VIRGINIA
Standards of Learning Assessments

Supplement to the *Writing and Non-Writing Test Implementation Manuals*

Managing Paper Testing Materials for the Administration of the Standards of Learning Assessments

Manual for Division Directors of Testing and School Test Coordinators

Revised September 2019

Only those persons who have signed the *School Division Personnel Test Security Agreement* may participate in the administration of the Standards of Learning assessments to students.

IMPORTANT REMINDERS

Using the *Supplement to the Writing and Non-Writing Test Implementation Manuals*

- The *Test Implementation Manuals* contain the information, guidance, procedures, and responsibilities for the Division Director of Testing (DDOT) and School Test Coordinator (STC) in the administration of the Standards of Learning (SOL) tests; references to paper material management, however, have been removed and placed within this *Supplement to the Writing and Non-Writing Test Implementation Manuals*.

- This *Supplement to the Writing and Non-Writing Test Implementation Manuals* provides the information, guidance, procedures, and responsibilities for the DDOT and STC in the management of paper testing for both the *Writing* and *Non-Writing* Standards of Learning (SOL) test administrations held during the Fall, Spring, and Summer. The *Supplement* covers topics such as ordering paper materials, deliveries of non-secure and secure materials, answer document management, the STC's coordination of the administration of the paper SOL tests, and the DDOT's management of paper test materials. This *Supplement* is available in electronic format only—no hard copy is provided—and may be downloaded from the Virginia Department of Education Web site:

  www.doe.virginia.gov/testing/test_administration/index.shtml

- If the *Supplement to the Writing and Non-Writing Test Implementation Manuals* is revised, a revision date will be indicated on the front cover of the *Supplement*. The DDOT will receive notices of revisions through e-mail from the Virginia Department of Education.

Paper Test Format

All students are required to take the online version of the Standards of Learning (SOL) tests with the exception of students who meet one of the criteria for paper testing. Those criteria are listed below:

- The student attends school in a location where a secure network connection or the required technology is not available to access an online test. Such locations include the following: special situations schools; homebound, residential, or hospital placement; night school or Governor's school.

- The student requires an accommodation specified in his/her Individualized Education Plan (IEP), 504 Plan, or English Learner (EL) Assessment Participation Plan that is described in Appendix B of the *Test Implementation Manual* as requiring a paper test (e.g., large-print test, braille test, brailler, and some instances of multiple test sessions).

- The student has a documented medical condition, such as a seizure disorder, where exposure to a testing device will aggravate the student's condition.

- The student's eligibility for paper tests has been established using the *Documentation of Need for Paper Standards of Learning (SOL) Assessment* form, which is retained in the office of the Division Director of Testing (DDOT). The procedure for completing this document establishes that the use of paper tests is intended only to provide access to the SOL assessments for:

IMPORTANT REMINDERS, continued

- students with disabilities who require other accommodations that necessitate a paper test, and
- students with medical conditions that render them unable to take an online test.

Ordering Test Materials

- Except for *Test Implementation Manuals*, DDOTs must order all paper materials required for the Fall, Spring, and Summer test administrations using the Orders & Shipment Tracking screens in PearsonAccess^{next}.
  - All shipments of secure and non-secure materials will be delivered to the DDOT, who will be responsible for distributing the secure materials and non-secure materials to each school.

Distributing Secure Materials

- The DDOT must ensure that all secure materials received are returned to Pearson. Therefore, the DDOT should have a materials accounting procedure in place to account for materials delivered to schools and returned from schools (a sample secure materials *Transmittal* form is available in the Appendix). Packing lists will continue to be provided.
- The DDOT should use a trackable shipping method to send test materials to Special Situation (8888) schools. The Special Situation school should also use a trackable shipping method to send the completed tests and secure materials back to the DDOT.
- The DDOT and division Superintendent will be required to affirm the return of all secure paper test materials to Pearson on the *School Division Affidavit*.

Answer Documents

- Use the following chart to determine which answer document to use for each Standards of Learning test administered during the 2019–2020 school year.

Content Area	Version 1.0 Answer Document	Version 2.0 Answer Document
Fall 2019 Test Administrations		
Grade 8 and EOC *Writing*		Yes
All grades 6–8 and EOC *Mathematics*		Yes
All grades 6–8 and EOC *Reading*	Yes	
Civics and Economics and All EOC *History/Social Science*	Yes	
All grades 5, 8, and EOC Science	Yes	

Content Area	Version 1.0 Answer Document	Version 2.0 Answer Document
Spring 2020 Test Administrations		
Grade 8 and EOC *Writing*		Yes
All grades 3–8 and EOC *Mathematics*		Yes
All grades 3–8 and EOC *Reading*		Yes
All *Content Specific History* and EOC *History/Social Science*		Yes
All grades 5, 8, and EOC *Science*	Yes	
Summer 2020 Test Administrations		
EOC *Writing*		Yes
Grade 8 *Mathematics* (2009 SOL) All EOC *Mathematics*		Yes
Grade 8 *Reading* (2002 SOL) EOC *Reading*		Yes
All EOC *History/Social Science*		Yes
All EOC *Science*	Yes	

Updates to Each Test Administration

- The *Supplement to the Writing and Non-Writing Test Implementation Manuals* does not list the updates for each test administration. Updates may be found in the specific administration's *Test Implementation Manual*.

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1. USE OF THE *SUPPLEMENT TO THE WRITING AND NON-WRITING TEST IMPLEMENTATION MANUALS* FOR THE MANAGEMENT OF PAPER TESTING MATERIALS FOR THE ADMINISTRATION OF STANDARDS OF LEARNING TESTS

The *Supplement to the Writing and Non-Writing Test Implementation Manuals* provides the information required to manage secure and non-secure paper testing materials. It is intended to be used in conjunction with the *Test Implementation Manual* used with the current *Writing* or *Non-Writing* test administrations.

2. ORDERING PAPER MATERIALS

2.1 Virginia Assessment Program Schedule

The Division Director of Testing (DDOT) is responsible for ordering the non-secure and secure test materials for the division (except for the *Test Implementation Manuals*). The DDOT will use the Orders & Shipment Tracking function in PearsonAccess^{next}. (Refer to Section 2.2 for more details.) The Additional Orders window becomes available for the test administration approximately five weeks before the opening of the state test window. The DDOT can refer to the *Virginia Assessment Program (VAP) Schedule* in PearsonAccess^{next} to view the Additional Orders window and other dates of essential activities that occur for each test administration. To access the schedule, log into PearsonAccess^{next}, on the *Home* page refer to the left margin under *Latest News*, and then under *Assessment Dates* select the *VAP Schedule*.

DDOTs will receive an e-mail from Pearson with guidance and worksheets to help in gathering test counts for the purpose of ordering materials.

2.2 Additional Orders

The DDOT must place additional orders in PearsonAccess^{next} for all Standards of Learning (SOL) test administrations in order to receive all paper test materials (except the *Test Implementation Manual*).

To access the Order screen in PearsonAccess^{next}, sign in to PearsonAccess^{next} and under *Test Setup*, select *Orders & Shipment Tracking*; under Select Tasks, choose *Create/Edit Orders*, then select *Start*.

On the *New Order* screen, fill out the required information. The *Date Needed* field represents the date the items should be delivered to the DDOT.

Table 1. Guidelines for Additional Orders

Refer to the *Checklist for Placing Additional Orders* located under *Testing Resources* on the Division Director of Testing Application in the Single Sign-on for Web Systems (SSWS).

- Place orders:
  - For online *Writing* tests—order *Examiner's Manuals*.
  - For online *Non-Writing* tests—order *Examiner's Manuals* and formula sheets.
  - For paper *Writing* tests—order *Examiner's Manuals*, appropriate grade level answer documents, all test booklets and prompts (a small number of alternate prompts may be ordered for potential absences); including regular/read-aloud, audio kits, large-print kits with or without audio, and braille kits with or without audio (do not order alternate materials for these kits until actually needed); Scorable Return Materials Kit, (directions, shipping labels, and address labels for returning answer documents), Non-Scorable Return Materials Kit, (directions, shipping labels, and address labels for returning test booklets/prompts).
  - For paper *Non-Writing* tests—order *Examiner's Manuals*; appropriate grade level answer documents; all test booklets, including regular/read-aloud, audio kits, large-print kits with or without audio, and braille kits with or without audio (alternate materials for regular test booklets and kits may only be ordered when instructed by VDOE); Scorable Return Materials Kit (directions, shipping labels, and address labels for returning answer documents); and Non-Scorable Return Materials Kit (directions, shipping labels, and address labels for returning test booklets).
- Order all materials through the Orders & Shipment Tracking function of PearsonAccess^{next}.
- Only order alternate test forms when the Virginia Department of Education response to an Irregularity requires the student to be administered an alternate test form.
- Only order expedited retake test materials when the final number of students taking an expedited retake test has been determined.
- Use the appropriate administration Paper Forms Matrix to select the correct form numbers.
- On the *New Order* screen in PearsonAccess^{next}, the *Date Needed* is the date you would like the item(s) delivered to the Division. Do not enter the date you expect to use the item.
- Remember that you will order by individual item rather than by package quantity. For example, if the division wants 7 additional test booklets, enter "7"—the system will automatically calculate the need for 2 packs of 5.
- There are no automatic overages included with additional items ordered; you will only receive the exact item and number of items ordered rounded up to the nearest pack size.
- Orders will be packaged bulk and delivered to the DDOT at the division's bulk address.
- Orders for non-secure and secure materials will be shipped in separate cartons. Cartons with secure materials will be stamped "*SECURE MATERIALS ENCLOSED*" on the shipping label.
- If the *Header Sheet* is ordered as an additional order, it will not be pre-printed with the division name and code or school name and code.
- Do not use additional orders to create a stockpile of materials to cover potential irregularities or to create an overage supply.

