## 2018 Test Administration Schedule

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Window Begins</th>
<th>Window Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indiana Statewide Testing of Educational Progress Plus (ISTEP+) Grades 3–8 and 10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>ISTEP</em> Part 1 – Online and Paper/pencil*</td>
<td>February 26, 2018</td>
<td>March 9, 2018</td>
</tr>
<tr>
<td>(Applied Skills)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>ISTEP</em> Part 2 – Online</td>
<td>April 16, 2018</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>(Multiple-Choice &amp; Gridded-Response Items)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>ISTEP</em> Part 2 – Paper/pencil*</td>
<td>April 16, 2018</td>
<td>May 2, 2018</td>
</tr>
<tr>
<td>(Multiple-Choice &amp; Technology-Enhanced Items)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For sites that do not have sufficient technology capacity for testing online or for students with accommodations

## Important Dates

<table>
<thead>
<tr>
<th></th>
<th>Part 1</th>
<th>Part 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard and Accommodated Test Materials Delivered (Includes read aloud scripts, Braille &amp; Large Print kits)</td>
<td>February 6–12, 2018</td>
<td>March 26–April 2, 2018</td>
</tr>
<tr>
<td>Additional Materials Order Window for Standard and Accommodated Materials (Includes read aloud scripts, Braille &amp; Large Print kits)</td>
<td>February 13–March 7, 2018</td>
<td>April 3–30, 2018</td>
</tr>
<tr>
<td>Additional Materials Order Window for Shipping Materials</td>
<td>February 13–March 19, 2018</td>
<td>April 3–May 3, 2018</td>
</tr>
<tr>
<td>Final Day for Pickup of Materials</td>
<td>March 21, 2018</td>
<td>May 7, 2018</td>
</tr>
<tr>
<td>Reports Available in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;</td>
<td>June 2018</td>
<td></td>
</tr>
</tbody>
</table>

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# Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer and Resource for More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper Test Materials</strong></td>
<td>School Test Coordinators should contact the Corporation Test Coordinator if there is a shortage. The Corporation Test Coordinator should use their overage, or place an additional order in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;.</td>
</tr>
<tr>
<td>What should I do if I am short materials for a school?</td>
<td></td>
</tr>
<tr>
<td><strong>Online Testing—PearsonAccess&lt;sup&gt;next&lt;/sup&gt;</strong></td>
<td>In PearsonAccess&lt;sup&gt;next&lt;/sup&gt; under the Testing menu, select Sessions. Use the Select Tasks dropdown list to select the session management task you would like to perform. See page 5 of this Test Coordinator Manual for more directions on how to perform test management functions.</td>
</tr>
<tr>
<td>How do I add students to an online test session?</td>
<td></td>
</tr>
<tr>
<td><strong>Before Testing</strong></td>
<td>Contact the IDOE @ 888-544-7837 or 317-232-9050</td>
</tr>
</tbody>
</table>
| What should I do if I don’t know whether a student has been assigned a Student Test Number? | 1. Carefully place a second blank label on the ISTEP<sup>+</sup> assessment book.  
2. All student demographic information must be hand-bubbled on the Student Demographic Page.  
   a. Make sure the Student Test Number is bubbled correctly.  
   b. Refer to the “Student Barcode Labels” section in Chapter 2 of this Test Coordinator Manual.  
3. Ensure that the student’s information is accurate in PearsonAccess<sup>next</sup>.  
   **NOTE:** A rejected student test attempt will be created if the hand bubbled information on the Student Demographic Page does not match the information in PearsonAccess<sup>next</sup>.  
   a. Refer to the “Managing Student Demographic Information” section in Chapter 2 of this manual for details about updating student information. |
### During Testing

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do students have to use a No. 2 pencil? How about a pen or a No. 2-and-a-half pencil?</td>
<td>Make sure that students use only a No. 2 pencil with an eraser when marking answers to the test questions. Use of mechanical pencils is not recommended; it is not possible to guarantee that answers marked with a mechanical pencil will be scanned/scored properly.</td>
</tr>
<tr>
<td>Can a student use a highlighter on the test documents?</td>
<td>Refer to “Use of Highlighters” in Chapter 2 of this Test Coordinator Manual.</td>
</tr>
<tr>
<td>What should I do if a student moves during a testing window?</td>
<td>Students registered for online testing should be transferred to their new school in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;. (Do not create a new student record unless the student entering the school has not been enrolled in an Indiana school.) Receiving schools should contact previous schools to determine what tests still need to be completed. For more information on moving students, refer to the PearsonAccess&lt;sup&gt;next&lt;/sup&gt; Online User Guide located at <a href="https://in.pearsonaccessnext.com">https://in.pearsonaccessnext.com</a>. NOTE: A unique STN must be assigned to students new to the state or moving from a homeschool prior to registration.</td>
</tr>
<tr>
<td>How should I handle a student who was absent for a test section?</td>
<td>When a student who was absent for a section (e.g., Section 1) returns, the student takes the same test section as the rest of the class (e.g., Section 2). A make-up time must be scheduled to administer the test section the student missed.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>How do I assign accommodations?</td>
<td>For students requiring physical testing accommodations, such as Text-to-Speech, computer-generated responses, use of a read aloud script, Large Print, or Braille, the appropriate settings must be selected in the Accommodations section of the Manage Students task in PearsonAccess&lt;sup&gt;text&lt;/sup&gt;. The student's up-to-date Accommodations Report must be consulted so that the testing accommodations can be set up in accordance with the student's Individualized Education Program (IEP), Section 504 Plan, or ILP (EL Plan). To access the report, Corporation or School Test Coordinators go to Reports and select Operational Reports, then select Students &amp; Registrations from the Report Categories and select Accessibility Features and Accommodations for Student Tests. This excel spreadsheet will show every student within the test who has been assigned an accommodation. This should be provided to the Examiner to ensure accommodations are given appropriately.</td>
</tr>
<tr>
<td>What should I do if a student takes the test in two books in one administration (e.g., students tests in two books during the Part 2 administrations)?</td>
<td>Refer to “Do Not Score (ISTEP+ Part 2: Student Test Attempts in Two Different Test Documents)” in Chapter 3 of this Test Coordinator Manual.</td>
</tr>
<tr>
<td><strong>After Testing</strong></td>
<td><strong>No. Materials from more than one school cannot be combined into a single box. Refer to Chapter 7 of this Test Coordinator Manual.</strong></td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>If all test materials fit in one box, can they be shipped in one box?</td>
<td>No. Materials from more than one school cannot be combined into a single box. Refer to Chapter 7 of this Test Coordinator Manual.</td>
</tr>
<tr>
<td>When returning test books, what should I keep, what should I destroy, and when?</td>
<td>Refer to Chapter 7 for information on returning assessment books.</td>
</tr>
<tr>
<td>What should I do if I need more boxes to return materials to Pearson?</td>
<td>Additional boxes may be ordered in PearsonAccess&lt;sup&gt;®&lt;/sup&gt;.</td>
</tr>
<tr>
<td>Where can I locate the predetermined pickup schedule?</td>
<td>The schedule will post late-January 2018 for Part 1 and mid-March 2018 for Part 2 on the IDOE website in the IDOE–Test Coordinator Corner Learning Connection Community. Refer to Chapter 7 of this Test Coordinator Manual for additional information on returning materials.</td>
</tr>
<tr>
<td>What should I do if I need to change my pickup date?</td>
<td>Pick up dates have been preassigned based on corporation size, published spring break schedules, and transportation routes. If you need to change your pick up date, the Corporation Test Coordinator should call the shipment pickup vendor to discuss options for a revised pick up date at least one day prior to the scheduled pickup date. The shipment pickup vendor will make every effort to accommodate a change. If the pickup vendor cannot accommodate the change, contact IDOE. All materials for Part 1 MUST be picked up by March 21, 2018. Part 2 pickup dates may not be changed.</td>
</tr>
<tr>
<td>What should I do with a test document that has a student barcode label but was not used for testing?</td>
<td>The test document should be marked with a large “X” across the cover and marked “Do NOT SCORE.” Refer to “Blank Assessments with Student Barcode Labels” in Chapter 2 of this Test Coordinator Manual.</td>
</tr>
</tbody>
</table>
What’s New for Spring 2018 Testing

1. New in Spring 2018, Calculator accommodations reported through the December 4–22 DOE-TL collection will be assigned in the Personal Needs Profile (PNP) section in PearsonAccess\textsuperscript{next}. This new functionality eliminates the need for a Calculator Form Group Type. When implemented for the Spring 2018 \textit{ISTEP+} Test Administrations, students with or without Text-to-Speech accommodations and Calculator accommodations can be tested in the same session, providing greater flexibility for session planning and logistics. Test Coordinators must manually update in PearsonAccess\textsuperscript{next} any student information not reported via the DOE-TL collection.

2. Practice test sessions are now preloaded by Pearson. Pearson will load sample students and generate test sessions for practice tests. The number of students will approximate the number of students submitted on the DOE-TL. The sessions will be created using the IDOE Session Name that is submitted on the DOE-TL. Sample data will include student First Name and Accommodation for efficient distribution of student testing tickets. All other data will be generic or generated randomly.

3. The Session Header has been renamed to Testing Group Form to better align to the purpose of the document. The Testing Group Form must be completed by the School Test Coordinators and returned with paper test books to be scored. Detailed directions are included in Chapter 7 of this manual.

4. The Session Header Summary will no longer be used by Pearson. The Session Header Summary is included in this manual as an appendix for those corporations that find it helpful; however, the Session Header Summary should not be returned to Pearson.

5. The student transfer process in PearsonAccess\textsuperscript{next} has been updated. CTCs and STCs can now complete student transfers in bulk via the Enrollment Transfer Export/Import feature.
## Contacts and Telephone Numbers

This *Test Coordinator’s Manual* is intended to assist Corporation Test Coordinators (CTCs) and School Test Coordinators (STCs) in the administration of *ISTEP+ Spring 2018*, Grades 3 through 8 and 10.

<table>
<thead>
<tr>
<th>For Assistance with:</th>
<th>Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information and Policy about <em>ISTEP+</em></td>
<td>Indiana Department of Education, Office of Student Assessment</td>
<td>You may also go to the Indiana Department of Education (IDOE) – Test Coordinator Corner Learning Connection Community.</td>
</tr>
<tr>
<td>• test content, timing, interruptions to testing</td>
<td>ph: 888-544-7837 or 317-232-9050 email: <a href="mailto:INassessments@doe.in.gov">INassessments@doe.in.gov</a></td>
<td></td>
</tr>
<tr>
<td>• assigning Student Test Numbers</td>
<td>Pearson Help Desk 866-683-6668 Support Form: <a href="http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.">http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.</a></td>
<td>Representatives are available Monday through Friday from 7:00 a.m. to 7:00 p.m. Eastern time.</td>
</tr>
<tr>
<td>• general information about <em>ISTEP+</em></td>
<td>Representing the Indiana Assessment Program Manual Indiana Department of Education, Office of Student Assessment</td>
<td></td>
</tr>
<tr>
<td>• policy issues</td>
<td><a href="http://www.doe.in.gov/assessment">www.doe.in.gov/assessment</a></td>
<td></td>
</tr>
</tbody>
</table>
Contacting Pearson Customer Support

If you contact Pearson Customer Support at 866-683-6668 or complete a support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA during an online administration, make sure that you know the answers to all relevant questions below so that Pearson can assist you effectively and efficiently. Also, ensure you report any technical issues or test irregularities to your Corporation Test Coordinator.

**PearsonAccess**

- Are you using a PC or a Mac?
- What is your role (Corporation Test Coordinator, School Test Coordinator, Corporation IT Coordinator, School IT Coordinator, Examiner, Proctor)?
- What screen are you on? Provide the path, if possible.
- What task were you trying to complete when you encountered an error?
- What was the error message? If there was no error message, what are you unable to do?
- If you were working from the manual, what page were you on?

**TestNav**

- What type of device is the student using (e.g., desktop, laptop, tablet, Chromebook)?
- What operating system is the device running (e.g., Windows, Mac, iOS, Chrome)?
- Did an error code or message appear?
- What task was the student trying to complete in TestNav when he or she encountered an error?
- Can you provide a log file?
- What is the IP address of the proctor caching computer?
- Do you use a proxy server and, if so, what is the IP address?
- Have the TestNav URLs been allowed through your firewall/content filter?

**Proctor Caching**

- Are you using a PC or a Mac?
- Were you setting up proctor caching on a workstation or a server?
- Have you installed the ProctorCache software?
- Did you start the ProctorCache software prior to attempting to proctor cache?
- Did you add an IP address to your proctor caching server locations? This needs to be the IP address of the proctor caching computer.
- Did you add the appropriate port? This is typically port 4480 but could vary depending on your corporation/school firewall or content filtering software.

- Did you add the whitelist URLs to your firewall and content filtering software? The whitelist URLs that need to be added can be found in the TestNav 8 Hardware and Software Requirements available at https://support.assessment.pearson.com/x/HwYcAQ.
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Chapter 1 Reminders for Spring 2018 Testing

1. Review the “Undetermined Scores” section in Chapter 3 for information about how to prevent an undetermined status.

2. Beginning with the 2017–18 school year, transcribing student responses will be allowed only in very few circumstances, including in the event that student test materials are contaminated or when a student responds in more than one test book. Please see Chapter 3 of this manual for more information.

3. Secure Materials—100% of secure materials (those test documents with security barcodes) must be returned to Pearson for inventory accountability. (Refer to pages 35–42.)

4. Do not discard or destroy this Test Coordinator’s Manual after Part 1 of the ISTEP+ assessment has been administered. This manual is to be kept for use with Part 2 of the assessment, administered in April and May. Follow the directions from your Corporation Test Coordinator regarding storage of this manual.

5. Review the Indiana Assessment Program Manual for the current school year that is posted on the IDOE website www.doe.in.gov/assessment.

6. The ISTEP+ testing materials are secure materials. Do not photocopy or duplicate any portion of the assessment books at any time. Assessment books, when not in use, must be kept in a locked room or cabinet to prevent unauthorized access. School personnel responsible for ISTEP+ testing must ensure that test materials are secure at all times. Test security measures and ethical testing practices are fully discussed in the Indiana Assessment Program Manual for the current school year.

