



# I A T E S T S M E M O

**DATE:** August, 1, 2019

**TO:** Principals/Testing Coordinators  
Teachers of Grades 3-10

**FROM:** Dr. Michael Jon Cookenmaster, Associate Superintendent

**SUBJECT:** Iowa Tests a.k.a. IA Tests (formerly Iowa Test of Basic Skills a.k.a. ITBS)

The following information will hopefully make this year's Iowa and Cognitive Abilities testing process run smoothly. Please do not hesitate to call if you have any questions.

**TESTING DATES:** September 23 - 27, 2019. However, **September 23, 2019**, is the official NAD testing date printed on the answer sheets.

**MAKE-UP DATE:** September 30 – October 4, 2019

**DUE TO SACOE:** **October 11, 2019** - Remember mail your completed IA forms and the accommodations record by this date. Make sure that your tests have been thoroughly checked by each teacher and that you have inspected the documents for all necessary information. We will check your school's IA package upon submission, and you will be responsible for any corrections necessary.

**PREPRINTED LABELS:** This year we are using preprinted barcode labels to make the coding information easier for schools. All of the coding information that was previously bubbled on student answer sheets is now entered on the IA Excel spreadsheet and included in the preprinted labels. The labels must be placed exactly on the student answer sheets as shown on the following page. **DO NOT BUBBLE ANY INFORMATION FOR STUDENT WITH BARCODES.** Labels have not yet arrived for this year. In pencil, lightly write the student's name where the barcode label will be placed. Place the barcode on when it arrives as shown in the directions on the following pages.

***If you have a new student who you were unable to include in the IA Excel spreadsheet, the PRINCIPAL or SCHOOL SECRETARY MUST bubble in the information, including the special coding found in the Supplemental Coding Document.*** DO NOT permit teachers or students to do the bubbling. It is the school administration's responsibility. Please use the school and class name to match the preprinted labels for your other students.

**TIP:** Examine the pre-filled Building sheet for accuracy. Any forms that are incorrect should be replaced with a hand filled new one. If you have any questions, please contact Currine Harris in our office. All forms, including the student answer sheets, should have **EXACTLY** the same spelling for Testing Date, Building/School Name, System Name, etc.

**PLEASE:** It is **critical** that you read and follow the directions given below. All you can do to ensure quality control will help the whole system. Thanks so much!

**THANK YOU!** Please remember that this is a *standardized test*, with *standardized directions* and time limits that should be adhered to. Please ensure that these tests are given as directed, otherwise, the results will not be valid. Also, many hands make light work and the extra time spent checking each answer sheet for smudges, etc. will ensure a quick and accurate response from the scoring company. Thank you again!

**REMEMBER:** Like last year, we are using the Data Manager reporting system. This tool provides access to resources that we previously had to purchase, but now they are FREE! So, each teacher will now have access to some practice test materials, administration manuals, score interpretation guides, and a host of other resources at no extra cost! Take advantage of these resources! **To access these resources, the school principal must enter the teachers in their school to provide user names and passwords. The site address is <https://www.riversidedatamanager.com>.**





# SOUTH ATLANTIC CONFERENCE of SEVENTH-DAY ADVENTISTS

## OFFICE of EDUCATION

### APPLYING THE BARCODE LABELS

*It is important that the labels be applied in the correct space and direction.*

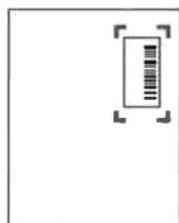
## In Brief

After you receive your labels, you will need to apply them to the answer documents before testing. This section provides instructions for correctly affixing barcode labels to the answer documents.

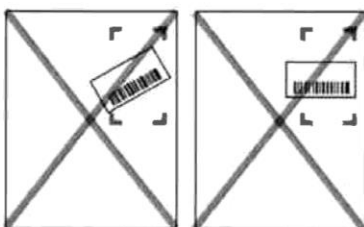
## Instructions for Applying Barcode Labels

Follow the steps below to affix barcode labels to answer documents.

- 1 Verify that the answer documents are for the correct test and level.
- 2 On the answer document, locate the area labeled "Place barcode label in the space above."
- 3 Position the barcode label lengthwise (parallel to the statement "Place barcode label in the space above") and within the four marked corners of the box (area shaded for emphasis in the illustration below).



Correct



Incorrect

Incorrect

- 4 Repeat the process for the remaining labels.

