

2024 South Carolina Career Readiness Assessment

High School Paper-Based Testing Full Test Administration Manual

Version 8.0

Questions? Contact us.

Hours:

Monday-Friday

8:00 a.m.-5:00 p.m. EST

During the testing window WIN Learning will be open from 7:00 a.m.-5:00 p.m. EST.

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Note: There are occasionally extraordinary circumstances that may prevent a student from participating in planned/scheduled testing (e.g., a homebound student who, on the basis of a medical record from a physician, is physically and/or mentally unable to participate in assessment during the testing window, including make-up days). Students who are not public school students but want to take the assessment should be directed to an SCWorks location.

Spring Testing Window

March 25-April 19, 2024

Spring DTC Planning Sessions

February 7 & February 12, 2024

Spring STC & Proctor Planning Sessions:

February 15, 2024 Online and Paper Testing

February 21 & 26, 2024 Online Testing

February 22 & 29, 2024 Paper Testing

Paper-Based Materials Return Deadline:

April 24, 2024

DTC Post-test Administration Webinar:

May 2, 2024

Spring District Data File Distribution Date:

June 14, 2024

About WIN

Since its inception in 1996, WIN Learning has been the primary source of online, career and college readiness instruction and assessments including soft/employability skills for numerous organizations and statewide initiatives.

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Paper-Based Test Administration Manual Introduction

This test administration manual (TAM) provides policies and procedures for all test administration personnel to read and implement during the administration of the **paper-based** South Carolina Career Readiness Assessment. This TAM and additional resources regarding the paper-based test administration can also be found at <https://sc.wincrsystem.com/> under the Resources tab. This TAM is not a secure document and should be distributed to School Test Coordinators (STCs) and Test Administrators (TAs) as soon as possible after receipt. It is highly recommended that STCs, TAs and monitors read the TAM prior to the pretest training sessions.

The following sections include important information regarding key test administration policies and procedures. All instructions in this manual should be followed as appropriate. Failing to follow all directions pertaining to the administration of a test as specified in the TAM for that test is a test security violation.

The South Carolina Career Readiness Assessment is comprised of WIN Learning's Work Ready and Essential Soft Skills assessments. Students will take WIN Learning's Work Ready assessments: Work Ready Math, Work Ready Reading, and Work Ready Data. Successfully passing the Work Ready section of the assessment will earn the student a Work Ready Credential. Students will also take the Essential Soft Skills assessment. Successfully passing the Essential Soft Skills section of the assessment will earn the student an Essential Soft Skills Credential.

WIN Learning is partnering with Scantron® to print, ship, and score all Work Ready and Essential Soft Skills Career Readiness Assessment materials.

If you have any questions, please contact WIN Learning Support at support@winlearning.com or 888 717-9461 Option 3.

1. Definitions

TERM	DEFINITION
Assessment	The Career Readiness Assessment contains two of WIN Learning's assessment programs, Work Ready (three tests) and Essential Soft Skills (one test).
Chain of Custody Form	An optional form for school districts to use internally to track and maintain inventory of test materials being distributed to Test Administrators.
Credential	A printable document that acknowledges student mastery of a WIN Learning assessment.
Carton	A universal term for the box or poly bag used for shipping.
Essential Soft Skills	The assessment program containing the Essential Soft Skills test.
Non-scorable Label	Provided fluorescent label(s) that must be affixed to the boxes that contain only test booklets and Oral Administration Scripts.
Oral Administration Guide	A guide provided to assist the TA in oral administration.
Oral Administration Script	A script that must be read to students who require oral administration and must be returned in the Non-scorable box. This is a secure test material.
Poly Bag	A waterproof bag provided for the return of scoreable answer sheets.
Resource Center	A comprehensive online library of training resources for paper-based and online assessment administrations embedded within the testing portal of the WIN Career Readiness System.
Return Label	Provided shipping label used to return the testing materials.
Scantron®	A company partnering with WIN Learning to handle the shipping and scoring of assessments.
School Test Coordinator (STC)	Oversees the school's test administration.
Scorable Label	Provided fluorescent label that must be affixed to the box that contains only completed Answer Sheets.
Shipment Inventory Form	A mandatory form used to track and maintain inventory of tests shipped to the testing locations.
Special Carton Label	White label affixed to the shipment indicating District, School, Test Booklet Qty, Answer Sheet Qty, and Carton # of # for the schools.
Student	Universal term used when describing the person taking the assessment. Synonymous with client, jobseeker, learner, participant, or examinee.
Test	Refers to one of the four tests in the Career Readiness Assessment.
Test Administrator (TA)	Manages the administration of the assessments for the students assigned to them. Also known as a teacher, facilitator, proctor, monitor, or instructor.
Test Administration Manual	This manual used for the administration of the South Carolina Work Ready Career Readiness Assessment.
Test ID	The serial number on the cover of the test booklet.
Test Material Management Instructions	Instructions on how to handle the test materials before, during, and after test administration to help expedite scoring.
Test Security Agreement	An agreement to uphold the strict security laws, regulations, and policies on administering assessments found in Appendices H, I, and J.
Test Version	The version of the test being administered found on the cover of the test booklet is a three-digit number followed by a letter.
WIN Career Readiness System	Single, sign-on portal providing one-click access to performance reports and the resource center.
Work Ready	The assessment program required to earn the Work Ready Credential containing the following tests: Work Ready Math, Work Ready Reading, and Work Ready Data.
Work Ready Data	One of three tests in WIN Learning's Work Ready assessment program.
Work Ready Math	One of three tests in WIN Learning's Work Ready assessment program.
Work Ready Reading	One of three tests in WIN Learning's Work Ready assessment program.

2. Student Participation Guidelines

A. Student Participation Guidelines 9GR

1. Career readiness assessments are mandated by South Carolina Education Accountability Act (EAA), S.C. Code Ann. § 59-18-325 indicating that all students entering eleventh grade must take a career readiness assessment. Some students may qualify to participate in the Alternate Assessment for students with significant cognitive disabilities.
2. According to the law, the results of the assessments must be provided to each student, the school, and the state. Students may use the results of the assessments to apply to college or enter careers. For the purpose of this assessment, eleventh grade students means students in the third year of high school after their initial enrollment in the ninth grade.
3. This testing policy includes all students with IEPs, 504 plans, and ILAPS, suspended students, home school students who are approved by the district school board, homebound and homebased students. Also included are ML students, charter school students and students who are incarcerated. All students who are in attendance during the testing window must participate in the assessment.

B. Special Groups of Students

1. Students with Disabilities—Students with disabilities must participate in the Career Readiness Assessment testing or Alternate Assessment in accordance with their IEP, 504 plan, or ILAP.
2. Suspended Students—Students who are suspended must be tested. The district or school may consider delaying the suspension dates, bringing the student(s) into the school during the suspension period for testing purposes only, or testing the student(s) in an alternate location.
3. Home School Students—Home school students are defined as those students whose parents or guardians teach their children at home with the approval of the district board of trustees.
 - a. The tests must be administered by a certified school district employee either with public school students or by special arrangement at the student's place of instruction, at the parent's option. The parent is responsible for paying the TA if the test is administered at the student's home.
 - b. It is recommended, but not required, that a Monitor accompany the TA if the parent chooses to have the student tested at home. Parents, guardians, or other relatives may not be present in the room with the student during testing.
 - c. Home school students will receive individual student results but will not be included in the district or school data.
4. Homebound Students—Homebound students (with or without disabilities) must be tested. These students receive instruction at home or in the hospital because they cannot attend school due to illness, accident, or pregnancy, even with the aid of transportation [2 S.C. Code Ann. Regs. 43- 241 (2011)]. The district must administer the required tests to a student who is homebound, except in individual cases where it is documented that the student is not physically and/or mentally able to take the test. It is a district's decision to choose whether or not to have a monitor present when testing homebound students.
5. Homebased Students—Students who receive homebased instruction must be tested. Homebased students normally receive instruction at a place other than school because the student's IEP team has determined this placement to be the appropriate, least restrictive

environment for the administration of the student's educational program. The district must send a TA to the place of instruction.

- a. It is recommended, but not required, that a monitor accompany the TA if the parent chooses to have the student tested at home. Parents, guardians, or other relatives may not be present in the room with the student during testing.
6. Multilingual Learners (MLs)—Students who are English language learners are required to take the career readiness assessment.
7. Students with Disabilities Who Have Been Placed by Districts and Public Agencies in Private or Nonpublic Schools—Students with disabilities who are placed by districts or other public agencies in private or non-public schools or state-operated programs must participate in statewide and districtwide assessments and must be tested by the home school district. The home school district is the district that carries the student on enrollment and receives state or federal funding for educating the student.
 - a. Students who are placed by other public agencies through the foster home/group home proviso, General Appropriations Act, 2003 S.C. Acts 91 Proviso 1.9, must be tested by the district in which the alternate residence (such as a foster home, group home, orphanage, or state-operated health care facility, including a facility for treatment of mental health or chemical dependence) is located.
8. Non-Public School Students—Non-public school students do not participate in the Career Readiness Assessment. These include:
 - a. Expelled Students—Expelled students are no longer enrolled in public school and do not participate in state testing unless the expelled student has an IEP. When a student with an IEP has been expelled, a new IEP must be written that outlines services to be provided during the expulsion period and the manner in which the student will be tested.
 - b. Non-District-Affiliated Home School Students—Home school students who are registered through one of the professional home school organizations are home schooled outside the district's authority, are not enrolled in public school, and are not administered the Career Readiness Assessment. These students are considered private school students.
 - c. Private School Students—Students who attend private school are not enrolled in public school and are not administered the Career Readiness Assessment.

3. Test Security

A. Secure Test Materials

1. Secure Materials

Secure test materials include:

- Printed testing rosters or any other documentation containing student information. Secure materials, including student usernames and passwords, should not be transmitted by e-mail or non-secure fax.
- All test booklets and answer sheets or answer documents.
- All customized materials including braille and large-print test booklets, and oral administration scripts (OAS).
- Any papers or materials with student writing or responses (e.g., in braille or typed responses, scratch paper for tests).

2. Storing Secure Test Materials

- Secure materials must be kept in secure, locked storage when not in use. If possible, the secure location should not have outside or inside windows. Also, secure test materials must not be stored in the same room as a copy or fax machine or any other frequently accessed equipment or supplies.
- Do not leave secure materials unattended at any time. If a TA must leave the room before testing begins, all secure materials should be placed in a secure, locked cabinet, closet, drawer, etc., or all secure materials should be taken with the person. If a TA must leave the classroom for a brief amount of time and there are no students in the room, materials are secure if the door to the room is locked.

3. Access to Secure Test Materials

- Access to secure materials is restricted to testing sessions and make-up testing sessions.** STCs should not sign out or distribute secure materials to TAs until the day of the test.

4. Test Item Security

- Test items are secure.** It is not permissible for any school or district personnel to open test booklets or to view online test forms for the purpose of reading test items. Monitors, TAs, STCs, and other school and district personnel (including principals, assistant principals, and guidance counselors) **are not permitted to read test items before testing, during testing, or after testing** except as directed in the administration materials for an oral administration of a test.
- Teachers must not discuss test items with students or pronounce words for students even if students ask questions about content on the tests. As indicated in the Test Administration Script for each test, TAs may answer questions only about instructions; they must not discuss any test questions or answer choices. All conversations regarding test content are prohibited even after the conclusion of testing.

Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing is a test security violation.

- c. TAs must take extra care when reviewing subject content or answering questions during the testing window. **On testing days, no further content-related instruction or review with students should be conducted after the TA has received secure materials.**

5. Policy on Use of Electronic Devices

- a. During testing, students may not be in possession of **any electronic or other device** that can be used for communicating, recording, timing, creating images, or storing images. These devices include, but are not limited to, cell phones, media players, electronic readers, headphones, smartwatches, stop watches, electronic translators, handheld devices, or any electronic imaging or photographic devices.
- b. The district and school must have procedures in place for the collection of these devices during testing (e.g., having students place all devices in backpacks and putting all backpacks in front of the room as students enter). All electronic devices must be collected before students begin taking the test and returned only after all students in the test session have completed testing.
- c. **This restriction does not apply to devices documented for use in a student's IEP, 504 Plan, or Individual Health Plan such as medical devices for monitoring diabetes or headphones or earbuds needed for an oral administration.** During testing these devices should be used in the same manner in which they were utilized in the classroom each day. In the case of a student with diabetes who is using a device for continuous glucose monitoring, the device (cell phone, meter, transmitter, etc.) may be kept on the student, on the student's desk or on the teacher's desk depending on the type of device. In the case of cell phone usage, the teacher should monitor that to ensure the phone is used only to monitor the glucose levels. If the student's blood sugar level drops, the student must be allowed to take precautions that the student would normally need to do such as eat, drink or leave the room to get assistance from the school nurse.

