

Test and Field Test Administration Forms

Nature and Purpose of Test and Field Test Administration Forms

School administrators, teachers, and test supervisors are required to complete and submit a variety of forms before, during, and after each achievement test administration session. The purpose of these forms is to initiate a test administration related process and/or to enable one to occur. For example, if the use of a CD format achievement test for a student has been approved by a superintendent, a school administrator must submit a *Request for Special Format Materials* form to initiate the process that will enable the required special format material to be sent to the school. School administrators and teachers are also required to complete and submit forms if they wish to participate in the Field Testing Program (see *Field Testing* section).

All achievement test administration and field testing forms are **deadline sensitive** because their submission has consequences related to the production, scheduling, and delivery of test materials, their administration, marking, or scoring, and/or the reporting of marks and results. Consequently, school administrators and teachers need to be aware of and understand the nature and purpose of these forms, any deadlines associated with their use, and their responsibilities related to their submission.

Some achievement test administration and field testing forms are grade or **administration-session specific** i.e., there is a **specific version** of the form that must be completed in relation to a specific achievement test or field test session. For example, a school that requires additional test materials for the January 2011 administration of Grade 9 achievement tests must submit the *January 2011 Request for Supplemental Shipment Form*. Consequently, it is important to ensure that the appropriate version of a form is completed, as required.

Achievement Test Form Types and Names *NEW

Forms commonly completed by school personnel before or after an achievement test administration include:

1. *Request for Special Format Materials*
2. *Request for Supplemental Shipment Form*
3. *Statement of Scribe, Reader, and/or Interpreter and Principal*
4. *Principal's Statement*
5. *List of Students*

Field Test Form Types and Names

The following forms are used in relation to the administration of field tests:

1. *Field Test Participation Consent Form*
2. *Paper Format Field Test Request Form*
3. *Digital Format Field Test Request Form*

Form Availability

All forms related to the administration of achievement tests and field tests in 2010-2011 are available from the Alberta Education web site at <http://education.alberta.ca/admin/testing/forms.aspx>.

Sample Forms and Letters

Overview

A brief description and sample illustration of each type of form that school personnel may need to access in relation to the administration of achievement tests and field tests in 2010-2011 is provided on the following pages.

Some of these forms are **administration-session specific**, but only one version of each form is illustrated. Actual versions of these forms can be viewed and are available from the Alberta Education web site at <http://education.alberta.ca/admin/testing/forms.aspx>.

Two sample letters that may be used to communicate with parents about achievement testing are also provided. These sample letters are also available on the Alberta Education web site.

**Request for
Special Format
Materials *NEW**

The *Request for Special Format Materials* form is deadline sensitive and to be used by a school administrator, on behalf of a student, to request special format materials from Alberta Education. Before submitting this form to Alberta Education, a school administrator must **have already applied for and received superintendent approval** for the student to use the special format material in question (see *Accommodations* section).

REQUEST FOR SPECIAL FORMAT MATERIALS
Achievement Testing Program, 2011 — Grade 9

Session: January May/June

SCHOOL: _____ SCHOOL CODE: _____

JURISDICTION: _____ JURISDICTION CODE: _____

NAME OF PERSON PLACING ORDER: _____

For each subject, indicate the types and quantities of special format materials required:

| Subject | CD | | Large Print | | Braille | | Other (Specify) | |
|--------------------|-----|-----|-------------|-----|---------|-----|-----------------|--------------|
| | E | F | E | F | E | F | E | F |
| Example | 20 | 4 | 1 | | | 1 | | 1 blue paper |
| English LA | | n/a | | n/a | | n/a | | n/a |
| French LA | n/a | | n/a | | n/a | | n/a | |
| Francais LA | n/a | | n/a | | n/a | | n/a | |
| Math | | | | | | | | |
| Social Studies | | | | | | | | |
| Science | | | | | | | | |
| K&E English LA | | | | | | | | |
| K&E Social Studies | | | | | | | | |
| K&E Math | | | | | | | | |
| K&E Science | | | | | | | | |

