

Missouri Assessment Program



Test Coordinator's Manual

Missouri Department of Elementary
and Secondary Education

Spring 2007

48212

Schedule of Important Dates for the Spring 2007 Testing Program

The Spring 2007 Missouri Assessment Program (MAP) includes the following two required and two voluntary content areas:

Required

Communication Arts for Grades 3–8, and 11
Mathematics for Grades 3–8, and 10

Voluntary

Science for Grades 3, 7, and 10
Social Studies for Grades 4, 8, and 11

Arrival of Materials

March 5–March 13, 2007Test Materials Arrive in Districts

Testing Windows

March 26–April 13, 2007Administer Early-Return Assessments

March 26–April 27, 2007Administer Regular-Return Assessments

Return of Materials

AS SOON AS TESTING IS COMPLETED, but no later than

April 18, 2007Contact CTB/McGraw-Hill for Pickup of
Early-Return Testing Materials*

April 30, 2007Contact CTB/McGraw-Hill for Pickup of
Regular-Return Testing Materials

Test Results

August–September 2007Reports Shipped to Districts

* Schools participating in Early-Return Testing will be notified by the Missouri Department of Elementary and Secondary Education.



Developed and published by CTB/McGraw-Hill LLC, a subsidiary of The McGraw-Hill Companies, Inc., 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2007 by the Missouri Department of Elementary and Secondary Education. All rights reserved. Based on a template copyright © 2000 by CTB/McGraw-Hill LLC. Only Missouri State educators and citizens may copy and/or download and print the document, located online at <http://www.dese.mo.gov>. Any other use or reproduction of this document, in whole or in part, requires written permission of the Missouri Department of Elementary and Secondary Education.

TerraNova® is a registered trademark of The McGraw-Hill Companies, Inc.

Contents

Schedule of Important Dates for the Spring 2007 Testing Program	Inside Front Cover
Partners in the Missouri Assessment Program	ii
Introduction	1
The Success of the MAP.....	1
Summary of MAP Changes for 2007.....	2
Guidelines for Testing	3
Inclusion of Special Populations	3
2007 MAP Student Status Definitions	4
Students Taking the MAP Out of District	5
Homebound Students.....	5
Homeschooled Students.....	5
Makeup Sessions	6
Student Absences	6
Large Print and Braille Procedures.....	6
Use of Translators	7
Invalidation Procedures	7
Test Coordinators' Roles	8
Step 1 Review Your Testing Materials	12
The Test Coordinator's Packet	12
The Testing Materials	13
Verifying Shipment of the Test Coordinator's Packet and Testing Materials	13
Step 2 Distribute Testing Materials	14
Step 3 Collect Testing Materials	20
Step 4 Check the Organization of Materials Collected	22
Step 5 Check the Student Information Sheet (SIS)	24
Physical Condition	24
Student Information Sheet (SIS)	25
Collecting Socioeconomic Status (SES) or Student Free/Reduced-Price (SF/RP)	
Meal Status Information	29
Step 6 Check the Teacher/Group Information Sheet (GIS)	31
Step 7 Complete the School/Group List	34
Step 8 Organize Materials for the District Test Coordinator	37
Step 9 Package and Ship Testing Materials	38
Glossary	43

Partners in the Missouri Assessment Program

A Message from Your CTB/McGraw-Hill Scoring Process Team

Because we know your time is valuable and we appreciate having you as a customer, we at CTB/McGraw-Hill are working to make the scoring process as fast and efficient as possible.

As part of our effort, we have designed this manual to help you organize and assemble the MAP testing materials that will be sent to us for scoring. We have described the steps that you should follow in the checking and assembly process and the information that should be included to ensure that your testing program is successful for students, teachers, parents, and schools.

If you feel this manual is not clear, or if there is additional information you need, please call us and we will help in any way we can.



1-800-544-9868

7:30 A.M. to 6:30 P.M. Central Time

Introduction

We appreciate your assistance in the administration of the Spring 2007 Missouri Assessment Program (MAP). Four content areas will be tested in specific grades:

- Communication Arts in Grades 3–8, and 11
- Mathematics in Grades 3–8, and 10
- Science in Grades 3, 7, and 10
- Social Studies in Grades 4, 8, and 11

The Communication Arts and Mathematics assessments are required this spring for all school districts. The Science and Social Studies assessments are voluntary this spring for all school districts.

Districts participating in the voluntary assessments are required to submit a test book for every student eligible to participate in the Science and/or Social Studies assessments. Reports will be produced for all four content areas.

The *Examiner’s Manuals* and large white envelopes will be included with the test books in a separate shipment. Please refer to the *Examiner’s Manual* for information on administration procedures and completion of special codes.

The purpose of this *Test Coordinator’s Manual* is to provide instructions to District and School Test Coordinators for securing and distributing testing materials and returning them to CTB/McGraw-Hill for scoring. If your district does not have Test Coordinators at the school level, the District Test Coordinator should assume both roles. **It is important to read these directions carefully before distributing any materials.**

The Success of the MAP

Please take the time to read this manual. Completing the steps for checking and assembling the testing materials is essential to the success of the MAP and for a more prompt processing of score reports.

This manual contains the following important information:

- The District Test Coordinator’s (DTC’s) responsibilities for checking, reviewing, distributing, and returning testing materials
- The School Test Coordinator’s (STC’s) responsibilities for securing, distributing, collecting, organizing, and checking testing materials; checking Group Information Sheets (GISs); completing School/Group Lists; and organizing materials for the DTC

DTCs and STCs should read **all** sections so that each Test Coordinator understands the detailed process and the roles of others involved. Remember, STCs should contact the DTC if help is needed. If the DTC is unable to answer a question, the DTC should call the Missouri Assessment Program Service Line at 1-800-544-9868.

Summary of MAP Changes for 2007

Every year numerous procedural changes occur that significantly affect the administration of the MAP. Below is a list of some of the changes that are being implemented this year. This list should be used only as a quick reference. It **does not** include all of the changes that have been made this year. As always, it is important to read the entire *Test Coordinator's Manual* and *Examiner's Manual* each year. The following changes are reflected throughout this *Test Coordinator's Manual*.

- Shipment of additional test materials will be via UPS Ground service, unless expedited shipping is desired. The customer will be responsible for the cost of the expedited shipping. (Refer to page 13 of this manual.)
- The glossary of assessment-related terms has been moved to the end of this manual.
- The online testing material pickup website name has been changed to www.ctb.com. (Refer to Step 9, Section 6 on page 41 of this manual.)
- Student barcode labels will be included with the Test Coordinator Kit shipment.
- Test items will be released for Science and Social Studies only. No Mathematics or Communication Arts items will be released this year.
- Carbonless paper will not be available this year.
- Content area labels no longer contain grade levels.
- Unused test books no longer need to be placed in white envelopes prior to boxing.
- All scorable test books will be returned to the same scoring site using green shipping labels.
- All unused test books must be boxed separately, using white shipping labels.
- Part 2 of Session 3 in Social Studies is optional and therefore does not have to be administered.
- *Examiner's Manuals* for Communication Arts and Mathematics are now grade-level specific. Both content areas are combined in one *Examiner's Manual* at each grade level tested (for example, Grade 3 Communication Arts and Mathematics will be found in **one** *Examiner's Manual*).
- Color coded spine bars have been added to the test books to provide visual aid for the sorting of assessments.
- The School Building Survey is no longer required.

Guidelines for Testing

Inclusion of Special Populations

IAP STUDENTS

Individual Accommodation Plan (IAP) students are considered disabled under Section 504 of the 1973 Rehabilitation Act and have an IAP. These students are not served under the Individuals with Disabilities Education Act (IDEA). Appropriate professionals, who are knowledgeable about IAP students' disabilities and their educational needs, make accommodation decisions for these students.

IEP STUDENTS

Individualized Education Program (IEP) students are classified as disabled under IDEA and have an IEP. All decisions regarding how a student with a disability will participate in the Missouri Assessment Program (MAP) are made by the student's IEP team and documented in the IEP. Students with disabilities must take all MAP content-area assessments administered by the district (or portions of each content-area assessment as determined by the IEP team) **or** the MAP-Alternate (MAP-A) Assessment.

In making decisions about accommodations, the IEP team has the responsibility and the authority to determine individual accommodations that students need to support and ensure their participation in the MAP.

Accommodation code definitions can be found on the DESE website at <http://dese.state.mo.us/divimprove/assess/special.html>. Inappropriate use of accommodation codes can invalidate a student's MAP score.

STUDENTS NOT TESTED IN THE CONTENT-AREA ASSESSMENTS

All students must be accounted for when administering the MAP content-area assessments. There are only two groups who are **not required** to take the MAP:

- **Group 1** Students whose IEP teams have determined that MAP-A is the appropriate assessment are coded "MAP-Alternate" on the Student Information Sheet (SIS). The MAP-A bubble is for all MAP-A eligible students in the grade levels and content areas assessed by the MAP. A test book, with barcode label attached, and a completed SIS needs to be returned for each MAP-A eligible student in any content area.
- **Group 2** English Language Learner (ELL) Students who have been in the United States twelve months or fewer at the time of administration of MAP assessments may be exempted from taking only the Communication Arts test. All other content areas must be assessed. Districts need to assign a Communication Arts test book to these ELL students and complete only the SIS for them. If districts choose to test ELL students who have been in the United States twelve months or fewer, Examiners should code all appropriate bubbles on the SIS that apply. If tested and coded appropriately, the results will **not** be included in the Adequate Yearly Progress (AYP) calculations or the Missouri School Improvement Program (MSIP) accountability.

FURTHER INFORMATION ON SPECIAL POPULATIONS

Specific instructions on accounting for IAP, IEP, and ELL students can be found in Steps 7 and 8 of the *Examiner's Manual*. For further questions regarding special populations, contact the Assessment Section of the Missouri Department of Elementary and Secondary Education (DESE) at 1-800-845-3545.

2007 MAP Student Status Definitions

The following is a list of student status definitions:

ELL (Monitoring) This is a designation for students whose native language is other than English and who are from other countries or whose home environment includes languages other than English. Their English language proficiency is comparable to grade and age peers. These students do **not** receive differentiated instruction to address their English language proficiency but should still be designated as ELL. The district is monitoring the academic success of these students for two years after they no longer receive instruction to address English language proficiency. Test results will be included in the AYP calculations.