B. State Law Regarding Test Security

S.C. Code Ann. § 59-1-445 (2004) addresses violations of mandatory test security regulations and procedures, penalties, and investigations. The following is an excerpt from this section:

1. It is unlawful for anyone knowingly and willfully to violate security procedures regulations promulgated by the State Board of Education for mandatory tests administered by or through the State Board of Education to students or educators, or knowingly and willfully to:
 - a. Give examinees access to test questions prior to testing;
 - b. Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet;
 - c. Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - d. Make answer keys available to examinees;
 - e. Fail to follow security regulations for distribution and return of secure test [materials] as directed, or fail to account for all secure test materials before, during, and after testing;
 - f. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

Any person violating the provisions of this section or regulations issued hereunder is guilty of a misdemeanor and upon conviction must be fined not more than one thousand dollars

or be imprisoned for not more than ninety days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

2. The South Carolina Law Enforcement Division shall investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the South Carolina Department of Education.

The South Carolina Law Enforcement Division shall furnish the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.

3. Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the South Carolina Department of Education in test development or selection, test-form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

C. State Board Regulations Regarding Test Security

S.C. Code Ann. § 59-1-447 (2004) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

1. The State Board of Education promulgated revised test security regulations that became effective June 27, 2003. These regulations, 2. S.C. Code Ann. Regs. 43- 100 (2015), are reprinted below.
 - a. Tests administered by or through the State Board of Education shall include but are not limited to:
 - b. The statewide tests, as defined in State Board of Education Regulation 43- 262, including field tests and pilot tests;
 - c. Examinations for admission to teacher education programs and teacher certification examinations;
 - d. Examinations for admission to programs such as the gifted and talented program;
 - e. High school equivalency tests.
2. As used in this regulation, "local school board" means the governing board of a public-school district, a public charter school, as well as those of special school districts, special schools, and institutions that utilize tests administered by or through the State Board of Education.
3. Each local school board must develop and adopt a district test security policy. The policy must provide for the security of materials for the entire period of time (before, during, or after testing) the materials are in the district and/or the schools within that district. The policy must address security for paper-based, computer-based, and customized assessments. This also applies to district-owned materials that are the same as those used in any state-operated testing or assessment program. Throughout the time testing materials are under the control of the school district, secure paper-based materials must be stored under lock and key when not in use for approved test administration activities.
4. Each District Superintendent and the administration from each of the special schools and institutions that utilize tests administered by or through the State Board of Education must designate annually one individual in each district for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in

testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the South Carolina Department of Education (SCDE) in writing. When the testing program involves procurement of materials available commercially, the designated individual must be the sole individual in the district authorized to procure commercial test instruments which are utilized in testing programs administered by or through the State Board of Education.

5. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs. Manuals are provided by or through the SCDE.
6. The State Board of Education may invalidate test scores that reflect improbable gains and that cannot be satisfactorily explained through changes in student populations or instruction.

In cases where test results are invalidated because of a breach of security or action of the State Board of Education, any programmatic, evaluative, or certification criteria dependent upon the data will be deemed to not have been met.

7. Any individual(s) who knowingly engage(s) in any activity that results in the invalidation of scores derived from teacher certification examinations, the examinations for admission to teacher education programs, and/or the high school equivalency tests forfeits all opportunities to retake the test(s).
8. Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education will be considered a breach of test security within the meaning of S.C. Code Ann. Section 59-1-445 (1990, 2004). Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph forfeits all opportunities to retake the test(s).
9. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data and, as such, are viewed as security violations which could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.
 - a. Failing to administer tests on the test dates specified by the SCDE.
 - b. Failing to maintain an appropriate testing environment, free from undue distractions.
 - c. Failing to proctor the test to ensure that examinees are engaged in appropriate test-taking activities.
 - d. Providing examinees with access to test questions or specific test content prior to testing.
 - e. Providing examinees with access to answer keys prior to or during testing.
 - f. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the SCDE any test, test question, or specific test content.
 - g. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the SCDE any portion of examinee responses to any item or any section of a secured test.
 - h. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing. This includes hinting to examinees about the correctness of their responses.
 - i. Failing to follow instructions specified in the test manuals for the distribution, storage, or

return of test materials or failing to account for test materials before, during, or after testing.

- j. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual.
 - k. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing.
 - l. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing.
 - m. Leaving in view of examinees during test administration materials that are content or conceptually related to the subject areas being assessed.
 - n. Providing references or tools other than those specifically allowed in test manuals. Providing references or tools during test administration at times other than those specifically allowed in test manuals.
 - o. Failing to provide accommodations and/or customized materials as specified in the student's Individualized Education Program (IEP) or 504 Plan. Providing accommodations and/or customized materials not included in the student's IEP or 504 Plan.
 - p. Excluding examinees or exempting from assessment students who should be assessed.
 - q. Failing to return test materials for all examinees.
 - r. Engaging in inappropriate test preparation practices that invalidate the test scores. These practices include activities that result in an increase in test scores without a simultaneous increase in the examinee's real achievement or performance in the content area.
 - s. Revealing test scores or test performance to anyone not involved in the education of the examinee.
 - t. Altering test scores in electronic records or files.
 - u. Failing to report a security breach.
10. The SCDE has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring may occur.
 11. Any suspected violation of security must be reported to the South Carolina Law Enforcement Division.
 12. If a security breach occurs in a district, or charter school, rendering test forms or test items unusable, funds equivalent to replacement costs may be withheld from the district or charter school by the SCDE at the discretion of the State Board of Education.
 13. At the discretion of the State Board of Education, an educator may receive a public or private reprimand, or the credential of an educator may be suspended or revoked based on evidence of violation of test security provisions.

D. Reporting Test Security Violations

All suspected test security violations as defined in S.C. Code Ann. § 59-1-445 (2004) or 2 S.C. Code Ann. Regs. 43-100 (2015) must be reported to the South Carolina Department of Education (SCDE).

1. The District Test Coordinator (DTC) and the School Test Coordinator (STC) are responsible for conducting a comprehensive investigation of each allegation. The DTC must prepare and submit to the SCDE all required documentation that serves as a summary of the information obtained from all persons interviewed who have knowledge of the incident.
2. Following an internal SCDE review of the submitted documentation, and considering the gravity of the alleged violation, the SCDE will take one of three actions:
 - a. The incident will not be reported to the South Carolina Law Enforcement Division (SLED);
 - b. The incident will be reported to SLED for information; or
 - c. The incident will be reported to SLED for investigation.
3. As appropriate, the DTC and/or the Superintendent will receive an e-mail or a letter indicating which of these actions is being pursued by the Office of Assessment and Standards.
4. Reports may serve as a basis for initiating invalidation of test scores or other actions by the Certification Review Committee and/or the State Board of Education.

E. How to Conduct an Investigation

The following paragraphs outline more specific information about how to conduct an investigation and how to document the information included in the test security violation report.

1. If a Test Security Violation (TSV) is observed within a school, the individual(s) observing the incident must notify the STC or the DTC as soon as possible. The STC must notify the DTC immediately regarding the violation. The DTC must notify the Program Manager in the Office of Assessment and Standards for the Work Ready program, David Trombly at dictrombly@ed.sc.gov. He will discuss the possible violation with the DTC to determine if a violation has occurred and if it is necessary to complete the TSV documentation.
2. The DTC and the STC are responsible for conducting a comprehensive investigation to reconstruct what occurred to cause the allegation. The investigation should capture information including the “who, what, where, when, and how” of the incident.
3. The STC and/or the DTC should obtain a written statement of events (affidavit) from each adult involved in the situation, including the accused. Affidavits must be signed and dated in ink by the person making the statement.
4. As appropriate, the STC and DTC may need to interview some, or all the persons involved in each incident. All interviews should be conducted individually to elicit the most reliable information. Open-ended questions should be used during the interview process to obtain the most compelling evidence. In the case of student interviews, the STC should write a summary of the information learned from each student. It is not necessary to have the students provide a written statement.
5. The DTC must write a concise summary of events. If appropriate, the DTC may want to provide additional details regarding the incident (e.g., the action taken as a result of the investigation, if the district referred the violation to the South Carolina Law Enforcement Division, or any information that supports or refutes the credibility of any witness).

F. Required Documentation for a Test Security Violation

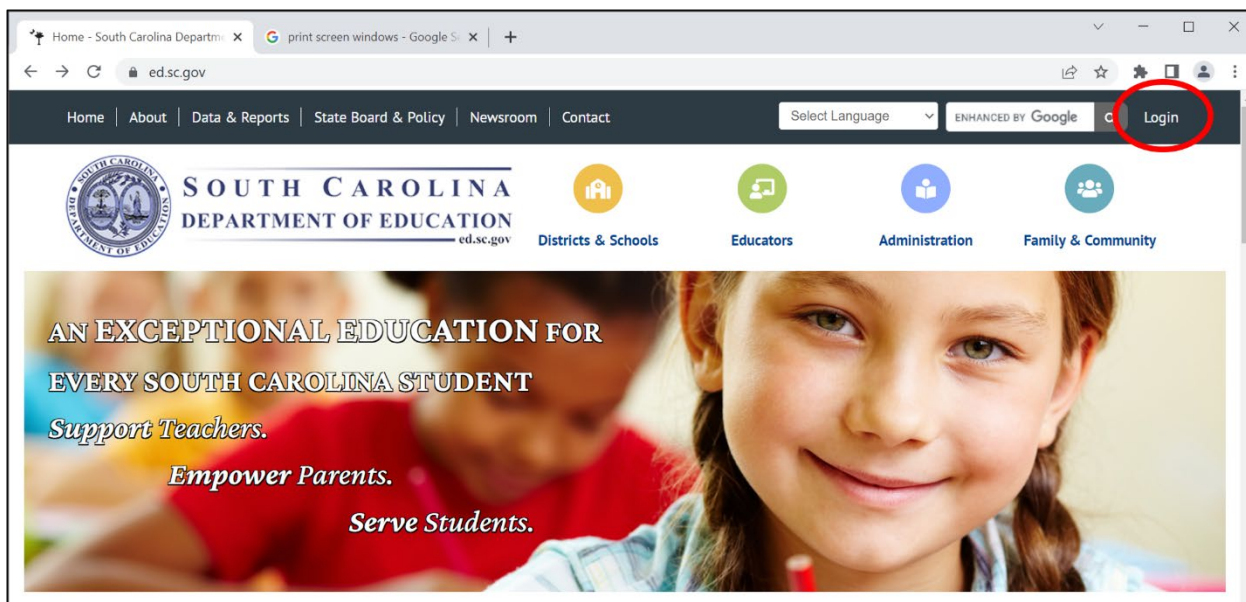
1. Test Security Violation (TSV) Application – DTCs must complete this TSV Application online via the SCDE website membership login page.

2. The TSV Application must include all of the requested information, including the identification of the person(s) who allegedly committed the violation and each person's certification number. Indicate the section of the law that is violated, if applicable. See page 9 of this manual for the appropriate letters (a–f) to use for Legislative Violation(s).
3. Also indicate the regulation(s) violated, using the exact wording of the violation(s) as stated in 2 S.C. Code Ann. Regs. 43-100 (2015) and provided on pages 9-13 of this manual. For example, if a teacher assisted a student on the test, the following should be inputted into the TSV Application for State Board Regulation Violation(s): "IX. H. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing."

The Description of Violation section of the TSV Application should provide a concise summary of the incident. The summary should include the basic elements of "who, what, where, when, and how" the violation occurred. .

- a. Supporting Documentation – This information would include all of the following items:
 - i. Written statements from all adults involved in the incident,
 - ii. Summaries of any interviews with students,
 - iii. IEP team meeting minutes with an indication of their recommendations, if applicable, and
 - iv. A summary written by the DTC, highlighting all applicable information and indicating actions, if appropriate, taken by the DTC or the district office.

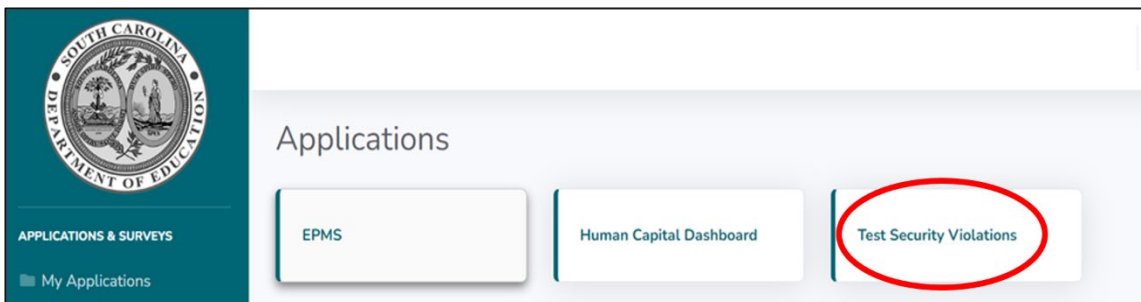
To access the Test Security Violation Application, go to the SCDE website at <https://ed.sc.gov/> and login. The login button is in the top right corner of the screen.



