The New Online Answer Document Packing List and December 2018 Material Returns
Housekeeping

• If you have problems hearing the presentation, dial in on a telephone. Dial–in information:
  • in the Meeting Information icon at the top–left of the screen
  • in your registration email (messenger@webex.com)
• Dialing in for audio is recommended for best sound quality.
• All attendees’ lines have been muted due to the high number of participants.
• For questions or comments, use the “Q&A” function.
Objectives

Today’s session will cover the following topics:

- Completing the Paper Administration Process
- Scorable and Nonscorable Documents
- Identification Sheets
- Packing and Returning Materials
- Packing Errors
- Online Answer Document Packing List (ADPL)
Completing the Paper Administration Process
Completing the Paper Administration Process

Prior to returning materials, test administrators must:

• verify no answer documents were left inside test booklets;
• review students’ identification information;
• If applicable, use a No. 2 pencil to transcribe the student identification information from a voided answer document onto the answer document with which the student continued to test;
• Use a No. 2 pencil to transcribe onto an answer document the responses of any student who is eligible for transcribing or who tested with a braille or large-print test booklet; and
• account for all test booklets and answer documents.
Completing the Paper Administration Process

Test administrators must return the following materials to the campus testing coordinator:

- Answer documents to be scored or scanned
- Voided answer documents
- Unused answer documents
- Used and unused test booklets
- Types or tape-recorded materials and hand-written responses on scratch paper
- All seating charts with start and stop times
Completing the Paper Administration Process

Campus testing coordinators should:

• Ensure that all materials have been returned by all test administrators at the campus.

• Count materials and complete Class ID Sheets and/or Campus and Group ID Sheets.

• Complete the online Answer Document Packing List (ADPL) with all counts from the campus.

• Submit counts online and follow the district process for returning materials to the District Testing Coordinator.
Scorable and Nonscorable Documents
Scorable Materials

- Scorable materials include the following:
  - All documents that require scanning
  - All precoded answer documents (including voided)
  - Non-precoded answer documents with ANY gridding or marking (including voided)
  - Transcribed and signed answer documents
- Every answer document with any score code must be returned for scoring.
- All answer documents will be scored and results will be provided for every answer document submitted.
Nonscorable Materials

- Nonscorable materials include the following:
  - All test booklets
  - Unused/blank answer documents (no gridding or marking)
- Contaminated test booklets should be destroyed by districts but reported to ETS.
- Please check test booklets for possible answer documents that could be stuck inside!
Nonscorable Materials

- Nonscorable and unused materials are returned separately from scorables as noted on the Calendar of Events.
- Scratch paper, graph paper, or reference materials that students wrote on must be destroyed after testing.
- Test booklets are secure materials and must be returned to vendor.
- Test booklets do not need to be in numerical order.
- Seating charts must be retained locally for five years.
- When recording box counts, scorable box counts and nonscorable box counts should not be combined.
Identification Sheets
Identification Sheets

• Identification sheets are used to identify scorable documents returned for processing.

• The three types of identification sheets are:
  • Class Identification (ID) Sheet,
  • Campus and Group ID Sheet, and
  • Voided Answer Document ID Sheet.

• Scorable materials must be returned beneath the appropriate ID sheets.
Class ID Sheet

- Class ID sheets are used to sort and count answer documents for reporting purposes.
- Class ID sheets can be used to organize reports by test administrator, teacher, counselor, etc.
- Follow the instructions to complete on the reverse side.
Class ID Sheet

- DO NOT secure stack with a gummed paper band.
Campus and Group ID Sheet

- Complete for each subject test at each campus.
- Reports and labels will be generated for all documents under each sheet.
- Do not include voided answer documents under a Campus and Group ID Sheet.
Campus and Group ID Sheet

- Secure stack with a gummed paper band.
Voided Answer Document ID Sheet

• Separate voided answer documents from those to be scored.
  • Mark “VOID” in large, bold letters on the front of the answer document.
  • Avoid marking any barcoded regions on the answer document.
• Void unused precoded answer documents.
• Face all documents the same direction.
• Stack multi-page documents on top of single-page documents.
Voided Answer Document ID Sheet

- Secure stack with a gummed paper band.
Packing and Returning Materials
Prepare Scorable Materials for Shipping

• District testing coordinators direct the collection of scorable materials.
  • Scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
  • Verify that campus testing coordinators have correctly returned scorable materials.
• District testing coordinators prepare materials for shipping.
Packing Scorable Materials for Return

- Complete the online Answer Document Packing List prior to packing materials into return boxes.
- Combine the stacks.
  - Voids should be on the bottom of a campus stack.
Scorable Shipping Labels

- Scorable shipping labels are always green.
Returning Scorable Paper Test Materials

• After everything is counted, labeled and packed:
  • Call for a UPS pick up (1-800-PICK-UPS).
  • For freight shipments, the carrier, XPO Logistics, will contact districts to schedule pick-up times.
Reminders

