SPRING 2007

Test Coordinator's Manual

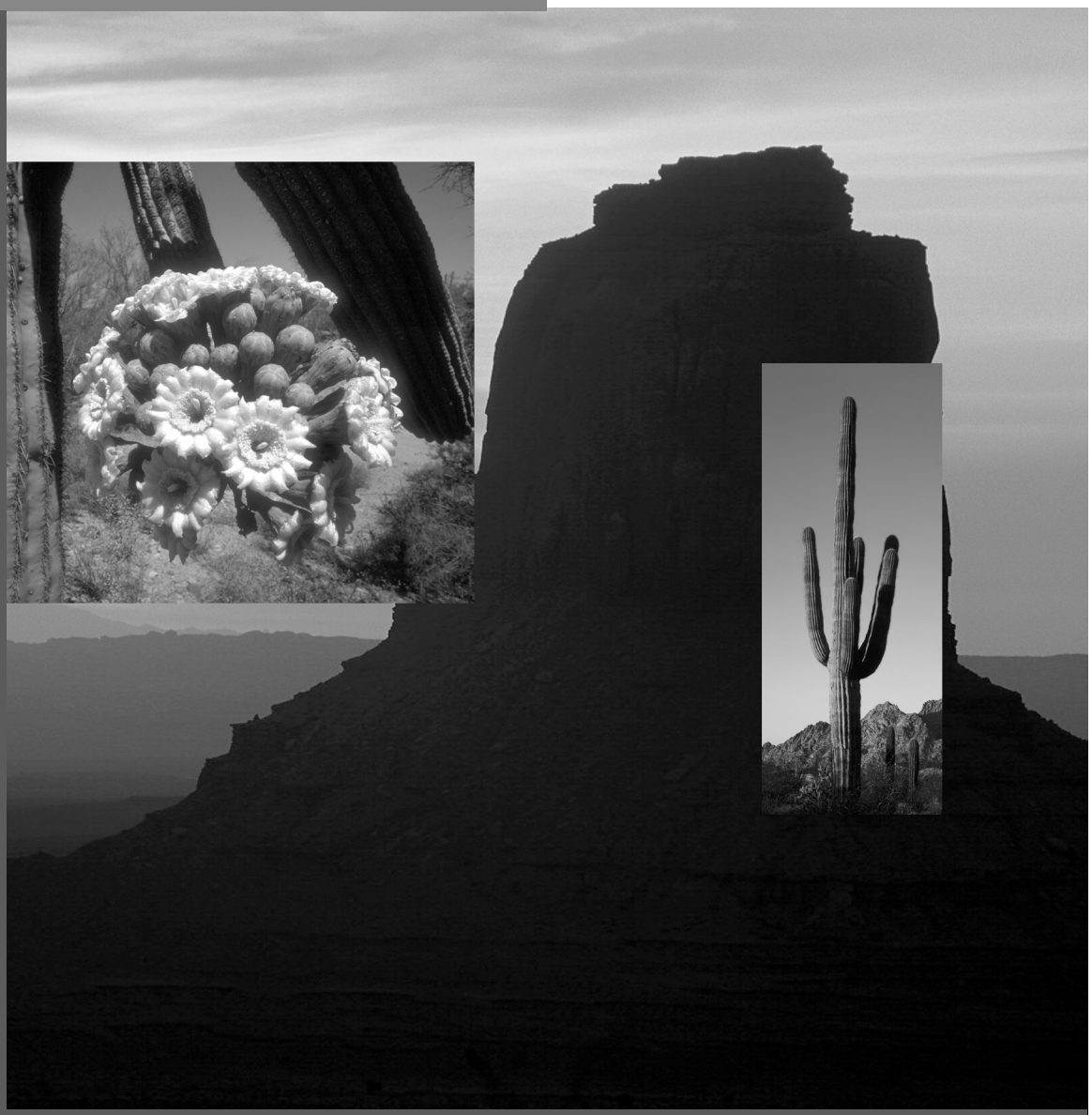
Arizona's

Instrument to Measure Standards Dual Purpose Assessment

Test Coordinator's Name

CTB McGraw-Hill

AIMS DPA



Writing Field Test

49446

Copyright © 2007 by Arizona Department of Education

Acknowledgments Photograph of saguaro cactus blooms at Saguaro National Park, Arizona (Image No. DM010862), copyright © by David Muench/Corbis. Used by permission.

Photograph of saguaro cactus (Image No. DM012031), copyright © by David Muench/Corbis. Used by permission.

Photograph of Monument Valley (Image No. 11093), copyright © by Bruce Burkhardt/Corbis. Used by permission.

CTB McGraw-Hill

Developed and published under contract with Arizona Department of Education by CTB/McGraw-Hill LLC, a subsidiary of The McGraw-Hill Companies, Inc., 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2007 by Arizona Department of Education. All rights reserved. State of Arizona educators and citizens may download, copy, and/or print this document, located online at http://www.ade.az.gov, for educational purposes only. Any other use or reproduction of this document, in whole or in part, requires written permission of the Arizona Department of Education.

Copyright © 2007 by Arizona Department of Education

Table of Contents

Introduction 1

Important Dates for the Spring 2007 Administration of the AIMS DPA Writing Field Test 1

Roles and Responsibilities of the District Test Coordinator 2
- Before Testing 2
- During Testing 3
- After Testing 3

Test Administration Schedule 4

Students to Be Tested 4

Arrangements Prior to Test Administration 5

Test Materials 6
- Test Materials Required for the AIMS DPA Writing Field Test 6
- District/Charter Operator Overages 7
- AIMS DPA Writing Field Test Books/Answer Documents and Draft Booklets 7
- Important Precautions for Handling Test Materials 7
- Manuals 8

Completing Student Information on Test Materials 8

Test Administration Procedures 11
- Before Testing 11
  - Receiving Test Materials 11
  - Inventorying Test Materials 11
- During Testing 12
  - Using the Test Administration Directions 12
  - Monitoring Testing 12
- After Testing 13
  - Inspecting and Organizing Test Materials 13
  - Completing Group Information Sheets 14
  - Completing School/Group Lists 16
  - Organizing and Assembling Scorable and Nonscorable Test Materials 18

Returning Materials to CTB/McGraw-Hill 22

Test Security 23

Contact Information 25

Copyright © 2007 by Arizona Department of Education

Figures

Figure 1: Important Dates 1
Figure 2A: Student Identification Information to Be Completed 9
Figure 2B: Student Demographic Information to Be Completed 10
Figure 3: Sample Packing List 11
Figure 4A: Completing Group Information Sheets (GISs). 14
Figure 4B: Sample Group Information Sheet (GIS). 15
Figure 5A: Completing School/Group Lists (SGLs). 16
Figure 5B: Sample School/Group List (SGL) 17
Figure 6: Packing Scorable Materials 21
Figure 7: Packing Nonscorable Materials 21
Figure 8: Pink Return Label for Scorable AIMS DPA Writing Field Test Books/Answer Documents 22
Figure 9: Green Return Label for Nonscorable AIMS DPA Writing Field Test Materials 22
Figure 10: AIMS Test Security Agreement 27

The Arizona Department of Education gratefully acknowledges the work of hundreds of Arizona teachers involved in the development of the AIMS tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

Copyright © 2007 by Arizona Department of Education

Introduction

The Spring 2007 administration of Arizona's Instrument to Measure Standards Dual Purpose Assessment (AIMS DPA) includes a writing field test to be administered to students in Grades 3 through 8. The AIMS DPA writing field test provides statistical data for future tests. It is administered periodically as determined necessary by the Arizona Department of Education. All students in selected schools in Grades 3 through 8 are expected to take the AIMS DPA writing field test.

The testing window for the AIMS DPA writing field test is Monday, February 26, 2007 through Friday, March 2, 2007. The district or charter holder must select one date during the test window for the test administration. All schools within the district or under the same charter must test on this same date.

As part of AIMS DPA, including the writing field test, each District or Charter Operator must designate a test coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator.

This Test Coordinator's Manual provides the District Test Coordinator with instructions for the proper handling of test materials before, during, and after the administration of the AIMS DPA writing field test.

The Test Coordinator must use the Test Coordinator's Manual, as well as the *AIMS DPA Test Administration Directions* for the writing field test and *Testing Accommodations: Guidelines for 2006–2007* to ensure the success of the AIMS DPA writing field test. See "Manuals" on page 8 in this document for more information.

