The New Online Answer Document Packing List and Spring 2019 STAAR Material Returns

March 14, 2019
Housekeeping

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  • In the Meeting Information icon at the top–left of the screen
  • In your registration email (messenger@webex.com)
• Dialing in for audio is recommended for best sound quality.
• All attendees’ lines have been muted due to the high number of participants.
• For questions or comments, use the “Q&A” function.
Objectives

Today’s session will cover the following topics:

• Online Answer Document Packing List (ADPL)
• Online ADPL Updates
• Completing the Paper Administration Process
• Scorable and Nonscorable Materials
• Identification Sheets
• Packing and Returning Materials
• Packing Errors
Online Answer Document Packing List (ADPL)
Online Answer Document Packing List (ADPL)

• Beginning with the December 2018 STAAR EOC administration, districts will no longer receive a paper ADPL in the shipment of test materials.

• The ADPL feature in the STAAR Assessment Management System allows districts and campuses to enter and submit counts of all answer documents being returned to ETS for scoring.
  • District users can view, update, and verify information for all of the campuses in the district.
  • Campus testing coordinators can view and update counts for only the campus to which they have access.

• Voided answer documents or counts of students that tested online should not be included in the ADPL counts being submitted.
Navigation

- **Orders > ADPL**
  - Select a test administration and organization.
  - Click **View ADPL**.
Campus Testing Coordinator Screens

- From the Campus Testing Coordinator ADPL screen:
  - Only the selected campus will be visible.
  - Only subjects for the selected administration will be displayed.
  - **Add alternate/home campus** will allow campus testing coordinators to enter counts for students testing at their campus from another “home” campus.
  - Click **Update** to save data entered.
  - **Submit** sends completed counts to the district testing coordinator for review.
  - A CSV file is available for download with counts entered online.
Campus Testing Coordinator Screens
Add Out-of-District (OOD) or Out-of School (OOS) Campus

• Entering counts for an alternate campus:
  
  • Click *Add alternate/home campus*.  
  • Begin typing the name or CDC code in the *Home Campus* field.  
  • Enter counts and click *Add alternate/home campus(es)*.  
  • Enter counts only for students who are testing at the campus and have answer documents to return for processing.
District Testing Coordinator Screens

• The District Testing Coordinator ADPL screen will include:
  • A list of all campuses within the district for which precoded answer documents were generated
  • Subjects for the selected administration only
  • District users can select *Update*, *Submit*, or *Verify*.
• The deadline for submission is the “District ship all scorable materials” date on the Calendar of Events at 11:59 p.m.
• Once counts have been verified, only a district-level user may “un-verify” counts prior to the ADPL deadline.
• A CSV file is available for download with counts entered online.
District Testing Coordinator Screens
District Testing Coordinator Screens
Update and Submit

- **Update** allows users to save entries and return later to edit.
- **Update** indicator is a green check with a dotted circle.
- **Submit** is used to indicate that entries are complete and no further updates are needed.
- **Submit** indicator is a white check in a green circle.
- **Un-Submit** is available only after submission and can be used to make changes prior to verification by the district testing coordinator.
Update, Submit, and Un-Submit
Verify

- *Verify* is only available to district testing coordinators and is used to lock final district counts.

- The district testing coordinator can *Un-verify* counts and make changes until the ADPL window is closed.
Online ADPL Updates
Online ADPL

• Enhancements will be available starting with the May 2019 STAAR administrations.
• New Upload feature for completing online ADPL
• Upload similar to upload for participation counts and student registration
• New ADPL Upload can be done from new *Upload* tab.
ADPL Upload

- **Orders > ADPL**
  - Select a test administration and organization.
  - Click **View ADPL**.
  - Select the **Upload** tab.
**ADPL Download**

- **Orders > ADPL > Upload**
- Select a test administration.
- Click *Download Spreadsheet Template*. 
ADPL Download

- Initial download lists all campuses that received precoded answer documents.
- The first 9 columns are pre-populated with the list of campuses that received precoded answer documents.
- “ADPL Status” messages
  - NOT_UPDATED
  - UPDATED
  - SUBMITTED
- “Verification Status” messages
  - NOT_VERIFIED
  - VERIFIED
ADPL Upload

- Download csv file
- All campuses that received precoded answer documents are listed.
- Counts should be entered under the “Counts” column.
- Updates to “ADPL Status” and “Verification Status” columns are not required.
- Districts can add unlisted campuses as additional rows.
  - Use the same format as the prefilled entries.
ADPL Upload

• Uploaded data will replace all existing data.

• Blanks will overwrite any values that may have been previously added in the system.

• Rows that are validated will be uploaded; rows that fail will receive an error message with details.

• Spreadsheet must be saved as a .csv file for upload.
View Scanned Counts

- **Orders > View ADPL Scans**

- Districts will be able to view the scanned counts for each of their campuses once ETS begins scanning scorable materials.