ELL (Receiving Services) This is a designation for students whose native language is other than English and who are from other countries or whose home environment includes languages other than English. Their English language proficiency is below that of grade and age peers. These students receive differentiated instruction to address their English language proficiency. The district is required to test these students. Test results will be included in the AYP calculations.

Gifted A gifted student is any student who has been identified for and/or has participated in the district's formal gifted program.

H. S. Career Education This designation is for all students in Grades 9–12 who have completed or are currently taking a Career Education course **approved** by the Department of Elementary and Secondary Education, Division of Career Education.

Approved Career Education courses may be taken either at the student's home high school or at an area career center. A report of the approved Career Education programs can be viewed by accessing the Core Data web application system at <https://k12apps.dese.mo.gov/webapps/logon.asp> and selecting Approved Course from the Special Reports section of the Report Menu.

A copy of this report should be provided to the appropriate test administrator, to be shared with students or district personnel completing the H. S. Career Education designation indicator, to ensure that only those students who have taken or completed an approved Career Education course are reported.

For questions regarding approved courses, contact the Division of Career Education at 573-751-3500.

IAP (504) An IAP (504) student is an Individual Accommodation Plan (IAP) student who is identified as disabled under Section 504 of the 1973 Rehabilitation Act and **not** under the Individuals with Disabilities Education Act (IDEA). An IAP (504) student does not have an Individualized Education Program (IEP).

IEP An Individualized Education Program (IEP) student is a student who is eligible under IDEA and has an IEP.

In Building Less Than a Year A student is considered "in a building less than a year" if that student was not part of the September enrollment (last Wednesday in September) for the current school year.

In District Less Than a Year A student is considered "in a district less than a year" if that student was not part of the September enrollment (last Wednesday of September) for the current school year.

MAP-Alternate (MAP-A) A MAP-A student is one whose IEP team has determined that the student is eligible for the MAP-Alternate (MAP-A) Assessment. A test book should be assigned to that student with the SIS. Fill in the MAP-A bubble for each MAP-A eligible student at the appropriate grade level and content area assessed by MAP (in Grades 3–8, 10, and 11).

Migrant This designation is for students who have moved across school district boundaries within the preceding 36 months to seek or obtain (or to accompany or join a parent, spouse, or guardian who is seeking to obtain) temporary, seasonal employment in agriculture or fishing, or work in a beef, poultry, or pork processing plant.

Months in USA This identifies the number of months (cumulative) that an ELL student has been in the United States.

SES This identifies students approved for free/reduced-price meals. For more information, see pages 29 and 30 of this manual. **Districts are required to complete this information.**

Title I This identifies a student who is receiving Title I services. All students in a Title I schoolwide program should be designated as Title I and all students receiving targeted assistance services anytime during the current school year should be designated as Title I. If the school building does not receive Title I funds, none of the students in that school building should be designated as Title I.

Voluntary Transfer Student (VTS) This identifies a student who is residing in the St. Louis City School District but who voluntarily enrolls in a St. Louis County School District.

Title III This identifies an ELL student who is receiving services funded through Title III. Consult the district federal programs coordinator for a roster of students that receive Title III services.

Students Taking the MAP Out of District

All students enrolled in your district must be assessed. This includes students receiving services in off-site locations (other districts, private agencies, etc.). The District Test Coordinator from the district where the student is enrolled must deliver the appropriate number and type of test books and any ancillary testing materials (manuals, manipulatives, and reference sheets) to the serving districts/agencies prior to the first day of the testing. The district where the student is enrolled should complete the county, district, and building codes on the SIS, using their own codes. After testing, the completed materials must be returned to the district of enrollment where the Group Information Sheet (GIS) is completed and placed with the test book(s) in the envelopes provided. The GIS is pre-coded with district of enrollment's county, district, and school codes. It is the GIS that determines where students' results will be reported. To ensure accurate reporting it is **essential** that the GIS from the district of enrollment be placed on top of the test book(s) and that these materials are included with that district's shipment to CTB/McGraw-Hill for scoring.

Homebound Students

Homebound students may be tested at home or at school depending on their disabilities and the discretion of the district. Examiners of homebound students should receive training in the administration of the MAP. Examiners are responsible for ensuring the security of the testing materials between testing sessions and for returning those materials to the School Test Coordinator.

Homeschooled Students

Homeschooled students may take part in the MAP at the local district's discretion. Homeschooled students participating in the MAP must take the MAP tests at the local school. Homeschool test books are handled differently from regular test books.

Please perform the following tasks to ensure proper processing of homeschooled students:

- Each homeschooled student must be entered on his or her own GIS

- On GIS, Teacher = “HOMESCHOOLED”
- Enter “2” in column V of the GIS

Homeschooled students are not in the MOSIS pre-code system; therefore, they do not have student barcode labels. On the SIS found on the inside front cover of the test book, the “Resident Code” section does not need to be completed for homeschooled students.

Makeup Sessions

Makeup sessions should be scheduled for students who are absent during one or more sessions of the MAP. If a student is absent and unable to take the test during both the regular and makeup testing windows, then follow the procedures below for handling absences. Students will not receive a MAP score if they have not made a valid attempt on all sessions of the MAP test. (See “Valid Attempt” on page 46.)

Student Absences

If a student is absent for all testing sessions and cannot participate in makeup testing sessions, follow these procedures:

1. Write the student’s name on the front of an unused test book.
2. If the student barcode label is incorrect, then an SIS needs to be completed.
3. On the SIS found on the inside front cover of the test book, print the student’s name and fill in the circles that correspond to each letter of the student’s name.
4. If students are absent for Session 1, fill in the Session 1 circle located in the Absent section of the SIS on the inside front cover of the test book. Follow the same procedure if a student is absent for Session 2 and/or Session 3.
5. Process the test book and treat it as you would any other student’s test.

Large Print and Braille Procedures

Student responses in both Large Print and Braille edition test books **must** be transcribed into a regular edition test book in order for the students to receive MAP scores. Please follow Step 1 in the *Examiner’s Manual* for specific instructions on Large Print and Braille procedures.

After the Examiner transcribes student responses into a regular edition test book, the Large Print and Braille edition test books should be marked “**Contents transcribed to a regular test book. DO NOT SCORE**” and returned to CTB/McGraw-Hill with the unused testing materials. Please follow the instructions in Step 9 of this manual for packaging and shipping the regular testing materials to CTB/McGraw-Hill.

Braille Omit test books are handled differently from regular edition test books. Please refer to the **BRILLE OMIT RETURN INSTRUCTION SHEET** included in this packet (also sent with Braille edition test materials) for handling and packaging Braille Omit test books.

Use of Translators

Federal provisions now allow district staff the flexibility to read Mathematics, Social Studies, and Science assessments (but **not** Communication Arts assessments) to ELL students in their native language. In addition, for these same assessments, ELL students can now give their responses orally or in writing in their native language. Their responses will have to be translated into English and then scribed in the test book. New accommodation codes have been added to apply these accommodations for ELL students (please refer to the *Examiner's Manual* for these codes). The translation and scribing must be an accurate interpretation of the student's responses.

Translators must be trained in administering the MAP and have access to the *Examiner's Manuals*, to read and review before test administration. Translators should also ensure that MAP testing materials are kept secure at all times. No testing materials may be copied or duplicated or made accessible to personnel not responsible for testing. Translators may see test books prior to test administration in a secure environment. When not in use, test books must be kept in a locked room or cabinet in the school building to prevent unauthorized access. All test books must be returned to the School Test Coordinator after use.

Invalidation Procedures

There are three categories for invalidating the test:

- **the student is discovered cheating on the test**
- **the examiner has paraphrased the test questions in any content area**
- **the examiner reads any part of the Communication Arts test to students**

Neither a student's behavior during testing nor the judgment of a student's effort during testing can invalidate a student's test.

The School Test Coordinator and the Examiner must agree that a particular student's test should be invalidated based on the invalidation above. To invalidate a student's test, the School Test Coordinator must fill in the bubble for the appropriate session in the Teacher Invalidation grid located on the SIS found on the inside front cover of the student's test book. Invalidated test books must be returned to CTB/McGraw-Hill. For each invalidated test book, the test book with a completed SIS must be included with the testing materials to be scored.

The School Test Coordinator must also provide the District Test Coordinator with the following information: the student's name, birth date, teacher, grade, and school; the county, district, and school codes; the testing session; and the reason the testing session is being invalidated. The District Test Coordinator must send a letter with this information to the Director of Assessment at the Missouri Department of Elementary and Secondary Education (P.O. Box 480, Jefferson City, MO 65102). A copy of the letter should be kept in the district files.

