

## FOR IMMEDIATE REVIEW

### CHANGES TO *TERRANOVA, THIRD EDITION* TEST DIRECTIONS FOR TEACHERS

#### ALL LEVELS

The *TerraNova, Third Edition* Test Directions booklet contains some directions that do not apply in Alaska. Please make copies of the following document that identifies changes in the Test Directions for Teachers and provide them to every teacher who will administer the *TerraNova, Third Edition*.

***To ensure this critical information change has been received and distributed to test administrators, please acknowledge by signing below and fax this page back to the attention of the Assessment Administrator at (907) 465-8400. Thank you.***

\_\_\_\_\_  
District Test Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Name

Participation Guidelines document is available at:

[http://www.eed.state.ak.us/tls/assessment/participation\\_guidelines/ParticipationGuidelinesSept2007.pdf](http://www.eed.state.ak.us/tls/assessment/participation_guidelines/ParticipationGuidelinesSept2007.pdf)

**CHANGES TO TERRANOVA, THIRD EDITION TEST DIRECTIONS  
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**PAGE ii – Frequently Asked Questions**

**Test Direction Booklet Indicates:**

Q: What are the suggested grade ranges for each test book level?

A: The twelve overlapping levels of the test relate to grade ranges as follows:

Level 10	*K.6-1.6	Level 16	5.6-7.2
Level 11	1.6-2.6	Level 17	6.6-8.2
Level 12	2.0-3.2	Level 18	7.6-9.2
Level 13	2.6-4.2	Level 19	8.6-10.2
Level 14	3.6-5.2	Level 20	9.6-11.2
Level 15	4.6-6.2	Level 21/22	10.6-12.9

**Test Directions For Alaska:**

Q: At what grade should each test level be administered?

A: The *TerraNova, Third Edition* should be administered according to the following chart:

Level 15	-	Grade 5
Level 17	-	Grade 7

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Q: May I administer tests to students with disabilities or other special needs?

A: Yes, but be sure to read and understand the information in the *Assessment Accommodations Supplement* for TerraNova, Third Edition. If you do not have a copy of the supplement, see your Test Coordinator.

Q: May I administer tests to students with disabilities or other special needs?

A: Yes, but be sure to read and understand the information in the *Participation Guidelines for Alaska Students in State Assessments September 2007*. Do not code the accommodations on the front cover of the answer sheet. A copy of the guidelines is available at the address below:

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Q: Where should I record accommodations information for students taking Plus, Form C?

A: Record accommodations information for Plus, Form C in the Testing Accommodations section on the student-identifying information grid. That grid is on the front cover of the answer sheet. (See the *Assessment Accommodations Supplement* for TerraNova, Third Edition.)

Q: Where should I record accommodations information for students taking Plus, Form C?

A: It is the option at the district level to record student participation in a special program. Request a copy of the *Assessment Accommodations Supplement* for TerraNova from the District Test Coordinator if the district chooses to record accommodations for the Plus, Form C sections only.

**PAGE 1 – Before Testing**

Participation Guidelines document is available at:

[http://www.eed.state.ak.us/tls/assessment/participation\\_guidelines/ParticipationGuidelinesSept2007.pdf](http://www.eed.state.ak.us/tls/assessment/participation_guidelines/ParticipationGuidelinesSept2007.pdf)

# CHANGES TO TERRANOVA, THIRD EDITION TEST DIRECTIONS for TEACHERS - ALL LEVELS

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## Step 1 – Check Your Test Materials

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### Test Direction Booklet Indicates:

*(Left Hand Bottom of Page)*

#### OPTIONAL

- four-function calculators (not provided with test materials)

If your school has chosen to use calculators, please note that students should not use them to solve the problems in Part 1 of the Mathematics test.

### Test Directions For Alaska:

*(Left Hand Bottom of Page)*

#### OPTIONAL

- Regular education students may **NOT** use calculators on the *TerraNova, Third Edition* test. Special education students who have the use of a calculator specified in their IEPs may **NOT** use a calculator on the computation portion (optional Plus, Form C) of the *TerraNova, Third Edition* assessment (these students may use calculators on other portions of the mathematics subtest).

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*(Right Hand Shaded Text Column)*

#### FOUR-FUNCTION CALCULATORS

Calculators should not be used in Part 1 of the Mathematics test. The decision to use or not to use calculators should be based on your standard classroom practices. Test questions have been designed and adequate time has been provided so that using a calculator will not offer any particular advantage.

If you have any questions about using calculators for testing, contact your Test Coordinator.

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*(Right Hand Shaded Text Column)*

#### FOUR-FUNCTION CALCULATORS

In order to administer *TerraNova, Third Edition* in a standardized manner throughout the state for **regular education students**, calculators may **NOT** be used for any portion of the *TerraNova, Third Edition*.

Participation Guidelines document is available at:

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**PAGE 3 – Before Testing  
Administration Time**

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**Test Direction Booklet Indicates:**

*(Right Hand Shaded Text Column)*

Tests should be administered according to the specific directions except as required for students using accommodations. (See the *Assessment Accommodations Supplement* for TerraNova, Third Edition.)

