

INSTRUCTIONS FOR PREPARING AND SHIPPING MACHINE-SCORABLE 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 Central Scoring Services 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.

Thank you for your careful attention to detail so that we may process your scoring order in a timely manner.

X Inspecting the Completed 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:

- Check answer documents that require gridding a bubble to identify level. It is particularly important for the appropriate bubble to be completely darkened because this information tells the computer which key and table to use for scoring and reporting.
- 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 pencil will not be properly scored. Darken all light marks with a soft (No. 2) black lead pencil. Also check to make sure all erasures are complete.
- Be sure that only one bubble is marked in each alphabetic column on the NAME GRID. If the column does not contain a letter, the empty circle at the top of the column should be gridded.
- Check to see that the DATE OF BIRTH section is complete and accurate. This is particularly important when testing with the *Otis-Lennon School Ability Test*[®], Eighth Edition (OLSAT[®]8) because age-based derived scores cannot be determined without exact birth dates.
- The STUDENT NUMBER and OTHER INFORMATION fields should be gridded only if the school or district has elected to use these features. (See Exhibit A on page 4.) If used, be sure the codes are completely darkened and that only one circle is gridded in each column used.
- The FOR TEACHER USE ONLY section should be gridded only if the school or district has elected to use this feature: (See Exhibit A on page 4.) To complete this section you must follow the instructions in the Directions for Administering.

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X Organizing the Answer Documents

Scoring Service Identification Sheet

- 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.
- Stanford 10 answer documents of different levels may be mixed in a Basic Reporting unit.
- Grades may **not** be mixed within a Basic Reporting Unit.
- Stanford 10 full-length and abbreviated may **not** be mixed within a grade, or within a Basic Reporting Unit.
- If OLSAT[®]8 was administered in a separate booklet, mark “Yes” in the section titled “Otis-Lennon Separate Documents Taken?” and place the OLSAT[®]8 booklets on top of the Stanford 10 booklets for each Basic Reporting Unit.

NOTE: For answer folders, OLSAT[®]8 and Stanford 10 responses are on the same document.

- If you are testing *Otis-Lennon School Ability Test[®]*, Eighth (OLSAT[®]8) stand alone (without Stanford 10) you must send the OLSAT[®]8 documents in a separate shipment with an OLSAT[®]8 Order for Scoring Services.
- Organize the answer documents either by CLASS within grade in each school or by GRADE for each school.

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

Organization by Class Within Grade in School

Complete SIDE 1 and SIDE 2 of the Scoring Service Identification Sheet (SSID sheet).

SIDE 1

- Write the information in the upper-right corner.
- Enter and grid the Grade, School Name, and Number of Documents.
- Write and grid the School Name uniformly on all SSID sheets for each building.
- The entry in "Number of Documents" must reflect the total number of answer documents behind the SSID sheet.

NOTE: If the gridded entry does not match the number of documents behind the SSID sheet, an alert will be generated and processing of your order will be delayed until the alert is resolved.

EXCLUDED GROUPS
To exclude a group of students behind the SSID Sheet, grid the Bubble 0 in Column 1 of the FOR SCORING CENTER USE section located on SIDE 1.

- Grid the School Code section only if local district instructions have been provided.

SIDE 2

- Completely darken the circle at the top of the page.
- Enter and grid Teacher, Counselor, or Group Name.
- Grid the Group Code section only according to local instructions.

Organization by Grade in School

If you have organized the answer documents by grade in school, complete only SIDE 1 of the Scoring Service Identification Sheet as described above.

Calculator Use

Calculator usage is an option for the Intermediate 1 through Advanced 2 Mathematics Problem Solving subtest and TASK 1, 2, and 3 Mathematics subtest. We conducted a special study investigating the possible effects of calculator use on student performance. It was concluded that the observed differences between calculator users and non-calculator users data did not warrant the development of separate conversion tables. Therefore, there will be no designation of “Calculator Use” on score reports.

X Stacking the Answer Documents

If the Basic Reporting Unit is by CLASS:

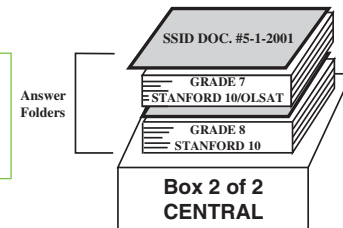
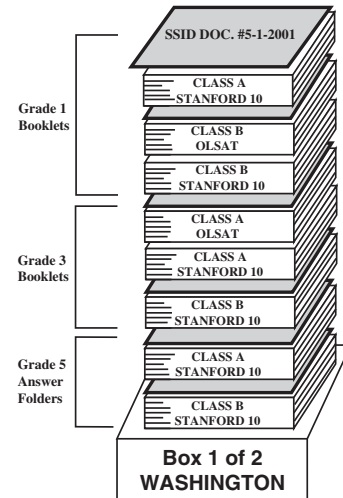
- Arrange the answer documents within class stacks so that the page with the NAME GRID is facing up and the margin with the black horizontal bars is on the left.
- Place the Scoring Service Identification Sheet for each class on top of each class stack.
- Arrange the class stacks into grade stacks.
- Organize these grade stacks into a school stack so that the lowest grade for the school is at the top of the stack.

