

Non-Public Schools Testing Service

Catalog

(North Carolina Testing Program Materials)

2009-2010 School Year

Published August 2009



North Carolina State University
NPSTS-TOPS, 1500 Blue Ridge Road, Raleigh, NC, 27607
www.tops.ncsu.edu/npsts
NPSTS@tops.ncsu.edu

Contents

	<u>Page</u>
Statement from the Division of Non-Public Education, Department of Administration	Insert
Non-Public Schools Testing Service Policies	1
<u>About the Non-Public Schools Testing Service.....</u>	1
Introduction.....	1
What the Non-Public Schools Testing Service Includes: A Brief Overview	1
<u>Participating in this Program.....</u>	1
Who May Participate in this Program	1
Options, Rules, and Guidelines for Participation in this Program.....	1
Training Requirement.....	2
Alternatives to Participation in the Non-Public Schools Testing Service Training Session	2
Observe State Testing Windows	2
Test Security	2
Copyrights.....	3
Prohibition Against Sale, Distribution, and Reproduction of Test materials	3
Who May Administer Tests and Under What Conditions?.....	3
Testing Irregularities	4
Return of Materials	4
<u>Alternatives to Participation in this Program.....</u>	4
Non-Public Schools.....	4
Home Schools	4
<u>Modifications/Accommodations for Students with Disabilities/Limited English Proficiency</u>	5
<i>Testing Code of Ethics</i>	Insert
Test Materials and Services Available to Non-Public Schools.....	6
Registration.....	6
Training	6
How to Order Test Materials/Services.....	7
Placing the Order/Shipment	7
Questions about Ordering/Shipment, Invoices, and Payments.....	7
Where to Send Payment	7
Selecting Products and Services.....	7
Training Service Policies	7
Scanning, Scoring, and Reporting Service Policies	7
Grouping Policy	8
Processing Surcharge	8
Shipping Policy	8
Return Policy.....	8
Prices.....	8

Attachments:

Important Information for Test Coordinators

The 2009-2010 North Carolina Testing Program

Registration Form

Non-Public School Training Verification Form

Non-Public Schools Testing Service Testing Calendar

Accommodations Notification

Report of Testing Irregularity Forms

Completing the Order Form

Order Forms

Instructions for Return of Materials

Non-Public Schools Testing Service Policies

About the Non-Public Schools Testing Service

Introduction

The Non-Public Schools Testing Service is the authorized agent for the North Carolina Department of Public Instruction, making the North Carolina Testing Program test materials available for temporary and conditional use to conventional non-public schools registered with the North Carolina Department of Administration, Division of Non-Public Education in accordance with Article 39 of the North Carolina Public School Laws, General Statutes 115C-551 and 115C-559. The statutes state that *any such school* [conventional non-public school registered with the Department of Administration, Division of Non-Public Education] *may, on a voluntary basis, participate in any State operated or sponsored program which would otherwise be available to such school, including but not limited to the high school competency testing and statewide testing programs.*

These statutes also apply to home schools in that, according to North Carolina Public School Laws, Article 39, General Statute 115C-564, home schools must operate under the qualifications listed for either private church schools and schools of religious charter or qualified non-public schools and be registered with the Department of Administration, Division of Non-Public Education.

What the Non-Public Schools Testing Service Includes: A Brief Overview

The Non-Public Schools Testing Service (NPSTS) provides non-public schools an opportunity for obtaining training and technical support; test materials; and scanning, scoring, and reporting services for all tests currently required of public schools and made available by the North Carolina State Board of Education. The North Carolina Testing Program is a component of the ABCs of Public Education. Therefore, the highest level of test security is required at all times prior to, during, and after each test administration. Test materials must be kept in a secure (locked) facility except when in use. Use of these test materials is restricted to specific conditions and testing windows and will be strictly monitored.