3. DELIVERIES OF NON-SECURE MATERIALS

If non-secure materials are ordered separate from secure materials they will arrive in the division no sooner than four weeks prior to the start of the test window. If non-secure materials are ordered together with secure materials they will arrive in the division no sooner than two weeks prior to the start of the test window.

These materials do not require secure storage.

3.1 Box Label Colors for Non-Secure Materials

The colors of the address labels on the boxes of each shipment from Pearson to the division for each administration are listed below.

Table 2. Colors of Address Labels on Boxes of Non-Secure Materials Coming from Pearson

Administration	Address Label Color
***Writing* Administration**	Blue
***Non-Writing* Administration**	Orange

Refer to the table below for specific information about the contents of the deliveries of non-secure materials for all test administrations.

3.2 Delivery of Non-Secure Materials

Table 3. Delivery of Non-Secure Materials

All Test Administrations: Non-Secure Materials	
Except for the *Test Implementation Manuals*, the DDOT places Additional Orders for non-secure materials. All non-secure materials will be sent to the DDOT, who verifies that the quantities of all materials received match those listed on the *Packing List*.	
Delivery	**Contents**
Initial Delivery of *Test Implementation Manuals* An Additional Order is not necessary to get the initial shipment.	Memo to the DDOT—information regarding the delivery of *Test Implementation Manuals:* *Test Implementation Manuals* will be delivered automatically to the DDOT approximately four weeks prior to the start of the state test window. DDOTs will receive 2 per school that tested last year, and 2 for the division. If additional manuals are required, place an additional order. The DDOT distributes the *Test Implementation Manuals* to the STCs of the testing schools.
Delivery of Non-Secure Items All items are ordered using the Orders & Shipment Tracking screens in PearsonAccess^{next}.	Packing list. The DDOT verifies that the quantities of all materials received match those listed on the packing list. The DDOT distributes the non-secure materials to the schools that need them.
For assistance placing additional orders, refer to the *Checklist for Placing Additional Orders* located under Testing Resources on the Division Director of Testing (DDOT) application in the Single Sign-on for Web Systems (SSWS).	

4. DELIVERIES OF SECURE MATERIALS

All secure test materials will arrive in the division no sooner than two weeks prior to the opening of the test window.

These materials DO require secure storage. Secure storage is a limited access locked storage area. Only the DDOT, STC, and the building principal should have access to this storage location. No other staff may have access to this storage. All staff with access must read and sign the *School Division Personnel Test Security Agreement*.

4.1 Box Label Colors for Secure Materials

The colors of the address labels on the boxes of each secure shipment from Pearson to the division for each administration are listed below.

Table 4. Colors of Address Labels on Boxes of Secure Materials Coming from Pearson

Administration	Address Label Color
***Writing* Administration**	Pink
***Non-Writing* Administration**	Green

4.2 Delivery of Secure Materials to the DDOT

The DDOT receives all deliveries of secure materials and arranges delivery of school secure materials to the STCs.

Refer to the following table for specific information about the contents of the deliveries of secure materials for all test administrations.

Table 5. Delivery of Secure Materials

All Test Administrations: Secure Materials	
The DDOT places Additional Orders for secure materials. All secure materials will be sent to the DDOT who verifies that the quantities of all materials received match those listed on the *Packing List.*	
Delivery	**Contents**
Delivery of Secure Items All items are ordered using the Orders & Shipment Tracking screens in PearsonAccess^{next}.	Packing list. The DDOT verifies that the quantities of all materials received match those listed on the packing list. The DDOT distributes the secure materials to the schools that need them. The DDOT should use a transmittal form to document the quantities of each secure item provided to each school. The transmittal form may be developed locally or you may use the sample secure materials *Transmittal* form provided in the Appendix. Each STC should use this form to confirm the quantities of secure materials received from the DDOT. Then after testing, the STC should use this transmittal form to document the quantities of materials returned to the DDOT. The DDOT should use a trackable shipping method to send test materials to Special Situation schools (8888 and other serving schools). The Special Situation school should also use a trackable shipping method to send the completed tests and secure materials back to the DDOT. At the end of the administration, the DDOT and Division Superintendent must affirm the return of testing materials to Pearson on the *School Division Affidavit*.
Assembly ID Sheets are included in each sealed package of secure test materials. They list the level and name of the test, the form number, and the quantity in the package. Refer to the sample *Assembly ID Sheet* in the Appendix. STCs must carefully read the *Assembly ID Sheets* before distributing the test materials to Examiners to ensure Examiners are receiving the correct materials.	
For assistance placing additional orders, refer to the *Checklist for Placing Additional Orders* located under *Testing Resources* on the Division Director of Testing (DDOT) application in the Single Sign-on for Web Systems (SSWS).	

5. REGISTER STUDENTS FOR TESTING

5.1 Registration

All students should be registered for testing as directed by the DDOT. School divisions have the option to electronically upload their student assessment records as a Student Registration Import (SRI) file into the PearsonAccess^{next} web-based system via a process called *Student Registration Import Submission* or manually code their student assessment records in PearsonAccess^{next} by using the various screens.

For further instructions and details on how to submit an SRI file, refer to the Student Registration Import File Requirements document located online within PearsonAccess^{next} at:

https://va.pearsonaccessnext.com/customer/index.action

6. ANSWER DOCUMENT MANAGEMENT

The *Supplement to the Examiner's Manual*, for the grade levels and content areas, provides the testing directions that the Test Examiner must use for the administration of the paper SOL tests. The *Supplement* contains directions for completing required fields on the student's answer document. Samples of student answer documents are available on the DDOT page in the Single Sign-on for Web Systems (SSWS) and in each content area's *Supplement to the Examiner's Manual*. Refer to the following table for information regarding completing answer document informational fields.

- **All *Writing* and *Non-Writing* Test Administrations.** All student demographic information on paper answer documents must be carefully hand coded.

6.1 Completing Fields on the Student Answer Document

Handwritten information on the answer document should be legibly filled in with a No. 2 pencil. Directions that are read to the students for completing Fields A, B, C, D, F, G, and K are found in the *Supplements to the Examiner's Manuals*.

Table 6. Details of the Answer Document Fields

Field Name	Field Description	Information
Field A	**Student Name, Teacher, and other information**	**MUST be completed.** The student's name is required; however, completing the other information (teacher, school, school division, etc.) is optional. Having all the information completed in Field A may be helpful if questions arise during the processing of the answer document. This field may be completed by the students, but to enhance accuracy, Examiners or other school staff members may be instructed to complete this information before testing.
Field B	**Student Last Name, First Name**	**MUST be completed.** These fields may be completed by the students. The Examiner's spoken directions for student completion of demographic information (Fields B through D) on answer documents are located in each *Examiner's Manual*. Examiners or other testing staff may be instructed to complete this information before testing.
Field C	**Date of Birth**	
Field D	**Gender**	
Field E	**State Testing Identifier**	**MUST be completed.** Students should not complete this field. Examiners or other testing staff should verify and carefully complete this information before or after testing.

Table 6. Details of the Answer Document Fields, continued

Field Name	Field Description	Information
Field F	**Form** (*Non-Writing* tests) **MC Form** (*Writing* tests)	**Field F must be completed.** It may be completed by students, Examiners, or other testing staff. Field F is to be completed with the form number of the multiple-choice test booklet that the student is administered. The complete form number is printed on the test booklet and indicates the following: test level (3, 4, 5, 6, 7, 8, CSH, or EOC), subject test code (3-digit number), followed by a dash (-), the beginning "letter" of the subject as appropriate, and four numbers. **Only the last four numbers must be entered on the answer document.** The letter that represents the test subject is pre-coded in the first column of Field F, *Form*, as follows: "R" for the *Reading* test "M" for the *Mathematics* test "S" for the *Science* test "H" for the *History/Social Science* test "W" for the *Writing* test After the test, Examiners should verify that the test form number entered in Field F matches the test booklet that bears that student's name.
Field G *Writing* tests only	**Prompt Number** (*Writing* tests)	**Field G, Prompt Number, must be completed.** It may be completed by students, Examiners, or other testing staff. Field G is to be completed with the 4-digit prompt number that appears near the top of the student's writing prompt sheet. After the test, Examiners should verify that the 4-digit writing prompt number written and filled in Field G matches the writing prompt sheet that bears the student's name.
Field G *Non-Writing* tests only	**Test Date**	**Field G, Test Date, must be completed.** Students, Examiners, or other school staff members may complete Field G.

