



New York State Testing Program

English Language Arts and Mathematics Field Tests

School Administrator's Manual

Grades 3–8

June 5–8, 2012

For any questions regarding the New York State 3–8 Field Tests, please contact the Pearson Customer Support Center by phone at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com. The Customer Support hours of operation are Monday through Friday, 7:00 a.m. to 8:30 p.m. ET.

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Preparing for Administering and Returning the Field Tests

General Features of the Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED) has a partnership with Pearson for the development of the Grades 3–8 English Language Arts and Mathematics Field Tests. Teachers from across the State work with us in a variety of activities to ensure that the field tests are appropriate measures of student attainment of the New York State Learning Standards. Field testing provides the data necessary to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The field tests are administered during the week of June 5–8, 2012.

Following the guidelines in this manual will help ensure the validity and reliability of the NYSTP. A series of instructions will help in organizing the materials, the field testing schedule, and the material returning process.

All persons in charge of the administration of the Grades 3–8 English Language Arts and Mathematics Field Tests should be familiar with the information in this manual. Questions concerning the administration of these field tests should be directed to the Pearson Customer Support Center at 888-705-9415.

Changes for the 2012 Mathematics Field Test Administration:

Use of Reference Sheets

The Grades 7 and 8 Mathematics Field Tests do not contain a removable reference sheet.

Use of Protractors

Each student field testing Grades 4 and 7 mathematics will need to have a protractor for his or her exclusive use during the Mathematics Field Tests. Protractors will not be needed for the Grade 5 field tests.

Use of Calculators

The use of a calculator is allowed when answering Grades 7 and 8 mathematics multiple-choice questions. Students may also use a calculator when answering mathematics short- and extended-response questions. (A scientific calculator must be used. A graphing calculator is **not** permitted.)

Students to be Field Tested

Your school has been assigned to administer the Grades 3–8 secure stand-alone field tests. In April, Pearson mailed you a letter stating which grade(s) and subject will be tested in your school. With the exception of those noted below, all students in those grades must take the field tests in the assigned subject.

The Department provided Pearson with Enrollment and Pre-Identification files. These were used to determine the quantities of materials and Student Pre-Identification labels that were shipped to schools. In addition, Pearson has provided a 5% overage to account for new students who moved in to the district.

The following students are exempt from taking the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *English Language Learners*—schools are permitted to exempt from the English Language Arts Field Tests those English language learners (including those from Puerto Rico) who, on April 1, 2012, will have been attending school in the United States for the first time for less than one year and who were exempted from the April 2012 Grades 3–8 English Language Arts Operational Tests.
- For students requiring a translated edition of the Mathematics Field Tests, translated editions will **not** be provided for the 2012 Grades 3–8 Mathematics Field Tests. Schools are permitted to exempt students from the Mathematics Field Tests who used translated editions for the April 2012 Grades 3–8 Mathematics Operational Tests.
- Students who required an Oral Translation for Lower-Incidence Languages or who wrote responses in a native language for the oral April Grades 3–8 Mathematics Operational Tests are exempt from participating in the Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2012 Grades 3–8 Mathematics Field Tests. Responses on the field tests written in a language other than English will not be scored.
- *Students who use Large-Type or Braille Editions*—Large-Type or Braille Editions will **not** be available for the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests. Students who required large-type or Braille editions for the April 2012 Grades 3–8 English Language Arts and Mathematics Operational Tests are exempt from the field tests.
- *Students who use reformatted tests*—format changes to the field test such as the re-spacing of questions, enlargement beyond the standard large-type edition, colorization, etc., are not to be made by schools. Students whose IEP or 504 Plan require reformatted tests are exempt from the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests.
- *Students with Disabilities*—the Committee on Special Education (CSE) must decide for each student, on a case by case basis, whether the student will participate in the general State assessment. Students who took the New York State Alternate Assessment (NYSAA) in the 2011–12 school year are exempt from the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests.
- *Absent Students*—students who are absent on the day the school administers the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests do not need to make them up. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

Testing Accommodations

The following testing accommodations may be provided to students by the school. (The accommodations provided do **not** need to be recorded on a student’s answer sheet or constructed-response field test book.)

