

WESTEST 2 ~ 2009

Administrative Guidelines

Includes:

County Test Coordinators Checklist

Principal/Building Level Coordinator Checklist

Examiners Checklist

Security Checklist Instruction

Security Checklist Using Excel Directions

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COUNTY TEST COORDINATOR

“Return of Materials” Checklist

- ___ 1. Verify pick-up date as either June 4 or 5 and have final box count ready when driver arrives.
- ___ 2. Verify all test booklets checked out to a school are returned, including Braille and Large Print – use **Security Checklists**.
- ___ 3. Check for correct color labels.
 - Blue:** PUBLIC – TO BE SCORED
Grade 3 **Used** Test Booklets
Grades 4-11 **Used** Answer Documents
 - Orange:** NONPUBLIC/HOME SCHOOLED – TO BE SCORED
Grade 3 **Used** Test Booklets
Grades 4-11 **Used** Answer Documents
 - Yellow:** NOT TO BE SCORED
Grade 3 **Unused** Test Booklets
Grades 4-11 **ALL** Test Booklets AND **Unused** Answer Documents
Braille and Large Print Test Booklets
- ___ 4. Send Braille and Large Print Test Booklets to CTB/McGraw-Hill (**Yellow** Labels).
- ___ 5. Check Damaged Test Booklets:
 - ___ Obtain approval from WVDE
 - ___ Transcribe all responses to new test booklet/answer documents
 - ___ Complete **Scribe Verification Form**
 - ___ Destroy damaged test booklets/answer documents
 - ___ Copy of **Scribe Verification Form**: WVDE, County, School, CTB/McGraw-Hill
 - ___ Note destroyed test booklet(s) on **Security Checklist**
- ___ 6. **Grade 3** – Verify correctness of **TO BE SCORED** materials bundling
 - Stack **used test booklets** in groups of 10 or less by examiner/grade level with spines facing in the same direction. Include scribed books from Large Print and Braille.
 - **Stack Cover Card** – Place completed stack cover card on top of each bundle of **TO BE SCORED** materials. Check for accuracy.
 - ___ Examiner’s Name / Grade Level
 - ___ 3 digit county code (zero in front of 2 digit county code)
 - ___ School number – 3 digits
 - ___ Grade level tested
 - ___ Bundles/Stack: – “1 of X”, “2 of X” is total number of bundles for that examiner/grade level
 - ___ Total number of students listed on **GIS** (total number in all bundles for that examiner/grade level)
 - ___ Total of test booklets in bundle
 - Put a completed **GIS** under the Stack Cover Card in the first bundle.
 - Secure each bundle with one horizontal and one vertical band provided by CTB.

- ___ 7. **Grades 4-11** – Verify correctness of **TO BE SCORED** Materials bundling
- Stack **used answer documents** in groups of 25 or less with spines facing in the same direction. Include scribed answer documents from Large Print and Braille.
 - Place each group of answer documents in a “For Answer Sheets” envelope. Complete the information on the front of each envelope.
- ___ 8. Consolidate grade level bundles/envelopes in boxes – do not put more than **one school’s test booklet bundles/answer document envelopes** in any one box.
- ___ 9. Place bundles/envelopes in CTB boxes.
- ___ Examiner’s or grade level bundles/envelopes together
 - ___ Bundle “1 of X” on top of stacks for that examiner or grade level
 - ___ Grade level bundles/envelopes together – in same boxes if possible
 - ___ **Nonpublic test booklets boxed separately**
- ___ 10. Check **SGLs** for accuracy – exactly as written on **GIS**; 1 per school; 1 for Home Schooled.
- ___ 11. Keep all **SGLs** together. Use envelope(s) provided and placed in Box 1 from county.
- ___ 12. Place all **SGLs** in Box 1 for county.
- ___ 13. Verify correctness of **DO NOT SCORE** Materials
- Place **all** unused test booklets (**Grade 3**) and **all** test booklets and **unused** answer documents (**Grades 4-11**) in CTB boxes.
 - ___ Bundle with bands
 - ___ Include Large Print and Braille Test Booklets
 - Place the yellow label on the box(es) over the CTB shipping label(s).
- ___ 14. Check that there is one vertical and one horizontal **CTB band** on each bundle.
- ___ 15. Group all colored label boxes together and number sequentially. (e.g., Total of 200 boxes – **Blue** labeled boxes would begin with box 1, followed by **Orange** labeled boxes and **Yellow** labeled boxes ending with box 200.)
- ___ 16. Complete county portion of labels.
- ___ 17. Seal boxes.
- ___ 18. Complete **Box Count Verification Form**.
- ___ 19. Place copy of **Security Checklists** and **Box Count Verification Form** in envelope provided.
- ___ 20. Call FedEx to schedule pickup of **Security Checklists** and **Box Count Verification Form at 1-800-463-3339** to send to CTB/McGraw-Hill.
- ___ 21. For problems or to verify pick up date contact

