Texas Education Agency

ETS Call Drivers and Best Practices – Registration and Precoding

Call Drivers and Best Practices – Registration and Precoding

How can a district testing coordinator (DTC) correct information on a precoded answer document?

Best Practice: Student identification information and data on precodes must be verified (and, if necessary, corrected) before testing begins.

- A blank answer document must be hand-gridded to make corrections to a student's first or last name, PEIMS ID, or date of birth; other precoded data that is hand-gridded will override information precoded on the answer documents (ex: LEP indicator).

Call Drivers and Best Practices – Registration and Precoding

Correcting Information on a Precoded Answer Document – Out of Process

- **Example:** A student's PEIMS number is incorrect on their precode.
  - DTC **incorrectly** decides to hand-grid the student's corrected PEIMS ID on the precoded answer document.

Call Drivers and Best Practices – Registration and Precoding

Correcting Information on a Precoded Answer Document – Out of Process

- Results:
  - Scanner **does not** read the hand-gridded PEIMS ID, and the document is processed using the precoded PEIMS ID.
  - Scores are reported using the incorrect PEIMS ID, and it may appear that scores are missing.
    - There may be a tangle.
    - The student will have a split history in the Student Portal.
    - The DTC will need to submit a Name, Date of Birth, PEIMS Correction Request Form.

Call Drivers and Best Practices – Registration and Precoding

Correcting Information on a Precoded Answer Document – Following Process

- **Example:** A student's PEIMS number is incorrect on their precode.
  - DTC **correctly** decides to void the precode and complete a hand-gridded answer document with the student's correct PEIMS ID.
  - Results:
    - The hand-gridded document is processed using the correct PEIMS ID.
    - The student's score are reported using the correct PEIMS ID.
    - No additional action is needed by the DTC.

Call Drivers and Best Practices – Registration and Precoding

Check for Understanding

Call Drivers and Best Practices – Registration and Precoding

How can a district ensure precoded answer documents are received for testing?

Best Practice: DTCs should upload their local data file or register students by the close of the Paper Materials Window on the COE.

- Allow time for investigation and correction of upload warnings and errors.
- Allow time for review of data before the window close to ensure accurate precodes and correct test booklet quantities.
- To avoid late fees and an ensure timely receipt of precodes and test booklets, DTCs should register students as noted on the Calendar of Events (COE).

Call Drivers and Best Practices – Registration and Precoding

Student Registration for Precoded Answer Documents– Out of Process

- **Example:** A district does not register any students for the December test administration during the window noted on the COE (9/16 – 10/4).
  - DTC **incorrectly** decides to wait and register all students one month prior to testing.

Call Drivers and Best Practices – Registration and Precoding

Student Registration for Precoded Answer Documents– Out of Process

- Results:
  - The district **will not** receive any precodes during "Districts receive precoded materials."
  - The district **will not** receive any test booklets or other test materials during the "Districts receive shipment of test materials" Window.
    - DTC must order test booklets and other testing materials during the "Districts order additional materials" Window (December only).
    - Orders placed during this window will be packaged at the district level and will be shipped in the order received.

Call Drivers and Best Practices – Registration and Precoding

Student Registration for Precoded Answer Documents– Out of Process

- Results:
  - The district may opt in during the Late Precode Window (*Orders > Late Precode*).
    - District must opt in for late precodes and load paper registrations.
    - District will incur a late fee based on the quantity of precodes requested.
    - Late precodes will not arrive with the district's initial shipment.
    - Late precodes will arrive the Wednesday prior to testing (challenge in distribution to campuses).

Call Drivers and Best Practices – Registration and Precoding

Student Registration for Precoded Answer Documents– Following Process

- **Example:** DTC registers all students for the December End-of-Course test administration during the window noted on the COE (9/16 – 10/4).
  - DTC **correctly** registers all students and allows time to verify registrations are accurate before the close of the Paper Materials Registration Window.

Call Drivers and Best Practices – Registration and Precoding

Student Registration for Precoded Answer Documents– Following Process

- Results:
  - District **will** receive precodes by the “Districts receive precoded materials” date on the COE.
  - District **will** receive test booklets and other test materials during the “Districts receive shipment of test materials” Window.
  - No late fees will be assessed as registrations were submitted as noted on the COE.

