

New Jersey Assessment of Skills & Knowledge Spring 2006



Test Coordinator Manual Grades 5–7

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NJ ASK

2006

Test Coordinator Manual Grades 5–7

SCHEDULE

TRAINING

January 30–February 2, 2006	NJ ASK 5–7 District Test Coordinator Training with the GEPA Training
February 6–10, 2006	NJ ASK 5–7 District Test Coordinator Training with the NJ ASK 3 & 4 Training

RECEIPT OF MATERIALS

February 27–March 24, 2006	Online Authorization to Receive Secure Test Materials Forms activated on Measurement Incorporated Web site.
March 20–24, 2006	NJ ASK 5–7 materials arrive in districts via Imperatore Courier.

If you have not received the NJ ASK 5–7 materials by noon on March 27, call Riverside Publishing at 800.767.8420, extension 6310, to have the shipment traced.

March 29, 2006	Last day to order supplementary NJ ASK 5–7 materials from Riverside Publishing/Measurement Incorporated.
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TESTING

April 4, 2006	<u>Regular Testing</u> —Language Arts Literacy – Day 1, Sections 1 & 2
April 5, 2006	<u>Regular Testing</u> —Language Arts Literacy – Day 2, Section 3
April 6, 2006	<u>Regular Testing</u> —Math
April 10–13, 2006	<u>Makeup Testing</u> —Flexible
April 17–20, 2006	<u>Makeup Testing</u> —Additional makeup time for districts that have a break the week of April 10th. All testing must be completed by April 20, 2006.

RETURN OF MATERIALS

April 7, 2006	Overnight to Measurement Incorporated (via FedEx® Air): ALL <i>used</i> NJ ASK 5–7 answer folders for students who completed testing during the regular week.
April 14, 2006	Overnight to Measurement Incorporated (via FedEx® Air): ALL <i>used</i> NJ ASK 5–7 answer folders for students who completed testing during the week.
April 24, 2006	Last day to overnight ALL remaining <i>used</i> NJ ASK 5–7 answer folders to Measurement Incorporated via FedEx® Air.
April 24–May 8, 2006	Return ALL NJ ASK 5–7 operational test booklets to Measurement Incorporated via Imperatore Courier.

TABLE OF CONTENTS

PROGRAM DESCRIPTION—New Jersey Assessment of Skills and Knowledge	1
Background Information on the Statewide Assessment Program	1
Reports	2
OVERVIEW OF THE NJ ASK Grades 5–7	3
General Information	3
PROGRAM HIGHLIGHTS	4
Who Must Take the NJ ASK Grades 5–7	4
Special Administrations for Students with Disabilities	4
Temporary/Emergency 504 Plans	4
Students Attending Out-of-District Placements	4
Students Receiving Homebound and Bedside Instruction	5
Accommodations for Limited English Proficient Students	6
PREPARATION FOR THE TEST ADMINISTRATION	7
Scheduling the NJ ASK 5–7	7
Student Rosters	7
Advance Announcements	7
Test Administration Times	8
Calculator Requirements	8
NJ ASK Grades 5–7 Identification Numbers	9
NJ ASK Grades 5–7 Labels and Gridding Student Information	9
NJ ASK Grades 5–7 Pre-ID Labels	9
TEST MATERIALS	10
Receiving Materials	10
Secure Materials	10
Non-secure Materials	10
Material Shortages	11
Test Booklets and Auxiliary Test Materials	11
Answer Folders	12
Distribution of Test Materials to the School Test Coordinators	13
Distribution of Test Materials to Examiners	14
SECURITY PROCEDURES	15
Problems and Irregularities: Actions to Be Taken	17
RESPONSIBILITIES OF PROGRAM PERSONNEL	20
District Test Coordinator Responsibilities	20
General Responsibilities	20
Before Testing	20
During Testing	21
After Testing	21
Topics for School-Level NJ ASK Grades 5–7 Training Sessions	22

School Test Coordinator Responsibilities	23
General Responsibilities	23
Before Testing	23
During Testing	24
After Testing	24
Examiner Responsibilities	25
General Responsibilities	25
Before Testing	25
During Testing	25
After Testing	26
Proctor Responsibilities	26
COLLECTION AND RETURN OF TEST MATERIALS TO THE DISTRICT TEST COORDINATOR	28
Collection of Materials from Examiners	28
Return of Answer Folders, Header Sheets, and Irregularity Reports for Answer Folders	28
Return of Test Booklets, Security Forms, and Irregularity Reports (NOT Pertaining to Answer Folders)	29
RETURN OF TEST MATERIALS TO MEASUREMENT INCORPORATED	30
General Information	30
Return of Answer Folders, Header Sheets, and White Envelopes	30
Return of Test Booklets, Security Forms, and Irregularity Reports NOT Pertaining to Problem Answer Folders	33
APPENDIX A—Accommodations and Modifications of Test Administration Procedures for Special Education Students and Students Eligible under Section 504 of the Rehabilitation Act of 1973	34
APPENDIX B—Student Roster	38
APPENDIX C—Sample Header Sheet	39
APPENDIX D—Additional Materials Request Form	40
APPENDIX E—Sample Math Reference Sheet	41
APPENDIX F—Writer’s Checklist	42
APPENDIX G—NJ ASK 5–7 Makeup Administration School Security Checklist	43
APPENDIX H—Instructions for Completing the NJ ASK 5–7 Header Sheets	44
APPENDIX I—Sample Demographic Page	45

PROGRAM DESCRIPTION—NEW JERSEY ASSESSMENT OF SKILLS AND KNOWLEDGE

BACKGROUND INFORMATION ON THE STATEWIDE ASSESSMENT PROGRAM

In 1975, the New Jersey Legislature passed the Public School Education Act “to provide to all children in New Jersey, regardless of socioeconomic status or geographic location, the educational opportunity which will prepare them to function politically, economically and socially in a democratic society.” An amendment to that act was signed in 1976 to establish uniform standards of minimum achievement in basic communication and computation skills. This amendment is the legal basis for the use of a test as a graduation requirement in New Jersey.

Beginning in 1981–1982, ninth-grade students were required to pass the Minimum Basic Skills Test (reading and mathematics) as one of the requirements for a high school diploma. Students who did not pass both parts of the test had to be retested on those parts.

In 1983, the Grade 9 High School Proficiency Test (HSPT9), a more difficult test in reading, mathematics, and writing, was adopted to measure the basic skills achievements of ninth-grade students. The first due-notice administration of the HSPT9 occurred in 1983–1984; the test was first administered as a graduation requirement in 1985–1986.

In 1988, the New Jersey Legislature passed a law that moved the High School Proficiency Test from the ninth grade to the eleventh grade and added an early benchmark assessment with the Grade 8 Early Warning Test (EWT). Although both tests were designed to be rigorous assessments of essential skills in reading, mathematics, and writing, the EWT was intended to be used only for placement purposes and program planning. The Grade 11 High School Proficiency Test (HSPT11) was to serve as a graduation requirement for all New Jersey public school students who entered the ninth grade on or after September 1, 1991. Three years of due-notice testing were conducted from 1991–1993 to allow school districts time to modify curricula and prepare students for both the eighth-grade and graduation tests.

In 1995, the governor called for the development and administration of a fourth-grade assessment that would be aligned to the state standards and serve as a tool to evaluate student achievement in the knowledge and skills defined by new educational content standards. These standards, the Core Curriculum Content Standards, were adopted in 1996 by the New Jersey State Board of Education to describe what all students should know and be able to do by the end of grades four and eight and upon completion of a New Jersey public school education. The Core Curriculum Content Standards informed the development of three new statewide assessments: (1) the fourth-grade Elementary School Proficiency Assessment (ESPA), which was administered from 1997–2002, (2) a new Grade Eight Proficiency Assessment (GEPA), which replaced the EWT in 1998, and (3) a new High School Proficiency Assessment (HSPA), which replaced the HSPT11 as the state’s graduation test following three years of field testing. The HSPA was administered to eleventh graders as a graduation test for the first time in March 2002.

Also, as a result of the No Child Left Behind (NCLB) requirement, this year, students in fifth, sixth, and seventh grades will be administered the New Jersey Assessment of Skills and Knowledge (NJ ASK) 2006. The NJ ASK 2006, like the other state assessments, is also aligned with the Core Curriculum Content Standards. The NJ ASK 2006 will assess fifth-, sixth-, and seventh-grade students in language arts literacy and mathematics.

REPORTS

The following reports for the NJ ASK 5–7 will be issued in June after the April administration:

- School Roster (all sections) PDF/Flat File
- School Summary—PDF/Flat File
- District Summary—PDF/Flat File
- Student Label—One copy printed and shipped to districts
- Individual Student Report—Two copies printed and shipped to districts

OVERVIEW OF THE NJ ASK 5–7 ASSESSMENT

GENERAL INFORMATION

- The April test administration is for **all** students in grades 5, 6, and 7 in the state of New Jersey.
- The Language Arts Literacy Section of the NJ ASK grades 5, 6, and 7 is administered over two days and consists of a writing task and two reading passages with multiple-choice and open-ended questions. This section of the test uses a Writer’s Checklist. There is one Writer’s Checklist for all grades.
- The Mathematics Section of the NJ ASK grades 5, 6, and 7 is administered in one day and consists of multiple-choice and open-ended questions. This section of the test uses calculators and a Mathematics Reference Sheet that contains formulas and conversion tables. There is a separate Math Reference Sheet for each grade of the assessment.

PROGRAM HIGHLIGHTS

WHO MUST TAKE THE NJ ASK GRADES 5–7

The April administration is for all students in grades 5, 6, and 7.

SPECIAL ADMINISTRATIONS FOR STUDENTS WITH DISABILITIES

- Special education students must be tested using the modified testing procedures specified in each student's Individual Education Plan (IEP) and approved by the Office of Evaluation and Assessment as specified in Appendix A.
- Students who are eligible under Section 504 of the Rehabilitation Act of 1973 may not be regarded as special education students but nevertheless have an impairment in a major life function. These students must be tested using modified testing procedures that are specified in the student's 504 accommodation plan and approved by the Office of Evaluation and Assessment as specified in Appendix A.
- SE and 504 students who are entitled to additional or extended time **must** be tested in a room separate from students who do not have this accommodation.