## GENERAL INFORMATION

	Tests to be administered:
Grade and Level	<p>Grades K-2 <b>ARE NOT TESTED</b></p> <p>Grade 3 IA, Form E, Level 9 <b>(Do not administer the Listening and Word Analysis section)</b></p> <p>Grade 4 IA, Form E, Level 10</p> <p>Grade 5 IA, Form E, Level 11</p> <p>Grade 6 IA, Form E, Level 12</p> <p>Grade 7 IA, Form E, Level 13</p> <p>Grade 8 IA, Form E, Level 14</p> <p>Grade 9 ITED, Form E, Level 15</p> <p>Grade 10 ITED, Form E, Level 16</p>
PLEASE! Be Timely!	<ul style="list-style-type: none"> <li>Start testing at the beginning of the scheduled days since unforeseen things may happen to delay completion of the tests. This will ensure time for additional make-up days for absent students.</li> <li>Return completed answer sheets by the date due. All tests for the conference must be submitted for scoring together. If your tests are not available by our collective due date, then your school's tests will not be included this year!</li> <li>Make certain ALL student answer sheets are accounted for, cross check to your enrollment list.</li> </ul>
Administering the tests	<ul style="list-style-type: none"> <li>Carefully administer the tests according to standards outlined in your Administration Manual. Additional Administration Manuals can be found on the HMH Data Manager site under Resources. <b>Follow time requirements exactly. Do not administer more than three hours of tests in one day, and provide a 30-minute movement and snack break (chocolate bars and orange juice work very well to provide necessary immediate energy to the brain).</b></li> <li>Coaching, prompting, excessive instructions, or sharing answers will invalidate your testing situation and cause your scores to be inaccurate. Resist the teacher urge to assist students with answers!</li> </ul>
Special Needs Students	<ul style="list-style-type: none"> <li>If the child has been <b>previously tested and</b> has a special needs <b>diagnosis, IEP, or 504 plan</b> (a copy of the diagnosis/IEP/504 <b>MUST</b> be in the child's Cumulative Folder), the child can be tested up to two test levels below his current grade level or given more time, if needed. For additional information, please refer to the enclosed Standardized Testing Modification Guidelines.</li> <li>Students with modifications must have a modification card filled out, and sent to the Office of Education.</li> <li><b>"Flag"</b> the test as follows: On the student answer sheet under TEST ADMINISTRATOR USE ONLY, <b>Mark Row Z - Number "9"</b></li> <li>Answer sheet must be placed out of <u>TEST LEVEL</u> and <u>in student's current grade level</u>. This assures that the test is scored properly and won't affect your class scores.</li> <li>No student in SACOE should be excluded from a school or classroom results.</li> <li>Questions? Please call the SACOE at 404.792.0535 ext. 109.</li> </ul>
After Testing	<ul style="list-style-type: none"> <li><b>Check</b> each student's test to be sure that erasures are clean and did not tear the page.</li> <li>Only <u>one answer</u> should be marked per question.</li> <li>Stray smudges should be erased completely.</li> <li><b>DO NOT LEAVE TEST MATERIALS</b> in individual teacher rooms or unsecured areas. After testing, extra answer sheets and ALL test booklets should be taken to a centralized location in the school and stored in a secured/locked cabinet.</li> </ul>
Submit the tests	<ul style="list-style-type: none"> <li>Building Identification Sheet (purple) to be verified by the Principal for accuracy (one per school).</li> <li>A Grade/Class Identification Sheet (blue) is provided for <b>each grade</b> (even if there is only one student per grade) or one for each classroom (in large schools that have more than one classroom for each grade). These should be verified for accuracy.</li> <li>All Identification Sheets must be completed and stacked on top of the corresponding test documents.</li> </ul>



# SOUTH ATLANTIC CONFERENCE of SEVENTH-DAY ADVENTISTS

## OFFICE of EDUCATION

### STUDENT ANSWER SHEETS - Teachers must instruct students on the following:

<b>General Instructions</b>	<ul style="list-style-type: none"> <li>• All answers sheets should be marked using a #2 pencil.</li> <li>• Erasures should be complete and no stray marks or doodling should be on the paper.</li> <li>• Only one answer per question may be marked.</li> </ul>
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**USE ONLY FOR STUDENTS WITHOUT PREPRINTED BAR CODE LABELS OR FOR STUDENTS WHO HAVE PRINTED LABELS THAT INCORRECTLY IDENTIFY GRADE LEVEL.**

