

# Gifted and Talented Assessment Program for Grade 2 Students

## Fall 2017 Pretest Workshop



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# Gifted and Talented Assessments

## Schedule of Important Dates



# Fall 2017 Test Administration Window

## October 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 SHIPPING DEADLINE!	18
19	20	21	22	23	24	25
26	27	28	29	30		



**Grade 2 Test Administration Window**



**Last day to return test materials for scoring**

**Don't forget — Districts can return test materials to HMH for scoring as soon as they are ready to. You do not need to wait until **November 17** to ship.**

# 2016 Schedule of Important Dates (TCM page iii)

Milestone, Task, or Deliverable	Date
Pretest Face-to-Face Workshop & Pretest Webinars	September 26, 2017 September 28, 2017
Districts receive test materials and Directions of Administrations	October 6, 2017
Last day to order additional materials or large print test booklets	November 6, 2017
Test administration window	October 20 - November 10, 2017
Last day to ship back test materials to HMH for scoring	November 17, 2017
Reports arrive in districts if returned by November 16, with no alerts open	December 14, 2017
Districts order make-up materials	January 8, 2018
Make-up testing window	January 16-25, 2018

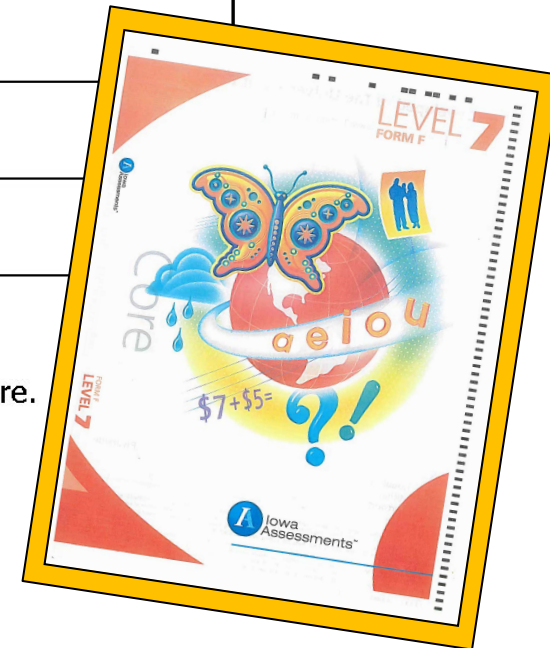
# Iowa Assessments

All of the following tests in the *IA* Level 7 tests must be administered:

<b><i>IA</i> Form F, Level 7 Core Battery</b>	<b>Test Booklet Page Numbers</b>	<b><i>Directions for Administration</i> Page Numbers</b>
Reading: Picture Stories*	<b>Pages 12–14</b>	Page 23
Reading: Sentences*	<b>Page 15</b>	Page 24
Reading: Stories*	<b>Pages 16–20</b>	Pages 26-27
Mathematics: Part 1**	<b>Pages 33-37</b>	Pages 44-49
Mathematics: Part 2**	<b>Pages 38-41</b>	Pages 50-55

\* All three reading tests need to be completed to receive a Reading score.

\*\* Mathematics (Parts 1 and 2) need to be completed to receive a **Total** Math score.

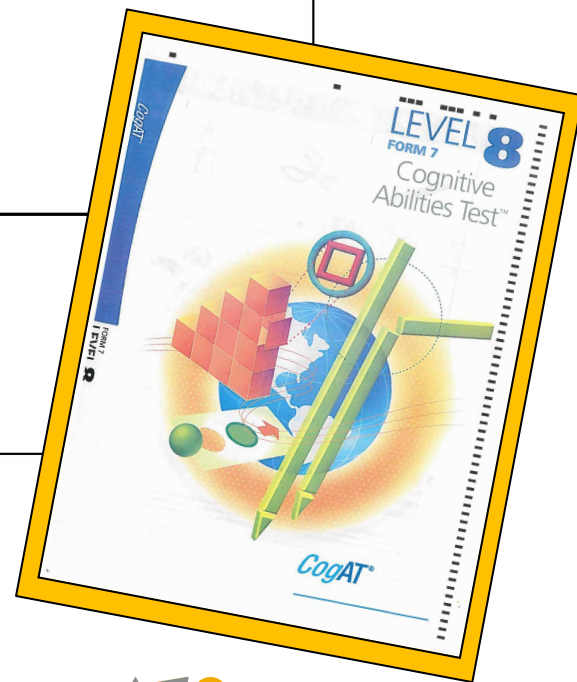


# Cognitive Ability Test (CogAT)

All of the following *CogAT* tests must be administered:

<i>CogAT</i> Form 7, Level 8	Test Booklet Page Numbers	<i>Directions for Administration</i> Page Numbers
Verbal Battery <ul style="list-style-type: none"> <li>• Picture Analogies*</li> <li>• Sentence Completion*</li> <li>• Picture Classification*</li> </ul>	*Inside front cover <b>Pages 1–7</b> <b>Pages 9–14</b> <b>Pages 15-24</b>	Pages 16–18 Pages 19-23 Pages 24–27 Pages 28-32
Quantitative Battery <ul style="list-style-type: none"> <li>• Number Analogies*</li> <li>• Number Puzzles*</li> <li>• Number Series*</li> </ul>	<b>Pages 25–31</b> <b>Pages 33–38</b> <b>Pages 39-45</b>	Pages 33-37 Pages 38-41 Pages 42-46
Nonverbal Battery <ul style="list-style-type: none"> <li>• Figure Matrices*</li> <li>• Paper Folding*</li> <li>• Figure Classification*</li> </ul>	<b>Pages 47-53</b> <b>Pages 55–63</b> <b>Pages 65-70</b>	Pages 47-51 Pages 52–56 Pages 57-60

\* All nine tests are combined to obtain a Composite Aptitude score.