TEMPORARY/EMERGENCY 504 PLANS

- A Section 504 plan may be permanent or temporary. If a student sprains or breaks an arm, wrist, etc., before testing, a temporary/emergency Section 504 plan should be prepared.
- The temporary/emergency plan allows the student to receive all necessary testing accommodations and modifications, such as additional time and the use of a computer or scribe, as described in Appendix A of this manual.
- A student with a temporary/emergency Section 504 plan must be identified as a 504 student and receive the appropriate accommodations identified on his or her answer folder and on the Student Roster for the room in which he or she will be tested.

STUDENTS ATTENDING OUT-OF-DISTRICT PLACEMENTS

ONLY out-of-district placements that are approved testing sites may administer the NJ ASK. If a student attends a placement that is NOT an approved testing site, the student MUST return to the home district to be tested OR the home district MUST send an examiner to the out-of-district placement to administer the test to the student.

Test results of students attending out-of-district placements are aggregated into the school and district results of the students' home district. Out-of-district placements include the following:

1. private schools for the handicapped (in-state or out-of-state)
2. special services school districts
3. educational services or joint commissions
4. district paid placements in regular, alternative, or shared-time public high schools outside of the student's home district (in-state or out-of-state)

If a student attends an out-of-district placement AND returns to his or her home district to take the NJ ASK, no special coding or handling of the answer folder is necessary. The following answer folder instructions pertain ONLY to students who take the NJ ASK at their out-of-district placement.

- Answer folders must be gridded with the out-of-district placement's DISTRICT CODE and SCHOOL CODE, and the out-of-district placement's SCHOOL name must be written on the line provided.
- The OUT-OF-DIST bubble must be gridded and the HOME/SENDING DISTRICT CDS code must be gridded under School Use Only Sending Site.
- If Pre-ID Labels are not provided to the out-of-district placement, all applicable student demographic information must be gridded.
- Both the FOR OUT-OF-DISTRICT PLACEMENTS ONLY (sending school/district information) and the COMPLETE FOR EACH HEADER (testing site information) sections of the header sheets must be completed by out-of-district placements.
- Out-of-district placements will not receive aggregate reports. They will only receive two Individual Student Reports (ISRs) and a Student Sticker for each student they test.

STUDENTS RECEIVING HOMEBOUND AND BEDSIDE INSTRUCTION

- Students receiving homebound and bedside instruction must be tested unless they are too ill to participate. There is no "not present" on the demographics page.
- Students who are well enough to participate may be tested during the two-week testing period, including days not scheduled for testing. This does not apply to ASK, just GEPA and HSPA.
- The examiner who administers the test to a homebound or bedside student:
 1. **must** be a licensed professional employed by the student's district,
 2. **must** be trained by the school test coordinator (STC) or district test coordinator (DTC),
 3. **must** sign for secure test materials using the appropriate School Security Checklist(s),
 4. **must** maintain test security at all times, and
 5. **must** return secure test materials as soon as possible to the school coordinator EACH day after testing is completed.
- Home-schooled students are **not** New Jersey public school students and therefore are **not** permitted to take the NJ ASK.

ACCOMMODATIONS FOR LIMITED ENGLISH PROFICIENT STUDENTS

Limited English Proficient (LEP) accommodations do NOT apply to former LEP students (LEP = F). ONLY students currently participating in a language assistance program are to be given LEP accommodations.

- LEP students (LEP = <, 1, 2, 3) are to be tested with the following accommodations:
 1. Additional Time—Additional time, not to exceed 150% of the administration times indicated in the *Examiner Manual*, must be provided for each test section. **Additional time must be added to each individually timed part of each test section.**
 2. Translation of the Test Directions into the Student’s Native Language (if feasible)—Only test directions may be translated. **Translations of passages, items, prompts, and tasks are not permitted.** Students who receive translated test directions **must** be tested in a location separate from students who receive test directions in English only.
 3. Use of a Bilingual Translation Dictionary—Bilingual translation dictionaries **must** be provided by either the student or the school. Ideally, students use the same dictionaries that they use as part of their instructional program. The dictionaries must be checked before and after testing to ensure that no papers or additional reference information are inside. **Electronic dictionaries and Franklin Translators are not permitted.**
- Read-aloud directions for LEP students **must** be modified to reflect the accommodations listed above.

PREPARATION FOR THE TEST ADMINISTRATION

SCHEDULING THE NJ ASK GRADES 5–7

The NJ ASK grades 5–7 is administered on three consecutive days (see inside front cover for exact dates). The testing should not be scheduled immediately after an athletic event or an assembly. All test schedules should be checked with the appropriate school officials to ensure that other school activities do not interfere with the test administration.

- **All testing MUST be scheduled in the morning. Exceptions include homebound and bedside students, as well as students attending out-of-district placements who are tested at that placement by staff from the student’s home district.**
- The district and school test coordinators (DTCs/STCs) are responsible for scheduling times and places for regular and makeup testing and for ensuring that all testing is completed according to the procedures and schedule described in the *Test Coordinator Manual* and in the *Examiner Manual*.
- Students who are required to test but are absent for the regular test administration must be tested on the makeup dates.
- Students whose answer folders are voided during testing are considered to have attempted the test section. They may NOT retake or resume taking the voided test section during the makeup.
- Students who begin a section of the test and do not complete it during the specified testing time **cannot** complete the test section during the makeup period or any other time **unless** additional time is specified in their IEP or 504 plan.

STUDENT ROSTERS

Under the direction of the DTC, the school test coordinator must prepare a student roster for each examiner (see Appendix B). Each roster should contain the names of the students whom each examiner will supervise during testing, the names of proctors assisting the examiner, and the room number. Ensure that each roster contains all information that must be gridded on a student’s answer folder, because some students may not have an NJ ASK label, or information may be missing from their NJ ASK labels. Refer to the “School Use Only” section of the *Examiner Manual* for detailed information regarding gridding of the answer folder. Distribute the student rosters to examiners before testing to allow examiners to prepare for test administration. Examiners must return the student rosters to the school test coordinator immediately after testing is completed. The STC should keep a copy of the rosters and return the originals to the DTC.

ADVANCE ANNOUNCEMENTS

It is important that teachers be given advance notice of the testing schedule so that they can adjust lesson plans and personal schedules.

Instruct examiners to advise their students about the time and location of the test administrations and to give them a brief explanation of the test. Students **must** bring two No. 2 pencils if the school does not provide them. No pens of any kind are allowed. All sections of the answer folder **must** be marked in pencil.

Students **must** be notified that they may **not** use dictionaries or other reference materials during testing, and that they are **not** permitted to have cell phones in any testing room. In addition, **any student found to have a cell phone in his or her possession while in a testing room will have his or her answer folder voided (V2) for that test section.**

TEST ADMINISTRATION TIMES

The approximate administration times for the April NJ ASK are as follows:

Language Arts Literacy—Day 1

Part One—25 minutes (Grade 5); 45 minutes (Grades 6 and 7)

Part Two—45 minutes (Grades 5, 6, and 7)

Language Arts Literacy—Day 2

Part Three—45 minutes

Mathematics—Day 3 (one day only)

89 minutes with one 5-minute silent break after about 45 minutes

This schedule includes time for gridding student information on the answer folder on the first day of testing, distributing the test materials, reading the directions, taking the test, providing breaks for the students, and collecting materials after testing.

The number of test questions in each section is as follows:

Language Arts Literacy

Part 1—Writing Task

Part 2—Passage with 10 multiple-choice and 2 open-ended questions

Part 3—Passage with 10 multiple-choice and 2 open-ended questions

Mathematics

Part 1—30 multiple-choice and 3 open-ended questions

CALCULATOR REQUIREMENTS

- Students in Grades 5, 6, and 7 are required to use calculators during certain portions of the Mathematics section.
- The calculator should allow students to perform calculations as specified in the K–7 cumulative progress indicators, including adding, subtracting, multiplying, and dividing. Students must use the same calculator they use on a regular basis in the classroom or one with which they are most familiar. A student may choose to use a personal calculator or one that is provided by the district. Any device commonly accepted as a hand-held electronic calculator—including programmable calculators and calculators with functions such as graphing, etc.—that has at least the four basic functions is acceptable. However, computers (e.g., laptops, palmtops) are not acceptable.

Calculator memories must be cleared both before and after administration of the Mathematics test section.

NJ ASK GRADES 5–7 IDENTIFICATION NUMBERS

- As answer folders are scanned and processed, students will be assigned a unique NJ ASK identification number. The NJ ASK ID number will be included on all individual student reports and rosters.
- Districts can continue to code their own student identification numbers on the answer folders. This number is referred to as the District/School Student Identification Number and should be reported on the Student Sticker and on the Individual Student Report.

NJ ASK GRADES 5–7 Pre-ID LABELS AND GRIDDING STUDENT INFORMATION

The gridding of student, school, and district information on the answer folder will not be necessary for students who have a Pre-ID Label. Authorized staff, with the supervision of the STC, should review and verify the accuracy of the information printed on the NJ ASK 2006 labels.

NJ ASK GRADES 5–7 PRE-ID LABELS

- Districts should have ordered Pre-ID labels for all fifth, sixth, and seventh graders.
- Do not return damaged or unused Pre-ID Labels to Measurement Incorporated. They are to be destroyed.
- For any student who does not have a Pre-ID Label, all student demographic information must be hand-gridded on the answer folder.
- Test booklet FORM letter **must** be gridded on all students' answer folders.
- Districts will have the opportunity to ADD or CHANGE some of the student information contained on the labels by gridding the answer folder. This information will override the printed information on the Pre-ID label.
- Districts will have the opportunity to REMOVE certain student information contained on any NJ ASK label by gridding the override bubble (*) on the answer folder. The asterisk is the override bubble.
- If an answer folder has a Pre-ID label, the following fields **must** be left blank: student name, date of birth, and district and school codes. If these fields are gridded in error, erase the gridding as thoroughly as possible.
- The following information **cannot** be corrected by gridding the answer folder: student name, date of birth, NJ ASK ID number, and district and school codes. Labels affixed to an answer folder in error **cannot** be reused. All information must be hand-gridded on another answer folder.