Table 6. Details of the Answer Document Fields, continued

Field Name	Field Description	Information
Field H	**Testing Status**	**Field H may be completed** on Version 1.0 Non-Writing and Version 2.0 Writing answer documents to explain why a student did not take or complete the required SOL test after all make-up testing sessions are finished. However, it is preferred that you use the online system to account for a student who qualified for a paper test but was not tested. Refer to the specific administration's *Test Implementation Manual* for the table of Testing Status Codes. The DDOT, STC, or other testing staff should complete this information. To account for a student who was not tested using a paper answer document, enter a valid multiple-choice form number on the answer document and darken the appropriate Testing Status code in Field H. Blank answer documents will alert in PearsonAccess^{next}. A Testing Status code would need to be applied to the student's test in PearsonAccess^{next}. **NOTE:** All Version 1.0 *Non-Writing* and Version 2.0 *Writing* paper answer documents do not list testing status codes 50 and 51, and the Grade 8 *Writing* answer document does not list testing status code 3. If these testing status codes are used, they must be applied to the student's test record in PearsonAccess^{next}. The *Mathematics*, *Reading*, and *History/Social Science* Version 2.0 answer documents do not have Field H. Therefore, a blank answer document should not be submitted. Use the online system to account for the student.
Field I	**Special Test Accommodations**	The **accommodation codes** on Version 1.0 *Non-Writing* and Version 2.0 *Writing* answer documents may be selected by darkening the appropriate circle(s) in Field I, *Special Test Accommodations*, on the student's answer document, or selecting the accommodations on the student's *Test Details* screen after the test has been processed by Pearson. Testing accommodations must be specified in the student's IEP, 504 Plan, LEP Student Assessment Participation Plan, or in the documentation of a temporary condition. Refer to the specific administration's *Test Implementation Manual* for the available Special Test Accommodations. Test accommodations should only be filled in by testing staff after the student completes testing. **NOTE:** Paper answer documents do not list all the accommodation codes available for a test. Accommodation codes must be applied to the student's test record in Pearson Access^{next}. The Version 2.0 *Mathematics*, *Reading*, and *History/Social Science* answer documents do not have Field I. All accommodations used must be applied to the student's record in PearsonAccess^{next}.
Field J EOC *Writing* tests only	**2nd Attempt**	**Field J must be completed for Term Graduates who take the EOC *Writing* test twice during the *Writing* Administration.** This field must be completed **ONLY** on the student's second answer document attempt by school staff. Leave Field J **BLANK** on the student's first attempt answer document.
Field K EOC *Writing* tests only	**2010 Standards**	**Field K is no longer required. It should be left blank.**

7. STC's COORDINATION OF THE SCHOOL'S ADMINISTRATION OF THE PAPER SOL TESTS

7.1 Preparing Materials for Test Examiners

Do not open shrink-wrapped packages of test booklets until needed. Whenever a pack of test booklets/prompts is opened, the contents must be counted immediately and the *Assembly ID Sheet* completed to verify the quantity of items in the pack. In preparing test materials for Examiners, the STC may open packs of test booklets (counting pack contents and filling out the *Assembly ID Sheet*) and distribute the test booklets between Examiners as necessary. The "loose" test booklets do not need to be re-sealed in envelopes. However, all test booklets must be stored in a locked secure location until distributed to Examiners.

Examiners may not open the sealed packages of *Writing* prompts more than 30 minutes before the short-paper testing session. However, if necessary, the STC may open packages of *Writing* prompts more than 30 minutes before the short-paper testing sessions in order to provide sufficient quantities to the Examiners, as long as the following process is followed: The STC opens the pack of prompts and confirms the quantity on the package's *Assembly ID Sheet*. The STC must photocopy the *Assembly ID Sheet* in sufficient quantity to provide one for each re-distributed pack and must write the new quantities on the copies. Then the STC must re-seal the prompts with their corresponding "new" *Assembly ID Sheets* in a large, opaque, envelope. **NOTE:** The STC is prohibited from reading the prompt and from disclosing, sharing, or discussing the prompt with anyone.

7.2 Check-Out Test Materials

On the scheduled day of testing, check out test booklets/prompts to Examiners.

The quantities of test booklets/prompts distributed to Examiners must be documented. STCs should use the *Transmittal Forms/Affidavit* (available in the Appendix of this manual) to assist with the distribution to and collection of test booklets/prompts from the Examiners.

If applicable, point out to Examiners that they must give special attention to the package's *Assembly ID Sheet* to verify that the designated EOC Term Graduate test forms are distributed to eligible students. If students are administered an incorrect test form, delivery of score reports may be delayed. The *Assembly ID Sheet* for Term Graduate materials indicates "EOC T. GRAD…" followed by the form number. Refer to the sample of an *Assembly ID Sheet* in the Appendix.

Remind Examiners to keep test booklets in packaging order when distributing to students.

Ensure that each Examiner has the following test materials:

- *Supplement to the Examiner's Manual* for the content area
- *Examiner's Manual*
- Multiple-choice test booklets/prompts
- Test answer documents
- Supply of scratch paper
- Supply of No. 2 pencils
- "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available
- Appropriate test manipulatives

Check out materials needed for recording test sessions, as necessary. Use the *Examiner's/Proctor's Transmittal Form and Affidavit for Recorded Test Sessions* (available in the Appendix of the administration's *Test Implementation Manual*).

7.3 Check-In Test Materials

Examiners must return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location.

After testing is completed, the STC's responsibilities include accounting for all test materials, ensuring the accuracy of Field H, *Testing Status*, and Field I, *Special Test Accommodations*, on the students' answer documents, if applicable, supervising the transcription of student responses, bundling answer documents, and transmitting test materials to the DDOT.

7.3.1 Receive All Testing Materials from Examiners

Examiners should return three separate groups of materials to the STC as follows:

- **Group 1 — Scorable Secure Answer Documents:**
  - all completed and partially completed answer documents, including answer documents for irregularities that required retesting
  - keep answer documents for Term Graduates and out-of-division (Summer administrations only) students separated. During spring testing, Term Graduates' answer documents are often shipped to Pearson separately. Out-of-division students' answer documents must be bundled behind a *Header Sheet* specific for their division.

Verify that the number of students tested and the number of completed and partially completed answer documents match the testing/classroom attendance roster.

NOTE: No loose scratch papers should be included with the scorable answer documents. Only responses written on the answer documents will be scored.

- **Group 2 — Non-Scorable Secure Test Materials:**
  - all test booklets/prompts issued to Examiners for the test session (include braille and large-print Examiner's copies and accompanying audios)
  - damaged and/or "VOID" answer documents
  - used scratch paper written on by students
  - used formula sheets, z-tables, and copies of the *Periodic Table of the Elements* written on by students
  - student paper, audio/electronic or video responses used for transcriptions
  - audio/electronic or video copies of testing sessions (e.g., read-aloud, interpreting)

Ensure there are no students' answer documents left inside test booklets. Count the test booklets/prompts and verify that all test booklets/test tickets have been returned. STCs should use the *Transmittal Forms/Affidavit* (available in the Appendix of this manual) to assist with the collection of test booklets/prompts from the Examiners.

After the SOL tests have been administered and materials are returned to the STC, all who administered a test are required to certify the following:

- I administered the Standards of Learning Assessment(s) according to the *School Division Personnel Test Security Agreement*.
- For this certification, the STC should provide the *Transmittal Form and Affidavit for Examiners/Proctors* available in the Appendix.

