



COMPLETE BATTERY
Instructions for Preparing and Shipping
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 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.

I. Inspecting the Completed Answer Documents

A. MULTIPLE CHOICE

The machine used to score the answer documents is capable of nearly 100% accuracy. To ensure such accuracy, the 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:

1. Check the multiple-choice answer documents that require gridding a circle to identify level or form. It is essential that the appropriate circle(s) are completely darkened because this information tells the computer which key and table to use for scoring and reporting.
2. 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.
3. Be sure that only one circle is marked in each alphabetic column on the Name Grid.
4. 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.

B. FREE RESPONSE

If you are also administering the free-response test booklets, the back cover must have the following demographic information completed in the write-in box: student name, teacher name, school and district names, gender, grade, and date of birth.

NOTE: If you are sending both multiple-choice answer documents and free-response test booklets for central scoring, be sure a student linking bar code label is placed in the appropriate area on each student's multiple-choice answer document and free-response test booklet.

II. Organizing the Answer Documents

- A. If you administered the free-response test booklet, place each student's *Stanford Diagnostic Mathematics Test* multiple-choice answer document on top of his/her free-response test booklet.

- B. 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. Test booklets of different levels and forms may be mixed in a Basic Reporting Unit. However, multiple-choice answer documents and free-response test booklets of different levels and forms may **not** be mixed for individual students.
2. Grades may **not** be mixed within a Basic Reporting Unit.

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

- C. 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.

NOTE: 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 (multiple-choice test booklets only). The School Code section should be entered according to local instructions.

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- D. The Number of Documents gridded must reflect the number of **machine-scorable multiple choice** answer documents behind the Identification Sheet.

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

III. Stacking the Answer Documents

NOTE: Arrange the multiple-choice answer documents within stacks so the page with the Name Grid is facing up and the margin containing the black horizontal bars is on the left. If free-response test booklets are administered, place each student's free-response test booklet, with the demographic information page facing up, under his/her multiple-choice document.

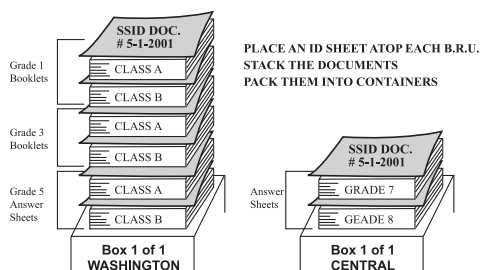
- A. If the Basic Reporting Unit is by CLASS, arrange the stacks into grade stacks. Keep the Identification Sheet in place for each class.

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.

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

| | |
|---|--|
| ASSEMBLY FOR GRADES 1, 3 & 5 STUDENT 1 | ASSEMBLY FOR GRADES 7 & 8 STUDENT 1 |
| Multiple-Choice Test Booklet | Multiple-Choice Answer Sheet |
| Free-Response Test Booklet* | Free-Response Test Booklet* |
| STUDENTS 2, 3, etc. | STUDENTS 2, 3, etc. |
| Multiple-Choice Test Booklet | Multiple-Choice Answer Sheet |
| Free-Response Test Booklet* | Free-Response Test Booklet* |
| *If administered | *If administered |



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. Please do not use rubber bands.

V. Shipping the Answer Documents

- A. Include the completed SDMT4 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
905 W. Howard Lane
Austin, TX 78753

- F. Send your shipment by the method most consistent with your desire for prompt service and within your shipping budget. Shipping by Special Fourth Class Rate Objective Test Materials or First Class Mail are not recommended methods because they are not traceable.

1. Suggested Shipping Methods:
- 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. (Record the number of multiple-choice answer documents only, even if free-response test booklets were also administered.)
- Be sure the number of documents for each school and grade you have specified on the OSS equals the number of multiple-choice answer 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. 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 documents, completing any of the required forms, shipping the boxes, or about any other aspect of our scoring services, call our Scoring Center Hotline at 1-800-328-5999.