CTB/McGraw-Hill Customer Service Department
1-800-282-6259

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PRINCIPAL/BUILDING LEVEL COORDINATOR
“Return of Materials” Checklist

- ___ 1. Keep CTB boxes for returning materials.
- ___ 2. Ensure damaged test booklets/answer documents have been processed
 - ___ CTC notified
 - ___ Responses transcribed to new test booklet/answer document
 - ___ Damaged test booklet/answer document placed in sealed container
 - ___ **Scribe Verification Form** completed (2 copies: School, County, WVDE, CTB)
 - ___ Damaged test booklet/answer document returned to CTC with letter of explanation
 - ___ Test booklet with transcribed responses processed with completed or partially completed test booklets/answer documents
- ___ 3. Ensure the Invalidation Box (on the bio-grid page) has not been unnecessarily bubbled:
 - ___ All students with bubbled content areas must be listed on the Record of Invalidations form
- ___ 4. **Home School** and **Nonpublic** test materials are processed the same as **Public School** but they will be returned to the CTC in separate boxes.
- ___ 5. Grade 3: Separate **completed** test booklets and **partially completed** test booklets by Examiner/Grade from **unused** test booklets.
Grades 4-11: Separate **used** answer documents by Examiner/Grade from **unused** answer documents and **all** test booklets.
- ___ 6. Verify the return of all test booklets (**all grades**) and all answer documents (**Grades 4-11**) using the Security Checklists.
- ___ 7. Check **Group Information Sheets (GIS)** for the following
 - ___ Examiner’s last name/Grade level
 - ___ Number of students tested – right justified
 - ___ Grade level tested
- ___ 8. **School Group List (SGL)** – Transfer information from **GIS** sheets to SGL **EXACTLY** as written. **Public School, Home School** and **Nonpublic** have separate **SGLs**.

TO BE SCORED Materials

- ___ 9. **Grade 3**: Stack **used test booklets** in groups of 10 or less by examiner/grade level with spines facing in the same direction. Include scribed books from Large Print and Braille.
Grades 4-11: Stack **used answer documents** in groups of 25 or less with spines facing in the same direction. Include scribed answer documents from Large Print and Braille.

- ___ 10. **Grade 3**
- **Stack Cover Card** – Place completed stack cover card on top of each bundle of TO BE SCORED materials. Check for accuracy.
 - ___ Examiner’s Name / Grade Level
 - ___ 3 digit county code (zero in front of 2 digit county code)
 - ___ School number – 3 digits
 - ___ Grade level tested
 - ___ Bundles/Stack: – “1 of X,” “2 of X” is total number of bundles for that examiner/grade level
 - ___ Total number of students listed on **GIS** (total number in all bundles for that examiner/grade level)
 - ___ Total of test booklets in bundle
 - Put a completed **GIS** under the Stack Cover Card in the first bundle.
 - Secure each bundle with one horizontal and one vertical band provided by CTB.
- ___ 11. **Grades 4-11**
- Place each group of answer documents in a “For Answer Sheets” envelope. Complete the information on the front of each envelope.
- ___ 12. Place marked bundles/envelopes in CTB boxes
- ___ Keep examiner’s or grade level bundles/envelopes together
 - ___ Place bundle “1 of X” on top of stacks for that examiner/grade level
 - ___ Keep grade level bundles/envelopes grouped together
- ___ 13. Place correct color coded labels on boxes over the CTB shipping label
- ___ Public School materials should have a **BLUE** label
 - ___ Nonpublic/ Home School materials should have an **ORANGE** label