Important Dates for the Spring 2007 Administration of the AIMS DPA Writing Field Test

Events	Dates
Order AIMS DPA writing field test materials using the CTB/McGraw-Hill online ordering Web site at www.ctb.com/az	December 4–18, 2006
Attend a Spring 2007 Pretest Workshop; register online at www.ade.az.gov	January 16–29
Data extract from SAIS for student bar code labels	January 16
Test materials and Test Coordinator's Kits delivered to districts	February 5–9
Short-add window for additional materials requests	February 12 to no later than 10:00 a.m. MST on February 21
Test administration dates	1 day between February 26–March 2
Return of materials to be scored to CTB/McGraw-Hill Scoring Center	March 9–14

Figure 1: Important Dates

Copyright © 2007 by Arizona Department of Education

Roles and Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility.

Responsibilities of the District Test Coordinator include:

Before Testing

- ☐ attending a pretest workshop;
- ☐ obtaining signed copies of the Test Security Agreement;
- ☐ scheduling testing activities within the district or charter schools;
- ☐ communicating the schedule to Test Administrators;
- ☐ providing training to Test Administrators on testing procedures;
- ☐ working with the Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;
- ☐ following up on questions from Test Administrators by contacting either CTB/McGraw-Hill or the Arizona Department of Education;
- ☐ receiving materials from CTB/McGraw-Hill;
- ☐ checking in materials to ensure that shipments are complete;
- ☐ inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering extra materials;
- ☐ implementing and maintaining security procedures within the district/charter operator and school(s);
- ☐ communicating security procedures and responsibilities to Test Administrators;
- ☐ providing instructions regarding the use of student bar code labels, and completion of the student demographic data grid and accommodations data box located on the inside front and back covers of the AIMS DPA writing field test book/answer document;
- ☐ arranging for a supply of commercially published paper dictionaries and commercially published paper thesauri to be available in testing rooms during the administration of the writing field test; and
- ☐ scheduling pickup of materials as instructed in this document.

Copyright © 2007 by Arizona Department of Education

During Testing

- ☐ monitoring assessment activities; and
- ☐ checking out and checking in test materials to Test Administrators at the beginning and end of each day of the test administration. This includes collecting, counting, and returning all test books/answer documents and draft booklets to locked storage at the conclusion of each testing session.

After Testing

- ☐ completing the Group Information Sheets;
- ☐ completing the School/Group Lists;
- ☐ completing the Materials Inventory Sheets;
- ☐ reporting any testing incidents to the Arizona Department of Education State Test Coordinator;
- ☐ boxing materials for return shipping as instructed in this document; and
- ☐ ensuring all scorable and nonscorable test materials are shipped back to CTB/McGraw-Hill by the established due date.

Copyright © 2007 by Arizona Department of Education

Test Administration Schedule

The AIMS DPA writing field test is to be administered during one day within the test window of February 26–March 2, 2007. District Test Coordinators should establish the testing schedule in advance of the test administration and communicate this schedule to Test Administrators, students, and parents or guardians.

Grades	Session(s)—Approximate Time
3, 4, and 5	2 sessions—1 hour each
6, 7, and 8	1 session—2 hours

The times shown are **approximate times** needed to administer the AIMS DPA writing field test. These estimates include time to distribute materials to students, complete student information, read directions, and collect and inventory materials at the end of each testing session.

AIMS DPA is not a timed test. Students are to be given an opportunity to complete the writing field test. Arrangements **MUST** be made to allow for additional time for students who need more time to complete the test. This additional time must be provided immediately following the scheduled testing session.

Students may be instructed to bring personal reading materials or classwork that they can do if they finish prior to the end of the testing session.

Note: Administering the AIMS DPA writing field test on a date outside of the test window of February 26–March 2, 2007, without the written permission of the Assessment Section of the Arizona Department of Education, is a serious testing violation. Schools that will not be in session February 26–March 2, 2007, must request permission from the Assessment Section of the Arizona Department of Education to administer the AIMS DPA writing field test on alternate dates.

Students to Be Tested

Grades 3 through 8 students in selected schools are to participate in the AIMS DPA writing field test.

Students with significant cognitive disabilities and whose current Individualized Education Plan (IEP) designates them for an alternate assessment, AIMS-A, are excluded from the AIMS DPA writing field test. Refer to the AIMS-A guidelines on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering for additional information.

Field testing is **not** required of students in private placement or voucher placement schools.

Copyright © 2007 by Arizona Department of Education

Arrangements Prior to Test Administration

Arrangements for testing rooms and seating should be completed well in advance of administering the test. In most cases, the students' regular classroom will provide the most favorable testing environment. However, any room that does not crowd students and provides good lighting, adequate ventilation, and freedom from excessive noise or interruption could be considered for testing.

All visual aids displayed in the testing room which could assist students while testing must be removed or covered completely.

Seating should be arranged to provide students with comfortable seats and a smooth, hard writing surface large enough to accommodate a folded test book/answer document and a draft booklet. Seating should be arranged so that students are not tempted to look at the answers of others.

During the test administration, a Test Administrator must be present in each testing room to read to students the test directions and to monitor students; and depending on the number of students in each room, additional personnel (Proctors) may be needed. The responsibilities of the Test Administrator are outlined in the *AIMS DPA Test Administration Directions* for the writing field test.

Note: Test Administrators and Proctors **must** be employees of the school.

For detailed test administration procedures and guidelines, instructions for completing student information on test materials, and test directions to be read to students, please refer to the *AIMS DPA Test Administration Directions* for the writing field test.

Copyright © 2007 by Arizona Department of Education

Test Materials

Test Materials Required for the AIMS DPA Writing Field Test

Test materials will be provided to each district according to the enrollment information provided by the district. Each carton will be clearly marked and numbered in sequence "Box 1 of 5," "Box 2 of 5," etc. The packing list will be in Box 1. The materials will be packed by school for all districts/charter representatives.

The following test materials will be distributed to each District Test Coordinator:

- ☐ packing list;
- ☐ AIMS DPA Writing Field Test Books/Answer Documents, numbered forms 1–6;
- ☐ AIMS DPA Writing Field Test Draft Booklets (to be delivered directly from ADE prior to receiving the other materials listed);
- ☐ *AIMS DPA Test Administration Directions* for the writing field test; and
- ☐ return stack cards and bands.

Each District Test Coordinator will also receive a Test Coordinator's Kit, which contains:

- ☐ packing list;
- ☐ cover letter;
- ☐ *AIMS DPA Test Coordinator's Manuals* for the writing field test (one for the district/charter operator and one for each school);
- ☐ School/Group List(s);
- ☐ Group Information Sheet(s);
- ☐ pink shipping labels for scorable materials;
- ☐ green shipping labels for nonscorable materials;
- ☐ Materials Inventory Sheets;
- ☐ School/Group List box labels;
- ☐ student bar code labels;
- ☐ student bar code label instructions; and
- ☐ student bar code label Student Reference List.

The following materials are needed for each testing room and are to be provided by the schools:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a "Testing—Do Not Disturb" sign; and
- ☐ commercially published paper dictionaries and commercially published paper thesauri.

Copyright © 2007 by Arizona Department of Education

District/Charter Operator Overages

The District Test Coordinator will receive a box containing extra materials equivalent to 5% of the provided enrollment. Test Coordinators are to use these materials to cover any shortages at the schools. Do not distribute extra materials to schools or Test Administrators unless needed. If schools need more materials than what are supplied in the district overage box, District Test Coordinators should refer to page 12 in this document for ordering instructions.

AIMS DPA Writing Field Test Books/Answer Documents and Draft Booklets

The Spring 2007 administration of the AIMS DPA writing field test includes one test book/answer document and one writing field test draft booklet. Students use the writing field test draft booklet to plan their responses to the writing prompt and then write their final responses directly in the writing field test book/answer document. The writing field test books/answer documents are secure documents and must be returned to CTB/McGraw-Hill after testing.

Students must use a standard, wooden, graphite-based No. 2 pencil to write their final responses to a writing prompt.

Note: Students may use colored pencils, pens, markers, and highlighters to mark in their **writing field test draft booklets** as needed.

Important Precautions for Handling Test Materials

It is important that the following precautions be observed in handling AIMS DPA test materials:

- Do not use any test books/answer documents other than those that correspond to the Spring 2007 AIMS DPA writing field test. Documents from other testing programs or from previous AIMS DPA test administrations will not be scored.
- Do not photocopy the test books/answer documents. Photocopying or reproducing AIMS DPA is a violation of test security. See "Test Security" on pages 23 and 24 in this document for more detailed security guidelines.
- Do not disassemble or pull pages from the test books/answer documents.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the test books/answer documents.
- Do not allow students to use extra paper to write their responses to writing prompts. Only responses written on the pages designated "Final Copy" will be scored.
- Do not allow students to use correction fluid on the test books/answer documents. If an error is made in the final response to a writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters to respond to a writing prompt.