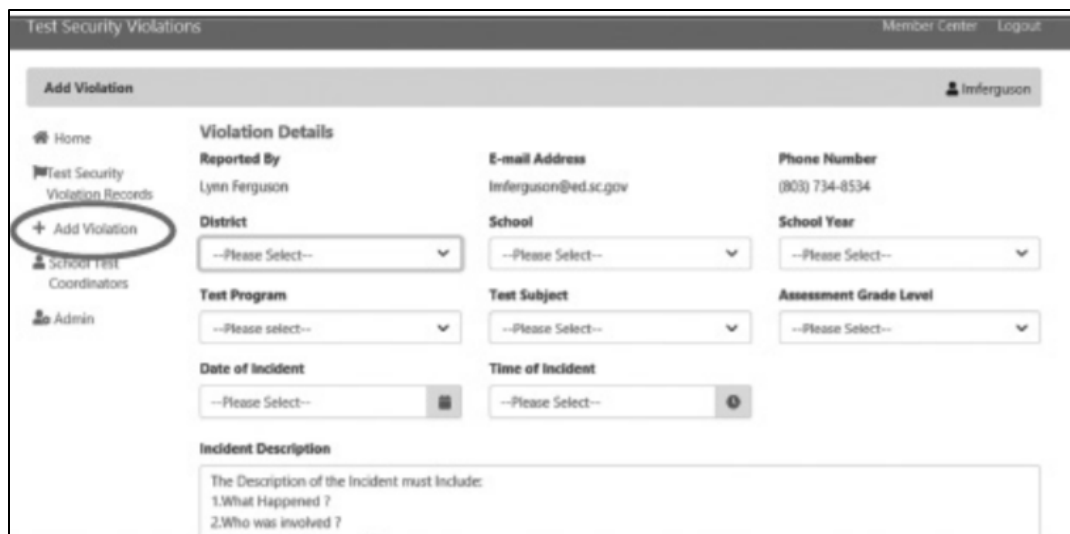


On the login page, type your username and password. After login, the Member Center page will open.

On the Member Center page, go to Web Applications and select Test Security Violations.



On the Test Security Violation page, select Add Violation (left side of the screen). Now, fill in all applicable fields.



G. Procedures for Violations Involving ML Students or Students with Disabilities

1. DTCs and STCs should work closely with special education and English Language Acquisition–Title III Coordinators and teachers within the schools to ensure that all accommodations are provided for students with disabilities and ML students in accordance with each student's Individualized Education Program (IEP), 504 Plan, or Individualized Language Acquisition Plan (ILAP).
2. The State Board of Education Regulations 2 S.C. Code Ann. Regs. 43-100 (2015) state that not providing accommodations (to include customized test forms) as specified for students with IEPs or 504 Plans or providing more accommodations than specified are considered breaches of professional ethics that may jeopardize the validity of the inferences made on the basis of test data. As such, these actions are viewed as security violations that could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.
3. In the event of a test security violation involving testing accommodations for students with disabilities or ML students, the DTC must report the test security violation in accordance with the procedures outlined in the previous section.
4. In addition, the school/district must convene the IEP/504 Plan or ILAP team to review the test security violation. During the meeting of the IEP/504 Plan or ILAP team, the team may consider only the testing accommodations as written in the IEP/504 Plan or ILAP and may not change the accommodations specified in the plans. The IEP/504 Plan or ILAP team must address the test security violation as follows:
 - a. If a student received a non-standard accommodation that is not specified in the IEP/504 Plan or ILAP, the team must invalidate the test administration by darkening the IEP Invalidation bubble on the student's answer document for the appropriate test or by checking the IEP Invalidation box for that student under the Testing Codes tab in Test Setup for computer-based testing.
 - b. If a student received a standard accommodation that is not specified in the IEP/504 Plan or ILAP, the team must determine if the unauthorized accommodation would cause the test score to be invalid.

- c. If a student did not receive a standard or non-standard accommodation that is specified in the IEP/504 Plan or ILAP, the team must determine whether the test score would be valid without the specified accommodation and/or non-standard accommodation.
5. If the IEP/504 Plan or ILAP team determines that:
 - a. The test administration is valid, the test is to be scored. For paper tests, return the student's answer document for scoring. Remember to mark the accommodation bubble under the Administration/Proctor Use Only section on the student's answer sheet.
 - b. The test administration is not valid, the school/district must invalidate the score by darkening the Accommodations bubble and Void bubble under the Administration/Proctor Use Only section on the student's answer sheet. Return answer documents to the contractor in a scorable box.

H. Test Security Agreement Forms

1. All school and district personnel who will have access to secure test materials are required to sign an Agreement to Maintain Test Security and Confidentiality form. Three types of forms are available for district/school use. One form is for DTCs and STCs, one is for test administrators (TAs), and one is for monitors.
2. The DTC/STC, TA, and Test Monitor test security agreement forms for the SC Work Ready Career Readiness Assessment are provided in the appendix section.
 - a. The Agreement to Maintain Test Security and Confidentiality for DTCs/STCs is Appendix H
 - b. The Agreement to Maintain Test Security and Confidentiality for TAs is Appendix I
 - c. The Agreement to Maintain Test Security and Confidentiality for Monitors is Appendix J.
 - d. The forms in the appendices may be copied. The test security agreement forms can also be downloaded from the following link: <http://ed.sc.gov/tests/assessment-information/test-security/>. Districts may add their own test security agreements.
3. Test security forms must be signed and returned to the DTC after each person has participated in SC Work Ready Career Readiness Assessment training. The DTC is responsible for collecting and storing the forms for five years.

4. Testing Environment

Planning for and providing an appropriate test setting is essential to ensure standardized testing conditions for all students. Schools must adhere to the following standards to ensure that all students have an equal opportunity to perform their best on the assessments.

1. Tests should be administered in a familiar classroom or computer lab setting to reduce student test anxiety and simplify test security.
2. Students should be tested in classrooms or computer labs that have good lighting and are well ventilated at a reasonable temperature.
3. Adequate space (three feet or more) between students is necessary to increase test security and to reduce distractions.
4. Classrooms and computer labs should be quiet and free from interruptions or distractions of any type.

5. TAs and monitors must not work or communicate on a computer, tablet, phone, or similar device during a test administration. Any electronic devices must be silenced during testing. TAs and monitors should be actively proctoring students throughout the test session.
6. Classrooms, computer labs, and halls must be inspected prior to testing to ensure that all subject- related materials have been covered or removed from walls, bulletin boards, doors, desks, floors, ceilings, or windows. Word walls, maps, globes, charts, and subject-related mobiles must be taken down or covered during testing.

5. Guidelines for Situations that Happen During Testing

Schools should have policies and procedures in effect for classroom disturbances that interrupt testing. Such disruptions could include unruly students, students who sleep during the test, students who refuse to take the test, and students arriving late to school or leaving early because of appointments. **TAs should know what to do in each of these situations.**

A. Fire Drills, Bomb Threats, Power Failure

1. If a fire drill or bomb threat occurs during testing, TAs should collect the test booklets, answer documents, testing rosters, and other secure materials as the students leave the room. The TA can keep the materials secure by keeping possession of the materials and taking them outdoors or by locking them in a secure location within the classroom or computer lab.
2. The TA should also lock the door to the testing room to ensure that test security is not compromised.
3. When a power failure occurs, STCs should notify DTC and DTC should notify the Office of Assessment and Standards of the school(s) affected by the disruption. If the power failure occurs early in the day, wait a reasonable amount of time to determine if testing can begin or resume on that day. If power is off for several hours, reschedule the test administered that day to one of the remaining days in the testing window. Any remaining tests should be administered as scheduled.
4. In the case of the death of a student, teacher, or school administrator, the DTC should call the Office of Assessment and Standards to discuss possible testing date changes.

B. Student Injury

1. Students who suffer injuries may be scheduled for make-up testing if the condition warrants this delay. If a student cannot enter responses on the paper answer document or into the online testing system because of an injury, such as a broken arm, testing may be delayed to a later date within the testing window, and/or the student may be offered any of the options listed as a universal support in this manual. These accommodations include changing the setting, timing, or scheduling, or using one of the alternative response options. For example, some students find it easier to use a computer to type responses when they have a broken finger, broken wrist, or broken arm. Other alternatives include having the student indicate the answer choices non-verbally (pointing) or dictating responses to a qualified individual. In each case, the TA and STC should follow the guidelines set forth in the accommodations section. If necessary, call the Office of Assessment and Standards to discuss possible alternative test dates.

C. Student Illness

1. If a student is nauseated, vomits, bleeds, or displays other severe distress symptoms, the

following guidelines offer appropriate actions for the TA and the STC to implement, as needed.

- a. The TA should excuse the sick student from the testing room. The determination to remove a student depends on the severity and the timing of the sickness.
- b. The TA should not leave the room. If possible, the TA should send a monitor to accompany the student to the restroom, nurse's office, or other sick room.
- c. Students can take a supervised break until the sick student is situated and the student's desk and the classroom have been cleaned.

D. Administration of an Incorrect Test or Accommodation

1. To maintain test security of the tests, there is no opportunity for a student to take an additional test or a retest in the same administration if a mistake has been made. This policy also applies to the misadministration of student accommodations. For example, if a student incorrectly receives or fails to receive an oral administration of the test, schools cannot give the student a retest to correct the error. Please contact the Office of Assessment if you have any questions.

E. Student Transfers and New Students During Testing

1. New students who enroll from another state during the district's testing window should be tested. DTCs should use their best judgment regarding which tests to administer first, as well as how many tests a new student can reasonably complete in the time available.

F. Student Cheating

1. For the administration of the South Carolina statewide tests, student cheating is defined as obtaining information through various dishonest or prohibited methods with the intention of improving a final score that would be received on the test. Some classic and more recent cheating methods are:
 - a. Crib notes
 - b. Copying responses from the test of someone who is seated nearby
 - c. Prior knowledge of the test (getting an advance look at questions)
 - d. Signals
 - e. Whispers
 - f. Labels on water bottles (or any other bottle) containing content
 - g. Texting someone during the test
 - h. Utilizing an online search engine for the answer (e.g. Google, Bing, etc.)
 - i. Organized groups of students working together to memorize questions and collaborating to recreate the exam
 - i. In general, steps should be taken in each classroom to minimize the possibility of breaches in test security, such as the ones listed above, and to detect any breaches that may occur during the test administration.
 - ii. Schools must have established policies and procedures regarding student cheating. All test administrators should be aware of these procedures and apply them accordingly when student cheating is suspected during a statewide test

administration. The school and/or district is expected to investigate and document suspected student cheating incidents.

If the student cheating involves the use of any electronic device, such as a cell phone, a computer, laptop, or a one-to-one electronic device, or involves theft of test materials, the DTC must report the results of the investigation to the Office of Assessment and Standards following the established test security procedures.

6. User Roles

A. District Test Coordinator (DTC)

1. Responsibilities in the Paper-Based Test Administration Process

- a. The DTC will serve as the supervisor of the Career Readiness Assessment for their district. They will oversee the test administration process for their district, ensuring:
 - i. all boxes of test materials have been received per the District Shipment Inventory Form,
 - ii. every school has the proper test materials,
 - iii. all STCs have been trained and have coordinated all logistics for a school-based administration,
 - iv. all STCs understand how to inventory the test materials per the School Shipment Inventory Form,
 - v. all STCs understand how to properly ship the materials for processing after testing,
 - vi. all STCs understand that all secured test materials (Test Booklets, Oral Administration Scripts) need to be returned to Scantron.
 - vii. all STCs understand that all braille and large print test materials must be returned to **Scantron®** for processing,
 - viii. Test Security Agreements are signed by all STCs, Test Administrators, monitors, and testing staff, and
 - ix. proper test security laws, regulations, and policies are enforced.

2. Receiving the Test Materials at the District

- a. The test materials will be sent to the DTC of most school districts. For the 14 largest school districts, as determined by the South Carolina Department of Education, materials will be sent directly to the STC at the individual schools. It is the responsibility of the DTC to lock the test materials in a secure location until the test materials are distributed to the appropriate school or testing location. The DTC must follow the state and district policies regarding the handling of secure materials and all testing protocols.
- b. When the materials are shipped, an email confirmation from Scantron® including a confirmation of shipment, tracking number, method of the shipment, and anticipated ship time (typically 3 business days) will be sent to the DTC and directly to the STCs of the 14 largest districts.
- c. Additional detailed instructions of what to expect when the shipment arrives are in **Appendix A**.
- d. DTCs who receive a shipment from Scantron® must confirm they received all boxes in

the shipment as indicated on the District Shipment Inventory Form. The DTC must make a copy of the Shipment Inventory Form for their own records. Example is found in **Appendix B**.

3. **Materials Sent to the District Test Coordinators**

- a. **District Shipment Inventory Form – Appendix B:** The District Shipment Inventory Form will be used to inventory the boxes being received at the District. The form will have a place for the DTC to confirm the boxes received. For the districts with direct shipments to the schools, the DTC will need to contact the STC to confirm the number of boxes received at the school.
- b. **Test Material Management Instructions – Appendix K:** These instructions describe how to handle the test materials before, during, and after test administration to help expedite scoring. A copy of the instructions can be found in Appendix K.
- c. **Test Administration Manual:** This manual will be used to administer the South Carolina Work Ready Career Readiness Paper-based Assessment.