7. Student responses must be recorded in No. 2 pencil only. Do not use pens for any part of the test.

8. The student’s name must be printed in the boxes located at the top of each assessment book and answer book. If a student has a correct, personalized barcode label, there is no need to fill in the bubbles. Verify that the student name on the barcode label and the written name at the top of the Student Demographic Page are the same. If the information encoded in a student’s barcode label, as shown on the Student Roster, is incorrect or a change is needed, please see the instructions for manually completing the Student Demographic Page on pages 9–12 of this manual. **NOTE:** DO NOT USE student barcode labels from a previous year’s administration.

9. Incorrect or incomplete student information on the Student Demographic Page will result in undetermined, inaccurate, or late reports. Test Examiners should ensure that such information is complete and correct.

10. Every attempt has been made to provide sufficient space for student responses in the Part 1 Assessment Books. It is critical that students respond within these designated spaces and/or on the answer lines. A student response will be scored only if it is legible and falls within the image scan area of the page on which the response should appear.

11. Handwritten, loose-sheet student essays will not be scored. Student essays must be submitted handwritten, in No. 2 pencil, within the designated lined response fields in the Part 1 Assessment Books.
12. Students who have an Individualized Education Program (IEP) or Section 504 Plan that requires them to type their responses during a paper-and-pencil test administration should be set up to do online testing. If this is not possible, then schools should follow the computer-generated response (CGR) directions in Appendix A of this manual. **Note that CGRs apply for Part 1 only.**

13. Computer-generated responses, scribed responses, and Large Print and Braille versions of the *ISTEP+* tests require special handling. Test results will be affected, and students may receive an UNDETERMINED status if these test materials are not prepared correctly for scoring. Refer to Appendices A–G for more information about handling these versions.

14. Student responses must be free of ink (including highlighters), correction fluid, bent corners, folds, labels, clips, and extraneous marks. Erasures should be clean. Do not use tape or staples on any books. Do not leave sticky notes or scratch paper in the assessment books and answer books.

15. If you find a book with manufacturing defects, torn, damaged, or missing pages, contact the Pearson Help Desk for further instructions.

16. Groups of testers for paper-and-pencil assessments are called testing groups. Groups of testers for online assessments are called test sessions.

17. The Session Header is now called the Testing Group Form. To be scored student assessment/answer books should be returned under the Testing Group Form. Make sure the correct school name and school number are precoded on the Testing Group Form.

18. The Session Header Summary will no longer be used by Pearson. The Session Header Summary is included in this manual as Appendix J for those corporations that find it helpful; however, the Session Header Summary should not be returned to Pearson.

19. The Indiana *ISTEP+* and *IREAD-3* Resource Center is available at [http://indiana.pearsonaccessnext.com](http://indiana.pearsonaccessnext.com). This site provides access to information regarding administration activities, training, and other resources.

**NOTE TO TEST COORDINATORS:** Any variance from the testing procedures and guidelines listed in this *Test Coordinator's Manual* (TCM) and in the Examiner’s Manuals may result in incomplete scoring results. Review these manuals carefully. If you have questions, contact the Indiana Department of Education (IDOE) by calling 888-544-7837 or 317-232-9050, or contact the Pearson Help Desk at 866-683-6668 or by completing the support form at [http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA](http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA).
Chapter 2 Test Administration Policies and Procedures

Administration Schedule

Spring 2018:

- There will be two testing windows: Part 1 of the ISTEP+ assessment will be administered February 26–March 9, 2018; and Part 2 of the ISTEP+ assessment will be administered April 16–May 4, 2018, for online and April 16–May 2, 2018, for paper-and-pencil.
- The practice test must be taken by a student prior to beginning the operational assessment. Part 1 and Part 2 Online Practice Tests are available in PearsonAccessNext Training Site. Paper-and-Pencil Practice Tests are shipped with your initial distribution of materials if the school is testing paper-and-pencil.

Students to Be Tested

The Testing Program for Grades 3 through 8 and 10

PART 1

Part 1 of the ISTEP+ assessment contains standards-based, criterion-referenced constructed-response items developed to measure Indiana standards.

PART 2

Part 2 of the ISTEP+ assessment contains standards-based, criterion-referenced multiple-choice, gridded-response (paper-and-pencil format only), and technology-enhanced items (online format only) developed to measure Indiana standards.

The test will be administered in one of two ways:

- Online formats for all content areas.
- A paper-and-pencil format for all content areas (only as an accommodation and for IDOE-approved schools with limited capacity)

Paper Testing mode requests for ISTEP+ Part 1 and Part 2 were made during the Mode Selection/Waiver Request window, which was November 1–17, 2017.

Refer to Chapter 4 of this manual for a complete list of the assessment books, answer books, and manipulatives used at each grade level with either testing mode.
### Assessments by Grade

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mathematics</th>
<th>English/Language Arts</th>
<th>Science</th>
<th>Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 4</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Grade 5</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Grade 6</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Grade 7</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Grade 8</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 10</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

### Calculators

Students in Grades 6, 7, 8, and 10 may use their own calculator on the test, although there are exceptions. See the Part 1 and Part 2 Examiner’s Manuals for Grades 6, 7, 8, and 10 for specific information about calculator usage.

### Mathematics Reference Sheets

A Mathematics Reference Sheet is available and should be provided for all students at Grades 4 through 8 and 10. For the ISTEP+ Paper-and-Pencil Assessment, the Mathematics Reference Sheet is shrink-wrapped separately and distributed to students at the beginning of each Mathematics testing section. For the online assessments, a reference sheet is available as an exhibit the students may open and close during testing. Schools testing online may also download and print paper copies of the reference sheets for students to use. Reference sheets are available at [http://www.doe.in.gov/assessment/istep-grades-3-8](http://www.doe.in.gov/assessment/istep-grades-3-8) and [http://www.doe.in.gov/assessment/istep-grade-10](http://www.doe.in.gov/assessment/istep-grade-10).

### Use of Highlighters

Use of highlighters is allowed for students taking ISTEP+. However, liquid ink on a scannable sheet poses a risk. It is not possible to guarantee that marks made with a highlighter will not affect the scanning/scoring process.

To minimize the potential interference of highlighter ink in the scanning process, students should be instructed to adhere to the recommended guidelines below.

- Highlight only key words and phrases in the passages and test questions.
- Do not highlight answer choices.
- Do not highlight track marks, litho codes, skunk lines, barcodes, preslugged bubbles, or any other carbon black printing.
- Do not highlight pencil marks of any kind, whether within bubbles or in handwriting.
- Use only highlighters from the following list. These highlighters were tested on Pearson documents and found to cause minimal problems in scanning:
  - Avery® HI-LITER® - Regular and thin-tipped
  - Bic® Brite Liner®
  - Sharpie® ACCENT® HIGHLIGHTER - Regular and thin-tipped

Managing Student Demographic Information

Student Registration Export

It is critical that the school know what student data have been included in the 2018 DOE-TL data collection. In preparation for testing, all schools should create a student registration export and verify that all students are included and that each student’s demographic information is correct.

If any of the student demographic information is incorrect, the student record and registration will need to be updated in PearsonAccessnext.

In addition, new students, testing in either mode (online or paper-and-pencil), need to have a student record and registration created in PearsonAccessnext. Regardless of whether a student is new to the state or new to your school or corporation, it is essential that the student have a valid, unique Student Test Number (STN) before entering him or her into the system. If a student was previously enrolled in an Indiana school, every effort should be made to ascertain his or her existing STN to avoid duplicate records and Undetermined results.

The steps required to add or edit student data in PearsonAccessnext include:

- **Creating or editing a student record.** This record includes information about the student that is independent of any testing (Corporation/School, STN, date of birth, student name, and gender).
- **Registering the student to take the ISTEP+ assessments.** Registration information includes information that is applicable across all testing, such as the tested grade level and any special population designations or accommodations.
- **Managing Student Tests.** This includes information specific to a student taking the ISTEP+ assessments, such as the testing mode, session name, tested grade, and any required accommodations.
- **Adding student(s) to a testing session.** For each Online test assigned to your new student(s), you must add them to a corresponding testing session specific to the school, grade, subject, and accommodated form type to which they were assigned.

Specific information on how to complete the above steps is found in the *Indiana Online Testing Guide* and the *PearsonAccessnext Online User Guide*. 
Session and Student Rosters

Session Rosters are available in PearsonAccessnext and list all of the students scheduled in an online test session. Session Rosters should be used to confirm students have been assigned to the correct online test session(s). Also, Session Rosters provide important student testing status information, for example, that the student is ready to test, is actively testing, has resumed testing, or has completed the test.

To view the Session Roster, log in to PearsonAccessnext, go to Reports and select Operational Reports, then select Online Testing from the Report Categories and click on Session Roster. Note that you can also access the Session Roster on the Students in Session page under the Resources dropdown.

Student Rosters are included in Part 1 and Part 2 test material shipments and provide information for students assigned to paper-and-pencil test sessions. Examiners use Student Rosters before testing to confirm paper-and-pencil student participant information.

- For students testing on paper, if the student name, STN, and date of birth are correct, the corresponding barcode label(s) MAY BE USED. If the data is incorrect for any of these three fields, the barcode label(s) should be destroyed and the fields hand-bubbled on the Student Demographic Page. In addition, the incorrect demographic data must be corrected in PearsonAccessnext.

Student Barcode Labels

Figure 1
Sample Student Barcode Labels

ISTEP+ 2018 SPRING PART 1
ALASTNAME, AFIRSTNAME
DOB: 01/02/93 TSTGRD: 99
CORP: 9999 SAMPLE CORPORATION NAMEXXXXXXXXXXXX
SCH: A123 SAMPLE SCHOOL NAMEXXXXXXXXXXXXXXX

Student Barcode Information

Included with the ISTEP+ School Test Coordinator’s Kits for paper-and-pencil tests are student barcode labels for use on paper-and-pencil ISTEP+ assessment documents. School Test Coordinators will receive a set of student barcode labels prior to the Part 1 testing window, and another set prior to the Part 2 testing window. Student barcode labels are provided for each student (if student barcode information was provided to the IDOE).
NOTE: DO NOT USE student barcode labels from a previous year’s administration. DO NOT affix student barcode labels to the Large Print or Braille assessment books. If students are participating in the ISTEP+ Online Assessment only, please disregard the student barcode labels.

Almost all students testing on paper will have a barcode label (as shown in Figure 1) that provides most of the biographical information. Not all fields on the barcode file are printed on the barcode label, but they are printed on the Student Roster and will be reported as they appear there. Fields shown as blank on the Student Roster will be reported as blank unless they are correctly gridded on the student’s assessment book or updated in PearsonAccessnext.

If the student barcode label is correct, no bubbling is necessary on the Student Demographic Page. The student barcode label always overrides hand-bubbling for

- Student Test Number (STN)
- student name
- birth date

If there is no student barcode label, all fields on the Student Demographic Page must be hand-bubbled accurately. Instructions for completing the Student Demographic Page are in Chapter 2 of this manual on pages 9–12.

If the Student Test Number, student name, or birth date from the student barcode label is incorrect, then DO NOT apply the student barcode label to the assessment book. Bubble all demographic information. When hand-bubbling the nine-digit Student Test Number, include any leading zeros and bubble from left to right. Invalid (blank, incomplete, misbubbled, or double-bubbled) STNs will result in unmatched student records and an undetermined score.

NOTE: It is critical that the school know what student data have been included in the 2018 data collection file in order to determine if any demographic updates are necessary. Refer to “Managing Student Demographic Information” in Chapter 2 of this manual for information on updating student data in PearsonAccessnext.

Directions for Affixing the Personalized Student Barcode Labels

Follow these steps for affixing each barcode label to a student assessment book or answer book.

- Verify that the student is still enrolled in the school and that the student will be tested. For students who are no longer enrolled or who will not be tested, do not apply their barcode label to an assessment book or answer book. NOTE: A separate shipment of barcode labels will arrive prior to the Part 2 testing window; however, any unused barcode labels from the Part 1 testing window can be kept and used if needed.
- Make sure hands are clean and free of lotions or gels before handling the barcode label. Lift the barcode label from its backing slowly and gently to prevent damaging the print on the barcode label.
■ Carefully place the barcode label right-side up within the box that says “PLACE STUDENT LABEL HERE.” IT IS EXTREMELY IMPORTANT THAT THE STUDENT BARCODE LABEL BE PLACED CORRECTLY WITHIN THE BOX SO THAT THE LABEL CAN BE PROPERLY MACHINE-SCANNED.

■ The label should be affixed prior to testing. If a personalized student barcode label is not provided for a student, all the information on the front cover of the assessment book/answer book must be accurately completed before testing. Ensure that student information is also updated in PearsonAccessext. Refer to “Managing Student Demographic Information” in Chapter 2 of this manual for details about updating student information.

Blank Assessments with Student Barcode Labels

Sometimes a student barcode label is affixed to an assessment book or answer book, and then the student does not take the test. If such an assessment/answer book contains a student barcode label or hand-bubbled student information and is returned with other To Be Scored assessment/answer books, it will be scored and the student will receive an “Undetermined” status. To avoid this problem, draw a big “X” on the front cover of the test document and write “DO NOT SCORE.” Make sure this book is returned with the nonscorable materials, not with the tests to be scored. Do not use this assessment/answer book for another student.

NOTE: In this manual, “To Be Scored” refers to test materials that should be scored. “Nonscorable” refers to materials that should not be scored.

Problems and Solutions

■ If an incorrect student barcode label is affixed to a completed assessment book or answer book, do not try to remove it or cut it out. Instead, carefully place a blank 1.5” x 3.5” label over the incorrect barcode label and place the correct barcode label over the blank label. If you have no barcode labels left, do the following:
  • Hand-bubble all of the student information on the Student Demographic Page. Please see instructions on pages 9–12 of this manual.
  • Place two blank 1.5” x 3.5” labels over the incorrect label so that they cover the student barcode completely.
  • Do not layer more than two additional labels on top of the original label.

NOTE: Blank labels should be used ONLY to cover incorrect barcode labels that have been attached by mistake to a student’s assessment book or answer book.

