

# SAIP Science III Assessment (2004)

## Step-by-Step Administration Procedures for the Assessment (for school coordinators)

### Prior to the Administration Date

### *Handbook for Schools*

- Upon receipt of the shipment containing assessment materials, verify the contents. See page 5 for a list of materials.
- Acquaint yourself with all assessment materials.
- Identify those students on the *List of Selected Students* who should be exempted from the assessment. Use the participation status codes provided. See page 4 to determine if any students should be exempted.
- Notify participating students and their parents/guardians two weeks prior to the administration date. See page 5.
- Schedule the assessment session and arrange for a suitable location. See page 5.
- Remind students of the assessment date and location one week prior to the assessment session.
- Ask the principal to complete the *School Questionnaire*. See page 6 concerning distribution of this questionnaire.
- Distribute copies of the *Teacher Questionnaire*, and create a list linking science teacher names and ID numbers. See page 6 concerning distribution of this questionnaire.

Please see pages 14-23 (Appendix D) of the *Handbook for Schools* for the assessment criteria and pages 24-39 (Appendix E) for the sample questions.

### Administration of the Assessment

- Make sure you have all necessary materials. See page 7 for a list of materials.
- Before the session begins, post science teacher names and corresponding *Teacher Questionnaire* ID numbers on the board or a chart.
- Begin the assessment session by reading the script. See page 11 (Appendix A).
- Distribute the *Assessment Booklets*; **make sure that each student receives the booklet with his/her personal ID number. Refer to *List of Selected Students*.**
- Ask students to record their age, sex, participation status code **B**, and the ID number(s) of their science teachers on the front of their *Response Booklets*.
- Inform students that they will have 2½ hours to complete the assessment.
- Instruct students to complete Section A.
- Score Section A and indicate to students where to continue in their booklets. See bottom of *Scoring Overlay*.
- Complete the appropriate section of the *List of Selected Students* and ensure that all students have coded the front of their *Response Booklets* as instructed. See page 12 (Appendix B) for a list of participation status codes.

The front cover of all *Response Booklets* must be coded, including those assigned to students who have been exempted or who are absent from the administration.

- Collect and secure all student materials.

## Following the Administration

- Transfer responses from Braille and/or large-print versions to assigned student *Response Booklets*.
- Collect completed *School Questionnaires* and *Teacher Questionnaires*.
- Calculate whether you need to schedule a make-up session for absent students. See page 9.
- Administer a make-up assessment, if required. See page 9.
- Complete the *School Coordinator's Report*.
- Arrange booklets in the order described in the *Handbook for Schools*. See page 9.
- Package all assessment materials and return them as soon as possible after the administration or by May 17, 2004, at the latest. See page 9 for a list of materials that must be returned.