



# Alaska

## Comprehensive System of Student Assessment (CSSA)

### Grades 3–9 Standards Based Assessments (SBAs)

#### **District Test Coordinator's Manual**



Spring 2012

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Alaska Department of Education & Early Development

## Spring 2012 SBA Important Dates

DATE	EVENT
February	Communicate test schedule to schools and community.
February 28–29	Attend Pretest Training Workshop
By March 5	Receipt of materials—Call Data Recognition Corporation (DRC) at 1-866-339-6390 if materials have not arrived by March 5, 2012.
March 21	Additional Material Deadline
March–April	Schedule meeting(s) with associate (building) test coordinators and test administrators to review the testing procedures.
April 2–16	SBA Testing Window (see schedule parameters page 1)
April 19	Test materials are picked up by Assessment Distribution Services (ADS) or transferred to a local airport for return to DRC. This is a prescheduled date.

### **Contact Information**

For information regarding administration of the SBAs, contact the Assessment Unit at the Alaska Department of Education & Early Development (EED): Janet Valentour ([janet.valentour@alaska.gov](mailto:janet.valentour@alaska.gov); 465-8431), Kari Quinto ([kari.quinto@alaska.gov](mailto:kari.quinto@alaska.gov); 465-8436), or Erik McCormick ([erik.mccormick@alaska.gov](mailto:erik.mccormick@alaska.gov); 465-8686).

Questions regarding administration of the SBA, or test material receipt, pickup, and shipping should be made by the District Test Coordinator (DTC) and directed to DRC at 1-866-339-6390 or [akproject@datarecognitioncorp.com](mailto:akproject@datarecognitioncorp.com).

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# Overview

The Alaska Standards Based Assessments (SBAs) are proficiency-based, criterion-referenced tests developed specifically for Alaska. The purpose of the assessments is to provide information about what students know and are able to do in reading, writing, and mathematics. The tests include multiple-choice and short constructed-response items.

## Test Window Scheduling Parameters (Flexible Window for SBAs ONLY)

The test administration window is April 2–16, 2012. Specific statewide testing days are **not** designated this year.

- Each district **MUST** designate district-wide test days to administer the SBAs. Schools are required to begin testing within 1–2 hours of each other (based on school day) to prevent large gaps in security.
- Each district will need to communicate to their schools which days they will be administering the SBAs by grade level and content area.
- Districts must follow the designated SBA test order: reading test (first), writing test (second), mathematics test (last). Variations on this schedule are not permitted.
- Districts are **NOT** required to set the SBA testing schedule on consecutive days during the test window.
- Students who are not able to take the SBAs on the district's designated test days may take the SBAs on any of the days that *follow* within the test window.
- **NO GRADE 3–9 SBA MAY BE ADMINISTERED PRIOR TO APRIL 2 OR AFTER APRIL 16, 2012, INCLUDING ANY ACCOMMODATED TESTING FOR STUDENTS WITH DISABILITIES.**
- **ALL** SBA materials (grades 3–9) will be picked up for shipping on April 19, 2012. No tests will be picked up after this date. There are no exceptions. Districts should plan the SBA testing schedule accordingly.

## District Test Coordinator's Manual

The District Test Coordinator's Manual provides the guidelines and procedures for distribution, collection, and return of materials for the SBAs.

This document is not a test manual. Information concerning the contents of the SBAs and instructions for administering them are found in the Test Administration Directions.

Please review the District Test Coordinator’s Manual carefully. It provides important information that will enhance the SBAs for students, teachers, parents, and schools. When the testing materials arrive, the District Test Coordinator (DTC) should review all of the materials provided.

Test administrators are strongly urged to become thoroughly familiar with the Test Administration Directions before the first day of testing. However, test items in the test books and answer booklets are secure.

- Teachers, proctors, test administrators, or other testing personnel **MAY NOT READ TEST ITEMS** aloud, silently, to themselves, or to another individual, unless it is specifically required to provide a documented accommodation to an individual or student group. Parents/guardians may not read test items under any circumstances (4 AAC 06.765).

## **Braille/Large Print**

Braille and Large Print editions of the SBAs are available for any students who require them in your school or district; the number provided is based on enrollments. Special accommodations may be necessary when administering the test to these students. Please check the student’s IEP, 504, transitory impairment, or LEP documentation for special accommodations that may be needed.

If your district has ordered Braille and Large Print editions, please refer to the Test Administration Directions that are included in the shipment of test materials.

### **Braille Edition Administration and Handling Information**

- Students use a Braille
- Transcribe student responses word for word into a **Form D standard test book** for grades 3 and 4 or a **Form D standard answer booklet** for grades 5–9

Bundle the Braille edition and Form D standard test book/answer booklet with all test materials to be returned to DRC for scoring. These are secure materials.

**NOTE:** *Test books/answer booklets must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover. Transcribers should sign in pencil in the white space below the accommodations grids and above the page number.*

## Large Print Edition Administration and Handling Information

- Students mark responses directly in the Large Print test book
- Transcribe student responses word for word into a **Form D standard test book** for grades 3 and 4 or a **Form D standard answer booklet** for grades 5–9

Bundle the Large Print edition and Form D standard test book/answer booklet with all test materials to be returned to DRC for scoring. These are secure materials.

**NOTE:** *Test books/answer booklets must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover. Transcribers should sign in pencil in the white space below the accommodations grids and above the page number.*

## Invalid Tests

Tests should be invalidated when student(s):

- cheat.
- mark multiple random responses.
- copy test items or transmit test items via electronic device.
- use reference or support materials not allowed by documented accommodations or by the test publisher, such as dictionaries, calculators, etc.

This is not an inclusive list. Please contact EED for guidance (465-8431) if you have a question about invalidating a test.

Invalidated tests will not be scored; the student will not be included as a participant for the **content area** test that is invalidated.

