

WESTEST 2 – Spring 2010

School Security Checklist Instructions

The School Security Checklist emailed first week in May to CTCs

County/School Test Coordinators

These instructions are provided as a guide to using the *School Security Checklist*. The roles and responsibilities of County Test Coordinators (CTCs) and Principals/Building Level Coordinators (BLC) are described below. Note: In order to preserve the sequential integrity of the barcodes, test books should **not** be shared across schools. For more information on securing test materials, please see the Spring 2010 Test Coordinator's Manual.

It is recommended that the CTCs save this spreadsheet as *School Security Checklist* and again as *Examiner's Security Checklist* prior to emailing the lists to BLCs. Emailing both checklists to the BLC's will enable a smoother conversion at the school. To convert the *School Security Checklist* to *Examiner's Security Checklist*, click on the cell containing the title "School Security Checklist" and replace "School" with "Examiner's".

Instructions for completing the Checklist are found on pages 4-7 of this document.

Pretest Administration

County Test Coordinator

Before distributing materials and the *School Security Checklist* to the school, complete the following steps **for each school** in your county:

1. Confirm the box count (e.g., Box 1 of 5 through Box 5 of 5) of the testing materials shipment from CTB/McGraw-Hill.
2. Without opening the wrapped test books, verify the barcode range of the bundles. The barcode number is printed vertically near the center on the front cover of the test book, **directly above the words, Student Test Book**.
3. Check the barcode number of the test book at the top of the bundle and the barcode number of the test book at the bottom of the bundle against the packing list.
4. Document any discrepancies in materials on the packing list.
5. Report any discrepancies to the CTB/McGraw-Hill WESTEST Program Service Line at 1-800-282-6259.

The CTC is also responsible for verifying that each Principal/Building Level Coordinator has sufficient testing materials to administer the test. Additional materials **MUST** be ordered by the Wednesday prior to the first week of testing, Noon, (EDT). CTCs should contact the CTB/McGraw-Hill WESTEST Service Center at **1-800-282-6259** if additional materials are needed.

Principal/Building Level Coordinator

After receiving the *School Security Checklist* from the CTC, complete the following steps:

1. Open the wrapped test books.
2. Verify that all the test books are in sequential barcode order (e.g., 00000-01, 00000-02, etc.).

3. Verify that the barcode numbers printed on the test books match the numbers listed on the packing list (located in Box 1 of your school's shipment).
4. On the *School Security Checklist*, place checkmarks in the received column (REC'D) as appropriate to verify receipt of each test book.
5. Document any barcode discrepancies on the *Security Checklist*.
6. Notify the CTC immediately of any discrepancies.

The Principal/Building Level Coordinator maintains the *School Security Checklist* during the test administration and returns it with the testing materials to the CTC (**do not distribute the official form to Examiners**).

1. Examiners initial *School Security Checklist* for test books (Grades 3) and test books/answer documents (Grades 4-11) checked out each day.
2. Examiners assigned to read aloud must check out and initial *School Security Checklist* for test books.
3. Principal/Building Level Coordinator must initial the *School Security Checklist* for test books (Grade 3) and test books/answer documents (Grades 4-11) returned each day.

Post-Test Administration

Building Level Coordinator

After collecting all test books from each Examiner, complete the following steps:

1. Collect, check and verify that all tests books (including Large Print and Braille editions) have been returned for Grade 3.
2. Collect, check and verify that all tests books (including Large Print and Braille editions)/answer documents have been returned for Grades 4-11.
3. Return the test books and both the completed original and the second copy of the *School Security Checklist* to the CTC for return shipment to CTB/McGraw-Hill.
4. The school should keep the third copy of the *Security Checklist* for their records.
5. Copy the Examiner's Security Checklist and retain a copy for your records.

The Principal/Building Level Coordinator is responsible for returning ALL test books/answer documents in all grades, used and unused. Any unresolved security barcode discrepancies (e.g., missing or unaccounted for test books) must be clearly documented on the *Security Checklist* and reported to the CTC.

