ISAT

Idaho Standards Achievement Tests

Paper-Pencil Test Administration Manual

Winter 2009

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Winter 2009
ISAT Important Dates

DATE	EVENT
December	Attend Test Administration Training Session(s) provided by the district.
December 8–January 23	ISAT Testing Window

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General Information

Introduction

The Idaho Standards Achievement Tests (ISAT) are developed specifically for Idaho. The ISAT Exit Exam Retest is administered to students in grades 11 and 12 who have not yet passed the ISAT.

Data Recognition Corporation (DRC) along with the computer delivery vendor, Computerized Assessments and Learning (CAL), are the providers of the ISAT Program.

This *Paper-Pencil Test Administration Manual* has been designed to help you administer the special versions of the ISAT accurately and efficiently. Please take the time to read this manual to familiarize yourself with the administration of the ISAT. Completing the steps in administering the ISAT is essential to the success of the ISAT program. This manual should be reviewed by all Test Coordinators, Test Administrators, and Proctors who will participate in the Winter 2009 ISAT.

Test Administrators are strongly urged to become thoroughly familiar with the *Paper-Pencil Test Administration Manual* before the first day of testing. However, test items in the test booklets and answer documents are secure and may not be read by anyone before, during (except for the student testing), or after the test administration.

Teachers, Proctors, Test Administrators, or other testing personnel may not read test items aloud, silently, to themselves, or to another individual, unless it is specifically required to provide a documented accommodation to an individual or student group. Parents/guardians may not read test items under any circumstances.

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Testing Dates

The Winter 2009 ISAT is to be administered December 8, 2008–January 23, 2009.

Scheduling the Winter 2009 ISAT

For scheduling purposes, each content area of the ISAT will take about 60–90 minutes to complete. Students who finish early may read or sit quietly until the end of the test session.

Under no circumstances should a test be started unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time.

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Accommodated Materials

Paper/Braille/Large Print

Note: Information regarding the audio accommodation for mathematics is located in the online *Winter 2009 ISAT Test Administration Manual* on the Testing Main Page at http://isat.caltesting.org/.

The accommodated materials available for this administration are paper versions, large print versions, and Braille versions for each content area. These are the only accommodated materials provided for this administration. The student's Individualized Education Program (IEP) will determine which content areas and accommodated versions are needed for this administration.

These materials are considered accommodations and are only available for special education, English Language Learners (ELL), and Section 504 students. Special accommodations may be necessary when administering the test to these students. Please check the student's IEP for special accommodations that may be needed.

To order accommodated materials, you must email the following information to the ISAT Project Team at ISAT@datarecognitioncorp.com by January 16, 2009:

- District Number
- School Number
- Student Name
- Student ID
- Student Grade
- Type of Material Needed (Paper, Large Print, or Braille)
- Content Area(s)

DRC will send these materials to districts beginning December 1, 2008, depending on when the order is received. **No orders for accommodated materials will be accepted after January 16, 2009.**