Call Drivers and Best Practices – Registration and Precoding

Check for Understanding

Call Drivers and Best Practices – Registration and Precoding

How can a district testing coordinator ensure their upload file has processed?

Best Practice: Upload local data files in advance of the paper materials registration deadline to provide adequate time for investigation and correction of upload errors and conflict warnings.

- **All** records from the upload file have loaded.
- **No** records from the upload file have loaded.
- **Some** but not all records from the upload file have loaded.

Call Drivers and Best Practices – Registration and Precoding

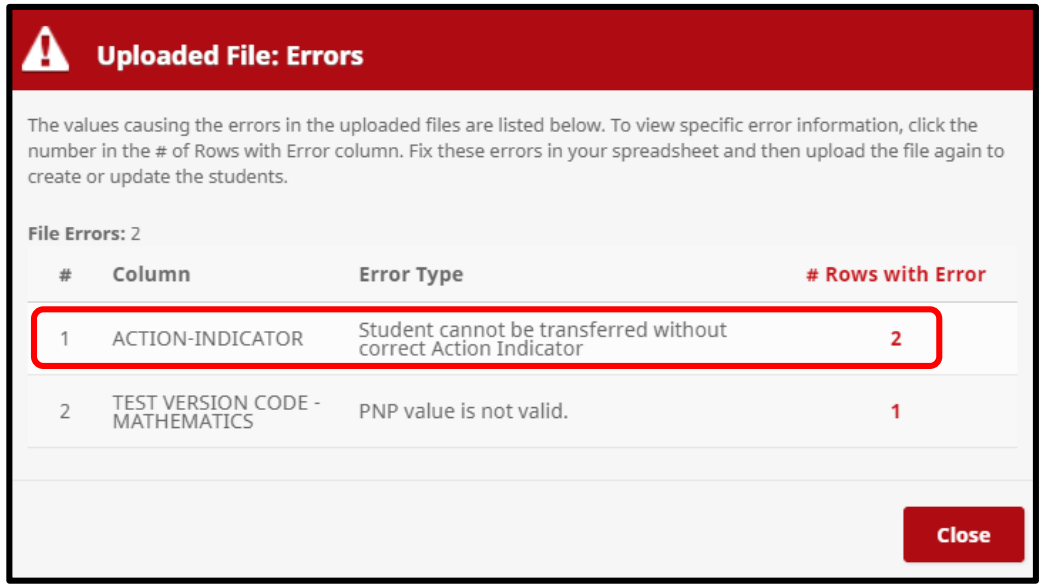
How can a district testing coordinator ensure their upload file has processed?

Best Practice: Upload local data files in advance of the paper materials registration deadline to provide time for investigation and correction of upload errors and conflict warnings.

Call Drivers and Best Practices – Registration and Precoding

How can a district testing coordinator ensure their upload file has processed?

- Errors occur when data entered does not conform to data file specifications; errors indicate that data needs to be corrected to specifications.
  - Example: using the 18–19 template to load 19–20 data



