

General Information

1. What are the key dates for the paper-pencil test administration?
 - i.

Materials Arriving in Districts	03/01/17	03/08/17
Test Administration Window	03/20/17	04/21/17
PCPA	03/20/17	04/21/17
Additional Material Window	02/14/17	05/02/17
UPS One-Day Pickup Window	04/25/17	

2. When is the paper pencil testing window?
 - i. The paper testing administration window begins March 20, 2017 and will end April 21, 2017.
3. Is retesting or makeup testing allowed for this administration?
 - i. There will be no retesting.
 - ii. Makeup testing is permitted providing the makeup testing takes place within the established testing window.
4. Do I need to use the online TIDE system if my school is participating in the paper-pencil testing?
 - i. Yes. All students must be entered into TIDE regardless of which mode of testing they are participating in.
 - ii. Materials will not be shipped to a school that does not have any students in TIDE.
5. How long should the paper-pencil testing take?
 - i. Please see the Assessment Sequence Tables in Appendix A of this document for recommended timeframes.

Obtaining Materials

6. I'm short test booklets/answer documents. How do I obtain more?
 - i. You will need to place an additional materials order by contacting the NDSA Service Center by phone at 1-800-929-3757 or by email at ndsaservicedesk@measuredprogress.org.

- a. Have your district and school information, as well as the exact materials you need, ready when you call.
 - ii. Log into the online iServices website at <http://iservices.measuredprogress.org/ContractProgram.aspx?ProgramID=64>
7. Can I download the Test Administration Manual?
 - i. The Test Administration Material for the Smarter Balanced paper-pencil assessment contains test content as part of the proctor scripts. Therefore, the TAMs are secure and cannot be posted to the portal.
 - ii. Two sets of TAMs per grade were shipped with your paper-pencil order and one additional set of TAMs was shipped for every 20 students in your school.
 - iii. If you need additional copies of the TAM, please follow the same procedure used for placing an additional materials order.
8. I lost my UPS return service label. How do I obtain a new one?
 - i. Contact the NDSA Service Center by phone at 1-800-929-3757 or by email at ndsaservicedesk@measuredprogress.org.
9. I didn't receive any student labels with my original or additional materials order. What do I do?
 - i. If your order is an additional materials order or if your student demographic information was unavailable at the end of the ordering window, then you will not be receiving student labels. Your students will need to bubble in their demographic information on the back of the answer document.
10. I lost my shipping memo. Can I obtain a new one?
 - i. The shipping memo has been posted and made available for download on the NDSA portal at: <http://ndsa.portal.airast.org/> under Smarter Balanced Information Summative Assessment within the Resources tab.

After Testing

11. What is the Principal Certification of Proper Test Administration (PCPA) form?
 - i. The PCPA is a document that is used to verify test security. 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.
12. How do I fill out a PCPA form?

- i. 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.
- ii. 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.
- iii. This form must be completed after testing has finished but before UPS comes to pick up your materials.

13. Where can I obtain a PCPA form?

- i. A copy of the PCPA form was included in your shipment of paper pencil materials.
- ii. A PDF version is available for download at the NDSA portal (<http://ndsa.portal.airast.org/>).
- iii. You may print off additional copies of this form if necessary.

14. How do I return my completed PCPA form?

- i. You may scan and email your completed PCPA to the NDSA Service Center, or you may return a signed copy with your return test materials shipment.

Returning Materials

15. How do I return my test materials?

- i. Test materials are secure and therefore all materials need to be shipped back to Measured Progress at the end of the testing window. A UPS pickup will be scheduled for your school on April 25, 2017. You will need to contact the Service Center if you miss the pickup.
- ii. Used answer documents need to be placed in the **Return of Used Answer Documents** envelope.
- iii. Scratch paper needs to be placed in the **Return of Scratch Paper Envelope**.
- iv. For documents with issues (such as damage, mislabeling, swapped between students, etc.), use the **Special Handling** envelope.
- v. All other test materials should be repacked in their **original boxes**.

16. Do I need to return any scratch paper that my students used during testing?

- i. Yes. Please use the **Return of Scratch Paper** envelope to return these materials. You should have received an appropriate amount of these envelopes to correspond with the size of your order.
- ii. If you didn't receive one or need more, please follow the same procedure for placing an additional materials order.

17. What is the Special Handling envelope for?

- i. When you are unsure of how to resolve a situation or when there is an issue with the documents, please use the Special Handling envelope to return the documents in question. Contact the NDSA Service Center (1-800-929-3757) with any questions.

Reporting

18. How will I receive a score report for my students?

- i. Your students' individual score reports will be available for download from the Online Reporting System. In addition, a paper copy of the report will be mailed to you when testing is complete and all results data has been validated by the Department of Public Instruction. The exact date is not yet determined.

19. When will I be able to view scores for my students in the Online Reporting System?

- i. Paper tests require additional processing time than online testing. Test scores aren't expected to be available in the Online Reporting System until after the summative testing window has closed.

APPENDIX A: ASSESSMENT SEQUENCE TABLES

Assessment Sequence—English Language Arts

ELA	Session 1	Session 2	Session 3 (PT)
Number and Duration of Sessions	Recommendations: <ul style="list-style-type: none"> • Administered in one session • Approximate session duration: 15–30 minutes 	Recommendations: <ul style="list-style-type: none"> • Administered in one session • Approximate session duration: 90–120 minutes 	The Performance Task is presented in two parts. Recommendations: <ul style="list-style-type: none"> • Administered in two sessions corresponding to Parts 1 and 2 of the PT • Approximate session durations: 35–40 minutes for Part 1 and 70–85 minutes for Part 2
Breaks within Sessions	A student may be provided breaks within a test session as needed.	A student may be provided breaks within a test session as needed.	The PT is presented in two parts. Students can take breaks between Parts 1 and 2; however, once a student moves to Part 2, he or she will not be able to review or revise items in Part 1. <ul style="list-style-type: none"> • Recommendation: Students complete Part 1 in one test session and Part 2 the next school day.
Total Duration	15–30 minutes	90–120 minutes	Approximate session durations: 35–40 minutes for Part 1 and 70–85 minutes for Part 2

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Assessment Sequence—Mathematics

Mathematics	Session 1	Session 2	Session 3 (PT)
Number and Duration of Sessions	Recommendations: <ul style="list-style-type: none"> • Administered in one session • Approximate session duration: 15–90 minutes 	Recommendations: <ul style="list-style-type: none"> • Administered in one session • Approximate session duration: 15–90 minutes 	Recommendations: <ul style="list-style-type: none"> • Administered in one session • Approximate session duration: 15–90 minutes
Breaks within Sessions	A student may be provided breaks within a test session as needed.	A student may be provided breaks within a test session as needed.	A student may be provided breaks within a test session as needed.
Total Duration	15–90 minutes	15–90 minutes	Recommendation: <ul style="list-style-type: none"> • Student completes the PT in one day.

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