**NEW:** OOD and OOS scanned counts will be displayed in a separate column.
Completing the Paper Administration Process
Completing the Paper Administration Process

Prior to returning materials, test administrators must:

• Verify no answer documents were left inside test booklets
• Review students’ identification information
• Transcribe student information as needed using a No. 2 pencil
• Account for all test booklets and answer documents
Completing the Paper Administration Process

Test administrators must return the following materials to the campus testing coordinator:

- Answer documents to be scored or scanned
- Voided answer documents
- Unused answer documents
- Used and unused test booklets
- Typed or tape-recorded materials and hand-written responses on scratch paper
- All seating charts with start and stop times
Completing the Paper Administration Process

Campus testing coordinators should:

- Ensure that all materials have been returned by all test administrators at the campus
- Count materials and complete Class ID Sheets and/or Campus and Group ID Sheets
- Complete the online answer document packing list (ADPL) with all counts from the campus.
- Submit counts online and follow the district process for returning materials to the district testing coordinator
Scorable and Nonscorable Materials
Scorable Materials

- Scorable materials include the following:
  - All documents that require scanning
  - All precoded answer documents (including voided)
  - Non-precoded answer documents with **ANY** gridding or marking (including voided)
  - Transcribed and signed answer documents
- Every answer document with any score code gridded must be returned for scoring.
- All answer documents listed above will be scored, and results will be provided.
Nonscorable Materials

• Nonscorable materials include the following:
  • All test booklets
  • Unused/blank answer documents (no gridding or marking)
• Contaminated test booklets should be destroyed by districts but reported to ETS.
• Please check test booklets for possible answer documents that could be left inside!
Nonscorable Materials

- Nonscorable and unused materials are returned separately from scorables as noted on the Calendar of Events.
- Scratch paper, graph paper, or reference materials that students wrote on must be destroyed after testing.
- Test booklets are secure materials and must be returned.
- Test booklets do not need to be in numerical order.
- Seating charts must be retained locally for five years.
- When recording box counts, scorables and nonscorables should not be combined.
Identification Sheets
Identification Sheets

• Identification sheets are used to identify scorable documents returned for processing.

• Three types of identification sheets
  • Class Identification (ID) Sheet
  • Campus and Group ID Sheet
  • Voided Answer Document ID Sheet

• Scorable materials must be returned beneath the appropriate ID sheets.
Class ID Sheet

- Used to sort and count answer documents for reporting purposes
- Can be used to organize reports by test administrator, teacher, counselor, etc.
- Instructions on the reverse side
Class ID Sheet

- Do **NOT** secure stack with a gummed paper band.
Campus and Group ID Sheet

- Complete for each subject test at each campus.
- Reports and labels will be generated for all documents under each sheet.
- Do not include voided answer documents under a Campus and Group ID Sheet.
Campus and Group ID Sheet

- Secure stack with a gummed paper band.
Voided Answer Document ID Sheet

• Separate voided answer documents from those to be scored.
  • Mark “VOID” in large, bold letters on the front of the answer document.
  • Avoid marking any barcoded regions on the answer document.
  • Void unused precoded answer documents.
  • Face all answer documents the same direction.
  • Stack multi-page answer documents on top of single-page answer documents.
Voided Answer Document ID Sheet

- Secure stack with a gummed paper band.
Packing and Returning Materials
Packing Materials for Return

- Complete the online ADPL prior to packing materials into return boxes.
- Combine the stacks.
  - Voids should be on the bottom of a campus stack.
Reminders

• Return scorable materials in white boxes; do not use brown boxes.
• Sort answer documents by campus and each campus by subject.
• Do **NOT** combine administrations.
• Place voided answer documents at the bottom of the return box.
• Be sure to mark “VOID” on voided answer documents, avoiding barcoded regions.
• Apply gummed paper bands to each stack of voided answer documents and stack with a Campus and Group ID Sheet.
• Clearly mark the total box count on shipping labels.
Shipping Labels

- Blue: end-of-course (EOC)
- Green (scorable) and yellow (nonscorable): grades 4 and 7; and grades 3–8
- Red: grades 5 and 8 mathematics and reading; and grades 5 and 8 mathematics and reading retest
Returning Paper Test Materials

• After test materials are counted, labeled, and packed:
  • Call for UPS pick up (1-800-PICK-UPS).
  • For freight shipments, the carrier XPO Logistics will contact districts to schedule pick-up times.
Packing Errors
Packing Errors

- Do not place live answer documents under a void header.
  - Example 1
Packing Errors

• Do not place live answer documents under a void header.
  • Example 2

All answer documents were placed under void header (no campus header)
Packing Errors

• Be sure the correct label is used for the materials being returned.
Packing Errors

- Answer documents for students who did not receive a precoded answer document and are testing on paper must be hand-gridded.

- Be sure to include the student’s first and last name, PEIMS ID, and date-of-birth.
Packing Errors

• Do not make any markings on the track marks or barcoded regions.

In order to process, all marks must be erased.
Packing Errors

• Be sure to double check information.

This ID sheet needs to be replaced due to an invalid code.
Questions
Customer Support

• Texas Assessment Support Center
• Monday–Friday
• 8:00 a.m.–5:00 p.m. (CT)
• 855-333-7770
• STAAREOC@ets.org or STAAR3-8@ets.org
• Chat and co-browsing available via the chat link in the Help Documentation tab in the STAAR Assessment Management System