4. **Distributing the Test Materials to the Schools**

- a. The DTC will coordinate with the STC the pick-up or transfer of test materials. Only the DTC and the STC will transport the test materials internally. Students, volunteers, couriers, or any third party must **NEVER** transport or store any test materials.

5. **Returning Test Materials**

- a. It is up to the DTC to determine if the schools will send the materials directly back to Scantron® or return the packaged materials to DTCs to ship.
- b. After all testing is complete, return all secure test materials immediately to Scantron®.
- c. The shipment deadline to return the test materials, including make-up test materials, is two days after the end of the testing window. However, we ask that you please ship the test materials back as soon as testing is completed in order to expedite the scoring process.
- d. All braille test booklets and answer sheets with braille responses must be shipped to Scantron® for processing. Ship braille materials to:

Scantron Processing Center
1313 Lone Oak Road
Eagan, MN 55121

6. **Retrieving District Test Scores**

- a. The district data file will be uploaded to the respective district folder in ShareFile. If you are a DTC and do not have access to your ShareFile folder, please contact WIN Support at support@winlearning.com or 888-717-9461 option 3. An email will be sent to the DTCs once the district data files have been posted along with a link to the file. Files will be posted to ShareFile by the date listed in the timeline on Page 1 of this manual.

B. School Test Coordinator (STC)

1. **Responsibilities in the Paper-Based Test Administration Process**

- a. The STC will serve as the supervisor of the Career Readiness Assessment for their school. The STC may designate tasks to be completed by the TA. For the 14 largest

districts, test materials will be shipped directly to the school. The STC will oversee the test administration for their school, ensuring:

- i. all boxes of test materials are received for their school,
- ii. test materials are inventoried using the School Shipment Inventory Form,
- iii. missing test materials are reported to the DTC immediately,
- iv. every testing room has the proper test materials: test booklets, answer sheets, #2 pencils, recommended scratch paper (plain or graph paper), and calculators (See Section 10 Calculator Policy for additional information),
- v. Test Administrators and monitors have been trained on all testing protocols,
- vi. Test Administrator and monitors read and follow the South Carolina [test security laws](#), [regulations](#), and [policies](#) and sign the appropriate Security Agreement found on the South Carolina Department of Education's website at <https://ed.sc.gov/tests/assessment-information/test-security/>.
- vii. all scratch paper is shredded promptly at the school level after testing, and
- viii. all test materials are collected, secured, and shipped directly to Scantron® or packaged for the DTC to ship to Scantron® for scoring. Braille test booklets and answer sheets with braille responses will be shipped from WIN Learning and returned to Scantron® for processing.

2. Receiving the Test Materials

- a. After the test materials are received from the DTC or by direct shipment, the STC is responsible for inventorying the test materials using the School Shipment Inventory Form. Please report missing materials to the DTC.
- b. A Special Carton Label will be affixed to the cartons, separate from the shipping label, indicating the school to which it belongs, how many cartons go to the school, and the quantity (Qty) of test booklets and answer sheets.
- c. Verify all boxes have been received by the district or school using the Special Carton Label.
- d. Verify the correct number of test booklets and answer sheets have been received.
- e. Distribute and secure the test materials accordingly.
- f. The first box for each school will contain the School Shipment Inventory Form, preprinted and blank answer sheets, test booklets, Test Administration Manual(s), Test Material Management Instructions, Oral Administration Guide, Oral Administration Script, Scoreable and Booklets Labels, Poly Bags (for completed answer sheets), and return labels.
- g. Each additional box will contain only test booklets that are packaged as alternating versions.
- h. After the test materials are inventoried, lock all the test materials in a secure location until the test is ready to be administered.

Example

WIN Student Testing Materials
District: Example School District 1
School: High School A
Test booklet Qty: 0
Answer Sheet Qty: 500
Carton 1 of 3

Example

All Answer Sheets

Example

Booklets

Example



3. Materials Sent to the School Test Coordinators (STC)

- a. **School Shipment Inventory Form:** The Shipment Inventory Form will be used to inventory the test materials. The form will include test ID, test serial number, quantity, date shipped, and shipping address. The Shipment Inventory Form will also have a place for the STC to confirm the materials received, date, and shipping tracking number for when materials are shipped back to Scantron®. An example is in **Appendix C**.
- b. **Test Material Management Instructions:** These instructions describe how to handle the test materials before, during, and after test administration to help expedite scoring. A copy is in **Appendix K**.
- c. **Test Administration Manual(s):** This manual will be used to administer the South Carolina Work Ready Career Readiness Assessment. Test Administrator and Monitor Testing Duties instructional documents will be sent to schools at a 20:1 student to teacher ratio.
- d. **Test Booklet:** The Test ID and Version are on the cover page. An example of the test booklet cover page is in **Appendix F**.
- e. **Answer Sheet:** The answer sheet will be preprinted with the student's name, state ID, date of birth, gGR, district name, school name, and school ID. Please ensure all information is accurate, and that all appropriate bubbles are filled in. Additional blank answer sheets will be sent for new or transferred students and are to be used if a student's information is incorrect on their answer sheet. Instructions for filling out a blank answer sheet are found on page 37 in the Test Administration Instructions. An example of the answer sheet is in **Appendix G**.
- f. **Oral Administration Guide:** Guides are provided to assist the TA with an oral administration. Oral Administration Guides are not secure, so additional copies can be printed from the WIN Learning resource center and do not need to be returned when testing is complete.
- g. **Oral Administration Script:** This script must be read to students who require oral administration and must be returned in the Booklets box. **The Oral Administration Script(s) is a secure material** and may be shared, but not copied, to accommodate multiple administrations if needed. The Script should be returned to Scantron when testing is complete.
- h. **Return Label:** Return labels will be provided in each shipment for the return of all test materials when testing is complete.
- i. **All Answer Sheets Label:** Provided fluorescent labels must be affixed to the box that contains all answer sheets (completed, blank, and voided).
- j. **Booklets Label:** Provided fluorescent label must be affixed to the boxes that contain only test booklets and Oral Administration Scripts.
- k. **Poly Bag(s):** A water resistant plastic shipping bag will be provided by FedEx® to return all answer sheets.

4. Distribution of Test Materials to the Test Administrators



- a. On the day of testing, the test materials will be distributed to the Test Administrators. STCs may use the Chain of Custody Form when distributing the test materials to the Test Administrator. Using the Chain of Custody Form from WIN Learning is voluntary but recommended to maintain testing material accountability. A copy of the Chain of Custody Form is in Appendix D.
- b. If the STC is the only person administering the test, then the STC will also assume the responsibilities of the TA.
- c. If testing is divided between multiple days, the test materials must be returned to the STC to be secured until the next testing session.

5. Collecting the Test Materials from the Test Administrators

- a. Immediately after each day of testing is complete, the STC must ensure that all test materials (test booklets, answer sheets, and scratch paper) are received from each Test Administrator.
- b. All distributed Oral Administration Script(s) must be returned to the STC.
- c. When the test materials are collected from the TA after testing, the STC will verify the test materials being returned match the test materials on the Chain of Custody Form if used.
- d. All scratch paper must be immediately shredded after testing.
- e. All calculators provided by the school must be collected, memory cleared and returned to the STC.

6. Preparing the Test Materials to be Shipped and Processed

- a. Once all test booklets and answer sheets (used and unused), the Oral Accommodations Scripts, and applicable Chain of Custody Form(s) are returned to the STC, they should be prepared for return shipment.
 - i. Make a copy of the Shipment Inventory Form for your records.
 - ii. Confirm all scratch paper has been shredded. Do NOT include scratch paper in any return shipments.
 - iii. The test booklets and answer sheets MUST be separated from each other for shipping.
 - iv. Place ALL answer sheets in the Poly Bag(s) and affix the fluorescent green All Answer Sheets label and return label to the outside. If multiple Poly Bags are being returned, you may place all answer sheet filled poly bags in a box and affix the All Answer Sheets label and return label to the top of the box.
 - v. All test booklets and the Oral Administration Script(s) must be returned in a separate box apart from the answer sheets. Affix the fluorescent orange Booklets label to the top of the booklets test materials box.
 - vi. Package in a separate box all braille test booklets. Answer sheets with braille responses should be packaged with the other answer sheets. The return label will be provided with the braille materials shipped to your location. Please use this return label when returning the braille materials to Scantron®. If the return label is damaged, please send the braille materials to Scantron® using the address provided below.



- b. Affix the return shipping label(s) to the outside of the box(es). Return labels are found in the pink envelope labeled **"RETURN LABEL ENCLOSED DO NOT DESTROY."** To avoid confusion and delays, remove all other shipping labels, or cross through with a dark marker. **DTC/STC should label each box 1 of ... (ie. 1 of 6, 2 of 6...).**
- c. The STC must package all test materials and either ship them back to Scantron® or provide the packaged materials to the DTC to ship.
- d. **Contact FedEx® to return materials. FedEx® may say there is an additional charge but there is not. Let them know it is Bill Third Party and ready to be picked up. Please use account number 939 480 250.**
- e. If the return label is unusable contact WIN Support for a return label or ship, materials to:

Example

**RETURN LABEL
ENCLOSED**

DO NOT DESTROY

**Scantron Processing Center
1313 Lone Oak Road
Eagan, MN 55121**

- f. The post marked deadline to return the test materials, including make-up test materials, is two days after the end of the testing window. It is strongly encouraged to ship the test materials back as soon as testing is completed in order to expedite the scoring process.
- g. All braille test booklets and answer sheets with braille responses must be shipped to Scantron® for processing. Contact WIN Support for a return label or ship braille materials to:

Scantron Processing Center
1313 Lone Oak Road
Eagan, MN 55121

C. Test Administrator (TA)

1. Responsibilities in the Paper-Based Test Administration Process

- a. The Test Administrator (TA), also known as a teacher, facilitator, or proctor, is responsible for overseeing the test administration for their assigned group of students.
- b. The TA must read and follow the South Carolina [test security laws, regulations](#), and [policies](#) and sign the appropriate Security Agreement found on the South Carolina Department of Education's website at <https://ed.sc.gov/tests/assessment-information/test-security/>.
- c. The TA must read and follow all instructions in the TAM. Digital copies are available at sc.wincrsystem.com.
- d. The TAs are responsible for collecting and returning the test materials to the STC. All test materials (used and unused) must be securely stored when testing is not in progress.
 - i. If testing is over multiple days, the TA will collect the test booklets and answer sheets after each session and return them to the STC. The STC will lock the materials in a secure location and redistribute as appropriate for any subsequent testing session.



- e. TAs must attend a training session to be eligible to administer the WIN Work Ready assessments.
 - f. During testing, a trained TA must always be present at all times in the classroom.
 - g. TAs cannot administer tests to close relatives such as their own children, grandchildren, nieces, nephews, or close cousins.
 - h. Ensure every student has a test booklet, **their** answer sheet, #2 pencil, scratch paper (optional) and calculator (optional).
 - i. If students are using calculators provided by the school, it is the TA's responsibility to clear the memory before and after testing.
 - j. If the student's information is incorrect or a student does not have a preprinted answer sheet, instructions on how to fill out a blank answer sheet are on page 37 in the Test Administration Introduction section. The STC should complete the student's blank answer sheet prior to the day of testing to avoid testing delays.
 - k. Ensure the testing location is free from distractions.
 - l. Read testing instructions aloud to the students starting on page 36.
 - m. Count and return all test materials to the STC.
 - n. Follow all state, district, and school protocols on test security and reporting testing violations.
2. **Distributing the Test Materials to the Students**
- a. It is the responsibility of the TA to distribute the test booklets and preprinted answer sheets to the correct students.
 - b. If students are sitting next to each other, the test versions should alternate from 100A and 200B.
 - c. Ensure all students verify their information is correct. If a student's information is incorrect, follow the instructions on how to complete a blank answer sheet found on page 37 of the Test Administration Introduction section.
 - d. **The TA must follow the instructions in the Test Administration Introduction section starting on page 36 of this TAM or page 7 of the Testing Duties document.**
3. **Proctoring the Tests**
- Administering the test is a critical aspect of the assessment process. The atmosphere the TA creates in performing his/her duties and the TA's manner may inspire students and put them at ease while participating in the test.
- a. TAs should make certain they have read the Test Administrator and Monitor Testing Duties and are well prepared to administer the test.
 - b. TAs should not deviate from the directions for conducting the test. It is essential that all TAs follow the established administration procedures in order to ensure fair and accurate test results. TAs may clarify or repeat test directions; TAs may not assist with actual test items.
 - c. TAs should quietly move around the room, walking up and down the aisles to check that students are following the directions for marking or entering responses on the paper answer document.



- d. TAs should be on the lookout for prohibited student behaviors, such as copying from other students, student talking, or student use of electronic devices. Any observations of apparent cheating, including student use of a cell phone, should be reported to the STC and DTC immediately. Do not wait until the test is over.
- e. TAs and monitors must not work or communicate on a computer, tablet, phone, or similar device during a test administration. Any electronic devices must be silenced during testing. TAs and monitors should be actively proctoring students throughout the test session.
- f. Allow students who have finished the test to quietly engage in appropriate activities, such as reading materials other than textbooks for the subjects being tested, or to leave (if provisions have been made). Students are not allowed to use electronic devices for these activities. TAs must verify there is nothing written in the reading materials before and after testing.
- g. Unless they meet TA requirements and are trained as TAs, monitors may not be left in charge of a classroom in which students are testing or in which test materials are not in secure storage.