## How to Invalidate Tests

- Invalidate tests by filling in the invalid bubble in the “Teacher Use Only” field on the front cover of the test book/answer booklet.
- Invalid books should be returned with the other test books that are to be scored.
- Test administrators should be instructed to check with the DTC prior to invalidating any test book.

# Test Security

The SBA materials are considered secure materials. According to Alaska test security regulation 4 AAC 06.765, all test materials must be kept secure. **Do not photocopy or duplicate any portion of the test materials at any time.** Except for the person testing, no person, including test administrators, is permitted to read test items on the SBA prior to, during (except for the individual taking the test), or after administration. When not in use, test materials must be kept in a locked room or cabinet to prevent unauthorized access. School personnel responsible for the testing must ensure that test materials are secure at all times. Students should NEVER be left unattended in a room with access to test materials.

Teachers, proctors, associate (building) administrators, test administrators, or other testing personnel **MAY NOT READ TEST ITEMS** aloud, silently, to themselves, or to another individual, unless it is specifically required to provide a documented accommodation to an individual or student group. Parents/guardians may not read test items under any circumstances.

## Distributing and Collecting the Test Security Agreements

- The DTC shall designate the school and district personnel who will have access to secure test materials, and who must sign the Test Security Agreements provided on pages 13–20 of this manual.

**NOTE:** *District Test Coordinators, associate (building) test coordinators, administrators, and testing personnel sign different security agreements, but need only sign ONE security agreement each year.*

- Sufficient copies of the Test Security Agreements should be made and distributed to all appropriate personnel for their signature.
- All signed test security forms must be returned to the DTC who will keep them on file in the district.
- Prior to the first test administration of the school year, DTCs must sign and send their District Test Coordinator Test Security Agreement to EED.

# Instructions for District Test Coordinators

## Receipt of Materials

The test materials are packaged by school, except for district overage materials, and shipped to the DTC.


- 1 Select a secure storage space for test materials.
- 2 Move materials beyond the drop site to a secure location. The shipping representative will only deliver materials directly inside the door of the specified shipping site.
- 3 Retain the original shipping boxes. You will need these boxes to return test materials; however, you may also use other boxes to ship materials if this becomes necessary.



- 4 **Important: Complete the Delivery Verification Form found on page 11 of this manual and fax to the Alaska Project Team at 763-268-2979.** The Delivery Verification Form covers all three assessments: RWM SBAs, Science SBA, and HSGQE. You should complete and fax only one form from any of the District Test Coordinator’s Manuals.


## Inventory Test Materials

- 1 Confirm the total number of district and school boxes received as identified on the School Box Range Sheet (found in the box labeled District Materials Enclosed). You will be held responsible for all of the materials on this list. It is your responsibility to make sure you have received all items indicated on your test materials shipment sheet.

 <b>2012 SPRING TEST MATERIALS SHIPMENT SCHOOL BOX RANGE SHEET ALASKA SBA</b>				
<b>District:</b> 02 DENALI BOROUGH SCHOOLS				
<u>District/School Code</u>	<u>District/School Name</u>	<u>Starting Box</u>	<u>Ending Box</u>	<u>Total # of Boxes</u>
020010	ANDERSON SCHOOL	1	3	3
02	DENALI BOROUGH SCHOOLS	4	6	3

- 2 If there is ANY discrepancy in the shipment (boxes are missing or you received boxes not on the test materials shipment list), IMMEDIATELY contact the Alaska Project Team (akproject@datarecognitioncorp.com) and copy EED (janet.valentour@alaska.gov) on the communication.
- 3 Confirm the following prior to sending test materials to buildings: test administrators have been identified and **trained**; test security agreements have been signed.

- 4 Arrange for the distribution of test materials to each school.
- 5 Verify the contents of the district overage boxes by comparing ranges of security numbers on the security range sheets with those listed on the District Security Checklist and packing lists (found in the box labeled District Materials Enclosed). **NOTE:** Electronic security checklists are available on DRC's eDIRECT System (<https://ak.drceirect.com>).

		<b>2012 SPRING TEST MATERIALS SHIPMENT DISTRICT PACKING LIST ALASKA SBA</b>		
<b>District:</b> 02 DENALI BOROUGH SCHOOLS		47462		
The following materials are contained in this shipment.				
<u>Qty Ordered</u>	<u>Item</u>	<u>Box #</u>	<u>Qty Shipped</u>	<u>Security Range</u>
<b>ADMINISTRATIVE MATERIALS</b>				
1	School Packing Lists (District Set)	3	1	
1	Test Materials Security Checklist – District Overage	3	1	
<b>RETURN MATERIALS</b>				
1	Return Materials Instruction Packet	3	1	
<b>MANUALS</b>				
1	District Test Coordinator's Manual	3	1	
1	Test Administration Directions	3	1	
<b>MISCELLANEOUS</b>				
1	Protractors (Pack of 25)	3	1	
1	Rulers (Pack of 25)	3	1	
<b>SECURE MATERIALS</b>				
	Test Books (Pack of 10)	4	1	10000031-1-0939

- 6 You should not open packages of secure shrink-wrapped materials that you will not be using. Return the unused secure materials to DRC in **unopened** packages.
- 7 **ALL SCHOOLS MUST INVENTORY THEIR MATERIALS.** The School Security Checklist will assist this process. If any materials are missing, notify DRC via email at [akproject@datarecognitioncorp.com](mailto:akproject@datarecognitioncorp.com) and copy EED ([janet.valentour@alaska.gov](mailto:janet.valentour@alaska.gov)) on the communication.
- 8 All test administrators must inventory their classroom materials. Using the School / Classroom Daily Check In-Check Out Worksheet in the Test Administration Directions will assist this process. If any materials are missing, the associate (building) test coordinator must contact the District Test Coordinator immediately.

## Resolving School Shortages

- 1 If there are schools in your district that did not receive sufficient materials, first use test materials from the district overage. If you do not have sufficient materials for schools, you may transfer secure materials between schools within your district. You must complete the **Secure Materials Transfer Form** (found on page 27) and fax it to the Alaska Project Team at 763-268-2979. DTCs should keep this form for their records; it may be useful to resolve issues with inventory.