Copyright © 2007 by Arizona Department of Education

Manuals

The following manuals must be used by District Test Coordinators:

- ☐ *AIMS DPA Test Coordinator's Manual* for the writing field test—Outlines the roles and responsibilities of the Test Coordinators before, during, and after testing and provides the information necessary to facilitate the Spring 2007 administration of the AIMS DPA writing field test and return of materials.
- ☐ *AIMS DPA Test Administration Directions* for the writing field test—Contains directions for administering the AIMS DPA writing field test.
- ☐ *Testing Accommodations: Guidelines for 2006–2007*—May be found on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering.

Completing Student Information on Test Materials

Front Cover of the AIMS DPA Writing Field Test Book/Answer Document (See Figure 2A.)

Student Identification Fields—(To be completed by student.) Follow instructions in the *AIMS DPA Test Administration Directions* for the writing field test for completing this information. Completing this information is **not** optional even if a student bar code label is used.

Student Bar Code Label Box—(To be affixed by district/school personnel.) The precoded student bar code label should be affixed within the parameters of this box. Do not use the master label; use a label with a bar code printed on it. Only student bar code labels provided for the Spring 2007 administration of the AIMS DPA writing field test are to be used on the AIMS DPA writing field test books/answer documents. (Note: Do not make any marks or add any district/school-generated label within the student bar code label box. Do not use a previous administration's bar code labels. Only use the labels provided in the Spring 2007 Test Coordinator's Kit for the writing field test.) If a student bar code label is **not** available, the student demographic data grid must be completed. For instructions, refer to the Appendix in the *AIMS DPA Test Administration Directions* for the writing field test.

If the wrong student bar code label is affixed to an answer document, do not attempt to remove it. Affix the second bar code label received for that student to an unused answer document or complete the student demographic data grid on the back cover of the new, unused answer document. Answer documents with incorrect bar code labels should be returned with the nonscorable test materials.

Note: All student bar code labels are secure; any that are not used should be returned with nonscorable test materials. School personnel may keep the Student Reference List sent with the bar code labels.

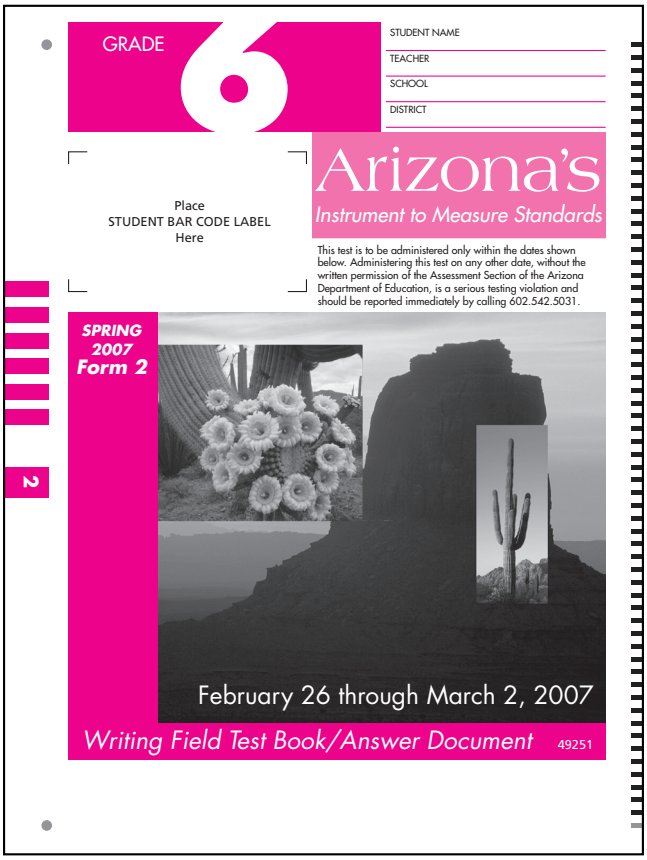
Copyright © 2007 by Arizona Department of Education

Inside Front Cover of the AIMS DPA Writing Field Test Book/Answer Document (See Figure 2A.)

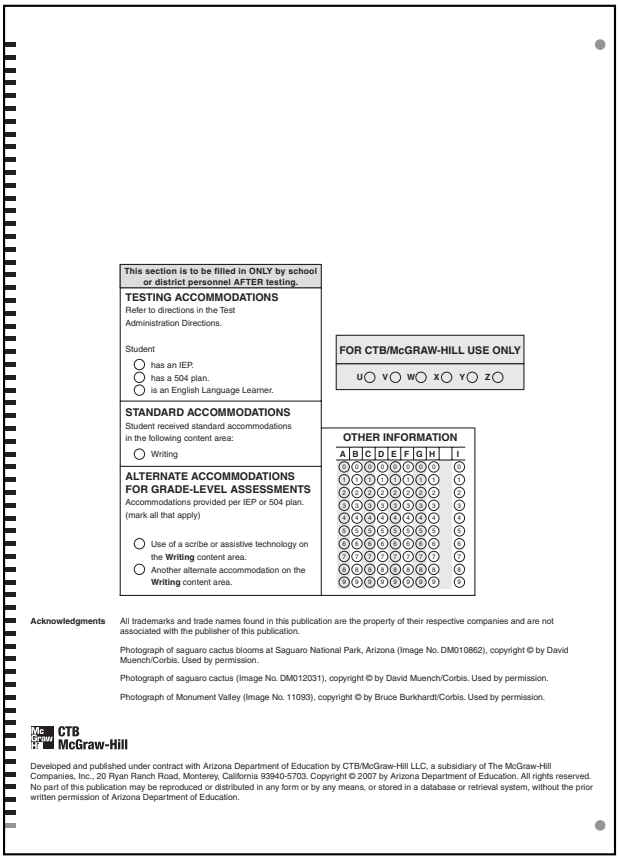
Accommodations Information—(To be completed **only** by the Test Administrator or Proctor.) All students, with or without student bar code labels, who receive standard or alternate accommodations on the AIMS DPA writing field test must have the appropriate information coded here. Refer to the *AIMS DPA Test Administration Directions* for the writing field test for specific guidelines regarding the completion of accommodations information.

Other Information Data Box—Not to be completed.

"U Through Z" Data Box—Reserved for use by CTB/McGraw-Hill.



Front Cover of the AIMS DPA Writing Field Test Book/Answer Document



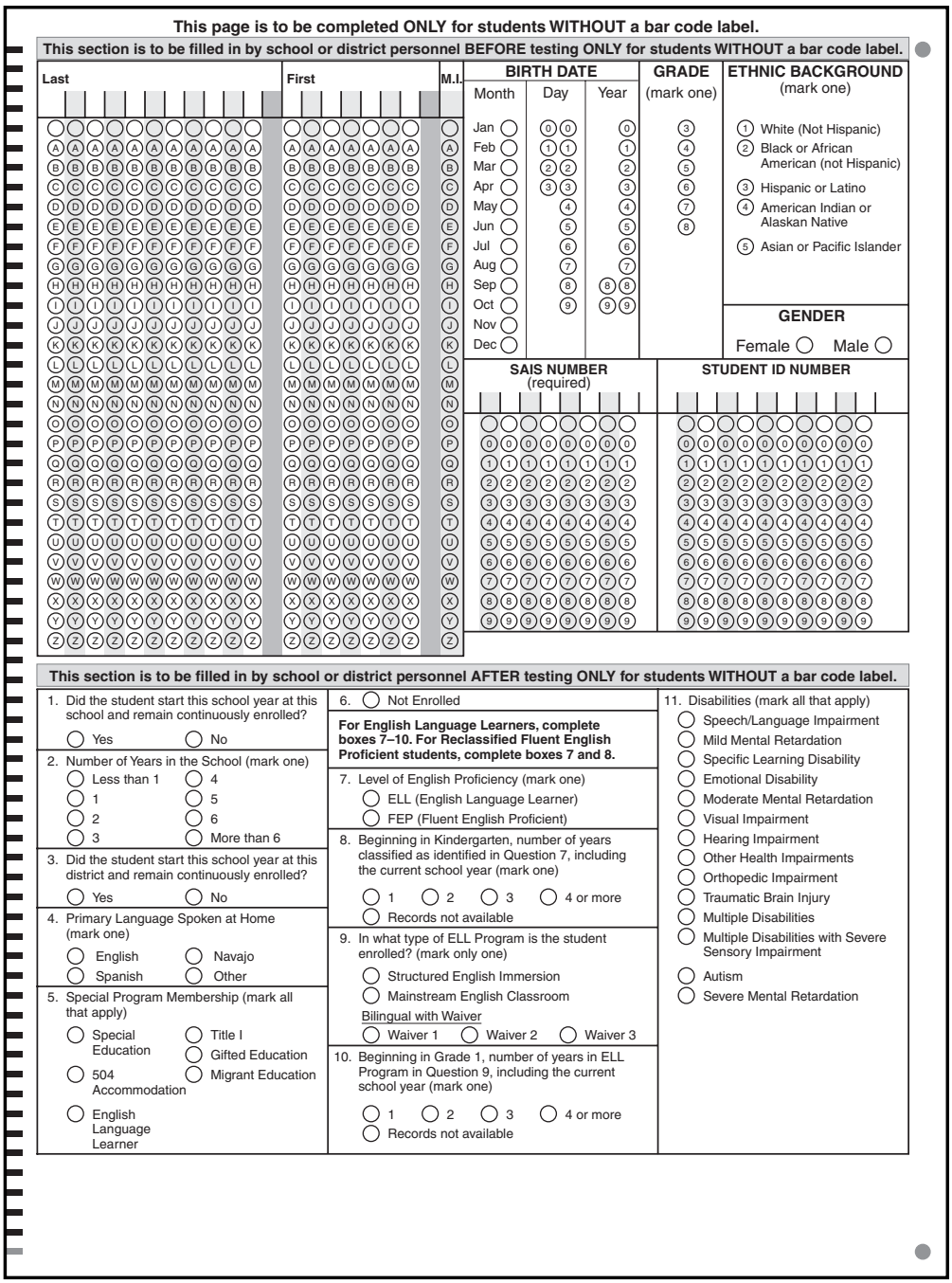
Inside Front Cover of the AIMS DPA Writing Field Test Book/Answer Document