English Language Learners

English language learners that are not exempt from the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests may be provided the following testing accommodations by the school:

- **Time Extension:** Schools may extend the testing time for English language learners taking the Grades 2012 3–8 English Language Arts and Mathematics Field Tests. Principals may use any reasonable extensions, such as “time-and-a-half” (the required testing time plus one-half of that amount of time), in accordance with their best judgment about the needs of the English language learners. Principals should consult with each student’s classroom teacher when making these determinations.
- **Separate Location:** Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests to English language learners individually or in small groups in a separate location.
- **Bilingual Dictionaries and Glossaries:** English language learners may use bilingual dictionaries and glossaries when taking the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests. These bilingual dictionaries and glossaries must provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words are not permitted.

Please note, translated editions of the Grades 3–8 Mathematics Field Tests will not be available. Students that require translated editions or oral translations for lower-incidence languages, or who wrote their responses in a native language for the April 2012 Grades 3–8 Mathematics Operational Tests are exempt from the field test.

Testing Accommodations for Both English Language Arts and Mathematics Field Tests

Students Who Incur Disabilities Shortly Before Test Administration

Principals may provide accommodations when testing general education students who incur an injury (e.g., broken arm) or experience the onset of either a short- or long-term disability (either cognitive or physical) within 30 days prior to field test administration. Eligibility for such accommodations is based on the principal's professional judgment. The principal may confer with CSE/504 Multi-Disciplinary Team members, the school physician, or other school personnel in making such determinations. These accommodations must not significantly change the constructs/student skills being tested and are limited to the following:

1. extending the time limit for a test,
2. administering the test in a special location,
3. recording the student's answers in any manner (See Accommodations Specific to English Language Arts Field Tests on page 5 or Accommodations Specific to the Mathematics Field Tests on page 6), and
4. reading the test to the student. This accommodation is allowed only for students whose vision is impaired and is not permitted for the English Language Arts Field Tests.

Prior permission need not be obtained from the Department for the principal to authorize these testing accommodations for general education students.

Students with IEPs or 504 Plans

Students that are not exempt from the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests, in general, must be provided with the testing accommodations specified in their IEPs or 504 Plans when taking these field tests. It is the principal's responsibility to ensure that students receive their testing accommodations and that those staff who will be providing them are appropriately trained. Proctors are advised to become familiar with the accommodations specific to the field test being administered. As explained in this manual, only those testing accommodations that do not alter the constructs being measured are permitted on elementary- and intermediate-level field tests.

Please note, large-type or Braille Editions will **not** be available for the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests. Students who required large-type or Braille editions for the April 2012 Grades 3–8 English Language Arts and Mathematics Operational Tests are exempt from the field tests. In addition, schools are not to make format changes such as re-spacing of questions, enlargement, colorization, etc., to the field tests. Students whose IEP or 504 Plan provides for such format changes to tests are also exempt from the 2012 Grades 3–8 English Language Arts and Mathematics Field Tests.

Accommodations Specific to the English Language Arts Field Tests

Teacher Reading to Student

For the English Language Arts Field Tests: Only test directions that are to be read aloud to all students may be read aloud. Because a student’s reading skills are being tested (decoding and comprehension), no other parts of these field tests may be read aloud. Please note that the test directions are those instructions, usually in bold-faced type, that precede a passage or a test question number. They are not to be confused with any part of the actual student task, which follows the test question number.

Use of Spell-Checking and/or Grammar-Checking Devices

Because the field tests measure writing skills, students are not allowed to use spell-checking and/or grammar-checking devices during any part of the English Language Arts Field Tests.

Use of Scribes or Tape Recorders

The use of scribes and tape recorders are allowable accommodations for the 2012 Grades 3–8 English Language Arts Field Tests. However, the Department encourages the use of a word processor (with thesaurus, spell-checking, and grammar-checking applications disabled) in place of a scribe or tape recorder. Most students have some experience with computers, and word processing allows the student more control over his or her environment, fosters independence, and is less labor intensive than using a scribe.