# Suggested Testing Schedule

Day	Test	Test Booklet Page Numbers	Estimated Time (minutes)
Day 1	<b>CogAT</b> Picture Analogies Sentence Completion Picture Classification	Pages 1-7 Pages 9-14 Pages 15-24	13 14 13
Day 2	<b>CogAT</b> Number Analogies Number Puzzles Number Series	Pages 25-31 Pages 33-38 Pages 39-45	15 15 15
Day 3	<b>CogAT</b> Figure Matrices Paper Folding Figure Classification	Pages 47-53 Pages 55-63 Pages 65-70	13 11 13
Day 4	<b>Iowa</b> Reading: Picture Stories Reading: Sentences Reading: Stories	Pages 12-14 Page 15 Pages 16-20	10 10 25
Day 5	<b>Iowa</b> Mathematics: Part 1 Mathematics: Part 2	Pages 33-37 Pages 38-41	25 25



# Legislation

- South Carolina law requires districts to screen all students at the elementary and secondary levels for district Gifted and Talented services.
- Districts are required to provide services for all gifted and talented students.



# Who to Test

- SCDE provides an **aptitude** and an **achievement** assessment for this purpose.
- SCDE provides these assessments for all grade 2 students.
- Students with an IEP or 504 Accommodations Plan must participate in the grade 2 assessment.
- ELL students must be given the opportunity to participate in the *CogAT* and *Iowa Assessments*.



# Criteria for Gifted & Talented Selection

- Students are identified for services by demonstrating high performance in **two** of the following dimensions:
  - Dimension A (Reasoning Abilities)
  - Dimension B (High Achievement in Reading and/or Mathematics)
  - Dimension C (Intellectual/Academics)



# Criteria for Gifted & Talented Selection

- Dimension A - aptitude (93<sup>rd</sup> national age percentile) in one or more of the following areas:
  - verbal/linguistic
  - quantitative/mathematical
  - nonverbal
  - and/or a composite of the three
- Dimension B - achievement (94<sup>th</sup> percentile and above)
- Dimension C
  - score of 16 on either the verbal or nonverbal component of the Performance Task Assessments

# Accommodations for Students with Disabilities (TCM pages 6-12)

- Setting – individual or small group
- Timing – frequent and extended breaks
- Scheduling - multiple sessions or days
- Presentation – highlighting, cueing, read aloud to self, repeating or signing the directions, repeated directions, signed administration
- Response – nonverbal indication of answer choices or dictation of responses

## Customized Materials (TCM page 9)

- A large-print format is available for both the *Iowa Assessments and CogAT*. Student responses must be transcribed into an overage test booklet.
- Please call Joe (630.467.6366) or e-mail him directly at: [joseph.adduci@hnhco.com](mailto:joseph.adduci@hnhco.com) to order the large print versions.
- Please order these materials no later than **Monday, November 6, 2017**.
- Braille test booklets are NOT available for *CogAT* or the *Iowa Assessment* at the second grade level.

# Accommodations for ELL Students and Students with Disabilities (TCM page 12)

- Code G: Bilingual Dictionary – word-to-word dictionary only with no pictures, definitions, etc.
- Code H: Translate Directions – only general test directions may be translated

# Coding of Accommodations

(TCM page 12)

Code	Accommodation
A	Large Print
B	Signed Administration
C	Individual/Small-Group Administration
D	Timing or Scheduling
E	Presentation
F	Response
G	Bilingual Dictionary (word-to-word)
H	Translate Directions



# General Information

- *CogAT* and *Iowa Assessments* are **group-administered** by classroom teachers.
- It is best for tests to be administered by someone who is familiar to the students.
- Teachers must be **trained** before administering the Gifted and Talented assessments.
- Tests are not timed.
- The pace at which test questions are presented should be adjusted to suit the characteristics of the students being tested.

# Training

- DTCs must participate in the pretest workshops.
- It is the responsibility of the DTC to ensure that adequate training is given to all persons who will be administering or monitoring the Gifted and Talented assessments.
- DTCs must conduct training sessions for all STCs.
- DTCs and/or STCs must hold training sessions for all Test Administrators (TAs).

# Training

- The DTCs and STCs must provide the Test Coordinator (TCMs) to teachers as soon as possible after they arrive in the district.
- Directions for Administration (DFAs) may be reviewed by TAs but must be kept in a secure area
- All DTCs, STCs, and TAs must sign a confidentiality agreement form.
- STCs must use the School Security Checklists to sign-in and sign-out test materials.



# School Security Checklist (TCM page 20)

Assembled by \_\_\_\_\_

## Houghton Mifflin Harcourt

Security Checklist

Checked by \_\_\_\_\_

**Run #:** 85982      **System:** BEAUFORT COUNTY      0701  
**Sequence:** 1      **Building:** Beaufort Elem      008  
**Grade:** 2      **Class:** C Holmes      01866  
**Document Count:** 15      **Document:** 1482555 COGAT FORM 7 LEVEL 8 TB

Test Administrator \_\_\_\_\_

Materials Returned Date: \_\_\_\_\_

RPC	Barcode No	Last Name	First Name	Day 1		Day 2		Day 3		Day 4		Day 5	
				Out	In	Out	In	Out	In	Out	In	Out	In
01	- 2549313237	Dunham	Damon										
02	- 2549313245	Eubank	Zachary										
03	- 2549313253	Ferguson	Isreal										
04	- 2549313261	Glover	RaMelle										
05	- 2549313270	Lawton	Freddie										
06	- 2549313288	Legree	Sumyah										
07	- 2549313296	Lin	Kayson										
08	- 2549313300	List	Abigail										
09	- 2549313318	Lofton	Jaela										
10	- 2549313326	Morris	Garrett										
11	- 2549313334	Oliver	Madison										
12	- 2549313342	Patterson	Drevan										
13	- 2549313351	Shell	Ethan										
14	- 2549313369	Sheppard	Antonio										
15	- 2549313377	Singleton	ZyNasia										

List barcode number and reason if not returned:

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***\* It is recommended that you make a copy of the security checklist for your records.***

# Administration of *CogAT* and *IA*

- Tests are read aloud by the teachers.
- Teachers read a prepared script found in the *DFA* manual for each test.
- Teachers should read these directions prior to the actual administration to become familiar with the text.
- Each test begins with a sample item to give students some practice.

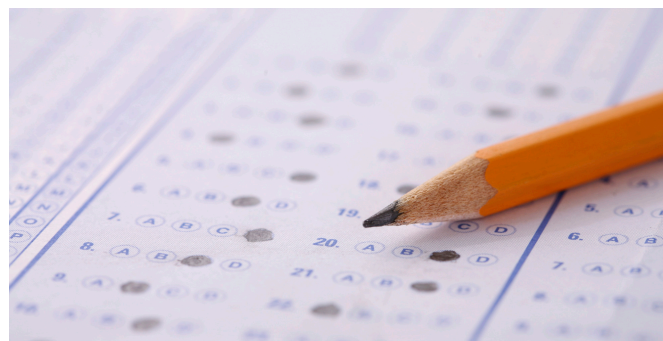
# Before Testing...