The following chart summarizes the fields that must, can, and cannot be gridded for students who have a Pre-ID Label:

MUST GRID ¹	CAN GRID ²	CANNOT GRID ³
Supplemental Education Services Void Out-of-District Placement Out-of-Residence Placement Home/Sending District	Gender District/School Student ID Number Ethnic Code Title 1 Economically Disadvantaged Migrant Limited English Proficient Section 504 Special Education Special Education/504 Accommodations LEP Exempt (LAL Only) Time in District Time in School	Name Date of Birth NJ ASK ID number District and School Codes

¹**MUST GRID** fields must be gridded for all students whether or not they have a label.

²**CAN GRID** fields should be gridded if applicable, or if information is incorrect or missing from the label. To ADD or CHANGE information, grid the appropriate category. To REMOVE information, grid override bubble.

³**CANNOT GRID** fields may not be changed.

TEST MATERIALS

RECEIVING MATERIALS

NJ ASK materials are packaged for each school based on information provided by the district on the Material Survey Form. The chief school administrator or designee will receive all NJ ASK test materials in a single shipment delivered by Imperatore Courier Ground Service.

The chief school administrator will download the District Authorization to Receive Secure Test Materials Form at <https://www.measinc.com/njask> before receiving the shipment of test materials. This form provides space for designating the person(s) who will receive the materials for the district and space for verifying receipt of the materials. The authorized designee(s) for receiving secure test materials must be available on the scheduled delivery dates. He or she must give the completed authorization form to the carrier upon delivery.

Upon delivery, the shipment must be checked for damage and all boxes must be accounted for before signing for the shipment. Multiple boxes will be marked “1 of 3,” “2 of 3,” etc. If a problem is discovered (e.g., a box is missing, damaged, or opened), accept the shipment and contact Riverside Publishing immediately. Record the number of boxes received on the NJ ASK District Authorization to Receive Secure Test Materials Form. Sign the form, make a file copy, and give the original to the carrier.

A separate box contains the district overage. This box will have bright-colored “Open Me First” stickers identifying it as the box to open first. One of the boxes for each school and the district overage box will contain a packing list. For each of the materials listed on the packing list, verify that the quantities received match the quantities indicated. Also, verify that a sufficient supply of the test materials has been provided.

SECURE MATERIALS

The following materials are considered secure during the test administration.

- Test Booklets—shrink-wrapped in packages of ten
- Answer Folders—shrink-wrapped in packages of ten

NON-SECURE MATERIALS

The following materials, although not secure, should be stored so as to ensure their availability on each testing day.

Examiner Manual: One copy is provided for every 15 students to be tested. STCs must write the district and school codes on the front cover of each *Examiner Manual*.

District/School Test Coordinators Manual: One copy of the manual is provided for each school that administers the NJ ASK.

Mathematics Reference Sheets: Each student must have a Mathematics Reference Sheet on the day of testing. A supply is provided so that each student will have his or her own copy of the sheet as a resource.

Writer’s Checklists: Each student must have a Writer’s Checklist on day one of Language Arts Literacy testing. A sufficient supply is provided so that each student will have his or her own copy as a resource.

Return Shipping Materials: The district overage box contains envelopes, labels, and FedEx airbills for returning answer folders after the regular and makeup test administrations. All test booklets must be returned to Measurement Incorporated in the boxes that were used to ship the materials to the district. Store the boxes, envelopes, FedEx airbills, and labels in a safe place until it is time to use them.

NJ ASK Header Sheets: The Header Sheets are precoded with the district and school codes and names. Detailed information regarding the use of NJ ASK Header Sheets is located in Appendix C of this manual. A supply of blank, color-coded Header Sheets is also included in the district overage.

MATERIAL SHORTAGES

Upon receipt of the shipment, transport the test materials to a secure location and verify that there is a sufficient quantity of all materials needed for testing. Complete the District Receipt Form, send the top copy to Riverside Publishing, and retain the bottom copies. The form **must** be mailed within ONE day of the receipt of test materials.

Use the district overage to make up school shortages of secure and non-secure test materials. The STCs **must** sign the School Security Checklist/District Overage Form when they receive the overage test booklets from the DTC.

If the district overage is not sufficient to make up school shortages, fax the Additional Materials Request Form to Riverside Publishing at 630.467.7150. To ensure receipt of the additional materials in time for testing, materials **must** be ordered from Riverside Publishing no later than the date specified on the form (see Appendix D).

TEST BOOKLETS AND AUXILIARY TEST MATERIALS

- The shrink-wrapped packages of test booklets may be opened the day before testing under secure conditions so that sets of materials can be assembled for each examiner in advance.
- There is one test booklet form for the April administration. Each student will use one test booklet that includes three sections: Language Arts Literacy—Day 1, Language Arts Literacy—Day 2, and Mathematics. The test booklets are sealed and **must not** be opened until students are directed to do so during the test administration.
- Each student taking the Mathematics Section will receive a Mathematics Reference Sheet. A sample of a grade 5 Mathematics Reference Sheet appears in Appendix E of this manual. Students may use scratch paper provided by the school; this must be collected and destroyed after testing.
- Each student taking Language Arts Literacy will receive a Writer’s Checklist. A copy of the Writer’s Checklist appears in Appendix F of this manual.

ANSWER FOLDERS

- Responses to all multiple-choice questions, open-ended questions, and the writing task must be recorded in the answer folder.
- Each grade will have a specific color-coded answer folder, grade 5—lilac, grade 6—green, and grade 7—blue.
- Answer folders cannot be duplicated or hand-scored.
- Each page of the answer folder is marked with a machine-scannable lithocode number. Students **must** use the same answer folder each testing day.
- All applicable “School Use Only” fields **must** be gridded before returning the answer folders to Measurement Incorporated. Detailed instructions are located in the “School Use Only Gridding Instructions” section of the *Examiner Manual*.

Only one answer folder per student should be submitted to Measurement Incorporated. Below are examples of how reports are affected when more than one answer folder per student is submitted.

Individual Student Report and Student Stickers

Multiple reports will be produced. Each report will reflect one of the answer folders.

Student Rosters

Multiple lines of information will be displayed for each answer folder submitted.

Multiple answer folders submitted for the same student will inflate your enrollment count if the contractor is unable to merge the two answer folders. This may have a negative impact on the district and school performance data. If for some unavoidable reason it is necessary to use more than one answer folder for a single student, an Irregularity Report **must** be completed to document the multiple answer folder usage. This is necessary to facilitate the merging of multiple answer folders used by a student.

DISTRIBUTION OF TEST MATERIALS TO THE SCHOOL TEST COORDINATORS

The security forms included in the shipment of test materials must be used to create a record of the distribution of test materials in the district. These forms must be returned to Riverside Publishing or Measurement Incorporated. The following chart summarizes important information about these forms.

Form	Purpose	Who Is Responsible	Action to Be Taken	When Returned
District Receipt Form	Verify that secure test materials were received by the district	District Test Coordinator	Copies to Riverside Publishing	Day test materials are received
School Security Checklists: District Coverage & Supplementary Shipment	Maintain a record of secure test materials assigned to school test coordinators and examiners from district overage or supplementary shipment	District Test Coordinator and School Test Coordinator	Copies to District Test Coordinator for return to Measurement Incorporated	Return with test booklets
School Security Checklists: Regular & Makeup	Maintain a record of secure test materials assigned to examiners during testing	School Test Coordinator	Copies to District Test Coordinator for return to Measurement Incorporated	Return with test booklets
District Return Form	Certify that all test booklets were returned to Measurement Incorporated	District Test Coordinator	Copies to Measurement Incorporated	Return with test booklets
Irregularity Report	Provide a record of testing irregularities involving test materials or the test administration	School Test Coordinator and Examiners	Copy to District Test Coordinator for return to Measurement Incorporated	Return a copy with test booklets if the irregularity refers to test booklets or with the answer folders if the irregularity refers to answer folders

DISTRIBUTION OF TEST MATERIALS TO EXAMINERS

Preparing the test materials for distribution in advance of the testing dates lessens the chance for errors and provides a systematic way for each examiner to receive the materials. In addition to the *Examiner Manual* received during training, each examiner **must** receive all the test materials and supplies outlined in the *Examiner Manual* for each day of testing.

Use the School Security Checklists to create a record of the distribution of test materials in each school. There are four types of School Security Checklists. The regular checklist will be included in the shipment of test booklets; the makeup checklist is located in Appendix G of this manual and should be duplicated as needed. The district overage checklist and the supplementary shipment checklist will be given to the STC by the DTC if the school requires additional test booklets from the district overage or if a supplementary shipment from Riverside Publishing is requested.

SCHOOL TEST COORDINATORS MUST USE THE SCHOOL SECURITY CHECKLISTS TO MAINTAIN A RECORD OF SECURE TEST MATERIALS WHILE THE MATERIALS ARE IN THEIR CUSTODY.

- All test booklets **must** be assigned to examiners in numeric sequence.
- Examiners **must** acknowledge the receipt of test booklets that they receive directly from the STC each day by signing the appropriate School Security Checklist.
- Each examiner **must** count the test booklets before signing for them to verify that the quantity and sequence of test booklets are accurate.
- Examiners **must** return the test booklets and answer folders directly to the STC each morning immediately after testing.
- The STC **must** acknowledge receipt of the test booklets received directly from each examiner daily by signing the School Security Checklist.
- During makeup testing, the Makeup Administration School Security Checklists **must** be used to record each examiner's receipt and return of test booklets to the school test coordinator.