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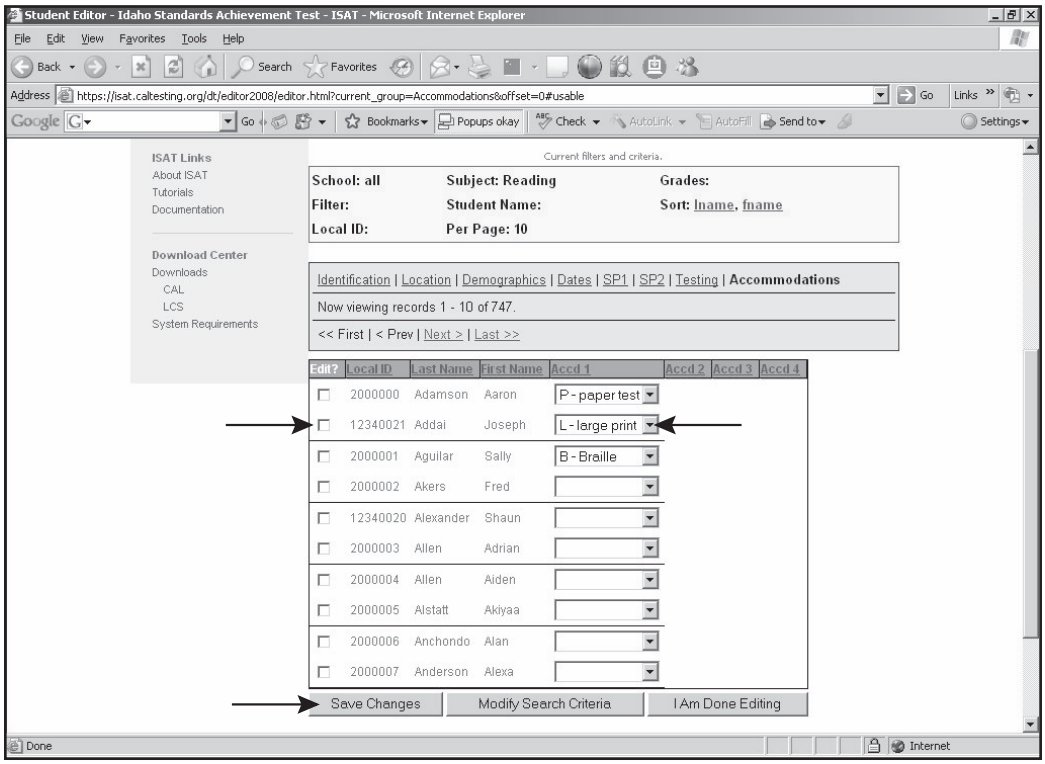
In addition to ordering accommodated materials via email, each student must also be identified in the Student Editor by content area for each accommodated material needed. This information must be entered by **January 23, 2009**.

1 To use the student enrollment file to update the accommodation information, include local student ID, school number, student grade, and indicate accommodated materials used for each student in columns AD, AH, and AL of the student enrollment file. The file can then be uploaded via the ISAT Website.

2 To manually indicate accommodated materials used for each student via the Student Editor:

- Log in to the ISAT Website
- Click on “Data Tools”
- Click on “Student Editor”
- Choose the content area and any other information needed to identify the student
- Click on “Accommodations” in the blue box
- Choose “P-paper test”, “L-large print”, or “B-Braille” from the drop-down menu in the “Accd 1” field
- Check the “Edit” box to the left of the “Local ID” field
- Click “Save Changes”



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Precode labels containing student name and demographic information will be shipped with your order. Any changes made to this data in the ISAT Student Editor before **January 23, 2009** will be reflected on the score reports and data files.

Paper Version Administration and Handling Information

- Students will respond directly onto an answer document.
- Bundle paper version and answer document with all test materials to be returned to DRC for scoring. These are secure materials.

NOTE: *If a transcriber was used, the answer documents must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover.*

Braille Version Administration and Handling Information

- Students use a Brailler.
- Transcribe student responses onto an answer document.
- Bundle the Braille version and answer document with all test materials to be returned to DRC for scoring. These are secure materials.

NOTE: *Answer documents must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover.*

Large Print Version Administration and Handling Information

- Students mark responses directly in the large print test booklet.
- Transcribe student responses onto an answer document.
- Bundle the large print version and answer document with all test materials to be returned to DRC for scoring. These are secure materials.

NOTE: *Answer documents must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover.*

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Test Security

District Test Coordinators (DTCs), School Test Coordinators, and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The ISAT is to be administered by professional staff members who have been oriented in the proper test administration procedures for the ISAT used in the school.

- **Nondisclosure of Test Content** – The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed to access the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's test booklet and answer document.

- **Secure Testing Materials** – Test Administrators are expected to ensure that the *Paper-Pencil Test Administration Manual* is not left in the open or in unattended areas. **No testing materials are to be reproduced.** No test materials are to be accessed outside the school building except under approved conditions; contact the Idaho Office of the State Board of Education (OSBE). The following materials may be provided to students during the test administration:

  - Scrap paper: Blank scrap paper and a writing instrument may be provided to students for any test.
  - Mathematics Reference Sheet: A Mathematics Reference Sheet is provided in the back of the test booklet and in the back of this manual. Test Administrators may provide clean, hard copies of this reference sheet to students.