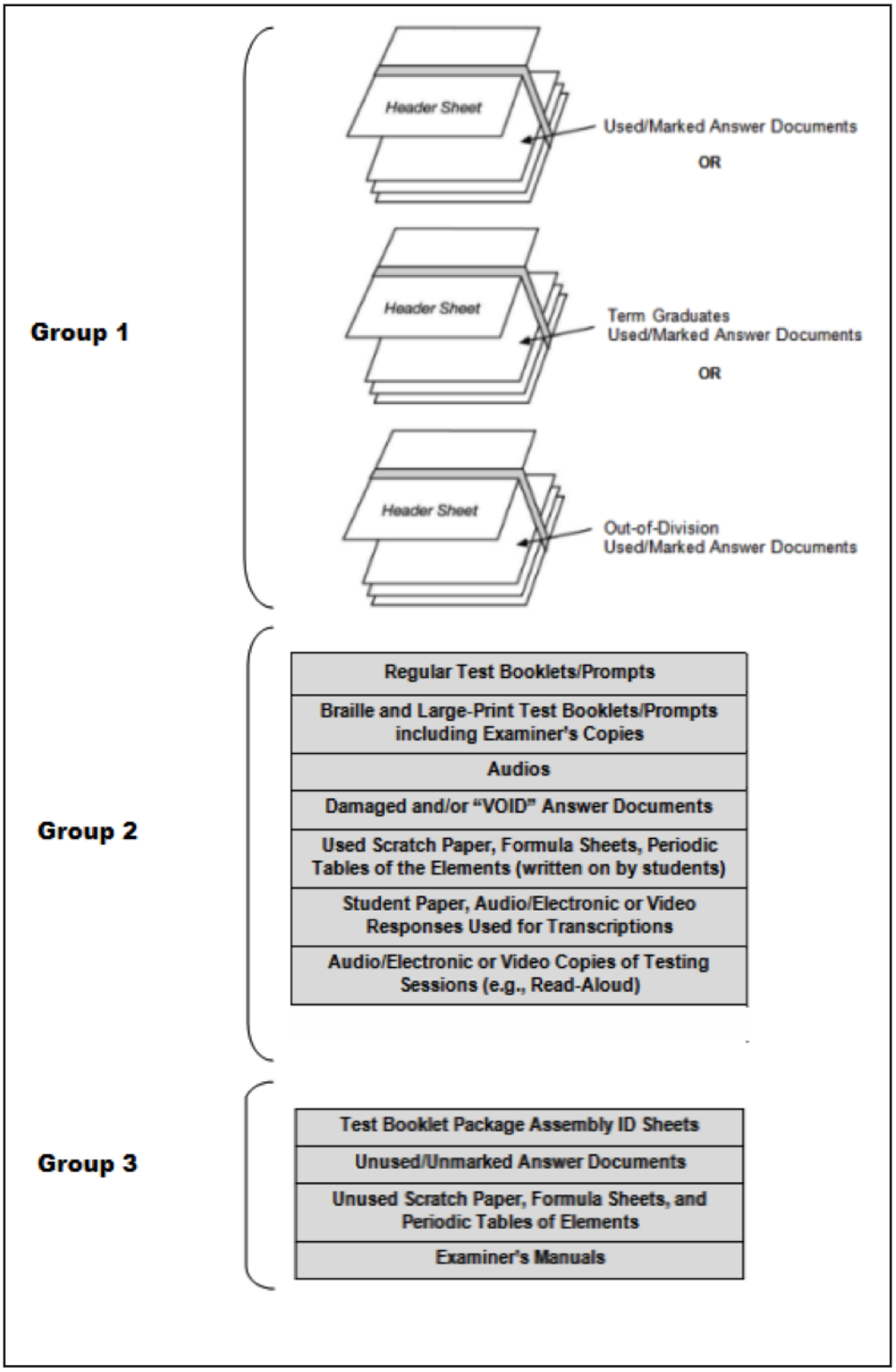
- **<u>Group 3</u> — Remaining Non-Scorable Materials:**
  - completed *Assembly ID Sheets*
  - unused and/or unmarked answer documents
  - unused scratch paper
  - unused formula sheets, z-tables, and copies of the *Periodic Table of the Elements*
  - *Examiner's Manuals*
  - *Supplements to the Examiner's Manuals*

Follow division guidelines regarding the collection and storage of calculators, rulers, and extra unused copies of unused answer documents, formula sheets, z-tables, and the *Periodic Table of the Elements.*

NOTE: As applicable, *Examiner's Manuals* and their *Supplements* should be retained at the end of the Fall and Spring testing periods so that they may be reused in the Summer SOL test administration.

- Verify that a completed package *Assembly ID Sheet* is provided for each package of test booklets that has been opened.
- Photocopy any *Assembly ID Sheet(s)* that notes a discrepancy of package contents. Provide a copy to the DDOT and maintain a copy for the school's file.
- Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* provided by the DDOT.

- Verify that Examiners returned three groups of materials as shown in the following diagram.



7.3.2 Inspect Students' Answer Documents

- Check all answer documents to ensure they are undamaged, complete, and contain all appropriate student identification information. Careful inspection of the students' answer documents will help prevent scoring delays.
- Ensure that answer documents have been correctly coded with students' demographic information and the STI is correct. Ensure that the correct form number/prompt has been gridded on each answer document.
- Inspect answer documents for improper marks. All marks to be read by the scanners must be dark. Marks made with ballpoint pen, felt-tipped pen, or hard-lead or colored pencils will not be scanned. Darken all light marks with a soft-lead (No. 2) pencil, **but do not alter the students' responses in any way**.
- In the multiple-choice answer sections, stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased, **but do not alter the students' responses in any way**.
- Remove any extraneous materials or loose sheets of scratch paper. Loose papers will not be scored.
- Ensure that all demographic sections are coded as described in Section 6.

7.3.3 Conduct Transcription of Student Responses

Several accommodations require the transcription of students' test responses onto the regular answer document. These accommodations are available for students as stated in their IEPs, 504 Plans, or LEP Student Assessment Participation Plans or due to a documented temporary condition. The *Examiner's Manual* states that prior approval must be obtained to conduct a transcription of the students' responses. **NOTE:** All persons involved in transcriptions must have signed the *School Division Personnel Test Security Agreement* before coming into contact with the test or the student's responses.

In the case of a damaged answer document, the DDOT or STC may authorize transcription of the student's multiple-choice answers and demographic information onto a new answer document. Write the word "VOID" on the demographic page of the original answer document and return it to the DDOT. **NOTE: The students' responses must not be altered in any way.**

- In the case of an accommodation requiring transcription, ensure that the student has recorded her/his answers elsewhere, such as in the test booklet or on a separate sheet of paper.
- Designate an Examiner or another school staff member to perform this transcription. Ensure that the student's responses are not altered in any way.
- All transcriptions must be verified by an authorized second school staff member to ensure that no errors in transcription occurred.
- For students who mark their answers in the test booklet, the student's name should be clearly printed on the test booklet and the booklet returned to Pearson with all other secure materials. If the test booklet needs to be reviewed after being returned to Pearson, notify Assessment Staff at VDOE for assistance.
- The DDOT saves the student's original short paper of the *Writing* test that was used for transcription until scores are received from Pearson and verified and Authorization

to Proceed (ATP) is approved for that test administration.

More detailed information about procedures for transcription is in the Appendix of the administration's *Test Implementation Manual*.

7.3.4 Complete *Header Sheet*

The *Header Sheet* designates to which school the students' scores are to be reported. The STC is responsible for ensuring that *Header Sheets* are completed accurately by the Examiner or another school staff member designee. A sample *Header Sheet* is in the Appendix.

Use the *Header Sheets* from Pearson. *Header Sheets* left over from other testing may be used for the current administration as well.

The Division and school information needs to be hand-coded. Directions for completing the *Header Sheet* are as follows:

- Under Level, complete Circle 3, 4, 5, 6, 7, 8, CSH, or EOC for the test administered, as appropriate.
- Under Division Code columns, verify that the correct 3-digit division code is entered or pre-coded.
- Under School Code columns, verify that the correct 4-digit school code is entered or pre-coded.
- *Header Sheets* to be used for bundling students' answer documents from schools outside of the division must be blank. As directed by the DDOT, this will allow the testing school to complete the division name and code and school name and code for students outside your division.
- Under Administration, complete the circle for the correct administration.
- Verify the number of scorable answer documents in each bundle.
- Under the Number of Documents columns, enter an accurate count of scorable answer documents, which are bundled behind the *Header Sheet*. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as "0032." The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. To avoid unnecessary delays in report processing, the submitted count of answer documents entered in the Number of Documents field must be accurate.
- The Header Verification Contact information must be completed as directed by the DDOT. The STC or DDOT must complete this section. If issues arise during processing of answer documents, the person listed will be contacted by Pearson to assist in resolution of the issue.

IMPORTANT: If preprinted *Header Sheets* are used, the fields on the *Header Sheets* may not be altered. Alteration of these fields will require that Pearson contact you for resolution and may cause delays in reporting your SOL tests results.

7.3.5 Bundle Answer Documents

- Do not bind answer documents with clips or rubber bands; they will damage answer document edges.
- Do not pack voided answer documents with scorable materials.

- Include a completed *Header Sheet* with each bundle of scorable answer documents, by grade level, and wrap them. (For example: all Grade 3 answer documents from the same school may be bundled together behind one *Header Sheet*.)
- Number the bundles sequentially in the spaces marked "____ of ____" on the paper bands: for example, "1 of 2" and "2 of 2."

