Peel & Stick Label.
- UPS Second Day Air Label (Blue)

Harcourt

Question 7

Which of the following is NEW for 2006?

a) ALL districts are to fill out and return the Order Form for ON-GRADE Order for Optional Scoring Services and attach it to the MFS.

b) Scorable materials are to be returned with the Orange peel and stick labels.

c) SSID sheets should accompany each bundle of scorable materials.

d) Label the boxes serially if more than one box is returned, 1 of x, 2 of x, 3 of x, etc.

Harcourt

Key Points for Packing and Returning Test Materials

- Pack scorable documents in the same order as listed on the Master File Sheet -- by grade within each school.
- Re-use the boxes that test materials were shipped in for packaging and returning scorable documents.
- Apply the UPS Second Day Air Label(s) to the top of the box(es).
- Apply the ORANGE peel & stick labels to the side of the box(es).
- Use reinforced tape to securely close the boxes.

The Order Form for ON-GRADE Optional Scoring Services

Turn to page 27 of TAB 6

Replace pages 28 and 29 with the new order form.

Question 8

What is the Green peel and stick label for?

a) To be placed on Rookie Test Coordinators foreheads.
b) To be placed on the top of the boxes returned to Harcourt containing NON-Scorable materials.
c) To add more work for the Test Coordinator.

Harcourt

Return Non-Scorable Test Materials

Return all non-scorable test materials including

- used and unused test booklets for grades 4-8, and 11
- unused Grade 3 test booklets
- unused answer documents
- *Directions for Administering*
- rulers, and math formula sheets

Apply the UPS GroundTrak label(s) to the top of the box(es).

Apply the GREEN peel & stick labels to the side of the box(es).

Question 9

Does your district need to fill out the Order Form for ON-GRADE Optional Scoring Services?

a) Yes.

b) No.

c) Depends on whether we request optional scoring services.