The special format materials requested above will be used:

by students whose parents are aware of and support their intended use

as accommodations that have been approved by the superintendent

Date
Telephone Number
Principal's Name

Deadlines for submitting form: January session: **November 5, 2010** May/June session: **March 4, 2011**

Email this form and/or direct all questions to: sfm.pat@gov.ab.ca using the subject line: AT Special Format Material - your school name and school code (e.g. AT Special Format Material – Ben Hur School, 9999)

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Request for Supplemental Shipment Form

The *Request for Supplemental Shipment Form* is deadline sensitive and is used by administrators to communicate with Learner Assessment about discrepancies or errors in achievement test material shipments. It is also used to request the shipment of additional test materials (see *Administration Directives, Guidelines, & Procedures* section).

**Request for Supplemental Shipment Form
Achievement Tests: Shipment 2 June 2011**

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School Code: _____ School Name, Contact Person and Delivery Address (for Courier) _____
 School Phone: _____
 School Fax: _____

The following tests are required:

| English Tests | | |
|--------------------------|----------------------|------------|
| ✓ | Course | # Required |
| <input type="checkbox"/> | ELA 3 Part B | |
| <input type="checkbox"/> | Mathematics 3 | |
| <input type="checkbox"/> | ELA 6 Part B | |
| <input type="checkbox"/> | Mathematics 6 | |
| <input type="checkbox"/> | Science 6 | |
| <input type="checkbox"/> | Social Studies 6 | |
| <input type="checkbox"/> | ELA 9 Part B | |
| <input type="checkbox"/> | Mathematics 9 | |
| <input type="checkbox"/> | Science 9 | |
| <input type="checkbox"/> | Social Studies 9 | |
| <input type="checkbox"/> | K&E ELA 9 Part B | |
| <input type="checkbox"/> | K&E Mathematics 9 | |
| <input type="checkbox"/> | K&E Science 9 | |
| <input type="checkbox"/> | K&E Social Studies 9 | |
| | | |
| | | |

| French Tests | | |
|--------------------------|-----------------------|------------|
| ✓ | Course | # Required |
| <input type="checkbox"/> | FLA 3 Partie B | |
| <input type="checkbox"/> | Français 3 Partie B | |
| <input type="checkbox"/> | Mathématiques 3 | |
| <input type="checkbox"/> | FLA 6 Partie B | |
| <input type="checkbox"/> | Français 6 Partie B | |
| <input type="checkbox"/> | Mathématiques 6 | |
| <input type="checkbox"/> | Sciences 6 | |
| <input type="checkbox"/> | Études sociales 6 | |
| <input type="checkbox"/> | FLA 9 Partie B | |
| <input type="checkbox"/> | Français 9 Partie B | |
| <input type="checkbox"/> | Mathématiques 9 | |
| <input type="checkbox"/> | Sciences 9 | |
| <input type="checkbox"/> | Études sociales 9 | |
| <input type="checkbox"/> | K&E Mathématiques 9 | |
| <input type="checkbox"/> | K&E Sciences 9 | |
| <input type="checkbox"/> | K&E Études sociales 9 | |

Notes/Special Requests:

Email this form to: exam.admin@gov.ab.ca using the subject line: AT Supplemental Shipment - your school name and school code (e.g. AT Supplemental Shipment – Ben Hur School, 9999)

Statement of Scribe, Reader, or Interpreter, and Principal

The *Statement of Scribe, Reader, or Interpreter, and Principal* form is used by scribes, readers and/or interpreters at the completion of a achievement test administration.

