

## Quality Checklist for Processing, Scoring, Scanning and Reporting of APTA 2008

Check	Stage/Task Purpose	Task	Person Responsible	Date	Materials
	<b>Processing:</b> Before test materials are printed	Counties identify students who will be taking APTA, and submit file to WVEIS	County Test Coordinators	fall	Student enrollment file and Student IEP
	<b>Processing:</b> Prior to administration	Technology Office sends WVEIS data to OAA	WVEIS	Jan 4	County student information submitted to Technology Office
	<b>Processing:</b> Prior to administration	OAA sends information to individual counties for verification of data	Terri Myers	Jan 8 – Jan 11	
	<b>Processing:</b> Prior to administration	OAA creates roster of students from county verification	Beth Judy Terri Myers	February 18-22	Information submitted by Technology Office
	<b>Processing:</b> Prior to administration	Technology Office sends WVEIS data to OAA – cross check with January file	WVEIS	Jan 4	County student information submitted to Technology Office
	<b>Processing:</b> Before test materials are printed	Testing pre-slug for Alternate Assessment	WVEIS	Dec 14	
	<b>Processing:</b> Prior to administration	Test booklets are pre-numbered by Graphics and printed by print shop.	Print shop & Graphics	March 3-14	Numbers submitted by the OAA
	<b>Processing:</b> Prior to administration	OAA prepares *Security Checklist and *Packing List to be used to mail out test booklets to CTCs. OAA keeps a copy of the Security Checklists.	Terri Myers	April 1-4	Information submitted by Technology Office

	<b>Processing:</b> Prior to administration	Test booklets, Packing List and CTC Security Checklist are mailed out to each county. This gives the number and grade of each test booklet. The packing list details the contents of the mailing.	Beth Judy Terri Myers	April 7-11	Information generated by the OAA
<b>Check</b>	<b>Stage/Task Purpose</b>	<b>Task</b>	<b>Person Responsible</b>	<b>Date</b>	<b>Materials</b>
	<b>Processing:</b> Prior to administration	CTCs inform OAA of any students who have been added to APTA since first WVEIS file was submitted to Office of Technology. Additional test booklets are mailed to the CTC and new checklist is sent with mailing (with an * placed beside the number to indicate additional mailing)	Beth Judy Terri Myers	March 17 – May 7	Materials sent in original mailing
	<b>Processing:</b> Prior to administration	OAA scans dummy data for checks on adequacy of capturing required fields	Beth Judy Jason Perdue Terri Myers	March 10-12	Scannable score sheets
	<b>Processing:</b> Prior to administration	CTC sends Testing materials and Principal/BLC Security Checklist to schools. CTC keeps copy of Security Checklist.	County Test Coordinator	April 16 - April 22	Materials sent from OAA
	<b>Processing:</b> Prior to administration	Principal/BLC verifies materials on checklist from CTC. If there is a discrepancy, it is reported immediately to the CTC.	Principal/BLC	April 16 - April 23	Materials sent from OAA
	<b>Administration</b>	Principal/BLC monitors testing and checks test booklets in and out during testing days.	Principal/BLC	April 28 – May 9	Materials received from CTC
	<b>After:</b> Administration	After testing Principal/BLC verifies that all test booklets on the Security Checklist have been received from examiner and properly recorded and prepares them to be sent back to CTC	Principal/BLC	May 5 – May 9	Materials received back from examiner
	<b>After:</b> Administration	CTC receives test booklets from Principal/BLC. CTC verifies that Security Checklist is properly filled out by the Principal and BLC.	CTC	May 5- May 13	Materials received back from Principal/BLC
	<b>After:</b> Administration	CTC checks Principal/BLC Security Checklist and sends test booklets (used/unused) back to the OAA.	CTC	May 7- May 16	Testing Materials
	<b>After:</b> Administration	As OAA receives booklets from counties, Security Checklist is verified to ensure all booklets are received.	Terri Myers Beth Judy	May 7 – May 21	Testing Materials