■ Part 1 and Part 2 labels for a specific student are interchangeable.
  • Student labels may be affixed to the assessment/answer book.
  • Student’s Part 1 specific labels may be used for the Part 2 assessments.
Directions for Completing the Student Demographic Page

The Student Demographic Page is located on the front cover of ISTEP+ Spring 2018 Assessment Books or Answer Books. Each grid or box on the Student Demographic Page is identified with a number in the upper left corner. Follow the directions below for completing the Student Demographic Page.

Please note that there are two sets of directions, one for students who have a student barcode label and one for students who do not have a student barcode label.

Students Who Have Student Barcode Labels

For students who do have a student barcode label, the following information needs to be completed on the Student Demographic Page. With the exception of the Student Name, this information should be completed by school personnel prior to test administration.

- **Box 1**
  - **Student Name** – Leave blank. Instructions for students to complete this are included in the scripts. **The IDOE requires that the student write his or her own name on the assessment/answer book.**

  **NOTE:** It is best practice for school personnel and/or the student to complete all other fields in Box 1, as this information can be used to help process answer documents correctly. However, completing these fields is not a requirement.

- **Boxes 2–6**
  - Leave blank when a student barcode label has been applied to the assessment/answer book.

- **Box 7 – School Use Only – Paper Accommodations**
  - Completed only for students that took a Large Print or Braille assessment or for students with computer-generated responses (CGR). Note that CGRs apply only to Part 1.
  - Fill in the bubble for “Y” if the student took a Large Print or Braille assessment and a “standard edition” assessment/answer book is being returned for processing.
  - Fill in the bubble for “Y” for students with CGRs.
  - If the bubble for “Y” was mistakenly filled in, please erase completely and fill in the bubble for “N”.

- **Box 8 – School Use Only – Test Invalidation**
  - Completed only when section(s) on a paper-and-pencil assessment need to be invalidated.
  - Fill in the bubble for “Y” for the specific section(s) that need to be invalidated for the student.
• If the bubble for “Y” was mistakenly filled in, please make sure to erase the mark completely and to ensure no stray marks are left behind. Also, make sure to fill in the bubble for “N” to indicate that the test section(s) has not been invalidated.

• For additional information about invalidating a paper-and-pencil assessment, refer to “Test Invalidation” in Chapter 3 of this manual.

Box 9 – Retest (Grade 10 only)
• Fill in the bubble for “Y” for students who are retesting at Grade 10.
• If the bubble for “Y” was mistakenly filled in, please make sure to erase the mark completely and to ensure no stray marks are left behind. Also, make sure to fill in the bubble for “N” to indicate that the student is not taking a retest at Grade 10.

Ensure that student information is also updated in PearsonAccessnext. Refer to “Managing Student Demographic Information” in Chapter 2 of this manual for details about updating student information.

Students Who Do NOT Have Student Barcode Labels

For students who do not have a student barcode label, the following information needs to be completed on the Student Demographic Page. With the exception of Student Name, this information should be completed by school personnel prior to test administration.

Box 1
• Student Name – Leave blank. Instructions for students to complete this are included in the scripts. The IDOE requires that the student write his or her own name on the assessment/answer book.

NOTE: It is best practice for school personnel and/or the student to complete all other fields in Box 1, as this information can be used to help process answer documents correctly. However, completing these fields is not a requirement.

Box 2 – Student’s Name
• Print the student’s last name, first name and middle initial (when applicable) in the spaces above the grid. Then in the grid columns below, fill in the corresponding bubbles, making sure to fill in only one bubble for each column.

Box 3 – Student Test Number (STN)
• Print the nine-character STN in the spaces above the grid. Some STNs begin with zero. Be sure to include all nine digits, including the leading zeros. Some STNs begin with letters. Be sure to include all nine letters and numbers. Then in the grid columns below, fill in the corresponding bubbles, making sure to fill in only one bubble for each column.

• Confirm the printed and gridded STN is accurate for the student and that the values printed in the boxes match the bubbles gridded. The STN is used to match the student’s test attempt to the student registration information in PearsonAccessnext. Failure to provide an accurate STN could result in the student receiving Undetermined results or a delay in receiving reports.
If you have questions about the assignment or use of individual STNs, contact the Corporation Test Coordinator, or contact the IDOE by calling 888-544-7837 or 317-232-9050.

- **Box 4 – Date of Birth**
  - Print the student’s date of birth in the spaces above the grid. Then in the grid columns below, fill in the corresponding bubbles, making sure to fill in only one bubble in each column.

- **Box 5 – Corporation ID**
  - Print the four-digit identification code for your corporation. Then in the grid columns below, fill in the corresponding bubbles, making sure to fill in only one bubble in each column.
  - This identification code should correspond to the corporation ID found in Box 2 on the Testing Group Form.

- **Box 6 – School ID**
  - Print the four-digit identification code for your school. Then in the grid columns below, fill in the corresponding bubbles, making sure to fill in only one bubble in each column.
  - This identification code should correspond to the school ID found in Box 3 on the Testing Group Form.

- **Box 7 – School Use Only – Paper Accommodations**
  - Completed only for students that took a Large Print or Braille assessment or for students with computer-generated responses (CGR). Note that CGRs apply only to Part 1.
  - Fill in the bubble for “Y” if the student took a Large Print or Braille assessment and a “standard edition” assessment/answer book is being returned for processing.
  - Fill in the bubble for “Y” for students with CGRs.
  - If the bubble for “Y” was mistakenly filled in, please erase completely and fill in the bubble for “N".
Box 8 – **School Use Only – Test Invalidation**
- Completed only when section(s) on a paper-and-pencil assessment need to be invalidated.
- Fill in the bubble for “Y” for the specific section(s) that need to be invalidated for the student.
- If the bubble for “Y” was mistakenly filled in, please make sure to erase the mark completely and to ensure no stray marks are left behind. Also, make sure to fill in the bubble for “N” to indicate that the test section(s) has not been invalidated.
- For additional information about invalidating a paper-and-pencil assessment, refer to “Test Invalidation” in Chapter 3 of this manual.

Box 9 – **Retest** (Grade 10 only)
- Fill in the bubble for “Y” for students who are retesting at Grade 10.
- If the bubble for “Y” was mistakenly filled in, please make sure to erase the mark completely and to ensure no stray marks are left behind. Also, make sure to fill in the bubble for “N” to indicate that the student is not taking a retest at Grade 10.

Ensure that student information is also updated in PearsonAccessnext. Refer to “Managing Student Demographic Information” in Chapter 2 of this manual for details about updating student information.
Chapter 3 Test Security Policies and Procedures

General Information

Test Security
Maintaining the security of all ISTEP+ test materials is crucial to obtaining valid and reliable test results. Therefore, test materials (including student testing tickets and seal codes) must be kept in locked storage, except during the actual test administration. All user account information must be maintained as secure information. Access to secure materials must be restricted to authorized individuals only (e.g., Test Examiners and Test Coordinators). It is the direct responsibility of all individuals who administer the test to follow security procedures.

The ISTEP+ testing materials are secure materials. Do not photocopy or duplicate any portion of the assessment books at any time. Assessment books, when not in use, must be kept in a locked room or cabinet to prevent unauthorized access. School personnel responsible for ISTEP+ testing must ensure that test materials are secure at all times. Test security measures and ethical testing practices are fully discussed in the Indiana Assessment Program Manual for the current school year.

Test Irregularities and Security Breaches

Undetermined Scores
A student’s score is undetermined if the student does not take each portion of both Part 1 and Part 2 of the ISTEP+ assessment for a given subject, or if the student’s Part 1 and Part 2 tests cannot be matched to each other or to the student’s registration in PearsonAccessnext. In addition, a student's score is undetermined if the student has not responded to one or more sections, if the test has been invalidated by the Test Examiner, or if the student has responded to the writing prompt only in the Prewriting/Planning space. In cases such as these, the student will not receive a scale score. Instead, the student's score will be reported as “Undetermined.” Students with undetermined scores are listed in the OnDemand Report, along with the reason for the undetermined status. If a student receives an undetermined score, a rescore verification cannot be requested.

Follow these steps to prevent undetermined status:

- Provide an accurate STN. Leading zeroes must be included and there should be no missing digits or characters. Ensure that no numbers or characters are transposed. STNs must be gridded on answer documents when student barcode labels aren’t present and must match the student registration information in PearsonAccessnext.
Return blank (unused) assessment/answer books with no name or blank assessment/answer books with student barcode labels in the boxes with your non-scorable materials.

- Package your To Be Scored materials using the correct “To Be Scored” return labels.
- Send only one assessment/answer book per student, per subject.
- Ensure the student barcode label that has been applied to the assessment/answer book matches the handwritten student name.

The Undetermined Status Corporation Cleanup Window is June 11–22, 2018. This is an opportunity for schools to review students with an Undetermined status in PearsonAccess<sup>ext</sup>. Only students that have an Undetermined status resulting from a test not being received may have an undetermined result corrected. When applicable, corporations and schools will provide resolution to Pearson for the student’s test record cleanup. Additional information about the Undetermined status may be found in the Indiana Online Testing Guide under Training Resources at http://indiana.pearsonaccessnext.com

### Interruptions to Testing

Schools must not schedule an interruption to the school day, such as a fire drill, that will in any way affect students during any day they are taking ISTEP+.

If an interruption in testing occurs due to severe weather, technology failure, a fire alarm, or any other natural or man-made occurrence, the Examiner should immediately note the circumstances and the time that the interruption occurred. In the event of a technology failure impacting multiple students (i.e., an entire lab, classroom, school, etc.), please check Pearson’s Indiana System Status page at http://status-in.pearsonaccessnext.com/ to determine if the disruption is isolated to your location or more widespread before calling the Pearson Helpdesk or the IDOE. Both the Corporation Test Coordinator and the IDOE must be contacted as soon as it is safe. Contact the IDOE by phone at 888-544-7837 or 317-232-9050. Test administration should resume as soon as possible after the interruption. Be sure to document the time of the interruption and the time that testing resumes. Students should be allowed the full amount of time remaining when the interruption occurred. If testing cannot continue the same day, the IDOE must be contacted prior to rescheduling.

If any occurrence raises questions or concerns about correct test administration, contact the IDOE immediately at 888-544-7837 or 317-232-9050. If a student experiences a technology-related issue with the test, please contact the Pearson Help Desk at 866-683-6668.

Following an interrupted test administration, officials from the IDOE will review the occurrence to determine whether the students’ work will be counted as a valid attempt. The determination of a “valid attempt” may be based on whether the students had a significant opportunity to discuss test content or cram for the test in the time gained from the interrupted administration.

In a situation where students have strong emotional reactions (such as a fire or other situation that creates a real or perceived threat or in fact causes damage to property or injury to person), the situation may be difficult to assess, even if testing is completed on the
regularly scheduled days. Students taking a test under anxiety-producing conditions may not have performed as well as they otherwise might have performed. The appropriate course of action will be determined following a review of the circumstances.

If a student receives an undetermined score, rescore verification cannot be requested. All customer queries related to undetermined scores must be directed to the Pearson Help Desk.

**Test Invalidation**

Participating in *ISTEP+* is an opportunity provided to every student by Indiana law. Any decision to invalidate a student’s test denies him or her the right to results and must be weighed very carefully. Whenever a test section is invalidated, it must be discussed with the student’s parent or guardian. The invalidation form provides a line for you to document your notification of the parent or guardian.

A test section should be invalidated when a student cheats, works in a test section other than the one being administered, marks most or all answers randomly, or loses a significant amount of time during that test section. A loss of time may result from illness or some other unavoidable interruption. Any invalid test section must be documented by the Test Examiner and reported to the principal or Test Coordinator immediately following the invalid test section. A sample Report of Invalidation Form can be found on the inside of the back cover in each Examiner’s Manual. This form must be completed, signed, copied, and placed in the student’s file and other school files as a permanent record. Fill out a copy of an invalidation form for each invalid test section within a content area. Make sure the original invalidation form is kept in the student’s permanent file and that copies are given to the principal and/or Test Coordinator and to the teacher. **Under no circumstances should an invalidation form be submitted with the student’s test documents.**

**For Paper-and-Pencil Administration**

- To invalidate one or more of the test sections in a Part 1 or Part 2 assessment book or answer book, use the “School Use Only Test Invalidation” box (shown below) on the front cover of the student’s response document. Fill in the bubble indicating the test section that is invalid. **NOTE:** Any invalidation will result in an undetermined result.

- Below is a sample invalidation box for Part 1 of the *ISTEP+* ELA assessment.

- **Once a section has been invalidated and sent to Pearson for scoring, the invalidation may not be reversed. All assessment/answer books that will be returned for scoring should be reviewed to make sure there are no erroneous marks in the invalidation field.**

<table>
<thead>
<tr>
<th>8</th>
<th>SCHOOL USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>TEST INVALIDATION</td>
</tr>
<tr>
<td>☑</td>
<td>☐ Section 1</td>
</tr>
<tr>
<td>☑</td>
<td>☐ Section 2</td>
</tr>
</tbody>
</table>
NOTE: The invalidation box can be left blank if there are no invalidations; however, if a section is mistakenly gridded for invalidation, it must be clearly erased and the “N” for “No” must be gridded. Also, please make sure to check each document carefully for any stray marks or misgridding by a student to avoid having student test section(s) invalidated in error.

For Online Administration

If it is determined that a student test needs to be invalidated, the student can continue uninterrupted with the test, thereby minimizing disruption and also allowing a score to be recorded in the event the test attempt is later validated. Look at the Student in Sessions screen and take note of the test section that needs to be invalidated.

If the need should arise to invalidate one or more sections of a student’s test (per guidance from the IDOE), you can do so through the Manage Student Tests function, which can be accessed through the Students in Sessions screen under the Testing menu or home page dropdown.

1. From the Students in Sessions screen, search for the student, and select the checkboxes next to the tests that contain sections you want to invalidate.

2. Then select Manage Student Tests from the Select Tasks dropdown menu. Select Start.

3. On the left side of the screen, select the triangle next to the Battery entry.

4. Select the appropriate test assignment. To invalidate a section, and select the checkbox next to the section name under Invalidations. To mark the test as Do Not Report, select the Do Not Report checkbox and select a Do Not Report Reason.

5. Select Save.

Note that you can invalidate a test section only after the test has been started (i.e., any Student Test Status except Ready). Additional information on invalidating online test sections may be found in the Indiana Online Testing Guide under Training Resources at http://indiana.pearsonaccessnext.com and in the “Manage Student Tests” section of the PearsonAccessext Online User Guide at https://support.assessment.pearson.com/x/BYDy.