  All test booklets and answer documents, both used and unused, will be inventoried by DRC upon receipt for scoring. Results of the inventory will be provided to OSBE and to each district. To prevent any problems with the return of materials, Test Administrators should inventory materials immediately after every test session and store test materials securely before and after their use. **Every test booklet and answer document, both used and unused, must be accounted for at all times.**

- **Test Security Agreement** – All district and school level personnel who are working with any ISAT materials must complete a Test Security Agreement. The Test Security Agreement can be found on page 23 of this manual. This form may be reproduced as necessary for your district. At the minimum, the following individuals must review and sign a Test Security Agreement:

  - District Test Coordinators
  - School Test Coordinators
  - Test Administrators/Proctors who are in the classroom during an ISAT administration

  DTCs are responsible for these completed forms. These forms must be completed and stored at the district office for two years. The OSBE will randomly audit these forms each administration.

- **Proctors** –The assistance of a Proctor is essential. The ratio of one adult for every 12–15 students is recommended in the testing room. Teachers' aides may be used as Proctors.

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Invalidating a Test

The ISAT administration must adhere to the *Test Coordinator's Guide for Federal and State Assessments*. If the Test Administrator or Proctor believes the integrity of the ISAT has been compromised, the test booklet and answer document should be collected and the student removed from the testing location. **The school principal will determine if the student test will be invalidated.** Possible reasons to consider invalidating a test are:

- The student receiving help from another student;
- The student randomly marking answers without reading the presented material;
- The student refusing to take or continue the test;
- Test Administrators, Proctors, or other adults in the room explaining test items to students;
- Test Administrators, Proctors, or other adults in the room reading words or passages to students;
- Test Administrators, Proctors, or other adults in the room pointing to or suggesting the correct response;
- The student using a calculator on a non-calculator portion of the math test;
- Copying, highlighting, or any other modification of the test booklet.

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If the school principal decides to invalidate the test, it is the School Test Coordinator's responsibility to invalidate the test in the ISAT system.

NOTE: If a student's test is coded for an adaptation, DRC will automatically invalidate the student's test. You should **NOT** use the Invalid code for students coded with an adaptation.

To invalidate a test:

- Log into the ISAT Website
- Click on "Data Tools"
- Click on "Student Editor"
- Choose the content area and any other information needed to identify the student
- Click on "Testing" in the blue box
- Choose "03-Invalid" from the drop-down menu in the "Not Tested/Invalid" field
- Check the "Edit" box to the left of the "Local ID" field
- Click "Save Changes"

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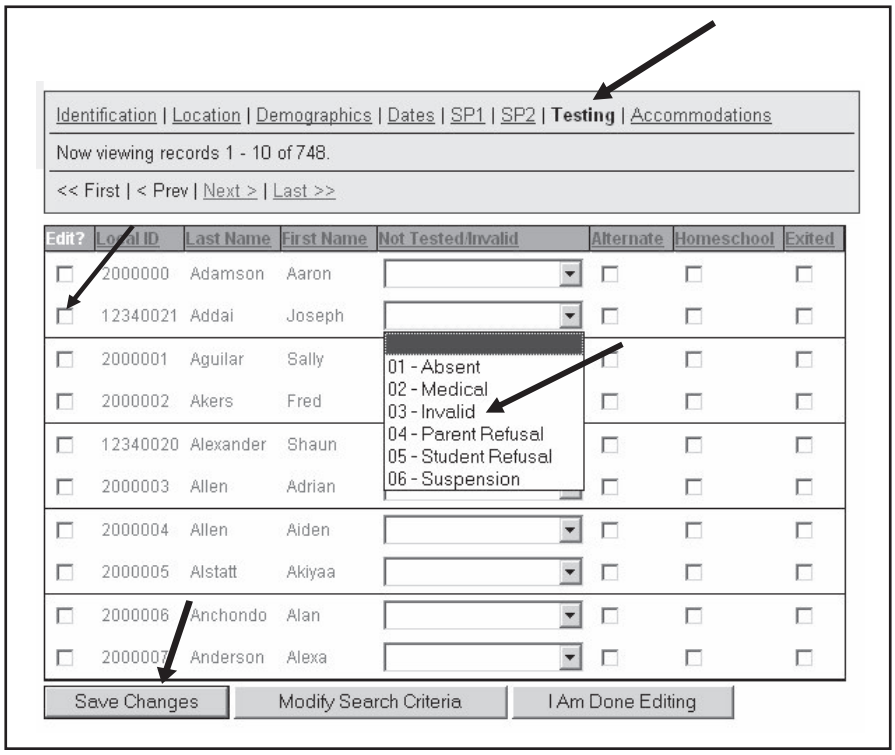