- **Teachers should make sure they have a test booklet for each student.**
- **Teachers should have a copy of the *DFA* for the appropriate test.**
- **Teachers should ensure that each student has a pencil with an eraser.**
- **Each student should have something to mark their place in the test booklet.**

# Before Testing...

## Marking Information on Test Booklets

- **Teachers must complete the information blanks and name grids on the back of each student's test booklet if the booklet is not pre-printed with the student's information.**







## New Students (TCM pages 34-35)

- Use a test booklet from overage for new students who did not receive a pre-printed test booklet.
- Bubble in all demographic information on the back page of the test booklet.
- See pages 34-35 in TCM for an explanation of each field on the back page of the test booklet.



# Filling Out Demographic Information

## (TCM pages 38-39)

- Using precode data, most students have a pre-printed test booklet with name, birthdate, school, district and teacher's name and code.
- It is critical that the birthdate is correct because it will be used to calculate and report student results.
- If the birthdate is not correct, have the student use an overage booklet to bubble in their demographic information.
- Follow the instructions on pages 38-39 of the TCM for coding of an unused test booklet.

# SUNS and PowerSchool Student ID's

## Student Identification Number (State ID)

Enter the 10-digit State ID number assigned to each student in the 10-digit ID NUMBER field on the back of the student test booklet.

## Student Power School Number

Enter the 5-12 digit Power School Number in the 10-digit ADDITIONAL ID NUMBER field.

- Left-justify the 5-9 digit PS student ID numbers
- For 12-digit numbers, use only the first 10 digits

# Back Page (Demographics Page) for CogAT (TCM page 72 – Appendix G)

Cognitive Abilities Test™ Form 7 Level 8

LAST NAME FIRST NAME M.I.

NO Barcode Label Sample

Place barcode label in the space above.

Grade School System/District City/State

ID NUMBER DATE OF BIRTH ETHNICITY/RACE

PS Student Number ADDITIONAL ID NUMBER HOME REPORTING PROGRAMS

Z-Code (Z) OFFICE USE ONLY

TEST ADMINISTRATOR USE ONLY

148-2555

- Accommodations Codes**  
Far left column of Test Administrator Use Only section  
Use Only section called CODE
- Student Power School Number**  
ADDITIONAL ID NUMBER section  
in bottom left corner of page
- Student Status Codes**  
Step #1 – Fill in Z-code (Z) bubble  
in Office Use Only section  
Step #2 – Use Column A in Test Administrator Use Only section to bubble codes Z1 – Z7 (1 - 7)

# Receipt of Test Materials (TCM page 24)


- Inventory test materials upon arrival.
- Use District Summary Packing List (in box 1) to verify number of boxes.



# Receipt of Test Materials

## District and Building Box Labels

**District Box Labels** - All boxes (school & district) *shipping to the district* will have a district box label; whereas boxes *shipping to the schools (buildings)* **will not** have a district box label.



Houghton Mifflin Harcourt.


**IOWA Test Materials**

**District:** Abbeville 060

**District Code:** 0610

District Box Count \_\_\_\_ of \_\_\_\_

Packing List in Box #1 of IOWA Materials



Houghton Mifflin Harcourt.

**CogAT Test Materials**

**District:** Abbeville 060

**District Code:** 0610

District Box Count \_\_\_\_ of \_\_\_\_

Packing List in Box #1 of IOWA Materials

**Building Box Labels** - All school (building) boxes will be labeled with a yellow (IOWA Test Materials) or red (CogAT Test Materials) label