PAPER BAND EXAMPLE

School Oaktown High School

Level EOC—Geometry

_____ of _____

7.3.6 Prepare and Transmit—Scorable Test Materials

The following sections describe preparation of all scorable and non-scorable test materials for delivery to the DDOT.

- Pack the bundles of answer documents in the boxes provided in the school's non-secure materials shipment. If needed, new boxes may be ordered through the Orders & Shipment Tracking screens in PearsonAccess^{next}.
- Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them easily upon receipt.
- For security purposes, do **not** pack damaged, "voided," or unused answer documents, manuals, or other materials in any carton that contains secure scorable answer documents.
- Return all cartons to the DDOT as directed in your local schedule.
- Special Situation schools should use a trackable shipping method to send the completed tests back to the DDOT.

7.3.7 Prepare and Transmit—Non-Scorable Test Materials

Use the following steps to assemble and return non-scorable test materials to your DDOT.

- Count all test booklets/prompts and verify the numbers of returned materials on the Transmittal form.

  NOTE: If you are returning packages of test booklets that did not have to be opened during the testing session, leave them sealed, but be sure to include the unopened packages in your count.
- Verify the number of Special Test Forms (braille and/or large-print test booklets, including Examiner's copies—with yellow covers—and regular forms with accompanying audios) returned on the *Transmittal* form.
- Photocopy the completed *Transmittal* form. Attach any *Assembly ID Sheets* with test booklet/prompt package discrepancies noted. Return the originals to your DDOT. Maintain a copy for your school files.

- For students who mark their answers in the test booklet, the marked test booklets should be bundled separately with a note to the DDOT to this effect. Place these test booklets on top of the others you are returning to the DDOT.
- For security purposes, do not pack used/unused answer documents, online test tickets, manuals, or other materials in any carton that contains secure test booklets.
- Special Situation schools should use a trackable shipping method to send the secure materials back to the DDOT.

7.3.8 Disposition of Other Test Materials

- Follow your DDOT's instructions regarding the disposition of the following non-secure materials:
  - *Test Implementation Manual*
  - unused answer documents
- Follow your DDOT's instructions regarding the disposition of the following secure materials:
  - scratch paper written on by students
  - *Mathematics* formula sheets and z-tables that have been written on
  - copies of the *Periodic Table of the Elements* (permitted with paper *Chemistry* tests only) that have been written on
  - damaged and/or "VOID" answer documents
  - student paper, audio/electronic or video responses used for transcriptions
  - audio/electronic or video copies of testing sessions (such as read-aloud, interpreting)

NOTE: The *Examiner's Manuals* and any *Supplements to the Examiner's Manuals* should be retained at the end of the Fall and Spring SOL test administrations so that they may be reused through the Summer SOL test administration.

☑ See Table 7, *STC Disposition of Test Materials*, for instructions on the proper disposition of all testing materials.

7.3.9 Prepare and Transmit SOL Affidavits and Forms

- After all test materials have been returned to your DDOT, complete the *School Affidavit* found in the Appendix of the *Test Implementation Manual*. Sign and date it, and have the building principal sign and date it. This form must be returned to the DDOT by the date specified in your local instructions.
- Transmit all signed *School Division Personnel Test Security Agreement* forms, both online-generated and paper versions, to the DDOT.
- Transmit all test booklets/prompts and/or special forms/kits *Transmittal Forms and Affidavits for Examiners/Proctors* to the DDOT.

Table 7. STC Disposition of Test Materials

	Item(s)	Required Signatures	Disposition
Scorable test materials	■ Answer documents (includes completed, partially completed with testing status code, and not completed with testing status code) ■ *Header Sheet*	None	Packed in cartons and returned to the DDOT per local instructions
Non-scorable, secure test materials	■ Test booklets/prompts ■ Braille and large-print test booklets/prompts and audios ■ Braille and large-print test booklets/prompts—Examiner's copies ■ Audio copies of test booklets/prompts	None	■ Packed in cartons and returned to the DDOT per local instructions ■ Large-print test booklets are packed in **original** boxes and returned to DDOT.
	■ Used (written on) *Mathematics* formula sheets, z-tables, and copies of the *Periodic Table of the Elements* ■ Damaged and/or "VOID" answer documents ■ Used scratch paper written on by students ■ Student and Examiner Authorization tickets	None	Packed in separate cartons (not to be included with answer documents or test booklets) and returned to the DDOT or securely destroyed per local instructions
	■ Student paper, audio, electronic, or video responses used for transcriptions ■ Audio/electronic copies of testing sessions (e.g., read-aloud) ■ Video copies of testing sessions (e.g., interpretation)	None	Returned to DDOT
	■ *Test Irregularity Form* (if used)	STC	Submitted to DDOT within 24 hours of occurrence
Required forms	■ Locally required accounting documents for secure materials ■ *Assembly ID Sheets* for test booklets/prompts and those with noted discrepancies attached ■ *School Division Personnel Test Security Agreements* ■ Transmittal Forms and Affidavits for Examiners/Proctors	As stipulated on the form	Returned to the DDOT per local instructions
	■ *School Affidavits*	STC/Principal	
Non-scorable, non-secure test materials	■ *Test Implementation Manual*	N/A	Dispose of according to local procedures.
Non-secure materials	■ *Examiner's Manuals* and their *Supplements* ■ Unused answer documents ■ Unused *Header Sheets* ■ Unused paper bands ■ *Supplement to the Test Implementation Manuals*	N/A	Retain for use during the spring and summer administration as directed by the DDOT.
		N/A	Store according to DDOT directions.

8. DDOT'S MANAGEMENT OF THE PAPER TEST MATERIALS

The DDOT is responsible for the receipt of all secure test materials from each school and shipment of these materials to Pearson in accordance with published deadlines in the Virginia Assessment Program Schedule.

After all testing sessions have been completed in all schools, the DDOT's primary responsibilities will be to:

- organize all schools' answer documents for return to Pearson in Cedar Rapids, Iowa
- account for and return **all copies** of the secure test booklets, prompts, kits, and audios to Pearson
- dispose of the remaining secure and non-secure test materials

8.1 Inspect Answer Documents

- Keep answer documents separate from any non-scorable materials, such as test booklets, loose papers, manuals, and affidavits. Any loose papers with answer documents will not be scored.
- Inspect bundles of answer documents
  - Paper Bands—verify paper bands display the correct information.
  - *Header Sheets*—verify there is one *Header Sheet* for every bundle. If any photocopied *Header Sheets* are found, they must be replaced with unused *Header Sheets* provided by Pearson.
    - Verify the information coded on the *Header Sheet* is complete and accurate.
    - Verify the contact information has been completed.
    - Bundle the answer documents of "outplaced" students using *Header Sheets* that are marked with "8888" for the school code.
    - Spring administration EOC *Writing* test answer documents for Term Graduates (first and second opportunity testers) must be bundled under a separate *Header Sheet*.
    - Header Sheets are used to designate which school the scores of the associated answer documents will report. Ensure that multiple schools are not bundled together behind the same *Header Sheet* or errors in score reporting will occur.
- Ensure that the completed *Header Sheet* and the answer documents are in the proper position. The lower left corner of each answer document has been cut at an angle. The *Header Sheet* is printed with one corner shaded. All answer documents should be stacked with the corner cuts lined up.

8.2 Pack Answer Documents for Shipping

When packing the answer document shipping boxes, do not intermix materials from different schools or different grade levels. They must remain in proper sequence. Cartons may be filled by putting more than one school's materials into a single carton as long as the materials remain in proper sequence.

8.3 Prepare to Ship (Secure) Scorable Answer Documents

- Pack and secure the boxes.
- For Spring *Writing* administration EOC *Writing* Term Graduate designated tests, ship all Term Graduate scorable answer documents to Pearson by the published deadline (for Term Graduate shipping) in order to receive score reports in time to make graduation decisions (this deadline is before the non-Term Graduates *Writing* answer documents are due).
- For *Non-Writing* test administrations, it is important to ship answer documents as soon after testing as possible in order to receive scores back in time to administer additional Term Graduate test opportunities or retests under the Expedited Retake policy prior to the close of

the division's test window.

The DDOT may ship all of the division's other scorable answer documents at one time or return Grades 3–5, Grades 6–8, and Content Specific History cartons at different times. Remember, answer documents should be returned as soon as possible after testing is completed (including make-up testing), **but no later than the last day of the division's testing window**.

- Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. Do not use plastic or foam "peanuts."
- Affix the correct address label to each box.

  Affix a "Virginia SOL [Administration] Test Scorable Answer Documents" label (located in the Scorable Return Materials Kit, referenced in Table 1) to the top of each sealed carton. Do not use the labels designated for returning non-scorable secure materials. Refer to the Shipping Label Color Chart for details regarding the color of the labels used for each test administration.