Participating in this Program

Tests administered by the NPSTS may be used in addition to, but not instead of, the required nationally standardized tests. (see the letter from the Director of the North Carolina Division of Non-Public Education at the Non-Public School Website. <http://www.tops.ncsu.edu/npsts/>)

Who May Participate in this Program

Private church schools, schools of religious charter, and qualified non-public schools (as defined by the North Carolina Public School Laws, Article 39, General Statute 115C-555)—hereafter referred to as non-public schools—that meet new school notice requirements stated in Article 39, General Statutes 115C-552 and 115C-560 of the North Carolina Public School Laws and agreeing to abide by the *Options, Rules, and Guidelines for Participation in this Program* stated below may elect to participate in this program on a voluntary basis. Participation is subject to the terms and conditions set forth below and is at the discretion of the North Carolina Department of Public Instruction and to the State Board of Education (see **Non-Public Schools** under *Alternatives to Participation in this Program* for information about options for participation in the North Carolina Testing Program outside of the Non-Public Schools Testing Service program).

Home schools (as defined by the North Carolina Public School Laws, Article 39, General Statute 115C-563) that meet new school notice requirements stated in Article 39, General Statutes 115C-552 and 115C-560 of the North Carolina Public School Laws may not obtain test materials but may purchase test administration and processing services on an individual basis subject to the terms and conditions set forth below and to the discretion of the North Carolina Department of Public Instruction and the State Board of Education (see **Home Schools** under *Alternatives to Participation in this Program* to obtain information about options for participation in the North Carolina Testing Program outside of the Non-Public Schools Testing Service program).

Options, Rules, and Guidelines for Participation in this Program

All test materials used in this program are the property of the North Carolina Department of Public Instruction and demand the highest level of test security. Non-public schools seeking to participate in this program must agree to

do so under the following three conditions and must observe all rules and guidelines listed here and in specific Test Administrator's Manuals, the *North Carolina Testing Code of Ethics* and any subsequent updates.

1. The non-public school must incur any expenses associated with its participation in this program.
2. School administrators and staff must agree to maintain test security and follow the *North Carolina Testing Code of Ethics*.
3. The tests must be administered in accordance with the rules, guidelines, and procedures established by the NCDPI as prescribed in the Test Administrator's Manuals. School officials must sign an agreement to maintain test security at all times.

Failure to observe all conditions, rules, and guidelines, at the discretion of the North Carolina Department of Public Instruction and the State Board of Education, may result in the forfeiture of a non-public school's right to continued participation in the statewide testing program.

Training Requirement

Before receiving test materials by the Non-Public Schools Testing Service, non-public schools must participate in a test administration training session including guidelines for the use of procedural accommodations. Training is necessary to (1) highlight points of emphasis pertaining to the test administration, (2) ensure that standardized procedures for administering and storing state test materials have been presented, and (3) provide an opportunity for questions and answers regarding the test administration(s) and subsequent handling, scoring, and reporting. Training sessions are offered by the Non-Public Schools Testing Service. Training is conducted during the fall, spring, and summer sessions. All schools wishing to administer a test in a particular semester must register with NPSTS for that semester and be trained during that semester.

Alternatives to Participation in the Non-Public Schools Testing Service Training Session

Training sessions are offered by the Non-Public Schools Testing Service; however, non-public school representatives may participate in a public or private school's training session if permission is obtained from the superintendent or headmaster. The trainer provided by the school system or school must be the school system or school's designated test coordinator who has attended a similar training session during the current semester. Public school systems and non-public schools are NOT required to include representatives from petitioning non-public schools in any training session and may refuse participation. If a public school system agrees to train the petitioning non-public school's representative(s), the public school system may charge a fee for services rendered but may not charge a fee for administrative materials provided to the public school system by the state. If a non-public school agrees to train the petitioning non-public school's representative(s), the non-public school may charge a fee for services rendered and administrative materials. No test materials other than administrative materials may be distributed before, during, or after a training session. In addition, there is no obligation for a public school system or school to test a non-public school's student(s) or to score test materials.

Once invited to training, the non-public school representative should take a copy of both pages of the *Non-Public School Training Verification Form* (located in the **Attachments** at the back of this catalog) to the training session. The trainer provided by the school system must complete and fax or mail the *Non-Public School Training Verification Form* after the training session has been completed. No test materials will be shipped to the non-public school until the *Non-Public School Training Verification Form* has been received by the Non-Public Schools Testing Service.