Test Coordinators' Roles

► Checklist for the District Test Coordinator

The **District Test Coordinator's** responsibilities include

- receiving and checking the shipment of testing materials
- ensuring that testing materials are kept in a secure area
- confirming that the start and end security barcode numbers match the security barcode ranges on the packing list
- receiving and photocopying the Security Barcode Verification Form for distribution to the STCs, making copies of the appropriate Barcode Verification numbers for each school
- organizing testing materials for individual schools in your district
- sending *Examiner's Manuals*, Barcode Labels, and Student Roster to the STCs
- distributing the *Examiner's Manual* to the schools as soon as possible to allow the Examiners adequate time to read the manual in preparation for administering the tests
- training staff on procedures for administering the MAP
- delivering testing materials to schools, before the testing period
- checking with the STCs to ensure that they have sufficient quantities of MAP testing materials prior to April 13, 2007. April 13 is the deadline for ordering any test materials without incurring additional shipping costs by the district.
- furnishing testing materials to out-of-district schools, prior to the testing period, within the area designated by the test security policy for any students attending alternative (supplemental) programs
- restricting Examiner access to testing materials prior to testing
- assigning responsibility for completing state student ID numbers, student status codes, Special Education instruction codes, special codes, and free/reduced-price meal information (see Step 5 for detailed information)
- assigning responsibility for reviewing rosters of pre-coded student information for accuracy
- collecting and accounting for all testing materials from each school in your district and any out-of-district schools where your students attend alternative (supplemental) programs
- consolidating testing materials after test administration
- checking the returned Security Barcode Verification Forms against the returned testing materials
- documenting any missing barcode numbers on the Security Barcode Verification Form
- assembling testing materials for return shipment

- arranging for shipment of testing materials to CTB/McGraw-Hill for scoring
- sending letters to DESE and CTB/McGraw-Hill documenting any security barcode discrepancies

► Checklist for the School Test Coordinator

The **School Test Coordinator's** responsibilities include:

- checking testing materials received from the DTC
- ensuring that testing materials are kept in a secure area and ensuring testing material security after each day's testing
- inventorying all test books on the Security Barcode Verification Form
- informing the DTC of the need for additional MAP testing materials
- checking student pre-code roster and verifying receipt of all student barcode labels
- training staff on procedures for administering the MAP
- restricting teacher access to testing materials prior to testing
- distributing testing materials to Examiners
- distributing student pre-code rosters and student barcode labels to Examiners
- ensuring that all Examiners know that non-mechanical No. 2 pencils must be used to complete the MAP
- ensuring that testing procedures in the *Examiner's Manual* are followed
- checking to ensure that the Student Information Sheet (SIS) is accurately completed (if applicable)
- collecting and checking testing materials after test administration
- completing and maintaining the Security Barcode Verification Form for return to the DTC
- checking the Group Information Sheets (GISs)
- completing the School/Group List(s)
- packing and transporting testing materials to the DTC

Handling of Student Barcode Labels

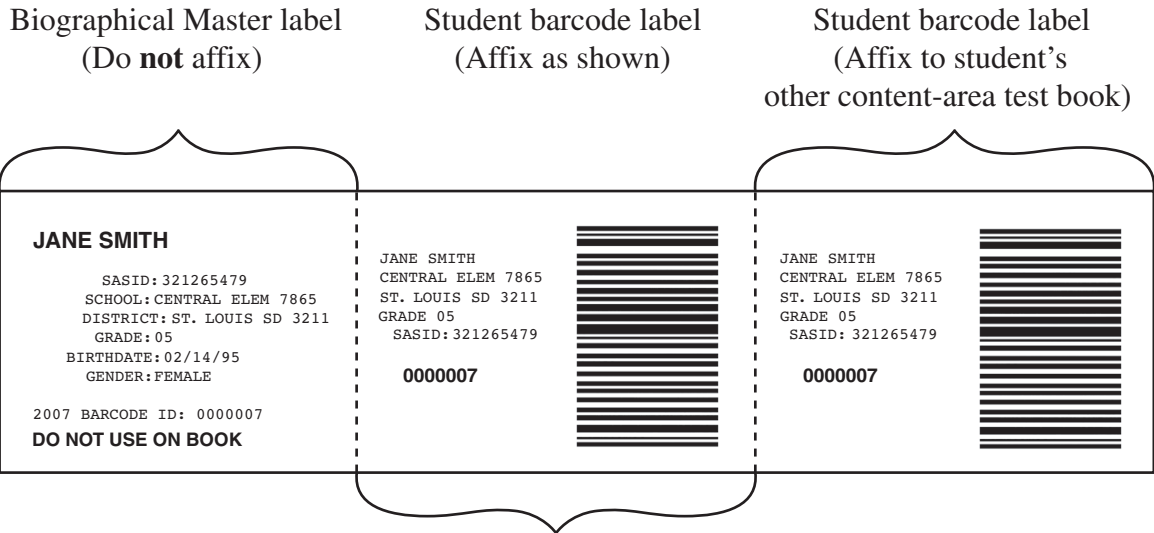
- Student barcode labels will be included in the Test Coordinator’s Packet. Please follow very carefully the following instructions for handling student barcode labels. Failure to do so could result in incorrect assessment results and inaccurate biographical information on reports.
- CTB will provide one biographical master label and two student barcode labels for each student. These labels are printed by CTB, using student information provided by districts to DESE via the MOSIS pre-code system. Check each student’s biographical label and the student pre-code roster listing the complete barcode information for each student for accuracy. Please note that not all student biographical data from the pre-code file is printed on the student label. The student pre-code roster should be used for a complete check of biographical data.
- Affix the student barcode label to the designated area on the front cover of the student’s test book if the following demographic information is accurate: STUDENT NAME, BIRTH DATE, GENDER, RACE/ETHNICITY, MOSIS STATE ID, and DISTRICT STUDENT ID. If any of the preceding information is inaccurate, **do not use the student barcode label**. Instead, fill in **all** sections of the SIS on the inside front cover of the test book. (See page 11 for the correct placement of the student barcode label.)
- If STUDENT NAME, BIRTH DATE, GENDER, RACE/ETHNICITY, MOSIS STATE ID, and DISTRICT STUDENT ID are correct, but any other student information provided with the label needs to be changed, affix the label to the test book. Then, complete **only** those items on the SIS that require changes.

EXCEPTIONS

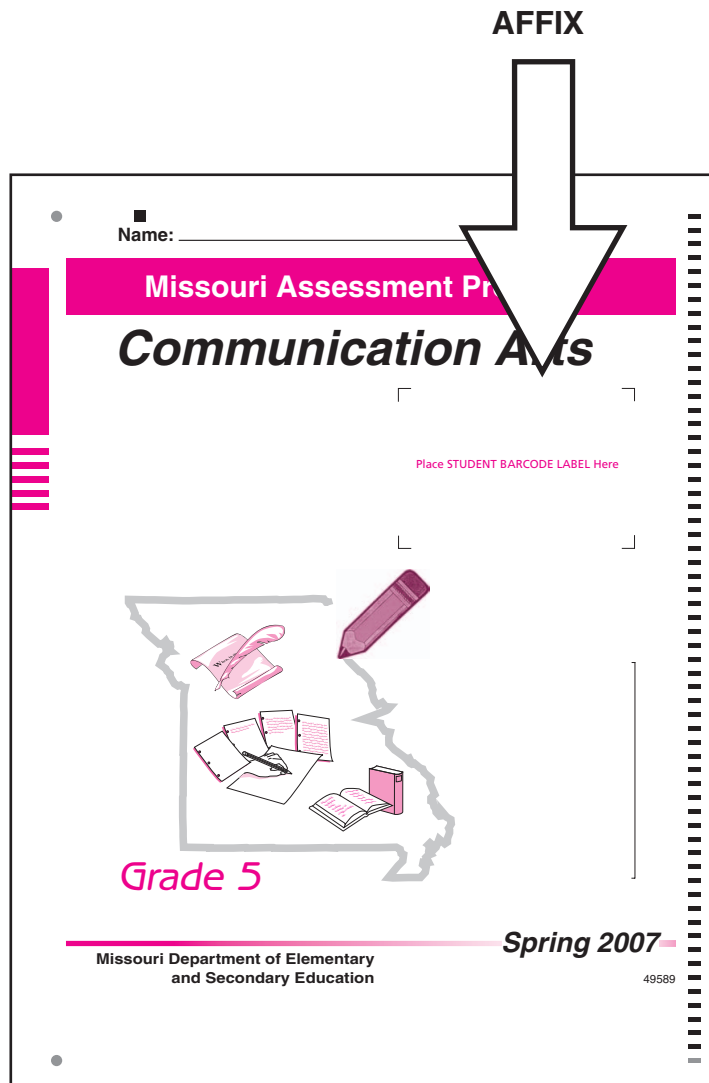
- If a student barcode label has already been affixed to a test book and the label is subsequently determined to be inaccurate (incorrect Student Name, Birth Date, Race/Ethnicity, Gender, MOSIS State ID, or District Student ID), place **two** blank labels over the incorrect label. Then bubble all the information on the SIS.
- If it is determined that a label for one student has been affixed to a test book completed by a different student, place one blank label over the incorrect label; then affix the correct student barcode label over the blank label.

Note: Blank labels have been provided within each package of student barcode labels and pre-code rosters for use in handling the exceptions described above.

- If there is no barcode label for a student, bubble all the biographical information on the student document and **leave the barcode area blank**. It is important that nothing be written in that area—no teacher name, no school name, etc.



Test Book Cover (student barcode label positioning)



Step 1

Review Your Testing Materials

.....

► Instructions for the District Test Coordinator The Test Coordinator's Packet

The Test Coordinator's Packet includes one District Test Coordinator's Folder and a School Test Coordinator's Folder for each of the schools in your district.

The **District Test Coordinator's Folder** contains

- district packing list
- a cover letter
- the *Test Coordinator's Manual* for the District Test Coordinator
- return shipping labels
- unused book labels
- the Add/Short Form
- the Embedded Field Test Flyer, for Social Studies and Science content areas only
- the Security Barcode Verification Form
- student barcode label instructions sheet
- early return instructions sheet (if applicable)

Each **School Test Coordinator's Folder** contains

- a cover letter
- the *Test Coordinator's Manual* for the School Test Coordinator, which may be photocopied for the Examiners
- one School/Group List for each content area, to be completed by the School Test Coordinator after test administration
- one GIS for **each** teacher, grade, and content area, to be completed by the Examiner
- content-area labels
- unused book labels
- Add/Short Form
- student barcode label instructions sheet
- student barcode labels
- student pre-code roster

- one sheet of blank student barcode labels

The Testing Materials

The testing materials will be packaged by school and shipped to your district's office or the shipping address indicated during the online enrollment process. The testing materials shipment will include *Examiner's Manuals*, test books, large white envelopes, and ancillary testing materials.

Verifying Shipment of the Test Coordinator's Packet and Testing Materials

Locate the packing list for each shipment, and compare the materials on the packing list with the materials in the shipment.

- **Test Coordinator's Packet:** If the quantities on the Test Coordinator's Packet packing list do not match the quantities received, or if you need more materials, please complete the MAP Spring 2007 Test Coordinator's Packet Add/Short Form and fax it to the number shown on the form.
- **Testing Materials:** If the quantities on the testing materials packing list do not match the quantity received, but there are enough materials to administer the test, proceed with preparations for the test. Please remember that the manipulatives and reference sheets are shrink-wrapped within the test book packages. If you do not have sufficient materials to administer the test, immediately call the MAP Service Line at 1-800-544-9868 to request additional materials.