Invalidations must be made to the student’s test record in PearsonAccessext by the last day of the test administration window. Once the test window has closed, invalidations may not be reversed.

Nonstandard Responses (NSR)

If a student’s Part 1 Assessment Book includes computer-generated responses, the Test Examiner must fill in the bubble for “Y” for the Computer-Generated Response(s) on the front cover of the Part 1 Assessment Book. Do NOT write in the response area(s) on the “standard edition” test. Refer to Appendix A of this manual for computer-generated response directions.

Contaminated Test Materials

ISTEP+ test materials that have been contaminated with blood, vomit, or other bodily fluids must not be returned to Pearson. If contaminated books are returned to Pearson,
they will not be scored and they cannot be returned to the schools. Student responses for valid test sections must be transferred to clean documents. Notify the Corporation Test Coordinator and call the Pearson Help Desk to provide the security barcode numbers of the assessment/answer books to be destroyed. Refer to “Transcribing Student Responses” for information on how to transfer student responses from the contaminated books to clean test documents. Destroy the assessment/answer books appropriately by following requirements for disposing of hazardous materials. Failure to accurately report contaminated books destroyed during the testing window will result in discrepant inventory reports.

Do Not Score (ISTEP+ Part 2: Student Test Attempts in Two Different Test Documents)

Tests should be indicated as Do Not Score only when a student has made two test attempts in two different test books. For example, if a student completed Section 1 in one assessment/answer book and Section 2 in another, Section 2 would need to be transcribed into the original assessment/answer book, and the assessment/answer book used for Section 2 would need to be indicated as Do Not Score.

- To indicate that all test sections in a Part 2 assessment book or answer book should be marked Do Not Score, fill in the bubble for “Y” for all sections in the “School Use Only Test Invalidation” box on the front cover of the student’s response document. Draw a big “X” on the front cover of the test document and write “DO NOT SCORE.” Make sure the book is returned with the nonscorable materials, not with the tests to be scored.

Transcribing Student Responses

NOTE: Beginning with the 2017–18 school year, transcribing student responses will be allowed only in very few circumstances, including in the event that a student’s test materials become contaminated or when a student responds in more than one test book (see “Do Not Score” section, above). Contact IDOE with any questions.

Follow the steps listed below when transcribing student responses.

- When transcribing Part 1 responses into a new assessment book, you must indicate “transcribe” within the student response area(s) on each page of the assessment book in which you are transcribing the responses. If this problem occurs in Part 2 of the ISTEP+ assessment, DO NOT WRITE “transcribed” on each page.
- The Indiana Department of Education recommends that one person read the student’s answers and another person fill in the responses in the new assessment/answer book.
- A No. 2 pencil must be used to transfer student responses.
- Both transcribers need to be credentialed teachers, and preferably, one should be an administrator.
- When transcribing responses into a new assessment/answer book, be sure to double-check to ensure that all responses have been properly transcribed.
The problematic books should be labeled with an X and the words “DO NOT SCORE” across the cover; the books (except contaminated books) must then be returned with “nonscorable” materials.

Only one assessment/answer book, per subject, per student should be returned for scoring.

**Practice Testing**

**Arrange Practice Test Sessions**

The practice test must be taken by a student prior to beginning the operational assessment. Both online practice tests and the paper-and-pencil practice tests can be given multiple times, as needed.

Practice test instructions for Grades 3–8 can be found in the Examiner’s Manuals. Practice test instructions for Grade 10 can be found in the *Practice Test Manual for ISTEP+ Part 1 and Part 2 Assessment: Grade 10*.

**Paper-and-Pencil Practice Testing**

Paper-and-pencil formats for each grade and subject of the *ISTEP+* Practice Tests will be shipped with your initial distribution of test materials.
Chapter 4 Receiving Materials for Testing

Corporation

- Inventory all boxes against the Pallet Map (this document includes the order numbers and number of boxes shipped to to each corporation) included with the corporation packing list and copy of each school’s packing list, located in corporation BOX 1. Corporation Test Coordinators should verify that the number of boxes received per school matches the number listed on the Pallet Map. If the box counts do not match the Pallet Map, contact the Pearson Help Desk. (NOTE: Boxes are packed by school or testing site and delivered to the corporation for distribution to testing sites. It is not necessary to inventory the contents of these boxes at this time.)

- Once the school box counts have been verified, Corporation Test Coordinators should distribute the boxes to the appropriate schools. Secure storage must be provided at each school.

- If schools or testing sites call the Corporation Test Coordinator to report materials shortages, the corporation must first use the overage of materials sent to the corporation to fulfill requests. Once this overage is depleted, Corporation Test Coordinators should submit an Additional Materials Order request online through PearsonAccessnext. For assistance placing an additional materials order, contact the Pearson Help Desk by calling 866-683-6668 or completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.

- If there are materials shortages, Corporation Test Coordinators and Nonpublic/Choice/Charter School Test Coordinators must place orders for additional materials through PearsonAccessnext. Orders must be placed no later than March 7, 2018, for Part 1 materials, and no later than April 30, 2018, for Part 2 materials. Refer to Appendix H for more information about additional materials orders.

School

- Immediately upon receipt of boxes from the corporation, School Test Coordinators should inventory all testing materials received against the school packing list, located in BOX 1, and determine whether sufficient quantities of materials have been received. Use the packing list to note the inventory.

- If the materials inventory does not match the school packing list or if the quantities of materials are not sufficient, contact the Corporation Test Coordinator at once.

- Retain the blue-and-white boxes in which you received your test materials to use for returning ISTEP+ materials to Pearson for scoring. NOTE: Large print or braille testing materials will be received and must be returned in their own box.

- Carefully review this Test Coordinator’s Manual and the ISTEP+ Examiner’s Manuals. These documents contain the information necessary to complete a successful test administration.
Test Materials

Materials will be shipped based on the testing mode selected in PearsonAccess<sup>ext</sup> for Spring 2018. The mode selection window is November 1–17, 2017. Subject specific testing materials will only be sent if the testing mode for that subject was set to paper-and-pencil or if students were marked in your DOE-TL submission as having paper-and-pencil accommodations (Large Print, Braille, Read Aloud). Regular print assessment and answer books will be packaged in packs of 5.

Part 1

Online Administrations

- Part 1 Examiner’s Manual (all testing modes and subjects contained in each grade-level manual)
- Read aloud script for students with paper-and-pencil accommodations (if applicable)
- Large Print and Braille kits (if applicable)

Paper-and-Pencil Administrations

- Part 1 Examiner’s Manual (all testing modes and subjects contained in each grade-level manual)
- Large Print and Braille kits (if applicable)
- Read aloud scripts (if applicable)
- Part 1 Practice Test Books
  - Grades 3–8 and 10 (all subjects contained in one book)
- Student Barcode Labels
- ELA Part 1 Assessment Books
  - Grades 3–8 and 10
- Mathematics Part 1 Assessment Books
  - Grades 3–8 and 10
- Mathematics Tools
  - Rulers for grades 3, 4, 6–8 and 10
  - Protractor/Rulers for grade 5
  - Mathematics Reference Sheets for grades 4–8 and 10
- Science Part 1 Assessment Books
  - Grades 4, 6 and 10
- Social Studies Part 1 Assessment Books
  - Grades 5 and 7
Part 2

Online Administrations

- Part 2 Examiner’s Manual (all testing modes and subjects contained in each grade-level manual)
- Read aloud script for students with paper-and-pencil accommodations (if applicable)
- Large Print and Braille kits (if applicable)

Paper-and-Pencil Administrations

- Part 2 Examiner’s Manual (all testing modes and subjects contained in each grade-level manual)
- Large Print and Braille kits (if applicable)
- Read aloud scripts (if applicable)
- Part 2 Practice Test Books
  - Grades 3–8 and 10 (all subjects contained in one book)
- Student Barcode Labels
- ELA Part 2 Assessment Books
  - Grades 3–8 and 10
- ELA Part 2 Answer Books
  - Grades 4–8 and 10
- Mathematics Part 2 Assessment Books
  - Grades 3–8 and 10
- Mathematics Part 2 Answer Books
  - Grades 4–8 and 10
- Mathematics Tools
  - Rulers for grades 3, 4, 6–8 and 10
  - Protractor/Rulers for grade 5
  - Mathematics Reference Sheets for grades 4–8 and 10
- Science Part 2 Assessment Books
  - Grades 4, 6 and 10
- Science Part 2 Answer Books
  - Grades 4, 6 and 10
- Social Studies Part 2 Assessment Books
  - Grades 5 and 7
- Social Studies Part 2 Answer Books
  - Grades 5 and 7
Chapter 5 Online Testing

Computer and Device Preparation

Each workstation (student computer) or device to be used for testing must meet the specifications and be prepared according to the instructions provided at https://support.assessment.pearson.com/x/HwYcAQ. Schools must ensure that all workstations and devices meet the specifications; in addition, all new workstations and devices must be evaluated to ensure that the display size is appropriate for testing. This evaluation may occur through an Infrastructure Trial. The Infrastructure Trial forms use representative content that simulates the loading and processing of an operational test administration. Instructions for running this trial can be found in the Infrastructure Trial Guide, which is located on the Indiana ISTEP+ and IREAD-3 Resource Center at http://indiana.pearsonaccessnext.com.

In addition, Corporation Test Coordinators must confirm with local IT staff that assessment devices have been configured for the online testing software, TestNav, and that secondary save locations have been configured prior to the test administration to ensure successful capture of student responses.

Online Practice Test

Schools are required to administer the online practice test to students before administering the online assessment. (Students who will take the paper-and-pencil assessment must take the paper-and-pencil practice test.) The practice test will be available before the online assessment; examiners should allow students with testing accommodations ample time to practice with the appropriate accommodations, such as Text-to-Speech, before administering the online assessment.

New for 2018, the practice test instructions for Grades 3–8 can be found in the Examiner’s Manuals. Practice test instructions for Grade 10 can be found in the Practice Test Manual for ISTEP+ Part 1 and Part 2 Assessment: Grade 10.

Practice tests are set up and administered in the PearsonAccessnext Training site. Pearson loads sample students and generates test sessions for practice tests in the training center. The number of sample students approximates the number of students submitted on a corporation's DOE-TL. The sessions are created using the IDOE Session Name that was submitted on the DOE-TL. If needed, Test Coordinators may go to https://trng-in.pearsonaccessnext.com/customer/index.action to create additional sample students and test sessions that will be used to administer the ISTEP+ practice tests.

Before examiners administer the online practice test and the online assessment, refer to the Indiana Online Testing Guide and the PearsonAccessnext Online User Guide for information regarding the responsibilities of the Test Examiner and the setup and administration of the
online tests. The PearsonAccessnext Online User Guide is posted under Support on the PearsonAccessnext website, located at https://in.pearsonaccessnext.com

Roles and Responsibilities

The ISTEP+ Spring 2018 online assessment relies on a system of specific roles and responsibilities in order to secure data from unauthorized persons. Thus, the School Test Coordinators have the following roles and responsibilities:

- Managing students who are taking the assessments, chiefly by monitoring the students during the test administrations, adding students to (or removing them from) the test administrations, and viewing student information;
- Downloading and installing the test delivery platform, TestNav; and
- Managing devices and bandwidth during testing to ensure security/connectivity.

Pearson will create test sessions and assign students to the test sessions in late January 2018. The test assignments are based on information submitted in the DOE-TL and from information collected during the paper request and approval process. If new students move into the school after the data collection is submitted (December 4–22 collection window), the CTC will need to transfer or add new students to the school, and then assign the new students to existing test sessions or create new test sessions in PearsonAccessnext. See “Managing Student Demographic Information” in Chapter 2 of this Test Coordinator’s Manual for information on how to add students to sessions using PearsonAccessnext.

In addition to all of the functions and privileges listed above, the Corporation Test Coordinators and Corporation Information Technology Coordinators, who work together to conduct the ISTEP+ 2018 Spring Online Assessment, have the following roles and responsibilities:

- Managing organizations and users; and
- Monitoring the overall testing program.

Support During Testing

During testing, an Examiner should not attempt to resolve technology issues if it is disruptive to students. The Examiner must have a way to contact the School Test Coordinator or Technology Coordinator without leaving the room unattended. If a student has difficulty signing in or gets kicked out of his or her test more than once, do not have the student continue to attempt to sign in until the issue is diagnosed and resolved.

Additional troubleshooting information is available on the TestNav troubleshooting page located at https://support.assessment.pearson.com/x/CgACAQ. If school personnel continue to have difficulty, they may contact district personnel, or they may contact Pearson Customer Support at 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.
Online Testing Tools

Several tools are available to students taking an online assessment. Students can gain experience with the tools while utilizing practice tests or the Experience items; instructions for using these tools are provided in the scripts for administering the ISTEP+ Practice Tests in the Examiner’s Manuals. Students will review the tools again on the day of testing.

