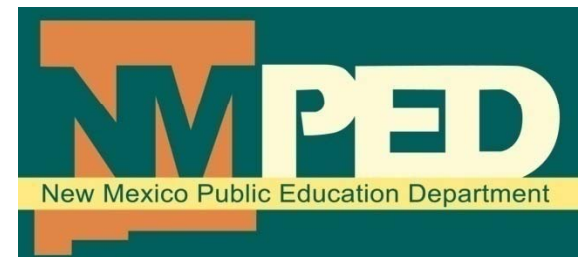




SBA/HSGA and HSCE Pre-Test DTC Training Workshop

September 2011





Ordering Materials

- Only PED-approved DTCs/STCs authorized to order.
- Automatic 10% overage is shipped per initial order.
- Same ordering password for NMHSCE and SBA.
- Separate purchase orders are not necessary.
- Demonstration to follow



Receipt of HSCE Materials

- Packed by order and delivered to the requested address entered in the Online Ordering System.
- Included in shipment:
 - test booklets and special forms kits (ordered)
 - answer documents
 - manuals (TCM and DFAs)
 - envelopes (RAD, SHE, WRD/MSP)
 - security seals
 - return labels
 - security checklist & packing lists



Receipt of SBA/HSGA Materials

- Packed by order and delivered to the requested address entered in the Online Ordering System.
- Included in shipment:
 - test booklets and special forms kits (ordered)
 - answer documents
 - ancillary materials (MRS, Rulers, SMSG)
 - manuals (TCM and DFAs)
 - envelopes (RUsedAD, RUnusedAD, SHE, WRD)
 - return labels for original boxes (non-scorable)
 - Flat, unused box already labeled (scorable)
 - security checklist & packing lists



Steps for Receiving Test Materials

- Inventory materials immediately upon receiving them.
 - Packing Slips
 - Security Checklist or the Local Inventory Tool
- Report any discrepancies, shortages, or issues to the Measured Progress helpdesk
- Keep the boxes
- Distribute manuals ASAP
- Store materials securely until the testing window



Preparation Before Administration

- District selects test schedule
- Train STCs, TAs, and Proctors
- Inform Parents
- Talk to Students
- Gather resources (white lined paper, #2 pencils, and calculators, and for HSCE math scratch paper)



Distributing and Tracking Test Materials

- Establish a tracking method and follow it every time.
- All secure test materials must be stored in a central, locked, secure area when not in use.
- Track secure materials at all times:
 - Local tracking method
 - Security Checklist
 - LIT
- Always keep individual student's materials together.



HSCE Test Session Order and Schedule

- Test sessions must be administered in the order in which they appear in the test booklet, as needed
- Start times should allow completion in one sitting
- Breaks should be provided between sessions
- Test takers should **only** take the sessions they have yet to pass
- Use security seals for sessions not being administered and after completion of tested sessions



SBA Test Session Order, Schedule , and Recommended Session Length

- Test sessions **must** be administered in the order in which they appear in the test booklet. (PED requirement)
- District **must** follow one of the approved administration schedules (PED requirement)
- Updated recommended test session lengths
- Start times should allow completion in one sitting.
- Breaks should be provided between sessions.



HSCE Content Areas and Sessions

Content Area	# Sessions
Writing	1
Reading	1
Language Arts	1
Mathematics	2
Science	1
Social Studies	1



SBA Content Areas and Sessions

Grade	Reading	Mathematics	Writing	Science
3, 5, & 8	2	3	3	
6	2	3		
4, 7, & 11	2	3		3

Content areas are arranged in the following order: reading, mathematics, writing/science.



Accommodations Planning (1 of 3)

- Allowable accommodations are identified in the *Student Assessment Accommodations Manual* for use during the administration of the HSCE and SBA/HSGA.
- Accommodations and participation decisions will be made and documented by each student's educational team.
- Use assessment accommodation(s) in daily instruction prior to the SBA administration.



Accommodations Planning (2 of 3)

- Provide a list of students who will be tested by each TA. Identify which accommodation(s) will be provided next to each student's name.
- Make sure accommodations for one student do not interfere with other students.
- Train TAs and proctors **how** to provide each identified accommodations properly.
- Inform students what assistance they will and will not be allowed to receive during testing. Try a practice session ahead of time.