MAP Spring 2007 – Ordering Additional Testing Materials			
Start Date	End Date	Shipping Mode	Shipping Costs
March 12	April 13	UPS Ground Service*	CTB
April 16	April 18	Next-day or Second-day Service	District

*All shipments will be sent via UPS Ground. If a district requires next-day or second-day service they will be responsible for the cost of expedited shipping.

To do so, call the MAP Service Line at 1-800-544-9868 and provide a purchase order number when placing your order.

Step 2 Distribute Testing Materials

► Instructions for the District Test Coordinator Security Barcode

The Missouri Assessment Program (MAP) test books are secure materials. All test books, including Large Print and Braille editions, are barcoded for security and inventory purposes. A unique security barcode number, which is located on the front cover of every MAP test book in the **lower right-hand corner** directly above “Spring 2007,” is used to number each book consecutively and track inventory shipped to the districts. Test books returned to CTB/McGraw-Hill will be inventoried, and missing books will be reported to DESE by inventory barcode number, district name, and school name. This section is designed to help District Test Coordinators (DTCs), School Test Coordinators (STCs), and Examiners inventory MAP test books and ensure a 100% rate of return of all test books to CTB/McGraw-Hill.

Security Barcode Verification Form Instructions

District/School Test Coordinators

These instructions are a guide to using the Security Barcode Verification Form. The District Test Coordinators will need to make **one** copy of the Security Barcode Verification Form for **each** School Test Coordinator in their district. The roles and responsibilities of DTCs, STCs, and Examiners are described below. Note: In order to preserve the sequential integrity of the barcodes, test books should **not** be shared across schools.

Pretest Administration

District Test Coordinator

Before distributing copies of the Security Barcode Verification Form to the STCs, complete the following steps **for each school** in your district:

1. Confirm the box count (e.g., Box 1 of 5 through Box 5 of 5) of the testing materials shipment from CTB/McGraw-Hill.
2. Without opening the shrink-wrapped bundles of test books, verify the barcode range of the bundles. The security barcode number is printed vertically on the lower right portion of each front cover of the test book **directly above the date, Spring 2007**. Check the barcode number of the test book at the top of the bundle and the barcode number of the test book at the bottom of the bundle against the packing list.
3. On the Security Barcode Verification Form, make the appropriate check marks for the relevant content area/grade boxes in the first column.
4. Document any discrepancies in the last column on the form.
5. Report any discrepancies to the CTB/McGraw-Hill MAP Service Line at 1-800-544-9868, between the hours of 7:30 A.M. and 6:30 P.M. (CT).

The DTC is also responsible for verifying that each STC has sufficient testing materials to administer the test. If a DTC is not available, the STC must perform this function. If additional test books are requested after the original shipment of testing materials is received, confirm this by recording the number of additional test materials by grade and content area in the “Additional Testing Materials” row of the Security Barcode Verification Form and be sure to note the subject/grade. Please note the deadline to order additional test materials is April 13, 1:00 P.M. (CT).

School Test Coordinator

After receiving the Security Barcode Verification Form from the DTC, the STC should complete the following steps:

1. Open the shrink-wrapped bundles of test books.
2. Verify that all the test books are in sequential barcode order (e.g., 00000-01, 00000-02, etc.).
3. Verify that the barcode numbers printed on the test books match the numbers listed on the packing list (located in Box 1 of your school’s shipment).
4. On the Security Barcode Verification Form, place checkmarks in the appropriate boxes in the third column.
5. Document any barcode discrepancies in the last column of the form.
6. Notify the DTC immediately of any discrepancies.

The STC is also responsible for providing Examiners with copies of the Security Barcode Verification Form Instructions for reference. The STC maintains the Security Barcode Verification Form (**do not distribute the form or copies of the form to Examiners**) during the test administration and returns it with the testing materials to the DTC.

Examiner

1. Count the number of books received.
2. Document this information in preparation for returning the test books to the STC.

Post-Test Administration

Examiner

1. Assemble and organize testing materials for return to the STC following the directions in the appropriate Spring 2007 Missouri Assessment Program Operational Test *Examiner’s Manual*.
2. Count the number of test books and compare the total with the pretest figure. Check test books to verify the unused books and Braille/Large Print versions of the test books are accounted for. Verify that all SIS Fields are completed.
3. If there is a discrepancy between the pretest and post-test totals, collate the used and unused test books in sequential barcode number order.
4. Separate all used and unused test books.

5. Place the unused test books (in barcode order if there are any discrepancies) in a box and affix the Unused Books labels to the outside of the boxes.
6. Separate the used test books by content area.
7. Place the used test books (in barcode order if there are any discrepancies) in the large white envelopes and affix the appropriate content-area labels to the envelopes.
8. Return all envelopes containing test books **unsealed** to the STC.
9. Contact the STC for guidance regarding the handling of contaminated books.

School Test Coordinator

After receiving all test books from each Examiner, complete the following steps:

1. Collect, check, and verify that all test books (including Large Print and Braille editions) have been returned. If there are any discrepancies, ensure that the test books are in correct sequential barcode order.
2. On the Security Barcode Verification Form, place checkmarks in the fourth and fifth columns to indicate a 100% rate of return of all test books.
3. Return the test books and the Security Barcode Verification Form to the DTC for return shipment to CTB/McGraw-Hill.

The STC is responsible for a 100% rate of return of all test books, used and unused. Any unresolved security barcode discrepancies (e.g., missing or unaccounted for test books) must be clearly documented in the last column on the Security Barcode Verification Form.

The STC is also responsible for attaching any documentation and letters pertaining to contaminated test books to the completed Security Barcode Verification Form. Return the form and any documentation to the DTC. The STC should retain a copy of any documentation and letters pertaining to contaminated test books. For more information regarding the handling and documentation of contaminated test books, refer to the last section of these instructions.

Note: **Do not seal the envelopes!** For more information regarding the return of testing materials to the DTC, please see Step 8 of this manual.

District Test Coordinator

After receiving the Security Barcode Verification Form and testing materials from each STC in your district and any information pertaining to contaminated test books and documented discrepancies, complete the following steps:

1. Verify a 100% rate of return of the test books.
2. Place check marks in the second-to-last column of the Security Barcode Verification Form to confirm the receipt of all test books and the resolution of all discrepancies.
3. Verify that any contaminated test books have been clearly documented according to the following procedure:

Contaminated Test Books

If a test book is contaminated, the Examiner should notify the STC. Contaminated test books should **not** be returned to CTB/McGraw-Hill. They must be securely destroyed at the test site. In the event that a replacement copy of a contaminated test book is necessary, **only** the DTC should submit an explanatory letter to CTB/McGraw Hill, attention: MAP Scoring Project Manager, 20 Ryan Ranch Road, Monterey, CA 93940, with a copy to the Director of Assessment, Missouri Department of Elementary and Secondary Education (DESE), PO Box 480, Jefferson City, MO 65102-0480.

The STC should provide the DTC with the following information for inclusion in the letter:

1. an explanation of what happened to the test book
2. security barcode number (write or cut and paste it onto the letter)
3. school name
4. school code
5. student's name
6. student's MOSIS ID number
7. content area
8. grade level
9. test book edition (regular, Large Print, or Braille)

Return the completed Security Barcode Verification Forms, as well as copies of any letters pertaining to contaminated test books and documented discrepancies, to CTB/McGraw-Hill with the regular testing materials. For more information please see Step 9 of this manual.

4. Package all testing materials for return to CTB/McGraw-Hill. (Please follow the directions in Step 9 of this manual.)
5. Mail copies of all documentation relating to contaminated books to CTB/McGraw-Hill and DESE.

The last day to request additional materials is April 13, 2007, by 1:00 P.M. (CT).

Ordering Additional Materials

It is the DTC's responsibility to contact each STC prior to **April 13** to verify that he or she has sufficient quantities of MAP testing materials to administer the test. If the DTC orders additional materials and does not have access to the Security Barcode Verification Form that was submitted to the STC with the testing materials, he or she should create and maintain an Additional Testing Materials Log (tracking the number of books, grade levels, content areas, etc.) by school. When the STC returns the Verification Form with the testing materials, the DTC must initial in the "Additional Testing Materials" section indicating that he or she received the barcode range for the additional materials. If the DTC is not available, the STC must perform this function. If your district does not have a DTC, the STC should assume the responsibilities of a DTC.

Do not share test books across schools. If a test book is loaned to a school and later determined missing, the original school will be responsible for the

missing book. Testing materials are to be inventoried both upon receipt and following test administration. If you are missing any testing materials, contact CTB/McGraw-Hill immediately. **Only District Test Coordinators should contact the CTB/McGraw-Hill MAP Service Line at 1-800-544-9868.**

Securing Testing Materials

School personnel responsible for the MAP testing must ensure that all testing materials are secure at all times. No testing materials may be photocopied, duplicated, or made accessible to personnel not responsible for testing. When not in use, secure materials must be kept in a locked room or cabinet in the school building to prevent unauthorized access.

After verifying that each school has a secure area where testing materials can be stored, the DTC should distribute the School Test Coordinator's Folders and testing materials to the STCs in the district. Please ask the STCs to distribute the *Examiner's Manuals* as soon as possible to allow the Examiners adequate time to prepare for administering the tests. Arrange with STCs the collection of draft student work and for the secure destruction of the draft student work.

If a school in your district does **not** have a secure storage area, the testing materials for that school must be secured at the district office. Please emphasize to the Examiners that they should **not** review the test books prior to testing. The materials are secure, and this security should be observed at all times. An exception to this rule is Special Education teachers and translators who are pre-selecting items for their students whose IEPs specify the preselection of items as a needed accommodation. (See "Valid Attempt" on page 46.)

For students who attend an out-of-district school for an alternative (supplemental) program, deliver the appropriate number and type of test books and any ancillary testing materials (manipulatives and reference sheets) to the students' out-of-district school prior to the first day of testing. Make arrangements to have the testing materials returned to you after the students have completed testing. For more information, see "Students Taking the MAP Out of District" on page 5.

Please keep the District Test Coordinator's Folder for your use after the test administration. You will need the shipping materials contained in the folder to return the testing materials to CTB/McGraw-Hill for scoring.