| | | | |
|---|------------------|---|-----------------------|
| Statement of Scribe, Reader, or Interpreter, and Principal: Achievement Tests | | Government of Alberta Education | |
| Note: Each person who provides accommodation support to a student must complete a separate form. | | | |
| _____ | | _____ | |
| Student's Name | | Grade | |
| _____ | | _____ | |
| School Name | | School Code | |
| _____ | | _____ | |
| Test Name | | Test Administration Date | |
| Scribe/Reader/Interpreter Declaration: | | | |
| Role: <input type="checkbox"/> <i>Scribe</i> <input type="checkbox"/> <i>Reader</i> <input type="checkbox"/> <i>Interpreter</i> | | | |
| I hereby certify that I carried out my duties and responsibilities as defined by the directives outlined in the Achievement Testing Program <i>General Information Bulletin, 2010-2011</i> and I attest to the following: [please check (<input type="checkbox"/>) each box that applies] | | | |
| <input type="checkbox"/> I have read and understand the directives, rules, and procedures associated with my test administration role and responsibilities. | | | |
| <input type="checkbox"/> Appropriate procedures were followed with respect to the support I provided to the above named student. | | | |
| <input type="checkbox"/> The test was administered without incident or irregularities and without violation of test rules. | | | |
| OR | | | |
| <input type="checkbox"/> The following irregularity or violation of the test rules occurred before, during, or after the administration of the test: | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | _____ | |
| Name of Scribe/Reader/Interpreter (Please print) | | Signature | |
| Principal Declaration: | | | |
| <input type="checkbox"/> The parent(s) of the above named student supported the decision to administer the test with this accommodation. | | | |
| <input type="checkbox"/> This accommodation was pre-approved by the superintendent. | | | |
| <input type="checkbox"/> To the best of my knowledge, the information provided above by the scribe/reader/interpreter is true and complete. | | | |
| _____ | _____ | _____ | _____ |
| Date | Telephone Number | Principal's Signature | Principal's Signature |
| This form must be returned with the Principal's Statement. | | | |

Principal's Statement

The *Principal's Statement* is deadline sensitive and contains school and test session specific information; it is, therefore, **not** available on Alberta Education's website. This form is sent to principals as part of each achievement test shipment of materials. It must be completed, signed by a principal, and included in the return shipment, to Learner Assessment, of the achievement tests to which it applies.

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June 2011 Provincial Achievement Tests

Principal's Statement #1 Grade 3

(English Language Arts 3 Part A, French Language Arts 3 Partie A, Français Language Arts 3 Partie A,

School: 9999 The New Century School
Authority: 0000 Alberta School Division No.99



The following declaration attests that while the achievement tests were in the custody and control of the school and under the supervision of the principal, they were handled and/or administered as per the directives outlined in the Achievement Testing Program *General Information Bulletin, 2010-2011*. This declaration **MUST** be completed and signed by the principal and returned with each List of Students (LOS) and set of testing materials being return shipped to Alberta Education, **even if no student wrote an achievement test**.

Declaration:

I hereby certify that in my capacity as principal I carried out my duties and responsibilities as defined by the directives outlined in the Achievement Testing Program *General Information Bulletin, 2010-2011* and I attest to the following [please check (✓) each box that applies]:

Test Security:

- All secured test materials that were sent to the school are accounted for and have been appropriately prepared and packaged for return shipment
- No secured achievement test materials were copied, in whole or in part, or have been retained by anyone at the school
- Strict security of all test materials was maintained at all times while they were in the custody and control of the school

OR

- The following suspected security breach occurred while test materials were in the custody and control of the school:

(Continued on next page)

List of Students

The *List of Students* is deadline sensitive and contains school and test session specific information; it is, therefore, **not** available on Alberta Education's website. This form is sent to principals as part of each achievement test shipment of materials. It must be completed at the end of a test administration session and included in the return shipment, to Learner Assessment, of the achievement tests to which it applies.

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June 2011 Achievement Tests LIST OF STUDENTS #1 Grade 3

School: 9999 The New Century School (403) 321-4321
Authority: 0000 Alberta School Division No. 99

| | Tests Completed for | | Tests NOT Completed by Students | | | TOTAL |
|--------|---------------------|-------------------|---------------------------------|------------|----------------|-------|
| | Regis. Students | Unregis. Students | Absent(A) | Excused(E) | Transferred(T) | |
| ELA 3 | 5 | 4 | 0 | 1 | 1 | 11 |
| Part A | | | | | | |
| FLA 3 | 5 | 4 | 0 | 1 | 1 | 11 |
| Part A | | | | | | |
| Fr 3 | 5 | 4 | 0 | 1 | 1 | 11 |
| Part A | | | | | | |

“+” signs are included to assist with accurate completion of this sheet.

Principals MUST return this signed List of Students even if NO students took part in the testing.

