

ALASKA ELP SPRING 2009 TEST MATERIALS RETURN INSTRUCTIONS

**DISTRICT ELP TEST COORDINATOR'S AND SCHOOL SITE ELP TEST
ADMINISTRATOR'S INSTRUCTIONS FOR PACKAGING AND RETURNING
of
THE IPT RESPONSE DOCUMENTS for GRADES K - 12**

IMPORTANT DATES

Alaska ELP Testing Window	February 1, 2009 – March 31, 2009
Return Scorable Materials to District ELP Test Coordinator	As soon as testing is completed but no later than April 1, 2009
Return Scorable Materials to Pearson	As soon as district testing is completed but no later than April 3, 2009

SCHOOL ELP TEST ADMINISTRATOR'S INSTRUCTIONS FOR PACKAGING AND RETURNING THE IPT RESPONSE DOCUMENTS FOR GRADES K - 12

The school ELP test administrator is required to package the following materials for return to the district ELP test coordinator who will return the documents to Pearson for scoring. This year both Form A and Form B may have been administered in your school. There is a regular School Header Sheet (Blue) for return of Form B and a separate Form A School Header Sheet (Red) for return of Form A. Please use the appropriate School Header Sheet when packaging Form A or Form B scannable documents for return.

Materials to be Returned to the District ELP Test Coordinator

Completed School Header Sheets (Regular School Header Sheet (Blue) for Form B, or separate School Header Sheet (Red) for Form A.)

Completed Kindergarten Answer Documents

Completed grade span 1-2 Test Books

Completed grade spans 3-12 Answer Booklets

Completed School Transmittal Forms

Accommodated Kits (Large Print, Braille, Listening CD)

Note: Do not return practice sheets, blank 1-2 test books or other grade span test booklets or answer booklets, examiner's manuals, picture books, CDs, tapes, notes or other paper to Pearson. Make arrangements with your district's ELP test coordinator for securing and storing those materials.

School ELP Test Administrator Responsibilities

Use the following procedures to package and return materials to the district ELP test coordinator as soon as testing is completed, but no later than **April 1, 2009**.

1. **Both Form A and Form B tests will be given for the Spring 2009 administration.** Be sure you have administered the assigned form for each grade-span in your school. Please call EED if you find any deviation from the assigned form.

2. **Separate materials by document type and form.**
 - Kindergarten scoring sheets for Form A,
 - Kindergarten scoring sheets for Form B,
 - Grade 1-2 test books for Form A,
 - Grade 1-2 test books for Form B,
 - Grade 3-12 answer booklets for Form A,
 - Grade 3-12 answer booklets for Form B,

3. **Students with pre-id labels** – Place the pre-id label in the “Attention: Apply label here:” box at the bottom left-side of the answer document. After the administration, bubble the information in the “Teacher Use Only” box as appropriate. If a student has transferred OUT of your school, destroy the label.

Students with pre-id labels and corrections

- If students have a pre-id label, but the grade is inaccurate, apply the pre-id label and bubble only the correct grade on the answer documents. The grade bubbled on the answer documents will override the pre-id grade on the labels.
 - If students have a pre-id label, but other information besides grade is inaccurate, destroy the labels and bubble all of the demographic information on the students’ answer documents.
 - If a student needs a replacement answer document for any reason, shred the answer document and use a new blank answer document. ALL fields must be bubbled, per instructions in Part 2 of the *Examiner’s Manual*.
4. **Students without pre-id labels.** Bubble all of the demographic information. If a student has transferred IN to your school, all fields must be bubbled.
 5. **Confirm grade of students.** It is very important that the grade be correct on the student pre-id labels or answer documents. The grade is used to determine how to score the writing responses.

Students should not be tested out of grade level. (e.g., Grade 6 student should not take grade span 3-5 test.) If this should occur, invalidate the student’s test using the “Teacher Use Only” box and bubble in “Invalid No Score Generated” for all domains impacted.

6. **Verify Accommodated Material.** Verify that a regular answer document has been included with the regular return answer documents for each student using Large Print or Braille.

In the TEACHER USE ONLY (section 9) on the front of the answer document, the Large Print or Braille bubble should be gridded. Also, if any accommodations were used, the appropriate subject-area bubble in the IEP Accommodations Provided line should be bubbled.

Return the following to the district ELP test coordinator along with the scannable test materials.

Braille Kit – Braille Test Booklet, Administration Instructions for Braille Test, Accommodated Listening CD, Administration Instructions for Accommodated Listening Test

Large Print – Large Print Test Booklet

Accommodated Listening CD Kit – Accommodated Listening CD, Administration Instructions for Accommodated Listening Test.