The boxes in which you received your testing materials should be saved for return shipment to CTB/McGraw-Hill.

Step 3 Collect Testing Materials

► Instructions for the School Test Coordinator

Immediately after the testing has been completed, the School Test Coordinator collects all materials from each Examiner and asks each Examiner for a count of students who were absent for all testing sessions. The STC should check the accuracy of the student barcode labels by comparing them to the student roster. **Please remind Examiners that all test books (used and unused) must be returned to CTB/McGraw-Hill.**

The School Test Coordinator should ensure that

- a test book has been returned **for every eligible student**. This includes students with one or more invalidated sessions, students with incomplete testing sessions, students who never tested but were eligible to test (absent all sessions), students who took an accommodated version of the assessment, students participating in MAP-A, and ELL students in the United States twelve months or fewer.
- a test book with the SIS completed has been returned **for each MAP-Alternate student**. For more information on which students should be exempted from taking the MAP, see “Inclusion of Special Populations” on page 3 of this manual.
- each student has written his or her name legibly on the front cover of the test book.
- all unused test books have been collected.
- all Large Print and/or Braille editions have been transcribed into regular edition test books.
- all completed GISs have been collected.
- all security barcode discrepancies have been documented and sent to the DTC on the Security Barcode Verification Form.
- test books completed in ink have been transcribed in non-mechanical No. 2 pencil to other test books for scoring.
- all student responses written on the coding tracks in the margins of the pages are erased and transcribed verbatim onto the response line.
- all stray marks on the coding tracks are erased.
- all underlining of text has been erased.
- test books marked with highlighters have been transcribed into other test books for scoring.

- student information on the SIS is complete and accurate.
- SIS are complete and accurate.
- all unused test books are accounted for.
- student barcode labels are on the test books, if used.
- all Communication Arts writing prompt drafts are collected after Session 2 testing and securely destroyed.

Please remind Examiners that **all** test books must be returned to CTB/McGraw-Hill, including the Examiner's copy. Contact any Examiner who delays in returning his or her group's testing materials to you. It is not necessary to collect *Examiner's Manuals*, unused large white envelopes, or any blank ancillary materials. These materials do not have to be returned to CTB/McGraw-Hill. Examiners may discard these materials.

Step

4

Check the Organization of Materials Collected

► Instructions for the School Test Coordinator

The *Examiner's Manual* provides instructions to the Examiners for organizing materials after testing. These instructions are repeated below so that you can check the organization of materials collected from each Examiner. As you are checking documents, please maintain this organization.

The large white envelopes should contain the following items in the order indicated here (please refer to the illustration in Step 8 of the *Examiner's Manual*):

1. A completed GIS.
2. MAP test books with student barcode labels and/or completed SISs for all students, including MAP-A eligible students.

Remember that for each invalidated test, the test book with a completed SIS must be placed in the envelopes.

Information requested on the front of the envelope must be completed. If multiple envelopes are needed to hold materials for large groups, the envelopes should be bundled together and marked on the front, upper-left corner "1 of X," "2 of X," "3 of X," and so forth (with "X" being the total number of envelopes).

Color-coded content-area labels for Communication Arts, Mathematics, Science, and Social Studies, as applicable, should be affixed to the front of the corresponding envelopes.

Unused test books may be placed, by themselves, in white envelopes for transportation purposes, but this step is no longer required. Unused test books may now be placed directly into a shipping box, with a black "Unused Books" label affixed to the outside of the box. Large Print and Braille edition test books marked "**Contents transcribed to a regular test book. DO NOT SCORE**" should be placed in the box with the unused test books.

For damaged or "do not score" test books, use a black marker to write a large "DO NOT SCORE" across the front and back if

- the test book is partially used.
- any biographical information is coded but the book should not be scored.
- a student has moved during testing and the test was not completed.
- the test book is damaged and should not be scored.
- the test book has manufacturing errors and should not be scored.

After “DO NOT SCORE” has been written across the front and back of the test book, place the book with the unused materials.

The envelopes should remain unsealed so that the District Test Coordinator can verify the contents and then seal the envelopes.

If an Examiner has returned manipulatives, reference sheets, *Examiner’s Manuals*, Mathematics scratch paper, or extra envelopes, please discard them. Do not ship these materials to CTB/McGraw-Hill.

If a student takes a test in two different books, please ensure that all student responses are transcribed verbatim into only one test book. The book containing the transcribed responses will be scored. Write on the front cover of the incomplete test book **“Contents transcribed to another regular test book. DO NOT SCORE”** and return this test book with the unused test books.

If you find missing, damaged, or upside-down pages in a test book, please ensure that all student responses, if any, are transcribed verbatim into another regular edition test book. A test book that contains missing, damaged, or upside-down pages should be marked appropriately on the front cover with a black marker. For example, write **“Missing Pages”** and **“Contents transcribed to another regular test book. DO NOT SCORE”** on the front cover of a test book with missing pages. Return the damaged books with your unused test books.

If you find any alternative response sheets in the test books—for example, computer-generated responses or other approved IEP accommodations—transcribe them verbatim into the test book. Alternative response sheets cannot be scored. Only responses in regular edition test books will be scored.

If you have any questions concerning this information, please contact CTB/McGraw-Hill via the MAP Service Line at 1-800-544-9868.

Step

5

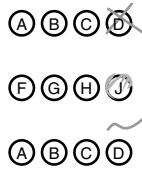
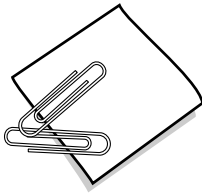
Check the Student Information Sheet (SIS)

► Instructions for the School Test Coordinator

While checking the materials, keep each Examiner’s materials together as a group.

Physical Condition

There are some conditions that interfere with the scoring process. Please check each SIS, as well as the test book itself, for the following:



If you find this ...	do this:
“sticky” notes extra paper paper clips staples tape of any kind	Remove them.*
light marks incomplete erasures stray marks smudges	Erase marks or make them heavier as needed.**
SIS torn or damaged	Completely copy a damaged test book onto a clean, unused test book. Damaged test books cannot be machine-scanned and the student will not receive a score. Use a No. 2 pencil. Use a soft eraser. Mark responses with solid, dark, filled-in circles.

*Failure to remove these items could delay the delivery of the final reports.

**Any stray lines or smudges from incomplete erasures may have an impact on the scoring of the items.

Student Information Sheet (SIS)

The SIS of the test book must be completed,

- if you are not using a pre-coded student barcode label or
- if you are using a pre-coded student barcode label that requires changes to some of the student data in the student pre-code roster. The student pre-code roster was shipped with the student barcode labels in the Test Coordinator Packet.

District Student ID and certain other biographical data are not shown on the student barcode label due to privacy considerations and a small print area. Therefore, it is important to check biographical data on both student barcode label and the student pre-code roster.

REMINDER: DO NOT USE THE STUDENT BARCODE LABEL if any of the following items are incorrect on the student pre-code roster: **STUDENT NAME, BIRTH DATE, GENDER, RACE/ETHNICITY, MOSIS STATE ID, and DISTRICT STUDENT ID.** Instead you must fill in all the sections of the SIS for that student.

If any of the other information on student pre-code roster is not correct, you may use the student barcode label and fill in only the information that requires correction. Data entered on the SIS will override the data in the student pre-code roster.

See pages 10–11 of this manual for instructions on handling of student barcode labels.

When you check this ...	look for this:
1 Student's last name, first name, and middle initial	Letters must be printed, one per box, above the lettered circles. Under each box, the circle with the same letter must be filled in.
2 Student's birth date	The circles corresponding to the student's month, day, and year of birth must be filled in. (If the "Day" is not a two-digit number, the number should be preceded by a zero.)
3 Race/Ethnicity	The circle corresponding to the student's ethnic origin must be filled in.
4 Gender	The circle indicating the student's gender must be filled in.
5 MOSIS State ID	Numbers must be printed, one per box, above the numbered circles. Under each box, the circle with the same number must be filled in.
6 District Student ID Number	Numbers must be printed, one per box, above the numbered circles. Under each box, the circle with the same number must be filled in. The District Student ID Number may be the same as the MOSIS State ID Number.
7 Student Status	The circles corresponding to the student's status must be filled in. Refer to pages 4–5 for details.
8 English Language Learner	The appropriate circles must be filled in, if applicable. Please refer to the <i>Examiner's Manual</i> for detailed instructions.
9 Accommodations	The appropriate circles must be filled in, if applicable. Please refer to the <i>Examiner's Manual</i> for detailed instructions.

When you check this ...	look for this:
10 County/District/School Resident Code	Use only if a student receives services outside of his/her district of residence.
11 Special Education Instruction	The appropriate circles should be filled in, if applicable. Please refer to the <i>Examiner's Manual</i> for detailed instructions.
12 Primary Disability Diagnosis	The appropriate circles must be filled in, if applicable.
13 Absent	The appropriate circles must be filled in, if applicable.
14 Teacher Invalidation	The appropriate circles must be filled in, if applicable (cheating).
15 Invalid Accommodation	The appropriate circles must be filled in, if applicable (oral reading or paraphrasing).

ALL STUDENTS: In order to account for all students, a **completed SIS**, located on the inside front cover of the test book, and/or a **test book with a student barcode label** must be received for **every** eligible student. For more information on which students are eligible to take the MAP, see “Inclusion of Special Populations” on pages 3–6.

STUDENTS NOT TESTED IN THE CONTENT-AREA ASSESSMENTS: MAP-A students, as well as ELL students who have been in the United States twelve months or fewer and did **not** take the Communication Arts test, will be accounted for by submitting a test book with a student barcode label or a completed SIS. For more information about these students, see “Inclusion of Special Populations” on pages 3–6.

INVALIDATION: The STC must provide the DTC with the following information: student’s name, birth date, teacher, grade, school, county/district/school codes, testing session, and the reason the testing session is being invalidated.