4. Collecting the Test Materials from the Students

- a. When the Career Readiness Assessment is finished, verify the following:
 - i. The student's answer sheet has the test booklet ID and version handwritten in the boxes provided and the corresponding bubbles are properly marked.
 - ii. If the student used a blank answer sheet, ensure the answer sheet contains the student's legal name, state ID, date of birth, 9GR, district name, school name, school ID, test booklet ID, and test version and all applicable bubbles are darkened for scanning.
 - iii. If accommodations were provided, the accommodations bubble in the "*Administration/Proctor Use Only*" section on the student's answer sheet must be filled in by the TA or STC. If Oral Administration was provided, check that the "OAS" bubble is filled in.
 - iv. All erasures on the answer sheets are complete and there are no stray marks.
- b. **Note:** TAs should not mark on answer sheets after students have completed testing. TAs should be instructed to have students darken the bubbles on the answer sheet as they are walking around the room during testing.
- c. Do **NOT** alter or change student answers. Do **NOT** fold, bend, tear, or staple the answer sheets.

D. Monitor

The use of monitors is recommended to facilitate the administration of the tests and to ensure that test security is maintained.

1. Monitor Requirements

- a. A monitor can be a teacher's aide, a parent, or other district or school personnel (e.g., music teachers, P.E. teachers, counselors).
- b. Monitors cannot be in rooms where their close relatives are being tested.



- c. It is not permissible for a monitor to be left in charge of a test administration session; the TA should remain with the students and send the monitor out in case of an emergency.
- d. All monitors must participate in a training session given by the DTC or STC that includes a review of test security policies and procedures, administrative guidelines, hand coding of answer documents, and the administration directions.
- e. After training, monitors must sign an Agreement to Maintain Test Security and Confidentiality for Testing Monitors form.

2. Monitor Responsibilities and Duties

Monitors are required to walk around the room during testing to check that students are marking their answers in the correct sections of the answer documents or in the online testing system.

It is permissible to alert students that their answers are being marked in the wrong sections of the answer documents. However, **it is not permissible to stop and read test items or students' responses in students' test booklets, answer documents, or the online test.**

The following is a list of duties that should be performed by a monitor.

- a. Distribute and collect materials needed during testing (e.g., No. 2 pencils, answer documents, scratch paper) as directed by the TA.
- b. Ensure that students receive the correct answer documents.
- c. During testing, ensure that students:
 - i. receive additional sharpened No. 2 pencils when needed,
 - ii. follow directions,
 - iii. mark their responses in the appropriate area of the answer document,
 - iv. use only the allowable supplemental materials specified in this manual, and
 - v. do not give or receive help from other students.
- d. Help maintain test security.
- e. Refer all student questions to the TA.
- f. Check restrooms before allowing students to enter to make sure that they do not contain reference materials (e.g., books, notes, writing on towels or walls). This is especially important for schools where examinees are permitted to leave the testing room early.
- g. Retrieve additional test materials from the STC if needed during testing.
- h. Serve as a messenger between the TA and STC during testing if an emergency occurs. (Monitors may leave the room for short periods of time to relay messages).

7. Oral Administration

Oral administration of the Work Ready assessments is an available accommodation. To prepare for the oral administration of the paper/pencil test, the TA must review the Oral Administration Guide at least two days prior to administering the test. The TA may also review the Oral Administration

Script two days before the test as long as it is secured before and after reviewing. (For example, if testing begins on Monday, reviews may take place on Thursday and Friday of the previous week). All reviews must take place at the school with no students present and be coordinated through the STC with adherence to test security procedures.

A. Procedures for Oral Administration

1. Review the Oral Administration Guide thoroughly to understand the rules and guidelines for reading the assessments aloud.
2. Review the Oral Administration Script thoroughly to ensure that you understand how to read the questions and answer choices aloud.
3. Oral Administration may only be provided for learners with an IEP, 504 plan or ILAP, that specifies Oral Administration for assessments as standard.
4. Learners with an oral administration accommodation may be allowed extended time.
5. Learners with the oral administration accommodation should be grouped in a separate location from test takers without the accommodation.
6. WIN recommends no more than a 1:10 ratio of TA to learners. If needed, several administrations may occur throughout the test window.
7. **The Oral Administration Script is for Version 100A of the assessments. All learners receiving Oral Administration should be provided with the Version 100A test booklet. The Oral Administration Script may also be used with the Braille and Large Print booklets, Versions 400C and 300C, respectively.**
8. The Oral Administration Guide and Script may be used for Signed Administration as well. Follow the same procedures outlined above and in the Oral Administration Guide and Script.
9. If Oral Administration was provided, fill in the Accommodations bubble **AND** the OAS bubble on the student's answer sheet.

B. Alternate Response Options

The student may require an alternative method of responding to a test question. This accommodation requires an individual administration.

Response options may include the following:

- a. Nonverbal indication of responses—Students may indicate their responses nonverbally to the TA by pointing or by using a personal communication device. The TA will mark the student's answer on the answer sheet with a monitor present.
- b. Dictation of responses—Students may dictate their answers to the TA verbally or through the use of a personal communication device. The TA will mark the student's responses on the answer sheet with a monitor present.
- c. Marking answers on the Test Booklet—Students with this accommodation may mark their answers directly in the test booklet. The TA must transfer answers to the answer sheet with a monitor present. Make sure all student responses are carefully checked for accuracy and that all appropriate student demographic information is completed.
- d. Test booklets and answer sheets should be returned following the procedure outlined on page 21 – Returning Test Materials.

C. Braille Response Options

- a. Students may use a Braillewriter, slate and stylus, or electronic braille note-taking device provided by the district to answer test items. A TA must transfer the student's responses to the answer sheet with a monitor present.
- b. All responses marked in the Version 400C Braille test booklet or written in braille on separate sheets of paper must be transcribed and transferred by the TA to the student's answer sheet.

8. Extended Time Testing Accommodations

1. Extended Time Administration

- a. STCs are to verify the students who are to be given extended time and ensure the TAs are aware of the amount of additional time to be given.
- b. Students with IEP, 504 plans, or ILAPs that indicate they need extended time must be tested separately from students testing using standard time.
- c. Students with the same amount of authorized extended time may be tested together, but the group must stay together and proceed to the next test at the same time.
- d. WIN Learning understands that the unique needs of students with disabilities varies, which is why WIN Learning relies on the school staff to determine the appropriate amount of time students with extended time accommodations need to complete the Career Readiness Assessment.
- e. Students with extended time accommodations may move on to the next test if all students indicate they are finished.

9. Multilingual Learners (ML) Accommodations

1. ML Accommodations

- a. Multilingual Learners (ML), IEP, and 504 Plan students **who have a testing accommodation plan** can use the allowable accommodations provided for the Work Ready Career Readiness Assessment. The allowable accommodations are for those students who have an IEP, 504 Plan, or ILAP for state assessments. Accommodations allowed can be found on the WIN Accommodations Chart located in Appendix E.
- b. Standard ML accommodations WIN Learning can support:
 - Flexible seating (individual, small group, separate room)
 - Flexible scheduling (frequent breaks, frequent test sessions)
 - Additional/Extended time
 - Access to bilingual word-to-word dictionaries. Standard dictionaries are NOT allowed. Electronic dictionaries are NOT allowed.
 - Interpreter/TA assistance translating/interpreting instructions only.

- Oral administration may only be provided for learners with an IEP, 504, or ILAP specifying Oral Administration for assessments as standard.

10. Calculator Policy

1. If the school is providing calculators to the students, ensure there is a basic four-function calculator for every student.
 - a. If the calculator being used has a memory, the memory **MUST** be cleared before and after testing. If students are using their own calculator, the calculator memory **MUST** be cleared before and after testing.
 - b. All TI-83 and TI-84, TI-73, TI-Nspire, TI-Nspire CX, TI-Nspire CX II, TI-Nspire with touchpad, NumWorks, Casio FX-g750GII, Casio FX9860GII(S), Casio CG10PRISM, Orion TI-84, Orion TI-30XS, and any basic four-function calculators are acceptable.
 - c. The calculator is only recommended for the Work Ready Math test.
 - d. Students who are blind and/or have visual impairments may use the Orion TI- 84 Plus Talking Graphing Calculator (Accessibility Attachment) or the Orion TI- 30XS Talking Calculator, as determined by the student's IEP/504 team and documented in the IEP/504 plan.
 - e. The approved talking calculators listed above must be used with headphones or during an individual administration.

11. Test Administrator and Monitor Duties

A. Prior to Test Day

1. Testing Administrator (TA) Responsibilities

- a. The TA must read and follow the South Carolina [test security laws, regulations,](#) and [policies](#) and sign the appropriate Security Agreement found on the South Carolina Department of Education's website at <https://ed.sc.gov/tests/assessment-information/test-security/>.
- b. TAs must attend a training session to be eligible to administer the WIN Work Ready assessments.
- c. If the school is providing calculators to the students, ensure there is a basic four-function calculator for every student. For detailed instructions please see Section 10: Calculator Policy on page 31 of this document.
- d. TAs cannot administer tests to close relatives such as their own children, grandchildren, nieces, nephews, or close cousins.
- e. TAs should plan for a testing location that is free from distractions.
- f. TAs should make certain they have read the Test Administrator and Monitor Testing Duties

2. Monitor Responsibilities

- a. All monitors must participate in a training session given by the DTC or STC that includes a review of test security policies and procedures, administrative guidelines, hand coding of answer documents, and the administration directions.
- b. After training, monitors must sign an Agreement to Maintain Test Security and Confidentiality for Testing Monitors form.

B. Day of Testing

1. Testing Administrator (TA) Responsibilities

- a. The Test Administrator (TA), also known as a teacher, facilitator, or proctor is responsible for overseeing the test administration for their assigned group of students.
- b. Administering the test is a critical aspect of the assessment process. The atmosphere the TA creates in performing his/her duties and the TA's manner may inspire students and put them at ease while participating in the test.
- c. During testing, a trained TA must be present at all times in the classroom.
- d. TAs must not work or communicate on a computer, tablet, phone, or similar device during a test administration. Any electronic devices must be silenced during testing. TAs should be actively proctoring students throughout the test session.
- e. The TA must read and follow all instructions in the TAM. Digital copies of the TAM are available to download from the Resource Center in the assessment portal.
- f. TAs should distribute and ensure every student has a test booklet, **their** answer sheet, #2 pencil, scratch paper (optional) and calculator (optional).
 - i. If students are using their own calculators, it is the TA's responsibility to clear the memory before and after testing.
 - ii. If students are sitting next to each other, the test versions should alternate from 100A and 200B.
 - iii. If the student's information is incorrect or a student does not have a preprinted answer sheet, read the instructions on how to fill out a blank answer sheet on page 37 in the Test Administration Instruction section of the full TAM or page 7 of the Test Administrator and Monitor Testing Duties document .

NOTE: Please allow approximately 10 minutes to fill in all appropriate information. Students should never have access to the test booklet or answer sheet until the day of testing.

****IMPORTANT:** Walk around the room and verify that all students have completed **Test Booklet ID** and **Version Number** correctly to ensure accuracy of scoring.

- g. **The TA must follow the Testing Instructions starting on page 36 of the full TAM or page 7 of the Test Administrator and Monitor Testing Duties document.**
 - i. TAs should not deviate from the directions for conducting the test. It is essential that all TAs follow the established administration procedures in order to ensure fair and accurate test results. TAs may clarify or repeat test

directions; TAs may not assist with actual test items.

- h. TAs should quietly move around the room, walking up and down the aisles to check that students are following the directions for marking or entering responses on the paper answer document.
- i. TAs should be on the lookout for prohibited student behaviors, such as copying from other students, student talking, or student use of electronic devices. Any observations of apparent cheating, including student use of a cell phone, should be reported to the STC and DTC immediately. Do not wait until the test is over.
- j. TAs must not engage in any unnecessary conversation or make and receive telephone calls during the test unless the call is related to an emergency such as student illness or a technology issue with one or more computers or devices used for testing. TAs must not work on a computer, tablet, or similar device or engage in any other distracting activity such as talking or texting on a cell phone. Any electronic devices must be silenced during testing and stored away from where students are testing.
- k. TAs should allow students who have finished the test to quietly engage in appropriate activities, such as reading materials other than textbooks for the subjects being tested, or to leave (if provisions have been made). Students are not allowed to use electronic devices for these activities. TA must verify there is nothing written in the reading materials before and after testing.

