PCAP–13 Reading, Mathematics, and Science Assessment (2007)

Step-by-Step Administration Procedures for School Coordinators

Prior to the Administration Date	*Handbook for Schools*

❑ Acquaint yourself with all assessment materials.

❑ Verify the *List of Selected Students*

- Ensuring that the list is up to date — See page 3.

- Ensuring that students requiring a special format have been identified — See page 4.

- Identifying those students who should be exempted from the assessment — use the participation status codes provided — See page 5.

❑ Notify participating students and their parents/guardians prior to the administration date. — See page 5.

❑ Schedule the assessment session and arrange for a suitable location. — See page 5.

❑ Upon receipt of the shipment containing assessment materials, verify the contents. — See page 5 for a list of materials.

❑ Remind students of the assessment date and location a few days prior to the assessment session.

❑ Ask the principal to complete the *School Questionnaire.* — See page 6.

❑ Distribute copies of the *Teacher Questionnaire* **to all teachers of language arts of any selected student** and create a list linking language arts teacher names and questionnaire ID numbers. — See page 6 concerning distribution of this questionnaire.

Administration of the Assessment

❑ Make sure you have all necessary materials. — See page 6.

❑ Before the session begins, post language arts teacher names and corresponding *Teacher Questionnaire* ID numbers on the board or a chart. — See page 7.

❑ Begin the assessment session by reading the script. — See page 9 (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 participation status code **B** and the ID number(s) of their language arts teachers on the front of their assessment booklets. — See page 9 (Appendix A).

❑ Complete the appropriate section of the *List of Selected Students* and ensure that all students have coded the front of their assessment booklets as instructed. — See page 12 (Appendix B) for a list of participation status codes.

> The front cover of <u>all</u> assessment 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. — See page 7.

Following the Administration

❑ Collect the completed *School Questionnaire* and *Teacher Questionnaires*. — See page 7.

❑ Calculate whether you need to schedule a make-up session for absent students. — See page 8.

❑ Administer a make-up assessment, if required. — See page 8.

❑ Complete the *School Coordinator's Report.* — See page 8 (this report is included with the package of assessment materials).

❑ Arrange materials in the order described in the *Handbook for Schools*. — See page 8.

❑ Package all assessment materials and return them as soon as possible after the administration or **by June 6, 2007,** at the latest. — See page 8.