



*Standardized Testing*



***Path to Success: Practical Steps to Follow during Your Testing Process***



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## WHAT TO KNOW BEFORE TESTING

**Check your materials:** Please take the time to make sure all items are included in your shipment. If you are missing any items, please contact Abeka Testing within 10 days.

**Read through the directions for administration booklet:** If you need to make notes, please use a separate sheet of paper (do not write in these books).

**Use a No. 2 pencil:** There is a possibility that the test will not scan correctly if another writing utensil is used.

**Returns:** All test booklets, Directions for Administration, and answer documents should be returned to the Abeka office within 30 days of the test date.

# INSPECTING THE COMPLETE DOCUMENTS

## ■ Building Identification Sheet (purple)

- INFORMATION BOX—Fill in the testing date.
- BUILDING NAME

### ■ Homeschool

- Put Abeka in this box.
- Example: Abeka

### ■ School

- Abbreviate your school's name (up to 3 letters), fill in your Account Number next to your abbreviation.
- Example: First Faith Baptist School would be FFB04367583
- Example: Grace Academy would be GA04367583

- BUILDING CODE—Leave box blank.

**BUILDING IDENTIFICATION SHEET**

The purpose of this sheet is to identify the building in which the accompanying answer documents were used. One BUILDING IDENTIFICATION SHEET, properly filled in, must accompany the answer documents for each building in the system.

**Use a #2 pencil to mark this sheet.**

**1. INFORMATION BOX**  
Part of the information requested.

**2. BUILDING NAME**  
In the row of boxes at the bottom of the grid, print the building name as it must appear on all reports. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes.

**3. BUILDING CODE**  
This section is optional. If building codes are to be printed on the reports, enter the building codes in the boxes at the bottom of the grid and then bubble the corresponding letter or number circle above each box.

**4. SCORING SERVICE ONLY**  
This is for Scoring Service use only. Do not mark in the scored areas.

Place this sheet on top of all the answer documents for this building.

**1. INFORMATION BOX**  
Training Date: April 13, 2020  
System Name: Abeka  
City: Chicago, State: IL

**2. BUILDING NAME**  
Grid with 20 columns and 10 rows of bubbles.

**3. BUILDING CODE**  
Grid with 10 columns and 10 rows of bubbles.

**4. SCORING SERVICE ONLY**  
Grid with 10 columns and 10 rows of bubbles.

## ■ Grade/Class Identification Sheet (blue)

- INFORMATION BOX—Enter the testing date.
- CLASS NAME

### ■ Homeschool—Put the grade.

- Example: Grade Three

### ■ School—Put the grade, bubble in an empty circle for a space, put the last name of the teacher.

- Example: Three Smith

- CLASS CODE—Leave box blank.

- GRADE—Bubble in the grade for that class/student.

- FORM—Bubble "E" for Iowa Assessments materials or "7" for CogAT materials. DO NOT fill in both "E" and "7" on the same Class Sheet.

### ■ Note: Separate Class Sheets are needed for CogAT materials.

- ANSWER DOCUMENT COUNT—Bubble in the total number of tests.

- Example: 0015

- Example: 0020

**GRADE/CLASS IDENTIFICATION SHEET**

The purpose of this sheet is to identify the names of grades and classes in which the accompanying answer documents were used. Please complete one of these sheets for each class in each grade, making sure that the CLASS NAME and GRADE are entered. If class reports ARE NOT required, you must complete these sheets for each grade in a building, leaving the CLASS NAME section blank, but entering the GRADE.

**Use a #2 pencil to mark this sheet.**

**1. INFORMATION BOX**  
Part of the information requested.

**2. CLASS NAME**  
In the row of boxes at the bottom of the grid, print the class name in the row of boxes. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes. Do not bubble in the scored areas.

**3. CLASS CODE**  
This is for Scoring Service use only. Do not mark in the scored areas.

**4. GRADE**  
In the bottom of the grid, enter the grade and then bubble the corresponding circle above it.

**5. FORM**  
Bubble "E" for Iowa Assessments materials or "7" for CogAT materials. Do not bubble in both "E" and "7" on the same Class Sheet.

**6. ANSWER DOCUMENT COUNT**  
Bubble in the total number of tests.

**7. SCORING SERVICE ONLY**  
This is for Scoring Service use only. Do not mark in the scored areas.

Place this completed Grade/Class Identification Sheet on top of the answer documents for this class in this building. Do not place this sheet on top of the answer documents for this grade.