If the Basic Reporting Unit is by GRADE:

- Arrange the answer documents within grade stacks so that the page with the NAME GRID is facing up and the margin with the black horizontal bars is on the left.
- Place the Scoring Service Identification Sheet for each grade on top of each grade stack.
- Place the grade stacks in order so that the lowest grade for the school is on top of the stack.

For additional help, refer to the illustration to the right.

- Place an SSID Sheet atop each Basic Reporting Unit.
- Stack the documents.
- Pack them into boxes in grade order with the highest grade in the bottom of the box.



X Packing the Answer Documents

- Pack the answer documents in the same order as you arranged them according to the instructions described in Stacking the Answer Documents.
- You must list them in the same order on the Order for Scoring Services form.
- Place the answer documents in very sturdy boxes/cartons to protect them in transit.

X Shipping the Answer Documents

- Place your completed Stanford 10 Order for Scoring Services (OSS) form at the top of the first box of your shipment.
- Fill any empty spaces in the box(es) with crushed paper to keep the answer documents from shifting during shipment. Please do not use packing materials such as “foam peanuts” or “popcorn” as filler.
- Seal the box(es) with reinforced tape.
- For a small order you may use the envelopes provided, or affix a Mailing Label (these are 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 “Package 1 of 1.” (Space is provided for this information.)
 - If multiple boxes are needed, label them serially. For example, a shipment of four boxes would be labeled “Package 1 of 4,” “Package 2 of 4,” etc.
 - Write your district’s return address in the space provided on each label.
 - Write the name of the test you are sending, e.g., Stanford 10 or Stanford 10/OLSAT8.
 - If you do not have the pre-printed mailing labels, be sure to write this shipping address clearly on each box in your shipment: →
- Send your shipment by the method most consistent with your desire for prompt service and with your shipping budget. You will save time and money if you determine and use the transportation method that best serves your location.

Pearson Scoring Center
905 West Howard
Austin, TX 78753

Suggested Shipping Methods

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

Shipment by Special Fourth Class Rate Objective Test Materials and First Class Mail are **not recommended methods because they are not traceable.**

X Special Notes and Suggestions

- See our current Education catalog for scoring service prices and minimum charge.
- Hold your shipment until any make-up testing is completed so that you can ship all documents at one time. The minimum charge may make sending a new order for a small number of booklets rather costly.

Send the Purchase Order (P.O.) for scoring services to:

**Pearson
Revenue Accounting
1950 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, contact your local **Educational Consultant**, or call our **Customer Service** at **1-800-328-5999 (press prompt #2)**.

STUDENT NUMBER
If a student number is being used, it should be written and gridded in the STUDENT NUMBER grid (right justified).

The form is divided into several sections:

- 1. STUDENT NAME:** Fields for LAST NAME, FIRST NAME, MI, SCHOOL, and SCHOOL DISTRICT.
- 2. DATE OF BIRTH:** Grid for month, day, and year.
- 3. GENDER:** Radio buttons for Female and Male.
- 4. RACE/ETHNICITY:** Radio buttons for various categories like AAPI, A. Island, BAA, etc.
- 5. GRADE:** Radio buttons for grades K through 12.
- 6. STUDENT NUMBER:** A grid for entering the student number, with an example of 0000327941.
- 7. OTHER INFORMATION:** A grid for entering other information, with an example of 3.
- 8. FOR TEACHER USE ONLY:** Includes SPECIAL SERVICES, SPECIAL CONDITIONS, ENGLISH PROFICIENCY STATUS, and EC STATUS.
- 9. PRE-IDENTIFICATION LABEL:** A rectangular label at the bottom with a barcode and fields for LASTNAME, FIRSTNAME, SEX, DOB, GRADE, TOHR NAME, SAMPLE ELEMENTARY, and SAMPLE DISTRICT.

OTHER INFORMATION
In this example, a "3" would print for "Other Information" on various student reports.

PRE-IDENTIFICATION
Pre-Identification labels (if used) should be placed in the rectangular box as shown.

EXHIBIT A