

2011-2012 Instructions for Returning Materials

Iowa Testing Programs

Note deadlines: All Form E documents must be received at the Scoring Center by May 4, 2012. Documents received after this date will not be included in the data we report to the Department of Education.

ITBS Form A materials must be received by June 30, 2012.

Order Form. One Order for Scoring Service (OSS) can be used for the Iowa Assessments, Form E, test levels 5/6 through 17/18 (grades 1-12) in a single order. If there are multiple orders in a shipment, each order must have its own OSS. The OSS is completed on our “Online Tools” web site at <https://itp.education.uiowa.edu/tools>. You must print a copy of your OSS and include in the first box of your answer documents to be scored.

ITBS, Form A, Level 5/Grade K will need a separate OSS which is also completed on our “Online Tools” web site. You must print a copy of your completed OSS and include with your machine-scorable booklets to be scored.

Orders received without an OSS will be assessed an additional \$50.00 processing fee per order.

Bar Code Labels. All documents must have a bar code label before we can process for scoring. This includes home-schooled or any other students you test separately from your regular testing. **Documents received without bar code labels will be charged an additional \$50.00 processing fee per order. Your entire order will be held at the scoring center until bar code labels are received.**

Home-schooled Students. If you wish to have documents of home-schooled students scored and reported separately from all other students, you must fill out a separate OSS for that group. The OSS should be placed on top of those documents. Building and Grade ID sheets should be inserted where needed, and the order should be placed on top of the documents in your regular order. We no longer offer hand-scoring services so home school documents should be returned for machine scoring.

Braille Documents. New this year—if you tested students using the braille version the documents should be returned for scoring with your regular answer documents. (You still need to transfer the responses to a regular answer sheet.) In the past there were separate braille norms which required us to hand-score the braille tests. With the new Form E assessment, all items are included in the braille version so we no longer have separate norms and do not need to hand-score the braille tests. You should pencil bubble the “BRAILLE” oval on the answer document to indicate the braille version was used.

Out-of-Level Materials. When students have been tested out of level, their documents should be placed with those of other students in their same grade for scoring. However, if Levels 5/6-14 materials were used in a high school grade, the Levels 5/6-14 and Levels 15-17/18 materials for that grade should be kept separate when preparing to return them. When the two sets of materials are being returned for scoring, they should be packaged so that each set can be easily identified with its own Grade/Class ID sheets. Of course, Levels 15-17/18 and Levels 5/6-14 materials can also be returned separately. Note: Students who take a lower level test cannot be counted for NCLB reporting purpose.

ITBS Form A Level 5 materials cannot be mixed with the Iowa Assessments (Form E).

NIA Students (not-in-averages). If foreign exchange students were tested or some students refused to take the test conscientiously, group averages can be obtained that exclude the scores of such students. This can be done by coding the student’s answer folder in “Column Z”, under “Office Use Only”, with any number, 1-10. These answer folders can then be processed with those of other students in the same grade. You must also indicate on your OSS that you are using Column Z in this fashion.

I. Preparing Materials for Return

It is the school's responsibility to see that its documents are in proper condition for scoring. Marks must be heavy and black; scorable booklets and answer folders must be in good physical condition. **Check to be sure that students took all parts of each test that was to be administered. All documents must have a bar code label to be processed.** Also check that the Test Form is marked on each individual answer folder. **The Test Form is not included in the bar code label.** (If students failed to mark the form on their document the form will be taken from the grade/class header.)

A. Organizing the Used Answer Folders and Machine-scorable Booklets

The procedures outlined in this section are for packaging and returning Iowa Assessments, Form E and *ITBS* Form A (Level 5) materials. Although Level 5 materials are organized the same as Form E they will be returned separately for scoring.

If you used *ITBS* Form A for Grade K you should stack the Level 5 documents separately by building from your Form E documents. Form A, Level 5 documents will be returned separately to a different address than your Form E documents.