Collecting Socioeconomic Status (SES) or Student Free/Reduced-Price (SF/RP) Meal Status Information

The National School Lunch Act gives school districts permission to release student free/reduced-price (SF/RP) meal status information for Title I allocation and evaluation purposes. The information is necessary for the Title I SES Report. Release of this data is **mandatory** as a result of federal legislation. The procedures for releasing SF/RP meal status information are as follows:

1. Designated School Test/Title I Coordinators for each school building will be assigned the responsibility of entering SF/RP meal status by filling in the SES bubble in the Student Status section on the SIS. Bubbling “SES” will identify a student’s eligibility for free/reduced-price meals as documented through the application process or through the direct certification process. If you do not bubble “SES,” it automatically indicates that the student is ineligible for SF/RP meal status. The list of students receiving free/reduced-price meals may be provided by the Food Service Director or a designated school official.
2. **Immediately** after the School Test Coordinators enter the SF/RP meal status, all meal status information shall be returned to the Food Service Director or official who approves school free/reduced-price meals. STCs are not allowed to retain SF/RP meal status information.

NOTE: Forwarding of SF/RP meal status information to STCs is left to the discretion of school officials. School officials retain the option of having Food Service Directors or officials who approve school free/reduced-price meals record the SF/RP meal status information for each student.

3. School Test/Title I Coordinators, Food Service Directors, and officials who approve school free/reduced-price meals shall be made aware of the

use and importance of maintaining the confidentiality of SF/RP meal status information. All school district officials are specifically instructed as to the following:

“Free and Reduced-Price meal status information is the only reason to fill in the ‘SES’ bubble (for Title I purposes) on the SIS. The information is not to be used for any other purpose or shared with/provided to any other individual, program, or entity for any reason whatsoever. Additionally, federal law mandates a fine of not more than \$1,000.00 or imprisonment of not more than one year, or both, to a person authorized to receive SF/RP meal status information who divulges, discloses, or uses the information in any manner or to any extent not authorized by law.”

Step

6

Check the Teacher/Group Information Sheet (GIS)

► Instructions for the School Test Coordinator

The Teacher/Group Information Sheet (GIS) provides data that will appear on your reports. **It is essential that a complete and accurate GIS be placed on top of each stack of test books whose scores are to be reported together.** Some information may have been filled in (pre-coded) for you, whereas other information must be hand-entered. Check both the pre-coded and hand-entered material for accuracy. If any pre-coded information is not accurate, notify your District Test Coordinator. **Please note that the GIS is a scannable document and cannot be photocopied.** If you do not have sufficient pre-printed GIS forms, notify your DTC IMMEDIATELY, in order to receive additional forms in time to process materials. The deadline to order additional test materials is April 13, 1:00 P.M. (CT). A sample GIS is shown below. Instructions for checking the GIS are on the next page.

1		Group Information Sheet		3																					
TEACHER NAME										SCHOOL NAME										2		4			
S	M	I	T	H	D					A	N	Y	S	C	H	O	O	L	E	S	Number Students Testing	GRADE			
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0	2	0	6	6
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	1	1	1	7	7	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	2	2	2	8	8	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	3	3	3	9	9	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	4	4	4	10	10	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	5	5	5	11	11	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	6	6	6	12+	12+	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	7	7	7	Ungraded	Ungraded	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	8	8	8			
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	9	9	9			
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	10	10	10			
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	11	11	11			
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	12	12	12			
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	13	13	13			
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	14	14	14			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15	15	15			
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	16	16	16			
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	17	17	17			
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	18	18	18			
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	19	19	19			
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	20	20	20			
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	21	21	21			
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	22	22	22			
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	23	23	23			
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	24	24			
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	25	25	25			
SPECIAL CODES										5															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T						
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U						
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V						
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y						
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z						
ORG-TP (CTB USE)										STRUC/ELEMENT # (CTB USE)										6					
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M						
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N						
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O						
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q						
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R						
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S						
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T						
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U						
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V						
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y						
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z						

Organization Name: MAP Spring 2007
 Element/District Name: CENTRAL
 SO #:
 State: MO
 CTB McGraw-Hill
 Published by CTB/McGraw-Hill, 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 1996 by CTB/McGraw-Hill. All rights reserved.

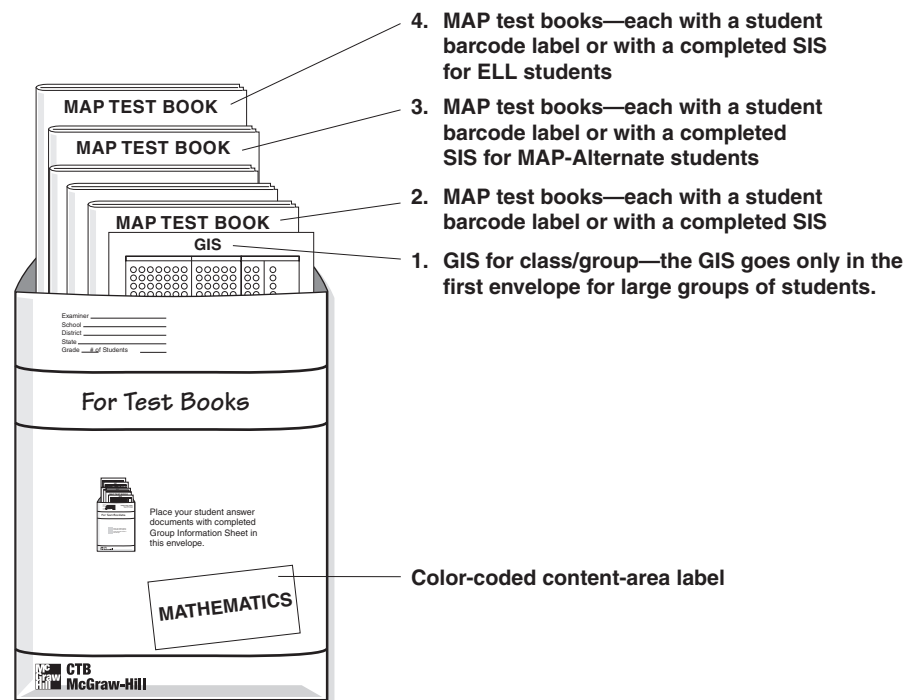
81114

GIS to accompany test books

When you check this ...	look for this:
1 Teacher Name	<p>The teacher's last name must be printed in the boxes, followed by the first name or initial, if needed. You may also use a group name instead of a teacher's name. Under each box, the circle with the corresponding letter must be filled in.</p>
2 School Name	<p>In most cases, the school name has been pre-coded. If not, the school name must be printed in the boxes and the corresponding circles filled in.</p>
3 Number Students Testing	<p>The number of students whose test books are grouped with this GIS must be printed in the boxes and the matching circles filled in. Be sure to include MAP-Alternate students in your total. (For Communication Arts only, also include in your total ELL students in the United States less than one year who did not take the Communication Arts test.) Use leading zeros if needed. For example, to indicate 20 students, write and fill in 020.</p> <p>Remember, in order to account for all students, a completed SIS, located on the inside front cover of the test book, and/or a test book with a student barcode label must be turned in for every eligible student.</p>
4 Grade	<p>The correct circle for the grade must be filled in.</p>
5 Special Codes	<p>This information has been pre-coded with the county, district, and school code numbers. The county code number is in columns A, B, and C. The district code number is in columns E, F, and G. The school code number is in columns I, J, K, and L.</p>
6 Organization Name, Element/District Name, SO#, and State	<p>This information has been pre-coded.</p>

After the GISs have been checked for accuracy, place the following items in the large white envelope in this order:

1. GIS for the class/group
2. MAP test books—each with a student barcode label or with a completed SIS on the inside front cover
3. Test book with a student barcode label or a completed SIS for MAP-Alternate students
4. **For Communication Arts only:** a test book with a student barcode label or with a completed SIS for ELL students in the United States twelve months or fewer who did **not** take the Communication Arts test



Each envelope will hold approximately 20 test books. If there is more than one envelope per Examiner, put the GIS in the Examiner’s first envelope with as many test books as will fit. Then use as many envelopes as needed for the remainder of the books and MAP-Alternate students’ test books with completed SIS. (See page 6 for information on the proper handling of the Large Print and Braille editions of the test books.)

Affix a color-coded content-area label to the front of the envelope. Be sure to complete all information requested on the large white envelope to avoid delays in scoring.

IMPORTANT: DO NOT seal the envelope. The DTC will verify the contents before sealing it.

Step 7 Complete the School/Group List

► Instructions for the School Test Coordinator

The School/Group List is CTB/McGraw-Hill’s way of double-checking that we have received all your test books. You should have received one School/Group List for each content area.

Every GIS completed for your school should have an entry on the School/Group List. (Please see “Testing Group” on page 46 for more information.) The district name, school name, county code number, district code number, and school code number have been pre-coded on the School/Group List for you. Please write the name and telephone number of the contact person in the spaces provided. List each testing group in your school. Indicate teacher or group name, grade, total number of students (tested, MAP-Alternate, invalidated, and absent all sessions), and unused test books that you are returning.

The School/Group List may be photocopied if additional space is needed to accommodate your school. Please keep a copy of each School/Group List for your records.

Sample School/Group Lists are shown on the next page. Instructions for completing the School/Group List are given on page 36.

SCHOOL/GROUP LIST



Social Studies

District

School

SCHOOL/GROUP LIST



Science

GEN

addi

NOTE:

comp

District

School

SCHOOL/GROUP LIST



Mathematics

C

U

GEN

addi

NOTE:

comp

District

School

SCHOOL/GROUP LIST



Communication Arts

District Name: **ANY DISTRICT** **1** County/District Code: **999 - 999** **3**

School Name: **ANY ELEMENTARY** **2** School Code: **9999** **4**

5

Contact Person: KARI DAVIS

Email Address: KARIDAVIS@EMAIL.COM

Phone Number: 314-555-5864

GENERAL INSTRUCTIONS: Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.

The School/Group List (SGL) is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for Communication Arts should have an entry on the lines below.

NOTE: The test material you have received is secure. You must account for 100% return of the test books to CTB when testing is complete. Please write the number of unused test books in the "Number of Unused Test Books" column below.

Please refer to the instructions in the Examiner's Manual referencing the return of SECURE MATERIALS.