**1. INFORMATION BOX**  
Training Date: April 13, 2020  
Building Name: EFB  
System Name: Abeka  
City: Chicago, State: IL

**2. CLASS NAME**  
Grid with 20 columns and 10 rows of bubbles.

**3. CLASS CODE**  
Grid with 10 columns and 10 rows of bubbles.

**4. GRADE**  
Grid with 10 columns and 10 rows of bubbles.

**5. FORM**  
Grid with 10 columns and 10 rows of bubbles.

**6. ANSWER DOCUMENT COUNT**  
Grid with 10 columns and 10 rows of bubbles.

**7. SCORING SERVICE ONLY**  
Grid with 10 columns and 10 rows of bubbles.

## Demographics Page (back of answer booklet)

- Be sure that only one bubble is marked in each alphabetic column on the NAME GRID. If the column does not contain a letter, bubble the empty circle at the top of the column.
- Check to see that the DATE OF BIRTH section is complete and accurate.
- In ETHNICITY/RACE box, bubble in the appropriate ethnicity and race.
- In the GENDER box, bubble in the appropriate gender.
- In the IA FORM box, bubble in "E".

Iowa Assessments™ Complete/Core  
Cognitive Abilities Test™

Form E or F  
Form 7

IA Level  
10

30659851 000

PLEASE BUBBLE LABEL IN THE SPACE ABOVE.

Teacher: Mrs. Smith  
School: First Faith Baptist School  
Specialist: Alieka  
City/State: Chicago, IL

NAME GRID

DATE OF BIRTH

ETHNICITY/RACE

GENDER

IA FORM

TEST ADMINISTRATOR USE ONLY

PROGRAMS

OFFICE USE ONLY

13 12 12-907-19 17 16

## Answer Documents

- Check answer documents that require a bubble to be filled in to identify a testing level is fully bubbled in.
- Inspect all answer documents for improper markings. All light marks to be read by the scanner must be darkened with a number 2 pencil. Erase all stray marks.

Iowa Assessments™ Complete/Core  
Cognitive Abilities Test™

Form E or F  
Form 7

IA Level  
10

READING

Part 1

Part 2

WRITTEN EXPRESSION

MATHEMATICS

Part 1

Part 2

SCIENCE

SOCIAL STUDIES

# SUPPLEMENTAL CODING:

## Riverside Answer Documents

Before the test is administered, the back cover of each student's answer document must be completed according to the instructions below.

**Section 1:** Complete all fields. Please note the following:

- Homeschools, write the test administrator's name in the "School" field.
- In the "School District" field, write "Abeka."

**Sections 2–6:** Complete all fields.

**Section 7:** Optional for schools. Homeschools, please omit.

**Section 8:** Darken the bubble that corresponds to:

*Column A—Your program of study.*

- Bubble 0 = Abeka traditional school (use Abeka 50% or more)
- Bubble 1 = Abeka homeschool (use Abeka 50% or more)
- Bubble 2 = Abeka Academy traditional
- Bubble 3 = Abeka Academy DVD
- Bubble 4 = Abeka Academy streaming
- Bubble 5 = Abeka Academy master video school
- Bubble 6 = Abeka Academy supplemental video school
- Bubble 7 = Non-Abeka homeschool (use Abeka for 0 to 49%)
- Bubble 8 = Non-Abeka school (use Abeka 0 to 49%)

*Column B—The number of years the Abeka curriculum has been used consecutively*

- Bubble 0 = 0 years
- Bubble 1 = 1 year
- Bubble 2 = 2–5 years
- Bubble 3 = 5+ years

*Column C—The extent to which Abeka curriculum is currently used*

- Bubble 0 = Do not use Abeka
- Bubble 1 = 1–49%
- Bubble 2 = 50–99% (use Abeka primarily)
- Bubble 3 = 100% (use Abeka exclusively)

*Column D—Your primary curriculum (Please omit Column D if Abeka is your primary curriculum.)*

- Bubble 0 = ACE
- Bubble 1 = Alpha Omega

- Bubble 2 = Apologia
- Bubble 3 = BJUP
- Bubble 4 = Christian Liberty
- Bubble 5 = Rod and Staff
- Bubble 6 = Saxon
- Bubble 7 = Seton
- Bubble 8 = Sonlight
- Bubble 9 = Other

*Column E*—Your Abeka Academy curriculum (Please omit Column E if you are not using Abeka Academy curriculum.)