Figure 2A: Student Identification Information to Be Completed

Copyright © 2007 by Arizona Department of Education

Back Cover of the AIMS DPA Writing Field Test Book/Answer Document (See Figure 2B.)

Student Demographic Data Grid—(To be completed by district/school personnel.) For students without bar code labels, all applicable demographic information must be completed by school or district personnel. For instructions on how to complete this information, refer to the Appendix in the *AIMS DPA Test Administration Directions* for the writing field test.



This page is to be completed ONLY for students WITHOUT a bar code label.

This section is to be filled in by school or district personnel BEFORE testing ONLY for students WITHOUT a bar code label.

Last | First | M.I.

BIRTH DATE: Month (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec); Day; Year

GRADE (mark one): 3, 4, 5, 6, 7, 8

ETHNIC BACKGROUND (mark one):
1. White (Not Hispanic)
2. Black or African American (not Hispanic)
3. Hispanic or Latino
4. American Indian or Alaskan Native
5. Asian or Pacific Islander

GENDER: Female ◯ Male ◯

SAIS NUMBER (required)

STUDENT ID NUMBER

This section is to be filled in by school or district personnel AFTER testing ONLY for students WITHOUT a bar code label.

1. Did the student start this school year at this school and remain continuously enrolled? ◯ Yes ◯ No
2. Number of Years in the School (mark one) ◯ Less than 1 ◯ 1 ◯ 2 ◯ 3 ◯ 4 ◯ 5 ◯ 6 ◯ More than 6
3. Did the student start this school year at this district and remain continuously enrolled? ◯ Yes ◯ No
4. Primary Language Spoken at Home (mark one) ◯ English ◯ Spanish ◯ Navajo ◯ Other
5. Special Program Membership (mark all that apply) ◯ Special Education ◯ 504 Accommodation ◯ English Language Learner ◯ Title I ◯ Gifted Education ◯ Migrant Education
6. ◯ Not Enrolled

For English Language Learners, complete boxes 7–10. For Reclassified Fluent English Proficient students, complete boxes 7 and 8.

7. Level of English Proficiency (mark one) ◯ ELL (English Language Learner) ◯ FEP (Fluent English Proficient)
8. Beginning in Kindergarten, number of years classified as identified in Question 7, including the current school year (mark one) ◯ 1 ◯ 2 ◯ 3 ◯ 4 or more ◯ Records not available
9. In what type of ELL Program is the student enrolled? (mark only one) ◯ Structured English Immersion ◯ Mainstream English Classroom
   Bilingual with Waiver ◯ Waiver 1 ◯ Waiver 2 ◯ Waiver 3
10. Beginning in Grade 1, number of years in ELL Program in Question 9, including the current school year (mark one) ◯ 1 ◯ 2 ◯ 3 ◯ 4 or more ◯ Records not available
11. Disabilities (mark all that apply) ◯ Speech/Language Impairment ◯ Mild Mental Retardation ◯ Specific Learning Disability ◯ Emotional Disability ◯ Moderate Mental Retardation ◯ Visual Impairment ◯ Hearing Impairment ◯ Other Health Impairments ◯ Orthopedic Impairment ◯ Traumatic Brain Injury ◯ Multiple Disabilities ◯ Multiple Disabilities with Severe Sensory Impairment ◯ Autism ◯ Severe Mental Retardation

Back Cover of the AIMS DPA Writing Field Test Book/Answer Document

Figure 2B: Student Demographic Information to Be Completed

Copyright © 2007 by Arizona Department of Education

Test Administration Procedures

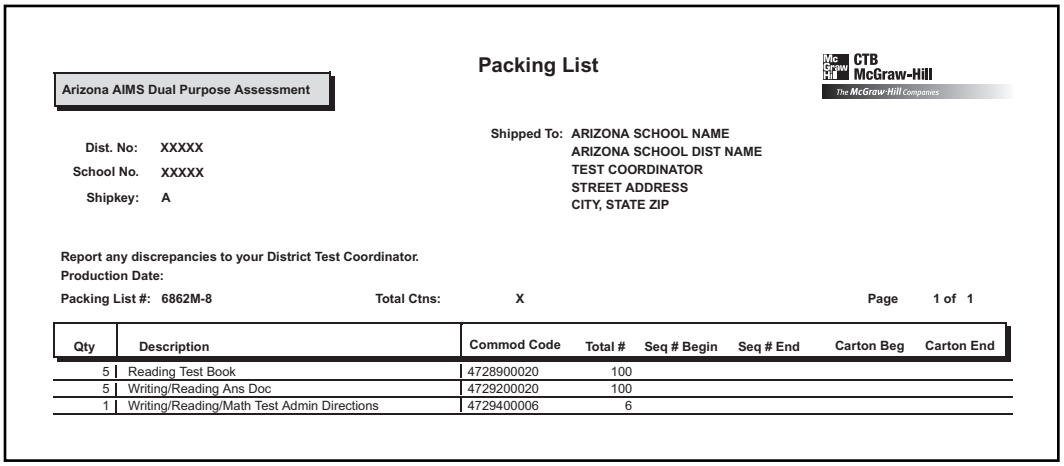
Before Testing

Receiving Test Materials

Test materials and Test Coordinator's Kits for all schools will be packaged and shipped from CTB/McGraw-Hill to District Test Coordinators. District Test Coordinators are responsible for providing materials to individual schools.

Materials will be shipped in dual-purpose cartons designed to be easily used for both receiving and shipping materials. See "Organizing and Assembling Scorable and Nonscorable Test Materials" on page 18 in this document for more information.

The materials shipments will arrive during the delivery window of February 5–9, 2007. The quantity of each item sent will be indicated on the packing list included with the shipment. (See Figure 3.)



Packing List

CTB McGraw-Hill
The McGraw-Hill Companies

Arizona AIMS Dual Purpose Assessment

Dist. No: XXXXX
School No. XXXXX
Shipkey: A

Shipped To: ARIZONA SCHOOL NAME
ARIZONA SCHOOL DIST NAME
TEST COORDINATOR
STREET ADDRESS
CITY, STATE ZIP

Report any discrepancies to your District Test Coordinator.
Production Date:
Packing List #: 6862M-8 Total Ctns: X Page 1 of 1

Qty	Description	Commod Code	Total #	Seq # Begin	Seq # End	Carton Beg	Carton End
5	Reading Test Book	4728900020	100				
5	Writing/Reading Ans Doc	4729200020	100				
1	Writing/Reading/Math Test Admin Directions	4729400006	6				

Figure 3: Sample Packing List

Inventorying Test Materials

District Test Coordinators should immediately inventory all test materials and Test Coordinator's Kits received using the following checklist:

☐ 1) Open Box 1. Examine the packing list to determine the total number of cartons in the entire shipment.

☐ 2) Count the total number of boxes received and compare it to the number of boxes shipped. If the total number of boxes indicated as shipped have not been received by February 9, 2007, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at ArizonaHelpDesk@ctb.com.

☐ 3) Inventory the contents of the shipment by comparing the quantities indicated on the packing list with an actual count of the materials contained in the shipment.

Copyright © 2007 by Arizona Department of Education

☐ 4) Verify the materials received in each district shipment against the packing list for your district. Check the quantities received against the materials actually necessary for testing in each school and make an item-by-item note on the packing list of any discrepancies that may exist in each district shipment. Once all shortages have been noted for every school, calculate the districtwide shortage.