CTB Use	Teacher or Group Name <small>Please spell teacher's name or group name exactly as bubbled on the Group Information Sheet.</small>	Grade <small>3, 4, 5, 6, 7, 8, or 11</small>	Number of Students	CTB Use <small>Did Not Receive</small>	Number of Unused Test Books
	GREEN, JACK	7	22		4
	SMITH, JULIA	7	17		0
	PATEL, LOWELLE	6 7	18		1
	PARKER, JAN	7	20		0
					7

Organization Number: **M002007** Testing Program: **001** SO Number: **60801**

Organization Name: **MISSOURI SPRING 2007** District Name: **ANY DISTRICT**

Customer Privacy Policy: We hope you found this message helpful. If you do not wish to receive e-mail solicitations from CTB/McGraw-Hill, please send an e-mail with the word "UNSUBSCRIBE" in the subject field to: privacy@ctb.com or smallto:privacy@ctb.com. For more information about The McGraw-Hill Companies' Customer Privacy Policy, visit our website <<http://www.mcgraw-hill.com/privacy.html>>

GEN
addi
NOTE:
comp

C
U

GEN
addi
NOTE:
comp

C
U

Orga
Orga

Custom
"UNSUB
website

District

School

GEN
addi
NOTE:
comp

C
U

Orga

Orga

Custom
"UNSUB
website

In this area...	do this:
1 District Name	Check that the district name has been pre-coded.
2 School Name	Check that the school name has been pre-coded.
3 County and District Code	Check that the county and district codes have been pre-coded.
4 School Code	Check that the school code has been pre-coded.
5 Contact Person, Email Address, Phone Number	Provide a contact person's name, email address, and phone number. The contact person is usually the School Test Coordinator.
6 Teacher or Group Name, Grade, Number of Students	<p>List the following information:</p> <ul style="list-style-type: none"> • each teacher or testing group's name exactly as it appears on each GIS (for more information, see "Testing Group" on page 46) • grade level • total number of students (tested, MAP-Alternate, invalidated, and absent all sessions) in the Number of Students column <p>NOTE: In order to account for all students, a completed SIS, located on the inside front cover of the test book, and/or a test book with a student barcode label must be received for every eligible student.</p>
7 Number of Unused Test Books	Indicate the number of unused test books that you are returning. All test books must be returned. (For more information regarding the return of unused testing materials, see Step 4 on pages 22–23.)

Step

8

Organize Materials for the District Test Coordinator

.....

► Instructions for the School Test Coordinator

Once the MAP School/Group List(s) have been completed, the School Test Coordinator's last task is to deliver to the District Test Coordinator the following materials in the order specified below, with the first item on top.

- **School/Group List(s)**
- **Security Barcode Verification Forms**
Copies of any letters pertaining to contaminated test books and documented discrepancies.
- **Communication Arts Materials**
Envelopes containing the Group Information Sheet (GIS) and Communication Arts test books are grouped by Examiner (i.e., envelopes from Examiner #1, followed by envelopes from Examiner #2, etc.). Affix the appropriate color-coded content-area label to the envelope.
- **Mathematics Materials**
Envelopes containing the GIS and Mathematics test books are grouped by Examiner (refer to the above grouping).
- **Science Materials**
Envelopes containing the GIS and Science test books are grouped by Examiner (refer to the above grouping).
- **Social Studies Materials**
Envelopes containing the GIS and Social Studies test books are grouped by Examiner (refer to the above grouping).
- **Unused Test Books**
Unused test books may be placed in white envelopes for transportation purposes, but this step is no longer required. Unused test books may now be placed directly into a separate shipping box, with a black "Unused Books" label affixed to the outside of the box.

Step 9

Package and Ship Testing Materials

.....

► Instructions for the District Test Coordinator

Make sure that you have received all testing materials from each school in your district. Contact any School Test Coordinator who delays returning school testing materials to you. Verify that the STC has followed the instructions in this *Test Coordinator's Manual*.

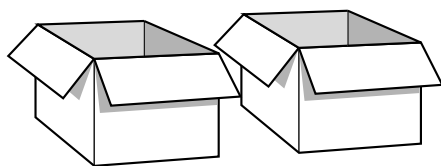
Do **not** return to CTB/McGraw-Hill

- *Test Coordinator's Manuals*
- *Communication Arts and Mathematics Examiner's Manuals*
- *Science Examiner's Manuals*
- *Social Studies Examiner's Manuals*
- unused GISs
- unused School/Group Lists
- unused return shipping labels
- unused student barcode labels
- unused white envelopes
- manipulatives
- reference sheets
- draft paper used for pre-writing

IMPORTANT: When packing your materials, be sure that you

- pack each school's materials following the steps outlined in Sections 2 and 3, which follow, keeping each school's materials separate. **Never place materials from different schools in the same box.**
- use the **green** shipping label for all scorable test books for all content areas.

Follow these guidelines for packaging and shipping testing materials:

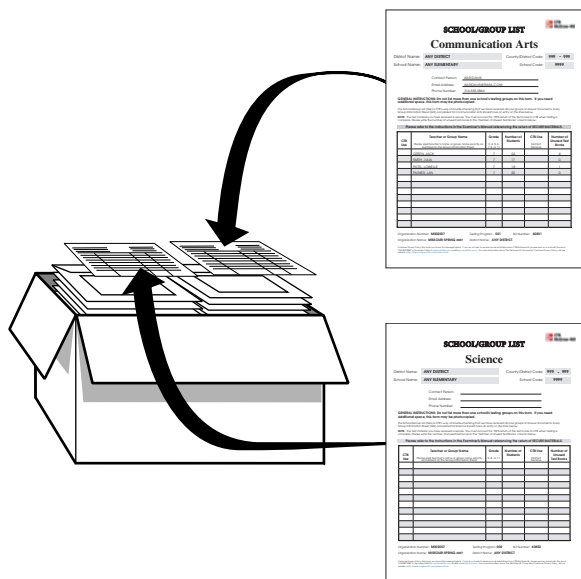


1 OBTAIN BOXES

Reuse the boxes in which the testing materials arrived. If necessary, obtain similar-sized boxes to return testing materials.

2 PACKAGE SCORABLE MATERIALS

Seal the envelopes and place the following in boxes by school in the order shown below, with the first item on **top**.



- **School/Group List(s)** for Communication Arts, Mathematics, Science, and Social Studies
- **Security Barcode Verification Forms** (grouped together in Box 1)
- **Communication Arts Materials**
Envelopes containing the Group Information Sheet (GIS) and Communication Arts test books are grouped by Examiner (i.e., envelopes from Examiner #1, followed by envelopes from Examiner #2, etc.).
- **Mathematics Materials**
Envelopes containing the GIS and Mathematics test books are grouped by Examiner (refer to the above grouping of the Communication Arts materials).
- **Science Materials**
Envelopes containing the GIS and Science test books are grouped by Examiner (refer to the above grouping of the Communication Arts materials).
- **Social Studies Materials**
Envelopes containing the GIS and Social Studies test books are grouped by Examiner (refer to the above grouping of the Communication Arts materials).

3 PACKAGE UNUSED TEST BOOKS

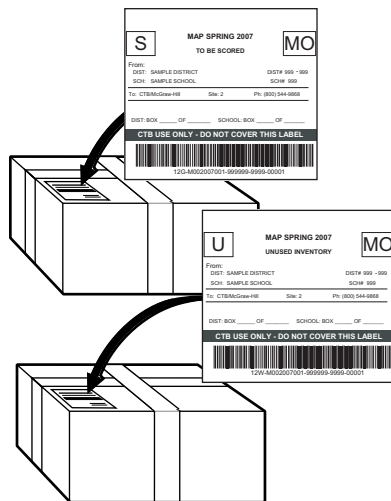
Pack all **unused** test books in their own box, separate from the used test books. (Include the used **and** unused Large Print and Braille editions with the unused test books.)

DO NOT INCLUDE SCORABLE TEST BOOKS IN THE SAME BOX WITH UNUSED TEST BOOKS. Unused test books are processed separately from scorable books. Inclusion of scorable materials in an Unused Books box can delay scoring and reporting.

4 ADD PACKING MATERIAL

Add enough packing material to hold the documents securely in place during transit. Damaged books may not scan properly, resulting in delayed release of testing results. Then seal each box tightly with packing tape.

5 AFFIX SHIPPING LABELS



- Affix the green shipping label on the boxes containing scorable testing materials.
- Affix the white shipping label on the boxes containing unused testing materials.
- **Number each set of boxes separately for each color-coded shipping label** (e.g., “1 of X,” “2 of X,” etc., for the green shipping labels and “1 of X,” “2 of X,” etc., for the white shipping labels).
- Complete all of the information requested on the labels.
- Return shipping labels are scannable and cannot be photocopied. **Green labels and white labels are NOT interchangeable.** If you need more return shipping labels of either color, contact CTB customer service.

6 SCHEDULE TESTING MATERIAL PICKUP ONLINE

It will be your responsibility to schedule the pickup of your MAP testing materials using the online process. Please schedule your pickup no later than **April 18, 2007, for Early-Return Testing** materials and no later than **April 30, 2007, for Regular-Return Testing** materials. It is imperative that you schedule your pickup by the due dates to facilitate processing of test materials in preparation for report production.

Test materials must be returned via CTB's Online Transportation System in order to ensure secure tracking of material. No third-party carriers may be used without prior approval.

Materials should be returned in a single shipment unless prior arrangements have been made.

Instructions for scheduling the pickup of MAP testing materials:

- 1) Using any web browser for the Internet, go to www.ctb.com. The MAP pickup website is scheduled to be active on March 26, 2007.
- 2) At LOG IN, enter your User ID and Password.
- 3) Click on the link "MAP 2007 Test Materials Pickup."
- 4) Click on "MAP Spring 2007 Administration."
- 5) Click on "Go to Pickups."
- 6) Review all of the site information. Update any information that is not correct. Please be sure that the email address listed is correct, as it will be used to confirm your arrangements.
- 7) Enter the number of boxes by label color in the fields provided. You must enter a "zero" if you have no boxes of a particular label color. The entry for each label color **must** reflect the **exact** number of boxes that you have packaged, sealed, and labeled.
- 8) You may enter any comments about the shipment and/or pickup instructions in the "Comments" section.
- 9) When your entry is complete, click on "Submit."