When taking the 2012 Grades 3–8 English Language Arts Field Tests, students using scribes or tape recorders must provide all information—including writing in complete sentences, spelling of difficult words, grammar, capitalization, and punctuation—for all constructed-response questions on the field tests.

Scribes must use the following procedures:

- The scribe must use lined paper and must write on every other line.
- The scribe must record word-for word what the student dictates or records, leaving out punctuation and capitalization, and must circle all words that are difficult to spell.
- When the dictation/tape transcription is completed, the scribe must ask the student to spell aloud any difficult-to-spell words; then, the scribe must write the student’s spelling above the circled words.
- The scribe must show the student the written response and ask him or her to indicate the capitalization and punctuation to be used.
- The student must read the completed dictation/transcription and indicate on the skipped lines any further changes to be transcribed.
- The scribe must then transfer the student’s completed response into the field test book exactly as dictated or recorded and should insert the lined paper with the student’s dictation into the field test book.

Accommodations Specific to the Mathematics Field Tests

Teacher Reading to Student

Testing accommodations in students' IEPs or 504 Plans that are reading-related—for example, reading the test to the student—are permitted for the Mathematics Field Tests. However, test questions may never be modified or simplified, nor may proctors provide additional examples.

Use of Scribes

The following procedures may be used to implement the testing accommodation, “use of scribe,” specific to the administration of the Mathematics Field Tests.

- The scribe must record what the student dictates on a separate sheet of paper.
- The scribe must ask the student to indicate exactly where the numbers need to be placed and lined up.
- The scribe must record the operational sign as dictated by the student (e.g., addition sign, subtraction sign).
- When dictating numbers, the student must indicate how the number is written and indicate place value. For example, if the student says “one thousand thirty-eight,” the student should specify how that is written (e.g., “one, zero, three, eight”).
- When computing a problem, the student must indicate to the scribe how he or she is making the computation and should be specific in terms of what numbers to write down, including how to record carrying. For example, when adding 23 and 9, the student should indicate the following: “9 plus 3 is 12; put down the 2 and carry the 1 above the 2.”
- The scribe shows the student the written response and asks him or her to indicate if there are any further changes to be made.
- The student does not have to provide spelling, capitalization, and punctuation in word responses. Therefore, it is not necessary for the scribe to leave out capitalization and punctuation or to circle words difficult to spell.
- The scribe must then transfer the student's completed response into the field test book exactly as dictated or recorded and should insert the lined paper with the student's dictation into the field test book.

Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices with all books associated with the Grades 3–8 Mathematics Field Tests.

Grades 3–6

Because these field tests measure students' proficiencies involving calculations, the use of a calculator or mathematics tables is not allowed.

Grades 7 and 8

The use of scientific calculators is allowed for all students taking the Grades 7 and 8 Mathematics Field Tests. Graphing calculators are not permitted. The use of mathematics tables is permitted if specified in a student's IEP or 504 Plan.

Safeguarding Secure Field Test Materials

Prior to Field Testing

Secure field test materials will arrive on or before Monday, June 4, 2012, at the secure facility designated by the principal when ordering operational tests. Prior to these delivery dates, the principal should make arrangements to:

- be notified when the secure field test materials arrive,
- have the materials inventoried upon delivery by checking the contents of each box against the school packing list (but leave the shrink-wrapped packaging intact until the day of field test administration),
- store the secure field test materials immediately in the safe or vault, and
- distribute only the nonsecure Field Test *Teacher's Directions* to proctors as soon as practical after the shipment arrives.

All secure field test materials must be stored in the safe or vault designated in the school's Examination Storage Plan. Secure field test materials must be placed in the safe or vault as soon as they are received, and access to the secure field test materials must be restricted to ensure that field test security is maintained.