To report discrepancies or to request additional items, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at ArizonaHelpDesk@ctb.com. Orders for additional test materials must be placed by no later than 10:00 a.m. MST on February 21, 2007.

Note: Order adjustments cannot be shipped on an item-by-school basis. Only districtwide adjustments will be shipped.

☐ 5) Distribute test books/answer documents, stack cards, paper bands, precoded GIS and SGL forms, bar code labels, bar code Student Reference Lists, and manuals, using the dual-purpose cartons. (These cartons should be used to return answer documents to the Scoring Center.)

During Testing

Using the Test Administration Directions

Test Administrators must administer the AIMS DPA writing field test exactly as described in the *AIMS DPA Test Administration Directions* for the writing field test.

Monitoring Testing

During the administration of the AIMS DPA writing field test, Test Administrators should monitor the assessment process by moving unobtrusively about the room. Test Administrators should check that students are writing their drafts and final responses to the writing prompts in the proper locations in their draft booklets and test books/answer documents.

Extra pencils and erasers must be available in an accessible place. Use of scratch paper is prohibited. Its use is a violation of test security.

Copyright © 2007 by Arizona Department of Education

After Testing

Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect each test book/answer document to ensure the following:

- ☐ The student has completed his or her name, teacher, school, and district on the front cover of the test book/answer document.
- ☐ The student's marks in the test book/answer document have been made with a No. 2 pencil and any erasures are complete and neat. Light marks and marks made with colored pencil, ink or felt-tip pens, marker, or highlighter cannot be properly scored. These marks should be marked over with a No. 2 pencil.
- ☐ The student bar code label has been applied in the designated location on the front cover of the test book/answer document, or if no student bar code label is available, the student demographic data grid located on the back cover of the test book/answer document has been completed.
- ☐ The accommodations information on the inside front cover of the test book/answer document has been correctly coded for all students receiving standard and/or alternate accommodations.
- ☐ Student test books/answer documents and draft booklets have been separated into individual stacks. Test books/answer documents must not contain draft booklets.

After inspecting test materials, Test Administrators should organize the test materials as follows:

- ☐ Arrange the test books/answer documents face up. Place a completed Group Information Sheet (GIS) on each stack of test books/answer documents. See "Completing Group Information Sheets (GISs)" on pages 14 and 15 in this document for instructions on completing the GIS.
- ☐ Complete the information requested on a stack card and place the card on top of the GIS. Place a completed stack card on top of each stack of documents for a grade/class. Label each card "1 of X," "2 of X," etc.
- ☐ Bind each stack of documents with the paper bands. Wrap one band around the stack horizontally and one band vertically. Be sure that the bands hold the documents securely.

Copyright © 2007 by Arizona Department of Education

Completing Group Information Sheets

The Group Information Sheet (GIS) provides data that appears on the AIMS DPA reports. The Test Administrator is to accurately complete one GIS and place it on top of each group of completed answer documents of students within the same grade. Only one GIS is needed per group regardless of the number of stacks per group. Some information has already been precoded. Instructions for completing the GIS are provided below. Please review both precoded and hand-entered information.

Precoded and blank GISs have been provided in the Test Coordinator's Kits. If information on a precoded GIS is incorrect, do not alter it. Instead, fill out all pertinent information on a blank GIS. The blank GIS provided in the District Test Coordinator's Kit will have columns A–B prefilled with the county number and columns C–G prefilled with the district number. The five-digit school number will need to be bubbled in columns H–L.

1 TEST ADMINISTRATOR/ TEACHER NAME	The **Test Administrator's/Teacher's last name** must be printed in the boxes, followed by the first name or initial, if needed. Under each box, the bubble with the same letter must be filled in. Do not give each group the same name. Names such as Class A, Class B, and Class C are highly recommended if different teacher names cannot be used.
2 SCHOOL NAME	The school name should have been precoded. If not, the school name must be printed in the boxes and the corresponding bubbles filled in. The school names on the SGL and GIS must match exactly. The name provided on the SGL is the official CTB/McGraw-Hill school name.
3 NUMBER STUDENTS TESTING	The total number of student **test books/answer documents** returned for scoring, and grouped with the GIS, must be printed in the boxes and the corresponding bubbles filled in. A GIS is completed for each grade. Prefill this number with zeros: (example 005 = 5 students).
4 GRADE	The grade should have been precoded. If not, fill in the bubble for the appropriate grade level for the group. The GIS must represent only one grade group.
5 SPECIAL CODES	This section has been precoded with the county, district, and school identification numbers. If using a blank GIS provided in the District Test Coordinator's Kit, columns A–B will be prefilled with the county number and columns C–G with the district number. The five-digit school number will need to be bubbled in columns H–L.
6 ORGANIZATION NAME	This information has been precoded.
7 DISTRICT NAME, SO#	This information has been precoded.

Figure 4A: Completing Group Information Sheets (GISs)

Copyright © 2007 by Arizona Department of Education

Do not create new schools. Programs within a school or district are not schools. Programs may be separated from classes within a school by creating a new group or teacher. Only schools listed with the School Finance Division of ADE and having distinct state-assigned entity numbers are valid schools. For verification, you may inquire at www.ade.az.gov/edd.

If you have a valid school for which you were not provided GISs and SGLs, contact the Arizona Help Desk at CTB/McGraw-Hill by phone during the short-add window at 1-888-630-9145 for further instructions. (Note: Test materials submitted with a GIS for a school/program that is not a verifiable entity using the above standard will be placed with late receipts, and the district/charter operator will be charged for late scoring.)

GISs are scannable documents; **photocopies are not acceptable for the scoring center's use**. If additional sheets are needed, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at ArizonaHelpDesk@ctb.com during the short-add window of **February 12–21, 2007**.

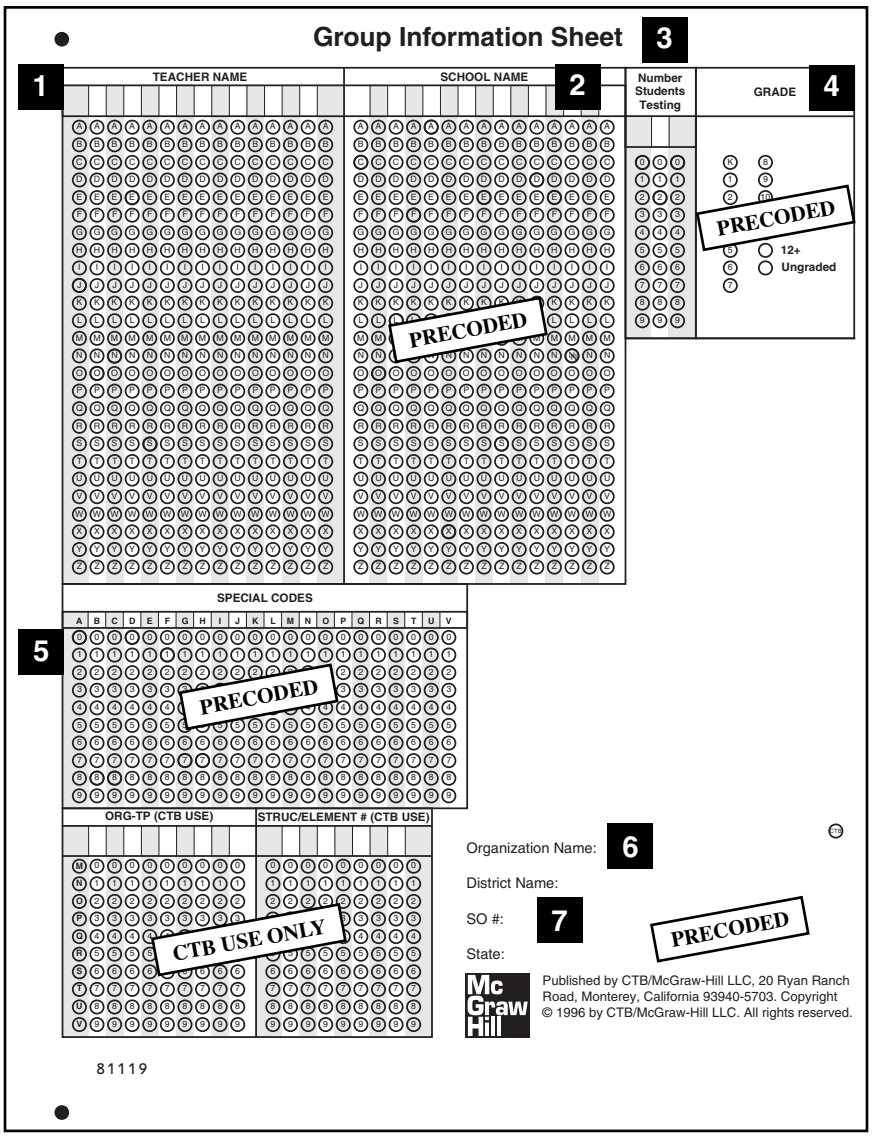


Figure 4B: Sample Group Information Sheet (GIS)

Copyright © 2007 by Arizona Department of Education

Completing School/Group Lists

The School/Group List (SGL) contains information that the scoring center uses to verify that the District Test Coordinator's entire return shipment of scorable materials has been received.