  Make sure the Pearson address labels used for **return** of test materials are for this test administration. Using leftover labels from other administrations will delay results for your scorable materials.

  Count the cartons. Then, in the space provided on the label, number the cartons sequentially. This carton will be "1 of X," with remaining cartons numbered "2 of X," "3 of X," and so on.

  The colors of the address labels on the boxes of answer documents shipped from the division to Pearson for each administration are listed below:

Table 8. Colors of Address Labels to Apply to Boxes of Answer Documents Going to Pearson

Administration	Address Label Color
***Writing* Administration**	Blue Spring Term Grad: Lavender
***Non-Writing* Administration**	Fall: Red Spring: Pink Summer: Pumpkin

Affix the UPS Shipping label or fill out the Bill of Lading forms. **NOTE:** Bill of Lading forms are only used during the Spring Test Administration when an additional shipping company is used. Find the pre-printed UPS overnight shipping labels or the Bill of Lading next-day shipping forms that were included in your Scorable Return Materials Kit (referenced in Table 1.). Follow the directions on the following page for the type of shipping assigned to the division.

Table 9. Details for Preparing Answer Document Boxes for Shipping to Pearson

If using UPS Overnight Shipping Labels	If using Bill of Lading Next-Day Shipping Form (Spring Test Administration Only)
Verify the pre-printed information on each UPS overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**	Verify the pre-printed information on the Bill of Lading next-day shipping form. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**
Remove the label backing and affix a completed UPS overnight shipping label to the **top of each carton.**	Complete only one Bill of Lading per shipment. Keep the completed Bill of Lading form with your shipment. You will give this form to the driver upon pickup.
If you need additional UPS shipping labels or Bill of Lading shipping forms, you can order them through the Orders & Shipment Tracking screens in PearsonAccess^{next} or call the Pearson Support Center to avoid billing of this shipment to your division.	
Make sure that the cartons containing scorable answer documents are shipped to the following address: **Pearson** **9200 Earhart Lane SW** **Cedar Rapids, IA 52404**	

8.4 Arrange Pickup of Answer Documents

Answer documents should be shipped as soon as possible after testing is completed, but no later than the last day of the division's testing window.

Table 10. Details for Contacting the Shipping Company for Pick-up of Answer Document Boxes for Shipment to Pearson

If Using UPS:	If Using a shipping company with Bill of Lading (Spring Test Administration Only):
Contact UPS at 800-823-7459, **24 to 48 hours before you expect to have your shipment ready.** Tell the UPS representative you are calling in a "pickup request for Pearson" and will be using their "Return Service." You must specify that your shipment is for overnight delivery. Failure to do so may result in a delay of your shipment.	Contact the shipping company the day before you expect to have your shipment ready. Refer to the **Scorable Return Materials Kit** (referenced in Table 1) for the contact information for the shipping company.
Provide UPS with the following information: • Account number from the return label. **NOTE:** This account number is proprietary information and should not be shared with the public. • Location where packages are to be picked up • Estimated number of packages that will be available for pickup	Be sure to tell the customer service representative that you will be using a pre-paid shipping label.

Table 10. Details for Contacting the Shipping Company for Pick-up of Answer Document Boxes for Shipment to Pearson. continued

If Using UPS:	If Using a shipping company with Bill of Lading (Spring Test Administration Only):
If your building closes before 5 P.M., be sure to instruct UPS to arrive prior to 3 P.M. There may be time constraints for specific pickups based on their location. The UPS representative will let you know if the pickup cannot be made as requested. Once the pickup is confirmed, you will receive a confirmation number from UPS that can be referenced if needed in the future if questions arise or changes occur.	If your building closes before 5 P.M., be sure to instruct the shipping company to arrive prior to 3 P.M
Be sure to keep the removable strips pre-printed with the Tracking Numbers. Detach the strip with the Tracking Number for each label and apply it to the *Division Shipment Transmittal Form for UPS Tracking Number Labels* (available in the Appendix). When applying each label, indicate the number of the box to which the label will be applied. This will help to ensure that your shipment can be traced if necessary.	Be sure to keep the customer copy of the tracking information. This will help to ensure that your shipment can be traced if necessary.
Store the sealed cartons in a locked, secure area until the shipping driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this pickup, please provide him or her with a copy of this page of instructions.	
Do not ship answer documents using the UPS ground labels or the Bill of Lading ground forms, or via U.S. mail, or any other carrier.	
If you need assistance from a UPS representative, or if a UPS driver requests payment for this pickup, call the Pearson Support Center.	

8.5 Receive and Pack Secure (Non-Scorable) Test Booklets/Prompts/Kits

Verify that each STC has prepared test booklets prior to delivery to you as follows:

- Quantities of test booklets must have been recorded on the *School Packing List* (Spring administrations only) or on a local *Transmittal* form, and if there are package discrepancies, these must have been documented on the *Assembly ID Sheets*. Include copies of the packages' *Assembly ID Sheets* to explain any differences in the number of test booklets received and returned (see Section 7.3.7).
- Both the original and a photocopy of the *School Packing List/Transmittal Form* and copies of *Assembly ID Sheets* noting a discrepancy should have been returned to the DDOT with the cartons of test booklets. DO NOT send this documentation to Pearson.

Upon receipt of each school's materials, count the test booklets/prompts.

Verify that all of the secure materials within all Special Test Forms Kits (audio, large-print, braille, and all accompanying audios and Examiner copies) have been returned by the STC. Use the *School Packing List/Transmittal Forms* to verify that all of these Special Test Forms secure materials have been returned by the STC.

- The large-print test booklets may be returned in the original boxes; however, if needed, the 14" by 18" boxes may be ordered in PearsonAccess^{next}.

Keep the completed *School Packing List/Transmittal Form* and completed *Assembly ID Sheets* for test booklets until the division's verification report of secure materials has been received from Pearson and reconciled.

- Report any lost test booklets/prompts/kit materials that are not related to package content discrepancies to the Virginia Department of Education as a testing irregularity as soon as the problem is identified. Pearson will be notified of any lost secure test materials. The Virginia Department of Education will request an investigation of any testing improprieties, and implementation of a corrective action plan, as necessary.

Prepare and package all used and unused regular, Special Test Forms (large-print, braille, and regular-audio) booklets/prompts, audios, and Examiner's copy of test booklets/prompts for return shipment.

Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. Do not use plastic or foam "peanuts."

All secure materials sent to a division and its schools must be returned to Pearson **no later than four weeks after the end of the division's testing window**. No secure test materials may be retained in the division or in any school.

8.6 Organize and Ship Secure Test Materials (Non-Scorable) to Pearson

Affix the Correct Address Label to each box.

- Affix a "Virginia SOL [Administration] Non-Scorable Secure Test Materials" label (located in the Non-Scorable Return Materials Kit, referenced in Table 1) to the top of each sealed carton. Do not use the labels designated for returning scorable answer documents. Listed on the following page are the colors of the address labels on the boxes of secure non-scorable testing materials shipped from the Division to Pearson for each administration:

Table 11. Colors of Address Labels to Apply to Boxes of Secure Testing Materials Returning to Pearson

- Make sure the Pearson address labels used for **return** of materials are for this test administration. Using leftover labels from other administrations will delay results for your scorable materials.

Administration	Address Label Color
***Writing* Administration**	Green
***Non-Writing* Administration**	Fall: Yellow Spring: Peach Summer: Purple

- On each label, enter the name of your school division on the DIVISION NAME line. Next, on each label, use a permanent marker to consecutively number the cartons for this school, beginning with the first carton through the last carton (#1, #2, #3, etc.).
- As you work through the school's materials, check to see if each carton is completely full. If not, fill the empty space with crumpled paper.
- Repeat the first three steps above for every school in the division.
- As you number the cartons, make sure that all carton numbers are consecutive across the

division. For example, if the first school's last carton was #3, the first carton for the second school will be #4.

8.7 Arrange Pickup of Secure (Non-Scorable) Test Materials

Test materials must be shipped no later than four weeks after the end of the division's testing window.

