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Alt-MSA Handbook Part 8: STC Administrative Tasks (Portfolio Materials Ordering, Pre-ID Label Generation and Placement, and Packing and Shipment)

This section of the *Alt-MSA Handbook* contains information to be used by the School Test Coordinator in facilitating the movement of materials for Alt-MSA and contains information on the following topics:

Portfolio Materials Ordering

Materials will be ordered by the STC or LAC online (See Material Ordering Instructions on following pages) and sent directly to School Test Coordinators by the Test Contractor, Pearson). STCs must check with their LAC to determine if they or the central office staff will be responsible for online materials ordering. After the STC's initial supply of Alt-MSA Handbooks is received from your LAC, additional copies of the handbook may be ordered.

The STC must order all material for Alt-MSA via PearsonAccessNext at www.pearsonaccess. com. The option to fax order requests to Pearson is no longer available. The STC will order and distribute the appropriate quantity of materials to the test examiners. The materials include:

- Alt-MSA Handbooks
- Alt-MSA Portfolio binders
- Tabbed Dividers
- Clear Zippered Pouch
- Compact Disc (CD-R), Mini DV (Cassette), Micro Audio Cassette Tape, Mini DVD (CD), DVD-RW, as appropriate.
- Alt-MSA Brochure

PearsonAccess will be used to order materials. www.pearsonaccess.com

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Media and Equipment Types

Although a wide variety of video media are acceptable, it is the STCs' responsibility to order the appropriate media for the recording equipment that is available in the school. Examples of each type of media available for order is provided in this handbook. If your school requires something other than the media shown, please contact Pearson at 888-639-0690 to request a different type of media.

Media & Equipment Types
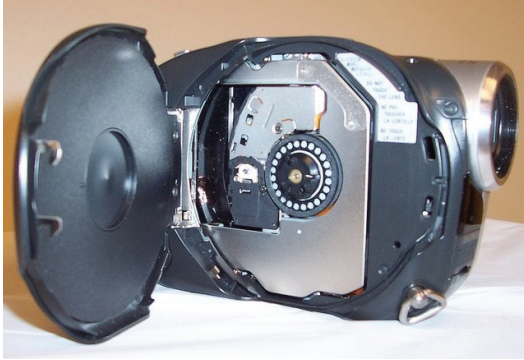
Flip Camera	Compact Disc	Audio Cassette Tape

Mini DV Cassette

MINI-DV

Note size of cassette in comparison to a penny

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MINI-DVD

Note size of DVD in comparison to hand

Schools may also choose to use a flip camera for the video requirements. A flip camera is a small camera that records directly onto the camera and then plugs into a computer through a USB port. The video file is then saved to media to submit with the portfolio. When saving the video file, the following extensions are suggested: .wmv, .mp4, .avi, .mpg, and .mp4. The following extensions are NOT recommended: .mts, .rm, .ra, and .rmvb. If files are saved to disk, all files should be saved to a DVD, not a CD-R/CD-RW. Once the file is saved, the DVD needs to be finalized. The DVD should then be viewed on at least one computer besides the one on which it was created before submitting. Files can also be saved to a jump or thumb drive. The drive should be ejected safely and viewed on at least one computer besides the one on which the file was created before submitting.

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Instructions for Ordering and Tracking Material via PearsonAccess^{Next}

Getting Started:

1. Log into PearsonAccess^{Next} using the URL www.pearsonaccessnext.com and choose "Maryland" from the drop down.

2. Click "Sign In"

3. Enter your User Name and Password and click "**Sign In**"

Sign In
Username

Password

Forgot Username | Forgot Password | Help

Sign In

Username is not case sensitive
Password is case sensitive

Powered by PearsonAccess next ™

Steps for Changing the Test Administration in PearsonAccess[Next]

1. Log into PearsonAccess[Next] at www.pearsonaccessnext.com
2. Click on the menu in the upper right of the page to view the test administrations available to you.
3. Click the test administration from the list to select a different test administration.

Requesting Alt-MSA Test Material from Pearson

Requests for Alt-MSA test material must be placed using the PearsonAccess[Next] website.

1. Log into PearsonAccess[Next] at www.pearsonaccessnext.com
2. Be sure that the Alt-MSA administration is selected

    Note: Steps for changing the test administration can be found above.

