



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>

September 2013

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 2013-2014

<b>Testing Materials</b>	Verify your materials against the enclosed packing list. Notify <a href="mailto:marcia-walters@uiowa.edu">marcia-walters@uiowa.edu</a> or 319-335-5408 if this information is not correct.
<b>Testing Window</b>	All testing must be completed by <b>April 25, 2014</b> .
<b>Test Form</b>	<b>Form F</b> for Levels 9-17/18 and <b>Form E</b> for Levels 5/6, 7, and 8. Braille test booklets will be Form E. Students should check the form on their test booklet and grid the correct form on their answer folder. <b>The test form is NOT included in the barcode label. Students using Braille, Form E booklets should also grid the Braille oval on their answer folder.</b>
<b>Bar Code Procedures</b>	Bar code labels will be required for the 2013-2014 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 <a href="http://itp.education.uiowa.edu/downloads.aspx">http://itp.education.uiowa.edu/downloads.aspx</a> . <b>If any of your documents are missing bar code labels your order will not be processed until bar code labels are received.</b>
<b>Scoring and Reporting Services</b>	To order scoring and reporting services, please log on to ITP Online Tools at <a href="https://itp.education.uiowa.edu/tools">https://itp.education.uiowa.edu/tools</a> .
<b>Out-of-Level Testing</b>	Students who take a lower level test <b>cannot</b> be counted for NCLB reporting purposes.
<b>Returning Materials</b>	Test materials are shipped to districts via UPS and will be returned via UPS. The enclosed <b>yellow</b> sheet includes instructions for returning materials.

If you have any questions or concerns, please don't hesitate to contact Iowa Testing Programs ([marcia-walters@uiowa.edu](mailto:marcia-walters@uiowa.edu) at 319-335-5408 or [catherine-welch@uiowa.edu](mailto:catherine-welch@uiowa.edu) at 319-335-6274).

Sincerely,

Catherine Welch, Director  
Iowa Statewide Testing Program

Enclosures