2. Monitor Responsibilities

- a. Unless they meet TA requirements and are trained as TAs, monitors may not be left in charge of a classroom in which students are testing or in which test materials are not in secure storage.
- b. Monitors must not work or communicate on a computer, tablet, phone, or similar device during a test administration. Any electronic devices must be silenced during testing. Monitors should be actively proctoring students throughout the test session.
- c. Monitors are required to walk around the room during testing to check that students are marking their answers in the correct sections of the answer documents.
- d. Monitors have permission to alert students that their answers are being marked in the wrong sections of the answer documents. However, **it is not permissible to stop and read test items or students' responses in students' test booklets or answer documents.**
- e. Monitors should serve as a messenger between the TA and STC during testing if an emergency occurs. (Monitors may leave the room for short periods of time to relay messages).

C. After Testing

1. Testing Administrator (TA) Responsibilities

- a. Verify the following before returning materials to STC:
 - i. The student's answer sheet has the **Test Booklet ID** and **Version Number** handwritten in the boxes provided and the corresponding bubbles. Verify all are properly marked to ensure accuracy of scoring.
 - ii. If the student used a blank answer sheet, ensure the answer sheet contains the **student's legal name, state ID, date of birth, gGR, district name, school name, school ID, test booklet ID, and test version** and all applicable bubbles are darkened for scanning.
 - iii. If accommodations were provided, the accommodations bubble in the "Administration/Proctor Use Only" section on the student's answer sheet must be filled in by the **TA or STC**. If Oral Administration was provided, check that the **"OAS"** bubble is filled in.
 - iv. All erasures on the answer sheets are complete and there are no stray marks.

Note: TAs should not mark on answer sheets after students have completed testing. TAs should be instructed to have students darken the bubbles on the answer sheet as they are walking around the room during testing.

- v. Do **NOT** alter or change student answers. Do **NOT** fold, bend, tear, or staple the answer sheets. Do **NOT** write **VOID** across the answer document. Fill in the VOID bubble instead.
- b. The TAs are responsible for collecting, counting, and returning the test materials to the STC. All test materials (used and unused) must be securely stored when testing is not in progress.
 - i. If testing is over multiple days, the TA will collect the test booklets and answer sheets after each session and return them to the STC. The STC will lock the materials in a secure location and redistribute as appropriate for any subsequent testing session.
- c. Follow all state, district, and school protocols on test security and reporting testing violations.

2. Monitor Responsibilities

- a. Monitors should supervise the classroom while the TA returns testing materials to the STC.

12. Testing Checklists and Scripts

A. Before Testing Checklist

- TAs should read the Testing Duties document and be prepared for test administration.
- TAs should read and follow the South Carolina [test security laws](#), [regulations](#), and [policies](#), then sign the appropriate Security Agreement found on the South Carolina Department of Education's website: <https://ed.sc.gov/tests/assessment-information/test-security/>.

B. Day of Testing Checklist

- On the day of testing, the TA will receive the test materials from the STC.
- The TA should ensure that all answer sheets are given to the TAs in alphabetical order by the student's last name.
- TA ensures that every student receives their preprinted answer sheet.
- TA instructs all students to fill in the **Test Booklet ID** and **Version Number** in the appropriate section of their answer sheet. The test booklet ID and version is located on the cover of the actual test booklet.
- TA walks around the room to check the **Test Booklet ID**, **Version Number**, and responses are in the correct section of the answer sheet.
- TA reads the test administration instructions in the colored boxes below aloud to the testing group before each test.

C. Test Administration Introduction

All instructions in this section that are in **bold** and in boxes are to be read aloud to students.

This is the South Carolina Career Readiness Assessment. Please listen carefully as I give you directions on taking this test.

This is a secure test. During this test, you may not have any electronic or other device with you that can be used for communication, timing, imaging, or accessing the Internet. These devices include, but are not limited to, tablets, smart phones, cell phones, mp3 players, e-readers, smart watches, or any other electronic or photographic device.

At this time, I will collect these devices for return at the end of the testing session. You may not use any device to copy, save, transmit, or publish any test content. If you are wearing a watch with an alarm, you must make sure it is turned off now.

Pause and collect all devices.

You may not communicate with other students during the test, and you may not discuss specific test content after testing. You may not take copies of any test content or answers with you when you leave this room. I can answer questions about the test directions, but I cannot discuss any test questions or answers with you before, during, or after the test. Do not talk during the test. If you have questions about directions while you are working, please raise your hand.

If your school has scheduled a break, say:

There is one scheduled break during the test administration, after the second test.

If your school has NOT scheduled a break, say:

You may obtain permission to go to the restroom if you need to do so during the test by raising your hand. You will not, however, be given extra time for the test. Only one person will be allowed to leave the test room at a time.

Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen, colored pencil, or marker on this test.

I am going to give each of you an answer sheet and a test booklet. Please do not open the test booklet until I tell you to do so.

Look at the covers of the test booklet and answer sheet I have just given you. Make sure the answer sheet has your Name, Date of Birth, State ID, District Code number, and School Code number. If you do not have a test booklet or the correct answer sheet, please raise your hand.

When students need a blank answer sheet, give the following directions.

Listen carefully and follow the instructions exactly as I give them. If you have a question, please raise your hand. On your answer sheet, print your name, date of birth, 9GR, and 10-digit state unique identifier, in the boxes provided. Do not use nicknames. Use the name that matches your school records. Enter only one letter per box. Now fill in the bubbles below the boxes that match the letters you have written.

Do not enter apostrophe marks or hyphens, you may use a space but no special characters.

If your last or first name is too long for the spaces provided, write in the letters that will fit in the boxes provided. The last column is reserved for the middle initial.

All students will need to grid their test booklet and version in the appropriate section on their answer sheets. This code is located on the front cover of each test booklet.

On the front cover of your test booklet, locate the test booklet ID and version of your test. Fill in your test booklet ID and version on your answer sheet. If you have any questions, please raise your hand.

IMPORTANT: TA should walk around the room and check EACH student's document to ensure each student has filled out the **Test Booklet ID** and Version Number correctly.

D. Work Ready Math Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR STUDENTS



55 Minutes Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all students to see.

I will now give each of you a piece of scratch paper and calculator. (Pause to distribute paper and calculator to each student if school is providing them.)

Write your name on the top of this paper as this will be collected at the end of the testing session. Should you need more during the test, please raise your hand. You are allowed to write in the test booklet, but your answers must be on the answer sheet. The first test you are taking today is Work Ready Math. This test measures your workplace mathematics skills. The test will be administered in one testing session. You will have 55 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

The test consists of multiple-choice questions where you must pick one answer choice. You may use the Formula Sheet provided in your test booklet, a calculator, and scratch paper during the test if needed.

Read each question carefully. Pay special attention to words such as best, most likely, except, and not as this may make a difference in the way you read and answer the question. Choose the best answer from the answer choices provided. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

Mark only one answer for each question. No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet.

You should attempt to answer all the questions, as points are only earned for correct answers.

If you finish early, you may go back and check your work in this section only. Do not turn the page or enter the next test sections until instructed. Again, you have 55 minutes to complete the Work

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

Stop work and put your pencil down. [pause] The Work Ready Math test is complete. If you used a calculator, I will collect your calculator and scratch paper now.

E. Work Ready Reading Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR STUDENTS



55 Minutes

Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all students to see.

The second test is Work Ready Reading. This test measures your workplace reading skills. The test will be administered in one testing session. You will have 55 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

The test consists of multiple-choice questions where you must pick one answer choice. You will read the passage and select the best answer. Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question. Choose the best answer from the answer choices provided. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

Mark only one answer for each question. No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet. You should attempt to answer all the questions, as points are only earned for correct answers.

If you finish early, you may go back and check your work in this section only. Do not turn the page or enter the next test sections until instructed. Again, you have 55 minutes to complete the Work Ready Reading test. Time starts now.

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

Stop work and put your pencil down. [pause] The Work Ready Reading test is complete.

(If your school is NOT taking a break at this point, please move on to the next test, Work Ready Data).

If your school IS taking a break, say:

Put your answer sheet on the page in your test book where you stopped working. Close your test booklet and leave it on your desk.

We will now break for 15 minutes. Do not go anywhere other than _____ (e.g., cafeteria or the restroom). Don't talk in the hallway or discuss the test questions with anyone. You may not access your electronic devices during this time. We will start testing again in exactly 15 minutes.

F. Work Ready Data Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR STUDENTS



55 Minutes Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all students to see.

Test three is Work Ready Data. This test measures your workplace graphic interpretation skills. The test will be administered in one testing session.

You will have 55 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

The test consists of multiple-choice questions where you must pick one answer choice. Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question. Choose the best answer from the answer choices provided. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

Mark only one answer for each question. No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet.

You should attempt to answer all the questions, as points are only earned for correct answers.

For each question, be sure to carefully review the graphics (chart, table, etc.) related to that question before choosing your answer.

If you finish early, you may go back and check your work in this section only. Do not turn the page or enter the next test sections until instructed. Again, you have 55 minutes to complete the Work Ready Data test. Time starts now.

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

Stop work and put your pencil down. [pause] The Work Ready Data test is complete.

G. Essential Soft Skills Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR STUDENTS



60 Minutes

Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all students to see.

Test four is Essential Soft Skills. This test measures your skills in communicating effectively, conveying professionalism, promoting teamwork and collaboration, and thinking critically and solving problems.

The test will be administered in one testing session. You will have 60 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

The test consists of multiple-choice questions where you must pick ONE BEST and ONE WORST answer choice for each scenario.

When taking the test, consider your answers from the point of view of an employer, as if you owned your own company. Remember to choose only one best and one worst answer for each question.

No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet.

You should attempt to answer all the questions, as points are only earned for correct answers.

If you finish early, you may go back and check your work in this section only. Do not turn to any of the previous tests already completed. Again, you have 60 minutes to complete the Essential Soft Skills test. Time starts now.

7.
After 55 minutes, say:

You have 5 minutes remaining in this section.

After 60 minutes, say:

Stop work and put your pencil down. [pause] The Essential Soft Skills test is complete.

H. Test Administration Conclusion Script

The Career Readiness Assessment is now complete. Please remain seated and listen for further instructions.

At this time, I will collect your answer sheets.

Pause to collect the students' answer sheets and organize them so that all versions of 100A are on top and all 200B are on the bottom.

I will now collect all test booklets.

Pause to collect all test booklets. Test booklets do not need to be in any specific order when returned to Scantron®.

I will now collect all scratch paper. Scratch paper will be turned into the School Test Coordinator to be shredded.

Do not discuss any questions or answers from the test. Thank you for your cooperation.

Testing is complete.

I. After Testing Duties

The TA must provide all test materials to the STC immediately after the students finish testing. The test materials must be inventoried by the TA and STC to ensure the materials being returned to Scantron® match what is listed on the School Shipment Inventory Form.

NOTE: The STC should check **ALL** answer documents upon check-in to ensure no sections have been left blank. **(Test Booklet ID, Version Number)** If a student had a blank (non-coded) answer sheet, **ALL** fields would need to be checked for completion.

13. Troubleshooting

What if I need additional materials?

Contact WIN Support as soon as you realize you need additional materials.

Support@winlearning.com

888-717-9461 Option 3

Be prepared to let WIN Learning Support know exactly what materials you need, how many, where to send them, who will be receiving them, and the contact person's email and phone number.

Frequently Asked Questions

For standard time students does the entire time have to be used if all are complete before time is up per assessment?

We recommend you allow the entire time so that students can review their answers and not feel rushed.

Do students who have extended time have to use all the time provided? If everyone in the room is complete, can they move on to the next test once standard time has expired?

If EVERYONE has finished the test early, then everyone can move on to the next test together. If you have extended time based on a student's IEP/504/ILAP and the student completes the test before the extended time elapses, then that student does not have to use all of the extended time provided. For the most part, the student's IEP/504/ILAP will designate "Up to 2 or 3 times the standard testing time" which means that the student can take that whole time allotment but is not required to use that full time.

What is the test administrator to student ratio?

WIN Learning recommends no more than a 30:1 student to TA ratio.

If we are using the two-day test administration window, which assessments will we administer on day one and which will we administer on day two?

The Work Ready Math and Work Ready Reading should be completed on day one, then the Work Ready Data and Essential Soft Skills will be administered on day two.

What if the information on the pre-slugged answer sheet is incorrect?

If the student's name is misspelled or the date of birth is wrong, but the student ID is correct, use the preprinted answer sheet as is. We match the student based on the student ID first.

If the student ID is incorrect, please fill out a blank answer sheet with the correct information and mark the void bubble on the original answer sheet.

Can students write in the test booklet?

Yes, but please be sure they bubble in their answers on the answer sheet, or their test will not be scored.

How long should we expect coding of demographics on blank answer sheets for new students to take?

Coding the blank answer sheet should not take longer than 10 minutes. You will need the student's first name, last name, State ID number, gGR, and birth date. Ensure all corresponding bubbles are completely darkened.

Can STCs or Instructors bubble in the information for the student ahead of testing?

Yes, and it is recommended that the STC coordinate the completion of all non-pre-slugged answer sheets before testing begins.

Do we use the same materials for make-up testing that we do for the initial test day, or are there alternate versions of the test for make-up day?

You will use the same materials for make-ups. Please keep all materials locked in a secure location between testing days.