The School Test Coordinator should fill out the SGL as indicated below. Every Group Information Sheet from the school must have only one entry on the SGL. Ensure that the SGL information has been completed correctly and that the SGL has been placed on top of the return materials in Box 1. Keep photocopies of each SGL for your records.

Only information from schools identified by CTB/McGraw-Hill as valid entities and precoded on the SGLs should be reported on these forms.

1 Test Name(s)	The test name appears in the title block.
2 District Name	The district name is precoded.
3 School Name	The school name is precoded.
4 District Number School/Institution Number	The district and school entity numbers are precoded.
5 Contact Person Email Address Phone Number	Print the name, email address, and phone number of the individual who should be contacted at the district in the event that CTB/McGraw-Hill has questions concerning the materials returned for processing.
6 Teacher Name and Grade	Print the teacher's name and the grade. These should exactly match the information coded on the corresponding Group Information Sheet(s).
7 Number of Students Tested	Print the number of student documents that are returned for scoring for each group. This number should match the total number for each group on the corresponding Group Information Sheet(s).
8 CTB Use	Do not write in this area.
9 Comments	Use as needed; however, there is no need to specify Special Education or Accommodation, Braille, or Large Print groups.
10 Organization Number Organization Name Testing Program District Name, SO#, CO#	Do not write in this area.

Figure 5A: Completing School/Group Lists (SGLs)

Copyright © 2007 by Arizona Department of Education

SCHOOL/GROUP LIST

1 Arizona AIMS DPA Writing Field Test

2 District Name: **DISTRICT ONE**

4 District Number: **12345**

3 School Name: **SCHOOL ONE**

School Number: **56789**

Contact Person: _____

5 Email Address: _____

Phone Number: _____

GENERAL INSTRUCTIONS: Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.

The School/Group list is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

TO BE FILLED OUT BY SCHOOL

8 CTB Use	6 Teacher Name Please spell out teacher name exactly as bubbled on the Group Information Sheet	Grade	7 Number Tested	8 CTB Use Did Not Receive	9 Comments

10 Organization Number: M012345 SO#: 60123

Organization Name: **Arizona AIMS DPA Writing FT SP2007**

Testing Program: 001

District Name: DISTRICT ONE

CO#: 00

CTB McGraw-Hill

Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTB/McGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy official at privacyofficer@ctb.com or call 831.393.6207. If you would like more information on The McGraw-Hill Companies Customer Privacy Policy, please visit http://www.mcgraw-hill.com/privacy.html.

Figure 5B: Sample School/Group List (SGL)

Copyright © 2007 by Arizona Department of Education

Organizing and Assembling Scorable and Nonscorable Test Materials

Responsibilities of the School Test Coordinator and the Test Administrator

School Test Coordinators and/or Test Administrators at each school must organize and assemble the test materials at the end of the last test session and return them to the District Test Coordinator. **IMPORTANT: Scorable test materials from the AIMS DPA writing field test and the AIMS HS operational test must not be packaged in the same box. Scorable test materials from the AIMS DPA writing field test and the AIMS HS operational test that are packaged in the same box will be processed as late receipts. For students processed as late receipts, the districts will not receive summary reports.** The timely processing of the following steps is important to meet the materials pickup dates.

Scorable Materials

☐ **Scorable AIMS DPA writing field test books/answer documents must be assembled separately from scorable AIMS HS operational test materials.** Arrange the test books/answer documents face up.

AIMS DPA writing field test materials that have been contaminated with blood, vomit, or other bodily fluids must not be returned to CTB/McGraw-Hill. Student responses **must** be transferred to clean documents. Securely destroy the test books appropriately by following requirements for disposing of hazardous materials. Note the destroyed test materials on the Materials Inventory Sheet with an indication that the books were contaminated and destroyed. **If contaminated books are returned to CTB/McGraw-Hill, they will not be scored and will be securely destroyed.**

☐ Organize test books/answer documents first by grade and then by class/group. On the Group Information Sheet (GIS) with the appropriate grade, fill out the group name and number of students. Only one GIS is needed per group regardless of the number of stacks. It is not necessary to alphabetize test books/answer documents. Place the GIS on top of the first stack of test books/answer documents. Fill out a stack card and place it on the top of the GIS. If more than one stack is needed, place a stack card on each stack and label each card "1 of X," "2 of X," etc., as appropriate. (See Figure 6.) Bind each stack of documents with the paper bands. Wrap one band around the stack horizontally and one band vertically. Be sure that the bands hold the documents securely. No matter how small a group is, the group must have a stack card.

☐ List each group along with the number of students in that group and their grade on the School/Group List (SGL). If you need extra copies of the SGL, please photocopy them. Calculate the total number of used test books/answer documents and note it on the Materials Inventory Sheet.

☐ Organize test books/answer documents by group in the return shipping boxes in the same order that they are listed on the School/Group List. (The first teacher or group should be at the top of the first box.) **Scorable AIMS DPA writing field test books/answer documents must be boxed separately from scorable AIMS HS operational test materials.**

☐ Retain the Materials Inventory Sheet for use during the nonscorable materials inventory.

Copyright © 2007 by Arizona Department of Education

- ☐ Place the School/Group List for a school at the top of the first scorable box, and affix a "School/Group Lists" label on the box.
- ☐ Affix a precoded, **pink scorable** return label on top of the box containing AIMS DPA writing field test books/answer documents. Affix the return label directly over the original shipping label from CTB/McGraw-Hill. If the original shipping label is showing, cross it out with a black marker. After all of the scorable boxes have been packed, add the box count for the scorable materials from the school in the "School: Box ___ of ___" portion of the label. (See Figure 8.)
- ☐ Do not seal any of the boxes.

Nonscorable Materials

- ☐ Organize the nonscorable AIMS DPA writing field test materials by document type: All unused AIMS DPA writing field test books/answer documents and all AIMS DPA writing field test draft booklets. Count the number of each type of document requested and note it on the Materials Inventory Sheet. Place the completed Materials Inventory Sheet at the top of the first box of nonscorable materials.
- ☐ Place all nonscorable materials, including unused student bar code labels, in separate boxes from those containing the scorable test books/answer documents. Place the Test Coordinator's Manual and the Test Administration Directions in the first box of nonscorable materials.
- ☐ Affix a precoded, **green nonscorable** return label on top of each box. After all of the nonscorable boxes have been packed, add the box count for the nonscorable materials from the school in the "School: Box ___ of___" portion of the label. (See Figure 9.)

  Note: Nonscorable test materials from the Spring 2007 administrations of the AIMS DPA writing field test and the AIMS HS operational writing and reading tests both use green return labels. For schools administering both the AIMS DPA writing field test and the AIMS HS operational writing and reading tests, the nonscorable test materials may be numbered and packaged together.
- ☐ Do not seal any of the boxes.
- ☐ Return all boxes to the District Test Coordinator.

Copyright © 2007 by Arizona Department of Education

Responsibilities of the District Test Coordinator

District Test Coordinators should prepare test materials for return to CTB/McGraw-Hill by following the steps below and by referring to Figures 6 and 7 on page 21 in this document.

- ☐ Receive all scorable and nonscorable materials boxed from all participating schools.
- ☐ Validate the number of documents returned using the Materials Inventory Sheet from each school and the original materials packing list. Make adjustments as necessary and note any missing materials. Fill out the District/Charter Operator Materials Inventory Sheet. Assemble all of the Materials Inventory Sheets and place them at the top of the first box of nonscorable materials.
- ☐ Fill any empty spaces in the cartons with crumpled paper. Do not use shredded paper or foam "peanuts."
- ☐ Seal the boxes and fill in any missing school information on the return labels.
- ☐ Enter the box count for the scorable materials for the entire district/charter operator on each pink return label ("Box ___ of ___"). Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc.
- ☐ Enter the box count for the nonscorable materials for the entire district/charter operator in the designated location on each green return label, and mark each box of nonscorable materials accordingly. Each return label contains a bar code unique to the current test administration. Labeled boxes received by CTB/McGraw-Hill will be scanned for identification of the contents. Return labels from the current test administration may not be used for any other test administration. Extra return labels should be destroyed or returned to CTB/McGraw-Hill.
- ☐ Return all scorable and nonscorable boxes to CTB/McGraw-Hill via Eagle Global Logistics during the return shipping window.