Harcourt

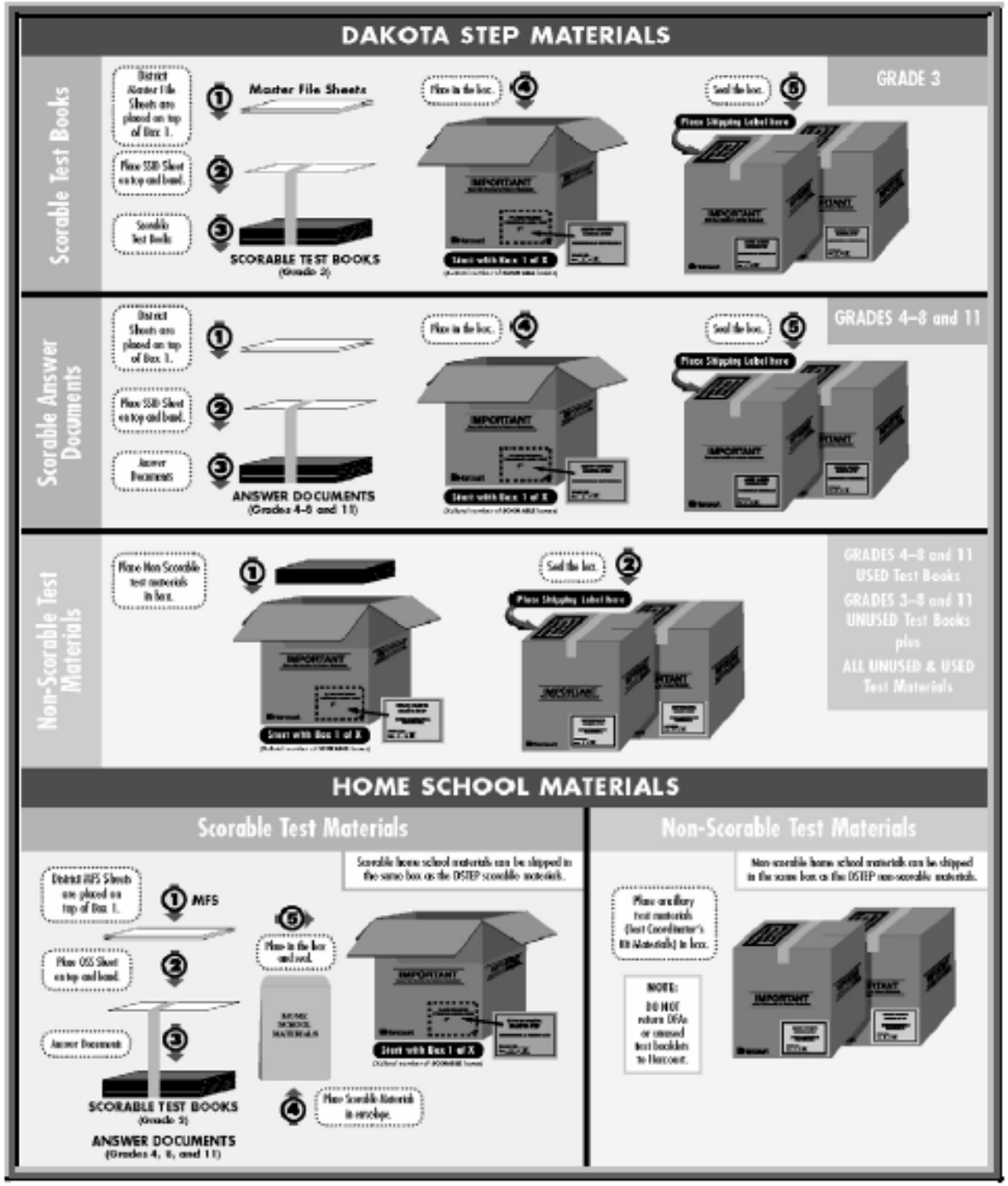
Question 10

Why do milking stools only have 3 legs?

Harcourt

Packing Diagram

Pack Material according to the order of the Buildings on the Master File Sheet



ALL MATERIALS ARE TO BE RETURNED TO HARCOURT

EXCEPT

Reusable Home School materials. They should be inventoried and kept in a secure location in the district.

Harcourt

Recommendations

- Test early in the week
- Return documents early
- Call UPS 24 hours <u>before</u> pick-up date
- April 26, 2006 last day for UPS pickup!

Harcourt

Question 11

What is the reason for having orange and green labels, and what is the impact of sending in materials with the wrong label?

Harcourt

Home School and Other Non-Accredited Programs

Inventory the unused SAT 10 test materials that your district has in storage BEFORE placing your order. Compare the test materials on hand to the number of students to be tested, and order only the additional materials needed.

Home School and Other Non-Accredited Programs

Store all unused and reusable grade 2, 4, 8, and 11 test materials in a secure area for use in future administrations. Prepare accurate documentation regarding the grade levels and quantities of SAT 10 test materials in storage and where the test materials are stored. Keep this information in a file accessible to other administrative personnel.

Home School and Other Non-Accredited Programs

In the FOR SCORING CENTER USE section of SSID sheets

- Grid “8” in columns 1, 2, and 3 for HOME SCHOOL
- Grid “9” in columns 1, 2, and 3 for ALL OTHER NON-ACCREDITATED

See page 6 and page 16 of Tab 6

Harcourt Contact List

NAME:	FOR QUESTIONS REGARDING:
Customer Support Center **Harcourt Assessment, Inc.** **19500 Bulverde Road** **San Antonio, TX 78259** **Phone: 1-800-763-2306** **Fax: 1-800-634-0424** **E-mail: customersupportcenter@harcourt.com**	**SPECTRUM** **Enrollment Data** **Contact/Address changes** **Test Materials** **Status of Shipments** **Administration Instructions** **Packing and Returning Materials**
Customer Services **Phone: 1-800-211-8378** **Fax: 1-800-232-1223** **P. O. Box 708912** **San Antonio, TX 78270-8912**	**Ordering Off Grade Materials** **Ordering OLSAT Materials** **Ordering Home School Test Materials** **Ordering Ancillary Test Support Materials**
Scoring Hot Line **1-800-328-5999**	**Pre-Identification Services** **Off-Grade Scoring Service** **Resolution of Scoring Issues** **Scoring Services**

Harcourt

Harcourt Contact List

- Brian Brothers - South Dakota Program Manager (800-228-0752, ext. 5830, brian_brothers@harcourt.com)
- Yardley Poche – South Dakota Program Coordinator (800-228-0752, ext. 5652, yardley_poche@harcourt.com)
- Dennis Ortman – State Measurement Consultant (913-681-1613, dennis_ortman@harcourt.com)
- Curt Herwers – District Measurement Consultant (763-494-3313, curt_herwers@harcourt.com)

Harcourt

Questions?