Table 12. Details for Preparing Secure Testing Materials Boxes, Contacting the Shipping Company, and Shipping to Pearson

If Using UPS:	If Using a shipping company with Bill of Lading (Spring Test Administration Only):
Locate the UPS Ground shipping labels. Place one of the UPS labels on **top** of each carton.	Locate the Bill of Lading Ground shipping forms and complete the Bill of Lading form.
Detach the strip with the tracking number for each label and apply it to the *Division Shipment Transmittal Form for UPS Tracking Number Labels* (located in the Appendix). When applying each label, indicate the number of the box to which the label will be applied.	You will receive a customer copy of the Bill of Lading shipping form that will include tracking information for your records.
Contact the shipping company your division was assigned the day before you expect to have your shipment ready. You must specify that your shipment is for ground delivery. Failure to do so may result in a delay of your shipment. Tell the customer service representative that "the shipment is to be paid by Pearson" and that you will be using the company's "Ground Service."	
Make sure that all cartons containing non-scorable secure test materials are shipped to the following address: **Pearson** **7405 Irish Drive SW** **Cedar Rapids, IA 52404**	
Store the sealed cartons in a locked, secure area until the shipping driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this pickup, please provide him or her with a copy of this page of instructions.	
Do not ship test booklets using the UPS overnight labels or Bill of Lading next day forms, via U.S. mail, or any other carrier.	
If you need assistance from the shipping company representative, or if the shipping company's driver requests payment for this pickup, call the Pearson Support Center.	

8.8 Review Disposition of All Test Materials

☑ The STC has been instructed to follow your directions regarding the disposition of the following materials:

Non-Secure

- *Test Implementation Manual*
- unused answer documents

Secure

- scratch paper, *Mathematics* formula sheets, z-tables, and copies of the *Periodic Table of the Elements* that have been written on by students
- damaged and/or "VOID" answer documents
- student paper, audio, or electronic responses used for transcriptions
- audio/electronic copies of testing sessions (such as read-aloud)

All used scratch paper, *Mathematics* formula sheets, z-tables, and copies of the *Periodic Table of the Elements* that have been written on must be securely destroyed (securely shredded or burned); unused answer documents and *Examiner's Manuals* should be saved and used in future testing; any other non-secure material may be recycled or thrown away. Make sure that your local instructions for disposition of these materials are clear. STCs may destroy these items or you may collect them and destroy them yourself.

The following materials must be kept secure in the division until scores have been returned from Pearson and verified and Authorization to Report (ATR) is approved for the test administration, then securely destroyed: Answer documents marked "VOID," student paper, audio/video, or electronic responses used for transcriptions, and audio/video, electronic copies of testing sessions (such as read-aloud).

NOTE: Instruct the STCs to retain the *Examiner's Manuals* and their *Supplements* at the end of the Fall testing period so that they may be reused in the Spring and Summer SOL test administrations. Unused pre-printed/pre-coded *Header Sheets* may be retained and used in other test administrations.

Instruct STCs on procedures for storing calculators, rulers, compasses, and protractors/angle rulers, dictionaries and pencils.

Do **not** pack the materials listed above with the test booklets that are returned to Pearson. There is no requirement that you inspect any of these materials.

8.9 Verify Receipt of Required Forms from STCs

☑ **Obtain as quickly as possible any forms that you may not have yet received:**

- *School Division Personnel Test Security Agreements (Including Examiners/Proctors)*
- *Transmittal Form*
- Examiners' completed *Test Booklet Package Assembly ID Sheets*
- Examiners' completed *Writing Prompt Package Assembly ID Sheets*
- Examiners' completed *Specials Kit Package Assembly ID Sheets* for test booklets and prompts
- Any test booklet or prompt *Assembly ID Sheets* with noted discrepancies should be attached to the *School Packing List/Transmittal Form*
- *School Affidavit*

☑ Retain these forms in accordance with the local records retention schedule.

☑ Refer to Table 13, *DDOT Disposition of Test Materials*, to review your division's disposition of all testing materials.

Table 13. DDOT Disposition of Test Materials

	Item(s)	Required Signatures	Disposition
Scorable test materials	■ Answer documents (includes completed, partially completed with testing status code, and not completed with testing status code) bundled behind *Header Sheets*	None	Packed in cartons with labels (see Table 8) and shipped by assigned shipping company (overnight) to Cedar Rapids, IA
Non-scorable, secure test materials	■ Test booklets/prompts ■ Braille and large-print test booklets/prompts and Examiners' copies of test booklets/prompts ■ Audio copies of test booklets	None	■ Packed and shipped with [see Table 11] labels by assigned shipping company (ground) to Cedar Rapids, IA ■ Large-print test booklets are packed in **original** boxes and returned to Pearson
	■ Student and Examiner Authorization tickets (online testing) ■ Used (written on) *Mathematics* formula sheets, z-tables, and copies of the *Periodic Table of the Elements* ■ Used (written on) scratch paper	None	Securely destroy according to local procedures
	■ Damaged and/or "Void" answer documents ■ Student paper, audio, electronic, or video responses used for transcriptions ■ Audio/electronic, video copies of testing sessions (such as the recording for a read-aloud session, interpretation)	None	Keep secure in the division. After scores are reported and verified, securely destroy according to local procedures
	■ *Test Irregularity Form*(s) (if needed)	STC/DDOT	Submitted to VDOE through TIWAS if applicable
Required Forms	■ *Assembly ID Sheets* for test booklets/prompts and those with noted discrepancies attached ■ Locally required accounting documents for secure materials	Examiners/ STC	Retained in DDOT's file in accordance with the local Records Retention and Disposition Schedule
	■ *School Division Personnel Test Security Agreements* and *Transmittal Forms and Examiner/Proctor Affidavits.*	Examiners/ Proctors	
	■ *Packing Lists*	DDOT	
	■ *School Affidavit*	STC/Building Principal	
	■ *School Division Affidavit*	DDOT/Division Superintendent	Scanned and e-mailed to the Virginia Department of Education
Non-secure materials	■ *Examiner's Manuals* and their *Supplements* ■ Unused answer documents ■ Unused *Header Sheets* ■ Unused paper bands	N/A	Retain for use during the spring and summer administrations.
Non-scorable, non-secure test materials	■ *Test Implementation Manuals* ■ Unused return shipping labels	N/A	Dispose of according to local procedures.
	■ Calculators, compasses, protractors, angle rulers, rulers, dictionaries, and pencils	N/A	Store according to local procedures.

Sample Transmittal Form for the Transfer of Secure Test Materials Between the DDOT and STC

Select the Administration:	Select the Season:	School Year:
❏ *Writing* ❏ *Non-Writing*	❏ Fall ❏ Spring ❏ Summer	

School Name:	STC Name:

Directions: Use this transmittal form to track and verify the transfer of test booklets/prompts and kits between the DDOT and STC. After testing, include any AID sheets indicating package contents discrepancies. If any secure materials are lost, a testing irregularity must be filed with the DDOT and transmitted to VDOE.

Filled in by DDOT		Filled in by STC		Filled in by DDOT
Name of Secure Material	**Item Quantity Provided to STC**	**STC Confirmation of Item Quantity Received from DDOT**	**After testing:** **Item Quantity Returned to DDOT** **Include notes if applicable**	**DDOT Confirmation of Item Quantity Received from STC**

Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors

Select the Administration: ❑ ***Writing*** ❑ ***Non-Writing***	**Select the Season:** ❑ **Fall** ❑ **Spring** ❑ **Summer**	**School Year:**
Division Name:	**School Name:**	**Test Date:**

Directions: Use this transmittal form to track and verify the distribution of test booklets/prompts issued to Examiners for the specified testing location. At the completion of the test, the Examiner must read and sign the Examiner's Affidavit. Proctors who were present for some or all of the test session must provide their name, test name and location, and sign the Proctor's Affidavit.

Examiner's or Proctor's Name (type or print)	**Test Name and Location**	**Item Type and Quantity** **Select:** ❑ **Test Booklets** ❑ **Prompts**	**Examiner's Initials** verifies receipt of the specified testing materials for the location indicated	**STC Initials** verifies return of the secure test materials indicated	**Examiner Affidavit** I administered the specified SOL assessment, at the location indicated, according to the *School Division Personnel Test Security Agreement*.	**Proctor Affidavit** I assisted with/observed the administration of the specified SOL assessment, at the location indicated, and certify that the test was administered according to the *School Division Personnel Test Security Agreement.*

Appendix, continued

Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors

Select the Administration: ❑ *Writing* ❑ *Non-Writing*	**Select the Season:** ❑ **Fall** ❑ **Spring** ❑ **Summer**	**School Year:**
Division Name:	**School Name:**	**Test Date:**

Directions: Use this transmittal form to track and verify the distribution of special test booklets/prompts issued to Examiners for the specified testing location. At the completion of the test, the Examiner must read and sign the Examiner's Affidavit. Proctors who were present for some or all of the test session must provide their name, test name and location, and sign the Proctor's Affidavit.