IOWA Test Materials

**Abbeville 60 0160**

**Building: Cherokee Trail Elem**

**Building Code: 018**

Box \_\_\_\_ of \_\_\_\_

**Packing List in Box #1 of IOWA Test Materials**

CogAT Test Materials

**Abbeville 60 0160**

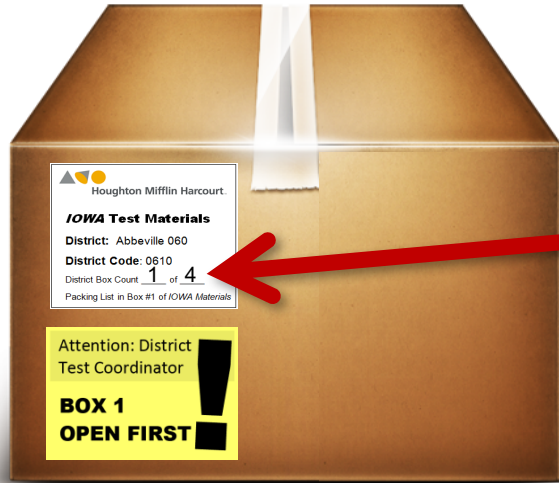
**Building: Cherokee Trail Elem**

**Building Code: 018**

**BOX \_\_\_\_ of \_\_\_\_**

**Packing List is Box #1 of Iowa Test Materials**

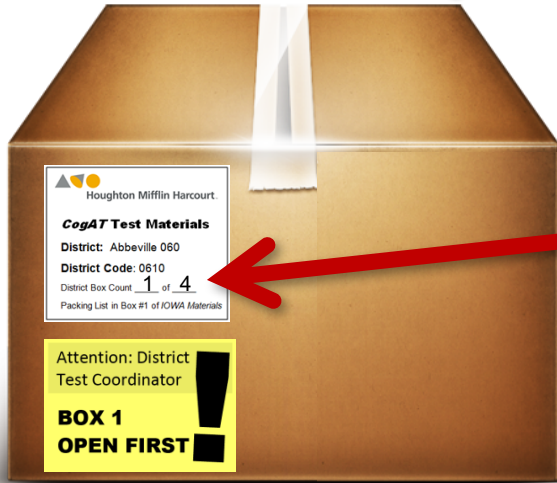
# Receipt of IOWA Test Materials



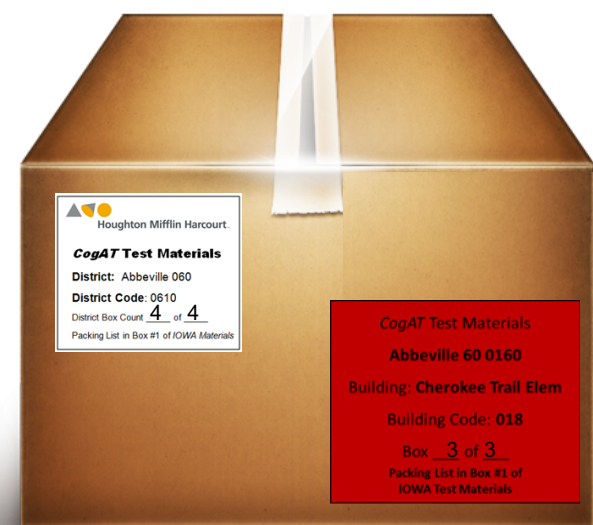
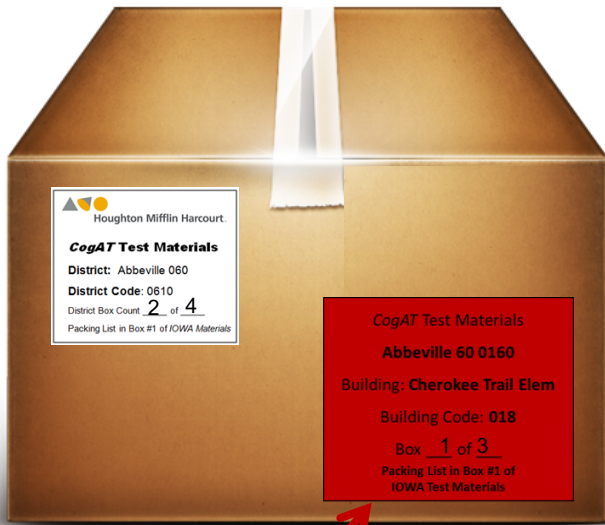
Your ***District Box Count*** begins with the district box (box 1 of \_\_\_ ) that includes the ancillary materials, district IOWA test booklets & IOWA DFA Overages.



# Receipt of CogAT Test Materials



Your ***District Box Count*** begins with the district box (box 1 of \_\_\_ ) that includes the ancillary materials, district CogAT test booklets & CogAT DFA Overages.



Note: Packing Lists will be in BOX 1 of Iowa test materials if districts are testing both IA & CogAT.



# Receipt of Test Materials

- Fill out Acknowledgment of Receipt of Test Materials form to indicate receipt of all materials.
- E-mail a PDF copy or fax the completed form to Joe at HMH to fax number (630) 467-7150.



# Acknowledgment of Receipt of Test Materials Form (TCM page 76 – Appendix K)

**Appendix K**

**Acknowledgment of Receipt of Test Materials Form**

South Carolina Grade 2 Gifted and Talented Testing Program

**Acknowledgment of Receipt of Test Materials Fall 2016**

The School Test Coordinators in our district have reviewed the test materials received and we can report (check which applies):

A.  All materials have been received as indicated on the packing slips.

B.  All materials have been received as indicated on the packing slips except the following:

\_\_\_\_\_  
District

\_\_\_\_\_  
District Test Coordinator

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please fax to HMH Project Manager: Joseph Adduci  
630.467.7150

Return the Acknowledgment of Receipt of Test Materials form to Joe no later than **Friday, October 20, 2017.**

# Request for Additional Test Materials Request Form (TCM page 75 – Appendix J)

**Appendix J**

**Request for Additional Test Materials Form**

**South Carolina Grade 2 Gifted and Talented Testing Program**

Write in the number of test materials requested below and fax this form to Joe Adduci.

<b>IA Level 7</b>	<b>CogAT Level 8</b>
_____ Test Booklets	_____ Test Booklets
_____ Directions for Administration	_____ Directions for Administration
_____ Large Print Test Books	_____ Large Print Test Books

**Send the test materials to the following: (please print)**

District: \_\_\_\_\_

District Test Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please fax to Riverside Project Manager: Joe Adduci**  
**630-467-7150**

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**For HMM/Riverside Use Only**

Materials Shipped Date: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

**REMEMBER!**

The last day to request additional test materials is **Monday, November 6, 2017.**

# Return of Test Materials



# Order for Scoring Services Form (OSS)

- The Order for Scoring Services (OSS) form is preprinted with the district name, DTC name, address, and the applicable school names.
- The OSS must be returned in Box #1 of the scorable box of test materials.



# Building Identification Sheets

- Building Identification Sheets are **Purple** in color.
- One Building (School) Identification Sheet must be filled in for each school.
- This sheet must accompany the test booklets being returned in the scorable box of materials.
- Sheet is placed in the box on the top of the test materials for the school.





# Grade/Class Identification Sheets (GIS) (TCM page 70 – Appendix E)

**Houghton Mifflin Harcourt** 9-88191

## 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. If class reports ARE to be identified, 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**  
Print all of the information requested.

**2. CLASS NAME**  
If a class is to be identified, print the class name in the row of boxes below as it must appear on all reports. Abbreviate if necessary.  
Next, blacken the corresponding letter or number circle above each box. Blacken the blank circle at the top of the column for any boxes that are blank.

**3. CLASS CODE**  
This optional grid is for customer use.

**4. GRADE**  
At the bottom of this grid, enter the grade and then blacken the corresponding circle above it.

**5. FORM**  
At the bottom of this grid, enter the test form and then blacken the corresponding circle above it.

**6. ANSWER DOCUMENT COUNT**  
At the bottom of this grid, enter the count of answer documents in this grade/class, using all four boxes. For example, if there are 29 answer documents, enter "0029". Then blacken the corresponding number circle in the column above each of the four boxes.

