

MEMORANDUM

To: IAAT Users
From: Tim Ansley, IAAT Program Coordinator
Date: January, 2008
Re: Directions for submitting IAAT answer sheets for scoring

We have observed that several schools using the IAAT have been giving their students incorrect directions for marking the IAAT answer sheets. Some schools appear to be reading the directions on pages 4 and 5 of the *Directions for Administration* for the IAAT. These directions are for self-scoring answer sheets which we do not use in our state program. **The appropriate directions begin on page 6.** Please take careful note of this, because if your students follow the incorrect directions, they will likely receive lower scores. Also, if you have used your IAAT booklets for several years, you should examine them carefully prior to testing to insure that they are free of marks which could distract or assist students taking the test this year.

Second, we sometimes receive answer sheets that lack coding for name and/or grade. We provide alphabetized lists of students' scores by grade, so if information is not coded, your lists may appear incomplete. **Please check answer sheets** before returning them to ensure that name and grade coding has been done properly.

Last, a **school's answer sheets will be processed as one batch** unless the answer sheets have been organized separately and a note has been included that specifically requests us to process the answer sheets by teacher group (or class group, etc.). In other words, the default is that we provide separate lists of scores by grade level only.