SECURITY PROCEDURES

The NJ ASK test booklet and its contents are secure materials. It *CANNOT* be read, reviewed, or discussed by staff, either orally or in writing, or copied either wholly or in part, for any purpose. It is the responsibility of the district to guarantee the security of the test materials. Security breaches may have financial consequences for the district, professional consequences for staff, and disciplinary consequences for students.

All security breaches involving missing test booklets will be investigated by the New Jersey Department of Education.

The items and passages contained in the NJ ASK test booklet must remain confidential because some of the test items may reappear in future versions of the test. This maintains the stability of the test item pool over time from a technical perspective and enables comparisons to be made from one year to the next.

- All district and school personnel, including personnel not directly involved in administering the test, must be informed of the NJ ASK test security procedures before test administration.
- All test materials **must** be stored in a securely locked location **at all times**. This secure area should be accessible only to individuals who are authorized by the STC.
- Under no circumstances are students permitted to have cell phones in their possession during testing. Students are **not** permitted to have cell phones in **ANY** testing room. **Students found to have a cell phone in a testing room will receive a V2 for that test section.**
- The plastic wrapping enclosing the test booklets may be opened the day before testing to prepare test materials for distribution to examiners on the day of testing.
- Examiners and proctors may **not** coach or assist students other than to read the directions outlined in the *Examiner Manual*.
- Examiners, proctors, and other school personnel are **not** permitted to discuss or disclose any test items, reading passages, or writing prompts before, during, or after the test administration.
- The chief school administrator or official designee must sign for the initial shipment of test materials, sign the NJ ASK Authorization to Receive Secure Test Materials Form, and present the form to the Imperatore Courier agent upon delivery of the materials. The authorization form is not required upon receipt of supplementary shipments sent via FedEx directly to the DTC.
- Each test booklet and answer folder has a unique identification number. Students **must** use the same test booklet and answer folder for the entire test. Students **must** print their names on the front cover of their test booklets.

- The following security forms are provided and **must** be used while test materials are in the district:

Authorization to Receive Secure Test Materials Form
District Receipt Form
School Security Checklists—Regular and Makeup
School Security Checklist—District Overage
School Security Checklist—Supplementary Shipment (if applicable)
District Return Form
Irregularity Report

- The principal and the chief school administrator or official designee must review and sign the completed Header Sheets. These signatures affirm that the answer folder return totals are correct and that all NJ ASK test administration procedures outlined in the manuals have been followed.
- Test booklets should be handled only by authorized staff, which includes the DTC, STCs, examiners, and personnel responsible for inventorying, distributing, collecting, and returning test booklets. Proctors are **not** permitted to handle test booklets.
- Strict test security must be maintained. The Office of Evaluation and Assessment, in cooperation with county offices, will monitor all testing and security procedures.

PROBLEMS AND IRREGULARITIES: ACTIONS TO BE TAKEN

The district test coordinator and school test coordinator **must** be available during the entire two-week testing period to monitor all aspects of the test administration, respond to any unusual problems, and consult with staff administering the test. Use the information in the following tables to respond to any problems and testing irregularities that may arise.

Before Testing

Problem or Irregularity	Action to Be Taken
The shipment of test materials is not delivered according to the announced schedule.	Contact Riverside Publishing.
Additional secure or non-secure materials are needed.	Use the district overage. If overage is insufficient, telephone Riverside Publishing or fax the Additional Materials Form to Riverside Publishing (Appendix D).
Copies of the security forms are missing or lost.	Immediately contact Riverside Publishing to request duplicate copies.
One or more test booklets are found to be missing when boxes from Measurement Incorporated are inventoried prior to opening the shrink-wrap.	Record the number of missing test booklets on the District Receipt Form and IMMEDIATELY contact Riverside Publishing and the Office of Evaluation and Assessment. <u>Do not open the shrink-wrapping.</u>
Duplicate identification numbers are found on two or more test booklets.	Mark all but one of the duplicate test booklets “Defective” and record this information on the Irregularity Report form. Do not use any test booklet determined to be defective. Return all test booklets along with the Irregularity Report form to Measurement Incorporated after testing is completed.
A test booklet has no bar code number.	Mark the test booklet “Defective” and do not use it. Record this information on the Irregularity Report form. Return the test booklet and Irregularity Report to Measurement Incorporated after testing is completed.

During Testing

Problem or Irregularity	Action to Be Taken
A test booklet is incomplete or damaged.	Replace the defective test booklet, mark the test booklet “Defective,” and record this information on the Irregularity Report form. Return the test booklet and Irregularity Report form to Measurement Incorporated after testing is completed.
A test booklet is lost during testing.	IMMEDIATELY contact the Office of Evaluation and Assessment and the district test coordinator. <u>Halt all testing until further notice from the Office of Evaluation and Assessment.</u>
A student’s answer folder is lost during testing.	Give the student a new answer folder and let him or her take any remaining test sections. The student is not allowed to retake sections already started or completed. Record this information on an Irregularity Report form, and IMMEDIATELY contact the Office of Evaluation and Assessment and the district test coordinator. Enclose the completed form, along with the student’s new answer folder and a grade-appropriate Header Sheet, in the Problem Answer Folder Return Envelope (white with black print) and return to Measurement Incorporated.
A student must complete testing during makeups, but the answer folder was returned by mistake after the first week of testing.	Give the student a new answer folder and let him or her take the necessary sections. Record this information on the Irregularity Report form and enclose the form, the student’s answer folder, and a grade-appropriate Header Sheet in the Problem Answer Folder Return Envelope (white with black print) to Measurement Incorporated.
A student becomes ill during testing (V1); refuses to test, is disruptive, or cheats during testing (V2); or should not have taken the NJ ASK (V3).	Void the student’s answer folder. Student may not resume taking the test section that is voided.
A student records open-ended responses on the wrong answer folder page(s).	Renumber the item numbers in the student’s answer folder and record this information on an Irregularity Report form. The Irregularity Report form, the student’s answer folder, and a grade-appropriate Header Sheet should be enclosed in the Problem Answer Folder Return Envelope (white with black print) and returned to Measurement Incorporated.

After Testing

Problem or Irregularity	Action to Be Taken
A test booklet is lost after testing.	IMMEDIATELY contact the Office of Evaluation and Assessment and the District Test Coordinator.
Not all test booklets are ready when Imperatore Courier arrives to pick up the shipment.	Do not release any partial shipments. Store materials in a secure place. Complete packaging of all materials and contact Riverside Publishing for a new pickup date.
FedEx fails to pick up answer folders or Imperatore Courier fails to pick up test booklets on the specified dates after testing.	Store the materials in a secure place. Contact FedEx to arrange a new answer folder pickup date. Contact Riverside Publishing to arrange for a new test booklet pickup date.

RESPONSIBILITIES OF PROGRAM PERSONNEL

The DTC, STC, examiners, and proctors are responsible for the proper administration of the NJ ASK. The successful administration of this test depends upon cooperation and adherence to the procedures outlined in the *Test Coordinator Manual* and the *Examiner Manual*. Specific instructions for the test administration are contained in the *Examiner Manual*. Coordinators should read both manuals to obtain an overview of all aspects of the testing program. Descriptions of the major responsibilities of program personnel are listed below.

DISTRICT TEST COORDINATOR RESPONSIBILITIES

General Responsibilities

- ___ 1. Serves as the district contact person for all NJ ASK-related activities; schedules the times and places for regular and makeup testing
- ___ 2. Maintains test security
- ___ 3. **IMMEDIATELY** notifies the Office of Evaluation and Assessment and the county office regarding any missing test booklets or used answer folders
- ___ 4. Prepares district-level test security plan
- ___ 5. Assists the STCs with test administration as needed
- ___ 6. Becomes familiar with all test materials and procedures
- ___ 7. Ensures the receipt and secure return of all testing materials

Before Testing

- ___ 1. Attends the required New Jersey Department of Education District/School Test Coordinator Training
- ___ 2. Works with principals to designate school test coordinators
- ___ 3. Receives and inventories all testing materials
- ___ 4. Completes and returns the District Receipt Form to Riverside Publishing
- ___ 5. Organizes and conducts school-level NJ ASK training sessions (see “Topics for School-Level NJ ASK Training Sessions” in this manual)
- ___ 6. Informs district personnel about calculator requirements for the Mathematics section of the NJ ASK
- ___ 7. Distributes all test materials to STCs
- ___ 8. Requests supplementary materials from Riverside Publishing when necessary
- ___ 9. Coordinates testing for out-of-district and out-of-residence placement students
- ___ 10. Instructs STCs about preparing accurate student rosters

- ___ 11. Ensures that all STCs and Examiners have a copy of the *Test Coordinator Manual* and *Examiner Manual* BEFORE testing
- ___ 12. Schedules modified testing and makeup testing administrations

During Testing

- ___ 1. Serves as a resource to the school(s) throughout the testing period
- ___ 2. Monitors the test administration to verify that prescribed security and test administration procedures are followed
- ___ 3. **IMMEDIATELY** notifies the Office of Evaluation and Assessment and the county office regarding any missing test booklets **and halts all testing until further notice from the Office of Evaluation and Assessment**
- ___ 4. **IMMEDIATELY** notifies the Office of Evaluation and Assessment and the county office regarding any circumstances that seriously interrupt or interfere with the test administration

After Testing

- ___ 1. Directs collection of test materials from schools
- ___ 2. Arranges for the chief school administrator and principal(s) to review and sign Header Sheets
- ___ 3. Completes District Return Form, collects School Security Checklists and Irregularity Reports, and returns them to Riverside Publishing or Measurement Incorporated on the scheduled dates
- ___ 4. Returns test booklets, used answer folders, and Header Sheets to Measurement Incorporated on the scheduled dates
- ___ 5. **IMMEDIATELY** notifies the county office and the Office of Evaluation and Assessment regarding any missing test booklets or used answer folders
- ___ 6. Checks arrangement of school Header Sheets and answer folders in shipping boxes before their return to Measurement Incorporated (see diagram in Packaging Section)
- ___ 7. Returns an answer folder for each grade 5, 6, and 7 enrolled student
- ___ 8. Confirms that each shipment to Measurement Incorporated has a separate grade-specific Header Sheet placed on top of the answer folders from each school by grade
- ___ 9. Verifies that the precoded Header Sheet, including the “Number of Answer Folders Returned in the Shipment,” is correctly filled out. See Appendix H for complete instructions on filling out the Header Sheets
- ___ 10. Verifies that the return airbill indicates the number of boxes included in the shipment
- ___ 11. Ensures that Imperatore picks up materials for return to the contractor

TOPICS FOR SCHOOL-LEVEL NJ ASK GRADES 5–7 TRAINING SESSIONS

Working with the principal, the DTC should designate one STC for each elementary/junior high or middle school. The DTC must also schedule, organize, and conduct an NJ ASK training session for the STCs, examiners, and proctors at each school that administers the NJ ASK. Before the training session, each STC should receive a *Test Coordinator Manual* and an *Examiner Manual*, and each examiner and proctor should receive an *Examiner Manual*. The appropriate manual(s) must be read before the training session.

