

Instructions for Preparing and Shipping Machine-Scorable Answer Documents

TO THE SUPERVISOR OF THE TESTING PROGRAM

To ensure that the completed answer documents arrive in good condition at Pearson Scoring Center in Austin, Texas, please organize and package your documents according to the instructions below. Also, be sure to include an NNAT2 Order for Scoring Services (OSS) form in box 1 of the shipment. To download and print an NNAT2 OSS form, please go to <http://oss.nnat2.com>.

Inspecting the Completed Answer Documents

Before returning the test materials, inspect each document carefully, paying particular attention to the following points:

- Check answer documents that require identification of the test level. It is essential that the appropriate circle is completely darkened.
- Inspect all answer documents for improper marks. Darken all light marks with a soft (No. 2) black lead pencil, and make sure all erasures are complete. Marks made with ballpoint pen, felt tip pen, or hard or colored pencils cannot be properly scored.
- Be sure that only one circle is marked in each alphabetic column on the NAME GRID.
- Check to see that the DATE OF BIRTH section is complete and accurate. Proper coding in this section is absolutely essential to the reporting of age-based scores.
- All other demographic fields (e.g. Student Number, Other Information, Gender, Ethnicity, Special Services, etc.) should be gridded only if the school or district has elected to use any of these features. If any are used, be sure the codes are completely darkened.

Organizing the Answer Documents

- A Scoring Service Identification Sheet is used to identify the Basic Reporting Unit (BRU); therefore, a Scoring Service Identification Sheet must be completed and placed on top of the documents for each BRU. **NOTE:** If teacher/class level reports are desired, then the documents must be organized by class within grade in school.
 - Answer documents of different levels may be mixed in a Basic Reporting Unit.
 - Grades may **not** be mixed within a Basic Reporting Unit.

NOTE: The answer documents need not be alphabetized within the Basic Reporting Units.
- **ORGANIZATION BY CLASS WITHIN GRADE IN SCHOOL:** Complete SIDE 1 and SIDE 2 of the Scoring Service Identification Sheet.

SIDE 1:

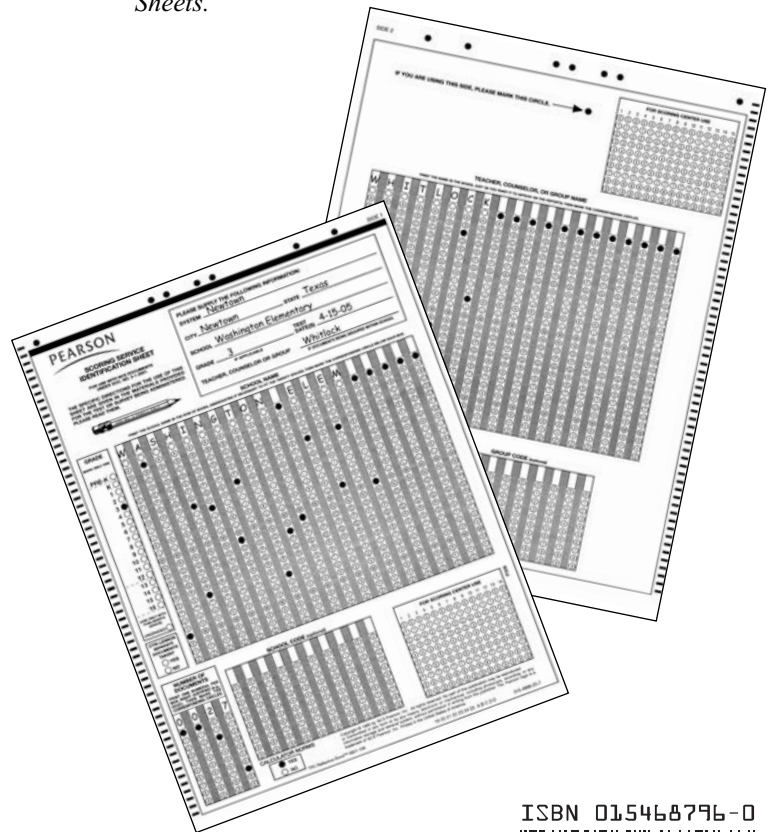
- Enter the information in the upper right corner.
- Enter and grid the Grade.
- Enter and grid the School Name. Enter and grid the School Code only if instructed to do so locally.

- Enter and grid the Number of Documents. **NOTE:** The “Number of Documents” **must** reflect the exact number of answer documents behind the Scoring Service Identification Sheet.