Observing State Testing Windows

All testing must be conducted within specific state testing windows. Test materials will not be delivered earlier than ten business days prior to a non-public school's reported test date within a state testing window. For specific tests, test materials will be delivered no earlier than two business days prior to the test date. In addition, test materials must not be distributed to classroom test administrators until the day of the test administration and must be collected immediately after testing. Test materials will not be distributed to non-public schools after a specific testing window has closed. All testing material must be returned to the NPSTS within five business days of the test administration.

Test Security

It is imperative that test security be maintained at all times. Test materials made available through the Non-Public Schools Testing Service are the property of the North Carolina Department of Public Instruction. Non-public schools may elect to use test materials for a fee, but must ensure that test materials are kept secure at all times so as not to jeopardize the integrity of the administration of the North Carolina Testing Program, the accountability program, or the non-public school's testing program. Use of these test materials, therefore, is restricted to specific conditions and testing windows listed in this catalog and prescribed in specific test administrator's manuals and will be strictly monitored. In addition, non-public school officials must sign an agreement in which they agree to follow the *North Carolina Testing Code of Ethics*, to maintain test security at all times, and that, upon determination of a breach in test security by any person (administrator, staff, student) at the non-public school, the right to further participation in the statewide testing program may be forfeited. A copy of the *North Carolina Testing Code of Ethics* is included with this catalog and in each test administrator's manual produced by the North Carolina Department of Public Instruction.

The test administrator must report all breaches of test security by submitting the Non-Public Schools Testing Service ***Report of Testing Irregularity*** form (included with this catalog) within five days to The NPSTS Coordinator (NPSTS-TOPS, 1500 Blue Ridge Road, Raleigh, NC 27607).

Basic test security requirements include that each non-public school inventory all materials immediately upon receipt of materials and immediately inform NPSTS of receipt and any discrepancies. Each non-public school must also inventory the tests immediately after administration. All material must be returned to the NPSTS within five days of administration. The school will be accountable for any missing materials. In addition, the non-public school must store ***all*** test materials in its possession in a secure, locked location except when in use. State Board of Education policy specifies that the tests and test questions are not to be reproduced in any manner, that school personnel are not to disclose the contents of the tests by discussing specific test questions, and that excerpts from the tests must not be used at any time during classroom instruction. In addition, access to the tests must be limited to school personnel who have a legitimate need. The tests are not to be photocopied, filed, retained, or used in instructional activities in any way. ***Photocopying of North Carolina tests is a violation of federal copyright laws.***

In addition, test items stored on a computer hard drive, network file server, or any other electronic media for use with the *North Carolina Computer Skills Performance Test* or any other test must be deleted immediately after the test administration is completed. Calculators used during the tests must have their memories cleared by the test administrator, proctor, or other school personnel immediately prior to and after the test administration.

Copyrights

All of the test materials ordered through the Non-Public Schools Testing Service are produced or contracted by the North Carolina Department of Public Instruction (NCDPI) and/or its vendors, are copyrighted by NCDPI or its vendors, and are restricted in use through copyrights of the original authors and/or specific copyright agreements by and between the NCDPI or its vendors and the original authors. The individual or organization securing the use of these test materials and/or the user of the test materials acknowledges and agrees when ordering these materials that the contents of the tests, scannable documents, computer programs, test administrator's manuals, and all other related test materials are copyrighted. The non-public schools shall prohibit their employees from disclosing information about the tests or engaging in any activity which has the potential to disclose or to compromise the contents of the test.

PROHIBITION AGAINST SALE, DISTRIBUTION, AND REPRODUCTION OF TEST MATERIALS

No products and/or related services listed in this catalog and/or made available through the Non-Public Schools Testing Service may be sold, leased, distributed, or reproduced in whole or in part.

Who May Administer Tests and Under What Conditions

The following may administer tests under specific conditions:

1. Test administrators:

- Test administrators shall be school personnel who have professional training in education and the state testing program.
- Test administrators must be trained by a test coordinator who has attended training during the current semester.
- Test administrators may not be the parent(s) or legal guardian(s) of the student(s) taking the test(s).

2. Proctors:

- Proctors shall serve as additional monitors to help the test administrator ensure that testing occurs fairly.
- Proctors must also receive training. They can be trained by a test coordinator who has attended training provided by the Non-Public Schools Testing Service.
- If volunteers are used, they must be properly trained and they are required to follow all testing procedures and maintain the security of the tests.

