



COLLEGE OF EDUCATION
Iowa Testing Programs
Iowa Statewide Testing Programs
340 Lindquist Center South
Iowa City, IA 52242-1529
319-335-5408
www.education.uiowa.edu/itp

September 2009

Dear ITBS/ITED Test Coordinator:

Best wishes as you prepare for the *ITBS/ITED* test administration this year. Please share this information with all school personnel who are involved in the coordination of the test administration.

Included with this letter are the testing materials you ordered. Please verify the contents of your shipment against the Packing List. If your materials were packaged for individual attendance centers, a separate Packing List is included in the first box that is designated for each of those centers.

ITBS/ITED Procedures for 2009-2010

Testing Materials	Verify your materials against the enclosed packing list. Notify marcia-walters@uiowa.edu or 319-335-5408 if this information is not correct.
Testing Window	All testing must be completed by April 30, 2010 .
Test Form	Form A for Levels 5-17/18 – Grid Form A on both the student answer folders and the header sheets. The test form is NOT included in the barcode label.
Bar Code Procedures	Bar code labels will be required for the 2009-2010 year. Help with coding the information for labels, along with instructions for submitting a file of student data to ITP for validation, can be found in the documents listed under the header “Information on Bar Coding for 2009-2010” at www.education.uiowa.edu/itp/downloads.aspx .
Scoring and Reporting Services	To order scoring and reporting services, please log on to ITP Online Tools at www.education.uiowa.edu/itp/tools .
Out-of-Level Testing	Students who take a lower level test cannot be counted for NCLB reporting purposes.
Returning Materials	Test materials are shipped to districts via FedEx. Test materials are returned via UPS. The enclosed yellow sheet includes instructions for returning materials.

If you have any questions or concerns, please don't hesitate to contact Iowa Testing Programs (marcia-walters@uiowa.edu at 319-335-5408 or catherine-welch@uiowa.edu at 319-335-6274).

Sincerely,

Catherine Welch, Director
Iowa Statewide Testing Program

Enclosures