### Online Testing Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available on all Online Assessments</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>A student can use this tool to view the question numbers, which questions he or she has answered and not answered, and which questions he or she has bookmarked for review.</td>
</tr>
<tr>
<td>Bookmark</td>
<td>A student can use this tool to bookmark a question for review at a later time.</td>
</tr>
<tr>
<td>Pointer</td>
<td>A student can use this tool to select answers or select other tools.</td>
</tr>
<tr>
<td>Answer Eliminator</td>
<td>A student can use this tool to cross out answer choices that he or she has eliminated as possible correct answers. This tool is available for use only on multiple-choice or multiple-select questions.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>A student can use this tool to highlight text in a passage or item. The highlighter is activated when a student selects a word or section of text. There are two colors available or the student can choose to remove any existing highlighting.</td>
</tr>
<tr>
<td>Color Contrast</td>
<td>A student can use this tool to change background and foreground colors. The color contrast tool is accessed under the student menu in the upper right corner of the screen.</td>
</tr>
<tr>
<td>Line Reader Mask</td>
<td>The line reader mask is a rectangular overlay with adjustable cutout and blocking areas that can allow a student to focus on limited sections of text. It can also be used as a straight edge. The line reader mask tool is accessed under the user dropdown menu in the upper right corner of the screen.</td>
</tr>
<tr>
<td>Zoom</td>
<td>Students will use pinch/zoom with iPad and other touch screen devices and browser zoom (Ctrl +/-) with desktop and laptop/Chromebook devices for enlarging the text.</td>
</tr>
<tr>
<td>Available on Mathematics Online Assessments</td>
<td></td>
</tr>
<tr>
<td>Calculator</td>
<td>Students in Grades 6 through 8 have a built-in scientific calculator, and students in grade 10 have a built-in graphing calculator. Not all sections have the calculator.</td>
</tr>
<tr>
<td>Mathematics Reference Sheet</td>
<td>Students in Grades 4 through 8 and 10 can access a Mathematics Reference Sheet via the Exhibits window.</td>
</tr>
<tr>
<td>Protractor</td>
<td>Students in Grade 5 can use a protractor for all sections of the Mathematics assessment.</td>
</tr>
<tr>
<td>Rulers</td>
<td>Standard (English) and metric rulers are available for students in Grades 3 through 8 and 10.</td>
</tr>
</tbody>
</table>

### Student Testing Tickets

Each student taking an online test will need the Username and Password printed on his or her student testing ticket in order to sign in to the test. Instructions for scheduling students into testing sessions and printing student testing tickets is located in the PearsonAccessnext Online User Guide.
Student testing tickets must be handled in a secure manner and returned to the School Test Coordinator immediately after each day of testing is completed.

The Examiner will give each student a ticket only AFTER all students have entered the testing room, as instructed in the script. All tickets must be collected before students leave the testing room and given to the School Test Coordinator for secure destruction.

Session Student Rosters

A Session Student Roster is a list of all students scheduled in an online testing session. The Session Student Roster may be used to record required administration information and should be used to confirm students have been assigned the correct form.

To view the Session Student Roster, log in to PearsonAccess, go to Testing and select Students in Sessions. Select the session from the session list. Then select the Resources dropdown menu and select “Session Student Roster.”

Student Session Rosters should be provided to Test Examiners as a way to help them quickly locate test session information such as session passwords, student user names, and assigned accommodations. Student Session Rosters must be handled securely and returned to the School Test Coordinator for secure destruction.

Seal Codes

A seal code is a unique four-digit number used to allow students to access each section of the online assessment. Seal codes will be provided in PearsonAccess, and all students in a testing session will use the same seal code. Students should NOT be given seal codes until indicated in the test administration script. Seal codes must be handled securely and returned to the School Test Coordinator immediately after each day of testing is completed.

To access seal codes, log in to PearsonAccess, go to Testing and select Students in Session. Select the session from the session list. Then select the Resources dropdown menu and select “Seal Codes.”

Completing Online Testing

In order to complete an online test administration, the following post-test activities must be completed. Specific information on how to complete these steps is found in the PearsonAccess Online User Guide.

- Mark student tests complete, if necessary.
- Invalidate test sections, if necessary.
- Mark tests as Do Not Report, if necessary.
- Remove tests in Ready Status, if necessary.
- Stop ALL test sessions.
Glossary of Important Terms

**Experience** is the electronic practice assessment tool that provides students, parents, teachers and the public an opportunity to practice using the online testing platform and items prior to testing. Experience tests are provided at [http://download.pearsonaccessnext.com/in/in-practicetest.html?links=1](http://download.pearsonaccessnext.com/in/in-practicetest.html?links=1).

**Password** is the series of numbers and letters on student testing tickets that students must enter with their Username to access an online test.

**PearsonAccess®next** ([https://in.pearsonaccessnext.com](https://in.pearsonaccessnext.com)) is a website used for almost all test preparation, setup, administration, and reporting tasks for all Indiana online and paper-based testing. Managing secure information in PearsonAccess®next requires Username and Password setup. This manual directs corporation and school personnel to locate support materials for test administration in PearsonAccess®next.

**PearsonAccess®next Training Center** provides an opportunity to practice PearsonAccess®next tasks and is the means of managing local Infrastructure Trials, the Statewide Readiness Test, and *IREAD-3* and *ISTEP+* practice testing in preparation for testing. The Training Center requires Username and Password setup. It can be accessed at [https://trng-in.pearsonaccessnext.com/customer/index.action](https://trng-in.pearsonaccessnext.com/customer/index.action).

**Proctor Caching** is the process of securely loading test content locally on a device for all *ISTEP+* and *IREAD-3* online testing at the school or corporation level. It does not require a separate caching server and can run on any workstation on the network that meets the specified requirements. ProctorCache software is provided by Pearson. Proctor caching is used to reduce test delays due to network congestion and provides students with a more seamless testing experience. Proctor caching is required for all *IREAD-3* and *ISTEP+* online testing in Indiana.

**Section** is the term used in TestNav to identify separate portions of a test session. For example, the *ISTEP+* English/Language Arts Part 1 Grade 3–8 assessments have two sections requiring seal codes.

**Test Session** is the term used in PearsonAccess®next for a group of online testers. Participating students must be placed into a Test Session in order to take the test; student testing tickets and Session Rosters are printed for each test session. Test sessions will be created from information provided in the DOE-TL submission, or can be manually created in PearsonAccess®next.

**TestNav** is the online testing platform for the *IREAD-3* and *ISTEP+* online assessments.
Chapter 6 Important Information for the ISTEP+ Online Assessment

General Information

Most students will be administered an online version of the Part 1 and Part 2 ISTEP+ assessment.

Be sure to read the appropriate online sections of the Examiner’s Manuals for Part 1 and Part 2 of the ISTEP+ assessment prior to administering each test section. To ensure reliable results, the specific directions for administering each test section are to be followed exactly.

For each online section, the testing time is the same as the testing time for the corresponding paper-and-pencil section; however, additional time is needed for the student to log in to the test. Refer to the Testing Time tables in Appendix I of this manual for a complete list of testing times.

Be sure to administer the online practice test before administering the ISTEP+ online assessment. Allow students an opportunity to practice at least one time before administering the online assessment. Be sure to allow students with testing accommodations ample time to practice with the appropriate accommodations tools, such as the Calculator Accommodation version of an ISTEP+ Practice Test or Text-to-Speech for students who have this accommodation indicated in their student profile before administering the online assessment.


Test Security

Maintaining the security of all ISTEP+ test materials is crucial to obtaining valid and reliable test results. Therefore, test materials (including student testing tickets and seal codes) must be kept in locked storage, except during the actual test administration. All user account information must be maintained as secure information. Access to secure test materials must be restricted to authorized individuals only (e.g., Test Examiners and Test Coordinators). It is the direct responsibility of all individuals who administer the test to follow security procedures.

The ISTEP+ testing materials are secure materials. Do not photocopy or duplicate any portion of the assessment books at any time. Assessment books, when not in use, must be kept in a locked room or cabinet to prevent unauthorized access. School personnel responsible for ISTEP+ testing must ensure that test materials are secure at all times. Test
security measures and ethical testing practices are fully discussed in the Indiana Assessment Program Manual for the current school year.

**Test Invalidation**

For information on test invalidation for students taking the online or paper-and-pencil assessment, refer to “Test Invalidation” in Chapter 3 of this manual. Additional information on test invalidations for students taking the online assessment can also be found in the Indiana Online Testing Guide on the Indiana ISTEP+ and iREAD-3 Resource Center at [http://indiana.pearsonaccessnext.com](http://indiana.pearsonaccessnext.com).
Chapter 7 Packaging Materials for Return

Overview: Things to Remember

1. **All assessment and answer books for Grades 3 through 8 and 10, both used and unused, must be returned to Pearson.** Save the blue-and-white boxes in which your materials were shipped so they can be used to return the assessment/answer books. See pages 31–32 in this manual for further information about materials to be destroyed by the corporation or kept by the school.

2. **Each box of test materials shipped to Pearson for scoring MUST contain materials FROM ONE SCHOOL ONLY.** When checking the boxes of used test materials received from the schools, Corporation Test Coordinators MUST NOT combine materials from more than one school in a single box.

3. In an effort to streamline the packaging of test materials returned to Pearson, schools and corporations are provided with paper bands with which to secure assessment/answer books.

   It is important to keep the following points in mind:

   - Before bundling the books together in a stack, make sure they are free of sticky notes on the Student Demographic Pages (the front covers) and scratch paper between the pages.
   - The paper bands need to fit snugly around the bundles of books. The bands should not be so tight that they cause the books to bend.
   - Paper bands must be placed horizontally around the assessment books/answer documents and securely taped to themselves (office tape not provided). It is important that tape used to secure the paper band adheres only to the paper band and not to the Testing Group Form or assessment/answer books.
   - Fill in the blanks on each paper band noting the Corporation/School number, School Name, Number of Documents included in that paper band, and the total number of banded stacks for that Testing Group Form (e.g., 1 of X).
   - Do not use other types of paper bands, rubber bands, or clips.
   - If a box is not completely filled with bundles of books, use packing pillows or other packing material to take up the extra space. **Do not use foam packing peanuts because they interfere with the scanning process.**

4. The Number of Documents returned for scoring must be **bubbled in** on the Testing Group Form. The count must reflect the number of documents returned for scoring.

5. Use one Testing Group Form per teacher group, per grade, per subject. Do not mix grades and/or subjects under the same Testing Group Form. It is important that you DO NOT USE PHOTOCOPIES of the Testing Group Form.

6. Return all Braille or Large Print student materials during both the Part 1 and Part 2 test administrations using return labels provided. Do not box Braille or Large Print materials with each other or with regular materials.
• For detailed instructions on returning Part 1 Braille or Large Print Editions, refer to Appendix D for Large Print and Appendix F for Braille.

• For detailed instructions on returning Part 2 Braille or Large Print Editions and for more information about how to complete the transfer of student answers from a Part 2 Braille or Large Print Edition to a “standard edition” Part 2 answer book, refer to Appendix E for Large Print and Appendix G for Braille.

7. Return all Computer-Generated Responses (CGR) and assessment books during the Part 1 test administration using return labels provided. Do not box CGR responses and assessment books with regular materials.

• For detailed instructions on returning Part 1 CGR responses and assessment books, refer to Appendix A.

8. At the school, group the boxes by label color. For each group of boxes with the same label color, number the boxes in the school area of the return label. For example, if you have five boxes with blue labels, they should be numbered as “1 of 5,” “2 of 5,” etc.

• Return ISTEP+ test materials in the blue-and-white Pearson custom boxes only.

• Ensure that the proper return shipping label has been affixed to each box:
  • red for used (To Be Scored) Part 1 assessment books
  • pink for used (To Be Scored) Part 1 Large Print, Braille or Computer-Generated assessment materials
  • purple for used (To Be Scored) Part 2 assessment or answer books
  • blue for all Nonscorable Part 1 security barcoded test materials returned to Pearson for secure inventory (including Nonscorable ISTEP+ Part 1 Assessment Books, used “DO NOT SCORE” assessment books, and secure [used and unused] read aloud scripts)
  • yellow for all Nonscorable Part 2 security barcoded test materials returned to Pearson for secure inventory (including unused Nonscorable ISTEP+ Part 2 assessment books, used “DO NOT SCORE” answer books, and secure [used and unused] read aloud scripts)

9. At the corporation, group all the boxes from all the schools by label color. Do not use return labels from a previous year’s administration. Do not use Part 1 labels on the Part 2 boxes. This will cause problems when trying to reconcile receipt of test materials.

• For each group of boxes with the same label color, number the boxes in the corporation area of the return label. For example, if you have twenty-five boxes with blue labels, they should be numbered as “1 of 25,” “2 of 25,” etc.

• Do not combine materials from more than one school in a single box.

• Keep all boxes from a school together when numbering at the corporation level.
Packaging Instructions for Schools

Prepare Materials for Return

Nonsecure and Secure Test Materials
The following materials should be returned to the corporation AFTER PART 1 testing is complete:

Nonsecure Materials
These materials are to be destroyed by the corporation upon notification by the IDOE.

- Part 1 Practice Tests
- Unused red, pink, and blue return labels
- Part 1 Examiner’s Manuals

Secure Materials
These materials are to be returned to Pearson by the corporation.

- All To Be Scored and Nonscorable Part 1 Assessment Books for Grades 3 through 8 and 10
- All To Be Scored and Nonscorable Part 1 read aloud scripts for Large Print, Braille, and IEP students

The following materials should be returned to the corporation AFTER PART 2 testing is complete:

Nonsecure Materials
These materials are to be destroyed by the corporation upon notification by the IDOE.

- Test Coordinator’s Manuals
- Part 2 Examiner’s Manuals
- Part 2 Practice Tests
- Unused Testing Group Forms
- Unused purple and yellow return labels
- Unused Answer Documents for Grades 4 through 8 and 10
- Any leftover/unused student barcode labels from both the Part 1 and Part 2 test administrations
- Extra paper bands

NOTE: Mathematics rulers and Mathematics Reference Sheets may be retained and distributed to students for classroom use or returned to the corporation to be destroyed.
Secure Materials

These materials are to be returned to Pearson by the corporation.

- All To Be Scored and Nonscorable Part 2 Assessment Books for Grades 3 through 8 and 10
- All To Be Scored Part 2 Answer Books for Grades 4 through 8 and 10
- All To Be Scored and Nonscorable Part 2 read aloud scripts for Large Print, Braille, and IEP students

Refer to the “Package Materials for Return – Part 1” and “Package Materials for Return – Part 2” sections on pages 35–42 for specific instructions on packaging materials.

Testing Group Form

The Testing Group Forms are sent to corporations in the Part 1 and Part 2 Test Coordinator's Kits to facilitate the accurate processing of student responses. See Figure 2 for a sample Testing Group Form.

Completing the Testing Group Form correctly is critical to the process of returning test materials to Pearson for scoring. These documents will be preprinted and precoded with the corporation and school names and ID numbers for all schools.

**NOTE:** Two packages of Testing Group Forms and return shipping labels are shipped: one for Part 1 testing and one for Part 2 testing.

If not enough Testing Group Forms are received or if the documents received are damaged, additional materials may be ordered through PearsonAccess next. Orders should be made by March 19, 2018, for Part 1 and May 3, 2018, for Part 2.

For assistance with completing these forms, contact the Pearson Help Desk by calling 866-683-6668 or by completing the support form at [http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA](http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA).

When preparing to return test materials, note carefully the following:

- One Testing Group Form must be completed for every grade/class/group.

