



COLLEGE OF EDUCATION
Iowa Testing Programs
Iowa Statewide Testing Programs
 340 Lindquist Center South
 Iowa City, IA 52242-1529
 319-335-5408
<https://itp.education.uiowa.edu>

August 2016

Dear Test Coordinator:

Best wishes as you prepare for the *Iowa Assessment* test administration this year. Please share this information with all school personnel who are involved in the coordination of the test administration.

Included with this letter are the testing materials you ordered. Please verify the contents of your shipment against the Packing List. If your materials were packaged for individual attendance centers, a separate Packing List is included in the first box that is designated for each of those centers.

Iowa Assessments Procedures for 2016-2017

Testing Materials	Verify your materials against the enclosed packing list. Notify marcia-walters@uiowa.edu or 319-335-5408 if this information is not correct.
Testing Window	All testing must be completed by May 5, 2017 .
Test Form	Form F will be used for Levels 9-17/18 and Form E for Levels 5/6, 7, and 8. Students should check the form on their test booklet and grid the form (Form F) on their answer folder. The test form is NOT included in the barcode label. If the booklet is not Form F they should not begin testing and alert the proctor.
Braille Test Booklets	Braille test booklets will be Form F. Students using Braille booklets should also grid the Braille oval on their answer folder. Stray marks in the Braille oval for non-braille testing should be erased.
Bar Code Procedures	Bar code labels will be required for the 2016-2017 year. Help with coding the information for labels, along with instructions for submitting a file of student data to ITP for validation, can be found in the documents listed under the header "Bar Coding Information" at http://itp.education.uiowa.edu/downloads.aspx . If any of your documents are missing bar code labels your order will not be processed until bar code labels are received and you will be assessed an additional \$50.00 processing fee per order.
Scoring and Reporting Services	To order scoring and reporting services, please log on to ITP Online Tools at https://itp.education.uiowa.edu/tools .
Out-of-Level Testing	Students who take a lower level test cannot be counted for NCLB reporting purposes.
Returning Materials	Test materials are shipped to districts via UPS and will be returned via UPS. The enclosed yellow sheet includes instructions for returning materials. Materials are to be returned promptly to the Pearson facility in Cedar Rapids. Do not return materials to the Pearson facility in Iowa City (2510 North Dodge Street).

If you have any questions or concerns, please contact Iowa Testing Programs (marcia-walters@uiowa.edu at 319-335-5408 or catherine-welch@uiowa.edu at 319-335-6274).

Sincerely,

Catherine Welch, Director
 Iowa Statewide Testing Program

Enclosures