You will receive an initial email confirming receipt of the pickup order and a second email that will inform you of the exact arrangements (carrier, documentation procedures, date of pickup, etc.). This second email, which you should receive approximately 24 hours after submitting your order, is **extremely important** as it will provide you with specific procedures for your pickup. It is critical that you read and follow the instructions carefully. Some carriers have their drivers bring the shipping documentation with them, whereas others email the documentation for you to print and have on hand on the pickup date.

If you need assistance scheduling the pickup of your materials, please call the MAP Service Line at 1-800-544-9868.



7 QUESTIONS

If you have any questions regarding the return procedures described in this manual, please call the MAP Service Line at 1-800-544-9868.

Glossary

Contaminated Test Books

A test book is considered *contaminated* if it cannot be returned for scanning due to: a.) a student health issue that affects the test book itself (blood, fluids, etc.); or b.) contact with any potentially hazardous material. If a test book is contaminated, the Examiner should notify the STC. Contaminated test books should not be returned to CTB/McGraw-Hill. They must be securely destroyed at the test site. In the event that a replacement copy of a contaminated test book is necessary, only the DTC should submit an explanatory letter to CTB/McGraw Hill. (See page 17.)

Content-Area Label

There are five content-area labels which include Communication Arts, Mathematics, Science, Social Studies, and Unused Books. The Communication Arts, Mathematics, Science, and Social Studies labels are placed on the front of the large white envelopes to identify the contents of the envelopes. The Unused Books labels are placed on the outside of the unused test books boxes.

Department of Elementary and Secondary Education (DESE)

The Assessment Section of the Missouri Department of Elementary and Secondary Education can be reached at 1-800-845-3545.

District Test Coordinator (DTC)

The District Test Coordinator receives, checks, distributes, collects, assembles, and ships district testing materials.

Early-Return Testing

Schools participating in Early-Return Testing will be notified by the Missouri Department of Elementary and Secondary Education. See “State Scaling Sample” on page 45. To arrange return shipment of Early-Return Testing materials, please schedule your pickup no later than April 18, 2007. For information on how to contact CTB/McGraw-Hill, see “Schedule Testing Material Pickup Online” in Step 9 of this manual.

Examiner’s Manual

Each *Examiner’s Manual* provides specific test administration instructions for a specific grade level for Communication Arts and Mathematics and for a specific content area for Science and Social Studies. *Examiner’s Manuals* are included with the shipment of test books. ***Examiner’s Manuals are updated annually, so it is important for all Examiners to read the manual each year.***

Group Information Sheet (GIS)

The GIS provides CTB/McGraw-Hill with testing-group data that will appear on your reports. One GIS is supplied for each school, teacher, and content area.

Homebound Students

Homebound students may be tested at home or at school depending on their disabilities and the discretion of the district. Examiners of homebound students should receive training in the administration of the MAP. Examiners are responsible for ensuring the security of testing materials between testing sessions and for returning testing materials to the School Test Coordinator.

Homeschooled Students Homeschooled students may take part in the MAP at the local district’s discretion. Homeschooled students participating in the MAP must take the MAP tests at the local school. (See page 5 in this manual.)

Homeschool test books are handled differently from regular test books. Please perform the following tasks to ensure proper processing of homeschooled students:

- Each homeschooled student must be entered on his or her own GIS
- On GIS, Teacher = “HOMESCHOOLED”
- Enter “2” in column V of the GIS
- Homeschooled students are not in the MOSIS pre-code system; therefore, they do not have student barcode labels. On the SIS found on the inside front cover of the test book, the “Resident Code” section does not need to be completed for homeschooled students.

Large Print and Braille Versions of the MAP tests produced to meet the accommodation needs of visually impaired students.

Large White Envelopes Large white envelopes are provided to each Examiner. After testing, each testing group’s materials should be organized according to the directions in Step 8 of the *Examiner’s Manual* and placed in the large white envelopes for return to CTB/McGraw-Hill.

Level Not Determined (LND) This designation is for students who did not receive a MAP score for any one of the following reasons:

- (a) A test book was completed in ink. Answers written in ink cannot be scanned or scored.
- (b) An SIS, located on the inside front cover of the test book, was returned to CTB/McGraw-Hill with a blank test book (or no test book).
- (c) A student did not attempt any items in one or more sessions of the MAP. A valid attempt must be made on all sessions of the test.
- (d) A student took the MAP-Alternate, and the MAP-Alternate bubble was filled in on the SIS. DESE will remove such students from LND if a matching MAP-A Assessment has received a score.
- (e) A student’s test was invalidated. This is done only when the student has cheated and is recorded under “Teacher Invalidation” on the SIS on the inside front cover of the test book.
- (f) **For Communication Arts only:** A student was designated as an English Language Learner (ELL) student in the United States twelve months or fewer. DESE will remove such students from LND for accountability purposes.
- (g) Oral accommodation on any part of the Communication Arts test will invalidate the test.
- (h) Paraphrasing on any MAP test will invalidate the test.

Manipulatives	Punch-out items such as rulers, protractors, and other objects are provided for Mathematics (all grades) and Science (Grades 3 and 10 only). The Large Print and Braille versions are shipped with the individual Large Print and Braille tests. The Large Print and Braille manipulatives may be used or the equivalent classroom version may be used with students taking the Large Print or Braille version of the test.
Missouri Assessment Program Service Line	Questions regarding the Spring 2007 testing administration of the MAP can be answered by calling 1-800-544-9868, 7:30 A.M.–6:30 P.M. (CT).
No. 2 Pencil	Ensure that all students use a non-mechanical No. 2 pencil. MAP assessments are scored electronically. If a student uses ink to mark the test, the student will not receive a MAP score because ink cannot be imaged.
Pre-coded	“Pre-coded” refers to machine-scannable barcode labels or bubbles that are filled in mechanically by CTB/McGraw-Hill.
Reference Sheet	The document containing formulas for student use on the Grade 8 and Grade 10 mathematics tests.
Regular-Return Testing	To arrange return shipment of Regular-Return Testing materials, please schedule your pickup no later than April 30, 2007. For information on how to contact CTB/McGraw-Hill, see “Schedule Testing Material Pickup Online” in Step 9 of this manual.
School/Group List	The School/Group List is CTB/McGraw-Hill’s way of double-checking that all testing materials have been received.
School Test Coordinator (STC)	The School Test Coordinator distributes testing materials to Examiners, collects and checks materials, and forwards them to the DTC for shipping.
Security Barcode	All MAP test books carry a unique security barcode on the front cover in the lower right-hand corner directly above “Spring 2007.” The barcode is used to number each test book consecutively and to track test books shipped to the districts.
Security Barcode Verification Form	The Security Barcode Verification Form is used for the purpose of tracking the test books to ensure a 100% rate of return and/or accountability.
Security Barcode Verification Form Instructions	The Security Barcode Verification Form Instructions provide directions and guidelines to the District Test Coordinator and School Test Coordinator regarding the use of the Security Barcode Verification Form. These Instructions are now located in the <i>Examiner’s Manual</i> (Step 3) and the <i>Test Coordinator’s Manual</i> (pages 14–16).
Shipping Labels	Color-coded shipping labels are provided with the Test Coordinator’s Packet.
State Scaling Sample	The state scaling sample is developed from the data collected from the Early-Return Testing results. It is used to calibrate items and create the Missouri scale, which is in turn used to score the test books. See “Early-Return Testing” on page 43.

Student Barcode Label	The student barcode label is a pre-coded barcode label that contains a student’s identification and demographic information. These labels are provided only if the district submitted a pre-code file to DESE via the MOSIS pre-code system. If the district did not submit a pre-code file, the SIS on the inside front cover of the test book must be completed. (See pages 10–11 for additional information.) For security reasons, not all of the information a district provides in its precode file displays on the printed barcode label.
Student Information Sheet (SIS)	The SIS is located on the inside front cover of each student test book. This sheet captures demographic information about each student.
Test Coordinator’s Manual	This <i>Test Coordinator’s Manual</i> describes both the DTC’s and the STC’s roles in the MAP test administration.
Testing Group	When an Examiner administers the MAP to a group of students, that group is considered a testing group. A Group Information Sheet (GIS) must be completed for each teacher, grade, and content area. For data analysis purposes, reports will reflect testing-group information as indicated on the GIS by the local district. In addition, School Test Coordinators need to ensure that every GIS completed for their school has an entry on the School/Group List. (See “Complete the School/Group List” on page 34.)
Valid Attempt	<p>A valid attempt is the minimum effort required to receive a reportable MAP score.</p> <p>2-session tests (Mathematics, Grades 3–8, 10; Communication Arts, Grades 4, 5, 6, 8)</p> <ul style="list-style-type: none"> • One item answered in Session 1 • For Mathematics, five items answered or one item correct in Part 1 of Session 2, the national normed section of the test • For Communication Arts, five items answered or one item correct in the national normed Reading sections of Part 1 and/or Part 3 of Session 2 (For specific items that constitute these sections within Parts 1 and 3, please see the table on page 47.) <p>3-session tests (Communication Arts, Grades 3, 7, 11; Science, Grades 3, 7, 10; Social Studies, Grades 4, 8, 11)</p> <ul style="list-style-type: none"> • One item answered in Session 1 • One item answered in Session 2 • Science and Social Studies (Do not select embedded Field Test items. Contact your District Test Coordinator for a list of embedded Field Test items. For more information regarding valid attempt, see “Level Not Determined” on Page 44.), five items answered or one item correct in Session 3, the national normed section of the test

- For Communication Arts, five items answered or one item correct in the national normed Reading sections of Part 1 and/or Part 3 of Session 3 (For specific items that constitute these sections within Parts 1 and 3, please see table below.)

**National Normed Reading Sections
MAP Operational 2007 Communication Arts—Parts 1 and 3**

Grade	Session	PART 1 Items used in valid attempt determination	PART 3 Items used in valid attempt determination
3	3	1–10, 14–19	25–30, 34–41
4	2	1–14, 17, 18	22–34, 37–42
5	2	1–16	19–23, 30–40
6	2	1–10, 13–16	20–36
7	3	1–18	21–25, 32–41
8	2	1–19	22–31, 37–41
11	3	1–18	23–27, 31–41