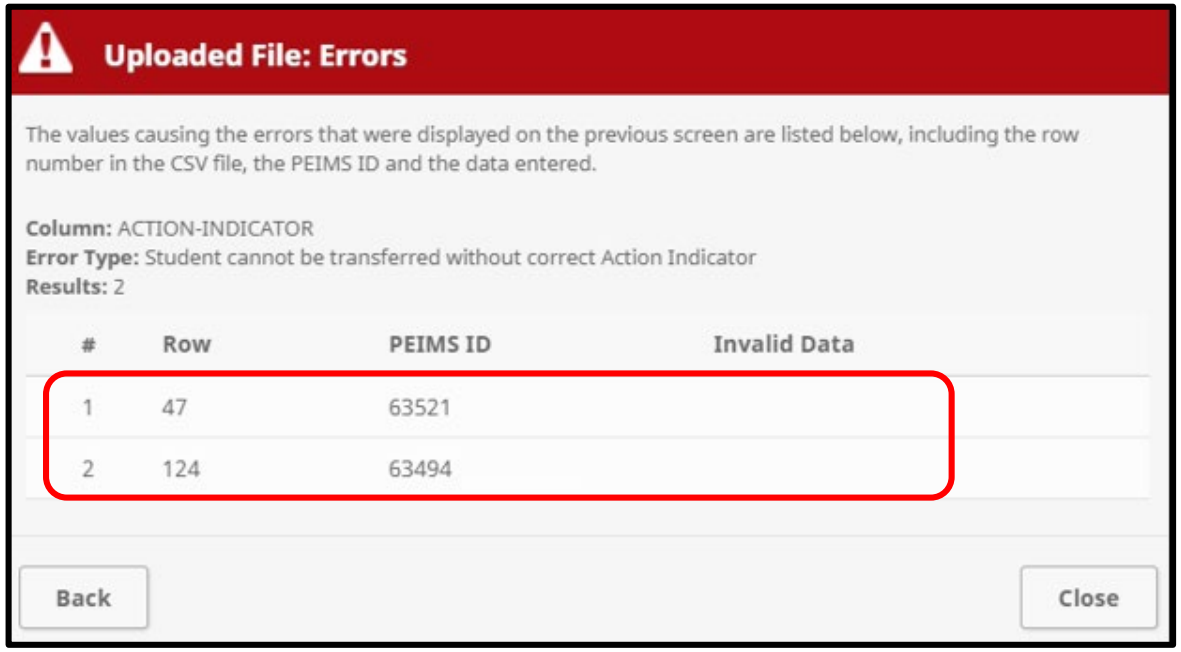
Uploaded File: Errors

The values causing the errors in the uploaded files are listed below. To view specific error information, click the number in the # of Rows with Error column. Fix these errors in your spreadsheet and then upload the file again to create or update the students.

File Errors: 2

#	Column	Error Type	# Rows with Error
1	ACTION-INDICATOR	Student cannot be transferred without correct Action Indicator	2
2	TEST VERSION CODE - MATHEMATICS	PNP value is not valid.	1

Close



Uploaded File: Errors

The values causing the errors that were displayed on the previous screen are listed below, including the row number in the CSV file, the PEIMS ID and the data entered.

Column: ACTION-INDICATOR
Error Type: Student cannot be transferred without correct Action Indicator
Results: 2

#	Row	PEIMS ID	Invalid Data
1	47	63521	
2	124	63494	

Back Close

Call Drivers and Best Practices – Registration and Precoding

How can a district testing coordinator ensure their upload file has processed?

- Conflicts occur when there is a mismatch between uploaded student data and Student Directory information; conflicts indicate required research and correction is needed.
  - Example: A student's first name in the upload file is Matt; the Student Directory shows the student's first name as Matthew

Uploaded File: Conflicts

The values causing the conflicts in the uploaded file are listed below. To view specific conflict information, click the number in the # Rows with Conflict column. Conflicts occur when a students name, or date-of-birth (DOB) do not match the Student Directory. Student registrations with conflicts cannot be created using Upload Students and must be created using Register Students.

File conflicts: 3

#	Column	Conflict	# Rows with Conflict
1	DATE-OF-BIRTH	No matching student found.	1
2	FIRST-NAME	No matching student found.	1
3	LAST-NAME	No matching student found.	1

Close

Uploaded File: Conflicts

Back to Conflicts

The values causing the warnings that were displayed on the previous screen are listed below, including the row number in the CSV file and the data entered.

Column: DATE-OF-BIRTH
Warnings Type: No matching student found.
Results: 1

#	Row	PEIMS ID	Invalid Data
1	63	63404	070406

Close

Back

Call Drivers and Best Practices – Registration and Precoding

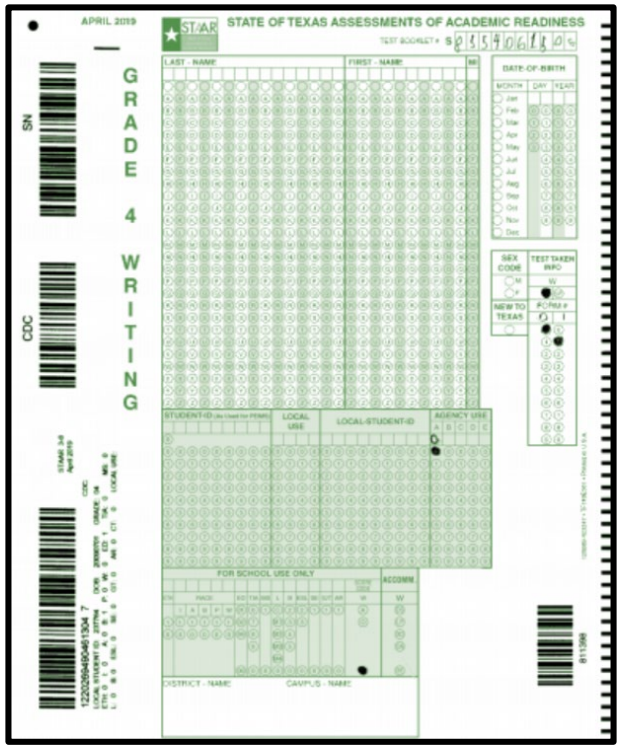
Student Registration Upload – Out of Process