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3. Select **Setup>Orders & Shipment Tracking**

4. From the task list, select **Create/Edit Orders** and click **Start.**

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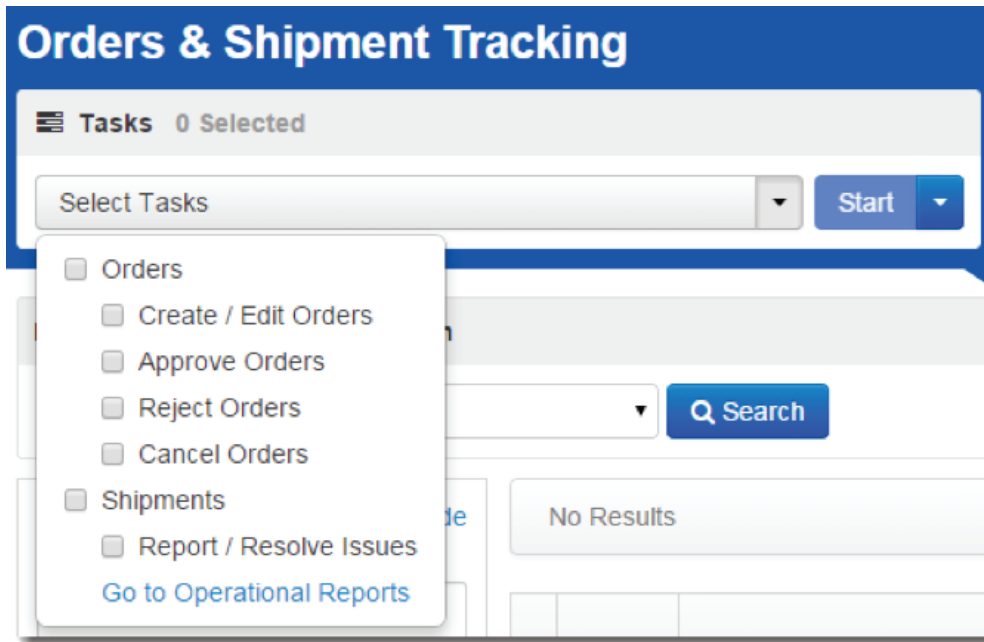
5. Select **Create Additional Order** and then verify information on the screen.
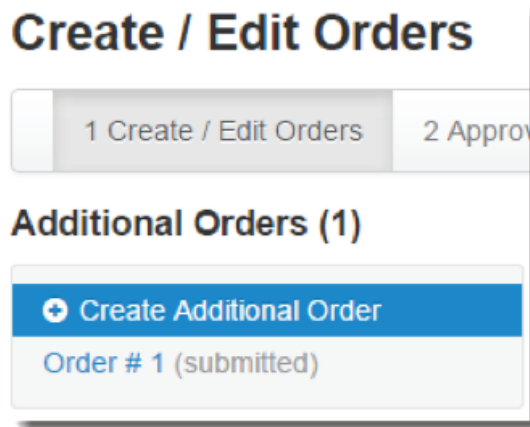
6. Click **Edit** to view and order materials.

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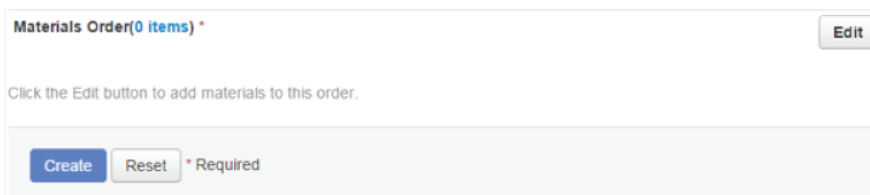
7. Use the up and down arrows next to the materials in the list to adjust the amount being ordered. After adjusting, click the **X** at the top right of the order window to close the window, then double-click the list under **Materials Order** to confirm your order is complete.

8. Click **Create** to complete your order.

Steps for Tracking an Order Request in PearsonAccess[Next]

1. Log into PearsonAccess[Next] at www.pearsonaccessnext.com

2. Select **Setup>Orders & Shipment Tracking**

3. Click the information icon next to the order number

4. Select from the available tabs to view various order details

5. Select **Shipments** tab to view shipment and tracking information

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For LACs Only:

When ordering materials at the LAC level for a school, you will need to change your organization to the school you are ordering from in order to have secure materials tracked correctly.