The Principal/Building Level Coordinator is also responsible for attaching any documentation and letters pertaining to damaged test books to the completed *School Security Checklist*. Return the *School Security Checklist* and any documentation to the CTC. For more information regarding the handling and documentation of damaged test books, refer to the last section of these instructions.

NOTE: Do not seal the envelopes! For more information regarding the return of testing materials to the CTC, please see Spring 2010 Test Coordinator's Manual.

County Test Coordinator

After receiving the *School Security Checklist* and testing materials from each Principal/Building Level Coordinator in your county along with any information pertaining to damaged test books and documented discrepancies, complete the following steps:

1. Verify a 100% rate of return of the test books and answer documents.
2. Verify that any damaged test books have been clearly documented following the guidelines prescribed below.
3. Package all test books/answer documents and envelope(s) containing School Group Lists (SGL) for return to CTB/McGraw Hill (please follow the directions in the Spring 2010 Test Coordinator's Manual).
4. Return the completed *School Security Checklists*, as well as copies of any letters pertaining to damaged test books and documented discrepancies, to CTC/McGraw-Hill using the FED EX envelope provided in the Test Coordinator's Kit.
5. Retain the remaining copy of the *Security Checklist* for your records.

Damaged Test Books/Answer Documents

Damaged test books should **not** be returned to CTB/McGraw-Hill. They must be sent to the CTC in a sealed container/bag, after student responses have been transcribed to a clean test book. Please see the Spring 2010 Test Coordinator's Manual for more details.

The Principal/Building Level Coordinator should provide the CTC with the following information in a letter:

1. an explanation of what happened to the test book
2. barcode number (write or cut and paste the barcode number on the letter)
3. school name
4. county/school code
5. student's name
6. grade level
7. test book edition type (regular, Large Print or Braille)

Send original (top) copy of all *School Security Checklists* and the Box Count Verification Form in the return envelope provided in your County Test Coordinator Kit. Use the air bill provided to send the **FED EX envelope** to:

Minal Patel
CTB/McGraw-Hill
Attention: Custom Scoring/WESTEST
20 Ryan Ranch Road
Monterey, CA 93940

Call FED EX at 1-800-463-3339 to arrange for a pickup of Security Checklists and the Box Count Verification Form only.

Do not send any test materials to this address.

WESTEST 2 – Spring 2010 School Security Checklist Directions for Using Excel

Using the School Security Checklist in Excel

The *School Security Checklist* in Excel is distributed by CTB/McGraw-Hill to the County Test Coordinators (CTCs) and will arrive via email the first week of May 2010. The Principal/Building Level Coordinator (BLC) has the option of completing the *School Security Checklist*.

1. Inputting the information listed below prior to printing the spreadsheet.
2. Printing a hardcopy of the spreadsheet and legibly writing the information in the boxes/cells by hand.
3. A combination of entering information via the computer and handwriting.

Remember, regardless of how the *School Security Checklist* is completed, make **two** copies after testing.

Directions for printing/adjusting page breaks are located on page 5.

Directions for entering information into the spreadsheet prior to printing start on page 6.

Each day, the spreadsheet subheadings of *OUT and IN* located under both ANSWER DOC and BOOK **MUST** be completed by hand (*DAY #1, DAY#2, DAY #3, and DAY #4*). The Date must also be completed but can be typed.

Directions for using the spreadsheet after the Principal/BLC has opened the file are on the following pages. See Test Coordinator Manual for additional details regarding the use of the checklist during test administration.

General Information

Directions for printing the *School Security Checklist* appear first for printing a hard copy and writing the information by hand. For best results, complete the spreadsheet in the order the headings are listed.

Three options for completing the spreadsheet headings listed in the instructions:

1. Inputting the information listed prior to printing the spreadsheet.
2. Printing a hardcopy of the spreadsheet and legibly writing the information in the boxes/cells by hand.
3. Typing and writing portions of the information into the boxes/cells.

Note: All information located top of the spreadsheet inclusive of the headers, will print on each page. Setting new page breaks will not change this information.

Removing Page Breaks (Excel 2007)

1. Select row containing page break by clicking on the row number.
2. Select page layout, click "Break" and left click on "remove page break".