Copyright © 2007 by Arizona Department of Education

ASSEMBLY OF AIMS DPA WRITING FIELD TEST MATERIALS FOR RETURN TO THE CTB/McGRAW-HILL SCORING CENTER

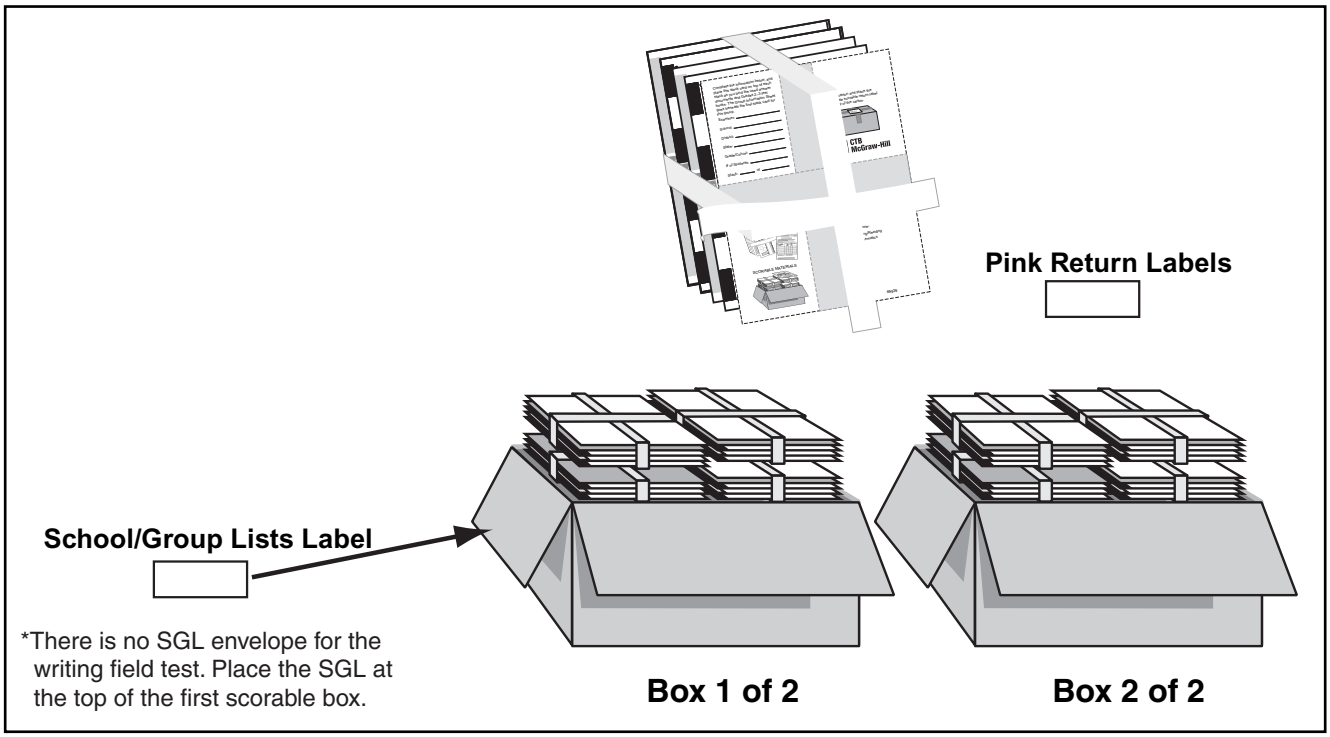


Figure 6: Packing Scorable Materials

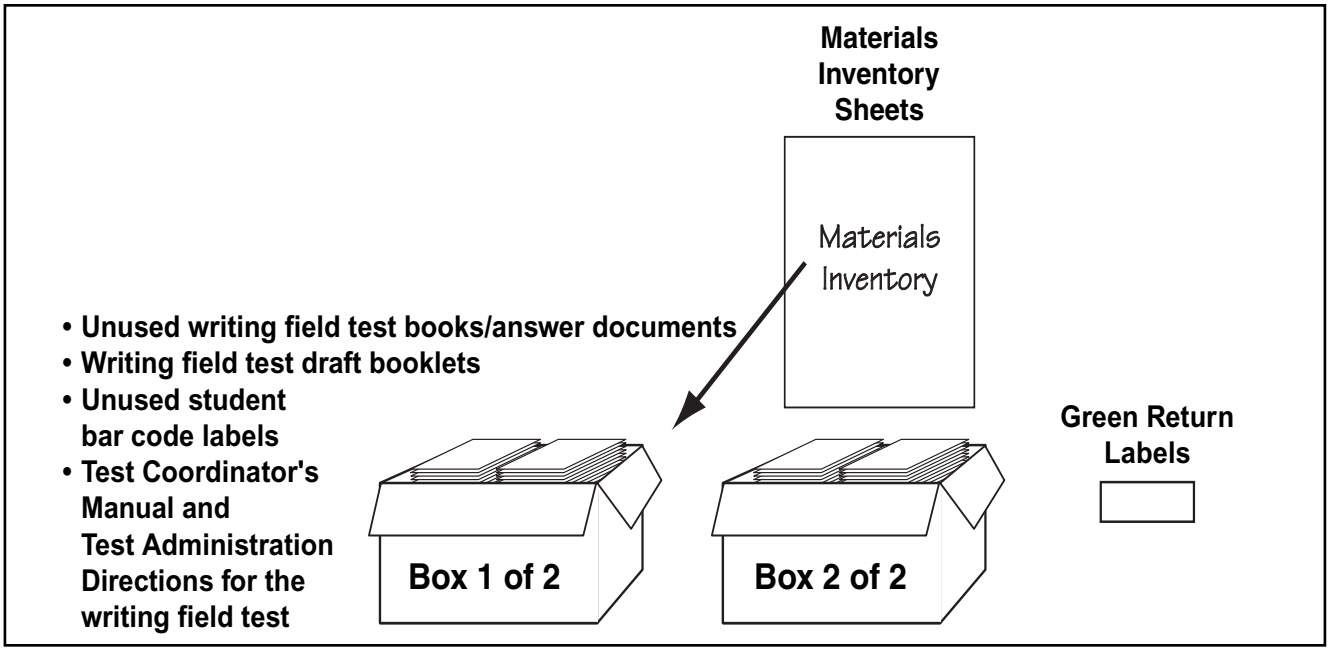


Figure 7: Packing Nonscorable Materials

Copyright © 2007 by Arizona Department of Education

Returning Materials to CTB/McGraw-Hill

Eagle Global Logistics (EGL) will be your return freight carrier. Refer to the schedule provided at the Pre-Test Workshop to determine the date of each EGL pickup for your district/charter operator. EGL is unable to schedule pickups at specific times on the designated pickup dates. If a site does not have its materials ready for return when the EGL driver arrives on the committed date, the site will be required to make other shipping arrangements at their own expense.

All EGL drivers will arrive with preprinted bills of lading and identify themselves as EGL representatives working on behalf of CTB/McGraw-Hill. Remember that the responsible person at each pickup site must enter the carton counts on the shipping documentation and sign it.

Before the driver arrives, check the cartons to ensure the following:

- ☐ A **PINK** return label has been completed and affixed to the top of each carton containing **scorable** AIMS DPA writing field test books/answer documents. (See Figure 8.)
- ☐ A **GREEN** return label has been completed and affixed to the top of each carton containing **nonscorable** AIMS DPA writing field test materials. (See Figure 9.)
- ☐ Verify the total number of boxes with **PINK** labels and the total number of boxes with **GREEN** labels. Have these numbers ready for the driver.