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June 2011 Achievement Tests LIST OF STUDENTS #1 Grade 3

School: 9999 The New Century School (403) 321-4321
Authority: 0000 Alberta School Division No. 99

| Alberta Student Number | Student Name Surname, Given Names | Sex | Birth Date | ELA Part A | FLA 3 Partie A | Fr 3 Partie A |
|------------------------|---|-----|------------|------------|----------------|---------------|
| 1056-1387-1 | Appleyard, Mary | F | 1997-12-19 | ✓ | ✓ | |
| 9801-0002-3 | Browning, Peter | M | 1998-01-09 | ✓ | | ✓ |
| 9711-6742-3 | Copeland, Robert | M | 1997-11-10 | # | ✓ | |
| 1002-6534-4 | Dickens, Aaron | M | 1996-11-02 | ✓ | ✓ | |
| 1007-0122-3 | Emerson, Charlene | F | 1997-06-22 | ✓ | | ✓ |
| 9702-3659-1 | Frost, Robert Wayne | M | 1997-02-09 | T | T | T |
| 9704-7432-1 | Hastings, Rebecca | F | 1997-04-29 | E | E | E |
| 1001-7432-1 | This student is receiving instruction through "Home Education" .. | M | 1997-09-04 | ✓ | ✓ | |
| 9702-5713-8 | RAINE, SUSAN | F | 1997-02-14 | ✓ | ✓ | |
| 9607-8901-7 | SMITH, JEFFREY | M | 1998-07-17 | ✓ | ✓ | |
| 1001-7432-1 | PERCY, LINDA (HOME ED) | F | 1997-01-19 | ✓ | ✓ | |
| 1011-6941-5 | NELSON, RANDY (OUT OF GRADE) | | 1997-05-10 | ✓ | ✓ | |

This student transferred.

The Superintendent excused (E) this student from writing this achievement test.

This student is not in Grade 3.

These four students were unregistered and have been added to the *List of Students*.

Field Test Participation Consent Form

The *Field Test Participation Consent Form* is deadline sensitive and to be used by principals to provide consent for teachers to participate in the Field Test Program and for Alberta Education to administer field tests in their school (see *Field Testing* section).

Field Test Participation Consent Form

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School Name

School Code

Jurisdiction Name

I consent to having my school participate in the Field Testing Program in the current school year and support the administration of:

- Only paper format field tests
- Only digital format field tests using school computers
- Both paper format and digital format field tests

I have designated a *School Field Test Contact* to coordinate and communicate field testing processes within the school and have provided his or her contact information below.

I have communicated this consent, and the name of the designated *School Field Test Contact*, to all teachers in the school whose students are eligible to write field tests in the current school year.

By providing field test participation consent, I authorize Alberta Education to:

Accept field test requests from this school

Enter the school to administer paper format field tests, if classes from this school are selected to write them

Principal's Name

Date

Electronic Signature

Contact Information for the *School Field Test Contact*

First Name

Last Name

Telephone Number

Fax Number

Email Address

School Street Address

School Mailing Address (if different)

Please return this form via e-mail to field.test@gov.ab.ca using the **subject line** "Field Test Consent: Your *School Code*, Your *School Name*" (e.g. Field Test Consent: 9999, Ben Hur High School)

**Digital Format
Field Test Request
Form**

The *Digital Format Field Test Request Form* is deadline sensitive and is to be used by teachers to request one or more digital format field test placements. This form must be completed using a current *Field Test Request Guide* (see *Field Testing* section).

Digital Format Field Test Request Form

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NOTE: This form must be completed using the **current** *Field Test Request Guide*, which is available at:
<http://education.alberta.ca/admin/testing/forms.aspx>

Field Test Session: 1 2

- My principal has approved participation in the Field Testing Program
- My principal has approved the administration of digital format field tests
- For each field test session requested below, computers will be available for my students' exclusive use in a room that is appropriate to the administration of secure field tests
- Alberta Education's Quest A+ secure browser application has been installed on each of the computers that will be used for the administration of the field test sessions requested below

