



abeka®
Standardized Testing



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





TABLE OF CONTENTS

Inspecting the Complete Documents

Scoring Service Identification Sheet	2
Demographics Page	3
Answer Documents	3

Returns Procedure

Avoiding Processing Delays	4
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Organizing and Shipping

Return Date	4
Order of Documents	4
Packaging	4

Results

Answer Documents.....	4
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About Abeka Standardized Testing

Return Address	5
Questions	5

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 the 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: 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

■ Scoring Service Identification Sheet (purple)

- ❑ Fill in "Abeka" as your system name.
- ❑ INFORMATION BOX—Fill in your city, state, school, grade, testing date, and teacher's name in the information box.
- ❑ GRADE BOX—Bubble in the correct grade
- ❑ OTIS-LENNON SEPARATE DOCUMENTS TAKEN? Bubble "Yes" if you have a separate OLSAT document or "no" if you do not have a separate document
- ❑ SCHOOL NAME
 - Bubble in your city's name first then abbreviate your school's name (up to 3 letters)
 - Example: Calvary Christian Academy from Chicago, IL, would be "Chicago CCA"
 - Example: Grace Christian Academy from Tallahassee, TN, would be "Tallahassee GCA"
- ❑ NUMBER OF DOCUMENTS—Bubble in the number of students taking the test by putting the number on the far right and filling the other bubbles with zeros.
 - Example: 0005
 - Example: 0025
- ❑ SCHOOL CODE—Bubble in your school code.
 - Example: 1234567
- ❑ FOR SCORING CENTER USE—Leave blank
- ❑ CALCULATOR NORMS—Bubble in "No"

SIDE 1

PEARSON SCORING SERVICE IDENTIFICATION SHEET <small>FOR USE WITH NCS DOCUMENTS (UNDER DOC. NO. 97-2007)</small> <small>THE SPECIFIC DIRECTIONS FOR THE USE OF THIS SHEET ARE GIVEN IN THE MATERIALS PROVIDED FOR THE TEST OR SURVEY BEING ADMINISTERED. PLEASE READ THEM.</small>			<small>PLEASE SUPPLY THE FOLLOWING INFORMATION:</small> SYSTEM <u>Abeka</u> CITY <u>Chicago</u> STATE <u>IL</u> SCHOOL <u>Calvary Christian Academy</u> GRADE <u>11th</u> TEST DATE(S) <u>04/13 - 04/15</u> <small>IF APPLICABLE</small> TEACHER, COUNSELOR OR GROUP <u>Mrs. Smith</u> <small>IF DOCUMENTS BEING GROUPED WITHIN SCHOOL.</small>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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<small>CALCULATOR NORMS</small> YES NO	<small>Copyright © 1995 by NCS Pearson, Inc. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from the copyright owner. Pearson is a trademark in the U.S. and/or other countries of Pearson Education, Inc. or its affiliates. Portions of this work were previously published. Printed in the United States of America.</small> 81540 34 A B C D E 277020-9 1514 015-4778-06-0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	

Back of document:

- Bubble in IF YOU ARE USING THIS SIDE, PLEASE MARK THIS CIRCLE
- FOR SCORING CENTER USE—leave box empty
- TEACHER, COUNSELOR, OR GROUP NAME
 - Fill in the grade and last name of the teacher
 - Example: ELEVEN SMITH
 - Example: FIVE MILLER
- GROUP CODE—leave box empty

SIDE 2

IF YOU ARE USING THIS SIDE, PLEASE MARK THIS CIRCLE. →

FOR SCORING CENTER USE

PRINT THE NAME IN THE BUBBLE, JUST AS YOU HEARD IT TO SPEAK ON THE REPORTS. THEN MARK THE CORRESPONDING CIRCLES.