Examiner's or Proctor's Name (type or print)	**Test Name and Location**	**Kit Type and Quantity** **Select:** ❑ **Test Booklets** ❑ **Prompts** In the space below indicate kit type: audio, large-print (LP), LP w/audio, braille (B), or B w/audio and the number of kits issued to this examiner.	**Examiner's Initials** verifies receipt of the specified testing materials for the location indicated	**STC Initials** verifies return of the secure test materials indicated	**Examiner Affidavit** I administered the specified SOL assessment, at the location indicated, according to the *School Division Personnel Test Security Agreement*.	**Proctor Affidavit** I assisted with/observed the administration of the specified SOL assessment, at the location indicated, and certify that the test was administered according to the *School Division Personnel Test Security Agreement.*

Sample Packing List for Additional Order

VIRGINIA

STANDARDS OF LEARNING

WRITING SECURE TEST MATERIALS

DIVISION OVERAGE PACKING LIST

Deliver To: 555
JUDSON COUNTY
2510 N Dodge St
Iowa City, VA 52245-9555
Virginia Program Team
Phone: (866) 6509425
Fax: (319) 3584298

Ship To: 555
JUDSON COUNTY
2510 N Dodge St
Iowa City, VA 52245-9555
Virginia Program Team
Phone: (866) 6509425
Fax: (319) 3584298

LEGEND

ALT:	Alternate	NON-WR:	Non-Writing
ANS:	Answer	NON-SEC:	Non-Secure
BR:	Braille	REV:	Revised
DOC:	Document	PE:	Plain English
ECON:	Economics	PRES:	Present
EXP-R:	Expedited Retake	SEC:	Secure
FM:	Form	SS:	Social Science
GEO:	Geography	TB:	Test Booklet
GR:	Grade	PK 5:	Pack of 5
HIST:	History	PK 10:	Pack of 10
LP:	Large Print	PK 25:	Pack of 25

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
VA00000019	PAPER BANDS, PK 5	1 pack of 5	5	0	1
VA00007803	TG SCOREABLE RETURN LABELS,LAVENDER, GEN	Single	1	0	1

For Internal Use Only: 12-SEP-17 12:24

Pick Batch: 3610330 Delivery: 44052184 Order/Line: 6262284/1 Sequence: Page 1 of 2

Sample Packing List for Additional Order

VIRGINIA

STANDARDS OF LEARNING

WRITING SECURE TEST MATERIALS

DIVISION OVERAGE PACKING LIST

Deliver To: 555
JUDSON COUNTY

Ship To: 555
JUDSON COUNTY

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment.
_____ (Yes/No)

If "No", please indicate missing materials or discrepancies.
_____
_____
_____
_____

Signature: _____ Date:_____

Division Name:_____

For Internal Use Only: 12-SEP-17 12:24

Pick Batch: 3610330 Delivery: 44052184 Order/Line: 6262284/1 Sequence: Page 2 of 2

Sample Test Booklet Package
Assembly ID Sheet

VIRGINIA
STANDARDS OF LEARNING
WRITING SECURE TEST MATERIALS

Assembly ID Sheet

Name of Test

Form Number

EOC TG WR 2010 PROMPT 1670, PK 5

VA00039652

Item

AFTER OPENING THIS PACKAGE BUT BEFORE DISTRIBUTING ITS CONTENTS TO THE STUDENTS:

1. Count the number of test materials contained in this package.
2. Check the one that is applicable and explain any discrepancy.
   ____ The number of test materials in this package matches the number indicated in the description.
   ____ The number of test materials in this package DOES NOT match the number indicated in the description.

   Discrepancy: _____

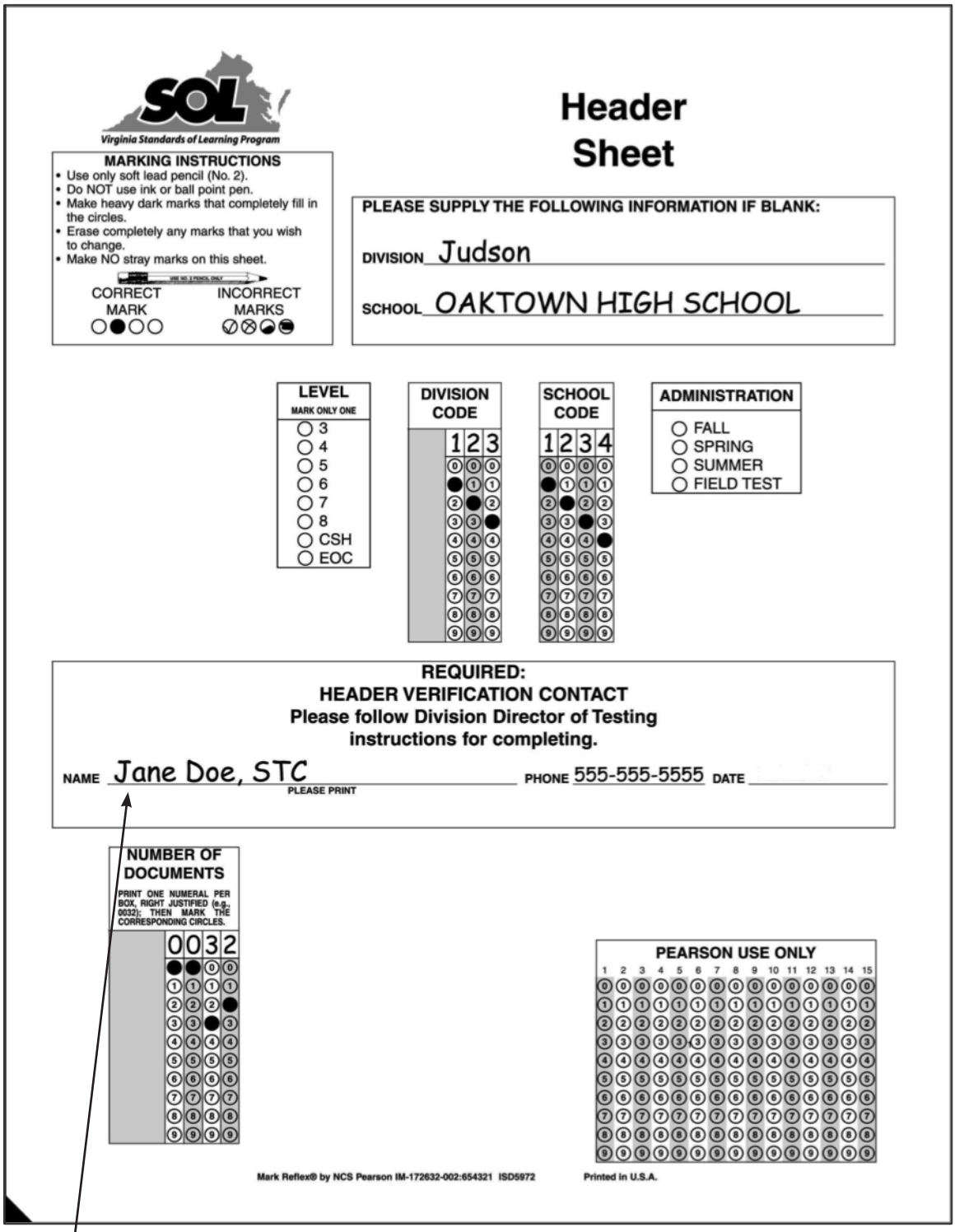
   _____

3. Signature _____ Date_____
4. Return this Assembly ID sheet to the STC along with all enclosed test materials

For Internal Use Only:		Pack Station: C
PGM-SSN: N/A	Discrete Job: 3116848	Batch #: N/A
Page: 1	PKT: **N/A** Of **N/A**	Seq #: **N/A**

Sample *Header Sheet*

NOTE: The *Header Sheet* may be used for any bundle of answer documents and MUST be completed prior to submission.



Virginia Standards of Learning Program

MARKING INSTRUCTIONS
- Use only soft lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the circles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

CORRECT MARK — INCORRECT MARKS

Header Sheet

PLEASE SUPPLY THE FOLLOWING INFORMATION IF BLANK:

DIVISION Judson

SCHOOL OAKTOWN HIGH SCHOOL

LEVEL (MARK ONLY ONE): 3, 4, 5, 6, 7, 8, CSH, EOC

DIVISION CODE: 1 2 3

SCHOOL CODE: 1 2 3 4

ADMINISTRATION: FALL, SPRING, SUMMER, FIELD TEST

REQUIRED:
HEADER VERIFICATION CONTACT
Please follow Division Director of Testing instructions for completing.

NAME Jane Doe, STC (PLEASE PRINT) PHONE 555-555-5555 DATE

NUMBER OF DOCUMENTS
PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES.

0032

PEARSON USE ONLY

Mark Reflex® by NCS Pearson IM-172632-002:654321 ISD5972 Printed in U.S.A.

ONLY the name and phone number of the STC or DDOT should be provided as the "Header Verification Contact."

Division Shipment Transmittal Form for UPS Tracking Number Labels

Box Number	UPS Tracking Number (Apply Label Here)	Box Number	UPS Tracking Number (Apply Label Here)

This page may be photocopied.

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Virginia Department of Education

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Student_Assessment@doe.virginia.gov.

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