Teacher/School Information:

| | | |
|---|--|-------------------------------------|
| School Name | School Code | School Location (City or Town Name) |
| Name of Teacher Who Will be Administering the Field Test(s) | Name of Designated School Field Test Contact | |
| Teacher's Phone Number | Designated School Field Test Contact Phone Number | |
| Teacher's Email Address | Designated School Field Test Contact Email Address | |

Field Tests Requested:

| Field Test Requested* (Test Code) | Preferred Field Test Date | Class To Be Tested (Class Name or ID #) | # of Students In Class | Class Start Time | Class Finish Time |
|-----------------------------------|---------------------------|---|------------------------|------------------|-------------------|
| 11D908 | January 7 | Example 9D | 25 | 10:20 | 11:20 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

*Field tests must be requested by **Test Code**. These codes are **year and session specific** and are provided in the *Field Test Request Guide* that is available at: <http://education.alberta.ca/admin/testing/forms.aspx>

Please return this form via e-mail to field.test@gov.ab.ca using the **subject line** "Digital Field Test Request: *Your School Code, Your School Name*" (e.g. Digital Field Test Request: 9999, Ben Hur High School).

Permission-to-Excuse Sample Letter

This sample letter is designed to help the principal decide whether or not to recommend to the superintendent that approval be given to excuse a student from writing an achievement test. Simple modifications to the letter may be made as the situation warrants.

Sample Permission-to-Excuse Letter

TO: _____
Parent/Guardian Date

RE: _____
Name of Student

In May and June of this year, students in Grade 6 throughout the province will write provincial achievement tests in four subject areas: language arts, mathematics, science, and social studies. Results from these tests will provide Alberta Education, school administrators, teachers, parents, students, and the public with information about what students know and can do in relation to provincial standards at the end of Grade 6. These results can be used to improve learning opportunities for students.

To ensure that they do their best when writing an achievement test, special format test materials and other writing accommodations are available to students who have learning or physical disabilities and who use such accommodations regularly to support their learning. If a student is not capable of responding to an achievement test even with one or more writing accommodations, or if participation would be harmful to the student, a superintendent may excuse a student from writing. A superintendent’s decision to excuse a student from writing an achievement test is based on a recommendation from the principal that is supported by the child’s parent or guardian. This recommendation must also be supported with documentation such as a student’s individual learning plan.

Although test writing accommodations are available, I am considering recommending to the superintendent that your child be excused from writing the provincial achievement test(s) in the following subject(s):

- | | |
|--|--|
| <input type="checkbox"/> Language Arts—Writing | <input type="checkbox"/> Language Arts—Reading |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Science | |

Principal’s Signature

Please indicate whether or not you support this decision by checking one of the boxes below and returning this letter to me:

- I support your recommendation to excuse my child.
- I do not wish my child to be excused from writing achievement tests
- I would like an opportunity to discuss this recommendation.

Parent/Guardian’s Signature Date

**Sample
Notification of
Achievement
Testing Letter to
Parents**

This sample letter assumes that the classroom teacher has decided to use the results from an achievement test administration as part of students' final grades

Sample Notification of Achievement Testing Letter to Parents

To Parents of Students in Grades 9:

In May and June of this year, all Grade 9 students throughout the province will write provincial achievement tests in language arts, mathematics, science, and social studies. Results from these tests will provide Alberta Education, school administrators, teachers, parents, students, and the public with information about what students know and can do in relation to provincial standards at the end of Grade 9.

Achievement tests are based on what students have been learning throughout the school year, so I will mark them before they are returned to Alberta Education. This will allow me to get an initial look at the performance of the students in my class and will enable me to use each child's achievement test score as ___ percent of their final grade in each subject tested.

In the fall, an *Individual Student Profile* showing your child's achievement test results will be available at our school. This profile is prepared by Alberta Education after the marking and scoring of tests has been completed and final scores are calculated; it will present your child's performance on each test in relation to provincial standards. This information may be useful in planning your child's instructional program for the coming year. You are invited to review your child's results with his or her new teacher and to discuss how results will be reflected in the instructional program that is planned for the coming year.

Reports that show how well our students did as a group in relation to provincial standards will also be available at our school in the fall. All parents and other members of our community will be invited to our school to discuss the results at that time.

Please call our school if you have any questions.

Sincerely,

Teacher's Name