- **Example:** DTC has their technology staff load a student registration file.
- Nobody checks the upload file, assuming the other person has, before the registration for paper materials closes. The file has a processing error, and **no** records have loaded.

Call Drivers and Best Practices – Registration and Precoding

Student Registration Upload – Out of Process

- Results:
  - District **will not** receive any precodes during "Districts receive precoded materials."
  - District may opt in to order precodes during the Late Precode Window (*Orders > Late Precode*).
    - District must opt in for late precodes and load paper registrations.
    - District will incur a late fee based on the quantity of precodes requested.
    - Late precodes will not arrive with the district's initial shipment.
    - Late precodes will arrive the Wednesday prior to testing (challenge in distribution to campuses).



Call Drivers and Best Practices – Registration and Precoding

Student Registration Upload – Out of Process

- Results:
  - District **<u>will not</u>** receive any test booklets or other testing materials during the “Districts receive shipment of test materials” Window.
    - District must order test booklets and other testing materials during the “Districts order additional materials” Window.
    - Orders placed during this window will be packaged at the district level and will be shipped in the order received.

Call Drivers and Best Practices – Registration and Precoding

Student Registration Upload – Following Process

- **Example:** DTC has their technology staff load a student registration file.
- DTC and the technology staff review the file together before the registration for paper materials closes. File has some errors, but the errors are corrected before the close of the Paper Materials Registration Window.
  - Results:
    - District **will** receive precodes during "Districts receive precoded materials."
    - District **will** receive test booklets and other testing materials during the "Districts receive shipment of test materials" Window.

Call Drivers and Best Practices – Registration and Precoding

Check for Understanding

Call Drivers and Best Practices – Registration and Precoding

How is registration tied to STAAR Alternate 2 materials?

Best Practice: Districts must enter registrations (file upload/user interface) during the submission window.

- These registrations will determine the number of paper test materials, including Large Print, that will be in the initial shipment sent to each campus.
- If a student needs a Large Print test booklet, districts must indicate an “X” in the Test Version Code field for each subject needed (columns AW, BD-BG, and BI).

Call Drivers and Best Practices – Registration and Precoding

Submitting STAAR Alternate 2 Registrations – Out of Process

- **Example:** The window for entering STAAR Alternate 2 registrations opens.
  - If the district **<u>does not</u>** enter STAAR Alternate 2 registrations during the window.
  - Results:
    - Districts will not receive initial order of materials.
    - Administrators will lose valuable preview time.
    - Districts must wait until the late registration window re-opens and enter registrations ***AND*** must also submit an additional order for these registrations.
    - Additional order materials will be sent to the district and not sorted at the campus level.

Call Drivers and Best Practices – Registration and Precoding

Submitting STAAR Alternate 2 Registrations – Following Process

- **Example:** The window for entering STAAR Alternate 2 registrations opens.
  - DTC enters STAAR Alternate 2 registrations during the window.
  - Results:
    - Districts receive initial order of materials for each student registered and materials will be packed at district and campus level.
    - Administrators will have materials during the preview window.
    - Late registrations and additional orders do not have to be submitted.

Call Drivers and Best Practices – Registration and Precoding

Check for Understanding

Texas Education Agency

Pearson Call Drivers and Best Practices – Test Sessions

Call Drivers and Best Practices – Test Sessions

How are TELPAS test sessions created through a file upload?