1. Within each building, make one stack of machine-scorable booklets or answer folders for each class in each grade. Pile the documents with the **name block facing up**. If classes are not being used for grouping, sort the answer folders by grade without regard for test level.
2. If you used both machine-scorable test booklets and answer folders in the same classroom (*i.e.*, you did some out-of level testing with primary-battery booklets that required both types of documents), you may mix the completed machine-scorable booklets with the marked answer folders for that class. You may also mix answer folders from different test levels in the same stack. However, Levels 5/6-14 and Levels 15-17/18 answer documents should not be mixed in the same grade group. *ITBS* Form A, Level 5 documents cannot be mixed with Form E documents.
3. You need not alphabetize the documents in a stack. The score reports you receive will place students' names in alphabetical order. Simply count the documents in each stack to ensure that all completed machine-scorable booklets and answer folders are accounted for. Use this count on the ID sheet. Also, check these counts against your enrollment figures to ensure that all documents have been included.
4. For each stack, fill out a blue Grade/Class Identification Sheet and place it on top of the stack. Follow the directions printed on the front of the Identification Sheet. If you have both answer folders and machine-scorable booklets in a stack, fill in the form code (IA FORM) for the test form that was taken by students who used answer folders (Form E). *ITBS* Level 5 identification sheets will be marked Form A.
5. For each grade in a building, make a new stack by combining the stacks for the classes in that grade into a single pile, one stack on top of the other. See the diagram on the back of the Identification Sheet. Band each grade stack with a strip of tough paper or rubber band (no paper clips, please).
6. Merge the grade stacks into a single pile with the lowest grade on top and the highest grade on the bottom. (Do this separately for each building for which you are returning documents.)
7. For each building in an order, fill out a maroon Building Identification Sheet and place it on top of the stack of documents for that building. Follow the directions on the front of the Identification Sheet. (Building code need not be filled in.)

8. Deliver the stack of marked answer documents, along with any unused documents, to your district central office or test coordinator. **Do not mail answer documents from individual buildings directly to the scoring center if you are in a multiple-building system.** All documents from the system should be sent together, otherwise all buildings will not be included in system reports.

B. Preparing Used Answer Documents at the District Office

Retrieve the cardboard boxes in which your test materials were received and use them to pack materials for return. If you used *ITBS*, Form A, Level 5 for grade K these materials were boxed and shipped separately from your Form E materials and should be packaged and returned separately in their own original boxes. (Each of the boxes for Form E materials should have a small green “IOWA” label on the top upper-right corner.) While packing, keep the boxes in the order in which they were packed so that you can easily number them sequentially, as described later on.

1. Arrange the piles of marked documents (with appropriate identification sheets) from the separate buildings in alphabetical order by building name.
2. Separate unused scorable test booklets and answer folders from used materials and band the unused items separately by test level. Place unused materials in the last boxes of your return shipment. We must have all unused scannable test booklets back so that they are available to fill orders from other districts.
3. Carefully pack the marked answer documents in the cardboard boxes. In the first box, place the marked documents from the lowest grade in the first building (from the top of the pile). (About 100 scannable booklets fit in a 12-inch high cardboard box.) Place the top part of the remaining pile in the second box. Continue in this way until all marked documents are in boxes. In your original materials shipment, we included some orange adhesive labels that say “Contains Answer Documents to be Scored.” Place one of these orange labels in the top upper-right corner of each box that contains marked documents. Place the orange label directly under the green IOWA label. (The green label should still be visible.) Place all unused machine-scorable booklets and answer folders in the last box or in a separate box.
4. On the orange labels there is a place to fill in Box ___ of ___. Keep the boxes in the same order in which they were packed and write the number of the box on the first line. In the second space, write the total number of boxes with orange labels (i.e., boxes that contain documents to be scored). For example, if you have three boxes with answer documents to be scored, the first box with an orange label should say “Box 1 of 3” and the third should say “Box 3 of 3.” This extra numbering is needed at the scoring center to ensure that your entire set of marked documents is available and can be processed together.
5. **If your district consists of several separate buildings, you can obtain district summary reports in addition to individual building summary reports. To obtain such a report, you must return all answer folders in a single order and use a single OSS to order the same optional services (if any) for all buildings. If individual buildings return answer folders independently, the scoring center cannot combine individual buildings to obtain a district summary report. If you prefer to allow each building to operate independently (and decide to forego a district summary), each building should complete an OSS form to accompany its own answer folders. Note that when buildings return answer folders independently, the reports of local percentile ranks will be based only on the population of each building individually, not on the population of the local district as a whole.**
6. Fill out an **Order for Scoring Service** (OSS) and place it on top of the stack in the first box (Box # 1 of ___). You will need to fill out the OSS on our “Online Tools” web site (<https://itp.education.uiowa.edu/tools>) and submit it electronically as well as printing a copy to enclose in Box 1. **There will be a \$50.00 “No OSS” fee added to orders received without an OSS.** To avoid any additional fees, any services desired must be ordered on the OSS at the time the answer documents are submitted for scoring. Subsequent orders will incur an additional \$50 processing fee. Please pack the documents in the same order in which building names are listed on the OSS.