Completing the Testing Group Form

- The School/Corporation Test Coordinator should complete one Testing Group Form per testing group OR one Testing Group Form for all of the students in a grade/subject and identify them as one group under one testing group name.
  - Write and grid the name of the testing group.
  - Count the number of completed documents (assessment books or answer books) that will be returned for scoring. Write and grid the number of documents returned for scoring.
  - Write and grid the appropriate grade. **NOTE:** Only one grade should be represented under each Testing Group Form. There can be multiple Testing Group
Form documents for a grade, but grades cannot be mixed under a single Testing Group Form.

- It is critical that the information preprinted on the Testing Group Form be accurate. Check this information carefully. Correct information is critical to ensure accurate scoring. If any of the information provided is incorrect, blank Testing Group Forms may be ordered through PearsonAccessnext. For assistance with placing an additional materials order, contact the Pearson Help Desk by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w .html?p=INDIANA.

For assistance with completing these forms, contact the Pearson Help Desk by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext .com/ref/w.html?p=INDIANA.
Figure 2
Sample Testing Group Form
(to be used for Grades 3 through 8 and 10 paper-and-pencil assessments)
Package Materials for Return – Part 1

Packaging All To Be Scored Part 1 Assessment Books

To Be Scored: Assessment Books (USED)

1. Ensure that all used books not to be scored are properly marked with a large “X” and “DO NOT SCORE” on the front cover and separated for packaging with the secure “Nonscorable” books in the boxes with blue return labels.

2. Carefully stack the assessment books by the testing group name on the Testing Group Form for each grade and subject area tested and square up the edges.

3. Divide the books into bundles of approximately 20 to 25 books (should be no more than 3 inches thick).

4. Place one completed Testing Group Form on top of the first bundle for the testing group (see pages 32–33 in this manual for Testing Group Form instructions). Only one Testing Group Form is needed per testing group.

5. Wrap a paper band horizontally around each bundle and fasten it firmly by taping the band to itself. Be sure the books are held securely but are not bent and that the tape is not sticking to the Testing Group Form or assessment book underneath.

6. Number the paper bands 1 of X, 2 of X, etc., for each group. NOTE: Because a Testing Group Form indicates an individual group, only the first bundle for a group should have a Testing Group Form. Every bundle needs completed paper bands regardless of whether the bundle has a Testing Group Form.

7. Consolidate all banded bundles for each group. Make sure the bundles are in sequential order.

8. Organize the bundles, starting in BOX 1, in grade order by testing group (e.g., all Grade 3 classrooms followed by all Grade 4 classrooms, etc., in sequential order through the last grade level of the school).

9. Continue to box all banded bundles of “To Be Scored” (used) assessment books from the lowest to the highest grade in as many boxes as required. If a box is not completely filled with bundles of books, use packing pillows or other packing materials to take up the extra space. Do not use foam packing peanuts because they interfere with the scanning process. Additional boxes may be ordered through PearsonAccessnext.
10. Place a red return label on each box of To Be Scored assessment books. Use a black marker to number each box (e.g., “1 of X,” “2 of X,” etc.) in the school area of the label. Boxes with different colored labels will have their own numbering. (E.g., boxes with red labels will be numbered 1 of X, 2 of X, etc. Then boxes with blue labels will be numbered 1 of X, 2 of X, etc.) Do not fill out the corporation area.

11. When reusing boxes, cross out any information that does not apply to your school.

12. Close, but do not seal, the flaps on all boxes so that the Corporation Test Coordinator can review the contents.

NOTES:

- Use the blue-and-white boxes in which test materials were received to return test materials for scoring.
- Only use the Large Print/Braille return boxes for returning the Large Print/Braille test material.
- Test materials for charter, nonpublic, and Choice schools will be picked up at the school level. Organize test materials as instructed above and seal boxes for shipment to Pearson.

Packaging All Secure, Nonscorable Part 1 Materials

Nonscorables: Assessment Books (Unused) and other secure Part 1 materials

1. Stack all Nonscorable assessment books from the lowest grade to the highest grade. Do not wrap the Nonscorable books with paper bands.

2. Review stacks of Nonscorable books to ensure that they do not contain any To Be Scored assessment books. Set aside any To Be Scored assessment books to be packaged with the “To Be Scored” materials.

3. Be sure “DO NOT SCORE” books (students tested in error, blank books with barcode label attached in error, etc.) are properly marked with a large “X” across their covers and marked “DO NOT SCORE.”

4. Box all Nonscorable assessment books (which include blank books and books marked “DO NOT SCORE”) in as many boxes as required. Apply a blue return label to each box.
5. Box all used and unused read aloud scripts for Large Print, Braille, and IEP students in as many boxes as required. Apply a blue return label to each box.

6. Organize all boxes with blue return labels. Use a black marker to number each box (i.e., “1 of X,” “2 of X,” etc.) in the school area of the label. Do not fill out the corporation area.

7. When reusing boxes, please cross out any information that does not apply to the school.

8. Close, but do not seal, the flaps on all boxes so that the Corporation Test Coordinator can review the contents.

NOTES:

- Test materials for charter, nonpublic, and Choice schools will be picked up at the school level. Organize test materials as instructed above and seal boxes for shipment to Pearson.

- Books without an “X” and “DO NOT SCORE” across the covers, including books where students tested in error and blank books with barcode labels attached in error, will be pulled from the inventory and scored.

ALL SCHOOLS
RED label

1. To Be Scored Part 1 Assessment Books for Grades 3 through 8 and 10
BLUE label

1. Nonscorable (blank and DO NOT SCORE) Part 1 Assessment Books for Grades 3 through 8 and 10
2. Used and unused read aloud scripts for Large Print, Braille, and IEP students

NOTE: Do not photocopy labels, as each label contains a barcode unique to its corresponding box.

Request additional labels by submitting an additional material order request through PearsonAccess™ by March 19, 2018. Orders will be processed and delivered immediately upon request. It may take up to four days for labels to be received.

PINK label

1. To Be Scored Part 1 Large Print, Braille and CGR Assessment Books for Grades 3 through 8 and 10, when applicable
Package Materials for Return – Part 2

Packaging All To Be Scored Part 2 Assessment and Answer Books

To Be Scored: Assessment Books for Grade 3 and Answer Books for Grades 4–8 and 10 (USED)

For Grade 3, used Part 2 Assessment Books will be returned for scoring. For Grades 4 through 8 and 10, used Part 2 Answer Books will be returned for scoring.

1. Ensure that all used books not to be scored are properly marked with a large “X” and “DO NOT SCORE” on the front cover and separated for packaging with the secure “Nonscorable” books in the boxes with yellow return labels.

2. Carefully stack the To Be Scored assessment books/answer books by testing group name on the Testing Group Form for each grade and subject area tested and square up the edges.

3. Divide the Grade 3 Assessment Books into bundles of approximately 8 to 12 books (should be no more than 3 inches thick).

4. Divide the Grades 4 through 8 and 10 Answer Books into bundles of approximately 20–25 books (should be no more than 3 inches thick).

5. Place one completed Testing Group Form on top of the first bundle for the testing group (see pages 32–33 in this manual for Testing Group Form instructions). Only one Testing Group Form is needed per testing group.

6. Wrap a paper band horizontally around each bundle and fasten it firmly by taping it to itself. Be sure the books are held securely but are not bent and that the tape is not sticking to the Testing Group Form or book underneath.

7. Number the paper bands 1 of X, 2 of X, etc. for each group. NOTE: Because a Testing Group Form indicates an individual group, only the first bundle for a group should have a Testing Group Form. Every bundle needs completed paper bands regardless of whether the bundle has a Testing Group Form.

8. Consolidate all banded bundles for each group. Make sure the bundles are in sequential order.

9. Organize the bundles, starting in BOX 1, in grade order by testing group (e.g., all Grade 3 classrooms followed by all Grade 4 classrooms, etc., in sequential order through the last grade level of the school).
10. Continue to box all banded bundles of used (To Be Scored) assessment books and answer books from the lowest to the highest grade in as many boxes as required. If a box is not completely filled with bundles of books, use packing pillows or other packing materials to take up the extra space. **Do not use foam packing peanuts because they interfere with the scanning process.**

11. Place a **purple** return label on each box of used (To Be Scored) assessment books and answer books. Use a black marker to number each box (e.g., “1 of X,” “2 of X,” etc.) in the **school area** of the label. Boxes with different colored labels will have their own numbering. (E.g., boxes with purple labels will be numbered 1 of X, 2 of X, etc. Then boxes with yellow labels will be numbered 1 of X, 2 of X, etc.) **Do not fill out the corporation area.**

12. When reusing boxes, cross out any information that does not apply to your school.

13. Close, but do not seal, the flaps on all boxes so that the Corporation Test Coordinator can review the contents.

**NOTES:**

- Use the blue-and-white boxes in which test materials were received to return test materials for scoring.
- Only use the Large Print/Braille return boxes for returning the Large Print/Braille test material.
- Test materials for charter, nonpublic, and Choice schools will be picked up at the school level. Organize test materials as instructed above and seal boxes for shipment to Pearson.

**Packaging All Secure, Nonscorable Part 2 Materials**

**NONSCORABLE:** Assessment and Answer Books (unused), and other secure Part 2 materials

1. Stack all Nonscorable assessment books/answer books from the lowest grade to the highest grade. Do not wrap the Nonscorable books with paper bands.

2. Review stacks of Nonscorable books to ensure that they do not contain any To Be Scored materials. Set aside any To Be Scored assessment books/answer books to be packaged with the “To Be Scored” materials.
3. Be sure “DO NOT SCORE” assessment books/answer books (students tested in error, blank books with barcode label attached in error, etc.) are properly marked with a large “X” and the words “DO NOT SCORE” across their covers.

4. Box all Grade 3 Nonscorable assessment books (which include blank books and books marked “DO NOT SCORE”), Nonscorable Grades 4 through 8 and 10 assessment books, and Nonscorable DO NOT SCORE Grades 4 through 8 and 10 answer books in as many boxes as required. Apply a yellow return label to each box.

5. Box all used and unused read aloud scripts for Large Print, Braille, and IEP students in as many boxes as required. Apply a yellow return label to each box.

6. Organize all boxes with yellow return labels. Use a black marker to number each box (e.g., “1 of X,” “2 of X,” etc.) in the school area of the label. Do not fill out the corporation area.

7. When reusing boxes, cross out any information that does not apply to the school.

8. Close, but do not seal, the flaps on all boxes so that the Corporation Test Coordinator can review the contents.

NOTES:

■ Test materials for charter, nonpublic, and Choice schools will be picked up at the school level. Organize test materials as instructed above and seal boxes for shipment to Pearson.

■ Books without an “X” and “DO NOT SCORE” across the covers, including books where students tested in error and blank books with barcode labels attached in error, will be pulled from the inventory and scored.
ALL SCHOOLS

PURPLE label

1. To Be Scored Part 2 Assessment Books for Grade 3
2. To Be Scored Part 2 Answer Books for Grades 4 through 8 and 10

YELLOW label

1. Nonscorable (blank and DO NOT SCORE) Part 2 Assessment Books for Grade 3
2. Nonscorable Part 2 Assessment Books for Grades 4 through 8 and 10
3. Nonscorable (blank and DO NOT SCORE) Part 2 Answer Books for Grades 4 through 8 and 10
4. Used and unused read aloud scripts for Large Print, Braille, and IEP students

NOTE: Do not photocopy labels, as each label contains a barcode unique to its corresponding box.

Request additional labels by submitting an additional material order request through PearsonAccess™ by May 3, 2018. Orders will be processed and delivered immediately upon request. It may take up to four days for labels to be received.
Packaging Instructions for Corporations

Nonsecure and Secure Test Materials
The following materials should be saved until Part 2 testing is complete:

- Test Coordinator’s Manuals
- Extra paper bands
- Unused Testing Group Forms

Nonsecure
The following materials should be destroyed by the corporation upon notification by the IDOE AFTER PART 1 testing is complete:

- Part 1 Practice Tests
- Mathematics Rulers
- Mathematics Reference Sheets
- Unused red, pink, and blue return shipping labels
- Extra student barcode labels

Secure
The following materials should be returned to Pearson AFTER PART 1 testing is complete:

- All To Be Scored and Nonscorable Part 1 Assessment Books for Grades 3 through 8 and 10
- All To Be Scored and Nonscorable read aloud scripts for Large Print, Braille, and IEP students

Nonsecure
The following materials should be destroyed by the corporation upon notification by the IDOE AFTER PART 2 testing is complete.

- Test Coordinator’s Manuals
- Extra paper bands
- Part 2 Practice Tests
- All Examiner’s Manuals
- Unused Testing Group Forms
- Unused purple and yellow return labels
- Unused Answer Documents for Grades 4 through 8 and 10
- Any leftover/unused student barcode labels from both the Part 1 and Part 2 test administrations
Secure

The following materials should be returned to Pearson AFTER PART 2 testing is complete:

- All To Be Scored and Nonscorable Part 2 Assessment Books for Grades 3 through 8 and 10
- All To Be Scored Part 2 Answer Books for Grades 4 through 8 and 10
- All To Be Scored and Nonscorable read aloud scripts for Large Print, Braille, and IEP students

Prepare Boxes for Return – Part 1

Each box of test materials shipped to Pearson for scoring MUST contain materials FROM ONE SCHOOL ONLY. When checking the boxes of “To Be Scored” test materials received from the schools, Corporation Test Coordinators MUST NOT combine materials from more than one school in a single box. This procedure greatly expedites the scoring process.

1. Check that all boxes have been received for each return label color for each school according to the box count indicated in the school area on the return labels.
2. Ensure that boxes with blue return labels contain only Nonscorable blank books, read aloud scripts, and assessment books marked as DO NOT SCORE.
3. Once you have received the test materials from all of the schools in the corporation, separate the boxes by label color for pickup. There should now be two or three (if you have Large Print, Braille or CGR assessment books) groups of boxes for shipment:
   - Red—Part 1 Assessment Books (To Be Scored)
   - Pink—Part 1 Large Print, Braille, and CGR Responses and Assessment Books (To Be Scored)
   - Blue—All blank assessment books, NONSCORABLE assessment books, and used and unused read aloud scripts

Use only the new shipping labels designated for this test administration. Do not use shipping labels from a previous test administration.