- **TELPAS Session Name**
  - This field will be used to place student test assignments into named test sessions.
  - The session name will be the value that is entered in this field, with a system test code (e.g., "- P04BA") at the end of the name. If this field is not entered, only the system test code will appear.
    - If TELPAS Code A is entered and "TEACHER NAME" is entered in the Session Name field for a grade 4 student, the student will be put into three test sessions and all three session names will be "TEACHER NAME - P04BA".
    - If the TELPAS Code O is entered and "TEACHER NAME" is entered in the Session Name field for a grade 4 student, the student will be put into two test sessions. One session name will be "TEACHER NAME - P04LS" and the other session name will be "TEACHER NAME - P04RE".
    - If the TELPAS Code H is entered and "TEACHER NAME" is entered in the Session Name field for a grade 4 student, the student will be put into one test session. The session name will be "TEACHER NAME - P04WR".
  - If the field is left blank, the student test will not be put into a session. If the field is populated at the time of the import and it is determined that the session should not be auto created, select "Don't Auto Create Test Sessions" before the student registration import and the session field will be ignored.

Call Drivers and Best Practices – Test Sessions

How is the TELPAS Session Name displayed in PearsonAccess Next?

- This table shows how the Session Name will be displayed based on the TELPAS Code entered in the Student Data File.

If TELPAS Code is set to:	And Session Name field is set to:	Student will be placed into the following session:	For the following test:
A	TEACHER NAME	"TEACHER NAME -P04BA"	Listening & Speaking
(grades 2-12)		"TEACHER NAME - P04BA"	Reading
		"TEACHER NAME - P04BA"	Writing
(grades K-1)	TEACHER NAME	"TEACHER NAME - P0KHR"	All Holistic Ratings
O	TEACHER NAME	"TEACHER NAME - P04LS"	Listening & Speaking
		"TEACHER NAME - P04RE"	Reading
H	TEACHER NAME	"TEACHER NAME - P04WR"	Writing

Check for Understanding

ETS Call Drivers and Best Practices – Material Returns

Call Drivers and Best Practices – Material Returns

Correct Packing of Scorable and Nonscorable Documents

Best Practice: DTCs should ensure correct labels are used for returning material.

- **Do not** put a nonscorable label on a box containing answer documents to be scanned and scored.
- Use the correct administration label for each box paying particular attention to April 5&8 scorable returns.

  - **Tip:** The labels are color coded.
  - Scorable return labels are green; nonscorable return labels are color coded by administration.
  - End-of-Course administrations are blue.
  - 5&8 retest administrations are red.
  - 4&7 and 3-8 administrations are yellow.

Call Drivers and Best Practices – Material Returns

Correct Packing of Scorable and Nonscorable Documents

Freight Labels

Scorable

Nonscorable

UPS Labels

Scorable

Scorable labels are always green!

Nonscorable

Nonscorable labels are color coded by administration!

Call Drivers and Best Practices – Material Returns

Packing Scorable Returns – Out of Process

- **Example:** DTC **<u>incorrectly</u>** puts 400 answer documents to be scanned and scored into a brown, nonscorable box with a nonscorable return label.
  - The coordinator does not realize the mistake until after results are posted to the Assessment Management System.
  - **Tip:** Always check Answer Document Packing List (ADPL) scan counts (*Orders > ADPL Scans*)!

Call Drivers and Best Practices – Material Returns

Packing Scorable Returns – Out of Process

- Results:
  - ETS prioritizes and processes scorable returns first, and those answer documents were not processed in time for scoring.
  - Students' scores are not reported when results are posted to the Assessment Management System.
    - The district will not have those results included in their STAAR Report Cards, Confidential Student Labels, Summary Reports, Rosters, or Data File.
    - DTC will have to contact ETS regarding the missing scores as they may not know they were placed in the wrong box.

Call Drivers and Best Practices – Material Returns

Packing Scorable Returns – Following Process

- **Example:** DTC **correctly** puts 400 answer documents to be scanned and scored into a white, scorable box with a scorable return label.
  - DTC viewed their ADPL scans (*Orders > ADPL Scans*) to confirm that the count of answer documents scanned.
  - Results:
    - ETS prioritizes and processes scorable returns first, and those answer documents were processed in time for scoring.
    - Students' scores **are** reported when results are posted to the Assessment Management System.
    - No additional action is needed by the DTC.

Call Drivers and Best Practices – Material Returns

Check for Understanding

Call Drivers and Best Practices – Material Returns

Ensuring Results are Attributed to the Correct Campus

Best Practice: DTCs should ensure that staff check the Campus and Group Identification Sheet to confirm that the correct CDC code is gridded and written.

- Scanner only reads what is gridded as the CDC code; however, the written code can be used as a double check by ETS if there are questions.
- An incomplete or missing campus code will require correction in order to ensure results are reported correctly.

