2019-2020 Instructions for Returning Iowa Assessment Materials
Iowa Testing Programs

All materials should be returned promptly to the Pearson facility in Cedar Rapids.

Iowa Testing Programs c/o Pearson
9200 Earhart Lane SW
Cedar Rapids, IA 52404

Do not return materials to the Pearson Iowa City facility.

Note Deadlines for Returning Documents to be Scored

All documents must be received at the Scoring Center by May 22, 2020.

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

Order Form. One Order for Scoring Service (OSS) form can be used for all test levels and grades (K-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.**

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.

Braille Documents. If you tested students using the braille version the documents should be returned for scoring with your regular answer documents. (You will need to transfer the responses to a regular answer folder.) **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.

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 (1-7 for Levels 15-17/18). 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. Stray marks and bubble rub-offs should be erased. 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.) Please note that Form F is being used this year in grades 3-12. Unless special testing was done all grade/class headers for Levels 9-17/18 should be pencil gridded Form F.

A. Organizing the <u>Used</u> Answer Folders and Machine-Scorable Booklets

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.

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 F).

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 Building 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 <u>Used</u> 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. (Each of these boxes should have a small green "IOWA" label on the top upper 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 <u>unused</u> scorable test booklets and answer folders from <u>used</u> 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.

7. Seal the cardboard boxes securely with packaging tape. All three labels—green, orange, and UPS return—must be visible on top after each box is sealed.

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.) 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 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. **Do not use UPS labels you might have saved from last year. You should destroy them.**

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 (This is printed on the bottom of your label. Call ITP if you need the account number.)
    • 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 Materials via School Vehicle

If you picked up your materials in Cedar Rapids, you should return them to the same Pearson facility in Cedar Rapids. **(Pearson, 9200 Earhart Lane SW, Cedar Rapids, IA 52404).** Using the white return labels we sent you with your materials, place a return label on each box covering up the old address label.

Do not return materials to the Pearson facility in Iowa City.

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