**7. SCORING SERVICE ONLY**  
This is for Scoring Service use only. Do not mark in this screened section.

**1. INFORMATION BOX**  
Testing Date: 11/03/2017  
Building Name: Westwood Elem  
System Name: Abbeville Cnty  
City: Abbeville State: SC

**2. CLASS NAME**  
Grid with 20 columns and 20 rows of circles for marking class names.

**3. CLASS CODE**  
Grid with 20 columns and 20 rows of circles for marking class codes.

**4. GRADE**  
Enter one grade: PRE K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15.

**5. FORM**  
OR  
Grid with 15 rows and 2 columns of circles for marking form numbers.

**6. ANSWER DOCUMENT COUNT**  
Grid with 4 columns and 10 rows of circles for marking the number of answer documents.

**7. SCORING SERVICE ONLY**  
Grid with 6 columns and 10 rows of circles for marking scoring service information.

SMITH  
46 47 48 49 50 51-DRO-19 18 17 16 15 14

- Included in each Building Package are two (2) blank Grade/Class Identification Sheets (GIS) for every twenty-two (22) students to be tested.
- Please do **NOT PHOTOCOPY** the GIS document. School Test Coordinators will have to contact the District Test Coordinators if more GIS documents are needed.
- Do **NOT** complete Box #3 CLASS CODE section of the GIS document.
- Do **NOT** complete Box #4 SCORING SERVICE ONLY section as that is done by Riverside Scoring Center.

# School Packing Lists (TCM pages 46)



## School Packing List

Cherokee Trail Elem 018

Abbeville 60 0160

Enrollment: 42

RPC Initials	Item	Quantity Received Total	Returned Materials Total
	1. School Packing List	1	
	2. Summary of Test Materials Returned	1	
	3. Security Checklist Return Envelope	1	
	4. Grade / Class Headers	5	
	5. Building Headers (1 pre slugged and 1 blank)	2	
	6. <i>Directions for Administration – Iowa Assessments</i>	3	
	7. <i>Directions for Administration – CogAT</i>	3	
	8. <i>Iowa Assessments (IA) Total Test Booklets</i>	52	
	8a. IA Assigned Student Test Booklets	49	
	8b. IA Unassigned Overage Test Booklets	3	
	9. <i>CogAT Total Test Booklets</i>	52	
	9a. <i>CogAT Assigned Student Test Booklets</i>	49	
	9b. <i>CogAT Unassigned Overage Test Booklets</i>	3	
	10. Teacher Reference Guide	3	

You should use the School Packing Lists (on page 46 in the TCM) as a reference when completing the actual Summary of Test Materials form. This form is located on page 77 of the TCM.

All materials on this list should be returned unless damaged. Damaged materials should be noted on the security checklist.

# Filling in the School Packing Lists



## School Packing List

Cherokee Trail Elem 018

Abbeville 60 0160

Enrollment: 49

RPC Initials	Item	Quantity Received Total	Returned Materials Total
	1. School Packing List	1	
	2. Summary of Test Materials Returned	1	
	3. Security Checklist Return Envelope	1	
	4. Grade / Class Headers	5	
	5. Building Headers (1 pre slugged and 1 blank)	2	
	6. <i>Directions for Administration – Iowa Assessments</i>	3	
	7. <i>Directions for Administration – CogAT</i>	3	
	8. <i>Iowa Assessments (IA) Total Test Booklets</i>	52	
	8a. IA Assigned Student Test Booklets	49	
	8b. IA Unassigned Overage Test Booklets	3	
	9. <i>CogAT Total Test Booklets</i>	52	
	9a. <i>CogAT Assigned Student Test Booklets</i>	49	
	9b. <i>CogAT Unassigned Overage Test Booklets</i>	3	
	10. Teacher Reference Guide	3	

These booklets belong in the **Scorable** materials boxes

If unused, these booklets belong in the **Non-Scorable** materials boxes

# Summary of Test Materials Returned Form (TCM page 77 – Appendix L)

## Appendix L

### Summary of Test Materials Returned Form

South Carolina Grade 2 Gifted and Talented Testing Program

Summary of Test Materials Returned Fall 2015

School \_\_\_\_\_

School Test Coordinator \_\_\_\_\_

Date \_\_\_\_\_

	IA Form F	CogAT	Total
<b>SCORABLE MATERIALS:</b> Total number of test booklets being returned (including: completed, absent, excused, damaged, moved, or refused)	60	60	120

	IA Form F	CogAT	Total
<b>NONSCORABLE MATERIALS:</b> Total number of Directions for Administration, unused overage test booklets, and large-print test booklets	14	14	28



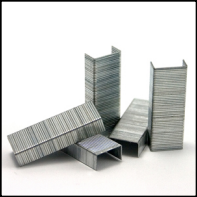
Please use your School Packing List and the Security Checklist to verify that the total number of test materials you are returning to the District Test Coordinator (DTC) matches the total number of test materials you received.

If you are not returning any of a particular test material, this should be documented on the Security Checklist. All discrepancies should be resolved before returning test materials to the DTC. Please make a copy for your records and fax this form to the DTC when completed.

77

- Indicate the number of scorable materials (test booklets) returned.
- Indicate the number of nonscorable test materials returned.
- Fill in all 6 boxes shown in the diagram.

# Things to look for when packing your test materials

Please Remove:	Please Remember:
<ul style="list-style-type: none"><li>• scratch paper</li><li>• tape of any kind</li><li>• Post-it™ Sticky Notes</li><li>• staples</li><li>• pins</li><li>• paper clips</li></ul>	<ul style="list-style-type: none"><li>• Remove them</li></ul> <div data-bbox="1020 505 1203 684"></div> <div data-bbox="1228 474 1450 638"></div> <div data-bbox="1470 444 1667 638"></div>
<ul style="list-style-type: none"><li>• stray marks</li><li>• light marks for answers</li></ul>	<ul style="list-style-type: none"><li>• Erase any stray marks</li><li>• Darken response marks so that they fill the circles. Complete erasures where the student changed answers.</li></ul>

Failure to do any of the above may result in a delay in getting your test scores back from HMH.


# Scorable Materials Include:

- Building (School) Identification Sheets
- Grade/Class Identification Sheets
- All Pre-ID barcoded Student Test Booklets, including unused test booklets
- All Pre-ID barcoded overage *CogAT* and *Iowa* test booklets

# Scorable Materials Include:

## Order For HMH Scoring Service (OSS) Return

- The OSS should be returned in BOX #1 of the SCORABLE materials.
- Failure to put the OSS sheet in Box #1 will cause a delay in your materials being processed.