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	<b>After:</b> Administration	Booklets are checked in to verify that numbers match spreadsheet, log-in begins and booklets are placed in packing boxes in preparation for the scoring session.	Terri Myers Beth Judy	May 12 – June 2	Testing Materials
	<b>After:</b> Administration	After log-in procedures are completed, a spreadsheet will be placed in each box. This will be verified daily during scoring session to ensure booklets in box matches numbers.	Terri Myers Beth Judy	June 3 - 5	Testing Materials
	<b>Pre-Scoring</b>	Each box is assigned the same number as the spreadsheet. This spreadsheet will be attached to the outside of the box.	Terri Myers Beth Judy	June 3 - 5	Testing Materials
	<b>Scoring Session</b>	Boxes containing test booklets will be placed in each Scoring Salon.	Terri Myers Beth Judy	June 8	Testing Materials
	<b>Scoring Session</b>	The number of test booklets in each Scoring Salon will be verified at the conclusion of each day as well as at the completion of the scoring session and again when unloaded at OAA.	Terri Myers Beth Judy	June 8 – June 13	
	<b>After Scoring</b>	Each box number and each test booklet/answer sheet will be verified (counted in) before scanning begins to assure answer sheets match spreadsheet counts. Boxes of Test Booklets will be put in shelves in 017 as counts are made and verified.	Terri Myers Beth Judy	June 8 – June 13	Testing Materials
	<b>After Scoring</b>	<b>If</b> Answer sheets are not pre-slugged, check each to make sure that scorers gridded in <b>EVERYTHING</b> correctly!!!	Terri Myers Beth Judy	June 12- 17	Answer Sheets
	<b>Scanning</b>	When AS's are scanned check that all the items are in the correct fields	Jason Purdue Beth Judy	June 16 – June 19	Scan Fields
	<b>Scanning</b>	Answer sheets will be counted to verify scanned count matches answer sheets scanned	Terri Myers Beth Judy	June 16 – June 19	Scanned Answer Sheets
	<b>Reporting</b>	Get second request file from WVEIS office and do bio edit for correct student information	Beth Judy Jason Perdue Terri Myers	June 19 – June 24	Scanned Answer sheets

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	<b>Reporting</b>	A scanning disc will be generated and sent to Karen Barton, CTB, for reports processing.	Beth Judy Terri Myers	June 24	Generated Disc from Answer Sheets
	<b>Reporting</b>	Karen Barton will process data – before reports are printed make sure she sends a printout so we can make sure all info scanned is correct (names, schools, grades, counties etc.)	Karen Barton Beth Judy/Terri Myers	June 25- July 18	Generated Disc from Answer Sheets
	<b>Reporting</b>	Karen Barton will process data and forward to Frank Brockman for Report Generation.	Karen Barton Frank Brockman	July 18 – July 29	Processed Data
	<b>Reporting</b>	Reports will be printed	Beth Judy Terri Myers Print Shop	July 30 – August 1	Printed Reports
	<b>Reporting</b>	Reports checked for accuracy of school information, student information, county information	Beth Judy Terri Myers	August 4 – August 8	Printed Reports
	<b>Reporting</b>	Manually read each student name to verify match of reports	Beth Judy Terri Myers	August 4- August 8	Printed Reports
	<b>Reporting</b>	Check numbers of each school to verify number of reports to school is accurate	Beth Judy Terri Myers	August 4- August 8	Printed Reports
	<b>Reporting</b>	Place reports in alphabetical order and do final check	Beth Judy Terri Myers	August 4- August 8	Printed Reports
	<b>Reporting</b>	Separate reports by county and prepare for mailing	Beth Judy Terri Myers	August 4- August 8	Printed Reports
	<b>Reporting</b>	Mail reports to County Test Coordinator	Beth Judy Terri Myers	August 11 – August 13	Printed Reports
	<b>Distribution</b>	County Test Coordinator separates reports by school and disseminates reports throughout the county	CTC	August 18 - August 22	<b>Printed Reports</b>

**Major Steps:** Security checklist verified to ensure numbers on books match numbers sent to counties.  
Security checklist verified to ensure correct number of test booklets returned to OAA.  
Security checklist verified to ensure all test booklets have been scanned before raw data is sent to Karen Barton on scanned disc.

**Attachments:** Technology Spreadsheet  
Log-In File Spreadsheet Example  
Security Checklist for CTC  
Security Checklist for Principal/BLC  
Packing List