Call Drivers and Best Practices – Material Returns

Ensuring Results are Attributed to the Correct Campus – Out of Process

- **Example:** DTC writes code 101999001 (District A – Campus One) but **incorrectly** grids 201999001 (District B – Campus One).
  - Scanner is going to read the 201999001 and results will be attributed to District B.
  - DTC does not realize the mistake until after results are posted to the Assessment Management System.

Call Drivers and Best Practices – Material Returns

Ensuring Results are Attributed to the Correct Campus – Out of Process

- **Tip:** Always check your ADPL scan counts (Orders > ADPL Scans)!
- District will not have those results included in their STAAR Report Cards, Confidential Student Labels, Summary Reports, Rosters, or Data File.

- DTC will need to submit a request to change the CDC.

Call Drivers and Best Practices – Material Returns

Ensuring Results are Attributed to the Correct Campus – Following Process

- **Example:** DTC writes code 101999001 (District A – Campus One) and **correctly** grids 101999001 (District A – Campus One).
  - Scanner is going to read the 101999001 and results will be attributed to District A – Campus One.
  - Results will post to the Assessment Management System.
  - No additional action is needed by the DTC.

Check for Understanding

Call Drivers and Best Practices – Material Returns

Account for Scorable Answer Documents Returned

Best Practice: Complete the online Answer Document Packing List (ADPL) for each administration prior to packing materials.

- **Do not** include online test taker counts or voided answer document counts in the ADPL.
- ADPL must be completed by 11:59 p.m. (CT) on the “Districts ship scorable materials and verify ADPL” on the COE.

Call Drivers and Best Practices – Material Returns

Account for Scorable Answer Documents Returned – Out of Process

- **Example:** DTC **does not** complete their ADPL and forgot to return 100 answer documents to be scanned and scored.
- DTC **does not** check the ADPL scans.
- DTC **does not** realize the mistake until after results are posted.
  - Results:
    - ETS **will not** conduct an ADPL outreach because there is no discrepancy.
    - **Tip:** Always submit your ADPL and check your ADPL scan counts (Orders > ADPL Scans)!
    - District **will not** have those results included in their STAAR Report Cards, Confidential Student Labels, Summary Reports, Rosters, or Data File.
    - DTC will need to reach out to ETS to open an investigation for missing scores.

Call Drivers and Best Practices – Material Returns

Account for Scorable Answer Documents Returned – Following Process

- **Example: DTC <u>does</u>** complete their ADPL and accounts for all answer documents to be scanned and scored.
  - Results:
    - District **<u>will</u>** have those results included in their STAAR Report Cards, Confidential Student Labels, Summary Reports, Rosters, or Data File.
    - No additional action is needed by the DTC.

Check for Understanding

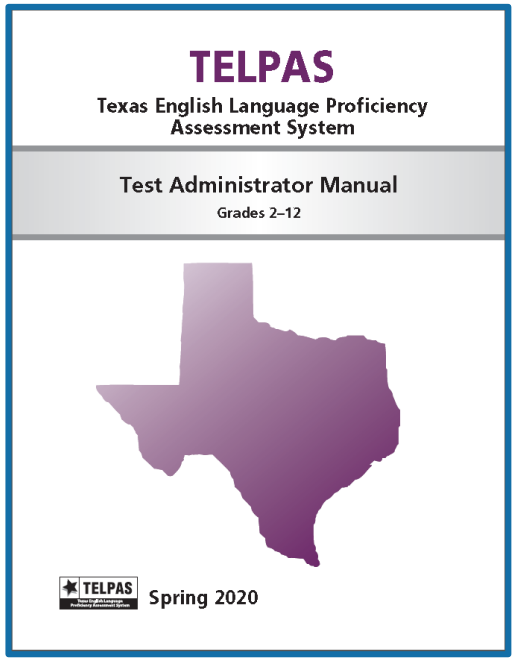
Pearson Call Drivers and Best Practices – Materials

