State Test of Educational Progress

Dakota STEP

2013

Carol Sekinger

DSTEP 2013

- Each grade will have 4 forms
- One answer document for each grade
- Ensure students use the same test booklet through out assessment
- Students must bubble the form they are testing with, on the demographic page
- Large print and Braille Special Accommodations Answer Document
- **Do not use return labels from previous years**
- **UPS will be the carrier for delivery and pickup of materials.**
- **Pearson will schedule the pick up of materials.**

Critical Dates for DSTEP Spring 2013

March 11 -15, 2013	Scheduled delivery of *DSTEP* materials
March 18 – 29, 2013	Material shortages and requests for additional assessment materials must be ordered through PearsonAccess website www.pearsonaccess.com
April 1 – 19, 2013	DSTEP Administration
April 24, 2013	Pearson Scheduled pickup of scorable documents to be picked up by UPS (returned 2nd day)
April 26, 2013	ALL scorable documents to be at Pearson for scoring

Test Coordinator Activities

As Test Coordinator, your primary responsibility is to act as a liaison between the teachers/examiners and Pearson. Your major responsibilities include:

- Receipt/Inventory/Security of Test Materials
- Schedule Assessment Dates and Times
- Training the Teacher/Examiners to Administer the Test
- Monitoring Activities During the Test Administration
- Document Collection and Organization
- Organizing Response Booklets
- Packing and Shipping of all Test Materials
- Complete the online Test Security Agreement/Affidavit

DSTEP Test Coordinator's Kit (TCK)

This should be box one (white) of your shipment

- Packing List
- Test Coordinator's Handbook (TCH)
- District Cover Letter/Blackline letter for parents
- SSID Sheets School Pre-Slugged
- SSID Sheets District Printed
- Pre-ID Roster/Labels
- UPS Return Information and Labels (Ground/2nd day)
- **Gold** Peel & Stick Labels (scorable)
- **Green** Peel & Stick Labels (non-scorable)
- Paper Bands
- White "Home School" Envelope

Receiving Materials

- Ensure that your packing list matches what is in the box; report any missing materials or shortages to Customer Support Service at **1-888-827-1089**
- Thoroughly review the TCH
- Have Test Administrators review the DFA
- Store materials in a secure area

DSTEP Additional Orders

- PearsonAccess additional order window is **March 18 – 29, 2013**
- 10% overage will be received by EVERY district
- Be sure to use all overage prior to ordering materials – as quantities are limited
- If materials are needed (test books/answer docs) visit www.pearsonaccess.com to place your order
- If you have a student that arrives after the additional order window has closed and you do not have testing materials you will need to contact Martha Lopez 210-339-5616 or Carol Sekinger 210-364-7359

DSTEP Materials

Do not order materials for teacher's use
Materials are provided for students only

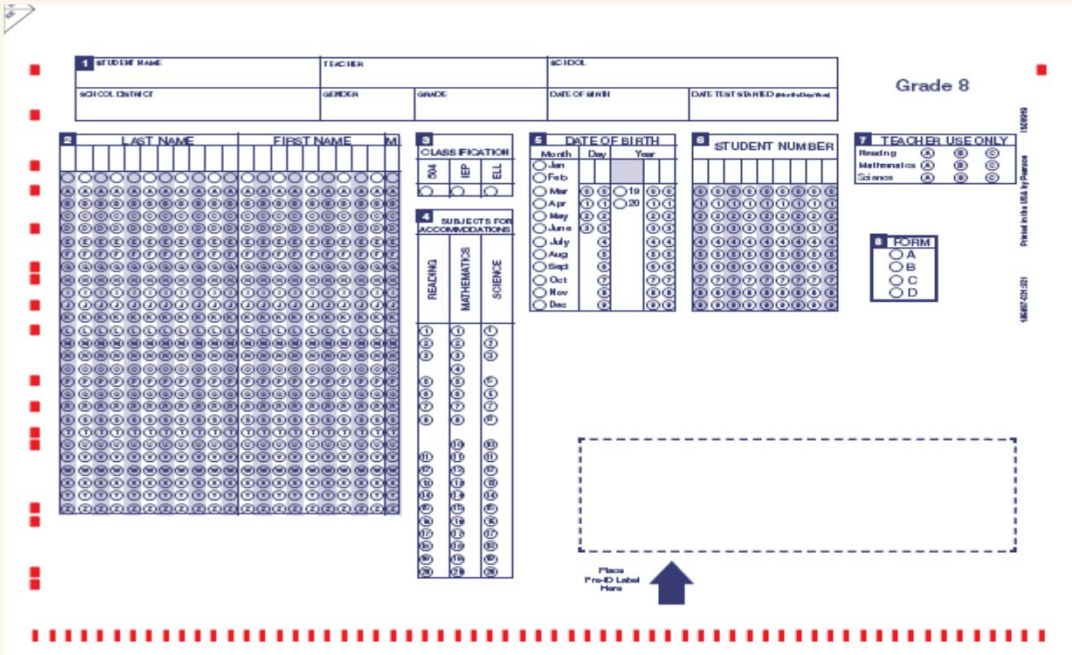
The DFA/TCH are posted on the SDDOE web-site and PearsonAccess for downloading if extra copies are needed