Steps for Changing the Organization in PearsonAccess^{Next}

1. Log into PearsonAccess^{Next} at www.pearsonaccessnext.com
2. Look in the upper right hand corner of the page to view the organizations available to you.
3. Click and begin typing to see your list of available Organizations
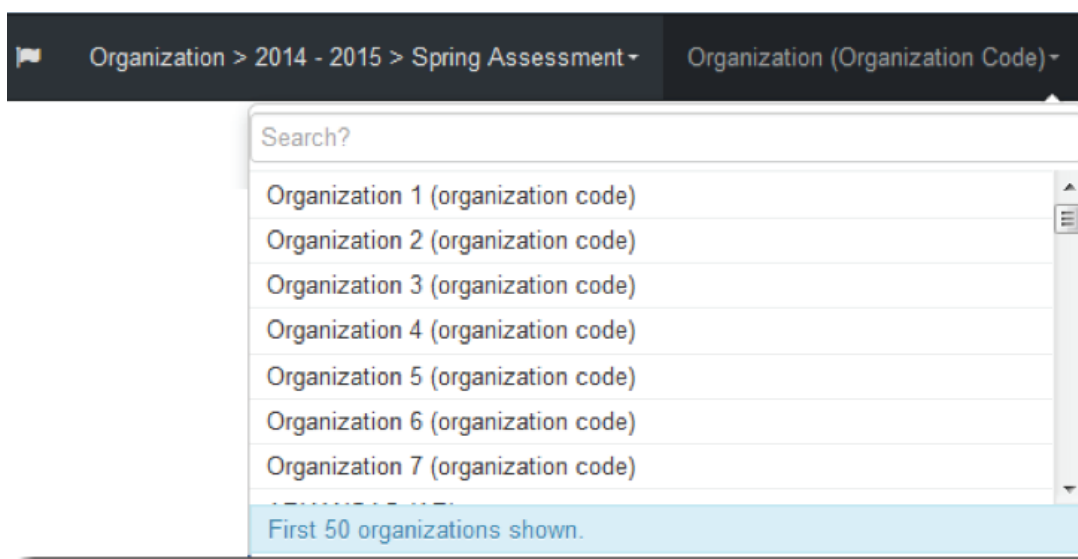
Pre-Printed Identification Labels

Figure 8-1

Step 4: Prepare Portfolios for Shipping and Scoring (STC) March	
Activities	Handbook References
• STC verifies a preprinted label is available for each student participating in Alt-MSA. • STC collects all portfolios on February 8, 2016. STC then applies labels, and prepares for pick up.	Part 8

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STC Applies Pre-Printed Labels to All Portfolio Materials (March)

Background

LACs supervise the creation of a student-level data file identifying all students in the school system who should participate in either the Alt-MSA, MSA. (NOTE: All students in the State in grades 3-8 participate in one of these three assessments. Information for Alt-MSA, MSA, is contained within one pretest file). Students in grade 10 who are identified as takers of the Alt-MSA are also included in this pretest file (students not following alternate outcomes take the end-of-course High School Assessments in English, Algebra/Data Analysis, and Biology to fulfill the requirements of NCLB and the State education accountability program).

The pretest file contains basic student demographic information to facilitate identifying individual students taking the assessment and is the primary source of pre-printed student barcode labels for Alt-MSA test materials. LACs and Special Placement Schools STCs will receive file specification documents directly from MSDE early in the school year. Instructions and timelines for the submission of pretest files and process to request additional pre-printed student identification labels will be provided in January.

Using the pretest file, the Test Contractor produces pre-printed student ID barcode labels which contain information identifying the LEA, School, and Student, in order to ultimately link a student portfolio with the student-level data file containing the assessment results.

As in previous years, Alt-MSA does **not** provide for the use of generic student identification labels. Therefore, all students **MUST** have a pre-printed student identification label.

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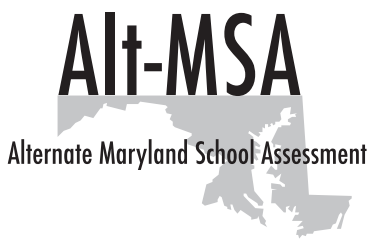
Receipt and Application
of Pre-Printed Labels

Receipt and Verification of Pre-Printed Student Identification Labels

It is the responsibility of the STC to immediately review the pre-id labels shipment for accuracy.