If the building where these field tests will be administered does not have a safe or vault large enough to hold the examinations, arrangements must be made to store the secure field test materials at a location with an appropriate safe or vault. Secure field test materials stored at such a location must not be removed from the safe or vault and transferred to the school where the field tests will be administered until the day scheduled for the administration of each grade of the field tests. The sealed packages of secure field test materials must not be opened during the inventory. All secure field test materials must remain sealed until the dates on which they will be administered.

The safe or vault where secure field test materials are being stored should be checked daily to ensure that the secure field test materials have not been tampered with and that they remain secure. The combination or key to the safe or vault must be maintained under strict security conditions to preclude access to the secure field test materials by students and other unauthorized people.

Following Field Testing

As soon as the field testing is completed, the principal must arrange for the collection and secure storage of **all** used and unused field test books and used answer sheets. **All** used and unused field test books and used answer sheets must be kept secure until ready to pack and ship materials to Pearson. Because this is a field test, Individual Student Reports and School reports will not be provided.

Preparation for Field Testing

Preparation of Students for Field Testing

All students should be properly prepared for taking the field tests. The administration of the field tests should be announced to students before the date that the field tests are scheduled to be administered. All announcements should be made in such a way as to increase the students' interest in the field tests without causing them to become overly anxious. Having recently completed the April 2012 Grades 3–8 English Language Arts and Mathematics Operational Tests, each student will be familiar with the general types of questions and tools used on the field tests and the procedures that they should follow when recording the answers to the field test questions. For additional instructions, refer to the *Teacher's Directions*, which are shipped to schools with the field tests.

Preparation of the Testing Room(s)

The room(s) in which the field tests are administered should be well lighted, well ventilated, and quiet. Make preparations before the field testing period to keep noise and other distractions to a minimum. Place a "Do Not Disturb" sign on the door to prevent interruptions. If field tests are to be administered in a classroom, clear desks and shelves under the desks of all books, papers, and other materials. Completely cover or remove from the walls all charts, number lines, mathematics tables, blank or completed graphic organizers pertinent to English language arts and mathematics and all board work. Make arrangements in advance to seat the students so that each student will be clearly visible to the proctor at all times and so that there will be the least possible opportunity for any communication between students. Seating of students in alternate rows is recommended.

Before Field Testing

Receipt and Inventory of Secure Field Test Materials Supplied by Pearson

Upon receipt of the secure field test materials, inventory all materials using the packing list located in box 1. (Box 1 is the white box). If there is any discrepancy between the packing list and the materials received, contact the Pearson Customer Support Center at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com.

Schools will receive a School Field Test Coordinator's Kit, which contains:

- Cover sheet
- Header Sheet
- Student roster
- Student Pre-Identification labels
- Paper bands
- Red return labels for scorable materials
- Yellow return labels for non-scorable materials
- UPS return label
- School Administrator's Manual

Materials Supplied by the School

- No. 2 pencils with erasers
- Pencil sharpeners
- "Do Not Disturb" signs
- Rulers
- Protractors for the Mathematics Field Tests, Grades 4 and 7 only
- Scientific calculators for the Mathematics Field Tests, Grades 7 and 8 only

Mathematics Tools: The mathematics tools sent to schools in February 2008 may be used for the 2012 field tests. Each student in Grades 3 through 8 must have a ruler for his or her exclusive use during the Mathematics Field Tests. In addition, each student in Grades 4 and 7 only must have a protractor for his or her exclusive use during the Mathematics Field Tests. Make sure that these tools do not have pertinent information, such as mathematics formulas, written on them and that they make accurate measurements. Each student in Grades 7 and 8 must have a scientific calculator for his or her exclusive use during administration of the Mathematics Field Tests.

When students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the examinations. **Note:** Schools are responsible for supplying the appropriate tools for use with the Mathematics Field Tests. The Department and Pearson do not provide them.

Teacher's Directions: Schools will receive one *Teacher's Directions* for every 15 field test books. Teachers will use the *Teacher's Directions* as a step-by-step administration guide. *Teacher's Directions* should be distributed and reviewed by teachers prior to field testing. If additional copies are needed, the *Teacher's Directions* may be photocopied.