TEACHER, COUNSELOR, OR GROUP NAME

GROUP CODE (optional)

ISBN 015-4776-05-0

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81540 01

Demographics Page (on back of answer document and answer booklet)

- Fill in "Abeka" as your school district.
- Fill in the student's name, teacher's name, school abbreviation, gender, grade, date of birth, and test date in the INFORMATION box.
- Be sure that only one bubble is marked in each alphabetic column on the LAST NAME and FIRST NAME box. Leave the MI box blank.
- Each document must have a DATE OF BIRTH filled in.
- In RACE/ETHNICITY box, bubble in the appropriate ethnicity and race.
- In the GENDER box, bubble in the appropriate gender.
- In the GRADE box, bubble in the student's grade.
- If you are taking an OLSAT test with a separate document, there MUST be an ID number on both documents.

1. STUDENT NAME: John Doe, SCHOOL DISTRICT: Abeka, TEACHER: Mrs. Smith, SCHOOL: CGA, GRADE: 4th, TEST DATE (month/year): 07-03-10, TEST DATE (day/month): 04/20

2. LAST NAME: DOE, FIRST NAME: JOHN, MI: [blank]

3. DATE OF BIRTH: 03/10

4. GENDER: Male

5. RACE/ETHNICITY: A (Asian), B (Black or African American), C (Hispanic or Latino), H (Hispanic or Latino), N (Native Hawaiian or other Pacific Islander), W (White), Other

6. GRADE: 4

7. STUDENT NUMBER

8. OTHER INFORMATION: A, B, C, D, E, F, G, H, I, J

9. SPECIAL SERVICES, 10. SPECIAL CONDITIONS, 11. ENGLISH PROFICIENCY STATUS, 12. EC STATUS

Place Pre-ID Label Here

81523 04, 81523 01, 277304-2, 13

Answer Documents

- Inspect the tests for improper markings. All light marks to be read by the scanner must be darkened with a No. 2 pencil. Erase all stray marks.

RETURNS PROCEDURE

■ Avoiding Processing Delays

- Check each test answer document for Student Name and Birthdate.
- 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.

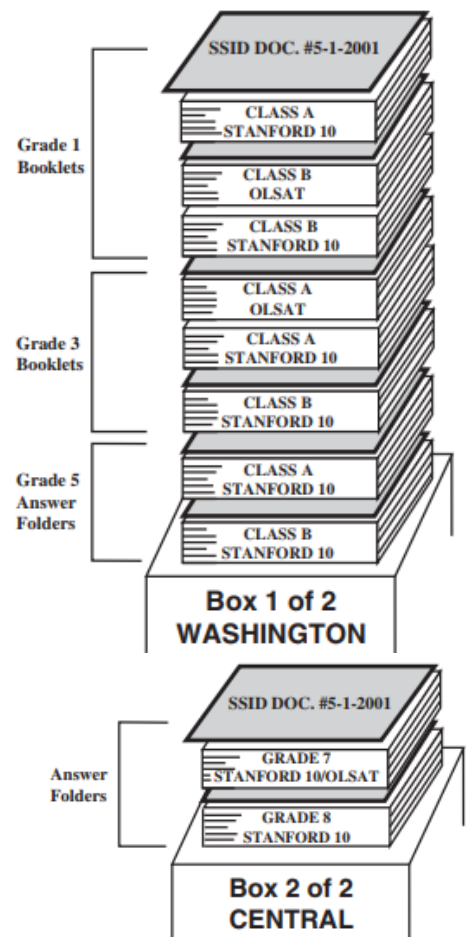
■ Order of Documents

- Place materials in boxes in the descending order: Scoring Service Identification Sheet and Answer Documents.
- Include the Return Order document sent with your testing order.

■ 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."
- Ship all materials at once via a trackable method to

Abeka Standardized Testing
5418 Rawson Lane
Pensacola, FL 32503



RESULTS

Test results will be emailed to the email associated with your Abeka account. All orders will receive a Student Report, School List, and Summary Report.

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 email

 **abekatesting@abeka.com**



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