If the STC determines there are missing student labels, they must access PearsonAccess[Next] no later than **February 18, 2016** and either:

- Submit a pre-test file with the missing student information, or

- Manually register the missing students within PearsonAccess[Next]. Instructions for manual registration follow and are also outlined in the PearsonAccess[Next] User Guide.

  As an overview, the following four steps must be completed:

  1. Manually add a student

  2. Manually register a student

  3. Assign a group

  4. Assign a test

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Proper Application of Pre-Printed Student Identification Labels

- You will receive <u>**six**</u> pre-printed student identification labels for each student identified in the pre-test file (four large and two small). Be sure that these Alt-MSA labels are applied only to the Alt-MSA materials, and not to the materials from another Maryland testing program. All labels should be applied prior to the end of the test administration.

- Use labels provided for the current Alt-MSA test administration <u>**only**</u>. Application of labels from any previous year will result in an unscannable barcode.

- It is the responsibility of the School Test Coordinator (STC) to ensure the labels are properly affixed to the test materials. Other school staff members may assist in the application of labels <u>**only**</u> under the <u>**direct supervision**</u> of the STC.

- Layout of Pre-Printed Student Identification Labels

  1. A large label should be placed on the spine of the portfolio with the top of the label facing to the right. Affix the label as shown in Figure 8-2.

  2. The additional large labels may be used in case of misapplication of one of the other labels for a particular student.

  3. Use the small label provided for all media. Place the label directly on the piece of media, NOT on the container if at all possible. **DO NOT place the label over the center or edge of CD/DVD as this may cause the CD/DVD to become unreadable.**

Applying Pre-Printed Labels

DO NOT place the label over the center or edge of CD/DVD as this may cause the CD/DVD to become unreadable.

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Cautions in applying labels

- <u>Never</u> place one label on top of another. Doing so will cause the barcode to become unscannable. If misapplication occurs, remove the label and reapply an undamaged label to the test material.

- **DO NOT place the label over the center or edge of CD/DVD as this may cause the CD/DVD to become unreadable.**

- **Unused portfolios <u>must not</u> have a pre-printed label attached. Policy Change: If a pre-printed label has been attached to a portfolio that is subsequently not used, do not ship these unused portfolios to the contractor for scoring. Doing so will result in your school receiving a "Basic" proficiency level for the unused student portfolios submitted.NOTE: Please refer to instructions for completing the School Shipping List on page 8-20 of the *Alt–MSA Handbook* for additional information regarding unused portfolios.**

Figure 8-2


```
                    Top  ↑

        Alternate Maryland School
        Assessment 2007
        LEA: 12        Harford
        School: 0270    Aberdeen
        High
        Last, First M    111222333
        Grade:
        ||||||||||||||||||||||||||||



              BINDER SPINE


                      Front  →
```
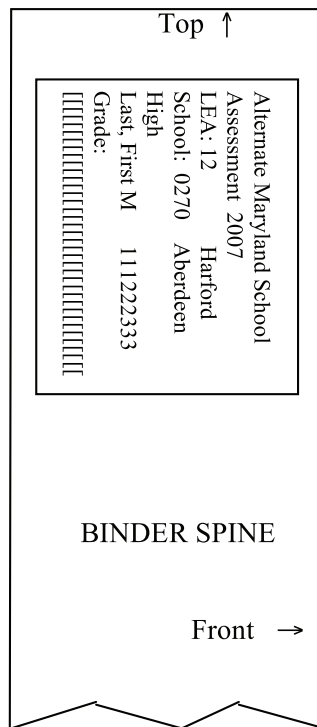
Packing and Shipping Portfolio Materials

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STCs Prepare Return Shipping Materials

- Locate the boxes in which you received your Alt-MSA test materials from Pearson. **These boxes can be used for your return shipment.** It is important that you use these designated boxes for the safe transportation of test materials. If alternate boxes are used, they must be of an appropriate size, shape, and durability to ensure safe transit of secure test materials.