7. Seal the cardboard boxes securely with packaging tape. For Form E the three labels—green, orange, and UPS return—must be visible on top after each box is sealed.
8. If you have *ITBS* Form A, Level 5 (grade K) documents follow the same procedures except for step 4 you received pink labels to put on your boxes instead of orange. Seal the cardboard boxes securely with packaging tape. Be sure to use the prepaid UPS return labels received with your Level 5 materials as they will be returned to the Riverside Scoring Center in Itasca, Illinois. **Do not return Level 5, Form A booklets with your Form E materials.**

C. Returning Test Booklets and Unused Answer Documents

Do not include any marked machine-scorable booklets or answer folders in the boxes of reusable test booklets. To do so will seriously delay the processing of your answer folders. They may even become lost permanently.

1. Return all reusable test booklets (and unused answer folders) in the cardboard boxes in which you received them. (Teachers should keep their *Directions for Administration* for use next year.) We must reuse these booklets with other Iowa schools this year. Count the booklets into stacks of 10 and pack them into the boxes. (Approximately 60 booklets will fit in a 12 inch high box.) Crisscross the stacks of 10 and check the count as you pack them to make sure that **all** the copies we sent to you are accounted for.
2. If you encounter booklets that are damaged beyond repair, please separate them, attach a note to them, and place them on top in the last box.
3. Place unused answer folders and machine-scorable booklets on the top in the last box. Seal the cardboard boxes securely with packaging tape. (The green label and shipping label should be visible on the outside.)

II. Returning Iowa Assessments, Form E Materials to the Scoring Center by UPS

Using the pre-addressed UPS RS return labels that were included in your shipment of materials, follow the steps below.

1. Place a UPS RS label on each box to be returned, covering the entire UPS label that had been used to send materials to you. Do not cover the green label that is in the upper-right corner or the orange one that may be in the upper-right corner. Keep the boxes in the same order in which they were packed and be sure the boxes with orange labels are still in the number order you marked on them.
2. The RS labels are numbered 1 OF 1 in the upper right corner. Line 1 of the “Ship to:” address is a line labeled BOX ___ OF ___. You should number your boxes accordingly here, keeping the boxes in the order in which they were packed with your scorable materials in the first box(es). Place the correct label on each box (box 1 on box 1, box 2 on box 2, etc.). For example, if there are 6 total boxes in your shipment, the first box (which also should contain your OSS) will be labeled 1 of 6, and the last box would be 6 of 6. These numbers are needed to help determine whether all of your boxes have been received at the Scoring Center. If you damage a label or need additional labels contact us at 319-335-5408.
3. The next time a UPS driver stops at your school to make a delivery, tell the driver you have a prepaid return shipment for Iowa Testing Programs. The driver will take all of the boxes, and they should arrive at the Scoring Center the next business day. With this procedure you should not have to pay anything to the driver.

4. If UPS does not stop at your school regularly, or if you would like to schedule a pickup call the UPS number printed on your UPS return labels (1-800-823-7459). (If your shipment contains more than 10 boxes we recommend you schedule a pickup.) You will need to provide the operator with the information listed below so please have this information ready before placing your call.
 - Company name you are requesting the pickup for is “Pearson Education”
 - Account Number printed on your UPS return label (1Y3635)
 - Telephone number, school name, address, and location of your pickup
 - Number of boxes you are returning and at least one tracking number
 - Are any boxes over 70 pounds? (If you use original boxes no boxes will be over 70 pounds.)
 - Is your pickup ready now and if not when will it be ready?
 - Service Level is UPS Ground
 - Business hours for pickup and any special instructions (pickup at office, back dock, etc.)
5. Except for making necessary revisions in your return address you should not alter the RS return labels provided to you. If you damage a label when placing it on a box, you may need to replace that label. Contact us a 319-335-5408 if you need additional labels.

III. Returning *ITBS*, Form A, Level 5, Grade K Materials to the Riverside Scoring Center

Note the Level 5 materials are returned separately from Form E materials. Level 5 materials are returned to: Riverside Scoring Service
761 District Drive
Itasca, IL 60143-1391

Using the prepaid UPS RS return label(s) that were included with your *ITBS*, Form A, Level 5 shipment of materials follow the steps below.