Accommodations Planning (3 of 3)

- Reading passages cannot be read aloud to anyone
- Large Print, Braille, and Spanish (no Kurzweil)
- TAs bubble in accommodations actually used during testing after testing completed
- ELL vs. SWD/504 Allowable Accommodations



Typed Responses

- **All MC items must be transcribed into AD or they will not be scored!**
- Each typed page (SA/OE/Prompt) must include:
 - Student's name and ID number
 - Unique AD number
 - District and school names
 - Session name and question number (e.g., Reading Session 1, # 4)
- After testing, staple all typewritten responses for an individual student together and place inside AD.
Never staple, glue, or tape typed response pages into an answer document.



Student Pre-ID Labels (1 of 3)

- **Accurately labeling answer documents is critical to accurate reporting. Include a quality control step after applying Pre-ID Labels.**
- No more Pre-ID Labels for HSCE test takers
- SBA Pre-ID Labels produced for all students included in a PED handoff of STARS data on February 28, 2012.
- Pre-ID Label Roster are also provided for convenience. Check data accuracy and fix any outdated information in STARS before the end of testing.



Student Pre-ID Labels (2 of 3)

- Check the following information on Labels:
 - Student's last name, first name, and middle initial
 - Student's date of birth
 - Student state identification number (STARS)
- Do not use an SBA Pre-ID Label if it contains outdated or incorrect student information.
- If a Pre-ID Label is provided for a student who recently moved away, you do not need to apply it to a blank answer document.
- Just tear up and throw away unused Pre-ID Labels.



Student Pre-ID Labels (3 of 3)

- If a Pre-ID Label is valid and applied to the answer document, none of the boxes on the outside, back cover of the SBA/HSGA answer document need to be bubbled.
- For all HSCE test takers and any SBA students without a valid Pre-ID Label, complete every field of the on the outside, back cover.



Completing Biogrid Information

- The second page of the biogrid must be completed for all students, as applicable, by the TA for both the HSCE and the SBA/HSGA after test completion.
- Boxes N and O must be bubbled for all students enrolled in a BIE school.
- Refer to the TCM sections “Rules for Completing Biogrids in 2012” chart and “Directions for Each Box on the Biogrid.”



Do Not Return

- Do not return any materials that contain blood, vomit, or other bodily output. Call the NM Helpdesk for instructions.
- Do not return the following items:
 - Manuals
 - Math Reference Sheets
 - Rules
 - Spanish Math & Science Glossaries
 - Unused Pre-ID Labels or Pre-ID Label Rosters



Answer Documents Return Envelopes Prep

- Make 2 piles of HSCE ADs:
 1. Damaged or Have Typed Responses*
 2. All other ADs (English, Spanish, Used & Unused)
 - Make 3 piles of SBA/HSGA Grade 3 TB & all ADs by grade:
 1. Damaged or Have Typed Responses*
 2. All used ADs (English & Spanish)
 3. All unused ADs (English & Spanish)
 - 1 = SHE, 2 = RAD/Used AD, 3 = Unused AD
- *Remember all MC items must be transcribed to AD. Include a note with SHE materials.