Inserting Page Breaks (Excel 2007)

1. Select row where page break is to be inserted by clicking on the row number.
2. Select page layout, click "Break" and left click on "insert page break."

Printing the Document

If unaltered, page breaks are pre-set every ten test book numbers in the spreadsheet, and each page will print all header information.

Excel 1997-2003

1. Place the cursor on the word **File** located in the **upper left** corner of the tool bar.
2. **Left** click the mouse.
3. Find the **Print** option and move the cursor over the word **Print**.
4. Left click on **Print**.
5. In the print option window, **select** a *printer* and the *number of copies* to print.
6. Left click the **OK** button on the bottom right corner of the window.

Excel 2007

1. Place the cursor on the icon (large circle with Microsoft logo inside) in the **upper left** corner of the tool bar.
2. **Left** click the mouse.
3. Find the **Print** option and move the cursor over the word **Print**.
4. Three options will appear to the right (*Print*, *Quick Print* and *Print Preview*).
5. Move the cursor over the first option, **Print**.
6. Left click on **Print**.
7. In the print option window, **select** a *printer* and the *number of copies* to print.
8. Left click the **OK** button on the bottom right corner of the window.

Completing the “NAME” Heading

Insert the name of the teacher assigned to the test books in this column.

1. Place the **cursor** in the first box/cell under **NAME**.
2. **Left** click the mouse twice. (The cursor should appear in the box/cell.)
3. **Type** the teacher’s name in the box/cell.
4. Hit **enter**.
5. **Type** the next student’s name in the box/cell now containing the cursor.
6. Hit **enter**.
7. **Repeat** steps 3-6 until name entering is complete.

If uncomfortable with the dragging process, please do one of the following:

- Complete steps 1-3 and hit **return** after step 3. (This will place the cursor in the next box/cell, and type the name in the new box/cell each time.)
- Copy and Paste
 1. Complete steps 1-3.
 2. **Left** click and pass the **cursor** over the name to highlight.
 3. **Right** click the mouse and select **Copy**.
 4. Place the cursor in the next box/cell and **left** click.
 5. **Right** click the mouse and select **Paste**.
 6. Hit **enter** and repeat steps 5 and 6.

Completing NUMBER OF ANSWER DOCS ASSIGNED TO TEACHER Column

After inserting the teacher names in the spreadsheet, insert the number of test books assigned to each teacher.

1. Place the **cursor** in the first box/cell under **NUMBER OF ANSWER DOCS ASSIGNED TO TEACHER**
2. Double **left** click the mouse. (The cursor should appear in the box/cell.)
3. **Type** the number of answer documents assigned to this teacher.
4. Place the **cursor** over the bottom right corner on the box/cell outline. (The cursor should change to a simple plus sign when aligned correctly.)
5. **Left** click the mouse and **hold** the button while moving the cursor down one box/cell for each test book assigned to this teacher. For example, if assigning 10 test books to a teacher, drag the mouse down 10 boxes/cells.
6. **Release** the mouse when reaching the appropriate test book count.
7. Check to make sure the number of answer documents is the same for each line of a specific teacher's name. For example, when assigning 10 test books and 10 answer documents to a teacher, each time this teacher's name appears under **TEACHER NAME**, the number 10 should appear under **NUMBER OF ANSWER DOCS ASSIGNED TO TEACHER**.
8. To enter amount of answer documents assigned to the next teacher, move the **cursor** over the next open box (cell), and **left** click.
9. Repeat procedures 1-9 for each teacher being assigned test books.

If uncomfortable with the dragging process, please do one of the following:

- Complete steps 1-3 and hit **return** after step 3. (This will place the cursor in the next box/cell, and type the name in the new box/cell each time.)
- Copy and Paste
 1. Complete steps 1-3.
 2. **Left** click and pass the **cursor** over the name to highlight.
 3. **Right** click the mouse and select **Copy**.
 4. Place the cursor in the next box/cell and **left**.
 5. **Right** click the mouse and select **Paste**.
 6. Hit **enter** and repeat steps 5 and 6.

Notify the CTC immediately of test books NOT received and leave the box/cell blank.