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Roles and Responsibilities of the Test Administrator

Test Administrators are responsible for the following:

- distributing test booklets and answer documents to students
- administering the Winter 2009 ISAT
- returning all test materials to the School Test Coordinator when testing is complete.

Test Administrators may also:

- arrange the testing room
- restrict electronic devices of any type: palm pilots, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.
- fill in or check student-identifying information
- distribute test materials
- make sure students are working in the correct place and are filling in only one circle for each multiple-choice item
- prohibit talking or sharing of responses
- collect or secure materials at the end of the session (closing the test booklets is sufficient during breaks).

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Schedule Testing

Under no circumstances should Test Administrators begin a test unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time. Students who finish early may read or sit quietly until the end of the test session.

Prepare for Testing

Test Administrators are required to follow the district's ISAT security procedures. The Test Security Agreement found on page 23 of this manual must be signed and returned to the DTC prior to testing. Before testing begins, make sure to have all of the materials needed for testing. You should also read through this *Paper-Pencil Test Administration Manual* prior to testing day.

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All Test Administrators will need:

- a copy of the *Paper-Pencil Test Administration Manual*
- test booklets and answer documents for each student (your School Test Coordinator will provide these prior to testing)
- Student precode labels
- "Do Not Process" labels
- A "Testing: Do Not Disturb" sign for the door (not provided)

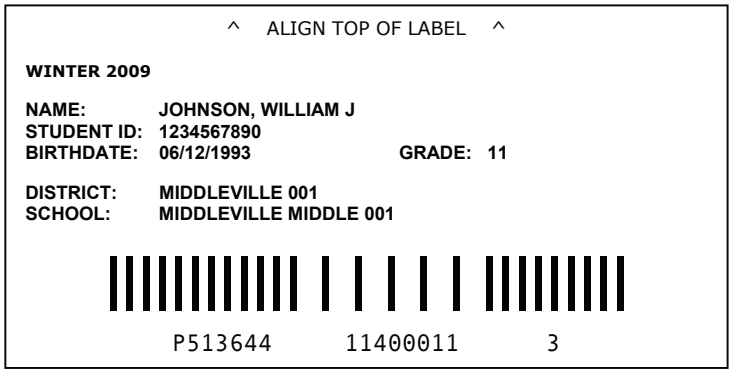
Make sure that all test materials are stored in a secure location prior to test administration.

Label Answer Documents

Student precode labels and "Do Not Process" labels are provided. **All answer documents must have a precode label applied before students use the answer documents.**

ANSWER DOCUMENTS THAT DO NOT CONTAIN A STUDENT PRECODE LABEL WILL BE CONSIDERED UNUSED AND WILL NOT BE SCORED. MANUAL SCORING OF ANSWER DOCUMENTS WILL BE AT THE DISTRICT'S EXPENSE.

- Student precode labels are produced for each grade 11 and 12 student for whom DRC received an accommodated material order. Place a student precode label on the ISAT answer document and do not fill in any bubbles.



- Do not worry if a student fills in the bubbles during administration of the test. The student precode label will override the bubbles on the front cover.
- Apply each label to the front cover of the answer document in the box containing the words **"Attention: Apply label here."**

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- If a label is positioned incorrectly, do not use the answer document. Place the “Do Not Process” label in the preprinted box and contact ISAT customer service to report the security number of the answer document. Use a new answer document for that student.

^ ALIGN TOP OF LABEL ^

WINTER 2009

You must contact DRC @1-866-572-2050
if using this label.

