

2009-2010 ITBS/ITED Testing Program

Instructions for Returning Machine-Scorable Booklets Answer Folders, and Test Booklets

**Note deadline: All documents must be received
at the Scoring Center by May 5, 2010.**

These instructions are organized in two parts.

- Part I describes the procedures to use for arranging test materials for return to the scoring center
 - Section A describes how to deal with used answer folders and machine-scorable test booklets in schools
 - Section B indicates how to arrange materials from separate buildings at the district office
 - Section C deals with packing the reusable test booklets and unused materials for return
- Part II outlines procedures for returning materials via UPS

The rest of this page provides some general information for you to consider in preparing test materials for the return shipment and for requesting processing to meet the information needs of your school.

Order Form. One Order for Scoring Service (OSS) form can be used for all test levels and grades (K-12) in a single order. If there are multiple orders in a shipment, each order must have its own OSS. The OSS is completed on our "Online Tools" website at www.education.uiowa.edu/itp/tools. **Orders received without an OSS will be assessed an additional \$25.00 processing fee.**

Home-schooled Students. If you wish to have documents of home-schooled students scored and reported separately from all other students, you must fill out a separate OSS for that group. The OSS should be placed on top of those documents. Building and Grade ID sheets should be inserted where needed, and the order should be placed on top of the documents in your regular order. This year we will be limiting our hand-scoring services so home school documents that have been hand-scored in the past should be returned for machine scoring.

Out-of-Level Materials. When students have been tested out of level, their documents should be placed with those of other students in their same grade for scoring. However, if *ITBS* materials were used in a high school grade, the *ITED* and *ITBS* materials for that grade should be kept separate when preparing to return them. When the two sets of materials are being returned for scoring, they should be packaged so that each set can be easily identified with its own OSS and ID sheets. Of course, *ITED* and *ITBS* materials can also be returned separately. Note: Students who take a lower level test cannot be counted for NCLB reporting purpose.

ITED Audio Tapes. The use of the *ITED* audio tapes is regarded as an accommodation used with students who have been identified as having severe reading difficulties. Consequently, the answer folders of such students should be placed with those of other students in the same grade for scoring. This is not a test version that should be given to an entire class of students. The audio-tape version is only available for Form A.

NIA Students (not-in-averages). If foreign exchange students were tested or some students refused to take the test conscientiously, group averages can be obtained that exclude the scores of such students. This can be done by coding the student's answer folder in "Column Z", under "Test Administrator Use Only", with any number, 0-9. These answer folders can then be processed with those of other students in the same grade. You must also indicate on your OSS that you are using Column Z in this fashion. Note that students whose documents are coded in Column Z will be included in the Achievement Levels Report in the Low level and will count in the building's participation percentage for NCLB.

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I. Preparing ITBS and ITED Materials for Return

It is the school's responsibility to see that its documents are in proper condition for scoring. Marks must be heavy and black; scorable booklets and answer folders must be in good physical condition. Check to be sure that students took **all** parts of each test that was to be administered. Also check that the Test Form is marked on each individual answer folder. **The Test Form is not included in the bar code label.**

The procedures outlined in this section are for packaging and returning *ITBS* and *ITED* materials, either as a single order or as separate orders.