The following topics should be discussed at the training session:

- Background and purpose of the 2006 NJ ASK for grades 5–7
- Students who are required to take the test
- LEP, 504, and Special Education test accommodations and modifications
- Description of the NJ ASK 5–7 materials
- Test security
- Responsibilities of the STC(s), examiners, and proctors
- Procedures for gridding the answer folder (Student Information and School Use Only sections)
- NJ ASK 5–7 labels
- Need for calculators
- Preparation of student rosters
- Procedures for proper test administration
- Procedures for completing School Security Checklists and Irregularity Reports
- Receipt and return of test materials
- Procedures for completing Header Sheets
- Procedures for the special handling of SE/504 accommodations and answer folders for Braille/large-print students
- Procedures for the special handling of problem answer folders

SCHOOL TEST COORDINATOR RESPONSIBILITIES

General Responsibilities

- ___ 1. Serves as school contact person for all school administrators, examiners, and proctors on test administration plans and procedures
- ___ 2. Maintains test security
- ___ 3. Prepares school-level test security plan
- ___ 4. Conducts all necessary scheduling and training for test administration within the school
- ___ 5. Becomes familiar with all test materials and procedures
- ___ 6. Assists the DTC and Examiner with their testing duties
- ___ 7. Grids “School Use Only” information on the answer folder

Before Testing

- ___ 1. Attends the required New Jersey Department of Education District and School Test Coordinator training session
- ___ 2. Takes inventory of all test materials received from DTC
- ___ 3. **IMMEDIATELY** notifies the DTC regarding any test material shortages
- ___ 4. Maintains test security
- ___ 5. Selects examiners and proctors
- ___ 6. Schedules and conducts training sessions for all school staff involved directly or indirectly with the test administration
- ___ 7. Advises examiners and proctors of their duties and responsibilities
- ___ 8. Informs school personnel about calculator requirements for the Mathematics section of the NJ ASK
- ___ 9. Makes advance announcements to students and staff concerning testing
- ___ 10. Schedules all regular and modified test locations and sessions
- ___ 11. Checks all testing rooms to ensure that no relevant instructional aids or materials are displayed
- ___ 12. Prepares student rosters for examiners that include information needed to complete the “School Use Only” section of the answer folder
- ___ 13. Supervises the preparation of answer folders

- ___ 14. **IMMEDIATELY** notifies the DTC regarding any missing test booklets
- ___ 15. Distributes test security plan and *Examiner Manual* to examiners
- ___ 16. Ensures that the test administration will not be interrupted by fire drills or other school functions that may interfere with student concentration
- ___ 17. Ensures that examiners and proctors are aware of all applicable test modifications and accommodations for students assigned to their rooms
- ___ 18. Ensures that district and school codes are filled in on the front of the *Examiner Manual*

During Testing

- ___ 1. Distributes secure test materials each morning of testing using the School Security Checklists to document the transfer of secure materials to examiners
- ___ 2. Supervises testing and ensures proper test administration procedures
- ___ 3. **IMMEDIATELY** notifies the DTC regarding any missing test booklets **and halts all testing until further notice from the Office of Evaluation and Assessment**
- ___ 4. **IMMEDIATELY** notifies the DTC regarding any circumstances that seriously interrupt or interfere with the test administration

After Testing

- ___ 1. Receives test materials, student rosters, and any Irregularity Reports from examiners each day immediately after testing
- ___ 2. **IMMEDIATELY** notifies the DTC regarding any missing test booklets or used answer folders
- ___ 3. Collects and destroys all scratch paper used by students during the Mathematics test administration
- ___ 4. Verifies that an answer folder was completed for each student required to take the test (including students not present for testing)
- ___ 5. Completes School Security Checklists and, if necessary, an Irregularity Report, and submits them to the DTC
- ___ 6. Reviews answer folders to verify accuracy of student information
- ___ 7. Completes Header Sheets for regular and makeup test administrations. Ensures that the principal reviews and signs all Header Sheets
- ___ 8. Assembles and returns all test booklets, answer folders, Header Sheets, and School Security Checklists to the DTC on the specified dates

EXAMINER RESPONSIBILITIES

Examiners **must** be licensed professional employees of the district (e.g., teacher, guidance counselor, or child study team member).

Examiners **must** count all test booklets they receive directly from the STC, and they **must** verify the sequence of test booklet numbers before signing the School Security Checklist. This procedure **must** be repeated on each morning of testing. Examiners **must** understand that they may not read or review the test booklets or student responses in the answer folders before, during, or after the test administration.

General Responsibilities

- ___ 1. Conducts regular and makeup test administrations for assigned students according to procedures contained in the *Examiner Manual*
- ___ 2. Maintains test security

Before Testing

- ___ 1. Attends the required training session
- ___ 2. Receives student rosters from STC
- ___ 3. Receives information on room and seating arrangements
- ___ 4. Receives names of proctors who will assist in the test administration
- ___ 5. Prepares to meet the calculator requirements for the Mathematics section of the NJ ASK
- ___ 6. Ensures that all needed test materials and supplies are assembled
- ___ 7. Helps students who do not have NJ ASK grades 5–7 labels to grid student information on answer folders
- ___ 8. Makes all necessary announcements to students concerning the test administration

During Testing

- ___ 1. Distributes test booklets one by one to each student
- ___ 3. Uses the student rosters to record attendance
- ___ 4. Administers the appropriate NJ ASK grades 5–7 test section
- ___ 5. Ensures that students use only No. 2 pencils for all test sections
- ___ 6. Maintains security during the test administration
- ___ 7. Enforces testing time requirements and displays the countdown of testing time remaining

- ___ 8. Ensures that students are working in the correct test booklet section and answer folder section by observing the symbols at the top of each test booklet and answer folder page
- ___ 9. **IMMEDIATELY** notifies school test coordinator regarding any missing test booklets and used answer folders and keeps students in the testing room until the school test coordinator releases them
- ___ 10. Provides all applicable test modifications and accommodations
- ___ 11. Completes an Irregularity Report when needed
- ___ 12. Refrains from coaching or providing assistance to students other than giving the directions outlined in the *Examiner Manual*

After Testing

- ___ 1. Collects all secure test materials individually from each student following the administration of each test section
- ___ 2. Collects scratch paper after the Mathematics administration to submit to the STC for destruction
- ___ 3. Ascertain that no answer folders were left in test booklets
- ___ 4. Ensures that every student has gridded FORM on his or her answer folder (Please note that the form will always be form A unless the breach form was used. The breach form would be coded as form B.)
- ___ 5. Voids students' answer folders when necessary
- ___ 6. Transcribes responses onto answer folders for students who require this test modification
- ___ 7. Completes the "School Use Only" section of the answer folders
- ___ 8. Places all test booklets in numeric order
- ___ 9. Returns test materials, student rosters, and any Irregularity Reports to the STC immediately after testing concludes each morning

PROCTOR RESPONSIBILITIES

When more than 25 students are tested in one room, the examiner will need the assistance of a proctor. Proctors must attend the mandatory school NJ ASK grades 5–7 training session and must receive specific instructions regarding handling the test materials, security procedures, and their responsibilities before, during, and after the test administration.

In large group sessions, assigning proctors to specific areas of the room during testing will allow for quick responses to student questions, ensure that students do not copy responses from each other and that they work in the correct section of the test booklet and answer folder.

Proctors may assist the examiner by:

- observing students from different areas in the room during administration of the test,
- answering questions when there is a problem related to the test directions,
- distributing and collecting non-secure materials (**only the examiner is permitted to distribute and collect test booklets**),
- ensuring that students do not make extraneous marks on the answer folder, and
- escorting students to the restroom during testing or at break time.

COLLECTION AND RETURN OF TEST MATERIALS TO THE DISTRICT TEST COORDINATOR

COLLECTION OF MATERIALS FROM EXAMINERS

Arrange for examiners to return all used and unused answer folders, test booklets, used scratch paper, Mathematics Reference Sheets and Writer's Checklists, student rosters, and Irregularity Reports. The accuracy and utility of the district's score reports depend on examiners accurately completing the "School Use Only" fields. Be sure examiners are familiar with the coding required in the "School Use Only" section of the answer folder.