		<b>SOUTH CAROLINA GRADE 2 GIFTED AND TALENTED TESTING PROGRAM</b> FALL 2017 ORDER FORM FOR HMH SCORING SERVICE Grade 2			<b>HMH Use Only</b> Program No. _____ Data Set ID 118866462 Est. N-Count _____ Attachments - Yes <input type="checkbox"/> Complete - No <input type="checkbox"/> # of Packages Received _____	
					System Name for Reports _____	
<b>Ship to</b> <small>Please verify or correct the shipping address for your score reports</small> JEAN SMITH ABBEVILLE 60 400 Greenville Street Abbeville SC 29620		<b>Bill To</b> Same as ship to <input type="checkbox"/> <small>(For additional orders only)</small> Name _____ Title _____ System _____ Address _____ City _____ State SC Zip _____		<b>Other Information</b> # of Shipped Packages _____ Phone # (864) 366 - 5427 Fax # _____ E-mail jsmith@acsd.k12.sc.us Purchase Order # _____ Signature _____ Date ____/____/____		
Check the Test(s) Administered for grade 2. _____ ITBS _____ CogAT _____						
Enter the names of buildings and the number of test documents.			Enter Answer Document Count by Grade			
			<b>GRADE 2</b>		<b>Total</b>	
			<b>Test</b>	<b>ITBS</b>		
<b>Building Name</b>						
Cherokee Trail Elem						
<b>HMH Use Only</b>						
Diamond Hill Elem						
<b>HMH Use Only</b>						
John C Calhoun Elem						
<b>HMH Use Only</b>						
Long Cane Primary						
<b>HMH Use Only</b>						
<b>Total Number of Documents</b>						
Ship answer documents to the HOUGHTON MIFFLIN HARCOURT SCORING SERVICE, 761 District Drive, Itasca, IL 60143-1319 Test materials should be picked up by UPS no later than Friday, November 17, 2017.						

# Scorable Materials

## **District Test Coordinators:**

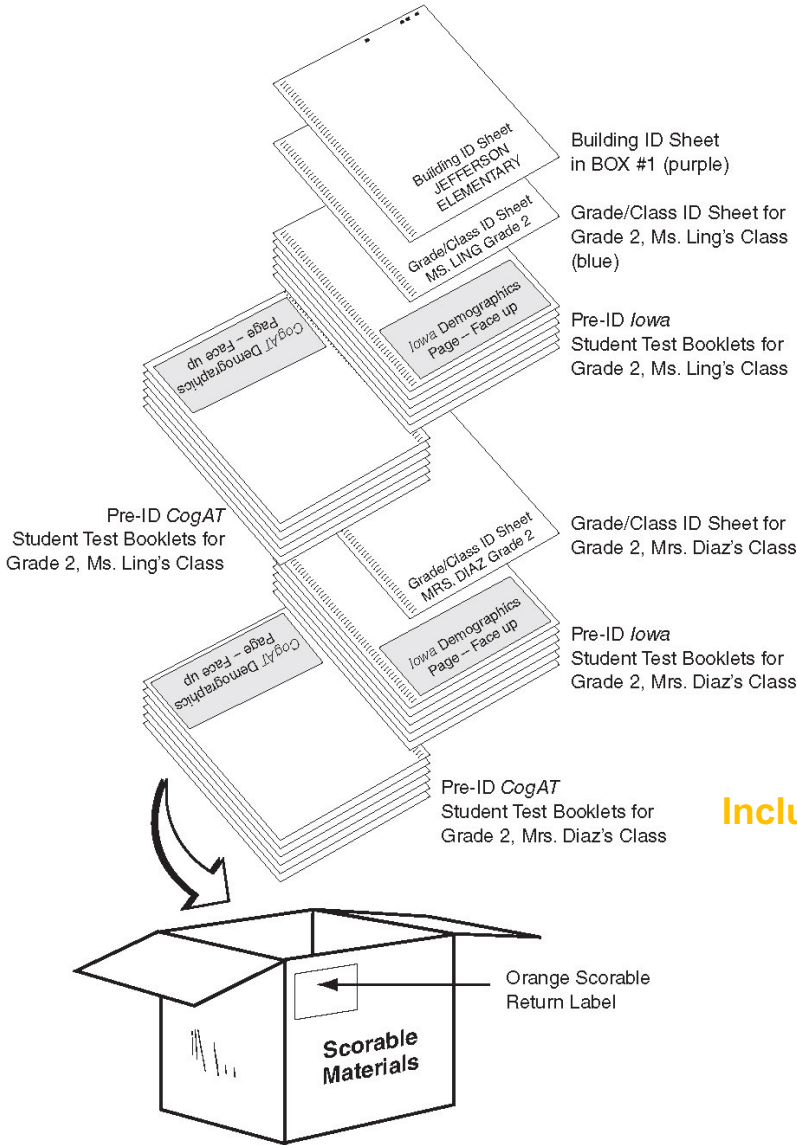
- Boxes should be packed by building.
- Boxes should be numbered consecutively by district.

## **School Test Coordinators:**

- Follow diagram for packing test materials (TCM page 44).
- Pack *CogAT* and *IA* test booklets in bottom of scorable box.
- Place Grade/Class Sheets on top of each class.
- Place purple Building (Schools) Identification Sheet on top.



# Packing Scorable Materials at the Schools should follow this diagram (TCM page 44)



Includes overage booklets used with students

# Scorable Return Label

- Please do not forget to check the orange scorable return label on Box #1 to alert HMH Scoring Center that this box contains the pink OSS sheets.

**SOUTH CAROLINA GRADE 2  
GIFTED AND TALENTED TESTING  
PROGRAM  
SCORABLE MATERIALS  
FALL 2017**

District Name \_\_\_\_\_

To:  
HMH Scoring Service  
761 District Drive  
Itasca, IL 60143-1319

**BOX \_\_\_\_\_ of \_\_\_\_\_**

Check if this box contains the Order Form for HMH Scoring Service.