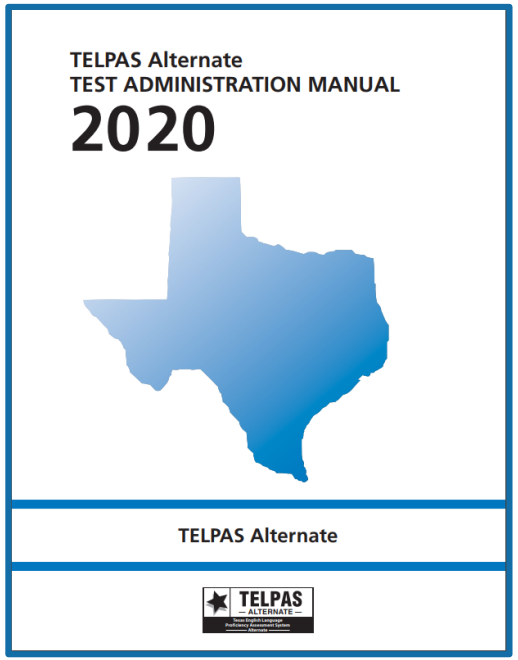
Call Drivers and Best Practices – Materials

How will districts receive TELPAS and TELPAS Alternate Test Administrator Manuals?

Best Practice: Districts must submit counts for TELPAS and TELPAS Alternate Test Administrator Manuals

- TELPAS Rater Manuals will only be posted online.





Call Drivers and Best Practices – Enter Counts for Manuals

From Setup > Organizations

- Search for and select organization(s). From the task dropdown, select ***Edit Enrollment Counts*** and ***Start***.

Call Drivers and Best Practices – Enter Counts for Manuals

Entering counts for TELPAS and TELPAS Alternate Test Administrator Manuals – Out of Process

- **Example:** The window for entering counts for TELPAS and TELPAS Alternate Test Administrator Manuals opens.
  - District **does not** enter counts during the window.
  - Results:
    - Districts will receive the same amount of TELPAS and TELPAS Alternate Test Administrator Manuals as the previous year.
    - Previous year counts may not be enough for the current year.

Call Drivers and Best Practices – Enter Counts for Manuals

Entering counts for TELPAS and TELPAS Alternate Test Administrator Manuals – Following Process

- **Example:** The window for entering counts for TELPAS and TELPAS Alternate Test Administrator Manuals opens.
  - District enters counts for TELPAS and TELPAS Alternate Test Administrator Manuals.
  - Results:
    - Districts receive the number of manuals requested, plus overage.

Call Drivers and Best Practices – Materials

Check for Understanding

ETS Call Drivers and Best Practices – Resolutions

Call Drivers and Best Practices – Resolutions

Check Student Resolutions in the Assessment Management System

Best Practice: DTCs **should** view and correct student resolutions (*Students > Resolutions*) during the "Districts resolve student information and test warnings (Resolutions)" window on the COE.

- Changes during this window will be reported with final region reports.
- Changes after this window will be reported in scheduled report updates.

Call Drivers and Best Practices – Resolutions

Check Student Resolutions in the Assessment Management System

- Resolutions are used to identify non-precoded answer documents with conflicts or missing data.
- Resolving these issues ensures that the answer document is matched to the correct student and that the system has the best available, most current, complete, and accurate data.
- **Tip:** System allows for downloading a report showing a list of all records that require resolution and the specific fields with missing or conflicting data.
- This is especially useful in large districts with a large number of records that need resolution.

Call Drivers and Best Practices – Material Returns

Check Student Resolutions in the Assessment Management System – Out of Process

- **Example:** DTC **does not** check and complete their resolutions.
  - Results:
    - The pdf of the STAAR Report Card is available in *Students* > *Resolutions*; however, the results **are not** accurately reporting to the correct student.
    - Students and parents **will not** receive scores.
    - The score information **will not** be available in the Student Portal.
    - District will have **incorrect or missing data** in their student results.
    - DTC will need to resolve the student resolution.

Call Drivers and Best Practices – Material Returns

Check Resolutions in the Assessment Management System – Following Process

- **Example:** DTC checks and completes their student resolutions by the date noted on the COE.
  - Results:
    - Results **are** accurately reported to the correct student when final region reports post.
    - Students and parents **will** receive scores when final region reports post.
    - The score information **will** be available in the Student Portal.

Check for Understanding

ETS Call Drivers and Best Practices – Retester Verification Roster

Call Drivers and Best Practices – Retester Verification Roster

Check for the Posted Retester Verification Roster

Best Practice: District testing coordinators **should** download a copy of their Retester Verification Roster (*Reports > Students > Student District Home Campus Report*) on the date listed on the Calendar of Events prior to making any updates to student registrations.