A. Organizing the Used Answer Folders and Machine-scorable Booklets

1. Within each building, make one stack of machine-scorable booklets or answer folders for each class in each grade. Pile the documents with the **name block facing up**. If classes are not being used for grouping, sort the answer folders by grade without regard for test level.
2. If you used both *ITBS* machine-scorable test booklets and answer folders in the same classroom (*i.e.*, you did some out-of level testing with primary-battery booklets that required both types of documents), you may mix the completed machine-scorable booklets with the marked answer folders for that class. You may also mix answer folders from different test levels in the same stack. However, *ITBS* and *ITED* answer folders should not be mixed in the same grade group.
3. You need not alphabetize the documents in a stack. The score reports you receive will place students' names in alphabetical order. Simply count the documents in each stack to ensure that all completed machine-scorable booklets and answer folders are accounted for. Use this count on the ID sheet. Also, check these counts against your enrollment figures to ensure that all documents have been included.
4. For each stack, fill out a blue Grade/Class Identification Sheet and place it on top of the stack. Follow the directions printed on the front of the Identification Sheet. If you have both answer folders and machine-scorable booklets in a stack, fill in the form code (box #5) for the test form that was taken by students who used answer folders.
5. For each grade in a building, make a new stack by combining the stacks for the classes in that grade into a single pile, one stack on top of the other. See the diagram on the back of the Identification Sheet. Band each grade stack with a strip of tough paper or rubber band (no paper clips, please).
6. Merge the grade stacks into a single pile with the lowest grade on top and the highest grade on the bottom. (Do this separately for each building for which you are returning documents.)
7. For each building in an order, fill out a maroon Building Identification Sheet and place it on top of the stack of documents for that building. Follow the directions on the front of the Identification Sheet. (Building code need not be filled in.)
8. Deliver the stack of marked answer documents, along with any unused documents, to your district central office or test coordinator. **Do not mail answer documents from individual buildings directly to the scoring center if you are in a multiple-building system.** All documents from the system should be sent together, otherwise all buildings will not be included in system reports.

B. Preparing Used Answer Documents at the District Office

Retrieve the cardboard boxes in which your test materials were received and use them to pack materials for return. (Each of these boxes should have a small green label on the top upper-left corner.) While packing, keep the boxes in the order in which they were packed so that you can easily number them sequentially, as described later on.

1. Arrange the piles of marked documents (with appropriate identification sheets) from the separate buildings in alphabetical order by building name.
2. Separate unused scorable test booklets and answer folders from used materials and band the unused items separately by test level. Place unused materials in the last boxes of your return shipment. We must have all unused scannable test booklets back so that they are available to fill orders from other districts. The 12-page Level 9 answer folders are particularly costly. Please return unused answer folders, too.
3. Carefully pack the marked answer documents in the cardboard boxes. In the first box, place the marked documents from the lowest grade in the first building (from the top of the pile). (About 100 scannable booklets fit in a 12-inch high cardboard box.) Place the top part of the remaining pile in the second box. Continue in this way until all marked documents are in boxes. In your original materials shipment, we included some orange adhesive labels that say “Contains Answer Documents to be Scored.” Place one of these orange labels in the top upper-right corner of each box that contains marked documents. (The green label should still be visible in the upper left corner.) Place all unused machine-scorable booklets in the last box or in a separate box.
4. On the orange labels there is a place to fill in Box ___ of ___. Keep the boxes in the same order in which they were packed and write the number of the box on the first line. In the second space, write the total number of boxes with orange labels (i.e., boxes that contain documents to be scored). For example, if you have three boxes with answer documents to be scored, the first box with an orange label should say “Box 1 of 3” and the third should say “Box 3 of 3.” This extra numbering is needed at the scoring center to ensure that your entire set of marked documents is available and can be processed together.
5. **If your district consists of several separate buildings, you can obtain district summary reports in addition to individual building summary reports. To obtain such a report, you must return all answer folders in a single order and use a single OSS to order the same optional services (if any) for all buildings. If individual buildings return answer folders independently, the scoring center cannot combine individual buildings to obtain a district summary report. If you prefer to allow each building to operate independently (and decide to forego a district summary), each building should complete an OSS form to accompany its own answer folders. Note that when buildings return answer folders independently, the reports of local percentile ranks will be based only on the population of each building individually, not on the population of the local district as a whole.**
6. Fill out an **Order for Scoring Service** (OSS) and place it on top of the stack in the first box (Box # 1 of). You will need to fill out the OSS on our “Online Tools” website (www.education.uiowa.edu/itp/tools) and submit it electronically as well as printing a copy to enclose in Box 1. **There will be a \$25.00 “No OSS” fee added to orders received without an OSS.** To avoid any additional fees, any services desired must be ordered on the OSS at the time the answer documents are submitted for scoring. Subsequent orders will incur an additional \$25 processing fee. Please list building names on the OSS in the same order in which documents were packed.
7. Seal the cardboard boxes securely with packaging tape. The three labels—green, orange, and UPS return—must be visible on top after each box is sealed.