- Enclosed with your Alt-MSA pre-printed student identification, you will find a **School Shipping List, colored return shipping labels and the K2 Bill of Lading.** These materials will be used for the return of your Alt-MSA portfolios. All materials must be stored in a secure location until you are ready to return the completed portfolios. In the event that you misplace return shipping materials, the shipping vendor will have extra Bill of Ladings and colored return shipping labels.

- A portion of schools will be randomly selected to have their Alt-MSA portfolios used in Rangefinding (a process used to develop materials used in portfolio scoring). These schools will be notified by the Test Contractor of the material pickup dates.

- MSDE will post a pre-determined pick-up schedule on the MSDE DocuShare site at **http://docushare.msde.state.md.us** within the STC and LAC folders. Contact your LAC if you need additional information on how to log on to the DocuShare Web site. Schools selected to have materials picked up early for Rangefinding will be notified well in advance in order to facilitate timely packing of the portfolios.

Instructions for Packing of Used Alt-MSA Portfolios (for STC)

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Instructions for
Completing the School
Shipping List (STC)

STCs Complete the "School Shipping List"

The School Shipping List is required for EACH shipment of portfolios and should be placed in box 1 of your return material. See page 8-23 for a blank School Shipping List.

1. Write the school name on the first line.

2. Write the 2-digit LEA code and the 4-digit school number.

3. Write the school system (LEA) name.

4. The School Test Coordinator should sign and date on the appropriate line.

   Only portfolios from students participating in the assessment will be returned to the vendor for scoring. Students who did not participate in the assessment (e.g., students who are excused for a full physical (medically fragile) excusal, or who transferred into the school too late to take the assessment) will not have a portfolio submitted to the vendor and will not receive a score for Alt-MSA. Unused, blank portfolios **must not** be returned to the vendor. Securely retain these materials in the school until you receive instructions from your LAC to securely destroy the materials.

5. Add the total number of portfolios from all grades together and write the total number of **used** portfolios being returned on line 5 of the form. Only **used** portfolios will be processed for scoring. **Used** portfolios are defined as any portfolio assigned to a participating student with at least one artifact. Only **used** portfolios for participating students will be returned to the vendor – all other materials will be retained in the school (with the exception of portfolios for students who have withdrawn but for whom the receiving school has not been identified – See Page 1-6 for instructions on how to return those portfolios for processing).

6. Fill in the information for all students for whom portfolios are being returned. List portfolios in grade order starting with the lowest grade participating.

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STCs Pack the Alt-MSA Portfolios

Scorable portfolios must be packed by grade in the order listed on the School Shipping List by the school test coordinator. The boxes in which you received your test materials can be used for your return shipment. Unused materials such as media and unused portfolio kits should be packaged up and submitted to vendor. Portfolios must be placed flat in the box with the spines alternating until the box is full. **This procedure ensures that test materials remain in the correct portlolio and in the correct order.** (See Figure 8-3: Packaging Diagram for Portfolios).

1. Examine the portfolio. If it appears the contents could drop out of the 3-ring binder, use rubber bands to wrap the portfolio both vertically and horizontally to ensure the contents stay intact.

2. Begin packing materials by placing all unused pre-printed student identification labels at the bottom of the first box you are packing.

3. Next, beginning with the last scorable portfolio on the School Shipping List, place the portfolios in the box until the box is full. If the box is not completely full, place wadded white paper as packing material to fill the box. Do NOT use newspaper or foam peanuts as filler.

4. Continue packing boxes of scorable portfolios until all portfolios are packed. The last box packed will contain portfolios from the lowest tested grade and will be considered "Box 1." Place the **School Shipping List** on the top of the portfolios in this box.

5. Do not seal the boxes yet! Continue with the preparation of the return materials label.

Figure 8-3: Packing Diagram for Portfolios

School Shipping List

Spine of Portfolio

Open End of Portfolio

Unused pre-printed student identification labels

Box 1 of 4

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Instructions for
Completing and
Applying Return
Shipping Labels
(for STC)

STCs Complete and Apply the Return Shipping Label

Return shipping labels must be completed and affixed on the outside of each sealed box, whether it contains either portfolios you are returning to be scored or unused test materials.