DO NOT SCORE Materials

- ___ 14. Place **all** unused test booklets (**Grade 3**) and **all** test booklets and **unused** answer documents (**Grades 4-11**) in CTB boxes.
- ___ They should be bundled with bands
 - ___ Includes Large Print and Braille test booklets
- ___ 15. Place the Yellow label on the box(es) over the CTB shipping label(s).

RETURN TO CTC

- ___ 16. Arrange boxes: First Blue labels, then Orange labels, then Yellow labels.
- ___ 17. Complete the SCH side of the label.
- ___ 18. Place the **SGL** in envelope provided (one for Public/one for Home School/one for Nonpublic). Return original **SGL** to CTC and keep one copy at the school.
- ___ 19. Send unsealed boxes to CTC along with
- ___ **School Security Checklists**
 - ___ **Test Irregularity Sheets**
 - ___ **School Group List**
 - ___ **Scribe Verification Form** (if applicable)
 - ___ **School Rosters**
 - ___ **WVS.326**

*** All scratch paper should be shredded at school.

*** Schools should keep copies of **School Security Checklists, Test Irregularity Sheets, Scribe Verification Forms, Record of Invalidations, School Rosters** and **WVS.326**.

*** Large Print and Braille must be transcribed to regular size test booklet/answer document.

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EXAMINER'S CHECKLIST
Before Testing/During Testing/After Testing

Prior to Testing Day

- ___ 1. Receive training on administration procedures of WESTEST 2
- ___ 2. Sign the *Examiner's/Scribe's Secure Materials and Test Procedures Agreement*.
- ___ 3. Read and understand the *Examiner's Manual*.
- ___ 4. Ask students to bring a silent individual activity to engage in if they finish testing before other students. Ensure the activity does not pertain to the content being tested.
- ___ 5. Have materials available for students who finish early and who have not brought an activity (i.e. magazines, word puzzles, coloring sheets). Ensure the activity does not pertain to the content being tested.
- ___ 6. Clear calculators to factory default **before** and **after** testing for the mathematics and science tests.
- ___ 7. Remove any content specific material that is displayed in the room.

Day of Testing – Before the Test

- ___ 8. Clear all books, papers, and other materials from desks/work areas.
- ___ 9. Check out your class packet from the Principal/Building Level Coordinator and **initial the School Security Checklist**.
- ___ 10. **Grade 3 Examiners:** Check to ensure test booklets have pre-coded student labels that match your student roster **or** that the bio-grid on the inside cover of the test booklet has been completed.

Grade 4 – 11 Examiners: Check to ensure answer documents have pre-coded student labels that match your student roster **or** the bio-grid on the inside of the answer document.
- ___ 11. Place a "Do Not Disturb" sign on your door.
- ___ 12. Provide two No. 2 lead pencils and scratch and/or graph paper.

Day of Testing – During the Test

- ___ 13. Prepare booklets (**3rd grade**) and booklets/answer documents (**4-11 grades**) of students who are absent for pick up by the Principal/Building Level Coordinator.

- ___14. Report damaged test booklets and/or answer documents to the Principal/Building Level Coordinator immediately – **DO NOT DESTROY OR DISPOSE** of test booklets or answer documents.
- ___15. Read directions to the students **VERBATIM**.
- ___16. Allow time for every student to complete the test. When all students stop working for more than ten minutes, it is recommended that you end the test.
- ___17. Circulate around the room and monitor student progress.