- The Retester Verification Roster is **not** a results file and should be used to edit retester registrations as needed. For student results, look for the Reports Posted to the Assessment Management System listed on the Calendar of Events.

- **Tip:** Check retesters campus, demographics, and testing mode. Students are registered at the same campus, with the same demographics, and the same testing mode as last tested.
- **Tip:** Remember to update registrations for braille students. Registrations for braille retesters are rolled over as paper; districts must indicate the needed braille version via *Students > View & Edit*.

Call Drivers and Best Practices – Retester Verification Roster

Check for the Posted Retester Verification Roster – Out of Process

- **Example:** A district testing coordinator **<u>does not</u>** review their retester registrations during the paper registration window.
  - Results:
    - Student demographics, campus, and test mode may be incorrect and therefore may result in incorrect or missing precoded answer documents.
    - The district may need to hand grid student information onto blank answer documents to make corrections to PEIMS, first name, last name, or date of birth.
    - The district may need to hand grid student answer documents if test takers were registered for online instead of paper.

Call Drivers and Best Practices – Retester Verification Roster

Check for the Posted Retester Verification Roster – Following Process

- **Example:** A district testing coordinator reviews their retester registrations during the paper registration window.
  - Results:
    - Because the coordinator verified student demographics, campus, and test mode during the paper registration window, precoded answer documents will be printed with the current information supplied by the district.
    - No additional action is needed by the district testing coordinator.

Call Drivers and Best Practices – Retester Verification Roster

Check for Understanding

ETS Call Drivers and Best Practices – Post Administration

Call Drivers and Best Practices – Post Administration

Check the district data file

Best Practice: District testing coordinators **should** download a copy of their district data file (*Reports > Results*) to ensure results were received for all students as expected.

- **Tip:** Check the data file for the Record Update Indicator (RUI). Values of 1, 2, or 3 should be reviewed as information is missing, inaccurate, or the student has duplicate scores.
- **Tip:** Check the data file for missing student portal unique access codes. A missing access code should be reviewed as those results will not be available in the student portal.

Call Drivers and Best Practices – Post Administration

Check the district data file – Out of Process

- **Example:** A district testing coordinator **<u>does not</u>** review their district data file to ensure results were received for each student as expected. A student is listed as an RUI 3 and does not have an access code.
  - Results:
    - The student will have two pdfs of the STAAR Report Card with two different results in their profile in the Assessment Management System.
    - Students and parents **<u>will not</u>** find score information in the Student Portal.
    - The district will have **<u>duplicate results</u>** in their student data file.
    - The coordinator will need to contact the Texas Assessment Support Center to have the duplicate scores resolved.

Call Drivers and Best Practices – Post Administration

Check the district data file – Following Process

- **Example:** A district testing coordinator **<u>does</u>** review their district data file to ensure results were received for each student as expected. A student is listed as an RUI 3 and does not have an access code.

Call Drivers and Best Practices – Post Administration

Check the district data file – Following Process

- Results:
  - The student will have two pdfs of the STAAR Report Card with two different results in their profile in the Assessment Management System.
  - Students and parents **will not** find score information in the Student Portal.
  - The district will have **duplicate results** in their student data file.
  - The coordinator will need to contact the Texas Assessment Support Center to have the duplicate scores resolved.
  - If the file is checked as soon as initial results are posted, the error may be corrected in time for final region reports to be corrected. Districts will want to resolve these issues before the Consolidated Accountability File (CAF) is generated.

Call Drivers and Best Practices – Post Administration

Check the district data file – Following Process

- Results:
  - **Tip:** If all processes were followed, there would be **no** Record Update Indicator.
    - **Do not** allow a student to test on another student's precoded answer document.
    - If a test taker logs in to start a test online and switches to the correct paper format, **void** the test that was started online.
    - **Do not** have students take the same test twice.

Check for Understanding

Pearson Call Drivers and Best Practices – Reporting

Call Drivers and Best Practices – Reporting

Does the Reporting CDC field have to be entered?

Best Practice: Districts should only add the Reporting CDC if the student tested at a different district/campus from the one they report to.

If a Reporting CDC needs to be entered, use the CDC # instead of the name since there are many campuses with the same name.

- Students will be reported to the option selected.

Check for Understanding