



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



### **TABLE OF CONTENTS**

## Inspecting the Complete Documents **Returns Procedure** Avoiding Processing Delays......4 **Organizing and Shipping** Return Date ...... 4 Order of Documents ......4 Packaging ...... 4 **Supplemental Coding Report Form About Abeka Standardized Testing**

## 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:** 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.





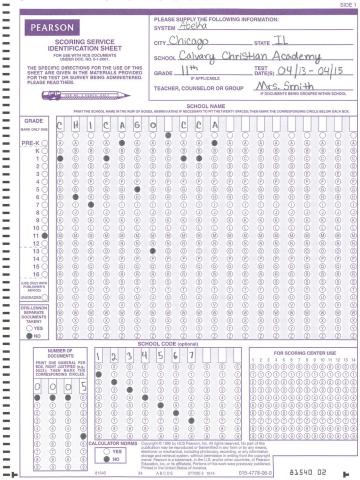
## **INSPECTING THE COMPLETE DOCUMENTS**

Scoring Service Identification Sheet ()	ourp	ole)			
☐ Fill in "Abeka" as your system name.					
□ INFORMATION BOX—Fill in your city, state, so in the information box.	chool	, grade, testing do	ate,	and teache	r's name
☐ GRADE BOX—Bubble in the correct grade	= 5	•	•	• • • •	
☐ OTIS-LENNON SEPARATE DOCUMENTS	Ξ	PEARSON		PLEASE SUPPLY THE FOLLO	OWING INFORMATION
TAKEN? Bubble "Yes" if you have a sepa-	Ξ	SCORING SERVICE		CITY Chicago	STATE _
rate OLSAT document or "no" if you do not	=	FOR USE WITH NCS DOCUMENTS UNDER DOC. NO. 5-1-2001.	NE THIC	SCHOOL Calvary	Christian A

- ☐ SCHOOL NAME
  - Homeschool—Bubble in "Abeka"

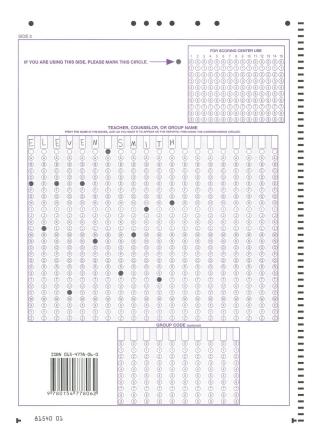
have a separate document

- **School**-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
- $\hfill \square$  FOR SCORING CENTER USE—Leave blank
- ☐ CALCULATOR NORMS—Bubble in "No"



#### Back of document:

- ☐ Bubble in IF YOU ARE USING THIS SIDE, PLEASE MARK THIS CIRCLE
- $\square$  FOR SCORING CENTER USE—leave box empty
- ☐ TEACHER, COUNSELOR, OR GROUP NAME
  - Homeschool: fill in the student's grade
    - Example: GRADE TWO
  - School: Fill in the grade and last name of the teacher
    - Example: ELEVEN STACY
    - Example: FIVE MILLER
- ☐ GROUP CODE—leave box empty

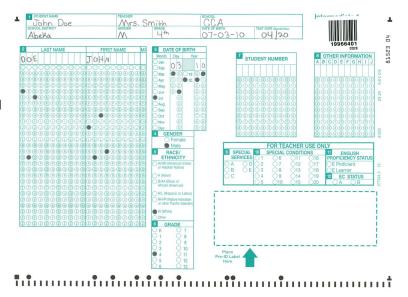


### • Demographics Page (on back of answer document and answer booklet)

- ☐ 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. If the column does not contain a letter, bubble the empty circle at the top of the column. I eave the MI box blank
- ☐ Check to see that the DATE OF BIRTH section is complete and accurate.
- ☐ In RACE/ETHNICITY box, bubble in the appropriate ethnicity and race.
- ☐ In the GENDER box, bubble in the appropriate gender.
- $\square$  In the GRADE box, bubble in the student's grade.
- $\square$  Leave the STUDENT NUMBER box blank.



□ 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

☐ Please place the Stanford Report Request Form page at the top of box 2	1.
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- ☐ 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

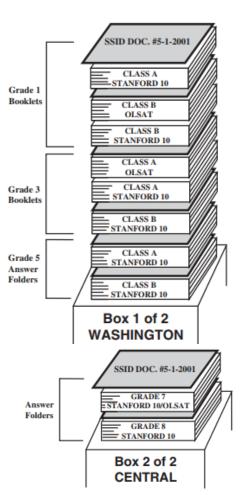
 Place materials in boxes in the descending order: Scoring Service Identification Sheet, and Answer Documents.

**Note:** Place the Stanford Report Request Form on top of the Scoring Service Identification 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."
- Ship all materials at once via a trackable method to

Abeka Standardized Testing 5418 Rawson Lane Pensacola, FL 32503



### SUPPLEMENTAL CODING

#### Stanford/Pearson® Answer Documents

#### 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.

## **REPORT FORM**

### Stanford Report Request Form

Please place this form in Box 1 with your answer documents.

	How wou	ld you like your	results?	
	☐ E-mail	☐ Mail	☐ Both	
lj	nothing is selected, A	beka will send	l your result by e-mail.	
o the best of my ability, I h	ave checked and follo	wed the return	ns procedure.	
ign:	Acct.#:			
Choose your reports. Il School Orders will receiv	ve a School List and Su	ımmarıy Denor	+	
		, ,	Class Reports (\$15)	
Student Reports (choose one—included in test price)  Student Profile with Letter (Note: Student Profile Report with Letter		price)	Student Labels	
will be sent unless otherise noted.)  Student Profile with Objectives			Administrator Reports (\$15)  ☐ Item Analysis per Teacher	
Additional Student Reports (\$15)			☐ Objective Summary by Grade Lev	
☐ Student Profile with Letter			☐ School History Report	
☐ Student Profile with	Objectives		,	1
To reprint a report, there v	will be a \$5 fee per rep	oort.)		
	Mothods	of Payment (cl	haali aaa)	

Methods of Payment (check one)

Check Enclosed
(Make checks payable to Abeka Testing, Inc.)

Charge Visa/MasterCard/Discover/American Express

Required information for credit card order: credit card number, security code, expiration date, ZIP code, and name below

Credit Card Number

Security Code

Month
Year

Cardholder's ZIP Code

Please print

# 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