1. In the field on the label titled (Box _of _), write the number sequence on the first line and the total number of boxes you are returning on the second line. For example:

    a. Box 1 will say: (PKG 1 of 3)

    b. Box 2 will say: (PKG 2 of 3)

    c. Box 3 will say: (PKG 3 of 3)

2. Affix the appropriate colored return shipping label on each box.

3. Verify that the School Shipping List is at the top of Box 1.

4. Seal the boxes securely with packing tape. Place the boxes in a secure location under lock and key until pick-up. Examples of the shipping label (Figure 8-4) and the School Shipping List (Figure 8-5) appear below:

Figure 8-4

NOTE: You may contact Pearson at **(888) 639-0690** if you have questions concerning the return shipping procedures.

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Figure 8-5

A SCHOOL SHIPPING LIST is required for EACH shipment of completed portfolios to be returned to Pearson for scoring. Complete the School Shipping List and make a copy. Enclose the copy in box ONE of your materials for return. Retain the original School Shipping List at the school for your records.

1. School Name: _____

2. LEA Code: _____ School Number: _____

3. School System Name (LEA): _____

4. School Test Coordinator's Signature: _____ Date: _____

5. Total number of USED (scorable) portfolios returned: _____

___

(Used portfolios will be processed for scoring.)

6. Fill in the following information for each student whose portfolio documents are enclosed.

Grade	Student Name	No. of Separate Media Items Included for Each Student (e.g. "3 Videotapes")

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Pick-up of Alt-MSA Portfolios

K2 Logistics will pick up Alt-MSA materials on behalf of Pearson. Test materials will be picked up weekdays between 8:00 a.m. and 3:30 p.m. If test materials are not picked up by noon on the day following the scheduled pickup, please contact K2 Logistics at **pickup@k2assessments.com** for further instruction.

K2 Logistics will email the school approximately two days in advance of each pickup to confirm pickup specifics. Please confirm the information K2 has on file for your school is accurate.

Any changes/additions/deletions to the pickup schedule can be completed by the LAC or STC by either emailing the change to pickup@k2assessments.com or going online to www.MDAssessments.com/K2.

STC completes K2 Bill of Lading form

The K2 Bill of Lading is used to track Alt-MSA test materials (portfolios) picked up at each school for scoring. Two Bill of Ladings were shipped to each school in the pre-id label distribution.

Read the directions for the Bill of Lading and complete all required fields. The standard K2 form includes a Non-Scorable Box Count. Do not enter any information in this box as all Alt-MSA materials, including scorable and non-scorable materials, can be returned in the same box. Non-scorable portfolios should have the Non-Scorable Alt-MSA Portfolio Transmittal form attached to the front of the binder. If you require assistance with completing the form or need additional forms, please contact K2 Logistics' Assessment Line at **pickup@k2assessments.com**.

The K2 Logistics driver will have extra colored inbound labels available in case additional labels are needed.

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Retain Material Tracking Information

Figure 8-6

Sample K2 Bill of Lading:

| DATE | | Assessments Bill of Lading | | | K2 LOGISTICS
2782 Eagandale Blvd, Suite 101
Eagan, MN 55121
888-886-0780
www.k2logistics.com
Delivering Solutions, Exceeding Expectations |
| TRACKING # | | | | | |
| PROJECT | | | | | |

SHIPPER
STREET ADDRESS
CITY, STATE, ZIP
ATTN
PHONE
ID#

CONSIGNEE
STREET ADDRESS
CITY, STATE, ZIP
ATTN:
PHONE:
REF#

Bill of Lading Directions:

Test Administrator: Fill in Scorable and Non-Scorable Box Counts. You **MUST** fill in Test Administrators information at the bottom of this form including Total Box Count

Driver: **YOU MUST VERIFY TOTAL BOX COUNT ONLY.** Sign this form and enter pickup date, time and total box count in the Space provided on the bottom of this Bill

_____*Scorable Box Count*

_____*Non-Scorable Box Count*

Special Instructions

Test Administrator Must Complete:

Printed Name _____

Signature _____

Date _____

Total Box Count _____

Driver Must Complete:

Printed Name _____

Signature _____

Date _____ Time _____

Total Box Count _____

SENSITIVE MATERIAL HANDLE WITH CARE!

Original to Test Administrator

The K2 Logistics driver will complete a portion of the Bill of Lading at pickup and provide a copy of the completed form to the school for tracking purposes.

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