**Test Directions for Alaska:**

*(Right Hand Shaded Text Column)*

Tests should be administered according to the specific directions. For guidance for students using accommodations, consult the *Participation Guidelines for Alaska Students in State Assessments September 2007*. A copy of the guidelines is available at the address on the bottom of this page.

Any portion of the Plus, Form C, may include the accommodations outlined in the *Assessment Accommodations Supplement*.

**REMINDER**

All districts are required to administer the following portions of *TerraNova, Third Edition*:

**Required Portions**

Reading, Part 1  
Reading, Part 2

Language

Mathematics, Part 1  
Mathematics, Part 2

***Optional Subtests: Science, Social Studies, Vocabulary, Language Mechanics, Spelling, and Mathematics Computation***

*Optional subtests will be scored at no additional charge to the district*

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**PAGE 5 – Before Testing  
Administration Time**

**Step 5 – Plan to Use Standard Testing Procedures**

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**Test Direction Booklet Indicates:**

*(Left Hand Text Paragraph 2)*

**ASSESSMENT ACCOMMODATIONS**

When students have documented education plans indicating that they may participate in educational tests only under nonstandard conditions (e.g., extra testing time), appropriate accommodations should be made and documented according to the directions in the *Assessment Accommodations Supplement for TerraNova, Third Edition*. For more information, please consult your Test Coordinator. Additional information may be found in the *Guidelines for Using the Results of Standardized Tests Administered Under Nonstandard Conditions*.

**Test Directions for Alaska:**

*(Left Hand Text Paragraph 2)*

**ASSESSMENT ACCOMMODATIONS**

When students have documented education plans indicating that they may participate in educational tests only under nonstandard conditions (e.g., extra testing time), appropriate accommodations should be made as documented in the student's IEP. For more information, please consult your Test Coordinator. Additional information may be found in the *Participation Guidelines for Alaska Students in State Assessments September 2007*. A copy of the guidelines is available at the address on the bottom of this page.

Participation Guidelines document is available at:

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**PAGE 6 – Before Testing  
Administration Time**

**Step 7 – Fill In Student-Identifying Information**

<b>Test Direction Booklet Indicates:</b>	<b>Test Directions for Alaska:</b>
<input type="checkbox"/> ETHNICITY: Fill in the appropriate circle for the ethnicity with which the student most closely identifies. Fill in only one circle.	<input type="checkbox"/> ETHNICITY: At this time, EED is not mandating this section to be used.
<input type="checkbox"/> HOME LANGUAGE: Fill in the two-digit code that corresponds with the student's primary language if it is other than English. A student's primary language is identified as the language the student first learned, the language used most frequently at home, or the language most frequently spoken by parents or adults in the home (See Table 1 on page 8).	<input type="checkbox"/> HOME LANGUAGE: At this time, EED is not mandating this section to be used.
<input type="checkbox"/> If you are administering <i>InView</i> , fill in the appropriate circle under <i>InView</i> LEVEL.	<input type="checkbox"/> INVIEW LEVEL: At this time, EED is not mandating this section to be used.
<input type="checkbox"/> For ID NUMBER, SPECIAL CODES, PROGRAM, and TESTING ACCOMMODATIONS, consult your Test Coordinator and the <i>Assessment Accommodations Supplement for TerraNova, Third Edition</i> .	<input type="checkbox"/> For ID NUMBER, SPECIAL CODES, PROGRAM, and TESTING ACCOMMODATIONS, Only the Student State ID number is required.

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**PAGE 9 – During Testing**  
Step 8 – Administer the Test

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Throughout the remainder of Test Direction Booklet, the shaded bar along the right side indicates:

It may be helpful to hold up a folded test book so that students can be sure they are on the correct page.

**Test Directions for Alaska:**

Test administrators should not have, nor hold up, a copy of the test book. This is in accordance with the mandatory Test Security Agreement for all state assessments. Test administrators can walk around the testing center to ensure students are in the correct places in their test books and on their answers sheets.

**PAGE 21 for 5<sup>th</sup> grade and PAGE 22 for 7<sup>th</sup> grade**  
**During Testing – Mathematics**  
**Directions for Administering Mathematics**

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**Test Direction Booklet Indicates:**

**PART 2** – 55 minutes (*third paragraph*)

If you have decided your students should use calculators for Part 2, make sure all students have a working calculator. Remember, it is not necessary to use calculators.

**Test Directions for Alaska:**

**PART 2** – 55 minutes (*third paragraph*)

Regular education students should **NOT** use calculators on any portion of the TerraNova, Third Edition test.

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**ADMINISTRATION OF LARGE PRINT AND/OR BRAILLE**

If you are administering any Large Print or Braille test versions, all student responses must be transferred onto a “regular” *TerraNova, Third Edition* answer document before sending them to the CTB/McGraw-Hill Scoring Facility. Do not send in the Large Print/Braille versions for scoring.

After testing is completed, please return the Large Print/Braille test materials to EED. Please use a tracking system when returning the test materials to EED.

Department of Education & Early Development  
Assessment Unit  
PO Box 110500  
Juneau, Alaska 99811-0500

For more information 907-465-2900

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