Should I bubble in Yes for Accommodations if the learner uses universal support (standard accommodation) like a highlighter, calculator, or scratch paper?

No. Only mark Yes for accommodations if the learner is using oral administration, large print or Braille.

Will students who have oral accommodations have extended time as well? And if so, how much?

Due to the time-consuming nature of having to read aloud each test question during an oral administration, extended time is automatically assumed for learners with this accommodation. We empower the schools to determine the appropriate amount of time needed for students with specific IEP/504 requiring extended time.

If I have one school that is complete and the other three are doing make-ups, can I send the one that is complete back to WIN Learning or should I keep materials until all schools are done?

You do not need to wait until all schools have completed testing to return materials. Once a school is complete go ahead and return all materials to include make-ups no later than 48 hours after testing is completed.

What if the box my materials came in is broken and not usable for return?

You can use another box along with the shipping label provided.

What if we cannot find/do not have the shipping label provided?

Contact WIN Learning Support at support@winlearning.com or 888 717-9461 Option 3. for a replacement label to be emailed to you.

Can I call FedEx® for pick up?

Yes. FedEx® may say there is an additional charge but there is not. Let them know it is Bill Third Party and ready to be picked up. Please use account number 939 480 250.

Appendix A – Shipment Receiving Instructions

When you receive your shipment of materials for the Work Ready Career Readiness Assessment, you will receive a variety of documents to assist you. This illustration shows an example of a school district receiving 7 cartons for their 3 schools.

A Special Carton Label will be affixed to the cartons, separate from the shipping label, indicating the school to which it belongs and how many cartons go to the school. In the diagram below the boxes that belong to the same school are grouped by color. The white box inside the brown box is an example of the Special Carton Label and the information it contains.

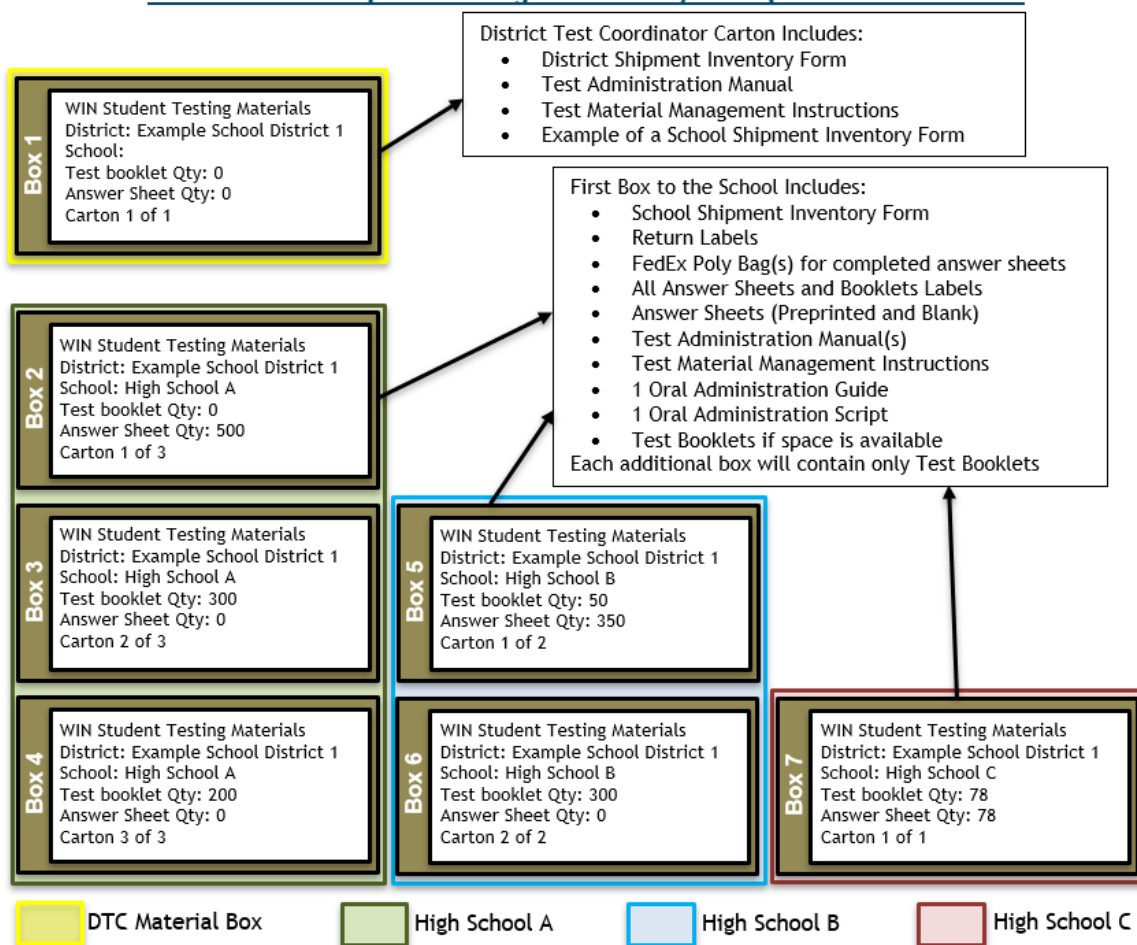
Step 1: Verify that you have all boxes that belong to your district or school using the Special Carton Label.

Step 2: Verify that you have the correct number of booklets and answer sheets.

Step 3: Distribute and secure the test materials accordingly.

District Note: The DTC will receive a separate carton, which will include a District Shipment Inventory Form, an example of the School Shipment Inventory Form, Test Administration Manuals, and Test Material Management Instructions.

Illustration of Shipment being Received by Example School District 1



School Note: The first box for each school will contain a School Shipment Inventory Form, Preprinted and Blank Answer Sheets, Test Booklets, Test Administration Manual(s), Test Material Management Instructions, Oral Administration Guide, Oral Administration Script, All Answer Sheets Labels and Booklets Labels, FedEx® Poly Bags (for completed answer sheets), and return labels. Each additional box will contain only Test Booklets and additional Oral Administration Scripts, as appropriate.



Appendix B – Example of District Shipment Inventory Form

DISTRICT SHIPMENT INVENTORY FORM

District Name: _____
District ID: _____

Ship Date: _____
Ship Method: _____ FedEx

Ship To:

Attn:

Address:

Phone No:

Email:

1. Upon receipt, verify the materials have all been received. If there is any discrepancy, please contact WIN Learning Support at: Support@winlearning.com or 888-717-9461 option 3.

2. When testing is complete, return ALL secured materials (booklets, answer sheets, oral admin scripts) including unused to Scantron Processing using label(s) supplied. Indicate quantity, date, and return tracking number(s). Make a copy of this form for your records. Include this form in your return shipment.

SHIPPED BY SCANTRON FOR DISTRICT		RECEIVED BY DISTRICT		
QTY	DESCRIPTION	QTY	INITIALS	DATE
	Paper-Based Testing - Full Test Administration Manuals (PBT TAM)			
	Computer-Based Testing - Full Test Administration Manuals (CBT TAM)			

SHIPPED BY SCANTRON FOR SCHOOLS												RECEIVED BY DISTRICT		
Carton QTY	School ID	School Name	LP QTY	TB QTY	AS QTY	OAG QTY	OAS QTY	PBT TAM QTY	CBT TAM QTY	PBT DTD QTY	CBT DTD QTY	Carton QTY	INITIALS	DATE



LP=Large Print Test Booklets; TB=Test Booklets; AS=Answer Sheets;
OAG=Oral Answer Guide; OAS=Oral Answer Script





Appendix C – Example of School Shipment Inventory Form

SCHOOL SHIPMENT INVENTORY FORM

District Name: _____

School Name: _____

School ID: _____

Ship Date: _____

Ship Method: _____

FedEx

Ship To:

Attn:

Address:

Phone No:

Email:

Return Tracking Number(s): _____

1. Upon receipt, verify the materials have all been received. If there is any discrepancy, please contact WIN Learning Support at: Support@winlearning.com or 888-717-9461 option 3.

2. When testing is complete, return ALL secured materials (booklets, answer sheets, oral admin scripts) including unused to Scantron Processing using label(s) supplied. Indicate quantity, date, and return tracking number(s). Make a copy of this form for your records. Include this form in your return shipment.

SHIPPED BY SCANTRON			RECEIVED BY SCHOOL			RETURNED TO SCANTRON		
QTY	DESCRIPTION	SERIAL NUMBER RANGE	QTY	INITIALS	DATE	QTY	INITIALS	DATE
	Career Readiness Test Booklets							
	Large Print Test Booklets							
	Answer Sheets							
	Test Material Management Instructions	NA						
	Chain of Custody Form	NA						
	Oral Administration Guide	NA						
	Oral Administration Script	NA						
	PBT Full Test Administrator Manuals	NA						
	PBT Test Administrator and Monitor Testing Duties	NA						
	CBT Full Test Administrator Manuals	NA						
	CBT Test Administrator and Monitor Testing Duties	NA						

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Appendix D – Chain of Custody Form

CHAIN OF CUSTODY FORM						
District Name: _____		School Test Coordinator: _____				
School Name: _____		Phone Number: _____				
School ID: _____		Email: _____				
This form can voluntarily be used when transferring the test materials to a Test Administrator. 1. The School Test Coordinator (STC) will indicate the quantity (QTY), description, and serial number range if applicable. Next, the Test Administrator receiving the test materials will verify the quantity, then print, sign, and date. 2. When testing is complete, ALL materials (including unused materials) must be returned to the STC. The STC will verify the quantity being received, then print, sign, and date. Make a copy of this form for your records.						
DELIVERED BY SCHOOL TEST COORDINATOR			RECEIVED BY TEST ADMINISTRATOR			
QTY	DESCRIPTION	SERIAL # RANGE	QTY	PRINT NAME	SIGNATURE	DATE
BEFORE TEST ADMINISTRATION						
DELIVERED BY TEST ADMINISTRATOR			RECEIVED BY SCHOOL TEST COORDINATOR			
QTY	DESCRIPTION	SERIAL # RANGE	QTY	PRINT NAME	SIGNATURE	DATE
AFTER TEST ADMINISTRATION						
If you have any questions, please contact WIN Support at 888-717-9461 option 3 or Support@winlearning.com						



Appendix E – Allowable IEP/504 Plan/ILAP Accommodations

Supplemental Materials	Setting	Timing	Scheduling	Presentation	Response Options	Universal Supports
✓ Adaptive or specific furniture ✓ Amplification equipment ✓ Braille writer, note-taking device (paper) ✓ Magnification device ✓ Special adaptive/assistive device for screen enlargement (online)	✓ Preferential seating ✓ Small group administration ✓ Individual administration	✓ Frequent or extended breaks ✓ Extended time	✓ Testing over multiple days ✓ Multiple sessions	✓ Oral administration script (paper) ✓ ASL ✓ administration script (paper or online) ✓ SpeechStream (online) ✓ Color overlay (paper) ✓ Highlighting (paper) ✓ Read to self	✓ Dictation of multiple-choice answers (paper or online) ✓ Non-verbal indication of multiple-choice answers (paper) ✓ Respond in Braille and large print test booklet (paper)	✓ Online calculator ✓ Formula sheet ✓ Highlighting tool (online) ✓ Computer-based timer ✓ Magnification (online zoom) ✓ Scratch paper ✓ Repeated directions

Additional ILAP Accommodations:

- Separate Room
- Frequent Test Sessions
- Bilingual word-to-word dictionary only – Refer to Online TAM section 10.
- Multilingual Learner (ML) Accommodations
- Interpreter/TA assistance translating/interpreting instructions only

Approved Calculators		
Texas Instruments:	Casio Brand:	Other:
✓ TI-83 Series (all) ✓ TI-84 Series (all) ✓ TI-73 ✓ TI-Nspire ✓ TI-Nspire CX ✓ TI-Nspire CX II ✓ TI-Nspire with touchpad	✓ FX-9750GII ✓ FX-9860GII(S) ✓ FX-CG10PRISM	✓ NumWorks
Note: Any basic four function calculator is acceptable		

Note: Please ensure all scratch paper is collected then shredded and calculator memory is erased before and after testing, if applicable.



Appendix F – Example of Test Booklet Cover

readiness redefined

Career Readiness Assessment Test Booklet

Do **NOT** open this test booklet until the instructor says to start.

Please write your name, school, grade, today's date, and your instructor's name below.

Student Name: _____

School Name: _____

Grade: _____

Date: _____

Instructor's Name: _____

Included with this Test Booklet is a preprinted Answer Sheet. Please review the preprinted information on the Answer Sheet and verify your information is correct. If the information is not correct, please raise your hand.

Please write in and bubble the Test ID and Version Number on your Answer Sheet.

Test ID:	<SERIAL#>	Version:	100A
----------	-----------	----------	------

Directions for Answering the Questions

Directions for answering the questions for each test are located at the beginning of each test section. Please read the directions carefully.

Use the #2 pencil provided to completely fill in the bubble next to the correct answer **ON YOUR ANSWER SHEET**. Make solid marks and completely fill in the circles. Be sure to completely erase any answers you change.