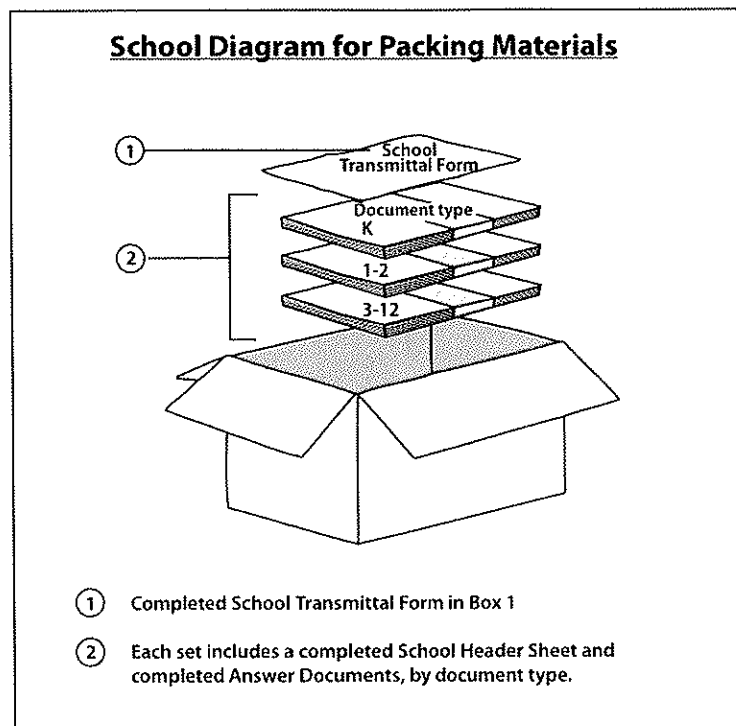
7. **Complete one School Header Sheet for each document type and form being returned.** There is a regular School Header Sheet (blue) to be used for return of Form B scannable documents and a separate Form A School Header Sheet (Red) to be used for return of Form A scannable documents. Please use the appropriate School Header Sheet when packaging Form A or Form B scannable documents for return. Each school will receive a pre-slugged School Header Sheet for each document type and form. Verify that the School Code and School Name information slugged on the School Header Sheet are correct. Grid in the rest of the information as instructed below. (Return School Header Sheets for only the document types and forms which you tested.)

If the pre-slugged information on the School Header Sheet is not correct, obtain a new School Header Sheet from the district ELP test coordinator and grid in the correct School Code, School Name and the rest of the information below.

- School Code – Print your six-digit school code in the boxes, then mark the appropriate circle below each number. (Refer to the AK Education Directory for this code.)
- School Name – Print the name of your school in the boxes, then mark the appropriate circles below each letter.
- Document Type – Mark the appropriate circle next to the document type being returned.
- Number Students Testing – Count the number of response documents that you are forwarding for scoring with the School Header Sheet. Print the number in the boxes and mark the appropriate circles below each number.

Place a coded School Header Sheet on top of each type of document and form. Place a paper band around each set of the coded School Header Sheet and answer documents. There should be one paper-banded set for each document type and form tested.

8. **Complete the School Transmittal Form.** Follow the directions printed on the front of the document for completing the School Transmittal Form. Only one School Transmittal Form must be completed for each school. **Make a copy for your records.**
9. **Pack the box/boxes.** Place all the paper-banded sets, which include the completed School Header Sheet and completed answer documents in the box(es). Remember, there should be one paper-banded set per document type and form tested. If a school is returning multiple boxes of materials, place the School Transmittal Form in Box 1 of the set of boxes for the school.



10. **Return all boxes to the district ELP test coordinator as soon as testing is completed but no later than April 1, 2009.** This date may be adjusted (moved up) by the district ELP test coordinator to meet the limitations of shipping with FedEx by April 3, 2009.
11. **Secure remaining Form A and Form B materials.** Request additional procedures from the district ELP test coordinator for securing and storing the remaining Form A and Form B IPT test materials.

DISTRICT ELP TEST COORDINATOR'S INSTRUCTIONS FOR PACKAGING AND RETURNING THE IPT RESPONSE DOCUMENTS FOR GRADES K - 12**District ELP Test Coordinator Responsibilities**

Use the following procedures to package and ship the response documents to Pearson as soon as testing is completed, but no later than **April 3, 2009**.

This year both Form A and Form B may have been administered in your district. There is a regular School Header Sheet (Blue) for return of Form B scannable documents and a separate Form A School Header Sheet (Red) for return of Form A scannable documents. Please ensure that the appropriate School Header Sheet was use when packaging Form A or Form B scannable documents for return.