Field Test Books: Field test books will arrive shrink wrapped in packages of 5 and 20. **All school personnel must leave the shrink-wrapped packages intact until the day of the field test administrations.**

Answer Sheets: (For use on English Language Arts Reading Field Tests and Mathematics Multiple-choice Field Tests) The answer sheets will arrive shrink wrapped in packages of 5 and 20.

All schools will receive a 5% overage of answer sheets and field test books.

Note: Boxes from Pearson used for delivering materials for the school should be kept for packing and returning used and unused materials to Pearson. Schools will also receive 2 additional flattened boxes for use to return material.

Additional Secure Field Test Materials

All shipments of secure field test materials should be inventoried using the Security Checklist immediately after delivery and before being placed in the safe or vault. After taking inventory:

- ❑ If an item or items are **missing** from the shipment listed on the packing list, circle the item(s) and quantity that are missing on the notice and contact the Pearson Customer Support center by phone at 888-705-9415 to request additional materials. Report all missing secure material to Pearson in writing. Include a list of all missing Security Barcodes. This letter may be emailed to NYSTestingPrograms@support.pearson.com, faxed to 319-358-4252, or mailed to: Pearson, Attention: New York State Project Team, 2510 North Dodge St., Mail Stop 135, Iowa City, Iowa 52245-9555.

Preparing Secure Field Test Materials

In order to prepare the secure field test materials, take the following steps:

- ❑ Verify that for each student in a class the school has the following:
 - Answer sheet for use with the multiple-choice field test book
 - Preprinted student identification labels
- ❑ If the school does not have a precoded student identification label for a student, complete one of the extra answer sheets or constructed-response field test books by writing and gridding all the student demographic information.
- ❑ Student identification labels must be affixed to the back covers of English Language Arts Writing Field Test Books and Mathematics Constructed-Response Field Test Books or to the students' answer sheets for the English Language Arts Reading Field Tests and Mathematics Multiple-Choice Field Tests. Labels can be affixed either on the days of the field tests or after the administration of the field tests. If the school chooses to affix the student label(s) prior to administration on the days of the field tests, be sure that each student receives his or her own field test book or answer sheet. **Under no circumstances may a school open the shrink-wrapped packages and affix the student identification labels to field test books prior to the day that the field test books will be administered.**

Assembling and Distributing Secure Field Test Materials

As soon as practical after delivery of the field tests to the school or to its designated storage location, the *Teacher's Directions* (which are not secure) should be removed from the cartons of secure field test materials. A copy of the *Teacher's Directions* should be distributed to each teacher who will be administering the field tests. This will enable the teachers to familiarize themselves with the instructions for administering the field tests. A copy of the *School Administrator's Manual* should also be made available to those staff who may be interested in the information contained therein.

Administering the Field Test

Supervision of Students

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, scrap paper, tools, or electronic devices that might give them an unfair advantage on the field tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above. Students should be informed that they may not use cell phones or other communication devices during the field tests. These must be turned off and put away before field test books are handed out.

Aid to Students

No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment on the field test book or answer sheet of a student while the field tests are in progress. In response to inquiries by students concerning the meaning or interpretation of field test questions, proctors should advise students to use their own best judgment. Teachers may give students assistance only in the mechanics of taking the field tests such as understanding where to record their responses.

Emergency Evacuation of a School Building

Evacuation of a school building during the field tests may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the field tests immediately. If it is possible, the students should be kept under supervision during the emergency. Then, if work can be resumed, the time for the field tests should be extended so that the students will have the allotted time for the field tests.

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the field tests. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field tests. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' field tests. At the conclusion of the field tests, all suspected cheating must be reported to the principal.

Proctoring

Proctors must circulate periodically around the room during the administration of the field tests to ensure that students are recording their responses to field test questions in the proper manner. While circulating around the room, proctors should point out to students if they have left one or more answers blank, if they have darkened more than one circle for the same multiple-choice question, or if they do not appear to be recording their answers in the proper place (on the answer sheet for multiple-choice questions or in the field test book for constructed-response questions). However, proctors may **not** comment to the student on the correctness or sufficiency of any answer.

