

After test administration, TAs must affix the pre-identification label or complete the demographic information on the back cover of each answer document. For students who do not have pre-identification labels, demographic information can be hand-gridded or entered online through use of the Generic Pre-Identification labels. In addition, mark the following sections for any qualified student:

- Section J, “LEP/IEP Status,” if the student is receiving services via an IEP or 504 Plan or if the student is identified as Limited English Proficient (LEP) in any subject tested.
- Section K, “Accommodations,” if the student is using any accommodations.
- Section L, “Special version of the test, if applicable,” if the student was administered a special version of the achievement tests.
- Section M, “Migrant status,” if the student meets the federal definition of a migrant student.
- Section N, “Accelerated Testing,” if the student is taking an accelerated test.
- After administering the test you will need to complete Section P, “Form,” on the demographic page of each student’s answer document by filling in the form letter of the test booklets used in administration. This ensures that variable field-test questions embedded in the test will be scored correctly. The form letter is located in a shaded box along the spine of each test booklet cover. Field-test questions will not affect student scores in any way.

Students Who Become Sick

A student who becomes ill and vomits on her or his test booklet or answer document and is able to continue the test should be given a new test booklet or answer document so that she or he may continue. Later, the student’s responses and demographic information must be transcribed into the new answer document, which will be the copy of the test to be scored. The soiled test booklet or answer document should be placed in a zip-lock bag and returned to the STC with the unused materials.

A student who becomes ill and vomits on her or his test booklet or answer document and is not able to continue with the test should not be given a new test booklet or answer document. Put the soiled document(s) in a zip-lock bag, seal it, and return it to the STC. An invalidation may be requested for the student who was not able to continue with the test.

Incomplete or Defective Test Materials

If a student receives an incomplete or defective test booklet or answer document, follow the steps below with the student.

- Give him or her a new test booklet or answer document that you have verified as accurate and complete.
- Direct the student to print his or her name on the new test booklet or answer document.
- Tell the student that you will write on his or her defective test materials so that what has happened will be clear to anyone.
- Direct the student to continue with the new test booklet or answer document (assuming that he or she discovered the defect after testing had begun). Later, if the answer document was defective, you will need to transfer all responses from the first (defective) answer document to the second, which will be the copy of the test used for scoring.

As the TA, complete the steps below to cross-reference all the materials used by a student.

- Write in large, bold letters the word **Defective** on the cover of the flawed test booklet or answer document. Make sure the defective materials are not distributed again but are put aside for later return with the nonscorable secure materials.
- Transfer all responses from the first (defective) answer document to the second, which will be the copy of the test used for scoring. Mark a large X and the words “DO NOT SCORE” on the defective answer document.