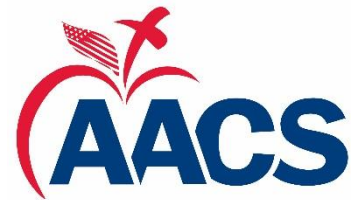


American Association of Christian Schools

2018–19 Test Coordinator Check List

For Returning Answer Documents to AACCS for Scanning



Return the following items to AACCS

- 1. Copy of your **2018–19 Scoring Services Order Form**
- 2. Copy of this **Check List**
- 3. **Building ID Sheet** – One sheet per school; do not use a photocopied ID sheet.
 - Box 2 – Building Name: Use the correct letter code for your school.
 - Box 3 – Building Code: Use the correct 6-digit number for your school.
 - Refer to the *2019 Achievement Testing Program Guide* on the AACCS website for more details.
- 4. **Class/Grade ID Sheet** – One sheet for each group of students; do not use a photocopied ID sheet.
 - Box 2 – Class Name: Use the name of the group (either grade level or teacher name).
 - Box 3 – Class Code: not used
 - Box 4 – Grade: Darken the appropriate grade bubble.
 - Box 5 – Form: Darken **both** the “7” **and** the “E” bubbles.
 - Box 6 – Answer Document Count: Number of students for the group even if they took both tests.
 - For grades K5-2, use a separate Grade/Class ID sheet for Iowa test booklets and for CogAT test booklets.
 - Refer to the *2019 Achievement Testing Program Guide* on the AACCS website for more details.
- 5. **Student Answer Folders (for grades 3–12)** – Alphabetize for each class or grade
 - Erase all extra smudges or stray marks (usually found in the name section).
 - Make sure that all names are spelled and bubbled correctly.
 - Include the correct 10-digit student number for each student.
 - Include the birth date in the proper format (6 bubbles should be darkened, i.e. one for the month, two for the day, and three for the year).
 - For Levels 10 and above, darken the appropriate CogAT bubble inside the answer folder (even if students did not take the CogAT test).
 - Home School Students (or other excluded students): Make sure the “Z” bubble is darkened in the “Office Use Only Section” and place these answer documents under the **same** Class/Grade ID sheet as the other students. Do **not** use a separate Class/Grade ID sheet to identify these students.
 - Print the student name on the appropriate line inside of the answer folder.
 - Refer to the *2019 Achievement Testing Program Guide* on the AACCS website for more details.
- 6. **Used Consumable Test Booklets (for K5, 1st, and 2nd grade)** – Alphabetize for each group
 - Follow the directions listed above for #5, Student Answer Folders.

Do NOT return the following items to AACCS

1. Reusable test booklets (i.e. any test booklets used in grade 3 and above)
2. Unused consumable test booklets or unused answer sheets
3. Used or unused practice test booklets or answer sheets
4. Directions for Administration booklets
5. Scratch paper used by students during the math tests
6. Unused Building or Class/Grade ID Sheets

Continued on next page

Ship answer documents to the following **NEW** location: AACCS

ATTN: Gary Peltier
6170 Shallowford Road, Suite 103
Chattanooga, TN 37421

You may use any carrier to ship your documents (i.e. UPS, USPS, DHL, etc.), but we strongly suggest that you use a carrier that allows you to track your shipment. Most schools use either UPS or USPS. Do not use Media Mail with the USPS.

**All materials must be received in the AACCS Office by May 15, 2019.
Scoring orders received after May 15, 2019, incur a 5% late fee.
(\$25.00 minimum)**

I have reviewed the 2019 Achievement Testing Program Guide (located on the AACCS website) and the instructions on this check list. I understand that additional fees may be added to my scoring services invoice if an excessive amount of the following errors are noted by the scoring center staff.

1. *Incorrectly spelled student names or student name bubbling errors (the spelling of first and last names must be the same each year)*
2. *Missing or improperly bubbled birth dates*
3. *Missing "IA Form" from answer documents (The "E" bubbles must be darkened on all materials.)*
4. *Missing "Gender" from answer documents*
5. *Stray marks or smudges not carefully erased*
6. *Missing or improper student ID numbers*
 - *Student numbers are required even if student numbers are not used for any other purpose in the school.*
 - *Student numbers must be ten digits long.*
 - *The first six digits in each student number must match up with the school's six-digit school number.*
 - *The same student number **cannot** be used by more than one student.*
 - *Students must use the **same** student ID number each testing year.*
 - *Student numbers must be written on the student answer folder or consumable test booklet (in the "ID Number" section) and the appropriate bubbles must be darkened.*
 - *Classroom teachers and testing coordinators must review all student answer documents to ensure that student numbers are properly completed.*

Signature

Printed Name

School Name

City/State