RETURN OF ANSWER FOLDERS, HEADER SHEETS, AND IRREGULARITY REPORTS (Pertaining To PROBLEM ANSWER and SE/504, Braille, and Large-Print Folders)

The DTC will advise STCs of the dates to return answer folders from the regular and makeup test administrations. When returning answer folders to the DTC, the school test coordinator should follow these instructions:

1. Record and grid the information required on the Header Sheets. Verify that the number of Answer Folders matches the number gridded on each Header Sheet. Complete a separate Header Sheet for each grade for both the regular and makeup test administrations. Specific instructions for completing the Header Sheets are contained in Appendix H.
2. Check page 1 of each student's answer folder to ensure that all student identification information and all required coding are complete and accurate. Check to see that the FORM field is gridded.
3. Assemble the answer folders and the completed Header Sheets.
4. Irregularity Reports regarding problem answer folders must be returned to Measurement Incorporated with the regular or makeup answer folder return shipments. (All other Irregularity Reports should be returned with the test booklets.) **Clip together—do not staple**—the student's answer folder, appropriate grade-level Header Sheet, and Irregularity Report, and place them in the Problem Answer Folder Return Envelope (white with black print). Record the requested information on the outside of the envelope.
5. Answer folders for Braille and large-print testers and SE/504 students who have responded to test items on additional sheets of paper must be returned in the SE/504 and Braille/Large-Print Envelope (white with red print). **Clip together—do not staple**—the student's answer folder, extra sheets of paper, and the grade-appropriate Header Sheet. Verify that the appropriate test form is gridded on the answer folder. Record the requested information on the outside of the envelope.

**RETURN OF TEST BOOKLETS, SECURITY FORMS, AND IRREGULARITY REPORTS
(NOT PERTAINING TO ANSWER FOLDERS)**

After the makeup administration is completed, **all test booklets must be packaged in numeric sequence** and returned to the DTC on the specified date. The school test coordinator is responsible for maintaining the security of these materials until they are returned to the DTC. The test booklets **must** be kept in secure storage until that time.

Completed School Security Checklists must be returned to the DTC along with the test booklets. The original copy of these forms **must** be sent to Measurement Incorporated and a duplicate copy **must** be retained on file in the district. Information on these forms should be accurate and complete. Any discrepancies or omissions will require a follow-up by the New Jersey Department of Education.

Completed Irregularity Reports that do not pertain to answer folders must also be given to the DTC for return to Riverside Publishing along with the test booklets. Used scratch paper from the regular and makeup administrations must be given to the DTC to be destroyed.

RETURN OF TEST MATERIALS TO MEASUREMENT INCORPORATED

GENERAL INFORMATION

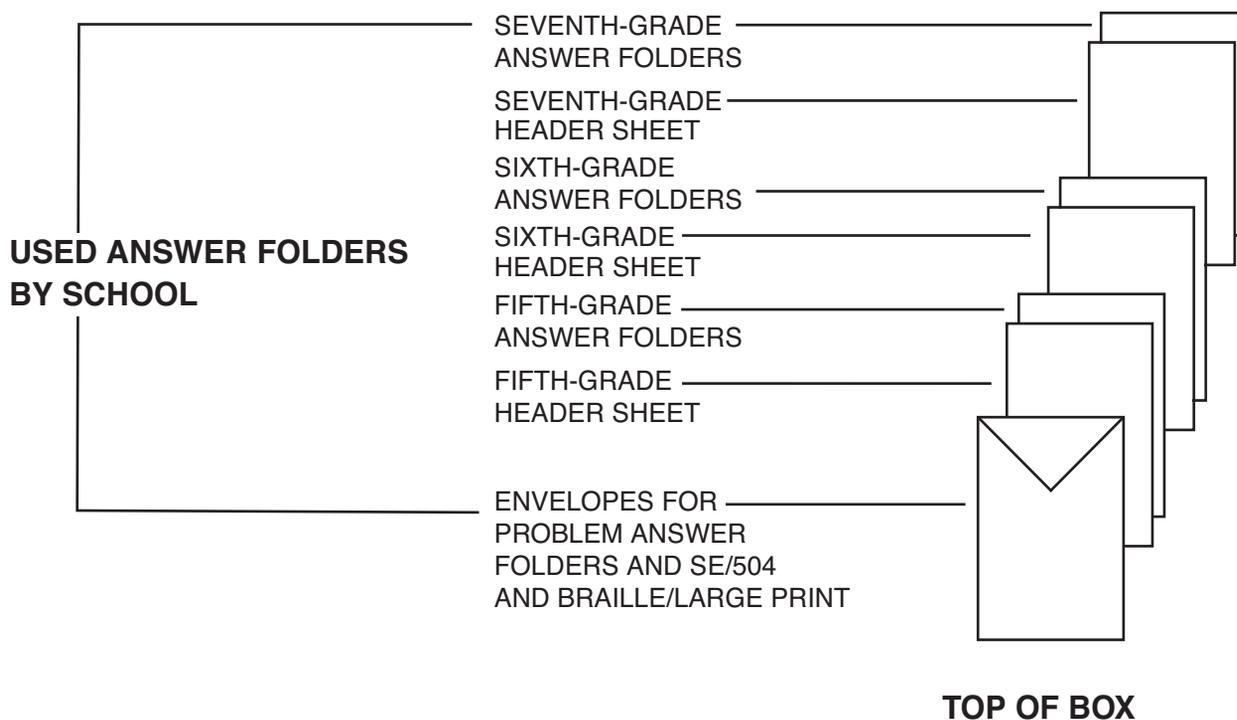
- Use the **FedEx** return labels for the materials.
- Notify the STC(s) of the date(s) to return test materials to the DTC.
- School test coordinator(s) must return test materials only to the DTC.
- The DTC must receive all used answer folders and completed school Header Sheets for each school after **each** week of testing. On the final day of makeup testing, the DTC should receive ALL test booklets. **Do not destroy any test booklets or used answer folders.**
- The following **used** materials must be destroyed: scratch paper, Mathematics Reference Sheets, and Writer's Checklists. Unused supplies of these materials may be retained by the school test coordinators and distributed to teachers AFTER all testing is completed. Do NOT return these materials to Measurement Incorporated.

RETURN OF ANSWER FOLDERS, HEADER SHEETS, AND WHITE ENVELOPES

- Make certain that all answer folders are gridded correctly and that the "School Use Only" section has been completed.
- Answer folders must be grouped by grade and accompanied by a completed color-coded, grade-appropriate Header Sheet.
- Completed answer folders must be returned to Measurement Incorporated via FedEx in two shipments. The first shipment should be sent on the Friday immediately following the regular administration. It should include the answer folders for all students who completed testing during the regular administration. Call FedEx 24 hours in advance to arrange the pickup.
- All remaining used answer folders must be returned on the Friday of the scheduled makeup administration.
- The following materials **must** be included in the answer folder shipment if applicable:
 1. NJ ASK Special Handling Envelope for Problem Answer Folders (white envelope with black print)
 2. NJ ASK Special Handling Envelope for SE/504 Accommodations and Braille/Large-Print (white envelope with red print)

ANSWER FOLDER PACKAGING

1. In the original shipment of test materials, you will receive boxes and/or envelopes, white return labels, and Federal Express airbills. As soon as possible after testing each week, call the telephone number listed on the airbill and schedule the answer folder pickup. This call must be made 24 hours before you want Federal Express to arrive.
2. For each grade within the school, assemble the appropriate Header Sheet, followed by the used answer folders. Please follow the order displayed below.



3. Any Problem Answer Folders Envelopes, and Special Handling Envelopes for SE/504 Answer Folders should be placed on TOP of the Header Sheets and answer folders.

4. The white return labels should be applied to the front of each package containing operational answer folders. Be sure to number each package in the shipment 1 of N. Only a single FedEx airbill is needed for the entire shipment. Apply the completed airbill to package #1.

FOR ANSWER FOLDERS PICKUP CALL FEDERAL EXPRESS AT 800-463-3339

FedEx USA Airbill FedEx Tracking Number

1 From Please print and press hard.

Date _____ Sender's FedEx Account Number _____

Sender's Name _____ Phone () _____

Company **MEASUREMENT INC**

Address **423 MORRIS ST**

City **DURHAM** State **NC** ZIP **27701**

2 Your Internal Billing Reference
First 24 characters will appear on invoice.

3 To

Recipient's Name _____ Phone () _____

Company _____

Address _____
To "HOLD" at FedEx location, print FedEx address. We cannot deliver to P.O. boxes or P.O. ZIP codes.

City _____ State _____ ZIP _____

NEW Peel and Stick FedEx USA Airbill
See back for application instructions.
Questions? Call 1-800-Go-FedEx® (800-463-3339)
Visit our Web site at www.fedex.com
By using this Airbill you agree to the service conditions on the back of this Airbill and in our current Service Guide, including terms that limit our liability.

0140333305

Form I.D. No. _____ **Sender's Copy**

4a Express Package Service Packages up to 150 lbs. Delivery commitment may be later in some areas.

FedEx Priority Overnight Next business morning FedEx Standard Overnight Next business afternoon FedEx First Overnight Earliest next business morning delivery to select locations

FedEx 2Day* Second business day FedEx Express Saver* Third business day * FedEx Envelope/Letter Rate not available. Minimum charge: One-pound rate.

4b Express Freight Service Packages over 150 lbs. Delivery commitment may be later in some areas.

FedEx 1Day Freight* Next business day FedEx 2Day Freight Second business day FedEx 3Day Freight Third business day

* Call for Confirmation: _____

5 Packaging * Declared value limit \$500

FedEx Envelope/Letter* FedEx Pak* Other Pkg. Includes FedEx Box, FedEx Tube, and customer pkg.

6 Special Handling Include FedEx address in Section 3.

SATURDAY Delivery Available for FedEx Priority Overnight and FedEx 2Day to select ZIP codes SUNDAY Delivery Available for FedEx Priority Overnight to select ZIP codes HOLD Weekday at FedEx Location Not available with FedEx First Overnight HOLD Saturday at FedEx Location Available for FedEx Priority Overnight and FedEx 2Day to select locations

Does this shipment contain dangerous goods? One box must be checked.

