2018 Accommodated Instructions for Summer Administrations

Please see the 2017-18 *ISTEP+* ECA Paper-Pencil Test Coordinator's Manual for additional information.

After a student completes testing, the transcriber must copy the student responses from the Large Print, Braille and/or IEP Paper-and-Pencil (PP) edition of the test book into EAS. **Only the multiple-choice and gridded response answers should be transcribed**. Please refer to the 2017-18 *ISTEP+* ECA Paper-and-Pencil *Test Coordinator's Manual* located on the EAS Help tab for additional information on administering the test (https://ineca.questarai.com/admin).

Answers to the constructed-response items, graphing items and the writing prompt, should NOT be transcribed into EAS. The school test administrator must type "NSR" (nonstandard response) or enter specific points on the graph for the appropriate questions.

Follow the steps below to transcribe a student's responses into EAS:

Step 1 The teacher/examiner should obtain the student's login information from EAS. **Note:** If the student does not have a login assigned, you **must** contact ECA Support to have it assigned.

Step 2 After logging in as the student, ensure that all student data fields are accurate and all applicable SIQ questions have been answered.

Step 3 The teacher/examiner should then transcribe the multiple-choice student responses from the test book into EAS.

Step 4 **Do not transcribe the student's written responses into EAS.** Type "NSR" in the answer box in EAS.

Note**:** For the Algebra graphing items, enter 2 dots, one in each upper corner of the graph. Examples of both are shown below.

Written Response "NSR" Example   *Graphing "NSR" Example*

Important: If "NSR" is not entered in the constructed-response or essay response box, or if the dots are not entered as described, it will appear as though the student did not respond to those questions. The student will not receive credit for the item if it is blank.

Step 5 A second staff member should verify that the student's responses were entered correctly before selecting Testing Complete.

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Returning Materials

Step 1   Complete all of the control forms provided in the return kit. The documents included are:
  - ❑ School/Group List (SGL)
  - ❑ Corp ID Sheet

Step 2   One Group Information Sheet (GIS) must be completed for each class of test books, Large Print, Braille and IEP PP test book returned.

A comment should be added to the School/Group List (SGL) indicating the name of each student and which type of accommodated material they tested in (i.e., either "LP", "Braille" or "IEP PP") as shown in the example below.

Number of Used Test Books

Teacher's Name Please spell name exactly as it appears on the GIS.	Class Period	Number of used test books (including invalidated)			Comments
		Alg I	Bio I	Eng 10	
Bruce	1	30			James Jones - LP
Bruce	2	30			Sam Brown - Computer Generated
Bruce	6	30			Mia Sue - transcribed 9988776693
Walker	2		30		Lisa Sanders - Braille

Step 3   Place the used test books, along with the completed control forms into the boxes you received from Questar.

Step 4   Place a **PINK** Carton Return label on each box of **used materials** or a **GRAY** Carton Return label on each box of **unused materials**. Number the boxes x of y, and return the box(es) to the CTC.

Step 5   After the CTC completes the Corporation ID Sheet, the CTC should place UPS Shipping Labels on each of the box(es) and return the box(es) to Questar.

Additional Information

Indiana ECA Related Questions:
ECA Support
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