**NOTE:** Because DTCs are ultimately responsible for the inventory of secure test materials, your training with associate (building) test coordinators, proctors, and/or test administrators should emphasize the need to contact the DTC when additional materials are needed.


- 2 Materials sent to schools from the district overage or transferred between schools by the DTC must be accounted for using the District Security Checklist (found in the box labeled District Materials Enclosed).
- 3 Under the direction of the District Test Coordinator, associate (building) test coordinators may transfer secure materials assigned to their school to another school within their district. Associate (building) test coordinators must complete the **Secure Materials Transfer Form** (found on page 27) and fax it to their DTC and the Alaska Project Team at 763-268-2979. Keep this form for your records and to resolve any issues with your inventory.
- 4 Additional testing materials may only be ordered by the **District Test Coordinator**. Complete and fax the **Additional Materials Request Form** to DRC using the procedures found on page 23 if district overage materials are insufficient or if more school specific materials are needed.
- 5 Check with all schools in your district before placing an order for additional materials so that only **one order** is necessary. All large and multiple orders are subject to EED approval.
- 6 District/school labels are school specific and must be ordered for each school using the **Additional Materials Request Form** on pages 24–25.
- 7 Once additional materials are received, sign out the materials to the schools using the District Security Checklist that arrived with the additional materials.

## Return of Materials

Instructions and labels for the DTC to use when returning test materials to DRC for scoring are found in the Return Materials Instruction Packet. The materials will be returned via Assessment Distribution Services (ADS). Review the Return Materials Instruction Packet prior to preparing your materials for return to DRC. You should receive boxes of test materials from each school after testing.

**NOTE: UNDER NO CIRCUMSTANCES SHOULD TEST MATERIALS BE RETURNED THROUGH THE U.S. POSTAL SERVICE.**

- 1 Receive boxes of test materials from each participating school in your district. Inventory school boxes to ensure test materials match School Security Checklists.
- 2 Package all unused test books and answer booklets from district overage in the original shipping boxes. If you signed district overage materials out to a school, those materials should be returned in that school's box(es). If you need additional boxes, other sturdy boxes may be used to ship materials to DRC.
- 3 It is best practice to record "box \_\_\_ of \_\_\_" on your boxes using permanent marker. Use the District Security Checklist to check off testing materials as you place them in the boxes. Record which test books have been placed in which boxes whenever possible.
- 4 Include one copy of each School Security Checklist, and **a copy of the District Security Checklist in a single box of the materials you are returning to DRC. IMPORTANT:** Retain the original District Security Checklist for your records. If DRC's inventory does not match your list, you will be asked to submit this list to EED as documentation of the testing materials you placed in your shipment.
- 5 Place newspapers or other packaging materials at the top of each box, if needed, to keep materials immobile during transit.
- 6 Securely seal the boxes and place a green return shipping label (found in the Return Materials Instruction Packet) on each box. If you need additional labels, fill out the Additional Materials Request Form located on pages 24–25 and fax it to DRC.

<p><b>2012 SPRING ALASKA SBA</b>  <b>DISTRICT: 99</b></p> <p>FROM: DISTRICT NAME  ADDRESS #1  ADDRESS #2  CITY, AK 99999-9999</p> <p><b>TO: Data Recognition Corporation</b>  <b>7303 Boone Ave N</b>  <b>Brooklyn Park, MN 55428</b></p> <div style="text-align: center;">   R565083999999999  TEST MATERIALS </div>
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- 7 Your ADS Bill of Lading (for pick-up districts) or airbill (for drop-off districts) is enclosed in the Return Materials Instruction Packet.
- 8 A representative from ADS will begin calling districts on April 6, 2012, with a reminder of the test materials return deadline on **April 19, 2012**. Boxes must be stored in a secure location until they are picked up. All test materials should be boxed and ready to go by 8 AM on Thursday, April 19, 2012.

- 9** If you do not have materials from all schools in your district by the pickup deadline, do not wait to ship materials back to DRC. **Return all available and packaged materials on (or before) April 19, 2012. See #14 for additional instructions.**

**NOTE:** *You need not call ADS unless you would prefer to have your materials picked up **BEFORE** April 19, 2012.*

- 10** To schedule an **EARLY** pickup of your district and school boxes, call ADS Customer Service directly at 800-840-9965.
- 11** If the carrier is picking up your materials at the district, complete the ADS Bill of Lading (found in the Return Materials Instruction Packet). When the carrier arrives, give the Bill of Lading to the driver. The driver will keep one copy and return one copy to you.

**NOTE:** *The driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported. Make sure your materials are packed and ready to ship when the driver arrives. **SAVE** your copy of the Bill of Lading. It is your documentation of the number of boxes you shipped to DRC.*

- 12** If your district is required to drop off materials at another location (airport), you must do so before 4 PM on April 19, 2012. Be sure to complete the airbill (found in the Return Materials Instruction Packet) and give it to the pilot. The pilot will keep one copy and return one copy to you. You must also complete the ADS Bill of Lading and, following ADS's instructions, place a copy in a pouch on one of the boxes. **SAVE** your copy of the airbill and the ADS Bill of Lading. They are your documentation of the number of boxes you shipped to DRC.

- 13** Immediately after your materials have been picked up (or you have dropped off the materials), complete and fax the Return Materials Verification Form (found in the Return Materials Instruction Packet) to DRC. If you haven't received test materials from all of your schools by the shipping deadline on **(or before)** April 19, 2012, place a check on the form by the schools that have outstanding materials and use the lines provided to explain why materials are not included.