1. Place a UPS RS label on each box to be returned, covering the entire label that had been used to send materials to you. Keep the boxes in the same order in which they were packed and place the correct label on each box (box 1 on box 1, box 2 on box 2, etc.). If you damage a label or need additional labels contact us at 319-335-5408. Be sure the Order for Scoring Service (OSS) is on the top inside of Box 1. **There will be a \$50.00 “No OSS” fee added to orders received without an OSS.**
2. The next time a UPS driver stops at your school to make a delivery, tell the driver you have a prepaid return shipment for Iowa Testing Programs. The driver will take all of the boxes and they should arrive at the Riverside Scoring Center within 2 business days. With this procedure you should not have to pay anything to the driver.
3. If UPS does not stop at your school regularly, or if you do not want to wait until the next delivery to your school, you can use the following procedure:
 - Call UPS at 1-800-742-5877 and follow the phone prompts. Your first prompt you will want “Shipping Information” and your second prompt you will want to “Schedule a Pickup”. Your third prompt will be “Prepaid Return Service”. At this point they will ask you for a phone number and maybe a tracking number from your RS return labels. You will want to have all of the tracking numbers available when you call.
 - The operator will then verify your school name, address, telephone number, any special pickup location at your building, your office hours, and the number of boxes.
 - After your phone call to UPS, the driver will stop the next working day and your materials will arrive at the Riverside Scoring Center within 2 business days.
 - With this method, there could be a \$6 pickup fee that we will add to your shipping charges.

If you phone for a UPS pickup and a driver happens to come to your school that same day, you may give the driver your shipment. You should then call the UPS number to cancel the pickup you had requested.

IV. Returning Materials via School Vehicle

If you picked up your materials in Cedar Rapids, you should return them to the Iowa City scoring center. (Pearson, 2510 North Dodge Street, Iowa City, IA 52245). Using the white return labels we sent you with your materials, place a return label on each box covering up the old address label.

V. Returning Forms A and B, *ITBS/ITED* Booklets

ITBS/ITED Forms A and B test booklets will no longer be used in Iowa. If you have test booklets in your district they must be returned to our warehouse. Test booklets should be sorted by form and level. Include a cover letter with your school information and a list of the materials you are returning.

Return to: Iowa Testing Programs Warehouse
C/O Pearson
2510 North Dodge Street
Iowa City, IA 52245

Although we no longer use Forms A and B in Iowa it is important that materials are kept secure as they continue to be used in other state assessments. Other materials such as Directions for Administration, parent leaflets, etc. can be recycled. We recommend you retain a few copies of any manuals such as Interpretive Guides, Research Guides, or Norm Booklets you may need to refer to when using your data for Forms A and B. **If you recycle Primary Battery, Levels 5-8 Directions for Administration, these must be confidentially recycled as they contain the test questions.** If you do not have access to confidential shredding you should return these with your booklets and we will recycle them. (Note: we will continue to use Level 5, Form A for kindergarten testing so if you plan on testing kindergarten you should keep your Level 5 Directions for Administration.)

If you have a large quantity of booklets you can request prepaid UPS return labels through our Online Tools web site (<https://itp.education.uiowa.edu/tools>) or call us at 319-335-5408. We will need to know how many boxes and the weight of each box. (Each booklet weighs approximately 8 ounces.)

After receiving the UPS labels, the next time a UPS driver stops at your school to make a delivery, tell the driver you have a prepaid return shipment for Iowa Testing Programs. The driver will take all of the boxes and deliver them to our warehouse.

If UPS does not stop at your school regularly, or if you do not want to wait until the next delivery to your school, you can use the following procedure:

- Call UPS at 1-800-742-5877 and follow the phone prompts. Your first prompt you will want “Shipping Information” and your second prompt you will want to “Schedule a Pickup”. Your third prompt will be “Prepaid Return Service”. At this point they will ask you for a phone number and maybe a tracking number from your RS return labels. You will want to have all of the tracking numbers available when you call.
- The operator will then verify your school name, address, telephone number, any special pickup location at your building, your office hours, and the number of boxes.
- After your phone call to UPS, the driver will stop the next working day and your materials will arrive at our warehouse the following business day.
- With this method, there could be a \$6 pickup fee that we will add to your shipping charges.

If you phone for a UPS pickup and a driver happens to come to your school that same day, you may give the driver your shipment. You should then call the UPS number to cancel the pickup you had requested.

Any questions regarding the return shipment of your materials should be directed to Iowa Testing Programs at 319-335-5408.