4. Keep the boxes with each label color in sequential order by school (School A: Box 1 of X, 2 of X; School B: Box 1 of X; School C: Box 1 of X, 2 of X, etc.).

5. For all boxes with the same label color, number the boxes in the corporation area of the return labels based on the total number of boxes in that colored label group for the entire corporation. For example, if there is a total of 45 boxes with blue return labels, use a black marker to identify each box by writing “1 of 45,” “2 of 45,” etc., in the corporation area of the return label. Do not change or cross out the numbering that already appears in the school area.

6. Corporation overage not distributed to schools must be returned for inventory using the blue Nonscorable corporation-level labels.

7. Seal boxes for shipment to Pearson.
Return Part 1 Materials to Pearson

The test materials for Part 1 of the ISTEP+ assessment will have a predetermined pickup date. For your convenience, beginning January 26, 2018, the Spring 2018 Part 1 predetermined pickup schedule will be posted on the IDOE website in the IDOE–Test Coordinator Corner Learning Connection Community and on the Indiana ISTEP+ and IREAD-3 Resource Center at http://indiana.pearsonaccessnext.com. After January 26, you can also contact the Pearson Help Desk by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w .html?p=INDIANA to request your predetermined pickup date.

Your Part 1 pickup date cannot be changed without first consulting the shipment pickup vendor. If the pickup vendor cannot accommodate the change, contact IDOE. Part 2 pickup dates MAY NOT BE CHANGED as changes may interfere with the return of test results. Missed pickup dates will result in late score reports.

The transportation company will call each Corporation Test Coordinator and each charter, nonpublic, and Choice School Test Coordinator one to two days prior to the predetermined pickup date in order to verify materials readiness and box counts by label color.

To simplify and streamline the return shipping process for corporations, the return shipping labels are preprinted at the school level with the corporation/school name/number information and require only the completion of the number of boxes per school per corporation by colored label.

Corporations will be sent blue return shipping labels for use in returning their Nonscorable corporation overage materials. These labels will be printed with only the corporation name and number, but no school information. These are to be used only for returning Nonscorable corporation overage materials.

Prepare Boxes for Return to Pearson – Part 2

Each box of test materials shipped to Pearson for scoring MUST contain materials FROM ONE SCHOOL ONLY. When checking the boxes of used test materials received from the schools, Corporation Test Coordinators MUST NOT combine materials from more than one school in a single box. This procedure greatly expedites the scoring process.

1. Check that all the boxes have been received for each return label color for each school according to the box count indicated in the school area on the return labels.

2. Once you have received the test materials from all of the schools in your corporation, separate the boxes by label color for pickup. You should now have two groups of boxes for shipment.

   - Purple—Part 2 Assessment and Answer Books (To Be Scored)
   - Yellow—All blank assessment and answer books, Nonscorable assessment books, and used/unused read aloud scripts

Use only the new shipping labels designated for this test administration. Do not use shipping labels from a previous test administration.
3. In each group, keep the boxes in sequential order by school (School A: Box 1 of X, 2 of X; School B: Box 1 of X; School C: Box 1 of X, 2 of X, etc.).

4. Ensure that boxes with yellow return labels contain only Nonscorable blank books, Grade 3 assessment books marked “DO NOT SCORE,” Nonscorable Grades 4 through 8 and 10 assessment books, Nonscorable DO NOT SCORE Grades 4 through 8 and 10 answer books, and read aloud scripts. All “DO NOT SCORE” books must be properly marked with X’s and “DO NOT SCORE” across their covers.

5. For all boxes with the same label color, number the boxes in the corporation area of the return labels based on the total number of boxes in that colored label group for the entire corporation. For example, if there is a total of 45 boxes with purple return labels, use a black marker to identify each box by writing “1 of 45,” “2 of 45,” etc., in the corporation area of the return label. Do not change or cross out the numbering already given in the school area. Follow the same instruction for the group of boxes with yellow return labels (e.g., “1 of X,” “2 of X,” etc.).

6. Corporation overage not distributed to schools must be returned for inventory using the yellow Nonscorable corporation-level labels.

7. Seal boxes for shipment to Pearson.

Return Part 2 Materials to Pearson

The test materials for Part 2 of the ISTEP+ assessment will have a predetermined pickup date. For your convenience, the Part 2 predetermined pickup schedule will be posted on March 12, 2018, on the IDOE website in the IDOE–Test Coordinator Corner Learning Connection Community and on the Indiana ISTEP+ and IREAD-3 Resource Center at http://indiana.pearsonaccessnext.com. After March 12, you can also contact the Pearson Help Desk by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA to request your predetermined pickup date.

Part 2 pickup dates MAY NOT BE CHANGED as changes may interfere with the return of test results. Missed pickup dates will result in late score reports.

The transportation company will call each Corporation Test Coordinator and each charter, nonpublic, and Choice School Test Coordinator one to two days prior to the predetermined pickup date in order to verify materials readiness and box counts by label color.

Corporations will be sent yellow return shipping labels for use in returning their secure, unused corporation overage materials. These are to be used for returning corporation overage materials, and can also be used to return secure, unused school materials if additional labels are needed at a school. The school will need to write the school # and name on the label prior to returning for processing.

Rescore Request Process

The rescore request window will begin in June 2018 for Grades 3–8 and 10, following the posting of the Part 1 imaged student responses in the Parent Portal. Once student results are available and imaged student responses are posted in the Parent Portal, parents may request item-level rescoring.
Appendix A:
Part 1 Computer-Generated Response Directions

Students who have an Individualized Education Program (IEP) or Section 504 Plan that requires them to type their responses during a paper-and-pencil test administration should be set up to do online testing; School or Corporation Test Coordinators should contact the Pearson Help Desk for more information. If this is not possible, then the computer-generated response (CGR) directions should be followed.

NOTE: Computer-Generated Response directions apply to Part 1 only. CGRs are not used in Part 2.

Preparing Materials for Processing and Scoring

The computer-generated response (CGR) directions are provided for corporations who are testing paper for Spring 2018 and have one or more students who will need to provide CGRs. The Examiners will need to use the CGR template or another similarly formatted document to have students type their responses to the assessment question(s) or transcribe students’ responses to the template. A CGR template has been created to help ensure student’s responses and data are clearly identified for processing. You may download the CGR template from the Indiana ISTEP+ and IREAD-3 Resource Center at http://indiana.pearsonaccessnext.com.

Test Coordinators should complete the following tasks to package the CGRs. Refer to Appendix B of the Examiner’s Manuals to see Examiner directions for completing CGRs.

STEP 1 Fill out one Testing Group Form per grade level and subject for which there are students with CGR responses. Place the Testing Group Form on top of the stack of CGR assessment books. Using a supplied paper band, band each grouped stack of completed CGR assessment books together with the Testing Group Form on the top of the stack.

STEP 2 Locate a Pearson return box and apply the pink accommodated inbound return label to the top of the box. Pack the CGRs in the box and secure the box with tape.
Appendix B:
Part 1 Scribed Response Directions

When a student's IEP or Section 504 Plan indicates that responses are to be scribed, the scribe must write/type exactly what the student dictates, without adding any capitalization or punctuation unless directed by the student. No presumption is made about whether a pause is indicative of the use of a comma, a period, or any other punctuation. When the student has finished dictating, the written text is presented for the student to review and add capitalization and punctuation if indicated. If writing a response, the scribe must record responses in the student's assessment book using only a No. 2 pencil. Each scribed response should begin with the word “scribe” in the response area for paper-and-pencil or online assessments. If a student does not respond or test in a given section, do not write “scribe” in that section; just leave it blank. Notify your School Test Coordinator of any student that has scribed responses to make sure the document is returned correctly for scoring.

A one-on-one test administration should always be used when a scribe is needed. Using a scribe in a regular classroom setting would be disruptive to the other students in the room since the student using a scribe needs to respond out loud. Prior to testing, the scribe should attempt to gather information regarding the student's level of vocabulary and spelling abilities from those who are familiar with the student's academic background. Once this information is obtained, the scribe should ask the student to spell out loud any word he or she thinks is not within the range of the student's vocabulary or spelling abilities. It is important to note that this procedure serves to protect the student from a scribe who is a poor speller. A scribe should never read the reading comprehension portion of the test to a student, nor should he or she coach a student or hint to a student the meaning or spelling of a word.

Preparing Materials for Scoring Before and During the Test Administration

When a student's IEP or Section 504 plan indicates that responses are to be scribed, you must follow these procedures to prepare materials for scoring. For students with scribed responses, do the following:

STEP 1 Confirm the student has an IEP or Section 504 plan indicated in PearsonAccessnew. If the IEP or Section 504 plan are not indicated, refer to the new Indiana Online Testing Guide in the Indiana ISTEP+ and IREAD-3 Resource Center at http://indiana.pearsonaccessnext.com.

STEP 2 Review the appendix “Testing Accommodations Guidance” in the Indiana Assessment Program Manual for the current year. The information detailing how a scribe is used and how the process differs from transcribing is vital to the testing process.

STEP 3 For each scribed response, first write the word “scribe” in the response area in the Part 1 assessment book. Then, following the word “scribe,” write the student's
response. The word “scribe” and the student’s response must be entered using a No. 2 pencil only. If a student does not respond or test in a given section, do not write “scribe” in that section; just leave it blank.
Appendix C: Large Print and Braille Editions

Large Print and Braille materials will be packaged by the school and shipped to the corporation for distribution by the Corporation Test Coordinator. Refer to Appendices D through G in this manual for lists of Large Print and Braille test materials that the Corporation Test Coordinator should receive and for instructions on returning these materials to Pearson. **Contact your Test Coordinator before requesting any additional Large Print or Braille test materials.**

Corporation Test Coordinators should assist schools to ensure that all processing requirements for Large Print and Braille materials are met. Refer to Appendices D through G in this manual for instructions.

**Under no circumstances should a Large Print or Braille test for Part 1 of the ISTEP+ assessment be transcribed by the school; however, responses for Part 2 of the ISTEP+ assessment should be transferred into a “standard edition” answer book by the school. Schools with Large Print or Braille students will receive a separate return label and a Large Print/Braille return shipment box to return Part 1 and Part 2 materials to Pearson.**

**Important Note:** For Part 2 assessments, the student’s responses MUST be transferred at the school into the student’s “standard edition” assessment book included in the Large Print or Braille test materials kit. If the student’s responses are not transferred into the “standard edition” assessment book contained in the Large Print or Braille test materials kit, this kit will be returned to the corporation for the responses to be transferred and the student’s score will not be included in regular reporting.

**ISTEP+ Large Print/Braille Boxes**

Save all Large Print/Braille white boxes with blue labels to return Large Print or Braille assessment materials only.

- **Large Print (LP) or Braille (BR) returns for Part 1**—A pink label for returning To Be Scored Large Print, Braille, and Computer-Generated Response materials to Pearson is included in the Test Coordinator Kit provided with your shipment of accommodated testing materials. Refer to Appendix D for instructions regarding preparation and return of Part 1 materials for Large Print and Appendix F for instructions regarding preparation and return of Part 1 materials for Braille.

- **Large Print or Braille returns for Part 2**—Refer to Appendix E for instructions regarding preparation and return of Part 2 materials for Large Print and Appendix G for instructions regarding preparation and return of Part 2 materials for Braille.
Appendix D:
Part 1 Large Print Edition

Distributing Materials
The Part 1 Large Print materials will be packaged by school and shipped to the Corporation Test Coordinator at each corporation. Large Print materials will be shipped ONLY for the grade levels indicated on the student records in the DOE-TL submission. A separate Large Print kit will be sent for each indicated grade level and subject. The Corporation Test Coordinator is responsible for distributing these materials to the appropriate schools.

A complete shipment of Large Print test materials necessary to administer Part 1 of the ISTEP+ assessment should contain:

- One Part 1 read aloud script (Grades 3 through 8 and 10). Each grade level script contains all content areas.
- One Large Print edition of the Part 1 assessment books (Grades 3 through 8 and 10). Each subject area will be in a separate book.
- One Large Print edition of the Part 1 practice tests for Grades 3 through 8 and 10.
- One set of “standard edition” assessment books (Grades 3 through 8 and 10). Each subject area will be in a separate book.
- Large Print edition of the Mathematics Reference Sheet. (Only Grades 4–8 and 10 have Mathematics Reference Sheets.)
- Large Print rulers.
- Large Print protractors. (Only Grade 5 has protractors.)

NOTE: Students may use rulers that they are accustomed to using in the classroom or that are designed specifically for Large Print use. Do not enlarge the rulers provided with the test materials as that would result in inaccurate measurements or incorrect answers.

Any missing test materials should be reported to the Pearson Help Desk immediately by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.

Preparing Part 1 Assessment Books for Scoring
Students using the Part 1 Large Print edition must record their responses ONLY in the Large Print Part 1 assessment books. Do not transcribe Part 1 Large Print edition student responses into the “standard edition” assessment book for these students. Under no circumstances should a Large Print test for Part 1 of the ISTEP+ assessment be transcribed by the school.

STEP 1 Place the student’s barcode label on the student’s blank “standard edition” assessment book. Do not use student barcode labels from previous years’ administrations. If no barcode label is available, the student’s demographic information must be bubbled in the “standard edition” assessment book. Refer to
“Directions for Completing the Student Demographic Page” in Chapter 2 and follow the directions for students with no barcode label.

STEP 2 Fill in the bubble for “Y” next to “Large Print” under Box 7 Paper Accommodations on the front cover of the student’s “standard edition” assessment book.

STEP 3 When packaging the Large Print assessment books, place the “standard edition” inside the front cover of the Large Print assessment books. Large Print assessment books for multiple students may be returned in the same box.


STEP 5 Collect all Large Print test materials for a single shipment to Pearson. Place the completed Testing Group Form inside each student’s test materials. Package student “standard edition” and Large Print assessment books into the larger Large Print/Braille shipping box. Once packaged in the Large Print/Braille box, place the pink label on the box and return with the rest of the To Be Scored assessment material.
Appendix E:
Part 2 Large Print Edition

Distributing Materials
The Part 2 Large Print materials will be packaged by school and shipped to the Corporation Test Coordinator at each corporation. Large Print materials will be shipped ONLY for the grade levels indicated on the student records in the DOE-TL submission. A separate Large Print kit will be sent for each indicated grade level and subject. The Corporation Test Coordinator is responsible for distributing these materials to the appropriate schools.