- 14** Outstanding materials need to be returned to DRC as soon as possible. All materials, including late returns, must be returned via ADS. Be sure to place a green return shipping label on all boxes and call ADS directly at 800-840-9965 to schedule a pick-up. If you need additional green labels, fill out the Additional Materials Request Form located on page 24 and fax it to DRC. **UNDER NO CIRCUMSTANCES SHOULD TEST MATERIALS BE RETURNED TO DRC THROUGH THE U.S. POSTAL SERVICE.**

**NOTE:** *If materials are not returned on (or before) April 19, 2012, DRC cannot guarantee on-time delivery of score reports for those materials.*

## Correspondence School Students Testing at a School District Site

For those correspondence school students who are testing in a school district in which they are not enrolled (e.g., an IDEA student who takes the SBA at Juneau Douglas High School), the DTC must follow the procedures listed here:

### **Contact the DTC:**

Contact the DTC in the district in which you desire the student to test well **AHEAD** of the testing day; request assistance with out-of-district student testing. Please respect the host district's need to plan seating according to the projected number of students who are testing.

**NOTE:** *DTCs are under no obligation to administer tests to students who are enrolled in other districts.*

### **Send Test Materials:**

The DTC of the correspondence school must send the precode label to the host district. The host DTC and requesting DTC will decide if test materials (including manipulatives) should be sent in addition to the **required** precode labels. The host DTC and the requesting DTC must decide upon a mutually agreeable date that the precode labels, and possibly test materials, will be sent to the host district.

### **Return Test Materials:**

The host district DTC must return the visiting student's test materials to DRC (this is to expedite shipping and scoring). The DTC in the host district **WILL NOT** return the testing materials to the visiting student's district.

**2012 SPRING ALASKA RWM SBAs, SCIENCE SBA, & HSGQE  
Delivery Verification Form**

**Attention: District Test Coordinator**

**Please complete and fax this form to DRC when you receive your spring assessment materials. You need only complete one form for all three assessments.**

Fax this form to:  
(You do not need a fax cover sheet.)

Alaska Project Team  
Data Recognition Corporation  
(763) 268-2979

Our spring 2012 assessment materials were received on \_\_\_\_\_ .  
Date

We received \_\_\_\_\_ boxes of materials for **Grades 3–9 RWM SBAs**.  
Number

We received \_\_\_\_\_ boxes of materials for **Science SBAs**.  
Number

We received \_\_\_\_\_ boxes of materials for **Grade 10 SBA–HSGQE & HSGQE Retest**.  
Number

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District (Please Print)

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District Test Coordinator (Please Print)

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District Test Coordinator Signature

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Telephone Number

**If you have any questions, please call Data Recognition Corporation toll-free at 1-866-339-6390 and ask for a member of the Alaska Project Team.**





2011–2012

## Alaska Comprehensive System of Student Assessment (CSSA)

### Associate Test Coordinator Test Security Agreement

Ensuring the security of test materials is an essential responsibility of the Associate Test Coordinator. Lost or compromised tests threaten the integrity of the entire testing program.

Listed below are required procedures for Associate Test Coordinators in handling test materials. Please read each statement carefully and **initial each line** to indicate that, as Associate Test Coordinator, you agree to follow these procedures. At the bottom of this form, please sign your full name and indicate the name and address of your school district.

If you have any questions about test security or about any of the procedures listed below, please contact your District Test Coordinator.

**DO NOT SEND THIS FORM TO EED**

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**As an Associate Test Coordinator, I agree to the following:** (Read and **INITIAL** each line below.)

1. \_\_\_\_ I hold one of the following types of Alaska certification under the current system: Initial, Professional, Master, Reemployment Type B and C, and Retired. The certificate is current.

**OR**

2. \_\_\_\_ I hold one of the following types of Alaska Certification under the former system: Type A, B, C, Q, R. The certificate is current.

**AND**

3. \_\_\_\_ I have read and understand the attached regulation 4 AAC 06.765. Test security; consequences of breach.

4. \_\_\_\_ Before receiving any test materials, I will deliver this properly signed Test Security Agreement to the District Test Coordinator. [4 AAC 06.765 (f)]

5. \_\_\_\_ **I UNDERSTAND THAT MY ACTIONS MAY BE SUBJECT TO INVESTIGATION AND ADJUDICATION BY THE PROFESSIONAL TEACHING PRACTICES COMMISSION IF I VIOLATE ANY OF THE PROVISIONS DETAILED IN REGULATION 4 AAC 06.765.**

6. \_\_\_\_ The tests will be administered only in school test centers designated by each district. [4 AAC 06.755 (b)] Each district shall name a specific employee of the district the District Test Coordinator. In districts having two or more school test centers, an Associate Test Coordinator will be designated for each school test center. [4 AAC 06.761 (b)(c)]

7. \_\_\_\_ The District Test Coordinator or Associate Test Coordinator shall assign as many test proctors to each school test center as necessary to insure adequate supervision of students taking the test, but not less than one test proctor per 30 examinees for the HSGQE. [4 AAC 06.755 (c)]

8. \_\_\_\_ Upon receiving testing materials, I will inventory and track all test materials and control the storage, distribution, administration, and collection of tests. [4 AAC 06.765 (c)] Following testing I will return all tests to the District Test Coordinator.

