
TO: North Dakota Superintendents and District Coordinators

FROM: Megan Self, NDSA Project Manager
Measured Progress

DATE: February 2017

SUBJECT: Spring 2017 NDSA Smarter Balanced District Preview Test Materials

Enclosed in this shipment is one copy of each of the official Paper-Pencil NDSA test forms for English language arts and mathematics assessment for grades 3-8 and 11. **Note that these materials are secure and need to be handled using the same secure methods as would be used for live testing materials, and will need to be returned at the end of the summative testing window.** These copies will be used by school districts as preview copies for public viewing. These copies are **not** for live testing.

These Paper-Pencil forms are the same official assessment forms that will be used by those schools who have elected to use the Paper-Pencil NDSA form for this year's test administration. These forms, compiled by Smarter Balanced, are fully equated to the same scale and aligned in content with the online, adaptive form. This material has been made available to school districts in order to allow districts to provide a readily accessible test form for public viewing, under certain security measures. The forms need to be made available for public viewing (under secure conditions) immediately. Public viewing will conclude with the end of the state's testing window. The Paper-Pencil assessment constitutes a complete, common test form representative of the NDSA in content. The Paper-Pencil form is the easiest, most forthright means for the public to view the NDSA.

State law (NDCC 15.1-21-14) requires that a school district allow any individual over the age of twenty, upon request, to view the North Dakota State Assessment (NDSA) as soon as the test is in the possession of the school district. Although this law has been in practice for over a decade, our new NDSA Smarter Balanced program, with its combination of online, adaptive and paper-and-pencil forms, introduces unique challenges. The Department of Public Instruction has been working with Measured Progress, our state NDSA contractor, and Smarter Balanced, the originating assessment developer, to allow for several viewing options for local school districts.

We would like to 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 the NDSA Service Center at **1-800-929-3757**.

The shipping of these materials will adhere to the following schedule.

Action	Date
Shipping to Districts	February 16, 2017
Arriving in Districts	February 27, 2017
Materials Returned	May 30, 2017

Materials, by law, **cannot** be returned any sooner than May 30, 2017. These preview copies must remain available for viewing by the public (under secure conditions) during the entire state Summative testing window.

Please follow the standard process for returning materials to Measured Progress (outlined below). All preview materials should be repacked and shipped in their original box.

Completing the Principal Certification Form

When the testing window ends, inventory the preview materials. 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 the PCPA for to verify the quantity of used answer documents and test booklets returned.

NOTE: FOR THE DISTRICT PREVIEW SHIPMENT ONLY, you may complete ONE PCPA. Under “Grade,” enter DISTRICT PREVIEW SHIPMENT. In the fields for quantities, enter the total quantities across grades.

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 May 30, 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.

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.

School, District, and Grade Information	
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 test booklets being returned (Including Large Print and Braille*):	
Number of ELA test booklets being returned (Including Large Print and Braille):	
Total number of Math & ELA test booklets being returned (Including Large Print and Braille):	

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

Principal's Signature: _____

Principal's Name (printed): _____