DO NOT PROCESS

D513644 NOTSCORE

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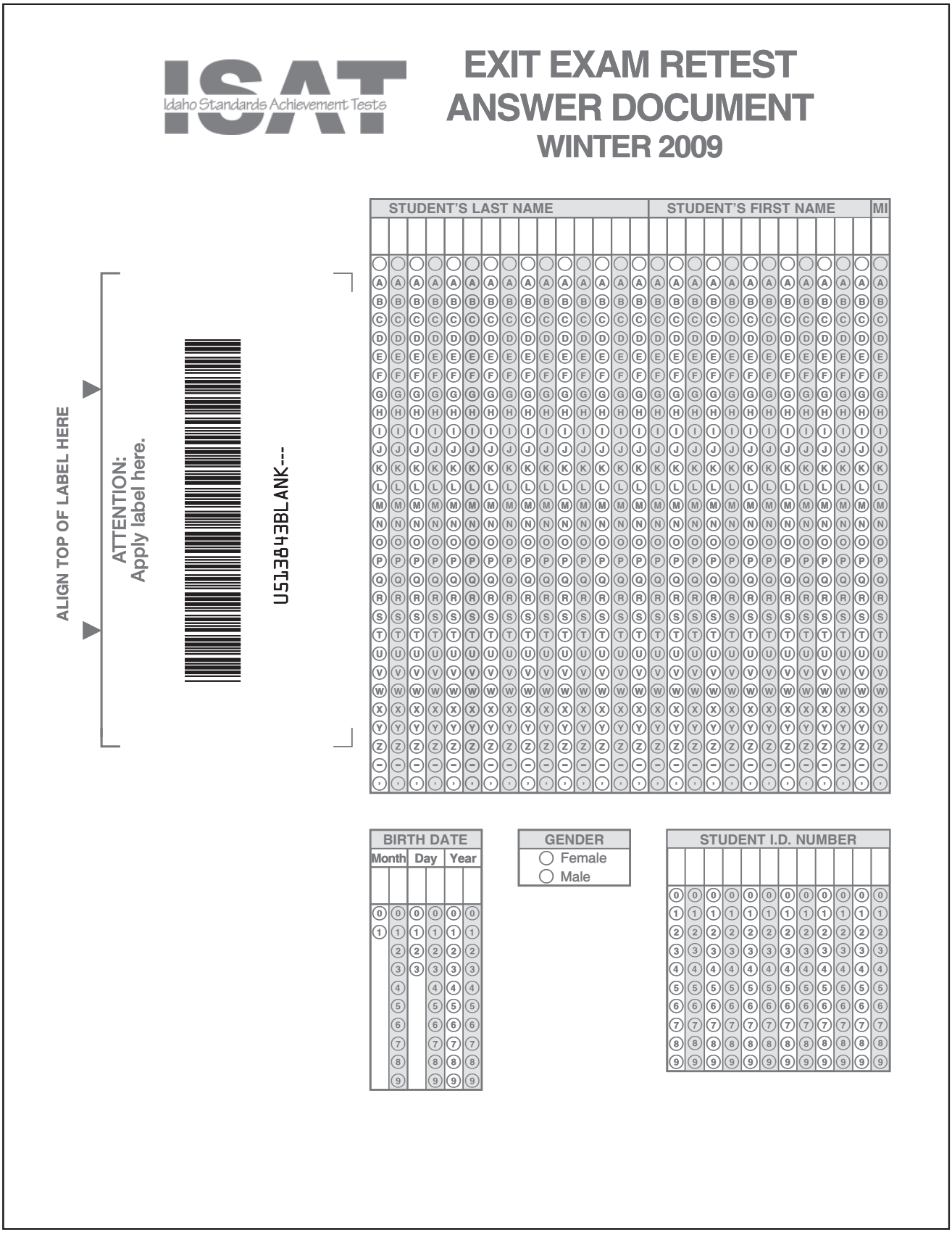
Answer Document Cover



ISAT
Idaho Standards Achievement Tests

EXIT EXAM RETEST
ANSWER DOCUMENT
WINTER 2009

ALIGN TOP OF LABEL HERE

ATTENTION:
Apply label here.