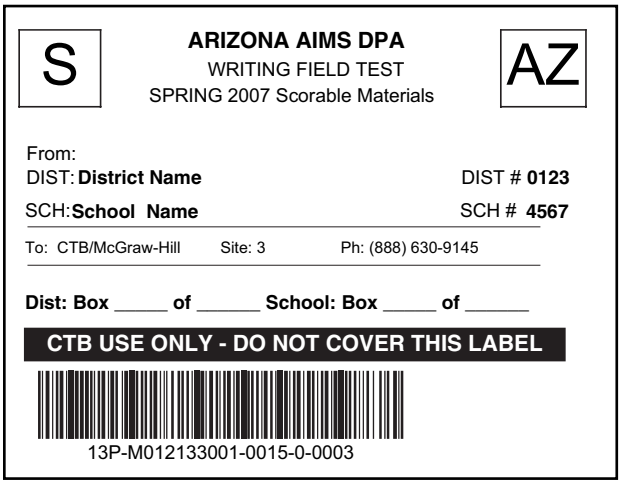

S
ARIZONA AIMS DPA
WRITING FIELD TEST
SPRING 2007 Scorable Materials
AZ
From:
DIST: District Name DIST # 0123
SCH: School Name SCH # 4567
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145
Dist: Box _____ of _____ School: Box _____ of _____
CTB USE ONLY - DO NOT COVER THIS LABEL
13P-M012133001-0015-0-0003

Figure 8: Pink Return Label for Scorable AIMS DPA Writing Field Test Books/Answer Documents

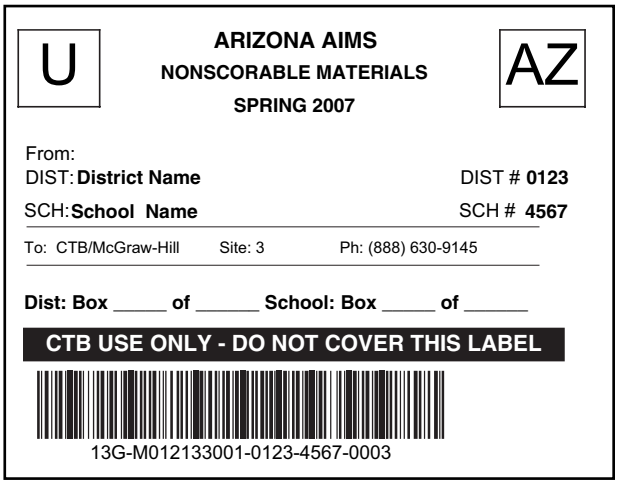

U
ARIZONA AIMS
NONSCORABLE MATERIALS
SPRING 2007
AZ
From:
DIST: District Name DIST # 0123
SCH: School Name SCH # 4567
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145
Dist: Box _____ of _____ School: Box _____ of _____
CTB USE ONLY - DO NOT COVER THIS LABEL
13G-M012133001-0123-4567-0003

Figure 9: Green Return Label for Nonscorable AIMS DPA Writing Field Test Materials

Copyright © 2007 by Arizona Department of Education

Test Security

The following is State Board Rule R7-2-310.B, C, and D concerning test security:

B. The superintendent or head of district shall be responsible for:

1. Providing school district enrollment data to the Department of Education annually for the purposes of test material distribution.
2. Verifying the count of test materials received and distributing the test materials to each school in the district.
3. Securing the test materials prior to distribution to pupils or persons administering the tests at the time of testing, as well as after the time of testing. Test materials shall be kept in locked storage.
4. Advising all district employees that the test materials are not to be reproduced in any manner.
5. Familiarizing each person who will administer the test with the test publisher's directions for administering the test, the timing of the test, and the testing schedule. This is to be accomplished through meetings which shall not be held prior to one week before the first day of testing. At the conclusion of each such meeting, all test materials are to be collected and returned to locked storage.
6. Distributing actual test materials to persons administering the tests on the day of testing.
7. Training persons administering the tests on how to properly complete the identification information on the test book and answer document and how to code the information required on the variables being collected pursuant to A.R.S. 15-741, et seq.
8. Properly packaging all test books and answer documents which are to be scored by the scoring contractor. Packaging shall comply with instructions furnished by the scoring contractor or the Department of Education.
9. Forwarding all test books and answer documents to be scored to the scoring contractor per instructions. Test books/answer documents for the entire district should be forwarded in one shipment.
10. Retaining all unused and reusable test materials, reporting them in the school's inventory, and storing them in a safe and secure manner.

    Please note that no AIMS DPA materials are reusable. All AIMS DPA test materials, including the manuals, MUST be returned to the CTB/McGraw-Hill Scoring Center after testing is complete.
11. Immediately reporting to the Department of Education any losses of test materials or other irregularities.
12. The superintendent or head of district may designate a testing coordinator to act on his behalf.

Copyright © 2007 by Arizona Department of Education

C. Persons designated by the superintendent or head of district to administer the test shall:

1. Keep all test materials in locked storage.
2. Not reproduce any test materials in any manner.
3. Not disclose any actual test items to pupils prior to testing.
4. Not provide answers of any test items to any pupils.
5. Administer only practice tests which are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.
6. Strictly observe all timed subtests. The test publisher's suggested time limits for untimed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.
7. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
8. Not change a pupil's answer.
9. Return all test materials to the superintendent or head of district immediately upon completion of testing.

D. All violations of this rule shall be referred by the superintendent or head of district to the State Superintendent of Public Instruction for appropriate action.

It is important to keep in mind that any breach of security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the principal, district, or charter school Test Coordinator, and to the state-level Test Coordinator. Depending on the severity of the breach, it may result in disciplinary action including, but not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or certificate revocation.

AIMS DPA writing field test books/answer documents carry the copyright of the Arizona Department of Education and may NOT be photocopied or reproduced for any reason. Photocopying or reproducing AIMS DPA is a violation of test security and may result in disciplinary action.

Copyright © 2007 by Arizona Department of Education

Test Security Agreement

All school/district/charter operator personnel who will have access to the AIMS DPA test materials must sign a Test Security Agreement. (See Figure 10.) That includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, Test Coordinators, School Administrators, and District/Charter Operator Administrators. Refer to section 1c of this agreement for information on who will maintain the signed copies of this agreement.

A new AIMS Test Security Agreement must be completed by all appropriate personnel for every administration of AIMS DPA.

One copy of the AIMS Test Security Agreement is to be signed by the Superintendent or Charter Representative and faxed to ADE no later than February 5, 2007.

Agreements signed by the Superintendent or Charter Representative should be faxed to the attention of:

State Test Coordinator
Arizona Department of Education
Assessment Section
Fax: (602) 542-5467

Contact Information

Questions regarding the **administration** of the AIMS DPA writing field test should be directed to:

Samantha Whittle
State Test Coordinator
Phone: (602) 542-5345
Email: Samantha.Whittle@azed.gov

Questions regarding **materials** for the AIMS DPA writing field test should be directed to:

Arizona Help Desk at CTB/McGraw-Hill
Phone: 1-888-630-9145
Email: ArizonaHelpDesk@ctb.com

Questions regarding **pickup of materials** for the AIMS DPA writing field test should be directed to:

Eagle Global Logistics
1-800-470-0755*

*Eagle Global Logistics (EGL) will contact districts regarding pickup of test materials.
If you do not hear from EGL by the pickup date previously scheduled for your region, please call 1-800-470-0755 and specify that you are calling about the CTB pickup for the Arizona AIMS program.

Copyright © 2007 by Arizona Department of Education

Arizona's Instrument to Measure Standards
AIMS HS/AIMS DPA/*TerraNova* Test Security Agreement
Spring 2007

The user (school district, charter operator, and/or school professional staff) acknowledges that AIMS High School, AIMS DPA, and *TerraNova* are secure tests and agrees to the following conditions of use to ensure the security of the tests:

1. a) The user will take all necessary precautions to safeguard all test materials by limiting access to persons with the school district or agency with a responsible, professional interest in the test's security.

   b) The names of all persons having access to the materials will be kept on file by the designated test coordinator.

   c) All persons having access to the materials (other than students to whom the test is administered) will sign this test security agreement, which will be kept on file.
      i. Building administrators will maintain signed agreements of building staff.
      ii. Superintendent/charter representative will maintain signed agreements of building administrators.
      iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
      iv. ADE will maintain signed agreements of superintendents/charter representatives.

2. a) The user will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.

   b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.

   c) Test materials will be kept secure until they are actually distributed to students.

   d) In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).

3. a) The user will not examine the test to determine the content beyond the requirements to administer the test.

   b) The user will not disclose or allow to be disclosed the content of the test. The user will not discuss any test item at any time.

4. Upon completion of testing, the user will return all test materials to the designated test coordinator of the school/district.

5. The district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.

6. The user will follow the guidelines approved by the State Board of Education in January 2003 in the document *Test Preparation and Administration Practices.*

7. The user will follow all instructions in the Test Coordinator's Manual and the Test Administration Directions.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS HS, AIMS DPA, and *TerraNova* tests, will also sign an AIMS HS/AIMS DPA/*TerraNova* Test Security Agreement.

SIGNED BY:_____

PRINTED NAME: _____

TITLE: _____

DATE: _____

DISTRICT NAME/
CHARTER OPERATOR: _____

ADDRESS: _____

CITY: _____

FAX Superintendent/Charter Holder signature to: 602-542-5467 DUE FEBRUARY 5, 2007

Figure 10: AIMS Test Security Agreement

Copyright © 2007 by Arizona Department of Education

CTB/McGraw-Hill
20 Ryan Ranch Road
Monterey, California 93940-5703
800.538.9547 | www.ctb.com

The McGraw·Hill Companies

Copyright © 2007 by Arizona Department of Education