Testing Irregularities

Non-public school test administrators must report in writing to the non-public school principal and non-public school test coordinator any irregularities or violations of test procedures (e.g., cheating, random marking, disruptions, illness during testing) using the Non-Public Schools Testing Service **Report of Testing Irregularities** form included with this catalog. Non-public school test coordinators must report testing irregularities, breaches of test security, and their findings from subsequent investigations to the NPSTS Test Coordinator, **NPSTS-TOPS, 1500 BLUE RIDGE ROAD, RALEIGH, NC 27607**. Failure to report testing irregularities or breaches of test security to NPSTS may result in the forfeiture of a non-public school's right to further participation in the statewide testing program.

Return of Materials

Non-public schools are required to return ALL test materials made available through the Non-Public Schools Testing Service. Pre-paid labels for the return of these materials will be included with the original shipment of tests. All materials must be returned within 5 days of the last test date. If all materials are not returned promptly, the non-public school's right to further participation in the statewide testing program may be forfeited.

Alternatives to Participation in this Program

Non-Public Schools

As an alternative to in-school testing, non-public schools seeking to participate in the North Carolina Testing Program may request that the local public school system superintendent (or the superintendent's designee) include their student(s) in the local public school system's test administration. Public school systems are NOT required to include students from non-public schools in any test administration and may refuse participation. If the local public school system agrees to test non-public school students, the local public school system may charge a fee for services rendered but may not charge a fee for test materials. Non-public school student scores must not be included with public school system scores for reporting or accountability purposes. The non-public school is still required to register with NPSTS, pay the registration fee, and pay NPSTS for all test materials.

Home Schools

- Home Schools may or may not choose to participate in the North Carolina Testing Program. Please note that tests offered by NPSTS can be administered in addition to, and not instead of, the nationally standardized tests required by the Division of Non-Public Education. For more information regarding testing requirements for Home Schools contact the N.C. Division of Non-Public Education (919-733-4276; www.ncdnpe.org).

Home Schools have several options for participation in the North Carolina Testing Program:

- Home Schools may request that the local public school system superintendent (or the superintendent's designee) include their student(s) in the local public school system's test administration. Public school systems are NOT required to include students from home schools in any test administration and may refuse participation. If the local public school system agrees to test the home school student(s), the local public school system may charge a fee for services rendered but may not charge a fee for test materials.

Home school student scores must not be included with public school system scores for reporting or accountability purposes.

- Home Schools may also request that the local non-public school principal or headmaster include their student(s) in the local non-public school's test administration. Non-public schools are NOT required to include students from home schools in any test administration and may refuse participation. If the non-public school agrees to test home school students, the non-public school may charge the same fees charged by the Non-Public Schools Testing Service for services rendered and test materials. Fees charged to home schools by non-public schools must not exceed fees charged by the Non-Public Schools Testing Service.
- Home Schools may contract directly with the Non-Public Schools Testing Service to have tests administered to students. Requests for such a service must be directed to the Non-Public Schools Testing Service in writing at least 30 days prior to the test administration. Such a service will result in additional charges at market rate for facility rental and the related staffing costs for required test administrator(s) and proctor(s).

Accommodations for Students with Disabilities or Limited English Proficiency (available at www.ncpublicschools.org/accountability)

Accommodations are provided for all state tests under certain conditions:

- Any accommodation must be documented in the student's Individualized Education Program (IEP), Section 504 plan, limited English proficiency plan, or permanent record.
- Under certain conditions, students with a temporary disability (e.g., broken arm) may receive appropriate accommodations.
- The accommodations should be used routinely in the classroom setting.
- Accommodations must not be used for the purpose of test score enhancement.
- Accommodations must not violate the intent of the test.
- Orders for large print materials must be submitted at least 45 days before a scheduled test administration to allow for production of the materials.
- Orders for "one test item per page" accommodations must be submitted at least 45 days before a scheduled test administration to allow for production of the materials.
- Orders for Braille materials must be submitted at least 90 days before a scheduled test administration to allow for production of the materials.

A NCEXTEND1 has been specifically developed for those students with disabilities who have serious cognitive deficits and are in membership at grades 3-8 and 10. The NCEXTEND1 is started during the first three weeks of school and takes the entire school year to complete.

