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**TO:** North Dakota District and School Test Coordinators

**FROM:** Megan Self, NDSA Project Manager  
Measured Progress

**DATE:** February 2017

**SUBJECT:** Spring 2017 NDSA Smarter Balanced Paper-Pencil, Large Print, & Braille

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Enclosed are Paper-Pencil test materials for the Spring 2017 NDSA Smarter Balanced administration.

Please locate the **Packing List (Master)** included and use it to review the list of materials sent to your school. Confirm that you have the correct quantities needed to administer the test(s) to your students who need fixed-form Paper-Pencil, Large Print, or Braille. Note that a 10% overage of test booklets has been included in each shipment, to distribute as needed. However, if additional materials are still required, please order them by contacting the NDSA Service Center at 1-800-929-3757 between 7:00 a.m. and 1:00 p.m. Central Time.

Copies of the Test Administrator's Manual for each grade testing at your school are included with this shipment. These manuals are **secure** and will need to be handled according to the same security guidelines as the test booklets. All school personnel involved with test administration should review these manuals carefully before testing begins.

**All test materials, including used answer documents to be scored, should be returned to your district to be picked up by UPS for return to Measured Progress on the one day pickup window of April 25, 2017.** A list of secure materials that **must** be returned to Measured Progress is below. Note that this list applies to materials for grades 3-8 and 11, as applicable for your school.

- English language arts (ELA) test booklets
- ELA **blank** answer documents
- ELA **used** answer documents for scoring
- Math test booklets
- Math **blank** answer documents
- Math **used** answer documents for scoring
- Braille or Large Print booklets for both content areas as applicable
- All copies of the Test Administrator Manual
- Any scratch paper used by students during the assessment

**Used answer documents** need to be placed in the envelope designated for **Return of Used Answer Documents Only**.

**Scratch paper** needs to be placed in the envelope designated for the **Return of Scratch Paper**.

Use the **Special Handling** envelope for materials in which there is a situation you are unsure of how to resolve. Contact the NDSA Service Center at 1-800-929-3757 with any questions.

**All other test materials** should be repacked in their **original boxes**.

Thank you in advance for your assistance in assuring that testing procedures are followed and that test materials are properly accounted for and returned. This will help ensure the quality of the assessment data and the prompt return of results. If you have any questions, please call us at 1-800-929-3757.

### **Completing the Principal Certification Form**

When testing is completed, inspect the used answer documents and inventory the test booklets. When the inventory is complete, the school test coordinator or appropriate school/district authority must complete the enclosed Principal Certification Form (PCPA). This form can also be accessed on the NDSA portal (at <http://ndsa.portal.airast.org/>). As part of the security procedures, Measured Progress must receive **one** PCPA for **each grade testing at each school** to verify the quantity of used answer documents and test booklets returned. You may need to make additional blank copies of the provided form.

Instructions for completing the PCPA are located on the form. It is important that all the necessary information is entered in the appropriate area. All accurate counts must be entered in the boxes indicated. You will also be required to enter the start date for your school's test administration. The form must then be signed by an appropriate representative from your school. Please make a copy of all completed forms to keep for your records and to send to your district test coordinator, as required.

Please contact the NDSA Service Center at **1-800-929-3757** if you have any questions, require additional information, or need any further assistance in completing the online PCPA.

### **Returning Materials to Measured Progress**

Please have your test materials ready to return to Measured Progress by April 25, 2017. Materials should be made available for the UPS driver to pick up on this date. If you are going to miss the pickup window, please contact the NDSA Service Center.

Be prepared to provide the following information to the Service Center representative:

1. Tracking number on one of your UPS Return Service label(s)
2. Contact name and phone number
3. Pickup date
4. Pickup location (school or building address)
5. Total number of boxes you are returning

If you have questions about the return of materials, contact the NDSA Service Center at **1-800-929-3757**.

### **Updating Student Information in TIDE**

After testing has been completed at your school, log into TIDE and update your student records accordingly. Updates will need to be made for any student who tested with an accommodation as well as any student who did not participate in the assessment. These students should be assigned a special non-participatory code depending upon the circumstances. All student records should be flagged as paper pencil testers. Student demographic information in TIDE should match exactly what the student label on the test booklet said or otherwise the information bubbled in by a student without a label. Any discrepancy between TIDE and this information could result in students not receiving their scores. Students will not receive a score for the assessment if their data is not in TIDE. Any questions about TIDE should be directed to the NDSA Service Center.

Once again, we thank you for your help in administering the NDSA Smarter Balanced Spring 2017 assessments.

Please complete one form per grade. The form should be printed, completed, signed, and returned to Measured Progress either by postal mail, inclusion in your return of test materials, or via email to [NDSA@measuredprogress.org](mailto:NDSA@measuredprogress.org).

<b>School, District, and Grade Information</b>	
District Name:	
School Name:	
District/School Code:	
Grade: <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 11 <input type="checkbox"/> District Preview Materials	

Student <u>Test Booklets</u> Being Returned	No. of Test Booklets
Number of Mathematics <b>test booklets</b> being returned (Including Large Print and Braille*):	
Number of ELA <b>test booklets</b> being returned (Including Large Print and Braille):	
Total number of Math & ELA <b>test booklets</b> being returned (Including Large Print and Braille):	

Student <u>Answer Documents</u> Being Returned	No. of Answer Documents
Number of COMPLETED Mathematics & ELA <b>answer documents</b> being returned (Including Large Print and Braille*):	
Number of UNUSED Mathematics & ELA <b>answer documents</b> being returned (Including Large Print and Braille):	
Total number of Math & ELA <b>answer documents</b> being returned (Including Large Print and Braille):	

\*Large print and Braille kits include a standard test booklet and answer document, in addition to the LP/Braille test booklet. Please be sure to return the whole kit.

**General Comments: Please note any missing materials, including grade and content area.**

I certify that the information provided on this form is correct to the best of my knowledge. I certify that the NDSA Smarter Balanced was administered according to the test administration procedures. I certify that:

- the security of the NDSA Smarter Balanced has been maintained,
- no test materials have been duplicated or retained in the school in any way,
- all test materials have been accounted for and returned to Measured Progress.

REMINDER: Please do not use staples or paper clips on printed **Principal Certification of Proper Administration (PCPA)** forms being returned to Measured Progress. You may scan and return the signed form(s) via email at [NDSA@measuredprogress.org](mailto:NDSA@measuredprogress.org), also.

Principal's Signature: \_\_\_\_\_

Principal's Name (printed): \_\_\_\_\_