

Instructions for Preparing and Shipping Machine-Scorable Answer Documents for Scoring and Reporting

To the Supervisor of the Testing Program

The person in charge of the testing program is responsible for ensuring that the completed answer documents arrive at Pearson Scoring Center in Austin, Texas, properly organized and in good condition. The following directions will assist you in this task. They include instructions for inspecting, organizing, stacking/packing, and shipping your documents.

I. Inspecting the Completed Answer Documents

The machine used to score the answer documents is capable of nearly 100% accuracy. To ensure such accuracy, the answer documents must be properly completed and in good physical condition. Before returning the test materials, inspect each document carefully, paying particular attention to the following points:

- A. Check answer documents that require gridding a circle to identify level. It is essential that the appropriate circle is completely darkened because this information tells the computer which key and table to use for scoring and reporting.
- B. Inspect all answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt tip pen, or hard or colored pencils cannot be properly scored. Darken all light marks with a soft (No. 2) black lead pencil. Also check to make sure all erasures are complete.
- C. Be sure that only one circle is marked in each alphabetic column on the NAME GRID.
- D. Check to see that the DATE OF BIRTH section is complete and accurate. The proper coding of this section is absolutely essential to the reporting of age-referenced scores.
- E. The STUDENT NUMBER and OTHER INFORMATION fields should be gridded only if the school or district has elected to use either of these features. If either is used, be sure the codes are completely darkened and that only one circle is gridded in each column used.
- F. The FOR TEACHER USE ONLY section should be gridded only if the school or district has elected to use this feature. To complete this section, you must follow the instructions in the Directions for Administering.

II. Organizing the Answer Documents

- A. A Scoring Service Identification Sheet (#5-1-2001) must be completed and placed on top of the documents from each class (or grade if organizing by grade). The placement of this document identifies the Basic Reporting Unit, establishing the groupings of the reports.

1. Answer documents of different levels and forms may be mixed in a Basic Reporting Unit.
2. Grades may *not* be mixed within a Basic Reporting Unit.

NOTE: The answer documents need not be alphabetized within the Basic Reporting Units because the computer will arrange the students' records into the proper sequence for reporting.

- B. Organize the answer documents, either BY CLASS within grade in each school or BY GRADE for each school.
 1. **ORGANIZATION BY CLASS WITHIN GRADE IN SCHOOL:** Complete SIDE 1 and SIDE 2 of the Scoring Service Identification Sheet (#5-1-2001).
 - a. On SIDE 1, enter the information in the upper right corner. Enter and grid the Grade, School Name, and Number of Documents.
 - b. On SIDE 2, completely darken the circle at the top of the page. Enter and grid the Group Name. The School Code and Group Code sections should be gridded only according to local instructions.
 2. **ORGANIZATION BY GRADE IN SCHOOL:** If you have organized the documents by grade in school, complete only SIDE 1 of the Scoring Service Identification Sheet (#5-1-2001). Enter the information in the upper right corner and grid the School Name, Grade, and Number of Documents. The School Code section should be entered according to local instructions.
- C. The "Number of Documents" gridded must reflect the number of answer documents behind the Identification Sheet.

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

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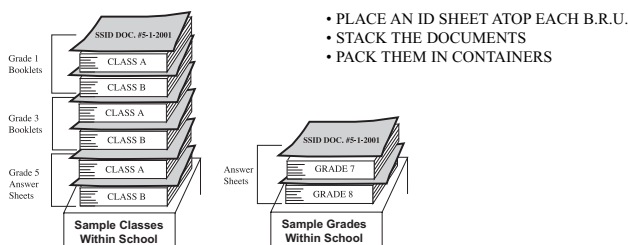
III. Stacking the Answer Documents

- A. If the Basic Reporting Unit (BRU) is by CLASS, arrange the class stacks into grade stacks. Keep the Identification Sheet in place for each class. Arrange the answer documents within stacks so that the page with 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.

- B. If the Basic Reporting Unit is by GRADE, place the grade stacks in order so that the lowest grade for the school is on top of the stack. Keep the Identification Sheets in place for each grade. Arrange the answer documents within stacks so that the page with the Name Grid is facing up and the margin containing the black horizontal bars is on the left.

NOTE: For additional help, refer to the illustration below.



IV. Packing the Answer Documents

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. Summary reports for the district cannot be provided unless all schools' documents are sent as one shipment and listed as part of a single Order for Scoring Services.

- A. Pack the answer documents in the same order — by school across grades — as you arranged them according to the instructions in Part III. You must list them in the same order on the Order for Scoring Services form.
- B. 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. Do **not** use rubber bands.

V. Shipping the Answer Documents

- A. Make copies of the completed OSS for your records. Include the completed OLSAT ORDER FOR SCORING SERVICES form in the first box of your shipment.
- B. Fill any empty spaces in the box(es) with paper to keep the documents from shifting during shipment.
- C. Seal the box(es) with reinforced tape.
- D. 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:
1. If one box suffices, label it "Box 1 of 1."
 2. 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.)

3. Write a return address in the space provided on each label.
- E. If you do not have Mailing Labels, be sure to write the information described in Section D 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

- F. Send your shipment by the method most consistent with your desire for prompt service and with your postage budget. Although completed answer documents can be sent via Special Fourth Class Rate Objective Test Materials, we **STRONGLY RECOMMEND AGAINST IT**. The delivery is typically very slow, and multiple carton shipments often become separated from one another in transit.

1. Some recommended methods for shipping include:
 - a. Single-carton shipments: UPS, Air Freight, Federal Express, UPS Blue Label (2nd day), UPS Red Label (overnight), and US Express Mail.
 - b. Multiple-carton shipments: UPS, Air Freight, UPS Blue Label, and Federal Express.
2. You will save time and money if you determine and use the transportation method that best serves your location.
3. Properly packed and shipped answer documents normally arrive in a single shipment and in good condition. This expedites the scoring and reporting process.

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 gridded and is accurate.
- Be sure the number of documents for each school and grade you have specified on the OSS equals the number of documents you are returning for each grade and school.
- Verify that you have completed all choices for each scoring service that you are ordering.
- Assemble your answer documents in the same order that you have listed them on your OSS.
- Package the documents in the same order that they are listed on the OSS. Place the OSS as the top item in Box 1 of your shipment.
- Complete the pre-addressed label or envelope. Fill any empty space in the boxes with paper.
- Hold your shipment until any 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 Pearson Education Assessment Service Team at 1-800-328-5999.