Please refer to the "Testing Students with Disabilities" document (published in August 2005) for in-depth guidelines. This publication is available at www.ncpublicschools.org/accountability

Test Materials and Services Available to Non-Public Schools

It is the responsibility of potential users of the following products and services to read **How to Order Test Materials/Services** on the following page. Appropriate supplemental materials not listed on the order form will be automatically shipped with the test book. Following is a brief explanation of items offered by NPSTS.

Registration

Non-public schools that choose to participate in the N.C. Testing Program must register with the Non-Public Schools Testing Service each testing cycle (fall, spring, and summer). The registration fee includes training, technical support, scoring, and shipping of materials for each test administered during that testing cycle.

Training

Prior to delivery of test materials by the Non-Public Schools Testing Service, the non-public schools must participate in a test administration training session. Training is necessary to highlight points of emphasis pertaining to the test administration, to ensure procedures for using and storing state test materials have been presented clearly, and to provide an opportunity for school personnel to ask questions about the test administration(s). The Non-Public Schools Testing Service offers a training package to satisfy this requirement; however, non-public schools, with the permission of the superintendent or headmaster, may participate in a training session offered by a public or private school. The trainer provided by the school system or school must be the test coordinator and must have attended a similar training session during the current semester. See **Alternatives to Participation in the Non-Public Schools Testing Service Training Session** for policies outlining this option. Non-Public Schools Testing Service training will take place after the deadline for submitting orders but before the opening of the state testing window. Under no circumstances may a school administer a test before its test coordinator receives the appropriate training. Confirmation of training dates and of specific locations will be sent to non-public schools prior to training. All administrative materials received at training must be returned after the test administration.

Training session dates and locations will be announced at least one month prior to the training. To obtain information regarding training or any other aspect of the testing program, please visit the NPSTS web page at www.tops.ncsu.edu/npsts; you may also email us at NPSTS@tops.ncsu.edu or phone us at 919-515-4623.

Fall Training in Raleigh

Spring Training in Raleigh

Note: Training is required during each semester in which tests are administered, even within the same school year.

How to Order Test Materials

Placing the Order/Shipment

To place the order, mail or FAX the completed order form (please include a P.O. # and administration dates) to:

Non-Public Schools Testing Service

NPSTS-TOPS, 1500 Blue Ridge Road, Raleigh, NC 27607

Fax: (919) 513-4683

Questions about Ordering/Shipment, Invoices, and Payments

If you have any questions concerning your order, invoice or payments, send an email, fax, or call:

Email: NPSTS@tops.ncsu.edu

Fax: (919) 513-4683 Phone: (919) 515-4623

Where to Send Payment

An invoice for the registration fee, test materials and services will be mailed at the end of the semester. Please pay from the invoice where possible. All payments, attached to the invoice, should be made payable to N.C. State University and directed to:

North Carolina State University

Campus Box 7203

Raleigh, NC 27695-7203

Payment terms are net 30 days. A late payment fee of 1.5% per month may be added to payments not received according to the payment terms listed above. Consistent with State Government Policy, delinquent payments will be referred to the Office of the Attorney General for the State of North Carolina for processing/collection.

Selecting Products and Services

Potential users of the test materials and services contained in this catalog need to carefully review the descriptions to make sure all required materials are ordered. It is the users' responsibility to attend training and use this document and additional administrative information to inform themselves about the N.C. Testing Program and test administration requirements. The Non-Public Schools Testing Service **is not** responsible for the misadministration of any test or other program due to test ordering or test administration errors.

An administrator's manual for each teacher, a header sheet for each classroom, and a test book for each student (along with any necessary accompanying material) will be sent for each administration. Unless otherwise noted, the price of the test book includes the answer sheet, additional administrative materials including ruler, protractor, and graph paper, and a score report. The test administrator is only required to order items listed on the order form. All the necessary supplemental material for that item will be included with the order.

Testing dates, windows, and ordering deadlines are shown on the NPSTS Testing Calendar. Testing must be administered within the indicated testing windows to maintain test security. Orders must be placed by the order deadline to allow sufficient time to produce and ship materials. All orders received after the ordering deadline may be charged an additional \$35 late order fee.