U513843BLANK---

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	MI

BIRTH DATE		
Month	Day	Year

GENDER
- Female
- Male

STUDENT I.D. NUMBER

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Prepare Testing Location

Provide a testing location that has comfortable seating, sufficient workspace, and good lighting. Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible. Students should be seated so they have enough room and will not be tempted to copy other students' answers. Visual aids and clues should be removed or covered and remain hidden throughout the administration of all tests.

Post a "Testing: Do Not Disturb" sign on the door to prevent interruptions. For large groups, it is advisable to have one adult assistant for every 12–15 students tested, in addition to the Test Administrator.

Administer Tests

In order to ensure accurate results, it is essential that all Test Administrators follow the same procedure when administering the test. Those directions begin on page 14 of this manual.

There is a Mathematics Reference Sheet included in the back of this manual. You must copy and distribute this reference sheet to the students during the testing sessions.

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- Be sure students understand the directions and how to mark responses.
- There are several places in the *Paper-Pencil Test Administration Manual* that direct you to ask students if they have any questions. Be sure that you answer all questions students have regarding the **text that you have read aloud** (preceded by the word "SAY") and any questions they have about test-taking mechanics.
- Be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices.
- Typically, students may raise their hands and tell you that they do not understand a question after they have begun working on the test. You may **NOT** provide additional information to a student on test items or clarify test items.
- You may not read test items, passages, or prompts to the students.

Marking Answers. Students should mark only **one** response for a multiple-choice item and should completely erase any response they do not want.

Guessing. Encourage students to attempt all items. Tell them to read each item carefully and make their best attempt at responding. Be careful not to imply that they should guess randomly. Points are not subtracted for wrong responses.

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Transcribe Responses

- Transcribers must be a test proctor, teacher, building administrator, or designated scribe who has signed the Test Security Agreement.
- Transcribe into an answer document any responses that cannot be recorded by a student into a standard answer document.
- Responses that must be transcribed include those answered using a Braille or large print version of the test, as well as signed or oral responses.
- All responses must be transcribed into an answer document.
- Transcriber signatures and the date must be on the inside front cover of the document in which they transcribed the responses.
- Return any used Braille or large print test book to your School Test Coordinator after an accurate transcription has been made into a standard answer document.

Return Test Materials

Test Administrators should return all test materials to the School Test Coordinator as soon as possible after completing the test session.

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Administer the Winter 2009 ISAT Paper-Pencil Tests

Administration of the ISAT is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute the test booklets and answer documents. Check to see that each student has a test booklet, his or her own answer document, and a No. 2 pencil.

Students may use scratch paper while taking the ISAT — have scratch paper available for students to use. The ISAT mathematics test has one test part that allows the use of a calculator with those items.

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering the test. Follow the script provided below for administering the ISAT paper-pencil tests.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Say: Today you will take the Winter 2009 Idaho Standards Achievement Tests Exit Exam Retest. Give each test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the entire question and ALL of the answer choices carefully. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer from the ones that remain. Remember there is no penalty for guessing. You CAN skip questions and come back to them if you need more time.

The test will take about one hour to complete; however, it is not timed, and you will be given time to finish.

If you have any concerns once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* **will come to you. The Test Administrator** *(Proctor/Teacher)* **is not allowed to provide you with any additional information during the test. The Test Administrator** *(Proctor/Teacher)* **cannot help you with any words.**

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Are there any questions?

Answer student questions as needed.

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Administering the Reading Exit Exam Retest

Say: We are about to begin the reading test. Please check the cover of your answer document and make sure that your name is either on the label or bubbled in on the cover. Raise your hand if you do not have the correct answer document or if you need help filling in the student-identifying information on the front cover of your answer document.

Assist students as needed.

Say: Now open your answer document to page 2. You will mark all of your answers in your answer document. Do not make any stray marks on the answer document.

Also open your test booklet to page 3. You should now see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will now read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for the Exit Exam Retest Reading Idaho Standards Achievement Tests.

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For <u>all</u> questions:

- **Read each question carefully, and choose the best answer.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Remember only one of the answers provided is the correct response."**

When you come to the word STOP at the end of your test booklet, you have finished the reading test. You may review the test to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want.