Students
<u>WITHOUT</u> Pre-Id Labels

- Students WITHOUT Pre-ID labels, demographic information must be completed by hand.
- If **label information is incorrect** – discard label and grid the correct information. Information in the **pre-id labels will over-ride ANY gridding**.
- All students (including those with Pre-ID labels) should write their names (and other identification information) in Box 1 of the answer document.
- If you did not receive labels, check your Infinite Campus (IC) as these students were either enrolled after the file was provided to Pearson or the student is mislabeled in IC.

DSTEP Pre-ID Labels

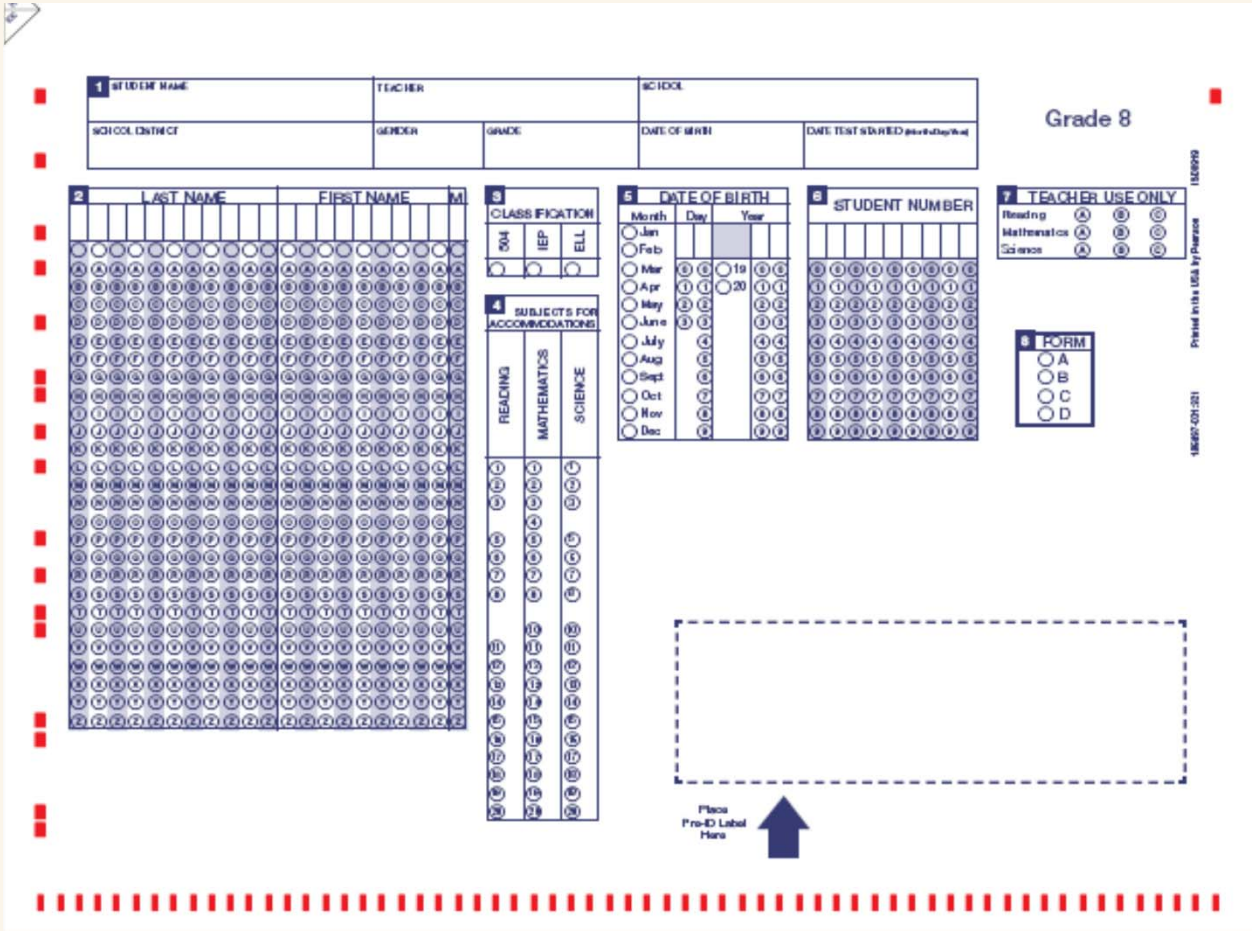
- Place label in area of answer document that says "**place pre-id label here"**