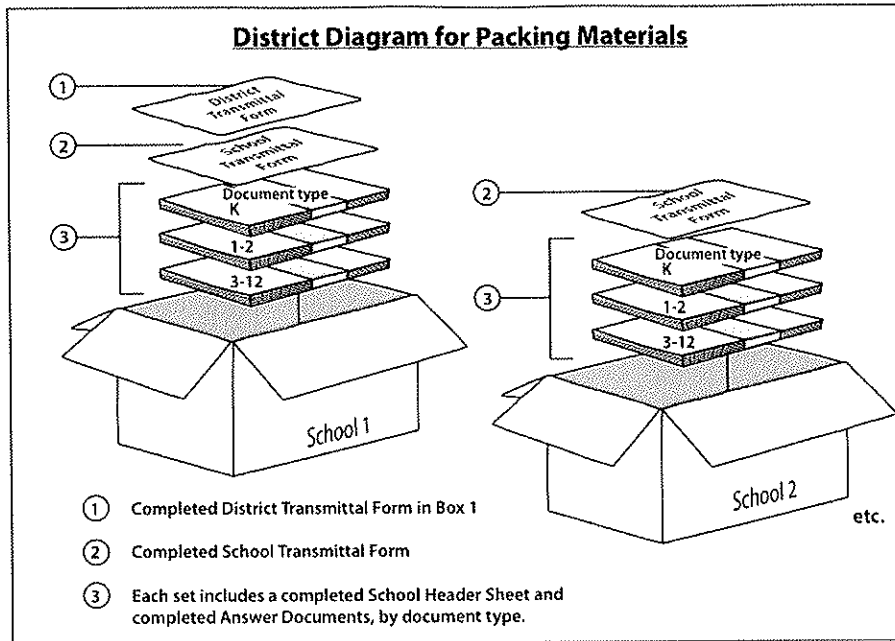
1. **Count the number of boxes.** Count the number of boxes and paper-banded sets received from each school to ensure that the number received matches the total number of boxes and paper-banded sets being shipped.
2. **Check the School Transmittal Form.** Match the quantities of test materials received to the quantities listed on the School Transmittal Form. Materials must be inventoried upon receipt in order to correct any discrepancies before the return-shipment-to-Pearson deadline of **April 3, 2009**. Please check the entire shipment before reporting any discrepancies to the school. **Make copies for your records.**
3. **Complete the District Transmittal Form.** Follow the directions printed on the front of the document for completing the District Transmittal Form. Only one District Transmittal Form must be completed for each District. List all schools and counts by document type and form on the District Transmittal Form. **Make a copy for your records.**
4. **Store or Return Accommodated Materials.** Keep the Large Print Test Booklet(s) with the other non-scannable materials until reports have been received, then shred used Large Print Test Booklet(s).

Return the following to Pearson along with the scannable test materials.

Braille Kit – Braille Test Booklet, Administration Instructions for Braille Test, Accommodated Listening CD, Administration Instructions for Accommodated Listening Test

Accommodated Listening CD Kit – Accommodated Listening CD, Administration Instructions for Accommodated Listening Test.

5. **Packing boxes.** Please refer to the chart below for the return packaging format. It is best to return materials in the same box(es) as received from Pearson.

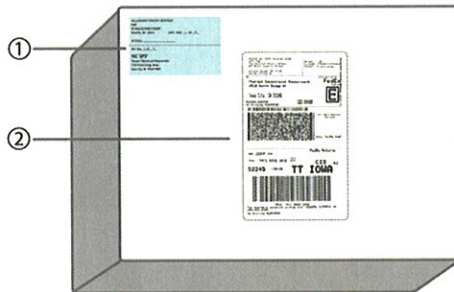


6. **Labeling boxes.** If a district has materials that will fill more than one box, keep track of the order of the boxes as they are filled so that the boxes can be numbered correctly prior to shipping (Box 1 of 3, Box 2 of 3, etc.). If there is more than one box, the completed District Transmittal Form must be placed on top of the materials in Box 1. It is possible to combine multiple schools into one box.
7. **Use Filler.** If necessary, place filler in the boxes so materials do not shift and do not get damaged during shipment. Filler materials include newspaper, bubble wrap, popcorn, etc.
8. **Unresolved discrepancies.** If any test material discrepancies are discovered that cannot be resolved, the district ELP test coordinator must complete and file a letter of Testing Irregularity with the Alaska Department of Education and Early Development.
9. **Affix the blue tracking label (one per box) and seal the box.** The blue scannable tracking label lists your district's name and school code, and is used to confirm Pearson's receipt of the test materials. Complete the blue labels by writing in box numbers. For example, if two boxes of materials are returned, label them "1 of 2" and "2 of 2." It is critical that each box of materials has one blue label affixed to it.
10. **You may place materials for more than one school in the same box.** If multiple schools are packed in a box, only one blue tracking label needs to be applied to the box. Include the blue tracking labels for each of the schools inside the box.