# Nonscorable Materials

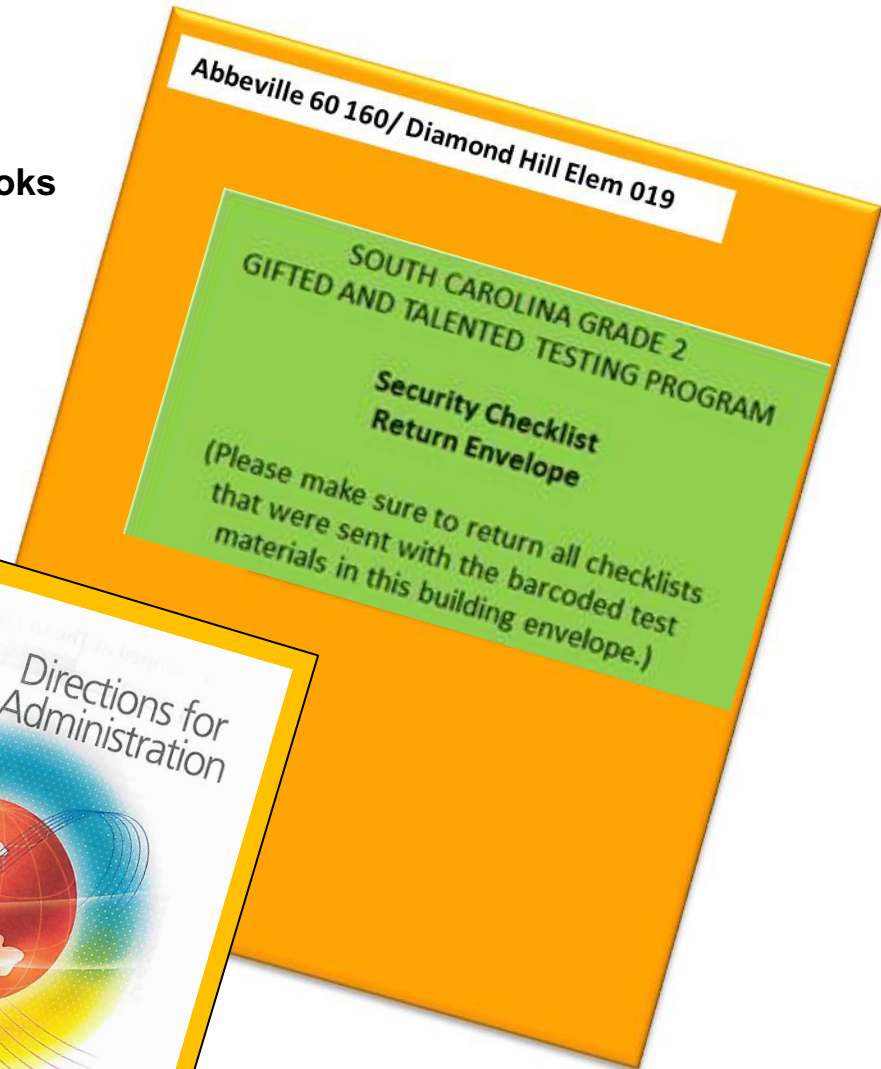
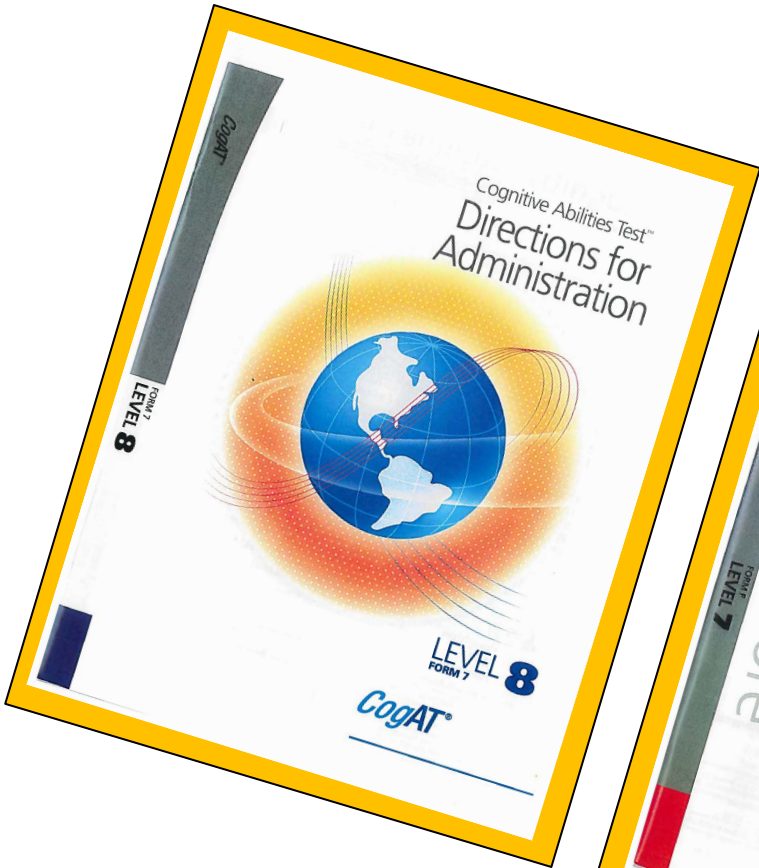
## What are Nonscorable Materials?

- *Directions for Administration (CogAT and Iowa)*
- Unused Overage Test Booklets
- Large-Print Test Booklets
- School Security Checklists/Return Envelope

Please note – this list does **not** include students Pre-ID barcoded test booklets that were unused!

# Nonscorable Materials

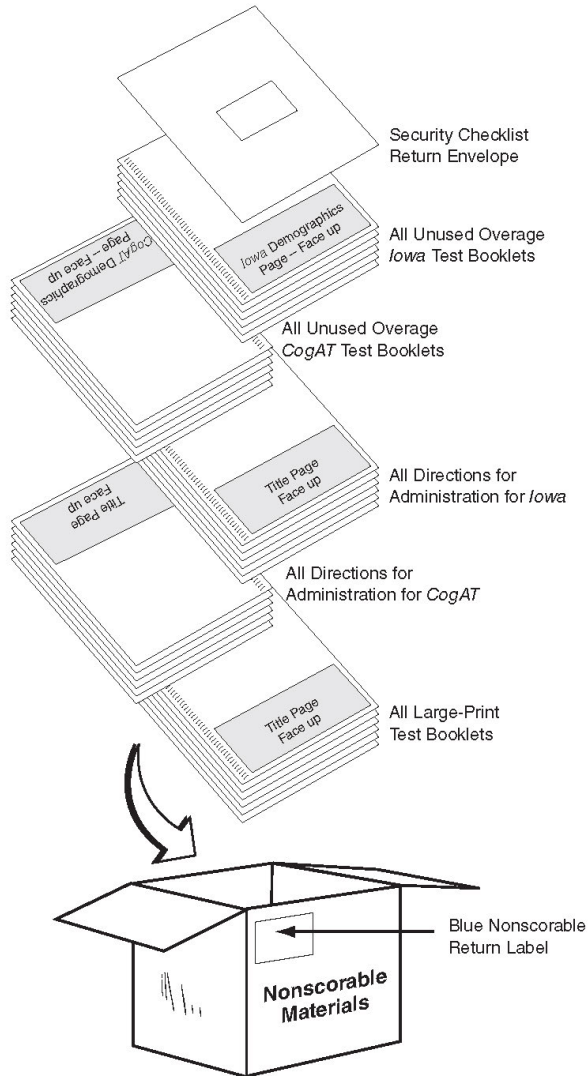
- Iowa and CogAT Directions for Administration books
- Unused Overage Test booklets
- Security Checklist Envelope



# Nonscorable Materials

- Boxes should be numbered consecutively for the district.
- Boxes should be packed by school, however, materials from different schools can be combined into a box.