Student ID Number (for students without a label)

- Use the Student Identification Management System (SIMS) 9-digit number.
- If you do not know the student's SIMS number or a student does not have a SIMS number contact your local SIMS Coordinator.

DSTEP Student ID Number



Pre-Id label without a student

- IF you have a Pre-ID label and the student has moved or in a situation where you do not need to use that label...

- **THROW IT AWAY!!!**

Pre-id labels on books without students

- If you inadvertently put a label on an answer document for a student who is no longer in your district, or for whom the label information is **incorrect…**

- Write "**DO NOT SCORE**" across the answer document, and return with the non-scorables

Testing Times

- Review page 8 of the TCH for a list of recommended testing times by grade/sessions

- Students should be provided as much time as they need to complete each subtest

During
DSTEP Test Administration

- Keep test materials secure
- Coding of Accommodations and adhering to the accommodations as required
- All testing to be complete by **April 19, 2013**

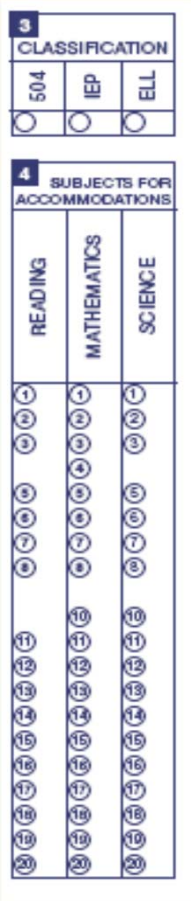
DSTEP Calculator Guidelines

Students may use calculators for the DSTEP subtests at all Grade Levels

Specific guidelines for calculator use are provided in the Test Coordinator Handbook (TCH) on page 27 or in the Directions for Administering (DFA) on page 8.

DSTEP Accommodations Coding

Turn to pages 28 through 47 of the TCH



3 CLASSIFICATION		
504	IEP	ELL
○	○	○

4 SUBJECTS FOR ACCOMMODATIONS		
READING	MATHEMATICS	SCIENCE
1	1	1
2	2	2
3	3	3
	4	
5	5	5
6	6	6
7	7	7
8	8	8
	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20

Braille and Large Print

Turn to pages 44 through 47 of the TCH

- Braille Materials will be delivered to the districts separately from the regular testing materials by **March 11, 2013**
- Large Print will come at the same time as regular materials. Large print books will be shrinkwrapped in one package that will contain the large print test booklets, large print answer documents, and a special accommodations answer document.
- **Answers MUST** be transcribed into a **special accommodations answer document** (by the test administrator) and returned with the other scorable materials
- The Large Print and Braille test books should be returned to Martha Lopez at Pearson see page 47 of the TCH

Activities After Administration

As you organize the student response booklets, ensure that:

- student response booklets have been received from ALL building coordinators and/or teachers/examiners.
- students' responses have been made with black, soft-lead (No. 2) pencils. Light marks and marks made with colored pencils, ink, or felt-tip pens cannot be properly scored, and these should be marked over with a black, soft-lead (No. 2) pencil.
- response booklets are verified for completeness and accuracy of student identification information, especially if pre-ID labels are not used and information is completed by teachers/examiners or students.
- the STUDENT NUMBER section is completed and fully gridded on every response booklet without a pre-ID label.
- student information that is written above the circles in each box of the response booklet is accurately gridded below the information.