No Yes As per attached Shipper's Declaration Yes Shipper's Declaration not required Dry Ice Dry Ice, 9, UN 1845 x _____ kg Cargo Aircraft Only

7 Payment Bill to: Enter FedEx Acct. No. or Credit Card No. below.

Sender Acct. No. in Section 1 will be billed. Recipient Third Party Credit Card Cash/Check

FedEx Acct. No. _____ Exp. Date _____
Credit Card No. _____

Total Packages _____ **Total Weight** _____ **Total Declared Value*** \$ _____ .00

*Our liability is limited to \$100 unless you declare a higher value. See back for details. FedEx Use Only

5. USED ASK 5, 6, 7 ANSWER FOLDERS MUST BE RETURNED TO MEASUREMENT INCORPORATED:

Test Administration Dates

Regular Test

Make-up

Ship Answer Folders via Federal Express on

Friday of Regular Week

Friday of Make-up Week

RETURN OF TEST BOOKLETS, SECURITY FORMS, AND IRREGULARITY REPORTS NOT PERTAINING TO PROBLEM ANSWER FOLDERS

Use the boxes that contained your original shipment of test materials. All test booklets will automatically be picked up by Imperatore Courier following makeup testing. Imperatore Courier does not call the district before they pick up the test booklets.

Checklist for Returning Test Booklets to Measurement Incorporated

1. Check the quantities and identification numbers of the test booklets to verify that all test booklets have been collected.
2. Check that no answer folders have been left in the test booklets.
3. Place all test booklets in numeric sequence in the boxes saved from the original shipment of test materials.
4. Complete the District Return Form after testing is completed to verify that all test booklets have been returned. If any test booklets are missing, record this information on the District Return Form and **IMMEDIATELY** notify the Office of Evaluation and Assessment and the county test coordinator.
5. Retain a file copy of all security forms.
6. Place all School Security Checklists, security forms, and any Irregularity Reports **not** pertaining to problem answer folders in the large envelope provided and put the envelope in one of the boxes.
7. On the outside of each box, cover the original label containing the district address with the labels that have the address of Measurement Incorporated. Use FedEx labels for the test booklets.
8. Use a heavy marking pen to indicate which box contains the security forms by writing "FORMS ENCLOSED" on that box. Number the boxes "1 of __," "2 of __," etc. (Fill in the blank with the total number of boxes in your shipment.)
9. Place the sealed boxes in locked, secure storage until Imperatore Courier arrives to pick them up.
10. Be sure to be available when Imperatore Courier is scheduled to pick up the boxes on the designated dates.

NOTE: Districts that return test booklets to Measurement Incorporated using a carrier other than Imperatore Courier will be responsible for paying for that service.

APPENDIX A

Accommodations and Modifications of Test Administration Procedures for Special Education Students and Students Eligible under Section 504 of the Rehabilitation Act of 1973

In accordance with the Individuals with Disabilities Education Act of 1997 (IDEA) and the No Child Left Behind Act, all students with disabilities must participate in state assessments. Students with disabilities in grades 5, 6, and 7 must participate in the *New Jersey Assessment of Skills and Knowledge* grades 5–7 (NJ ASK grades 5–7). The regulations state that each student with disabilities must take the general state assessment (NJ ASK 5–7 for grades 5–7 for the assessment period for the year 2006) unless the student has not been instructed in any of the knowledge and skills tested and cannot complete any of the types of tasks on the NJ ASK 5–7.

The IEP team must also determine if the student who is taking the NJ ASK 5–7 in one or both content areas will be required to pass the NJ ASK 5–7 in that/those content area(s).

Districts may use modifications of test administration procedures when administering the NJ ASK 5–7 to special education students or to students eligible under Section 504 of the Rehabilitation Act of 1973. Modifications in the areas listed below may be used separately or in combination.

Decisions about participation and accommodations and modifications are made by the IEP or 504 team. Information about test content and item types from the test specifications booklets can be used to make this decision.

Any accommodations or modifications of test administration procedures for students eligible for special education under IDEA or under Section 504 of the Rehabilitation Act of 1973 must be specified in the student's IEP or 504 accommodation plan. Accommodations or modifications must be consistent with the instruction and assessment procedures used in the student's classroom. Students eligible for modifications under Section 504 may not be classified but do have a permanent or temporary impairment in a major life function (e.g., performing manual tasks, walking, seeing, hearing, speaking).

Advanced planning is integral to effectively implementing accommodations and modifications and ensuring that the security of test materials is maintained.

Accommodations must be recorded on the student's answer folder by the codes listed in this appendix (A, B, C, or D).

Acceptable Accommodations or Modifications

Code

A. Setting Accommodations

1. Administering the assessment
 - a. Individually in a separate room
 - b. In a small group in a separate room
 - c. In the resource room
 - d. In a special education classroom
 - e. Using carrels
 - f. At home or in a hospital (depending on the nature of the assessment task)
2. Seating the student in the front of the room near the examiner
3. Seating the student facing the examiner or proctor
4. Providing special lighting
5. Providing special furniture (e.g., desks, trays, carrels)

B. Scheduling Accommodations

1. Adding time as needed
2. Providing frequent breaks
3. Terminating a section of the test when a student has indicated that he or she has completed all the items he or she can (The test administrator must ensure that the student has attempted all items in a section because items are not ordered by difficulty. When this accommodation is used, the test must be administered in a small group or individually to avoid distraction.)

C. Test Materials Modifications

1. Administering the large-print version of test materials
2. Administering the Braille version of test materials

D. Test Procedure Modifications

1. Administration modifications
 - a. Reading directions aloud
 - b. Reading test questions aloud (Do not read aloud or sign the reading passages in Language Arts Literacy; however, the reading questions may be read.)
 - c. Providing and ensuring that amplification (hearing aid and/or FM system) is in working order
 - d. Using a sign language or cued speech interpreter for administration of directions or questions (not for reading passages)
 - e. Masking a portion of the test booklet and/or answer folder to eliminate visual distractors or providing reading windows
 - f. Repeating, clarifying, or rewording directions
 - g. Providing written directions on a separate sheet or transparency
 - h. Using an examiner who is familiar with the student
 - i. Using an examiner who can communicate fluently in sign language (American Sign Language or a form of Manually Coded English)
 - j. Providing manipulatives for math items
 - k. Using graph paper for math items
 - l. Using a Braille ruler and talking calculator
 - m. Using tactile or visual cues for deaf or hard-of-hearing students to indicate time to begin, time remaining, and time to end a particular part of the test
2. Response modifications
 - a. Having an examiner record the student's identifying information on the answer folder

- b. Dictating oral responses to a scribe (a person who writes from dictation) (Student must indicate all punctuation and must spell all keywords.)
- c. Using a Braille writer to record responses
- d. Signing responses to sign language interpreter (Student must indicate all punctuation and must spell all keywords.)
- e. Recording responses on a word processor
- f. Using large-face calculators
- g. Using talking calculators
- h. Providing an Augmentative Communication device
- i. Using a larger diameter or modified special grip No. 2 pencil
- j. Masking portions of the answer folder to eliminate visual distractors
- k. Marking answers in the test booklet (An examiner subsequently transfers the answers to an answer folder.)

Other Considerations

Ensure the following.

- a. Any medication has been appropriately adjusted so it will not interfere with the student's functioning.
- b. Eyeglasses are used, if needed.
- c. Hearing aids, FM systems, Augmentative Communication devices, word processors, or other equipment are functioning properly.
- d. Source and strength of light are appropriate.
- e. All students can clearly see and hear the examiner.
- f. All deaf or hard-of-hearing students who communicate aurally/orally are watching the examiner when instructions are given.

For students responding on separate sheets of paper, ensure the following.

- a. Responses to open-ended questions and writing tasks, which are written or typed on separate sheets of paper by students eligible for this accommodation, must be placed in the SE/504 Accommodations and Braille/Large-Print Envelope (white with red print).
 - 1. The answer folder must be placed beneath a separate grade-level Header Sheet.
 - 2. At the top of each page, write the student's name, answer folder number, birth date, district name and code, and school name and code. **If these procedures are not followed, the student's responses cannot be linked to their responses on the other sections of the test, and they will receive incomplete scores.**
- b. Copies of these pages must be made and retained on file by the school district until scores are received and verified.

For large-print test booklets, ensure the following.

- a. Large-print test booklets
 - 1. Students should mark their answers in the large-print test booklet, and the examiner should transcribe the responses onto the regular answer folder provided.
 - 2. Students may be instructed to skip some questions. The spaces for these questions must be left blank on the student's answer folder.
- b. Answer folders for large-print test booklets
 - 1. Answer folders should be sent to Measurement Incorporated in the SE/504 Accommodations and Braille/Large-Print Envelope (white with red print).
 - 2. Grid Form = LP and SE/504 ACCOMM = A, B, C, and D. A separate grade-level Header Sheet must be completed for answer folders containing the multiple-choice responses.
- c. Dictations and responses recorded on separate sheets
 - 1. Students who dictate responses to open-ended items and writing tasks must indicate all punctuation and must spell all keywords.

2. Responses to open-ended questions and writing tasks recorded on separate sheets of paper must be attached to the answer folder. The student's name, answer folder number, and birth date, as well as the district and school names and codes, must be recorded on each of the separate sheets attached.
3. The district test coordinator should retain a duplicate copy of all open-ended item responses and writing task responses until scores are reported to and reviewed by district staff.

For Braille test booklets, ensure the following.

- a. Braille test booklets
 1. Students will dictate their answers to the examiner or use a device that produces Braille.
 2. Students may be instructed to skip some questions. The spaces for these questions must be left blank on the student answer folder.
 3. Students should be instructed to bring a Braille ruler and a talking calculator to the test session.
- b. Answer folders for Braille test booklets
 1. Answer folders should be sent to Measurement Incorporated in the SE/504 Accommodations and Braille/ Large-Print Envelope (white with red print).
 2. Grid Form = BR and SE/504 ACCOMM = A, B, C, and D. A separate grade-level Header Sheet must be completed for answer folders containing the multiple-choice responses.
- c. Dictations and responses recorded in Braille
 1. Students who dictate responses for the open-ended questions and writing tasks must indicate all punctuation and must spell all keywords.
 2. Responses to the writing task and open-ended questions recorded in Braille must be transcribed. The transcriptions of the Brailled responses must be included along with the student's own Brailled work and answer folder.
 3. The district test coordinator must retain a duplicate copy of all open-ended item responses and writing task responses until scores are reported to and reviewed by district staff.