*Continued on page 2*

9. \_\_\_ Provide training in test procedures to all site staff involved in testing as directed by the department, and ensure that staff complete the training. Ensure all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department. [4 AAC 06.765(a)(2-3)]
10. \_\_\_ Before allowing test proctors and test administrators to assist in a test session, I will secure properly signed Test Security Agreements from each one. [4 AAC 06.765 (f)]  
I will deliver the signed agreements to the District Test Coordinator.
11. \_\_\_ Individual test scores are considered confidential in nature. The scores will not be released except as specified by state regulations. [4 AAC 06.765 (g)]
12. \_\_\_ Ensure proper coding of the tests according to test administration directions before testing; [4 AAC 06.765 (d)(1)]

**At the test center, to the best of my ability and within my scope of responsibility I will:**

13. \_\_\_ Inventory and track materials; [4 AAC 06.765 (d)(2)]
14. \_\_\_ Securely store tests before and after their use; [4 AAC 06.765 (d)(3)]
15. \_\_\_ Control distribution within the test site; [4 AAC 06.765 (d)(4)]
16. \_\_\_ Ensure that no test or test question is copied, reproduced, or paraphrased in a any manner, by an examinee or anyone else, whether on paper or by electronic means; [4 AAC 06.765 (c)(5) and (d)(5)]
17. \_\_\_ Ensure that examinees use only those reference materials allowed by the testing procedure; [4 AAC 06.765 (d)(6)]
18. \_\_\_ Ensure that examinees do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]
19. \_\_\_ Ensure training for the building proctors and test administrators instructs them to read the vendor’s directions for testing prior to administering the test and precisely follow the test administration directions during test administration;
20. \_\_\_ Ensure training for the building proctors and test administrators instructs them not to open student test books/answer booklets before, during, or after testing for any reason, **even if Test Administration Directions indicate to open the books**, except as required to deliver documented accommodations; or as specified in test administration directions; and
21. \_\_\_ Ensure training for the building proctors and test administrators instructs them not to read test items aloud, silently, to themselves, or to another individual, unless specifically required to provide an accommodation to an individual or student group; or as specified in test administration directions.
22. \_\_\_ I will not read test items aloud, silently, to myself, or to another individual, unless specifically directed to do so by the District Test Coordinator;
23. \_\_\_ Ensure that examinee’s answer is not altered after testing is completed; [4 AAC 06.765 (d)(9)]
24. \_\_\_ Ensure that no examinee is assisted in responding to or reviewing of specific test questions or items before, during, or after a test session; [4 AAC 06.765 (d)(10)]
25. \_\_\_ Ensure that my school test center is secure, free of disruptions, has an established seating arrangement and is well lighted; [4 AAC 06.755 (b)] and

***Continued on page 3***

26. \_\_\_\_ Ensure that no individual (including but not limited to other proctors, teachers, parents/guardians, administrators) receives a copy of the test or test items, or learns of a specific test item, before the designated test time unless REQUIRED to carry out duties as a proctor or test administrator by providing accommodations for students with disabilities or for students who are limited English proficient. [4 AAC 06.765 (d)(7)]

The Associate Test Coordinator who violates these procedures has engaged in substantial noncompliance with the regulations of the Alaska Department of Education & Early Development and may be referred to the Professional Teaching Practices Commission.

I have read and understood all of the above procedures and agree to follow them strictly in order to protect the security of restricted test materials. I affirm that the test procedures of the Department of Education & Early Development and the test publisher will be followed.

\_\_\_\_\_  
Associate Test Coordinator (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Test Coordinator Name (typed or printed clearly)

\_\_\_\_\_  
School

**Return original completed form to your  
District Test Coordinator.**

**Keep second copy for your files.**

#### **4 AAC 06.765. Test security; consequences of breach**

(a) All test questions on norm-referenced tests, standards-based tests, and the high school graduation qualifying examinations, which are provided for in 4 AAC 06.700 - 4 AAC 06.790, the college and work preparedness assessment provided for in 4 AAC 06.717, and on the English language proficiency assessment provided for in 4 AAC 34.055, are confidential, and may be disclosed only as provided in this section.

(b) Test questions may be disclosed to

- (1) a student on the date and at the time specified by the commissioner, to the extent necessary to administer the test;
- (2) testing personnel in the course of fulfilling their duties;
- (3) a department official as required for the performance of that official's duties; and
- (4) a test administrator if necessary to fulfill duties under 4 AAC 06.775 regarding the delivery of accommodations.

(c) School and district personnel responsible for test administration shall

- (1) inventory and track test materials from the time the materials arrive at the school or district office until the time the materials are returned to the test publisher;
- (2) securely store tests before distribution to school test centers and after their return;
- (3) control distribution of tests to and from school test centers;
- (4) control the storage, distribution, administration, and collection of tests;
- (5) ensure that no test or test question is copied in any manner, whether on paper or by electronic means.

(d) School personnel at a school test center shall

- (1) code the tests according to test administration directions before testing;
- (2) inventory and track test materials from the time the materials arrive at the school until the time the materials are returned to the district;
- (3) securely store tests before and after each testing session;
- (4) control distribution of tests within the school test center;
- (5) ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else;
- (6) ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
- (7) ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775;
- (8) ensure that examinees do not exchange information during a test, except when the test procedure so specifies;
- (9) ensure that an examinee's answer is not altered after testing is completed;
- (10) ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session.

**(e) A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this section is subject to investigation and adjudication by the Professional Teaching Practices Commission.**

(f) School and district personnel responsible for test administration shall

- (1) annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section;
- (2) provide training in test procedures to all district staff involved in testing as directed by the department, and ensure that staff complete the training;
- (3) ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department.

(g) All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

(h) District personnel in charge of testing shall immediately report any breach of test security to the department. If a student's IEP requires a modification that violates test security under this section, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security under this section results in an invalid assessment and the assessment will not be scored.



## 2011–2012 Test Security Agreement

### Covers: HSGQE, SBA, Science, TerraNova & English Language Proficiency Assessments

According to regulation 4 AAC 06.765 (f) “school and district personnel responsible for test administration shall annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section.” The Code of Ethics and Teaching Standards (20 AAC 10.020) requires educators to “cooperate in the statewide student assessment system.”

Test security is essential to obtain reliable and valid scores. Accordingly, the Department of Education & Early Development (EED) must take every step to assure the security and confidentiality of testing materials. It is the responsibility of individuals who handle the tests, who administer tests, and/or who use the results of the test to follow test security regulations and procedures.

Listed below are required procedures for handling test materials. Please read each statement carefully and **initial each line** to indicate that you agree to follow these procedures. Please sign your full name and indicate the name of your school at the end of this form.