<b>Information Box</b>	<ul style="list-style-type: none"> <li>• Write the teacher's name <b>EXACTLY</b> as it appears on the GRADE/CLASS ID sheet.</li> <li>• City (System) ALL FORMS SHOULD SAY: <b>South Atlantic Conf</b> (State: <b>GA</b>).</li> <li>• Write the appropriate grade in the space provided</li> </ul>
<b>Name</b>	<ul style="list-style-type: none"> <li>• Student's last and first name should be written in the spaces provided below the grid. Student's name should be spelled in the grid (circles). Teachers, <b>YOU MUST CHECK EACH</b> student's grid for <b>ACCURACY</b>. <b>Correct</b>, if necessary, before returning forms.</li> <li>• Student's NAD ID number should be written in the space provided for ID Number and bubbled in.</li> </ul>
<b>Form</b>	<ul style="list-style-type: none"> <li>• Form "E" on the "IA Form" grid should be filled.</li> </ul>
<b>Date of Birth</b> <b>Gender</b> <b>Race/Ethnicity</b> <b>STUDENT ID</b>	<ul style="list-style-type: none"> <li>• Date of Birth: <b>(MONTH &amp; YEAR only)</b> should be written in the appropriate spaces provided and the grid for <b>(both MONTH &amp; YEAR)</b>.</li> <li>• Gender: Male or Female should be marked.</li> <li>• Race/Ethnicity: Mark all that apply.</li> <li>• All answer sheets <b>MUST</b> have the student's NAD I.D. number. (See enclosed instructions on NAD ID Management) <b>This number is not to be confused with the RenWeb student I.D. number.</b></li> </ul>
<b>Programs</b>	<ul style="list-style-type: none"> <li>• Mark all that apply for special needs students with IEP's or 504 Plans or others receiving Title 1 services at your school.</li> </ul>
<b>Test Administrator Use Only</b>	<ul style="list-style-type: none"> <li>• See the Supplemental Student Coding Instructions provided in this packet. <b><u>ALL</u> student answer sheets without preprinted labels must be coded according to instructions provided.</b> Mark all that apply.</li> </ul>



**For use on student answer sheets that the administration has had to manually bubble demographics.**

**Column A\* – Tracking scholarship students**

- Select 0 – if student has NO state-level scholarship
- Select 1 - if student is a state-level scholarship student

**Column C\* – Tracking primary language**

- Select 0 - if English is spoken at home.
- Select 1 - if a language other than English is spoken at home.

**Column E\* - IEP Primary Student Disability Code**

- Select 0 for a student with no diagnosed Specific Learning Disability – SLD
- Select 1 for any student with a diagnosed Speech or Language Impairment – SLT
- Select 2 for any student diagnosed with a Specific Learning Disability - SLD
- Select 3 for any student diagnosed with Emotional Disturbance or Emotional Handicap
- Select 4 for any student diagnosed with Autism or is on Autism Spectrum Disorder such as Asperger’s Syndrome
- Select 5 for any student diagnosed with Attention Deficit Hyperactivity Disorder –ADD or ADHD
- Select 6 for any student diagnosed with Multiple Disabilities
- Select 7 for any student diagnosed with OTHER disabilities not mentioned in the categories above

**Column J\* – Grade the student ENTERED the present school**

- 00 - if the student entered the school in Kindergarten
- 01 - if the student entered the school in Grade 1
- 02 - if the student entered the school in Grade 2
- 03 - if the student entered the school in Grade 3
- 04 - if the student entered the school in Grade 4
- 05 - if the student entered the school in Grade 5
- 06 - if the student entered the school in Grade 6
- 07 - if the student entered the school in Grade 7
- 08 - if the student entered the school in Grade 8

**In the section titled: PROGRAMS**

Select all programs that apply to student by marking “1”. Leave all others blank.

- IEP – if student has an Individualized Education Plan
- 504 - if student has a 504 Academic Improvement Plan or Conference approved plan
- FRL – if student qualifies for government subsidized Free or Reduced Lunch program
- GTE - if student participates has a designated IEP for Gifted and Talented Education plan
- ELL - if student is an English Language Learner whose primary language is NOT English, and has not been speaking English in an academic setting for more than four years.
- MG - not applicable to SDA schools
- TI L - if student is eligible for or participates in Title 1 Language services
- TI M - if student is eligible for or participates in Title 1 Math services
- Other 1 - if student is eligible for or participates in Tutoring services