Packing Instructions for Non-Scoreable Materials

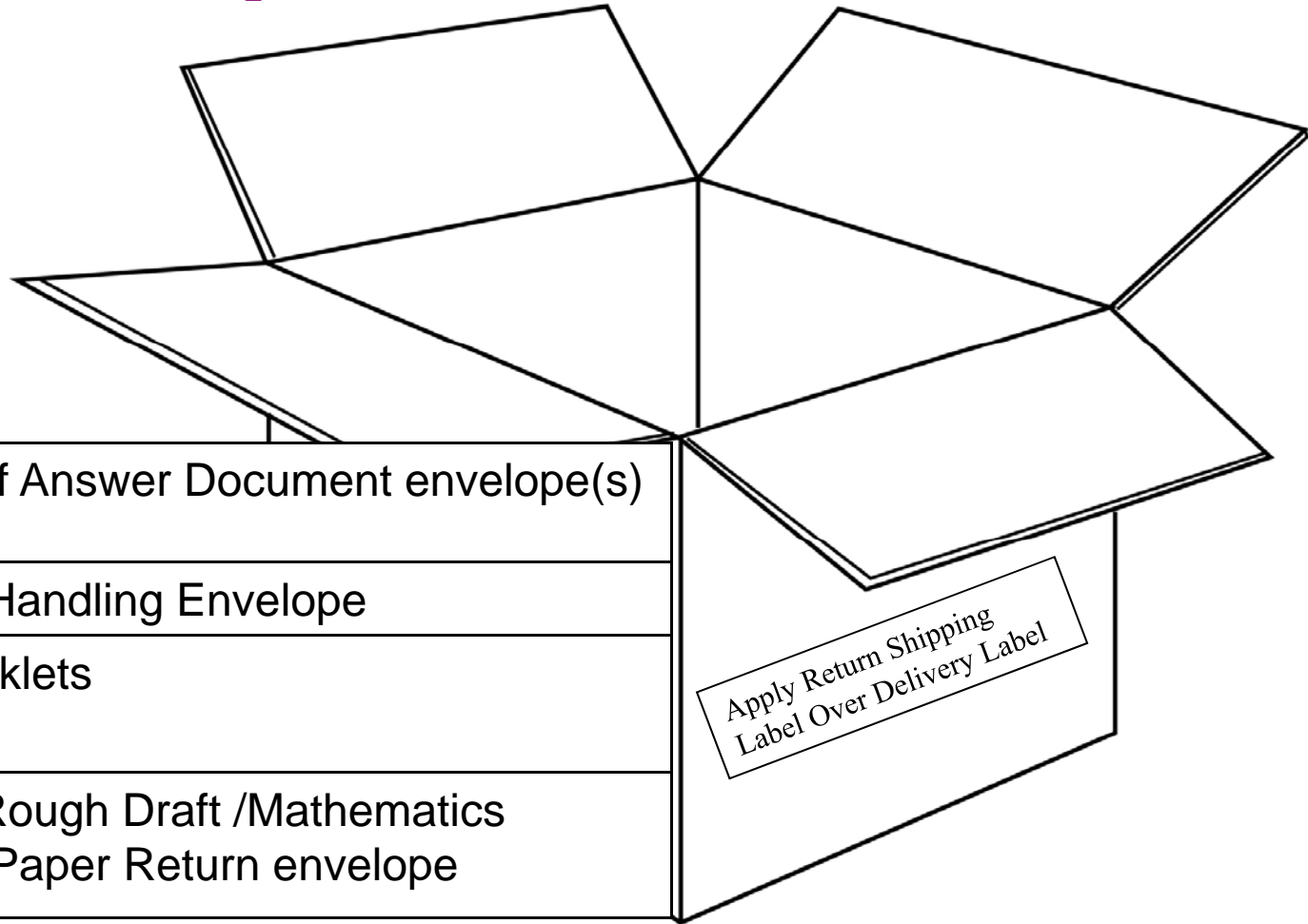
- Fill and seal the writing rough drafts/mathematics scratch paper envelope and pack it in the bottom of an original box.
- Next pack all HSCE or SBA/HSGA test booklets **except grade 3** (English, Spanish, Braille and LP) on top of the writing rough drafts/math scratch paper envelope in an original box. **Note: Grade 3 test booklets should be treated as answer documents.**
- For SBA/HSGA only, seal the box, reinforcing all seams and corners, and then apply the Return Service Label over the original delivery label.