If you have any questions about test security or about any of the procedures listed below, please contact the appropriate district personnel (i.e., Associate Test Coordinator, District Test Coordinator, ELP Test Coordinator) or the State of Alaska Assessment Administrator (465-8431).

#### ALL TESTING PERSONNEL SECTION

[TO BE COMPLETED BY EACH PERSON ADMINISTERING OR ASSISTING WITH ANY ONE OR ALL OF THE TESTS NOTED ABOVE]

#### **\*\* ALL TEST PERSONNEL MUST INITIAL ITEMS IN THIS SECTION \*\***

**YOUR INITIALS INDICATE THAT YOU HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT.**

1. \_\_\_ Before administering any tests, I will deliver this properly signed Test Security Agreement to the appropriate district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP test coordinator). [4 AAC 06.765 (f)]
2. \_\_\_ I have read and understand the attached regulation 4 AAC 06.765. Test security; consequences of breach.
3. \_\_\_ **I UNDERSTAND THAT MY ACTIONS MAY BE SUBJECT TO INVESTIGATION AND ADJUDICATION BY THE PROFESSIONAL TEACHING PRACTICES COMMISSION IF I VIOLATE ANY OF THE PROVISIONS DETAILED IN REGULATION 4 AAC 06.765.**
4. \_\_\_ I am employed by the school district.
5. \_\_\_ I will not read test items aloud, silently, to myself, or to another individual, unless specifically required to provide an accommodation to an individual or student group; or as specified in the English Language Proficiency test administration directions. [4 AAC 06.765 (b)]
6. \_\_\_ I shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure. [4 AAC 06.765 (g)]

#### **During handling of test materials for which I am responsible I will:**

7. \_\_\_ Code the tests according to test administration directions before testing; [4 AAC 06.765 (d)(1)] **[Mark N/A if this is not part of your duties]**
8. \_\_\_ Inventory and track all test materials from the time materials arrive at the school until the time the materials are returned to the district; [4 AAC 06.765 (d)(2)] **[Mark N/A if this is not part of your duties.]**
9. \_\_\_ Control the storage, distribution, administration and collection of tests; and [4 AAC 06.765(c)(4)]
10. \_\_\_ Securely store tests before and after each testing session. [4 AAC 06.765 (d)(3)]

*Continued on page 2*

**At the Test Center, to the best of my ability and within the scope of my responsibility, I will exercise due diligence to:**

11. \_\_\_ Complete training in test procedures provided by my district/school as directed by the department; read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department; [4 AAC 06.765(a)(2-3)]
12. \_\_\_ Ensure that no test or test question is copied, reproduced, or paraphrased in any manner, by an examinee or anyone else, whether on paper or by electronic means; [4 AAC 06.765 (c)(5) and (d)(5)]
13. \_\_\_ Ensure that examinees use only those reference materials allowed by the test publisher's testing procedures; [4 AAC 06.765 (d)(6)]
14. \_\_\_ Ensure that examinees do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]
15. \_\_\_ Ensure that examinee's answer is not altered after testing is completed; [4 AAC 06.765 (d)(9)]
16. \_\_\_ Ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session; and [4 AAC 06.765 (d)(10)]
17. \_\_\_ Ensure that no individual (including but not limited to other proctors, test administrators, teachers, parents/guardians, administrators) receives a copy of the test or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. [4 AAC 06.765 (d)(7)]
18. \_\_\_ I will not open student test books/answer booklets before, during, or after testing for any reason, **even when the Test Directions for the TerraNova indicate to "hold up a folded test book"**, except as required to deliver documented accommodations. [4 AAC 06.765 (b)]
19. \_\_\_ I shall immediately report any potential breach of test security [4 AAC 06.765 (h)] or violation of Alaska Administrative Code (AAC) to the department (through the appropriate school/district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP Test Coordinator).
20. \_\_\_ I will assist, as needed, the designated district personnel in charge of testing in making my school test center secure, keeping it free of disruptions, establishing a seating arrangement, and seeing that it is well lighted. [4 AAC 06.755 (b)]

**HSGQE SECTION**

**[To be completed by those also administering the HSGQE]**

**\*\*\* INITIAL IN THIS SECTION ONLY IF YOU ARE ADMINISTERING THE HSGQE \*\*\***

21. \_\_\_ I hold one of the following types of Alaska certification under the current system: Initial, Professional, Master, Reemployment Type B and C, and Retired; **OR**  
I hold one of the following types of Alaska Certification under the former system: Type A, B, C, Q, R. The certificate is current.
- AND**
22. \_\_\_ I am aware that the District Test Coordinator or Associate Test Coordinator shall assign as many test proctors to each school test center as necessary to insure adequate supervision of students taking the test, but not less than one test proctor per 30 examinees. [4 AAC 06.755 (c)]

*Continued on page 3*

**ENGLISH LANGUAGE PROFICIENCY SECTION**  
**[To be completed only by those also administering or assisting with the ELP Assessment.]**

**\*\*\* INITIAL IN THIS SECTION only IF YOU ARE ADMINISTERING OR ASSISTING WITH THE  
ELP ASSESSMENT \*\*\***

**PRIOR TO ADMINISTRATION OF THE ACCESS FOR ELLS I WILL:**

23. \_\_\_\_\_ Complete all training requirements for administering the ACCESS for ELLs annually, and submit certification of completion to the district ELP Test Coordinator.