When you finish the test section, put your pencil down. Your instructor will provide directions.

Proprietary and Confidential

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Appendix G – Example of Answer Sheet

readiness redefined

Career Readiness Assessment Answer Sheet

MARKING INSTRUCTIONS

INCORRECT



CORRECT



- Use a No. 2 pencil only.
- Do not use ink, ball point, or felt tip pens.
- Make solid marks that fill the circle completely.
- Erase cleanly any marks you wish to change.
- Make no stray marks on this form.
- Do not fold, tear, or mutilate this form.

Last Name

First Name

MI

State ID

Date of Birth

9GR

Test ID

Version

District Name

School Name

School ID

Administration / Proctor Use Only

DO NOT WRITE IN THIS AREA

SERIAL #

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Appendix H – Agreement to Maintain Test Security and Confidentiality for DTCs/STCs



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

ELLEN E. WEAVER

STATE SUPERINTENDENT OF EDUCATION

South Carolina Career Readiness Assessment – WIN Learning **Agreement to Maintain Test Security and Confidentiality** **For District Test Coordinators and School Test Coordinators**

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the South Carolina Department of Education (SCDE) must take every step to assure the security and confidentiality of the state test materials. District Test Coordinators (DTCs) and School Test Coordinators (STCs) must provide appropriate training for all personnel involved in testing so that they have a common understanding of test security and appropriate testing practices.

The Test Administration Manual (TAM) for each assessment program provides detailed test security information, administration guidelines, and administration directions. Test administration manuals and/or other appropriate instructions must be distributed to testing personnel prior to testing so that STCs, Test Administrators (TAs), and monitors will have the opportunity to read the TAM to become familiar with test security laws, regulations, and procedures, as well as their responsibilities within the classroom.

DTCs must review test security policies and procedures with the STCs and require them to read all appropriate materials and documents provided to them. DTCs and/or STCs must review test security policies and procedures with all TAs, monitors, and any other personnel in the school who will be handling test materials. STCs must require TAs and monitors to read all sections of the TAM, and all appropriate materials and documents provided to them.

As DTC or STC, I acknowledge that I will have access to tests that are a part of the South Carolina Career Readiness Assessment published by WIN Learning.

As DTC, I acknowledge that I have distributed TAMs to the STCs prior to testing and have required each STC to read all sections of the TAM.

As DTC, I acknowledge that I have provided a comprehensive training for all STCs that included a discussion of test security policies/procedures and test administration procedures as outlined in the TAM.

As STC, I acknowledge that I have distributed TAMs to the Test Administrators (TAs) and the monitors prior to testing and have required each person involved with testing to read all sections of the TAM.

As STC, I acknowledge that I have provided comprehensive training for all individuals involved in administering or monitoring the test and/or handling test materials. I further acknowledge that the training provided to the individuals included a discussion of test security policies and test administration procedures as outlined in the TAM.

I acknowledge that it is my responsibility, as DTC or STC, to follow all state laws and regulations regarding testing ethics and test security.

I acknowledge that I have read the test security laws, regulations, procedures, and other appropriate information

provided to me regarding test security and my testing responsibilities.

I acknowledge that it is my responsibility, as DTC or STC, to follow all testing procedures as outlined in the test administration manual, the administration directions manual, and other documents that may be provided to me by the SCDE.

I understand the tests are secure, confidential, and proprietary documents owned by WIN Learning.

I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the tests to anyone.

I will not give examinees access to test questions prior to testing or make answer keys available to examinees.

I will not coach, help, or assist examinees in any way during testing; nor will I alter or interfere with examinees' responses in any way.

I will not keep, copy, screenshot or reproduce in any manner inconsistent with the instructions provided by or through the SCDE any part of any secure test materials, including tests, test questions, test content, oral administration scripts, and examinees' responses.

I will return all secure test materials (including, but not limited to, test booklets, answer documents, oral scripts, CD ROMs, signed administration scripts or videos) to the DTC or to the contractor, by the required dates.

I will not participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the test security laws or this affidavit.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Date

Print Name

District and School

Appendix I – Agreement to Maintain Test Security and Confidentiality for TAs



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

ELLEN E. WEAVER

STATE SUPERINTENDENT OF EDUCATION

South Carolina Career Readiness Assessment – WIN Learning **Agreement to Maintain Test Security and Confidentiality** **For Test Administrators**

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the South Carolina Department of Education (SCDE) must take every step to assure the security and confidentiality of the state test materials. District Test Coordinators (DTCs) and School Test Coordinators (STCs) must provide appropriate training for all personnel involved in testing so that they have a common understanding of test security and appropriate testing practices. STCs must review test security policies and procedures with all test administrators (TAs), monitors, and any other personnel in the school who will be handling test materials.

The Test Administration Manual (TAM) for each assessment program provides detailed test security information, administration guidelines, and administration directions. Test administration manuals and/or other appropriate instructions must be distributed to testing personnel prior to testing so that test administrators have the opportunity to read the TAM to become familiar with test security laws, regulations, and procedures, as well as their responsibilities within the classroom.

I acknowledge that I will have access to tests that are a part of the South Carolina Career Readiness Assessment published by WIN Learning.

I acknowledge that I have the responsibility to *read all sections* of the TAM prior to testing.

I acknowledge that I have read the test security laws, regulations, and procedures and other appropriate information provided to me regarding test security and my testing responsibilities.

I acknowledge that I have received training regarding the administration of a statewide assessment. I further acknowledge that the training included a discussion of test security policies and test administration procedures as outlined in the TAM.

I acknowledge that it is my responsibility, as a test administrator, to follow all state laws and regulations regarding testing ethics and test security.

I acknowledge that it is my responsibility to follow all testing procedures as outlined in the test administration manual and other documents that may be provided to me by the SCDE.

I understand the tests are secure, confidential, and proprietary documents owned by WIN Learning.

I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the tests to anyone.

I will not give examinees access to test questions prior to testing or make answer keys available to examinees.

I will not coach examinees during testing or alter or interfere with examinees' responses in any way.

I will not keep, copy, or reproduce in any manner inconsistent with the instructions provided by or through the SCDE any part of any secure test materials, including tests, test questions, test content, oral administration scripts, and examinees' responses.

I will return all secure test materials (including, but not limited to, test booklets, answer documents, oral scripts, CD ROMs, signed administration scripts or videos) to the STC or to the DTC, as appropriate.

I will not participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the test security laws or this affidavit.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Date

Print Name

District and School

Appendix J – Agreement to Maintain Test Security and Confidentiality for Monitors



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

ELLEN E. WEAVER

STATE SUPERINTENDENT OF EDUCATION

South Carolina Career Readiness Assessment – WIN Learning **Agreement to Maintain Test Security and Confidentiality** **For Testing Monitors**

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the South Carolina Department of Education (SCDE) must take every step to assure the security and confidentiality of the state test materials. District Test Coordinators (DTCs) and School Test Coordinators (STCs) must provide appropriate training for all personnel involved in testing so that they have a common understanding of test security and appropriate testing practices.

The Test Administration Manual (TAM) for each assessment program provides detailed test security information and administration guidelines. Test administration manuals and/or other appropriate instructions must be distributed to monitors prior to testing so that they have the opportunity to read the TAM to become familiar with test security laws, regulations, and procedures, as well as their responsibilities within the classroom.

DTCs and/or STCs must review test security policies and procedures with monitors and require monitors to read all sections of the TAM and other appropriate materials and documents provided to them.

I acknowledge that I will have access to tests that are a part of the South Carolina Career Readiness Assessment published by WIN Learning.

I acknowledge that it is my responsibility, as a monitor, to follow all state laws and regulations regarding testing ethics and test security.

I acknowledge that I have read the test security laws, regulations, procedures, and other appropriate information provided to me regarding test security and my testing responsibilities.

I acknowledge that it is my responsibility, as a monitor, to follow all testing procedures as outlined in the TAM.

I understand the tests are secure, confidential, and proprietary documents owned by WIN Learning.

I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the tests to anyone.

I will not give examinees access to test questions prior to testing or make answer keys available to examinees.

I will not coach examinees during testing or alter or interfere with examinees' responses in any way.

I will not keep, copy, or reproduce in any manner inconsistent with the instructions provided by or through the SCDE any part of any secure test materials, including tests, test questions, test content, oral administration scripts, and examinees' responses.

I will return all test materials to the STC or the DTC, as appropriate.

I will not participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the test security laws or this affidavit.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Date

Print Name

District and School

Appendix K – Test Material Management Instructions

Before Test Administration

- Contact WIN Learning's Help Desk at 888-717-9461 Option 3 if materials sent DO NOT match the Shipment Inventory Form included with the shipment.

Test Materials will include:

- Specified quantity of Test Booklets, Oral Administration Guides, and Oral Administration Scripts.
- Supply of Answer Sheets
- Supply of Test Administration Manuals and Test Administrator and Monitor Testing Duties
- Shipment Inventory Form
- This Instruction Sheet
- Pink envelope labeled "RETURN LABEL ENCLOSED DO NOT DESTROY".

Inside will be:

- Return shipping label(s)
- Bright Green "All Answer Sheets" label
- Bright Orange "Booklets" label
- FedEx Poly Bag(s) for returning Answer Sheets

During Test Administration

- Please reference the Test Administration Manual or the Test Administrator and Monitor Testing Duties document for detailed test administration instructions.
- Please be sure the following information is carefully filled in on the front cover of the Test Booklet: (Students with accommodations may need assistance.)
 - Student Name (First and Last)
 - School Name
 - Grade
 - Date
 - Instructor's Name
- The Answer (bubble) Sheets are included in your Test Materials. In order to accurately match test scores and student information, ensure that all fields are completely filled in using a #2 pencil.
- **Students must enter the Test ID and Version from the Test Booklet onto their Answer Sheet.**
- Ask students to double check what they have entered matches exactly the Test Booklet cover.
- Please be sure the following information is carefully filled in/preslugged on the Answer Sheets:
 - Name (Last, First, Middle Initial)
 - State ID
 - Date of Birth (MM/DD/YYYY)

- 9GR
 - Test ID (found on the Test Booklet cover)
 - Version (found on the Test Booklet cover)
 - “Accommodations” or “Accommodation and OAS” (if applicable)
- Students taking large-print and Braille tests may indicate their answers directly on the Test Booklet. Answers should be transcribed to Answer Sheets per policies outlined in the Test Administration Manual (Remember to fill in the Accommodations bubble on the Answer Sheet for these tests).
- Students Not Available for Testing: If an Answer Sheet is provided for a student who is no longer in the school or not available to take the test, fill out the Void bubble on the answer sheet and return the unmarked form with the forms of students who have completed the test. Do not write their status over the bubble responses on their Answer Sheets.

After Test Administration

- Once all Test Materials have been collected, count Test Booklets, Answer Sheets, and other administrative materials to ensure you have accounted for all materials used.
- All materials need to be accounted for and logged in the Shipment Inventory Form
- Examine each Answer Sheet to confirm:
- The answer sheet information is accurate and that all appropriate bubbles are filled in.
 - All erasures are complete and there are no stray marks (Note: Faint or poorly marked answers should be darkened so that they can be read during scanning. Do NOT alter nor change student answers.)
 - There are no stray marks in Test ID or Version areas, as these marks can cause test documents to be misidentified, misscored or rejected.
- Check that the identifying information on each student's Answer Sheet is appropriately filled in with accurate and complete information.
- Do NOT staple, fold, or apply adhesive tape to Answer Sheets.
- Do NOT include scratch paper in shipment. Shred all scratch paper immediately after testing.
- Do NOT include non-secure materials in the return shipment: Test Administration Manuals, Test Administrator and Monitor Testing Duties manuals, and Oral Administration Guides, are non-secure material and should not be returned.
- Answer sheets and Test Booklets should be returned in separate boxes:
- All Answer Sheets, used and unused, as well as completed Shipment Inventory Forms are to be placed in supplied FedEx poly bags for shipping.
 - Place the supplied bright green label marked “All Answer Sheets” on the front of the bag.
 - Place the return FedEx shipping label in the appropriate area on the Poly bag.
 - Test Booklets and any other secure materials (Oral Admin Scripts, Braille Booklet, Large Print Booklets) should be returned separately from the Answer Sheets in the boxes that they were received in.
 - Place the supplied bright orange label marked “Booklets” on the top of the sealed carton.



- Place the return FedEx shipping label on the top of the sealed carton.
- NOTE: Keep a copy of the Shipment Inventory Form for your files.
- If packaging is damaged, you may ship in your own packaging to:
Scantron Processing Center 1313 Lone Oak Road Eagan, MN 55121
- **All Secure Test Materials: Test Booklets (including Braille), Answer Sheets, and Oral Administration Scripts should be shipped back to Scantron® as soon as testing is completed but no later than two days after test administration. Deadline date is published on page 1 of the Test Administration Manual**
- Concerns or questions may be directed to: WIN Learning's Help Desk at: support@winlearning.com
or
888-717-9461 Option 3 - Hours of operation 8:00am-5:00pm EST.
- Please ensure all test materials are securely stored as referenced in the Test Administration Manual.

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