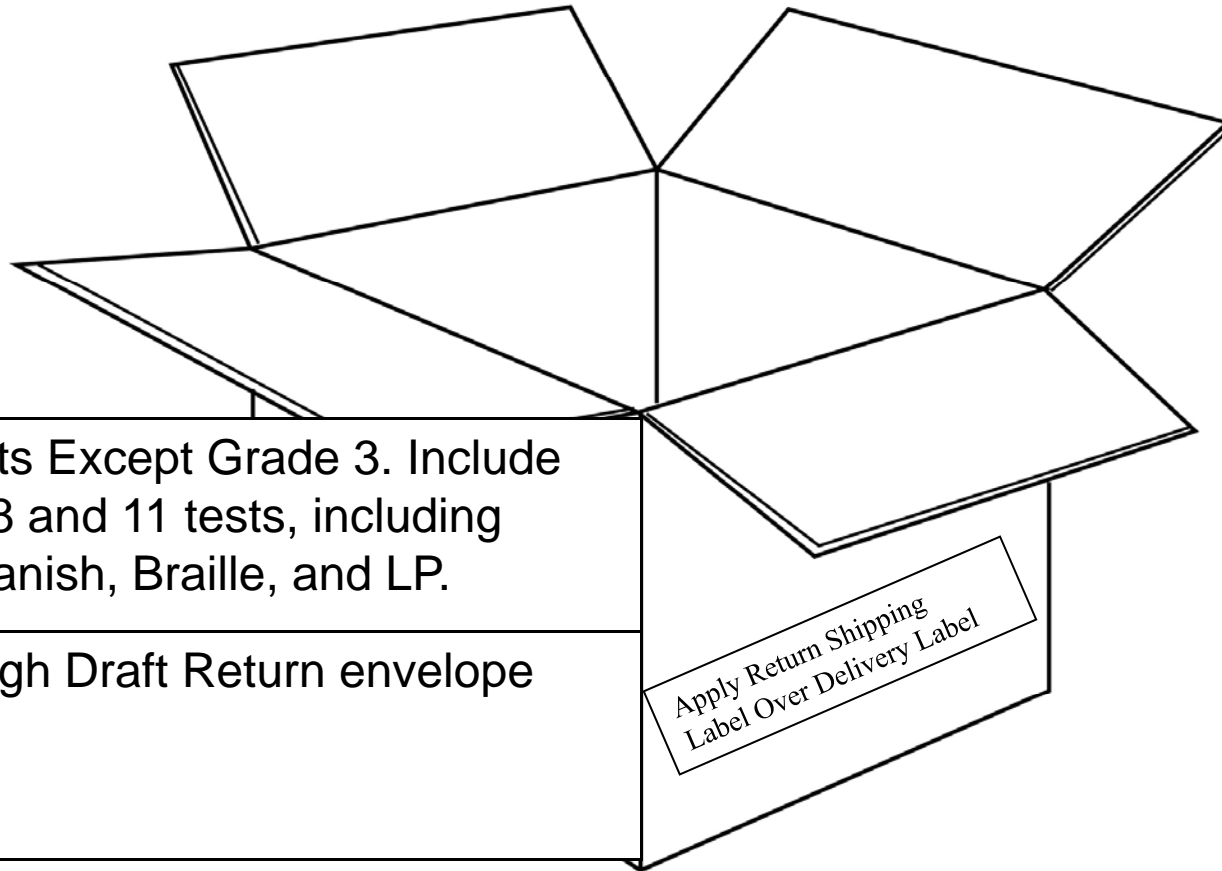
Packing Instructions for Scoreable Materials

- For HSCE, pack the Special Handling Envelope and Return of Answer Document Envelope(s) on top of the test booklets. Seal the box, reinforcing all seams and corners, and then apply the Return Shipping Label over the original delivery label.
- For SBA/HSGA, pack Special Handling Envelope, Return of Used Answer Documents Envelope(s), and Return of Unused Answer Documents Envelope(s) in the flat, unused boxes that were provided with the materials. The Return Shipping Label is already on the these boxes.

Packing Scoreable and Non-Scoreable Boxes for NMHSCE (Original Boxes)

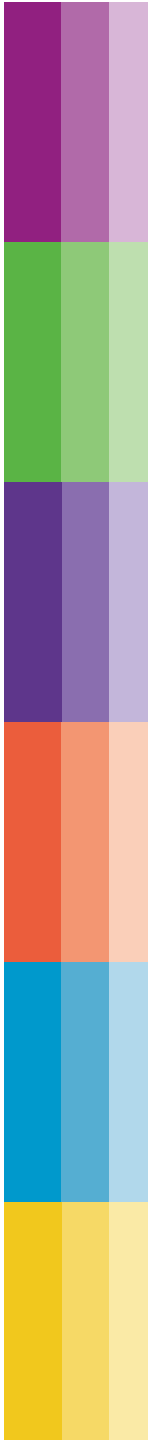


Packing Non-Scoreable Boxes for SBA/HSGA (Original Boxes)

