

## Quality Control: Scorables

Scorable answer documents are precoded and handbubbled student answer documents. **Scorable answer documents include answer documents that have been voided.**

**VOIDS** = precoded or handbubbled answer documents that are STAAR ALT/duplicate/withdrawn/tested completely online/transcribed due to torn or soiled, (high school) English I LEP exempt, or previously passed.

## Resources needed

- Grade level alpha roster to ensure all student answer documents are accounted for and submitted.
- MyData Portal Precode Roster for students who did not have a precode. This roster will help you find student information, including the demographic information needed to complete student documents. Please note, changes to student demographic information are highlighted and should be reflected (even on precodes) **To find roster, In MyData portal go under Reports>STAAR General>Precode. The report is available in PDF and Excel and arranged by grade.**
- What to Bubble answer document for specific test administration (Grades 3-8)
- Assessment Department Quality Control Sheet-to be completed at end of process
- Class Identification Sheets (ETS documents)
- Campus /Group Identification Sheets (ETS documents)

**1) Quality Controlling Answer documents to be submitted for scoring (This must be done for each grade level/content)**

- For precodes, check all answer documents to make sure book number is correct, test taken information is written and bubbled, score code is bubbled. If changes were listed on the MyData precode roster, make sure those have been captured on the precoded student answer sheet.
- For handgridded answer sheets make sure everything is written and bubbled correctly (including the *for school use only* field). Failure to do so will alter student reporting information.
- Place all answer documents for students marked absent (precoded and handgridded) on top of stack.
- Then place all answer documents for students marked “Other” (precoded and handgridded) next. **\*\*Exception:** Middle School-please refer to Assessment Department QC Sheet
- Place all handgridded answer documents together
- Count all answer documents to be scored. Separate in stacks of 50 or 100.

[illegible]

# Quality Control: Scorables

- Complete a Class ID Sheet for total number of answer documents to be submitted for scoring. Place this on top of answer documents.- Ex: submitting 93 answer documents would be written and bubbled as 0093. Remember to not mix administrations. **5<sup>th</sup> Science and 5<sup>th</sup> Retest SHOULD NOT BE COMBINED----**/8<sup>th</sup> S/SS and 8<sup>th</sup> Retest SHOULD NOT BE COMBINED.
- Complete the Campus/Group ID Sheet. Place on top of class header and answer documents to be scored. Ex: submitting 93 answer documents would be written and bubbled as 0093. Remember to not mix administrations. **5<sup>th</sup> Science and 5<sup>th</sup> Retest SHOULD NOT BE COMBINED----**/8<sup>th</sup> S/SS and 8<sup>th</sup> Retest SHOULD NOT BE COMBINED.
- Bundle stack with one of the ETS white paper bands.
- Complete the Assessment Department Quality Control Sheet

## 2) Voided Answer documents (This must be done for each grade level/content).

- For each voided student answer document make sure there is not a score code bubbled.
- Write void and reason to be voided. Ex: Void STAAR Alt or Void WD. Remember to put your voids under a Void header one per grade **5<sup>th</sup> Science and 5<sup>th</sup> Retest SHOULD NOT BE COMBINED----**/8<sup>th</sup> S/SS and 8<sup>th</sup> Retest SHOULD NOT BE COMBINED.
- Put a precoded Void header on top of stack.
- Bundle stack with one of the ETS white paper bands.

Campus/Group ID Sheet on Top



Class ID Sheet after Campus/Group ID Sheet



All answer documents with a score code marked:  
**Score Absent Other \* and Score**  
 (if one test online and other test paper version to be scored)  
**P-Previously Passed**  
 (3-8 May and June only)




### Voided Answer Documents

- 1 Voided Answer Document ID Sheet
- 2 Voided Answer Documents
- 3 Paper Band



# Quality Control: Nonscorables

Nonscorables consist of materials received for each assessment that are not scored. Nonscorables include: used and unused test books, unused Class Identification Sheets and unused Campus /Group Identification Sheets, unused blank student answer sheets. **\*\*For STAAR, manuals are to be retained until after summer testing.**

Nonscorables for STAAR Alternate 2 include: books, secure manuals, scoring documents, image cards and photocopies made during preview window.