**To the best of my ability and within the scope of my responsibility, I will exercise due diligence to:**

24. \_\_\_\_\_ Ensure no test, test question, [or approved answer] is copied in any manner by a student, teacher, or anyone else; [4 AAC 06.765 (d)(5)]

25. \_\_\_\_\_ Ensure that limited English proficient (LEP) students receive NO LEP accommodations while taking the ACCESS for ELLs; and

26. \_\_\_\_\_ Ensure the confidentiality of tests scores. The scores will not be released except as specified by state regulations. [variation on 4 AAC 06.765 (g)]

A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this agreement is subject to investigation and adjudication by the Professional Teaching Practices Commission. [4 AAC 06.765 (e)]

I have read and understood all of the above procedures and agree to follow them strictly in order to protect the security of restricted test materials. I affirm that the test procedures of the Department of Education & Early Development and the test publisher will be followed.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
First and Last Name typed or printed clearly

\_\_\_\_\_  
School

\_\_\_\_\_  
School District

**Return original completed form to the  
appropriate district personnel (i.e.,  
District Test Coordinator, Associate Test  
Coordinator, ELP Test Coordinator)  
Keep second copy for your files.**

**DO NOT SEND THIS FORM TO EED**

#### **4 AAC 06.765. Test security; consequences of breach**

(a) All test questions on norm-referenced tests, standards-based tests, and the high school graduation qualifying examinations, which are provided for in 4 AAC 06.700 - 4 AAC 06.790, the college and work preparedness assessment provided for in 4 AAC 06.717, and on the English language proficiency assessment provided for in 4 AAC 34.055, are confidential, and may be disclosed only as provided in this section.

(b) Test questions may be disclosed to

- (1) a student on the date and at the time specified by the commissioner, to the extent necessary to administer the test;
- (2) testing personnel in the course of fulfilling their duties;
- (3) a department official as required for the performance of that official's duties; and
- (4) a test administrator if necessary to fulfill duties under 4 AAC 06.775 regarding the delivery of accommodations.

(c) School and district personnel responsible for test administration shall

- (1) inventory and track test materials from the time the materials arrive at the school or district office until the time the materials are returned to the test publisher;
- (2) securely store tests before distribution to school test centers and after their return;
- (3) control distribution of tests to and from school test centers;
- (4) control the storage, distribution, administration, and collection of tests;
- (5) ensure that no test or test question is copied in any manner, whether on paper or by electronic means.

(d) School personnel at a school test center shall

- (1) code the tests according to test administration directions before testing;
- (2) inventory and track test materials from the time the materials arrive at the school until the time the materials are returned to the district;
- (3) securely store tests before and after each testing session;
- (4) control distribution of tests within the school test center;
- (5) ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else;
- (6) ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
- (7) ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775;
- (8) ensure that examinees do not exchange information during a test, except when the test procedure so specifies;
- (9) ensure that an examinee's answer is not altered after testing is completed;
- (10) ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session.

**(e) A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this section is subject to investigation and adjudication by the Professional Teaching Practices Commission.**

(f) School and district personnel responsible for test administration shall

- (1) annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section;
- (2) provide training in test procedures to all district staff involved in testing as directed by the department, and ensure that staff complete the training;
- (3) ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department.

(g) All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

(h) District personnel in charge of testing shall immediately report any breach of test security to the department. If a student's IEP requires a modification that violates test security under this section, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security under this section results in an invalid assessment and the assessment will not be scored.

## ***District Test Coordinator's Checklist***

District Test Coordinators should use this checklist to make sure all steps have been completed before releasing test materials for shipment. Please answer the following questions:

- Have you received all test books (grades 3 and 4) and answer booklets (grades 5–9) that you sent out? Use the security checklists to check that your count matches the original inventory.
- Do all of the used test books (grades 3 and 4) and answer booklets (grades 5–9) have a label (either a white with a horizontal tan bar precode label or a tan district/school label)?
- Are SBA “Do Not Score” labels (white with a vertical tan bar) applied to 1) any **UNUSED** test books/answer booklets that have a student label on them but do not have a box checked in the “Teacher Use Only” field, and 2) mislabeled test books that DRC should not process?
- Have all used mathematics reference sheets, scratch paper, rulers, and protractors been removed from test books and answer booklets? Failure to remove these items will delay the processing of documents.
- Have the used and unused test books and answer booklets been packaged in the boxes together?
- Have you packaged all district overage test books and answer booklets for return to DRC?
- Have you applied a green return shipping label to all boxes?
- Have the District Test Coordinator’s Manuals, Test Administration Directions, scratch paper, and mathematics reference sheets been destroyed or secured?
- Have you included one copy of each School Security Checklist and the District Security Checklist in a single box of the materials you are returning to DRC?
- Have you received a call from ADS to confirm your pick-up or drop-off of test materials? If it is April 17 or later and you have not yet confirmed with ADS, call ADS Customer Service at 800-840-9965.
- Have you faxed the Return Materials Verification Form (provided in the Return Materials Instruction Packet) to DRC?



# ***Procedures for Ordering Additional Test Materials***

## **◀ ONLY DISTRICT TEST COORDINATORS MAY PLACE ORDERS ▶**

Once you have exhausted your district overage, determine your needs for additional materials and fax your request to DRC following the instructions below. You must order additional materials by March 21, 2012 to ensure you receive materials in time for testing.

**1** Complete the following sections on the Additional Materials Request Form:

- Mark the reason for request.
- Indicate quantity of Administrative Materials needed.

**NOTE:** *Some items come in packs, e.g., a quantity of “1” for rulers means that one pack of 25 rulers will be sent.*

- Indicate quantity of Test Materials needed.
- Indicate quantity of Accommodated Materials needed.
- District Test Coordinator Name
- District Name
- District Phone Number
- District Fax Number
- Date Ordered

**2** Fax completed form to the Alaska Project Team at **763-268-2979**.

**3** Requests for additional materials received before 11:00 AM Alaska time will be processed the same day, contingent upon the volume of orders received that day. Orders received after this time will be processed the next business day. Orders will be processed as they are received.

**4** It is not necessary to include a shipping address; orders will be shipped to the address where the original test materials were shipped.