Blue Tracking Label

ALASKA SCHOOL DISTRICT		0300
85 ARCTIC STREET		
ANCHORAGE, AK 99519	DIST: BOX <u> 1 </u> OF <u> 15 </u>	
SCHOOL: _____		
Sch: Box <u> 1 </u> of <u> 2 </u>		
AK ELP		
Pearson Educational Measurement		
2510 North Dodge Street		
Iowa City, IA 52245-9555		

Diagram for Affixing Labels



- ① Affix blue tracking label in upper left corner of box.
All boxes must be numbered (e.g., Sch: 1 of 3 and DIST: 1 of 15).
- ② Affix return shipping label in the middle of the box.

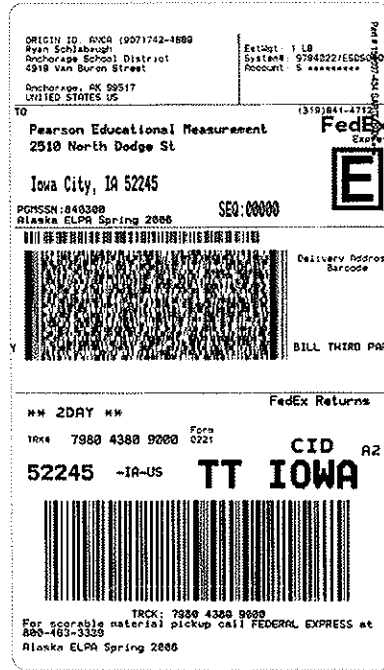
Reminders:

All boxes must be numbered sequentially in the designated area on the blue tracking label.
Arrange for pickup.

Shipment Procedures

Depending on the service in your area, Pearson provided return labels or a bill-of-lading in your Return Instruction Packet for one of the following carriers: FedEx Express, K-2 Logistics, or US Postal Service (USPS Express Mail).

1. Affix the white return label (one per box) or bill-of-lading for return to Pearson. Make no alterations to shipping labels. Carriers will not accept packages with altered labels. If additional FedEx or USPS labels are needed, contact Pearson at 800-627-7990, ext. 803. Do not photocopy the FedEx or USPS labels.



If you are using FedEx Express, follow the instructions in numbers 2, and 5-8 below. If you are using K-2 Logistics, see numbers 3 and 5-8 below. If you are using USPS Express Mail, see numbers 4-8 below.

2. Arrange for FedEx Express pickup.
 - If FedEx makes regular stops at your building, place the box(es) where FedEx normally delivers or picks up packages.
 - If FedEx does not make regular stops at your building, call 800-GOFEDEX (800-463-3339) to schedule a pickup. You are making a FedEx Express shipment.
 - You will be required to provide a few items to the FedEx Express representative who takes the call.
 - Phone number
 - Pickup address
 - Physical location where the packages are located
 - Estimated number of packages that will be available for pickup
 - You will NOT be required to provide an Account Number for Express shipping

- Pickups can be scheduled 1 business day prior to the requested pickup or for same day pickup. There are time constraints for each location and the FedEx Express representative will let you know if a pickup can't be made that day. (Knowledge of the shipping/mailling limitations within your area should be considered when creating the testing schedule and meeting shipping deadlines.)
 - Once the pickup is confirmed, the district will receive a confirmation number that can be referenced, if needed, when calling with questions or changes.
3. **Arrange for K-2 Logistics pickup.**
 - Call the K-2 Logistics number **800-445-7213** printed on the Bill-of-Lading.
 - You will be required to provide some shipment information to the K-2 Logistics representative (phone number, address, number of packages, etc.).
 - Pickups can be scheduled within 24 hours. However, there may be time constraints depending on your location.
 - Once the pickup is confirmed, you can call the K-2 Logistics 800 number above in case of questions or changes.
 4. **Ship box(es) via USPS Express Mail.**

Follow normal procedures for mailing via USPS Express Mail in your area. Express Mail must be used so the shipment can be tracked.
 5. **Destroy any remaining FedEx or USPS labels.** These labels can only be used for returning the Alaska ELP Assessment materials.
 6. **Secure Form B and Form A Materials.** Secure and store all remaining Form B IPT materials with Form A IPT materials for future use.
 7. **Track return shipments.** Districts ELP Test Coordinators can track returned materials through SchoolHouse. Refer to pages 24 and 25 in the Alaska User's Guide for details and procedures.
 8. **Questions:** If you have any questions concerning how to return materials, contact Pearson at 800-627-7990, ext. 803.

Reminder:

- **The District ELP Test Coordinator must return materials to Pearson as soon as testing is completed but no later than April 3, 2009.** This date may need to be moved up by the ELP test coordinator to meet the limitations of shipping with FedEx and to meet the April 3 deadline for return shipping.