Training Service Policies

Non-Public Schools Testing Service training dates will follow order deadlines and will precede the earliest dates of state testing windows. The individual trained by the Non-Public Schools Testing Service will be responsible for training test administrators and proctors at the school or school system and, as test coordinator, is authorized to train other non-public schools' representatives in accordance with policies outlined in **Alternatives to Participation in the Non-Public Schools Testing Service Training Session**.

Scanning, Scoring, and Reporting Service Policies

The scoring report is included in the price of each test book. NPSTS will promptly scan and score answer sheets upon receipt. Schools should receive their scoring reports within 10 to 15 business days for multiple choice tests. The results of performance-based tests will be received within four to six weeks.

Grouping Policy

No grouping arrangement has proved to work to the mutual advantage of non-public schools and the Non-Public Schools Testing Service and because there is limited interest, no grouping arrangements for non-public schools will be recognized by the Non-Public Schools Testing Service at this time.

Processing Surcharge

At the discretion of NPSTS, a \$15 surcharge may be added for additional processing for any order form that is incomplete.

Shipping Policy

Standard shipping and handling fees are included in the registration fee. Test materials are shipped by the most cost-efficient traceable method.

Test materials will not be delivered earlier than ten business days prior to a non-public school's reported test date within a state testing window, and, for specific tests, test materials will be delivered no earlier than two business days prior to the test date. *All shipments must be checked for accuracy as soon as they are received.* It is the responsibility of the individual or organization securing these test materials to ascertain if all ordered test materials have been included in each shipment and to report any discrepancies. Misplaced test materials are not considered discrepancies in the original shipment and are the responsibility of the individual or organization which secured the test materials. Damaged test materials must be stored in a secure location and included in the return shipment. The individual or organization securing the use of these test materials will be held accountable for all test materials.

Return Policy

NPSTS will not refund a school for any unused test material. It is the responsibility of the individual or organization securing the test materials to order correct quantities. This policy also applies to test materials ordered for a test administration that is canceled by the individual or organization securing the use of these test materials. This return policy should not be confused with the **Return of Materials** policy. Test materials are made available through the Non-Public Schools Testing Service for use during specific testing windows and **ALL** test materials must be returned within five business days after completion of the test administration.

Prices

The prices as shown on the Order Forms are effective from July 1, 2009 to June 30, 2010. The use by non-public schools or home schools of test materials listed in this catalog or any update to the catalog is based upon acceptance of the prices, terms, and conditions described herein. An individual or organization securing the use of these test materials accepts these prices, terms, and conditions by signing the Registration Form. The Non-Public Schools Testing Service or its vendors shall not be bound to any modification(s) or addition(s) to the prices, terms, or conditions listed in this catalog or an update to the catalog unless jointly agreed to in writing by the Non-Public Schools Testing Service, its vendors, and the purchaser.

Attachments

The following attachments should be copied and completed as necessary:

*The 2009 – 2010 North Carolina Testing Program
Important Information for Test Coordinators
Registration Forms*
Non-Public School Training Verification Form*
Non-Public Schools Testing Service Testing Calendar
Accommodations Notification
Report of Testing Irregularity Form
Completing the Order Forms
Order Forms
Instruction for Return of Materials*

* These two items MUST be sent back in order to participate and/or receive any testing materials.

Return of Testing Materials

All Materials, both used and unused, must be returned to the Non-Public School Training Service along with the tests to be graded. You must use the UPS ARS labels provided with your order.

To expedite the scoring of your tests and the reporting of results, please follow the following guidelines.

Please check to see that all answer sheets have been bubbled correctly. Make sure that the answer sheets have been completely filled out. Stray marks and missed bubbles will slow down the grading process and possibly result in an erroneous grade. Make sure a completed header sheet is included with the answer sheets.

1. Return completed answer sheets, protected by cardboard, in the vinyl bags provided. Do not send crumpled or torn answer sheets or headers; the scanner cannot read these. Re-bubble them if you need to.
2. Each bag should contain only one header and its corresponding answer sheets (do not include blank answer sheets in a bag).
3. Place all bags that contain tests to be scored at the top of the box.
4. Make sure that each header contains the correct answer key code (consult the test administrator's manual) and school code.