## Resources needed

- ☐ Original Shipment Boxes
- ☐ If STAAR, ETS colored labels
- ☐ Small white Dallas ISD 057-905 labels
- ☐ Large white Dallas ISD warehouse nonscorable labels
- ☐ Delivery ticket

### 1) Return nonscorable materials in the box(es) in which they arrived.

- ☐ Separate test booklets by assessment given
  - For 3-8 tested subjects, separate by **grade and content**, as well as, by administration. For example, (4/7 writing **in separate box(es) from** 5/8 reading/math and May 3-8 STAAR **in separate box(es) from** 5/8 May Re-test. -For EOCs, separate test booklets by **subject**
- ☐ Put used and unused booklets back in **numerical order** (*helpful hint: use Materials Control Form and packing slip to speed up the process*).
- ☐ Verify all booklets have been returned by comparing to the original packing slip.
- ☐ Other nonscorable materials that NEED to be returned in your nonscorable box(es) include: braille and large-print materials (if applicable), unused non-precoded blank answer documents, unused ID sheets (headers), and photocopies of secure test materials (i.e., from a TEA-approved designated support). Place these items in box 1.
- ☐ Pack boxes and count up the total number of boxes FOR EACH Administration. *If possible, keep grades/subjects packed together in the same box(es).* **Remember DO NOT combine administrations.**

### 2) Label Boxes and Request Pickup

- ☐ Place the **CORRECT colored nonscorable ETS label** on the top corner of the box(es). DO NOT fill out any information on this label.
- ☐ Place the **small white Dallas ISD 057-905 nonscorable label** ON the colored nonscorable ETS label(s).
- ☐ Place the **large white Dallas ISD warehouse nonscorable label** on the short side of the box(es). YOU MUST fill out ALL of the information on this label(s).
- ☐ Place any **extra colored ETS labels in your first Nonscorable box**. You CANNOT reuse them. All return labels are administration specific. Make sure that the administration on the label matches the test materials that you are returning.
- ☐ Double check testing area to ensure everything has been packed. Seal boxes.
- ☐ Complete Delivery Ticket and adhere to Box 1.
- ☐ Submit truck pickup request using Google link: <http://scbpaswmsas01/aps/bp/>
- ☐ **\*\*You MUST submit your request for truck pickup by the date on the DISD block calendar to ensure that ALL Nonscorable materials have been returned in time to ship from the district by the TEA deadline.\*\***

# Quality Control: Nonscorables

- Notify your main office to anticipate pickup. Request main office make copy of **SIGNED** Delivery Ticket with the Test Coordinator's signature/date and the **driver's signature/date**.

## 3) Nonscorables to be retained on Campus

- Unused paper bands
- Shipping notices (save as appropriate)
- Handwritten or typed student responses that have been transcribed onto answer documents, scratch/graph paper, reference materials, including supplemental aids that students wrote on, as well as, any recordings (must be destroyed after testing-refer to Dallas ISD shred policy)
- Required to be saved locally for five years by administration: seating charts, campus test training sign-in sheets, test administrator oaths, testing schedule and logistics, testing rosters, SpEd, EL, 504, MTSS rosters specifying designated supports, Materials Control Form, absentee log, restroom log, and cell phone oaths.
- If materials were shared with another campus(es), maintain a copy of the Campus to Campus Materials Control Form. It is a good practice to attach to your original inventory list.
- SIGNED copy of the Delivery Ticket with the Test Coordinator's signature/date and the **driver's signature/date**.

**REMEMBER: Count your RED label boxes separate from your YELLOW label boxes!**

**ETS Nonscorable Label Colors  
administration specific—  
DO NOT write on these labels!**



**Blue:  
EOC**



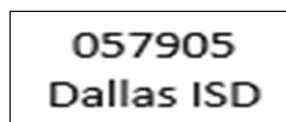
**Red:  
5/8 MR  
MR Retest**



**Yellow:  
4/7  
3-8**



**Small White Dallas ISD  
057-905 Nonscorable  
Label:**



**DO NOT write on  
these label(s)!!!**



**Large White Dallas ISD  
Warehouse Nonscorable  
Label:**

\*\*\*\*\* TEST NAME \*\*\*\*\*

FROM SCHOOL: \_\_\_\_\_

BOX \_\_\_\_\_ OF \_\_\_\_\_

**NONSCORABLE**

TO: SYSTEMWIDE TESTING SERVICE CENTER

**YOU MUST fill out ALL of  
the information on these  
label(s)!!!**