Now let's read the directions in the answer document together. Please follow along as I read aloud. You will only be marking your answers in the box marked Reading.

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"Note to Students:

Only mark answers to reading questions in this section. Be sure the number next to the response you are marking on your answer document matches the number of the test question you are answering."

When you have finished the reading test, close your test booklet and answer document, and sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not give help on specific test questions.

As students complete the test, please follow your school's plan for dismissing students.

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Administering the Language Usage Exit Exam Retest

Say: We are about to begin the language usage test. Please check the cover of your answer document and make sure that your name is either on the label or bubbled in on the cover. Raise your hand if you do not have the correct answer document or if you need help filling in the student-identifying information on the front cover of your answer document.

Assist students as needed.

Say: Now open your answer document to page 2. You will mark all of your answers in your answer document. Do not make any stray marks on the answer document.

Also open your test booklet to page 3. You should now see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will now read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for the Exit Exam Retest Language Usage Idaho Standards Achievement Tests.

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For <u>all</u> questions:

- **Read each question carefully, and choose the best answer.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Remember only one of the answers provided is the correct response."**

When you come to the word STOP at the end of your test booklet, you have finished the language usage test. You may review the test to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want.

Now let's read the directions in the answer document together. Please follow along as I read aloud. You will only be marking your answers in the box marked Language Usage.

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"Note to Students:

Only mark answers to language usage questions in this section. Be sure the number next to the response you are marking on your answer document matches the number of the test question you are answering."

When you have finished the language usage test, close your test booklet and answer document, and sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not give help on specific test questions.

As students complete the test, please follow your school's plan for dismissing students.

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Administering the Mathematics Exit Exam Retest

The Mathematics Exit Exam Retest has two parts. It is imperative that each student complete both parts of the test.

Say: We are about to begin the mathematics test. Please check the cover of your answer document and make sure that your name is either on the label or bubbled in on the cover. Raise your hand if you do not have the correct answer document or if you need help filling in the student-identifying information on the front cover of your answer document.

Assist students as needed.

Say: Now open your answer document to page 3. You will mark all of your answers in your answer document. Do not make any stray marks on the answer document.

Also open your test booklet to page 3. You should now see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

If you distributed the reference sheets, please read the following to students.

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Say: You should all have a copy of the reference sheet. There is also a reference sheet provided in the back of your test booklet. You can use either one to help you answer the questions.

Continue.

Say: We will now read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for the Exit Exam Retest Mathematics Idaho Standards Achievement Tests.

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For <u>all</u> questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **A Mathematics Reference Sheet is provided in the back of the test booklet.**
- **You may not use a calculator for Part I. You may use a calculator for all other items on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Remember only one of the answers provided is the correct response."**

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When you come to the word STOP at the end of Part I in your test booklet, you have finished the non-calculator portion of the mathematics test. You may review only the non-calculator portion of the test to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want.

Once you have completed Part I of the test, raise your hand and I will give you a calculator for Part II of the test.

When you come to the word STOP after question number forty-five at the end of Part II in your test booklet, you have finished the calculator portion of the mathematics test. You may review only the calculator portion of the test to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want.

Now let's read the directions in the answer document together. Please follow along as I read aloud. You will only be marking your answers in the box marked Mathematics.

"Note to Students:

Only mark answers to mathematics questions in this section. Be sure the number next to the response you are marking on your answer document matches the number of the test question you are answering."

When you have finished the mathematics test, close your test booklet and answer document, and sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 5 in your test booklet. You are now ready to begin the test.

While students are working walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not give help on specific test questions.

As students complete the test, please follow your school's plan for dismissing students.

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Collect Materials

After each testing session, collect the test booklets and answer documents. Make sure all scratch paper and reference sheets have been removed from the answer documents. Inventory the test materials immediately after administering the test. Turn in all of your testing materials to your School Test Coordinator so they may be put into secure storage.

Additional Questions

If you have any additional questions not covered in the manuals, please review the additional support documentation available on the Documentation page of the ISAT Website at http://isat.caltesting.org. If you would like to contact the ISAT Project Team, you may call 1-866-572-2050 or email ISAT@datarecognitioncorp.com.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed.