C. Returning Test Booklets and Other Materials

Do not include any marked machine-scorable booklets or answer folders in the boxes of reusable test booklets. To do so will seriously delay the processing of your answer folders. They may even become lost permanently.

1. Return all reusable test booklets (and unused answer folders) in the cardboard boxes in which you received them. (Teachers should keep their *Directions for Administration* for use next year.) We must reuse these booklets with other Iowa schools this year. Count the booklets into stacks of 60; then check the count in each stack as you pack them into the boxes. Make sure that all the copies we sent to you are accounted for.
2. If you encounter booklets that are damaged beyond repair, please separate them, attach a note to them, and place them on top in a box.
3. Place unused answer folders and machine-scorable booklets on the top in the last box. Seal the cardboard boxes securely with packaging tape. (The green label and shipping label should be visible on the outside.) If you picked up your materials in Cedar Rapids, you should return them to the Iowa City scoring center.

II. Returning Materials to the Scoring Center by UPS

You will need to use the pre-addressed UPS A.R.S. return labels that were mailed to the test coordinator shortly after you received your testing materials. Follow these steps:

1. Place a UPS A.R.S. label on each box to be returned, covering the entire label that had been used to send materials to you. Do not cover the green label that is in the upper-left corner or the orange one that may be in the upper-right corner. Keep the boxes in the same order in which they were packed and be sure the boxes with orange labels are still in the number order you marked on them.
2. On the A.R.S. label it says BOX ____ OF ____ just to the right of "SHIP TO". Use these spaces to number the boxes of the return shipment. Keeping the boxes in the order in which they were packed, number the boxes consecutively by writing the box number in the first space. In the second space, write the total number of boxes in the shipment. For example, if there are 6 total boxes in your shipment, the first box (which also should contain your OSS) will be labeled 1 of 6, and the last box would be 6 of 6. These numbers are needed to help determine whether all of your boxes have been received at the Scoring Center. If you damage a label or need additional labels contact us at (319) 335-5408.
3. The next time a UPS driver stops at your school to make a delivery, tell the driver you have an A.R.S. return shipment for Iowa Testing Programs. The driver will take all of the boxes, and they should arrive at the Scoring Center the next working day. With this procedure you should not have to pay anything to the driver.
4. If UPS does not stop at your school regularly, or if you do not want to wait until the next delivery to your school, you can use the following procedure:
 - Call UPS at 1-800-742-5877 and tell the operator you have an A.R.S. pickup. You will need to have the tracking number of the A.R.S. label you will be using. If you have more than one label you will only need to give the operator one tracking number.
 - Give the operator your school name, address, telephone number, any special pickup location at your building, and the number of boxes.
 - After your phone call to UPS, the driver will stop the next working day and your materials will arrive at the Scoring Center the following working day.
 - With this method, there is a \$10 pickup charge that will be added to your shipping charges.

If you phone for a UPS pickup and a driver happens to come to your school that same day, you may give the driver your shipment. You should then call the UPS number to cancel the pickup you had requested.

5. Except for making necessary revisions in your return address and entering the box numbers, you should not alter the A.R.S. return labels provided to you. If you damage a label when placing it on a carton, you may need to replace that label. Contact us at 319-335-5408 if you need additional labels.
6. After your shipment has been picked up, destroy any extra A.R.S. labels remaining. These should not be used for any future shipments. The procedures described on this page are only for shipments to be made to the Iowa Testing Programs Scoring Center. You may not make shipments to other destinations in this way.
7. Charges will be sent to Iowa Testing Programs from UPS with a breakdown by shipment billing number (Iowa code). Iowa Testing Programs will bill your district for return shipments along with all other testing charges—materials, extra services, and out-going transportation.