- Bubble 0 = Accredited Full Grade
- Bubble 1 = Unaccredited Full Grade
- Bubble 2 = Accredited 1–2 Course(s)
- Bubble 3 = Unaccredited 1–2 Course(s)
- Bubble 4 = Subject Combination—Language Arts & Bible
- Bubble 5 = Subject Combination—Arithmetic, Science, History, & Bible

*Column F*—Your current school enrollment (Homeschools, please omit Column F.)

- Bubble 0 = 5–25
- Bubble 1 = 26–75
- Bubble 2 = 76–150
- Bubble 3 = 151–250
- Bubble 4 = 251–500
- Bubble 5 = 500+

**Section 9:** Omit.

**Section 10:** Omit bubbles 1–13, 19, and 20. For bubbles 14–18, darken the bubble(s) for subject(s) that you use the Abeka curriculum.

- Bubble 14 = Bible
- Bubble 15 = History
- Bubble 16 = Language Arts (includes Language, Reading, and Spelling)
- Bubble 17 = Math
- Bubble 18 = Science

**Section 11:** Darken the bubble that corresponds to the student’s English proficiency.

**Section 12:** Omit.

# RETURNS PROCEDURE

## ■ Avoiding Processing Delays

- Please place the Iowa Report Request Form page at *the top of box 1*.
- Typical processing time for a digital copy is 10-business days from the time your package(s) arrive in our office.
- Due to the high volume of returns, materials received after *April 17* could take up to 4 weeks to process.
- If any information is missing, unclear, or incorrect, this may require Abeka to contact you resulting in a possible processing delay.
- With questions regarding this returns procedure, please contact us at 1-888-722-0044.

# ORGANIZING AND SHIPPING

## ■ Return Date

- All test booklets, Directions for Administration, and answer documents should be returned to the Abeka office within 30 days of the test date.

## ■ Order of Documents

- Place materials in boxes in descending order: Building Identification Sheet, Grade/Class Identification Sheet, Demographics page face up, and Answer Documents.

**Note:** Place the Iowa Report Request Form on top of Building Sheet in the first box.

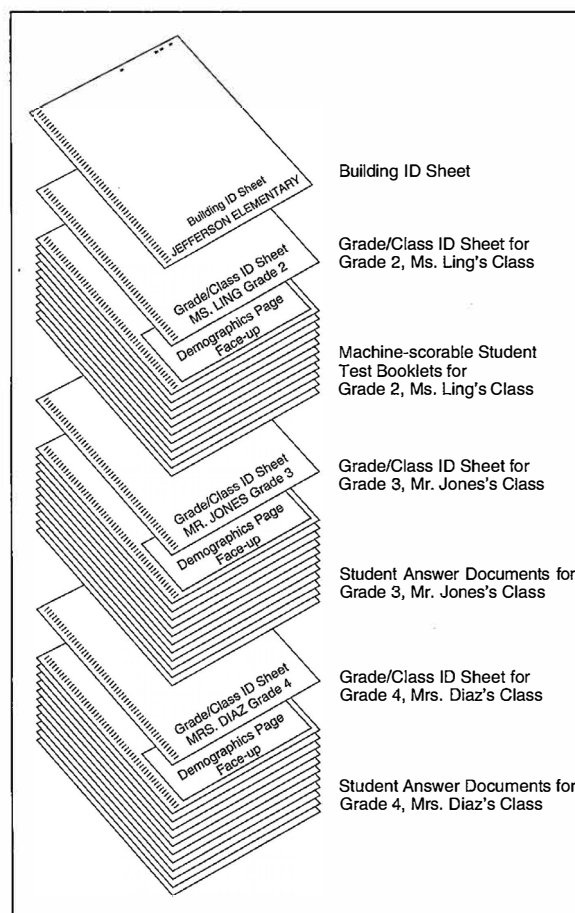
## ■ Packaging

- Package all of your materials in a sturdy box with additional cushion to prevent damages during transit. If all the materials fit in one box, mark it "package 1 of 1." If shipping multiple boxes, please label accordingly "package 1 of \_, package 2 of \_, etc."

**Note:** For second and third grade, pack Iowa Form E materials separate from CogAT Form 7 materials.

- Ship all materials at once via a trackable method to:

**Abeka Standardized Testing**  
**5418 Rawson Lane**  
**Pensacola, FL 32503**







## ABOUT ABEKA STANDARDIZED TESTING

All materials are to be returned to

**Abeka Standardized Testing**  
**5418 Rawson Lane**  
**Pensacola, FL 32503**

Questions regarding  
Abeka Standardized Testing:

Please contact

 **1-888-722-0044** customer service

Office hours: 8 a.m.–4:45 p.m. CT  
or e-mail

 **abekatesting@abeka.com**





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