SIDE 2:

- Completely darken the circle at the top of the page.
- Enter and grid the Group Name. The Group Code section should be gridded only if instructed to do so locally.
- **ORGANIZATION BY GRADE IN SCHOOL:** Complete only SIDE 1 of the Scoring Service Identification Sheet following the instructions for completing SIDE 1 above.

REMEMBER: For each building, the School Name must be entered and gridded uniformly on all Identification Sheets.



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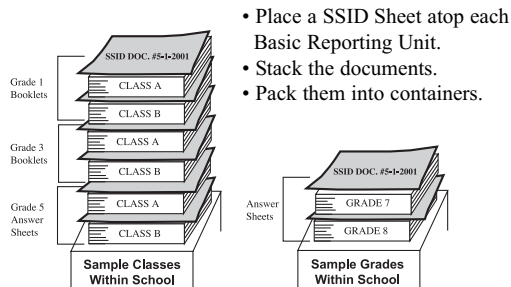
Stacking the Answer Documents

○ BASIC REPORTING UNIT BY CLASS

- Arrange the class stacks into grade stacks keeping the Scoring Service Identification Sheet in place for each class.
- Arrange the stacks so that the answer document page containing the Name Grid is facing up and the margin containing the black horizontal bars is on the left.
- Next, organize these grade stacks into a school stack so that the lowest grade for the school is at the top of the stack.

○ BASIC REPORTING UNIT BY GRADE

- Place the grade stacks in order so that the lowest grade for the school is on top of the stack keeping the Scoring Service Identification Sheets in place for each grade.
- Arrange the stacks so that the answer document page with the Name Grid is facing up and the margin containing the black horizontal bars is on the left.



Packing the Answer Documents

- Pack the answer documents in the same order — by school across grades — as you arranged them according to the instructions listed above. You must list them in the same order on the NNAT2 Order for Scoring Services form.

NOTE: *If more than one school is involved in the testing program, the organized documents for each school should be collected for one shipment from a central office.*

- Place the documents in very sturdy cartons to protect them in transit. Answer documents for each Basic Reporting Unit may be loosely banded with paper strips to keep them intact. Please do **not** use rubber bands.

Shipping the Answer Documents

- Include the completed *Naglieri Nonverbal Ability Test*® – Second Edition ORDER FOR SCORING SERVICES (OSS) form in the FIRST box of your shipment. Please go to <http://oss.nnat2.com> to download and print the NNAT2 OSS.
- Fill any empty spaces in the box(es) with paper to keep the documents from shifting during shipment.
- Seal the box(es) with reinforced tape.
- Affix a Mailing Label (these were provided in your scoring materials packet) to each box. Be sure to enter the following information on each label used:

- If one box suffices, label it “Box 1 of 1.”

- If multiple boxes are needed, label them serially. For example, a shipment of four boxes would be labeled “Box 1 of 4,” “Box 2 of 4,” and so on. (Space is provided for this information.)
- Write a return address in the space provided on each label.
- If you do not have Mailing Labels, be sure to write the information described in the previous section on each box in your shipment. In addition, you must write the shipping address listed below:

Pearson
Central Scoring Services
905 W. Howard Lane
Austin, TX 78753

- Send your shipment by the method most consistent with your desire for prompt service and within your postage budget. Completed answer documents can be sent via Special Fourth-Class Rate Objective Test Materials; however, we **STRONGLY RECOMMEND AGAINST IT** as delivery is typically very slow and multiple carton shipments often become separated in transit. Some recommended methods for shipping include:
 - Single-carton shipments: UPS, Air Freight, Federal Express, UPS Blue Label (2nd day) and UPS Red Label (overnight).
 - Multiple-carton shipments: UPS, Air Freight, UPS Blue Label, and Federal Express.

SPECIAL NOTES AND SUGGESTIONS

- ◆ Be sure your answer documents are in good condition (no staples or bent corners). Use paper bands to group documents.
- ◆ Be sure the “Number of Documents” recorded on each Scoring Service Identification Sheet is accurate and matches the number of documents specified for each grade and school on the OSS.
- ◆ Assemble and package your answer documents in the same order as they are listed on the OSS.
- ◆ Place the OSS as the top item in Box 1 of your shipment. Remember to go to <http://oss.nnat2.com> to download and print a copy of the NNAT2 OSS form.
- ◆ Complete the pre-addressed mailing label or envelope. Fill any empty space in the boxes with paper.
- ◆ Hold your shipment until all make-up testing is completed.
- ◆ Send purchase orders covering our scoring services to

Pearson
Revenue Accounting
19500 Bulverde Road
San Antonio, TX 78259-3701

- ◆ If you have any questions about organizing your answer documents, completing any of the required forms, shipping the boxes, or about any other aspect of our scoring services, call our Customer Service at 1-800-328-5999.