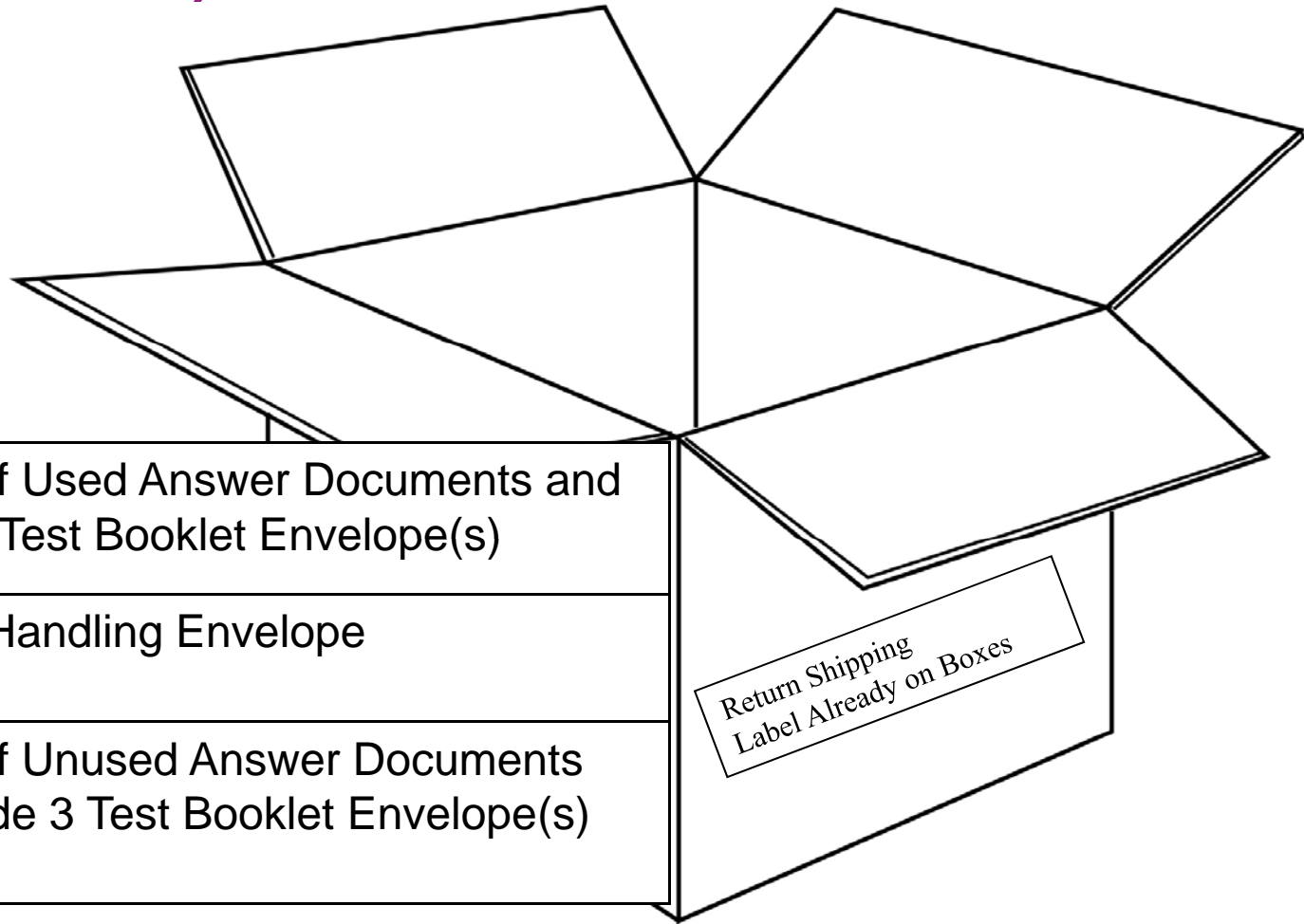


Test Booklets Except Grade 3. Include all grade 4-8 and 11 tests, including English, Spanish, Braille, and LP.

Writing Rough Draft Return envelope



Packing Scorable Boxes for SBA/HSGA (Flat Boxes)



Return of Used Answer Documents and
Grade 3 Test Booklet Envelope(s)

Special Handling Envelope

Return of Unused Answer Documents
and Grade 3 Test Booklet Envelope(s)

Return Shipping
Label Already on Boxes



Contact Information

General Administration Questions

Measured Progress – NM Helpdesk

(877) 676-6722

nmhelp@measuredprogress.org