Make-up Field Testing

Make-up field tests need **not** be administered to students who are absent or become ill during field testing.

NOTE: No one, *under any circumstances*, including the student, may alter the student's responses on the field test once the student has handed in his or her secure field test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering State examinations may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

After Field Testing

Instructions for Organizing Materials for Return to the School Administrator

This manual provides instructions for teachers on organizing materials for return to the school administrator. The principal must provide specific directions for the collection of the materials after field testing.

Header Sheets

Preprinted Header Sheets have been provided in the Field Test Coordinator's Kit. Header Sheets are scannable documents, and photocopies are not acceptable. Each teacher must complete a Header Sheet for his or her class. Please follow the instructions below.

The purpose of this form is to identify the number of answer sheets and field test books that are being returned for each grade.

- A. If field tests were administered in more than one grade, separate the answer sheets or field test books by grade.
 1. In Box 1 below, unless already pre-printed, using a No. 2 pencil print the school name and district name where the students were field tested.
 2. In Box 2 below, unless already pre-printed, using a No. 2 pencil write and grid the 12-digit BEDS Code.
 3. In Box 3 below, using a No. 2 pencil write and grid the number of answer sheets or field test books being returned under this sheet. If the number of answer sheets or field test books being returned is less than 4 digits, zero-fill to the left of the number (example 0009).
 4. In Box 4 below, using a No. 2 pencil grid the grade of the answer sheets or field test books being placed under this Header Sheet (only one grade per Header Sheet).
- B. Place the completed Header Sheet on **top** of the **used** answer sheets or field test books being returned for each grade field tested.
- C. Place a paperband around each stack of answer sheets or field test books which have been separated by grade with a Header Sheet on top.

Administrator's Instructions for Collecting, Organizing, and Shipping Secure Field Test Materials Back to Pearson

Before repacking secure field test materials, please read the following instructions:

- At the conclusion of field testing, collect all secure field test materials including used and unused field test books and answer sheets. Place these materials in a secure location until they are to be repacked to ship back to Pearson.
- At the conclusion of each field testing session, advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via e-mail or listserv, or through any other electronic means.
- Use the box(es) the secure field test materials arrived in for storing the secure field test materials and for sending them to Pearson. Each school received two extra boxes to use, if needed, when packing used and unused secure field test materials (one 3" and one 12" box).
- All unused 2012 field test books may not be used for instructional or staff development purposes and must be returned to Pearson for secure destruction.**

Packing Scorable Materials

Consolidate the completed field test books and answer sheets into the retained dual-purpose shipping boxes. Any empty spaces in the shipping boxes must be filled with crumpled paper. All boxes need to be labeled serially – for instance, “Box 1 of 3,” “Box 2 of 3,” “Box 3 of 3.” Seal the boxes with tape and affix the **red** scorable label to the outside of the box. In addition to the red scorable label, affix the pre-addressed UPS label on each box to be returned to Pearson at 2510 North Dodge Street Iowa City, Iowa 52245.

Scorable Material Includes:

- Used English Language Arts Reading Answer Sheets
- Used Mathematics Multiple-Choice Answer Sheets
- Used English Language Arts Writing Field Test Books
- Used Mathematics Constructed-Response Field Test Books

Below are examples of what the red scorable return labels and scorable UPS labels look like. Place both labels on the box that is returning scorable material.