Grade 3 Examiners: Check to see that students write in the booklets where directed to do so.

Grade 4 – 11 Examiners: Check to see that students write in the answer documents where directed to do so.

- ___18. Record any disruption involving two or more students on the Testing Irregularity Sheet.
- ___19. Secure test booklets and/or answer documents during breaks. Instruct students to not discuss the test during breaks.

Day of Testing – After the Test

- ___20. Sort test booklets in numerical order by security barcode, with spines facing in the same direction.
- ___21. **Grade 3 Examiners:** Check the bio-grid on the inside cover of the test booklets to verify that no “Invalid” circles have been filled in unnecessarily. Any invalidation must be reported to the Principal/Building Level Coordinator.

Grade 4 – 11 Examiners: Check the bio-grid on the inside of the answer documents to verify that no “Invalid” circles have been filled in unnecessarily. Any invalidation must be reported to the Principal/Building Level Coordinator.
- ___22. Complete the **WVS.326** if applicable and return to the Principal/Building Level Coordinator.
- ___23. Complete the **Scribe Verification Form**, if applicable, and return it to the Principal/Building Level Coordinator.
- ___24. Return test booklets and/or answer documents to the locked and secured location(s) **immediately** after the conclusion of the day’s testing session. Wait until the Principal/Building Level Coordinator has counted the test booklets and/or answer documents and completed the check-in area on the security checklist.

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SECURITY CHECKLIST

Instructions

These *Instructions* are provided as a guide to using the *Security Checklist*. The roles and responsibilities of County Test Coordinators (CTCs) and Principals/Building Level Coordinators are described below. Note: In order to preserve the sequential integrity of the barcodes, test booklets should **not** be shared across schools. For more information on securing test materials, please see pages 20 and 29 of the 2009 WESTEST 2 Test Coordinator's Manual.

Directions for completing the Checklist are found on pages 4-8 of this document.

Pretest Administration

County Test Coordinator

Before distributing materials and the *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 banded bundles of test booklets, verify the barcode range of the bundles. The barcode number is printed vertically near the center on the front cover of the test booklet, **directly above the words, Student Testbook**.
3. Check the barcode number of the test booklet at the top of the bundle and the barcode number of the test booklet 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 *Security Checklist* from the CTC, complete the following steps:

1. Open the banded bundles of test booklets.
2. Verify that all the test booklets are in sequential barcode order (e.g., 00000-01, 00000-02, etc.).
3. Verify that the barcode numbers printed on the test booklets match the numbers listed on the packing list (located in Box 1 of your school's shipment).
4. On the *Security Checklist*, place checkmarks in the received column (REC'D) as appropriate to verify receipt of each test booklet.
5. Document any barcode discrepancies on the *Security Checklist*.
6. Notify the CTC immediately of any discrepancies.

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

Post-Test Administration

County Test Coordinator

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

1. Collect, check and verify that all tests booklets (including Large Print and Braille editions) have been returned for Grade 3.
2. Collect, check and verify that all tests booklets/answer documents (including Large Print and Braille editions) have been returned for Grades 4-11.
3. Return the test booklets and both the completed original and the second copy of the *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.

The Principal/Building Level Coordinator is responsible for returning ALL test booklets/answer documents in all grades, used and unused. Any unresolved security barcode discrepancies (e.g., missing or unaccounted for test booklets) 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 booklets to the completed *Security Checklist*. Return the *Security Checklist* and any documentation to the CTC. For more information regarding the handling and documentation of damaged test booklets, 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 pages 20-24 of the 2009 WESTEST 2 Test Coordinator's Manual.