Representatives are available from 7:00 AM to 4:00 PM Mountain time, Monday through Friday.

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ISAT
Idaho Standards Achievement Tests

Winter 2009

TESTING PERSONNEL TEST SECURITY AGREEMENT

I acknowledge that I will have access to the Idaho Standards Achievement Tests (ISAT) for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will protect the contents of the test from any improper access.
2. I will handle test items or test booklets in accordance with security instructions. Copying or taking notes about any part of the test is not allowed.
3. I will carefully restrict access to the test materials to only persons authorized by the District Test Coordinator.
4. I will assure students' responses are accurate reflections of their own work.
5. I will assure that students' answers to test items are their own and that no one offers any improper assistance to students.
6. I acknowledge that discussing with teachers or students or answering any test questions contained in the assessment before, during, or after the administration of the test is a violation of test security.
7. I understand my username and password for the ISAT are secure and must remain confidential.
8. I acknowledge that copying, highlighting, or any other modification of the test booklet will result in an invalid test administration and no student scores will be reported.
9. I understand that any information about student data and test performance is confidential and I am not at liberty to discuss or share with anyone who does not have legal access to that information.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the *Test Security Agreement*.

Please be sure to print, sign, and return the *Test Security Agreement* (from the computer OR manual) to the District Test Coordinator before administering any ISAT.

Signed: _____

Print Name: _____

Position: _____

School: _____

District: _____

Date: _____

This page may be photocopied.

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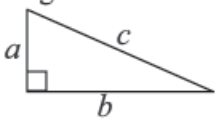
Mathematics Reference Sheet

Shape	Area	Circumference
Circle	$A = \pi r^2$	$C = \pi d = 2\pi r$
Triangle	$A = \frac{1}{2}bh$	**Perimeter**
Rectangle	$A = lw$	$P = 2l + 2w$
Trapezoid	$A = \frac{1}{2}h(b_1+b_2)$	
Parallelogram	$A = bh$	

Key	
b = base	w = width
B = area of base	d = diameter
h = height	r = radius
l = length	ℓ = slant height
Use 3.14 for π	

3-dimensional Shape	Volume	Total Surface Area
Rectangular Prism	$V = lwh$	$SA = 2(lw) + 2(hw) + 2(lh)$
Square Pyramid	$V = \frac{1}{3}l^2h$	$SA = 4(\frac{1}{2}l\ell) + l^2 = 2l\ell + l^2$
Sphere	$V = \frac{4}{3}\pi r^3$	$SA = 4\pi r^2$
Right Cylinder	$V = \pi r^2 h$	$SA = 2\pi rh + 2\pi r^2$
Triangular Prism	$V = Bh$	
Right Circular Cone	$V = \frac{1}{3}\pi r^2 h$	
Rectangular Pyramid	$V = \frac{1}{3}lwh$	

Formulas

Distance, rate, and time d = distance, r = rate, t = time $d = rt$	Simple interest p = principal, r = rate, t = time $I = prt$
Slope-intercept form of an equation of a line, where m is the slope of the line and b is the y-intercept $y = mx + b$	Pythagorean Theorem  $a^2 + b^2 = c^2$

Conversions

1 yard (yd) = 3 feet (ft) = 36 inches (in.)	1 meter (m) = 100 centimeters (cm)
1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)	1 meter (m) = 1,000 millimeters (mm)
	1 kilometer (km) = 1,000 meters (m)
1 cup = 8 fluid ounces (fl oz)	
1 pint (pt) = 2 cups	1 liter (l) = 1,000 milliliters (ml)
1 quart (qt) = 2 pints (pt)	1 liter (l) = 1,000 cubic centimeters (cu. cm)
1 gallon (gal.) = 4 quarts (qt)	
	1 gram (g) = 1,000 milligrams (mg)
1 pound (lb) = 16 ounces (oz)	1 kilogram (kg) = 1,000 grams (g)
1 ton = 2,000 pounds (lb)	

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ISAT

Idaho Standards Achievement Tests

Paper-Pencil Test Administration Manual

Winter 2009

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