P-0005 S-00001

BOX _____ OF _____

NY STATE FIELD TEST 2012
PEARSON
2510 NORTH DODGE STREET
IOWA CITY, IA 52245-9555

NYS FT SCORABLE MATERIALS



781-988-001 000000000 SEC



1 LBS 1 OF 1

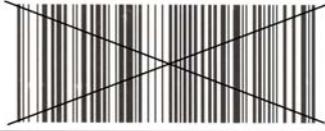
RS

SHIP TO: (319) 841-4712
PEARSON
2510 NORTH DODGE ST
IOWA CITY IA 52245

IA 522 0-10



UPS AIR
TRACKING #:



BILLING: P/P
DESC: DOCUMENTS
RETURN SERVICE
REF1:

SEQ NO:
CUU 10.3 24M + 27.5V 04/2012

TRACKING NUMBER:

FOR SCORABLE MATERIAL PICKUP CALL UPS AT 800-823-7459

AND ASK FOR PEARSON PICKUP USING ACCOUNT #####

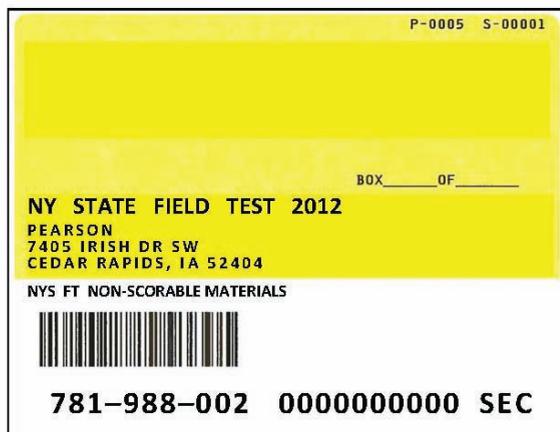
Packing Non-Scorable Materials

Non-scorable or unused field test books and answer sheets may be packed in any order and in any quantity. They do not need to be sorted, stacked, or paper-banded, and School Header Sheets do not need to be filled out. Fill the dual-purpose boxes with non-scorable or unused materials. All boxes need to be labeled serially—for instance, “Box 1 of 3,” “Box 2 of 3,” “Box 3 of 3.” Seal the boxes with tape and affix the **yellow** non-scorable label to the outside of the box. In addition to the yellow non-scorable label, affix the pre-addressed UPS label on each box to be returned to Pearson at 7405 Irish Drive Cedar Rapids, Iowa 52404.

Non-scorable Material Includes:

- Unused Answer Sheets
- Unused Field Test Books

Below are examples of what the yellow non-scorable return labels and non-scorable UPS labels look like. Place both labels on the box that is returning non-scorable material.



For any questions regarding packing of the boxes please contact the Pearson Customer Support Center at 888-705-9415.

Shipping Material

All New York State Grades 3–8 English Language Arts and Mathematics Secure Field Test materials must be picked up from the school no later than Wednesday, June 13, 2012.

Call UPS at 800-823-7459 to schedule **all** pickups. Provide UPS with the following information:

- Tell the UPS representative the school is calling in a pick up request for **Pearson**, and will be using their **Return Service**.
- Provide UPS with the following information:
 - Account # from the return label **Zci bX'cb'h\YI DG~UWY"**
 - The physical location where packages are to be picked up.
 - Estimated number of packages that will be available for pick up.

Pick ups should be scheduled **24–48** hours in advance. There can be time constraints for specific pick ups based on their location. The UPS Representative will let the Pearson Customer know if the pick up cannot be made as requested.

Once the pick up is confirmed, the school will receive a confirmation number from UPS. This number should be referenced if questions or changes arise in the future.

School Administrator's Checklist

Before Field Testing:

- Announce field testing dates in advance.
- Inventory the materials.
- Review this manual and the *Teacher's Directions*. Provide copies of the *Teacher's Directions* in advance of the day of the field tests to all teachers who will be administering the field tests.
- Remind teachers about preparation of the classroom for field testing.
- Obtain secure field test materials from the safe or vault only on the days they will be administered.
- Ensure a secure and efficient method for distributing and collecting the secure field test materials (field test books, answer sheets, etc.). Provide additional field test books as needed.
- Keep field test materials secure throughout the field testing processes.
- Prepare class secure field test materials early in the morning the day of field test administration.

After Field Testing:

- Collect and verify the return of all field test books and answer sheets at the conclusion of field testing each day.
- Make sure field test books are separated from answer sheets.