County Test Coordinator

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

1. Verify a 100% rate of return of the test booklets and answer documents.
2. Verify that any damaged test booklets have been clearly documented following the guidelines on the following page.
3. Package all test booklets/answer documents and envelope(s) containing School Group Lists (SGL) for return to CTB/McGraw Hill (please follow the directions on pages 30-35 of the Spring 2009 Test Coordinator's Manual).
4. Return the completed *Security Checklists*, as well as copies of any letters pertaining to damaged test booklets 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 Booklets

Damaged test booklets 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 booklet. Please see page 21 of the 2009 WESTEST 2 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 booklet
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 booklet edition type (regular, Large Print or Braille)

Send original (top) copy of all *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:

Julia Charfauros
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.

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SECURITY CHECKLIST

Directions for Using Excel

Using the Security Checklist in Excel

The *Security Checklist* in Excel is distributed by CTB/McGraw-Hill to the County Test Coordinators (CTCs) will be via email. The Principal/Building Level Coordinator (BLC) has the option of completing the *Security Checklist* by either inputting the information listed below prior to printing the spreadsheet, printing a hardcopy of the spreadsheet and legibly writing the information in the boxes/cells by hand or a combination of typing and writing. Remember, regardless of how the *Security Checklist* is completed, make **two** copies of the original (teacher initialed) form.

Each day, the spreadsheet subheadings of *OUT* and *IN* located under both ANSWER DOC and BOOKLET **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 page 29 in the manual for additional details regarding the use of the checklist during test administration.

General Information

Directions for printing the *Security Checklist* appear first for the Principals/BLCs printing a hard copy and writing the information by hand. With the exception of **Printing the Document**, all headings correspond to columns on the spreadsheet. For best results, complete the spreadsheet in the order the headings are listed.

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

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

Printing the Document

Page breaks are hardcoded into the spreadsheet and each page will print all 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.

STUDENT/TEACHER NAME

Insert the names of students (Grade 3) or teachers (Grade 4-11) assigned to each test booklet in this column. The same spreadsheet is used for Grades 3-11.

Grade 3

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

Grade 4-11

1. Place the **cursor** in the first box/cell under **STUDENT/TEACHER NAME**.
2. Double **left** click the mouse. (The cursor should appear in the box/cell.)
3. **Type** the teacher's name in the box/cell (do not hit enter).
4. Determine the quantity of test booklets assigned to this teacher.
5. 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.)
6. **Left** click the mouse and **hold** the button while moving the cursor down one box/cell for each test booklet assigned to this teacher. For example, if assigning 10 test booklets to a teacher, drag the mouse down 10 boxes/cells.
7. **Release** the mouse when reaching the appropriate test booklet count.
8. To enter the next teacher's name, place the **cursor** in the next open box/cell, and **left** click.
9. Repeat procedures 3-9 for each teacher being assigned test booklets.
10. Each new page requires starting over with Step 1. Dragging information to the next page will not work.

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.

NUMBER OF ANSWER DOCS ASSIGNED TO TEACHER

After inserting the teacher names in the spreadsheet, insert the number of test booklets assigned to each teacher. Form A does not use this column.

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 test booklets 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 booklet assigned to this teacher. For example, if assigning 10 test booklets to a teacher, drag the mouse down 10 boxes/cells.
6. **Release** the mouse when reaching the appropriate test booklet 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 booklets 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 booklets.

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

- Complete steps 1-3 and hit **enter** 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.

RECEIVED

Principals/BLC must record each test booklet received. See page 29 in manual for further instructions.

1. Place the **cursor** in the first box/cell under the heading **REC'D**.
2. **Left** click the mouse twice. (The cursor should appear in the box/cell.)
3. If the Principal/BLC **received** the first test booklet listed under **BOOKLET SECURITY NUMBER**, **type** an "X" in the box.
4. Hit **return**.
5. If the Principal/BLC **received** the second book listed under **BOOKLET SECURITY NUMBER**, **type** an "X" in the box.
6. Hit **return**.
7. Repeat for each book received.

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