A complete shipment of Large Print test materials necessary to administer Part 2 of the iSTEP+ assessment should contain:

- One Part 2 read aloud script (Grades 3 through 8 and 10). Each grade level script contains all content areas.
- One Large Print edition of the Part 2 assessment books (Grades 3 through 8 and 10). Each subject area will be in a separate book.
- One Large Print edition of the Part 2 Practice Test Book for Grades 3 through 8 and 10.
- One set of “standard edition” assessment books for Grade 3, or answer books for Grades 4 through 8 and 10. Each subject area will be in a separate book.
- Large Print edition of the Mathematics Reference Sheet. (Only Grades 4–8 and 10 have Mathematics Reference Sheets.)
- Large Print ruler.
- Large Print protractors. (Only Grade 5 has protractors.)

NOTE: Students may use rulers that they are accustomed to using in the classroom or that are designed specifically for Large Print use. Do not enlarge the rulers provided with the test materials as that would result in inaccurate measurements or incorrect answers.

Any missing test materials should be reported to the Pearson Help Desk immediately by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.

Preparing Part 2 Assessment/Answer Books for Scoring
Students using the Large Print Part 2 edition must record their responses in the Large Print assessment book. After testing, the School Test Coordinator must oversee the accurate transfer of the student’s responses to a “standard edition” Part 2 assessment/answer book. Please see STEP 3 on the next page for instructions on how to transcribe student responses from the Large Print assessment book into the “standard edition” assessment/answer book.

STEP 1 Place the student’s barcode label on the student’s “standard edition” assessment or answer book. Do not use student barcode labels from a previous year’s
administration. If no barcode label is available, the student’s demographic information must be bubbled in the “standard edition” answer book. Refer to “Directions for Completing the Student Demographic Page” in Chapter 2 and follow the directions for students with no barcode label.

STEP 2 Fill in the bubble for “Y” next to “Large Print” under Box 7 Paper Accommodations on the front cover of the student’s “standard edition” answer book.

STEP 3 Transcribe the student’s multiple-choice responses to a “standard edition” assessment/answer book.

- When transcribing Part 2 responses into a new assessment/answer book, DO NOT WRITE “transcribed” on each page of the assessment/answer book in which you are transcribing the responses.
- The Indiana Department of Education recommends that one person read the student’s answers and another person fill in the responses in the new assessment/answer book.
- Both transcribers need to be credentialed teachers, and preferably, one should be an administrator.
- A No. 2 pencil must be used to transfer student responses.
- After transcribing responses into a new assessment/answer book, be sure to double-check to ensure that all responses have been properly transcribed.

STEP 4 When packaging the “standard edition” assessment/answer book, make sure to include it with the student’s regular class.

STEP 5 Draw a big “X” and write “DO NOT SCORE” across the cover of the Large Print assessment book and return it with the nonscorable materials. DO NOT RETURN A LARGE PRINT Edition for these STUDENTS WITH YOUR TO BE SCORED USED MATERIALS—ONLY THE “STANDARD EDITION” Part 2 ASSESSMENT/ANSWER BOOKS WILL BE SCORED.
Appendix F:
Part 1 Braille Edition

If you have any questions regarding the administration of the ISTEP+ Braille Edition, contact the Pearson Help Desk by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.

Distributing Materials

The Part 1 Braille materials will be packaged by school and shipped to the Corporation Test Coordinator at each corporation. Braille materials will be shipped ONLY for the grade levels indicated on the student records in the DOE-TL submission. A separate Braille kit will be sent for each indicated grade level and subject. The Corporation Test Coordinator is responsible for distributing these materials to the appropriate schools.

A complete shipment of Braille test materials necessary to administer Part 1 of the ISTEP+ assessment should contain:

- One Part 1 Braille read aloud script (Grades 3 through 8 and 10). Each grade level script contains all content areas.
- One Braille edition of the Part 1 Assessment Books (Grades 3 through 8 and 10). Each subject area will be in a separate book.
- One set of “standard edition” assessment books. Each subject area will be in a separate book.
- One Braille edition of the Part 1 Practice Test Book for Grades 3 through 8 and 10.
- Braille edition of the Mathematics Reference Sheet. (Only Grades 4–8 and 10 have Mathematics Reference Sheets.)
- Braille ruler.
- Braille protractors. (Only Grade 5 has protractors.)

Any missing test materials should be reported to the Pearson Help Desk immediately by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.

Preparing Part 1 Assessment Books for Scoring

Students using the Part 1 Braille edition may either record their responses on Braille sheets or on computer-generated pages. The Test Examiner is NOT to transfer Braille student responses to the Part 1 “standard edition” assessment books. Pearson will transcribe the responses from the Braille pages or score student responses from the computer-generated pages.

STEP 1 Place the student's barcode label on the blank “standard edition” assessment book. If no barcode is available, the Student Demographic Page must be completed in the “standard edition” assessment book. Refer to “Directions for...
Completing the Student Demographic Page” in Chapter 2 and follow the directions for students with **no** barcode label.

**STEP 2** Fill in the bubble for “Y” next to the Braille accommodation used under Box 7 Paper Accommodations on the front cover of the student’s “standard edition” assessment book.

**STEP 3** Refer to Appendix A in this manual if the student has responded on computer-generated pages. Follow the instructions provided.

**STEP 4** If the student has responded on Braille pages, label each Braille page/sheet with the following information:

- Student Name
- Student STN
- Corporation Name/Number
- School Name/Number
- Litho code from the “standard edition” book (The litho code is an eight-digit number located in a box in the lower right quadrant of the assessment book front cover.)
- Number each page ____ of _____ to ensure that all Braille pages can be accounted for at Pearson. Pages must be in order by grade/subject and section, and items within each section must be in item order.

Ensure the Braille student responses are identified by indicating the grade, subject, test section, number and item number. Ensure all scratch work is identified by indicating “SHOW ALL WORK” followed by the scratch work.

**STEP 5** Insert all Braille pages or computer-generated response pages and the “standard edition” assessment book inside the front cover of the Braille assessment book.

**STEP 6** School personnel must fill out a Testing Group Form for EACH Braille assessment book and place it inside the front cover of the Braille assessment book. **A Testing Group Form must be sent with the Braille assessment book and “standard edition” assessment book.**

**STEP 7** Collect all Braille test materials for a single shipment to Pearson. **Even if a student tested partially in Braille and partially in Large Print and/or provided computer-generated responses (ELA, Mathematics, Science, or Social Studies), all testing materials for that student must be returned together.** Place the completed Testing Group Form inside the front cover of the student’s Braille assessment book. Package student “standard edition” and Braille assessment books into the larger Large Print/Braille shipping box. Once packaged in the Large Print/Braille box, place a pink label on the box and return with the rest of the To Be Scored assessment material.
Appendix G:
Part 2 Braille Edition

If you have any questions regarding the administration of the ISTEP+ Braille Edition, contact the Pearson Help Desk by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.

Distributing Materials

The Part 2 Braille materials will be packaged by school and shipped to the Corporation Test Coordinator at each corporation. Braille materials will be shipped ONLY for the grade levels indicated on the student records in the DOE-TL submission. A separate Braille kit will be sent for each indicated grade level and subject. The Corporation Test Coordinator is responsible for distributing these materials to the appropriate schools.

A complete shipment of Braille test materials necessary to administer Part 2 of the ISTEP+ assessment should contain:

- One Braille Part 2 read aloud script (Grades 3 through 8 and 10). Each grade level script contains all content areas.
- One Braille edition of the Part 2 assessment books (Grades 3 through 8 and 10). Each subject area will be in a separate book.
- One Braille edition of the Part 2 Practice Test Book for Grades 3 through 8 and 10.
- One set of “standard edition” assessment books for Grade 3, or answer books for Grades 4 through 8 and 10. Each subject area will be in a separate book.
- Braille edition of the Mathematics Reference Sheet. (Only Grades 4–8 and 10 have Mathematics Reference Sheets.)
- Braille ruler.
- Braille protractors. (Only Grade 5 has protractors.)

Any missing test materials should be reported to the Pearson Help Desk immediately by calling 866-683-6668 or by completing the support form at http://download.pearsonaccessnext.com/ref/w.html?p=INDIANA.

Preparing Part 2 Assessment/Answer Books for Scoring

Students using the Part 2 Braille edition may either record their responses on Braille sheets or on computer-generated pages. After testing, the School Test Coordinator must oversee the accurate transfer of the student’s responses to a “standard edition” Part 2 assessment/answer book.

STEP 1 Place the student barcode label on the “standard edition” assessment or answer book. Do not use student barcode labels from a previous test administration. If no barcode is available, the Student Demographic Page must be completed in the “standard edition” answer book. Refer to “Directions for Completing the Student
Demographic Page” in Chapter 2 and follow the directions for students with no barcode label.

**STEP 2** Fill in the bubble for “Y” next to “Braille” under Box 7 Paper Accommodations on the front cover of the student’s “standard edition” answer book.

**STEP 3** Transcribe the student’s multiple-choice responses to a “standard edition” assessment/answer book.

- When transcribing Part 2 responses into a new assessment/answer book, **DO NOT WRITE “transcribed”** on each page of the assessment/answer book in which you are transcribing the responses.
- The Indiana Department of Education recommends that one person read the student’s answers and another person fill in the responses in the new assessment/answer book.
- Both transcribers need to be credentialed teachers, and preferably, one should be an administrator.
- A No. 2 pencil must be used to transfer student responses.
- After transcribing responses into a new assessment/answer book, be sure to double-check to ensure that all responses have been properly transcribed.

**STEP 4** When packaging the “standard edition” assessment/answer book, make sure to include it with the student’s regular class.

**STEP 5** Draw a big “X” and write **“DO NOT SCORE”** across the cover of the Braille assessment book and return it with the nonscorable materials. **DO NOT RETURN A BRAILLE Edition for these STUDENTS WITH YOUR TO BE SCORED USED MATERIALS—ONLY THE “STANDARD EDITION” PART 2 ASSESSMENT/ANSWER BOOKS WILL BE SCORED.**
# Appendix H: Material Management and Additional Materials Order (AMO) Guidelines

The following guidelines are provided to assist the Corporation Test Coordinator in the process of managing paper/pencil testing materials and placing orders for Test Coordinator's Manuals, accommodated materials (Large Print, Braille, IEP Paper), or additional materials, if needed.

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| 1 | Placing an order for materials needed for testing on paper/pencil (testing exception approved by IDOE)... | • Place an additional materials order (AMO) through PearsonAccess<sup>next</sup>.  
• Follow the steps listed under Create an Order in the PearsonAccess<sup>next</sup> Online User Guide.  
**NOTE:** The Indiana PearsonAccess<sup>next</sup> site uses Add'l Material Order Tracking in place of Orders & Shipment Tracking. |
| 2 | Placing an order for Test Administration Manuals...                      | • Place AMO through PearsonAccess<sup>next</sup> following Online User Guide steps to Create an Order.  
• Or download ISTEP+ Spring 2018 Test Coordinator's Manual from the IDOE – Test Coordinator Corner Learning Connection Community. |
| 3 | Testing online and a paper version is needed for a student with an accommodation... | • Use ISTEP+ Test Materials Checklist to determine materials needed.  
• Place AMO through PearsonAccess<sup>next</sup> following Online User Guide steps to Create an Order. |
| 4 | Unable to find status or view details of AMO...                           | • Check PearsonAccess<sup>next</sup> for status and order details following Online User Guide steps to View Orders.  
• Order details are found on the four displayed tabs – Details & Status, Ship To, Materials Order, Shipments. |
| 5 | AMO was approved but unable to locate shipment information and tracking number... | • Find order details by following steps in guideline #4 (above).  
• Tracking numbers for each box are located on the Shipment tab. |
| 6 | Edits need to be made to a submitted AMO...                              | • Check status of order in PearsonAccess<sup>next</sup>. An order in a “submitted” status may be edited.  
• Edit AMO in PearsonAccess<sup>next</sup> following Online User Guide steps to Edit an Existing Order.  
• A new order will need to be created if the order has a pending, processing, transit, or delivered status. |
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| 7 | An AMO needs to be cancelled… | • Check status of order in PearsonAccess\textsuperscript{next}. An order in a “submitted” status may be cancelled.  
• Cancel an AMO in PearsonAccess\textsuperscript{next} following Online User Guide steps to Cancel Orders.  
• If order has a pending or processing status, contact Pearson Help Desk (866-683-6668) to see if the order can be cancelled. |
| 8 | School Test Coordinator wants to place AMO… | • AMOs are placed only by Corporation Test Coordinators.  
• School Test Coordinators should contact their Corporation Test Coordinator for additional materials. |
## Appendix I: Testing Times

Spring 2018 *ISTEP+* Part 1 Test Administration  
Online and Paper-and-Pencil Operational Test Times

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<th>Test Administration Times By Grade</th>
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### Spring 2018 *ISTEP+* Part 2 Test Administration

#### Mathematics

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Appendix J: Optional Session Header Summary

The Session Header Summary is no longer used by Pearson. However, it may be used by corporations that find it helpful in packaging materials. Directions for completing this optional form are listed below. Completed Session Header Summaries should not be returned to Pearson.

1. Complete a row of information for each Testing Group Form being returned to Pearson. Include the testing group name, tested grade, number of tests returned for that testing group, and the box containing the testing group’s materials. Make sure the testing group name and number of documents matches the Testing Group Form.

2. Identify all students who have submitted Part 1 Large Print or Braille or CGR responses by printing the student’s name and the type of nonstandard response in the “Comments” field. Record the box containing each of these accommodated tests.
SESSION HEADER SUMMARY — OPTIONAL

ADMINISTRATION: ______________________

CORPORATION NAME: ____________________________________________  CORPORATION ID#: ________

SCHOOL NAME: ____________________________________________  SCHOOL ID#: ________

GENERAL INSTRUCTIONS: Do not list more than one school on this form. This form is no longer required to be returned to Pearson. However, you may copy and use for your records.

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FOR SCHOOL USE ONLY. DO NOT RETURN THIS DOCUMENT WITH TEST MATERIALS.