

Eddie's recommendations

- 1. It is extremely important to keep the DW up-to-date. Incomplete data results in:**
 - Not receiving a preprinted answer sheet.
 - NERIC not being able to load assessment data to the DW because student is not in table.
 - Student not receiving a valid score.
- 2. District should use the Roster Report NERIC provides for the intent it was printed:**
 - ✗ New student using an Extra Sheet; enter the name and “correct” local ID # in the space provided on the lines adjacent to the Extra Sheet ID used by the student.
 - ✗ If a student does not take the test; next to his/her name write the Reason Not Tested.
- 3. Extra Answer Sheet, be sure to write in the following information on the lines provided:**
 - ✗ Student's complete name – please write legibly
 - ✗ Student's grade. Note, grade should match Level of test given.
 - ✗ Student's “correct” local ID #. We assume what the district writes on the extra answer sheet is correct data.
 - ✗ Student's DOB
 - ✗ Homeroom, if applicable.
- 4. District should proof ALL answer sheets before returning them to NERIC:**
 - Be sure all bubbles are completely filled in. This includes:
 - All Constructed Response Questions.
 - Required fields such as Scoring Model Code; First Enrolled in a School in US; etc.
 - Reason Not Tested
- 5. Out of District Placed students:**
 - 👉 Be sure to send the answer sheets to the out-of-district location(s) in a timely manner.
 - 👉 Be sure all out-of-district answer sheets are returned to the home district.
 - 👉 When returning the answer sheets to NERIC to be scanned; be sure to include all the out-of-district answer sheets.
 - 👉 The out-of-districts answer sheets are the Home District's responsibility.
- 6. Answer sheets being returned to NERIC for processing:**
 - 👉 Do Not staple answer sheets
 - 👉 Do Not fold answer sheets
 - 👉 Do Not attach Post-it[®] Notes
 - 👉 Do Not return unused extra answer sheets or unused extra answer sheet rosters
 - 👉 Do Not place answer sheets in-between Roster sheets
 - 👉 If a student did not take the test for any reason, other than wrong grade, you must bubble in Reason Not Tested
 - 👉 Return all answer sheets preprinted with student names .
 - 👉 Check the answer sheets to be sure that every applicable line has been bubbled. This is very important this year with the tests being given so late, and the possibility of the teachers being gone for the summer. We do not want the students to suffer because NERIC could not get the answers from the district as to what should be bubbled.