**5** After the order has been processed, you will receive an emailed confirmation indicating that the order has been placed. **If you do not receive a confirmation within 24 hours of faxing your order, please call the Alaska Project Team at 1-866-339-6390.**



# SBAs

## 2012 Spring Alaska Additional Materials Request Form

**You must order additional materials by March 21, 2012 to ensure you receive materials in time for testing.**

### REASON FOR REQUEST – CHECK ONE

\_\_\_\_\_ Packaging Error      \_\_\_\_\_ Change in Enrollment      \_\_\_\_\_ Other: \_\_\_\_\_

### ADMINISTRATIVE MATERIALS

_____ Grades 3–4 Rulers (Packs of 25) _____ Grades 5–9 Rulers (Packs of 25) _____ Protractors Grades 7–9 (Packs of 25) _____ Large Print Rulers _____ Large Print Protractors _____ Other: _____	_____ Braille Rulers _____ Braille Protractors _____ District Test Coordinator’s Manual _____ Return Shipping Labels _____ Return Shipping Boxes _____ District/School Labels _____ (Please print school name for label)
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### TEST MATERIALS

Quantity	Quantity
<b>GRADE 3</b> _____ Test Books	_____ Test Administration Directions
<b>GRADE 4</b> _____ Test Books	_____ Test Administration Directions
<b>GRADE 5</b> _____ Test Books/Answer Booklets	_____ Test Administration Directions
<b>GRADE 6</b> _____ Test Books/Answer Booklets	_____ Test Administration Directions
<b>GRADE 7</b> _____ Test Books/Answer Booklets	_____ Test Administration Directions
<b>GRADE 8</b> _____ Test Books/Answer Booklets	_____ Test Administration Directions
<b>GRADE 9</b> _____ Test Books/Answer Booklets	_____ Test Administration Directions

#### **FAX TO: DRC ALASKA PROJECT TEAM (763) 268-2979**

District Test Coordinator: _____	District Phone: _____
District Name: _____	District Fax: _____
	Date Ordered: _____

**This page should be used as your cover sheet when faxing to DRC.  
It is not necessary to send a separate cover sheet.**



# SBAs

## 2012 Spring Alaska Additional Materials Request Form

**You must order additional materials by March 21, 2012 to ensure you receive materials in time for testing.**

**NOTE:** For Large Print or Braille rulers and protractors orders use the Additional Materials Request Form on previous page.

<b>REASON FOR REQUEST – CHECK ONE</b>
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\_\_\_\_\_ Packaging Error      \_\_\_\_\_ Change in Enrollment      \_\_\_\_\_ Other: \_\_\_\_\_

<b>ACCOMMODATED MATERIALS</b>
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<b>GRADE 3</b>	_____ Reading Large Print _____ Reading Braille	_____ Writing Large Print _____ Writing Braille	_____ Mathematics Large Print _____ Mathematics Braille
<b>GRADE 4</b>	_____ Reading Large Print _____ Reading Braille	_____ Writing Large Print _____ Writing Braille	_____ Mathematics Large Print _____ Mathematics Braille
<b>GRADE 5</b>	_____ Reading Large Print _____ Reading Braille	_____ Writing Large Print _____ Writing Braille	_____ Mathematics Large Print _____ Mathematics Braille
<b>GRADE 6</b>	_____ Reading Large Print _____ Reading Braille	_____ Writing Large Print _____ Writing Braille	_____ Mathematics Large Print _____ Mathematics Braille
<b>GRADE 7</b>	_____ Reading Large Print _____ Reading Braille	_____ Writing Large Print _____ Writing Braille	_____ Mathematics Large Print _____ Mathematics Braille
<b>GRADE 8</b>	_____ Reading Large Print _____ Reading Braille	_____ Writing Large Print _____ Writing Braille	_____ Mathematics Large Print _____ Mathematics Braille
<b>GRADE 9</b>	_____ Reading Large Print _____ Reading Braille	_____ Writing Large Print _____ Writing Braille	_____ Mathematics Large Print _____ Mathematics Braille

**FAX TO: DRC ALASKA PROJECT TEAM (763) 268-2979**

District Test Coordinator: _____	District Phone: _____
District Name: _____	District Fax: _____
	Date Ordered: _____

**This page should be used as your cover sheet when faxing to DRC.  
It is not necessary to send a separate cover sheet.**





Secure Materials Transfer Form (This form available on Assessment website)



District Name & Number: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRICT OVERAGE TO SCHOOL MATERIALS TRANSFER

Table with 3 columns: District Material Description, Security Number (under barcode on back cover of test book), Destination School/Site Name. Includes 10 rows of blank lines for data entry.

SCHOOL TO SCHOOL MATERIALS TRANSFER

Table with 4 columns: Source School/Site Name, School Material Description, Security Number (under barcode on back cover of test book), Destination School/Site Name. Includes 5 rows of blank lines for data entry.

District Test Coordinator Signature: \_\_\_\_\_

REQUIRED

District Test Coordinator Phone Number: \_\_\_\_\_

PLEASE FAX TO THE DRC ALASKA PROJECT TEAM

Fax: 763-268-2979

ALL TRANSFERS OF SECURE MATERIALS MUST BE DOCUMENTED. This sheet may be photocopied.



# ***SBA Comment Sheet for District Test Coordinators***

## **Training**

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## **Online Enrollment & Precode**

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## **Test Security**

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## **Test Materials**

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## **Contact Information**

DRC is committed to providing Alaska teachers and school administrators with the best service and support possible. If you have questions regarding the SBAs or testing procedures, contact DRC toll-free at 1-866-339-6390 or [akproject@datarecognitioncorp.com](mailto:akproject@datarecognitioncorp.com). Associate (building) test coordinators should contact their DTC with questions. Only DTCs may contact DRC.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed.

Representatives are available from 7:00 AM to 1:30 PM Alaska time, Monday through Friday.

**NOTE:** *Representatives will be available until 4:00 PM Alaska time, March 5 through April 19.*

You may fax information to DRC at 763-268-2979.











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**Comprehensive System  
of Student Assessment  
(CSSA)**

**Standards Based Assessments  
(SBAs)**

**District Test Coordinator's Manual  
Spring 2012**

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