For students who communicate using sign language, ensure the following.

- a. An interpreter is available to interpret oral directions and test questions (not the reading passages in Language Arts Literacy). The interpreter is able to communicate in the mode used by the student, American Sign Language or a form of Manually Coded English, depending on the student's communication system. The interpreter should be instructed to be careful not to provide the answer to the student through the use of a particular sign or finger spelling.
- b. Students using American Sign Language for open-ended item responses and writing task responses will sign the responses to the interpreter who will translate them into spoken English, and a scribe will record the responses in the answer folder.
- c. Students using signed English or cued speech will sign/cue to the interpreter who will transliterate (word for word) into spoken English, and a scribe will record the responses in the answer folder.

For students needing a scribe, ensure the following.

- a. The student should dictate the response at first without indicating punctuation and spelling to allow the student to get his or her ideas on paper.
- b. The scribe should write what is said without capitalization or punctuation but with correct spelling without the student seeing what is written.
- c. Once the student has finished the response, the scribe should identify keywords and ask the student to spell them. The scribe can underline the words and write the student's spelling above the word or write the student's spelling at the bottom of the page.
- d. The scribe should then show the page to the student and ask him or her to indicate which words should be capitalized and where punctuation should be inserted. The student also has the opportunity to edit the piece at this point. The scribe does not advise or lead the student in any way.

APPENDIX C

Sample Header Sheet NJ ASK Grade 5



NEW JERSEY STATEWIDE TESTING SYSTEM
**NEW JERSEY ASSESSMENT OF
 SKILLS AND KNOWLEDGE 2006**
FIFTH-GRADE HEADER SHEET
 PRINCIPAL AND CHIEF SCHOOL ADMINISTRATOR MUST SIGN BELOW

CDS CODE OF TESTING SITE								
Fill in the information for your testing site. Make sure the CDS code is bubbled correctly. For valid CDS codes, refer to the CDS Code Directory at: http://www.measinc.com/njask								
DISTRICT NAME _____								
SCHOOL NAME _____								
COUNTY CODE			DISTRICT CODE			SCHOOL CODE		
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

CDS CODE OF SENDING SITE								
For out-of-district (ODP) students or out-of-resident (ORP) students who are testing at your school, fill in their sending school information below. Use a different header for each sending school from which your out-of-district students come. Also, complete the box to the left.								
DISTRICT NAME _____								
SCHOOL NAME _____								
COUNTY CODE			DISTRICT CODE			SCHOOL CODE		
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

COMPLETE FOR EACH HEADER
FILL IN ONLY ONE CIRCLE
<input type="radio"/> REGULAR TESTING
<input type="radio"/> MAKE-UP TESTING

COMPLETE FOR EACH HEADER
NUMBER OF ANSWER FOLDERS RETURNED BEHIND THIS HEADER SHEET. MUST BE GREATER THAN ZERO.
0
1
2
3
4
5
6
7
8
9

MI USE ONLY
0
1
2
3
4
5
6
7
8
9

THE SCHOOL PRINCIPAL AND CHIEF SCHOOL ADMINISTRATOR MUST REVIEW AND SIGN THIS FORM.

- The New Jersey Assessment of Skills and Knowledge 2006 was received, secured, and administered consistent with established New Jersey Department of Education procedures as outlined in the *District/School Test Coordinator Manual* and *Examiner Manual* for this administration. If procedures were not properly applied, student test performance may be invalidated.
- The information provided on this header sheet has been reviewed by me and is accurately bubbled.

SIGNATURE OF PRINCIPAL _____

DATE _____

SIGNATURE OF CHIEF SCHOOL ADMINISTRATOR _____

DATE _____

APPENDIX D

**Additional Materials Request Form
NJ ASK 5-7**

April 2006 New Jersey Assessment of Skills and Knowledge Grades 5-7

Use this form to order additional materials.
Transmit this completed form via fax to Riverside Publishing at 630.467.7150.

Deadline for submitting to Riverside Publishing: March 29, 2006

TO: Riverside Publishing _____ **ATTENTION:** Tasha Henderson

FROM: District Name: _____ County/District Code: _____
District Fax Number: _____

District Coordinator: _____ Telephone: _____
E-mail: _____

ITEM NAME	QUANTITY REQUESTED
TEST BOOKLETS GRADE ____	
ANSWER FOLDERS GRADE ____	
MATH REFERENCE SHEETS GRADE ____	
WRITER'S CHECKLIST ____	
EXAMINER MANUAL ____	
TEST COORDINATOR MANUAL ____	
FIFTH-GRADE HEADER SHEET ____	
SIXTH-GRADE HEADER SHEET ____	
SEVENTH-GRADE HEADER SHEET ____	
OTHER ____	

REASON NEEDED

APPENDIX E

Sample Math Reference Sheet



New Jersey Assessment of Skills and Knowledge 2006 Grade 5 MATHEMATICS REFERENCE SHEET

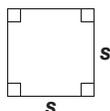
Use the information below to answer questions on the Mathematics section of the April 2006 Grade Five Assessment of Skills and Knowledge (NJ ASK 5).

The sum of the measures of the interior angles of a triangle = 180°

Distance = rate \times time

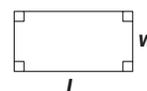
Square

Area = $s \times s$
Perimeter = $4s$



Rectangle

Area = lw
Perimeter = $2l + 2w$



USE THE FOLLOWING EQUIVALENTS FOR YOUR CALCULATIONS

<p>60 seconds = 1 minute 60 minutes = 1 hour 24 hours = 1 day 7 days = 1 week 12 months = 1 year 365 days = 1 year</p>	<p>12 inches = 1 foot 10 millimeters = 1 centimeter 3 feet = 1 yard 100 centimeters = 1 meter 36 inches = 1 yard 10 decimeters = 1 meter 5,280 feet = 1 mile 1000 meters = 1 kilometer 1,760 yards = 1 mile</p>
<p>8 fluid ounces = 1 cup 2 cups = 1 pint 2 pints = 1 quart 4 quarts = 1 gallon 1000 milliliters (mL) = 1 liter (L)</p>	<p>16 ounces = 1 pound 2,000 pounds = 1 ton 1000 milligrams = 1 gram 100 centigrams = 1 gram 10 grams = 1 dekagram 1000 grams = 1 kilogram</p>

APPENDIX F

Writer's Checklist



New Jersey
Assessment
of Skills and
Knowledge 2006

Writer's Checklist

Important Points to Remember as You Write

CONTENT/ORGANIZATION

- _____ 1. Focus on your purpose for writing and your audience.
- _____ 2. Develop a clear topic or central idea.
- _____ 3. Support your ideas with details, explanations, and examples.
- _____ 4. Put your ideas in the order that best communicates what you are trying to say.

SENTENCE CONSTRUCTION

- _____ 5. Use clear and varied sentences.

USAGE

- _____ 6. Use words correctly.
- _____ 7. Use varied and vivid vocabulary.

MECHANICS

- _____ 8. Capitalize, spell, and punctuate correctly.
- _____ 9. Write neatly.

NEW JERSEY STATE DEPARTMENT OF EDUCATION



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9-13126

APPENDIX G

NJ ASK 5–7 Makeup Administration School Security Checklist Test Booklets

COUNTY NAME: _____ CODE: _____

DISTRICT NAME: _____ CODE: _____

SCHOOL NAME: _____ CODE: _____

The STC uses a copy of this form to sign out and sign in test booklets given to and received from each examiner (Ex) each day. Record the subject of the make-up test administration, and then fill in the test booklet number(s) or test booklet number range in the “Test Booklet Number or Range” column. The Ex signs his or her name in the “Date/Time Received Ex” column when the test booklets are given to the Ex by the STC each day. The STC signs his or her name in the “Date/Time Returned STC” column each day when the test booklets are returned.

SUBJECT: _____ DATE: _____

TEST BOOKLET			DATE/TIME RECEIVED EX	DATE/TIME RETURNED STC
NUMBER	OR	RANGE		
_____	—	_____	_____	_____
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		
_____	—	_____		

NOTE

Copies of this completed form must be given to the District Test Coordinator with all the Test Booklets, Answer Folders, and the white copy of the Regular Test Administration School Security Checklist at the end of makeup testing period.

NOTE: If a test booklet is not returned immediately after testing is completed, record the missing test booklet number on the Irregularity Report and IMMEDIATELY report the loss to the DTC.

APPENDIX H

Instructions for Completing the NJ ASK 5–7 Header Sheets

- Use a No. 2 pencil to complete the appropriate grade level NJ ASK 5–7 Header Sheets for each school administering the NJ ASK. Except for the required signatures, **do not use ink.**
- Do **not** return unused Header Sheets.
- Separate, specific Header Sheets **must** be completed for returning the regular answer folders for each grade.
- If the Header Sheet is **not** pre-gridded, record the appropriate COUNTY CODE, DISTRICT CODE, and SCHOOL CODE and bubble in the corresponding numbered circles. Be sure to fill in the circles completely with a No. 2 pencil. **Do not use ink.**
- For **all** Header Sheets, darken the circle that corresponds to the appropriate shipment of answer folders that are being returned. Bubble in either the REGULAR TESTING circle or the MAKEUP TESTING circle.
- For **all** Header Sheets, record the NUMBER OF ANSWER FOLDERS RETURNED BEHIND THIS HEADER SHEET. Be sure to right justify the number. For example, if 125 answer folders are being returned, enter “0125” in the four boxes provided, and bubble in the corresponding numbered circles.
- For **all** Header Sheets, arrange for the school principal and chief school administrator (or designee) to completely review and sign each Header Sheet. Make a photocopy of each completed Header Sheet to retain as a file copy.

TCM

9-13122