Materials Required for Returning

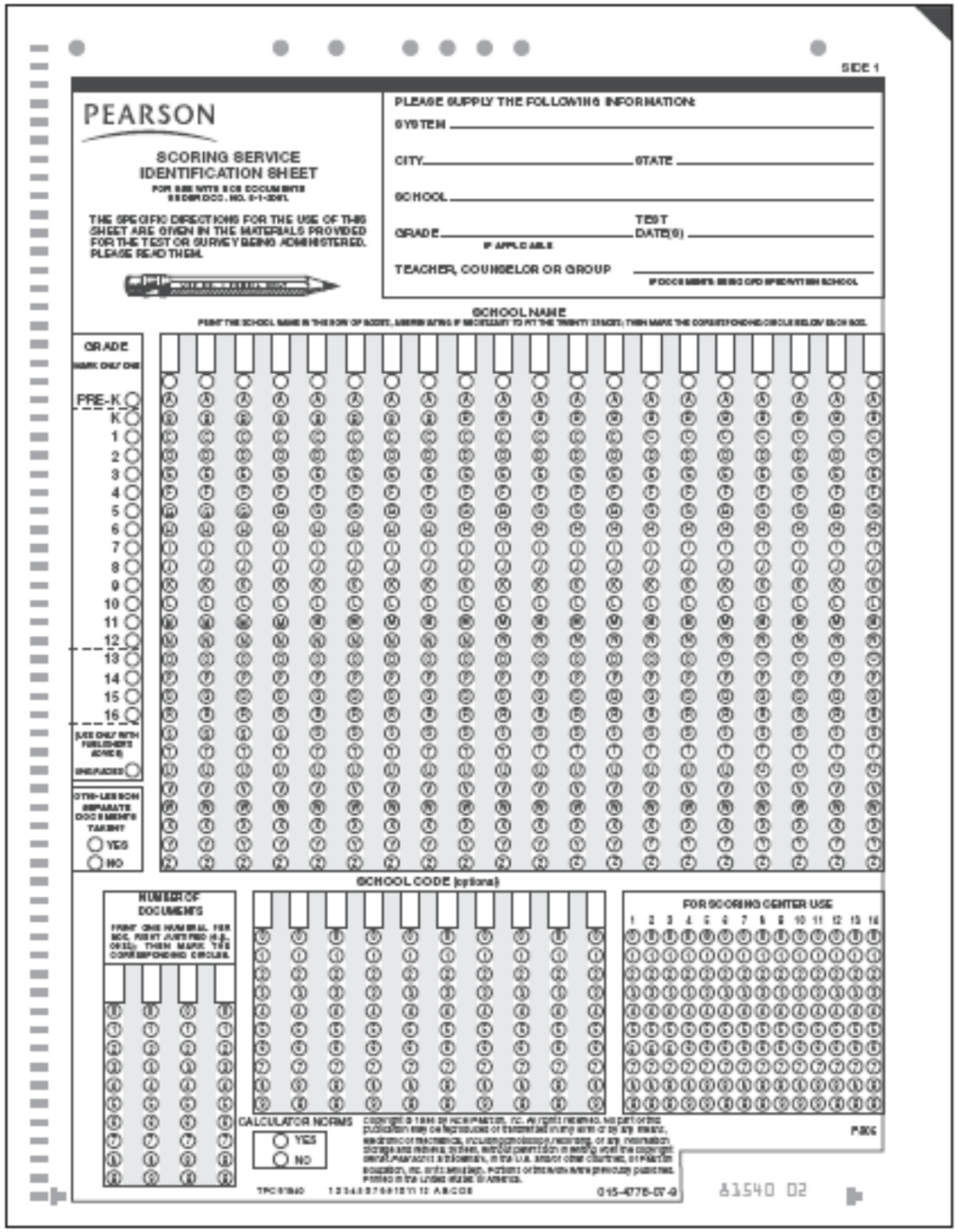
- SSID Sheets
- Paper Bands
- Gold/Green (Scorable and Non-Scorable labels)
- UPS Labels (2nd day for scorable/ground for non-scorable)

Returning Scorable Test Materials SSID Sheets

- SSID sheet must accompany each bundle
- District will receive pre-slugged and blank
- **Corrections to the pre-filled SSID sheets are not allowed** – please use a new SSID sheet (blank) and bubble in the correct information. Discard the incorrect SSID sheet

SSID Sheets

- Place an SSID sheet on the top of each bundle of answer documents.
- Make sure the number of documents is recorded.
- Do not correct pre-slugged SSID sheets. Use new SSID sheet.



