

State Test of Educational Progress

***Dakota STEP
Science***

2014

Carol Sekinger

DSTEP Science 2014

- One form for each grade
- One answer document for each grade
- 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 Science Spring 2014

March 17 - 21, 2014

Scheduled delivery of *DSTEP*
Science materials

March 17 – 28, 2014

Material shortages and requests for
additional assessment materials
must be ordered through the
SchoolHouse website
www.ncsscholhouse.com

March 31 – April 18, 2014

DSTEP Science Administration

April 23, 2014

Pearson Scheduled pickup of
scorable documents to be picked up
by UPS (returned 2nd day)

April 25, 2014

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 Answer Documents
- Packing and Shipping of all Test Materials
- Complete the online Test Security Agreement/Affidavit

DSTEP Science

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 Science - Additional Orders

- SchoolHouse additional order window is **March 17 – 28, 2014**
- 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.ncsschoolhouse.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 Science Materials

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

The DFA/TCH are posted on the SDDOE website and SchoolHouse for downloading if extra copies are needed

Students

WITHOUT 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 Science Pre-ID Labels

- Place label in area of answer document that says “place pre-id label here”

1 STUDENT NAME _____ TEACHER _____ SCHOOL _____

SCHOOL DISTRICT _____ ADDRESS _____ ADDRESS _____ DATE OF BIRTH _____ DATE TEST ADMINISTERED (month/day/year) _____

Grade 5

2 LAST NAME _____ FIRST NAME _____ MI _____

3 CLASSIFICATION
Grade _____
Level _____

4 DATE OF BIRTH
Month _____ Day _____ Year _____

5 STUDENT NUMBER _____

6 TEACHER USE ONLY
Reference _____

Printed in the United States
11/12/08/001/001

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 Science Student ID Number

Grade 5

1 STUDENT NAME _____ **TEACHER** _____ **SCHOOL** _____

SCHOOL DISTRICT _____ **ADDRESS** _____ **SPACE** _____ **DATE OF BIRTH** _____ **DATE TEST ADMINED (month/day/year)** _____

2 LAST NAME _____ **FIRST NAME** _____ **M** _____

3 CLASSIFICATION

1 2 3
 4 5 6

4 SCIENCE ACCOMPLISHMENTS

1 2 3
 4 5 6

5 DATE OF BIRTH

Month: Jan Feb Mar Apr May Jun/9 July Aug Sept Oct Nov Dec
 Day: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
 Year: 00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

6 STUDENT NUMBER

0 1 2 3 4 5 6 7 8 9

7 TEACHER USE ONLY

1 2 3 4 5 6 7 8 9

Please Pre-ID Label Here 

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 7 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 Science Test Administration

- Keep test materials secure
- Coding of Accommodations and adhering to the accommodations as required
- All testing to be complete by **April 18, 2014**

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 17, 2014**
- 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 46 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



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 Science Non-Scorable Materials

Return all non-scorable materials including

- used and unused test booklets for grades 5, 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 Science 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 23, 2014** UPS will arrive for the pick up of materials
- If your materials are not picked up on **April 23, 2014**, 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 Science test**
- Home School students should be tested in the same administration window and deadline dates as for DSTEP Science
- 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 2014

- 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:

Pearson Customer Support Center
Phone: 1-888-827-1089

Catalog Customer Service
Phone: 1-800-328-5999
eacustomerservice@pearson.com

FOR QUESTIONS REGARDING:

Enrollment Data
Additional Orders
Contact/Address changes
Test Materials
Ordering Home School Materials
Status of Shipments
Administration Instructions
Packing and Returning Materials
Resolution of Scoring Issues
Scoring Services

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

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Martha Lopez

South Dakota Sr. Project Manager

800-228-0752, ext. 245616

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South Dakota Team Email:

southdakotateam@support.pearson.com

If you receive emails from this address it is from Pearson

Questions?