• Return scorables in white boxes; do not use brown boxes.
• Sort answer documents by campus and each campus by subject.
• DO NOT combine administrations.
• Place voided answer documents at the bottom of the return box.
• Be sure to mark voided answer documents avoiding barcoded regions.
• Apply gummed paper bands to each stack of voided answer documents.
• Districts should clearly mark the total box count on shipping labels.
Prepare Nonscorable Materials for Shipping

• District testing coordinators direct the collection of nonscorable materials.
  • Nonscorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
• Pack for each administration of STAAR (including STAAR Spanish).
• Do not mix STAAR 3–8, STAAR EOC, STAAR Alternate 2, and TELPAS materials.
Nonscorable Shipping Labels

- Blue: EOC
- Yellow: 4/7 and 3–8
- Red: 5/8 M&R and 5/8 M&R Retest
Returning Nonscorable Paper Test Materials

• After everything is counted, labeled and packed:
  • Call for a UPS pick up (1-800-PICK-UPS).
  • For freight shipments, the carrier, XPO Logistics, will contact districts to schedule pick-up times.
Packing Errors
• Do not place live answer documents under a void header.
• Do not place live answer documents under a void header.

All answer documents were placed under void header (no campus header)
• Be sure the correct label is used for the materials being returned.
• Be sure all student identification information is complete.
• Do not make any markings on the track marks or barcoded regions.

In order to process all marks must be erased
• Be sure to double check information.
Online Answer Document Packing List (ADPL)
Online Answer Document Packing List (ADPL)

• Beginning in December 2018, the ADPL is moving online!
• Districts will no longer receive a paper ADPL in the shipment.
• The new ADPL feature in the STAAR Assessment Management System allows districts and campuses to enter and submit counts of all answer documents returned to ETS for scoring.
  • District level users can view, update, and verify information for all of the campuses in the district.
  • Campus level users can view and update counts for only the campus to which the campus testing coordinator has access.
• Voided answer documents or counts of students that tested online should not be included in the ADPL counts submitted.
Navigation

- **Orders > ADPL**
  - Select a test administration and organization.
  - Click **View ADPL**.
Campus Testing Coordinator Screens

- From the Campus Testing Coordinator ADPL screen:
  - Only the selected campus will be visible.
  - Only subjects for the selected administration will be displayed.
  - Add Alternate Campus will allow Campus Testing Coordinators to enter counts for students testing at their campus from another “home” campus.
  - Click **Update** to save data entered.
  - Submit send completed counts, ready for review, to the District Testing Coordinator.
  - A CSV file is available for download with counts entered online.
District Testing Coordinator Screens

• From the District Testing Coordinator ADPL screen:
  • A listing of all campuses within the district for which precoded answer documents were generated will appear.
  • Only subjects for the selected administration will be displayed.
  • District users can select **Update, Submit, or Verify**.
  • The deadline for submission is, at 11:59 p.m., the same date that scorables materials are returned as per the Calendar of Events.
  • Once counts have been verified, the Campus Testing Coordinator cannot change them without permission.
  • A CSV file is available for download with counts entered online.
District Testing Coordinator Screens
District Testing Coordinator Screens
Update and Submit

- **Update** allows users to save entries and return later to edit.
- Update indicator is a green check with a dotted circle.
- **Submit** is used to indicate that entries are complete and no further updates are needed.
- Submit indicator is a white check in a green circle.
- **Unsubmit** is available only after submission and can be used to make changes prior to verification by the District Testing Coordinator.
Update and Submit

<table>
<thead>
<tr>
<th>District</th>
<th>Campus</th>
<th>Test Administration</th>
</tr>
</thead>
</table>

Alert: ADP window will close on Nov 30, 2018 2:00 AM CDT.

Edit Counts for Training HS [99996000]

<table>
<thead>
<tr>
<th>Seating Campus</th>
<th>Home Campus</th>
<th>ADP Status</th>
<th>EDC (A1)</th>
<th>EDC (B1)</th>
<th>EDC (C1)</th>
<th>EDC (D1)</th>
<th>EDC (E1)</th>
<th>Last Updated By</th>
<th>Verification Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training HS [99996000]</td>
<td>Training HS [99996000]</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WWWilliams002</td>
<td>Not Verified</td>
<td></td>
</tr>
</tbody>
</table>

1 - 1 of 1 items

[Update] [Submit]

[Un-Submit]
Verify

- **Verify** is available to District Testing Coordinators only and is used to lock final counts for ETS.
- The District Testing Coordinator can **Unverify** counts and make changes until the window has closed for ADPL.
Add Alternate/Home Campus

• Entering counts for an alternate campus:
  • Click **Add Alternate/Home Campus**.
  • Begin typing the name or CDC code of in the *Home Campus* field.
  • Enter counts, and click **Add Alternate/Home Campus(es)**.
  • Only enter counts for students testing at the campus that have answer documents to return for processing.
Questions
Customer Support

• Texas Assessment Support Center
• Monday–Friday
• 8:00 a.m.–5:00 p.m. (CT)
• 855-333-7770
• STAAREOC@ets.org or STAAR3-8@ets.org
• Click the chat link in the Help Documentation tab in the Assessment Management System.