Key Points for Packing and Returning Scorable Test Materials

- Re-use the boxes that test materials were shipped in for packaging and returning **scorable** documents
- Apply the UPS 2nd Day Air Label(s) to the top of the box(es)
- Apply the **Gold** peel & stick labels to the side of the box(es)
- Use reinforced tape to securely close the boxes

Return DSTEP Non-Scorable Materials

Return all non-scorable materials including

- used and unused test booklets for grades 3-8, and 11
- unused answer documents
- *Directions for Administering*

Apply the UPS Ground label(s) to the top of the box(es).

Apply the GREEN peel & stick labels to the side of the box(es).

Scorable and Non-Scorable

- Do not mix scorable and non-scorable materials – they are shipped to different locations
- Be sure that only used Answer Docs are returned as scorable
- **Gold** label on Scorable
- **Green** label on Non-Scorable
- DO NOT use labels from other administrations

DSTEP Recommendations

- Test early in the testing window
- Return documents early – If you want to return materials early you will need to contact UPS to schedule the pick up
- **April 24, 2013** UPS will arrive for the pick up of materials
- If your materials are not picked up on **April 24, 2013,** the state will be notified

All Materials Are to be Returned to Pearson

EXCEPT

Reusable Home School materials they should be inventoried and kept in a secure location in the district

Home School

- All home school and other non-accredited Alternative Instruction programs **MUST** test grades 2,4,8 & 11 using SAT 10 (abbreviated form D) or other Norms Referenced Test, **NOT the DSTEP test**

- Home School students should be tested in the same administration window and deadline dates as for DSTEP

- Order forms are available on SDDOE website for completing and submitting to Pearson

Home School and Other Non-Accredited Programs

- Inventory the unused SAT 10 test materials that your district has in storage BEFORE placing your order.
- Compare the test materials on hand to the number of students to be tested, and order only the additional materials needed.
- Remember to keep your unused answer documents and non scorable materials for use in next years administration.

Home School 2013

- Required to submit an order for scoring services (OSS) with materials to be processed
- If materials are returned without the form the district will receive a bill for the processing of the home school documents
- OSS form will be available on the SDDOE website

Home School and Other Non-Accredited Programs

- Store all unused and reusable grade 2, 4, 8, and 11 test materials in a secure area for use in future administrations.
- Prepare accurate documentation regarding the grade levels and quantities of SAT 10 test materials in storage and where the test materials are stored.
- Keep this information in a file accessible to other administrative personnel.

Home School and Other Non-Accredited Programs

- In the **“FOR SCORING CENTER”** USE section of SSID sheets
- Grid “8” in columns 1, 2, and 3 for HOME SCHOOL
- Grid “9” in columns 1, 2, and 3 for ALL OTHER NON-ACCREDITATED

Pearson Contact List

CONTACT GROUP:	FOR QUESTIONS REGARDING:
Pearson Customer Support Center Phone: 1-888-827-1089	PearsonAccess Enrollment Data Contact/Address changes Test Materials Ordering Home School Materials Status of Shipments Administration Instructions Packing and Returning Materials Resolution of Scoring Issues Scoring Services
Catalog Customer Service Phone: 1-800-328-5999 eacustomerservice@pearson.com	Ordering Off Grade Materials Ordering OLSAT Materials Ordering Ancillary Test support Materials Off-Grade Scoring Service

Pearson Contact List

Carol Sekinger
South Dakota Program Manager
800-228-0752 ext. 245679
Mobile 210-364-7359
carol.sekinger@pearson.com

Martha Lopez
South Dakota Project Manager
800-228-0752, ext. 245616
Mobile 210-452-0912
martha.lopez@pearson.com

South Dakota Team Email:
southdakotateam@support.pearson.com
If you receive emails from this address it is from Pearson

Questions?