

Supplemental Instructions for Large-Print Student Test Booklet Kits

The large-print versions of the achievement tests are printed in 18-point type. They are for use with students whose IEP specifies the use of large-print materials. These materials are packaged by grade. Each kit contains the materials needed to administer the test to one student.

Materials Included in the Large-Print Kit:

- An 8½-x-11-inch Large-Print Student Test Booklet
- A general Form A Student Test Booklet (for grades 3 and 4 only)
- A scannable Answer Document (for grades 5–8 only)
- This sheet of supplemental instructions

Use of the General Form A Student Test Booklet

For grades 3 and 4, the test administrator must transcribe responses from the Large-Print Student Test Booklet into the general Form A Student Test Booklet enclosed in this kit.

Use of the Scannable Answer Document

For grades 5–8, the test administrator must transcribe responses from the Large-Print Student Test Booklet into the scannable Answer Document enclosed in this kit.

Administering a Test Using a Large-Print Kit

Please note: Page numbers in the large-print booklet differ from those in the regular print test booklet. For example, in the large-print booklet, the directions begin on page 2; whereas they begin on page 1 of the regular print test booklet. Directions may differ slightly from those in the regular print test booklet.

Unless the student's IEP or 504 Plan indicates otherwise, students using the Large-Print Kit may take the test with the rest of their class under normal testing conditions. The student may respond directly in the Large-Print Student Test Booklet or the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8). If the student responds directly in the Large-Print Student Test Booklet, a scribe should record all of the student's responses, writing them verbatim in either the general Form A Test Booklet or the scannable Answer Document.

After the Test Administration

If the student responded in the Large-Print Student Test Booklet, the student's multiple-choice and constructed responses must be transcribed verbatim into the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8). This should be done by a licensed/certificated school or district employee. The general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) into which the answers were transcribed must be returned to PEM with the other scorable test materials.

The student's pre-identification label must be placed on the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) — not on the Large-Print Student Test Booklet itself.

If the student does not have a pre-identification label, you must complete *all* of the information on the back cover of the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8).

If the student has a pre-identification label, complete sections **I**, **J**, and **K** on the back cover of the general Form A Student Test Booklet (grades 3 and 4) or sections **I**, **J**, **K**, and **L** on the back cover of the scannable Answer Document (grades 5–8).

Reminder: For grades 3–8, only Form A may be used with special versions forms. At grades 5–8, Form A must be coded in Box L on the back cover of the Answer Document.

Please note: Separate sheets added to the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) will not be scored.

The Large-Print Student Test Booklet is nonscorable and should be returned to your STC with other nonscorable materials.