# Packing Nonscorable Materials at the Schools should follow this diagram (TCM page 46)



**SOUTH CAROLINA GRADE 2  
GIFTED AND TALENTED  
TESTING PROGRAM  
NON-SCORABLE MATERIALS  
FALL 2017**

District Name \_\_\_\_\_

To:  
HMH Scoring Service  
761 District Drive  
Itasca, IL 60143-1319

**BOX \_\_\_\_\_ of \_\_\_\_\_**

- It is important that schools and districts follow the packaging instructions for the return of test materials.
- Scorable and nonscorable test materials are packaged in separate boxes.
- If test materials are packaged incorrectly, this may cause a delay in receiving your reports.



# Don't forget – First in! First Out!

- A “first in/first out” reporting approach will be used for scoring services.
- If materials are shipped to Houghton Mifflin Harcourt by November 17 with no issues, reports will arrive in the district no later than **December 14**.
- Districts returning test materials after November 16 or returning test materials with issues to be resolved will receive reports 15 business days after the test materials are ready to be processed.



# Grade 2 Reports

The following is a list of reports each **district** will receive:

1. Each district will receive two copies of the student data file on CD-ROMs. One copy is for the DTC, and the other copy should be given to the Gifted & Talented Coordinator to be imported into the GIFT program.

PDF files include on the CD-ROMs:

- List Report of Student Scores
- Classroom Summaries
- School Summaries
- District Summary

2. 1 paper copy of the Student Profile Narrative

The following is a list of reports each **school** will receive:

1. PDF files include:

- » Profile Narrative
- » List Report of Student Scores
- » Classroom Summaries
- » School Summaries

2. Student Data File on CD-ROM


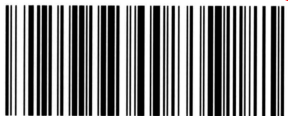
3. Student Score Labels (1 for *Iowa*, 1 for *CogAT*)

# UPS RS 2-Day Shipping Labels



# Quick tip about new UPS RS labels

When shipping the test materials back to Riverside, be certain to cover the original shipping labels with black marker or paper.

JEAN SMITH (854) 386-5427 ABBEVILLE COUNTY SCH 400 GREENVILLE STREET ABBEVILLE SC 29620	25 LBS	2 OF 10
<b>SHIP TO:</b> SHIPPING DEPARTMENT (800) 323-9540 RIVERSIDE PUBLISHING 761 DISTRICT DRIVE ITASCA IL 60143-1319	<b>RS</b>	
	<b>IL 603 9-06</b>	
<b>UPS 2ND DAY AIR</b>	<b>2</b>	
TRACKING #: 1Z RV7 896 87 6178 6002		
		
BILLING: P/P DESC: PAPER TEST DOCUMENTS RETURN SERVICE		
Order Number: 233744 REF 2:ABBEVILLE COUNTY SCH		
RV7896 AUG 20, 2014 ALL CURR USD 2 OF 10 SVC 2DA ACT WT 25.0 LBS TRACKING# 1ZRV78968761786002 ORDER NUMBER: 233744 REF 2:ABBEVILLE COUNTY SCH		
HANDLING CHARGE 0.00 SINGLE-PIECE NR RATE CHRGS: SVC 15.95 USD DV 0.00 COD 0.00 RS 0.50 DC 0.00 DGD 0.00 SD 0.00 AH 0.00 PR 0.00 SP 0.00 TOT NR CHG 16.45 NR+HANDLING 16.45		

2 OF 10	<b>RETURN SERVICE CUSTOMER RECEIPT</b>
SHIP TO: SHIPPING DEPARTMENT (800) 323-9540 RIVERSIDE PUBLISHING 761 DISTRICT DRIVE ITASCA IL 60143-1319	<input type="text"/> CUSTOMER SERVICE ☎ 800-742-5877
PACKAGE CONTENTS: PAPER TEST DOCUMENTS	
Order Number: 233744 REF 2:ABBEVILLE COUNTY SCH	
<b>IMPORTANT NOTICE TO ANYONE HANDING OVER GOODS TO UPS</b> <small>This document is a receipt only and you are named on the attached label/shipment exclusively for identification purposes. The contract of carriage is between UPS and its customer. There is no contract between you and UPS. By handing over the goods to UPS, you agree that UPS collects the goods on behalf of its customer and accepts no liability whatsoever to you or anyone other than its customer for any loss, delay, or damage to goods resulting from negligence or any other cause.</small>	
<b>THIS RECEIPT IS TO BE RETAINED BY THE CUSTOMER RETURNING THE MERCHANDISE</b>	
UPS 2ND DAY AIR	TR#: 1Z RV7 896 87 6178 6002

DTCs should make a copy of the UPS tracking numbers before shipping. Keep copies for your records.

# Additional information about UPS RS shipping labels

- **Districts are responsible for scheduling a UPS pick-up for test materials and then providing HMH's UPS Account Number 1Z-RV7-896.**
- If your district has regular UPS service, UPS can collect the boxes during your regular pick-up time.
- If your district does not, call UPS at 800.742.5877 on or before **Friday, November 17, 2017** to arrange a pickup at your district. When calling UPS, make sure to indicate that you are calling for a "Return Service" pickup, using a UPS RS labels.
- For your convenience, arrangements have been made to "Bill 3<sup>rd</sup> party" for this shipment. Therefore, you do not pay UPS.

# If you need more UPS RS shipping labels...

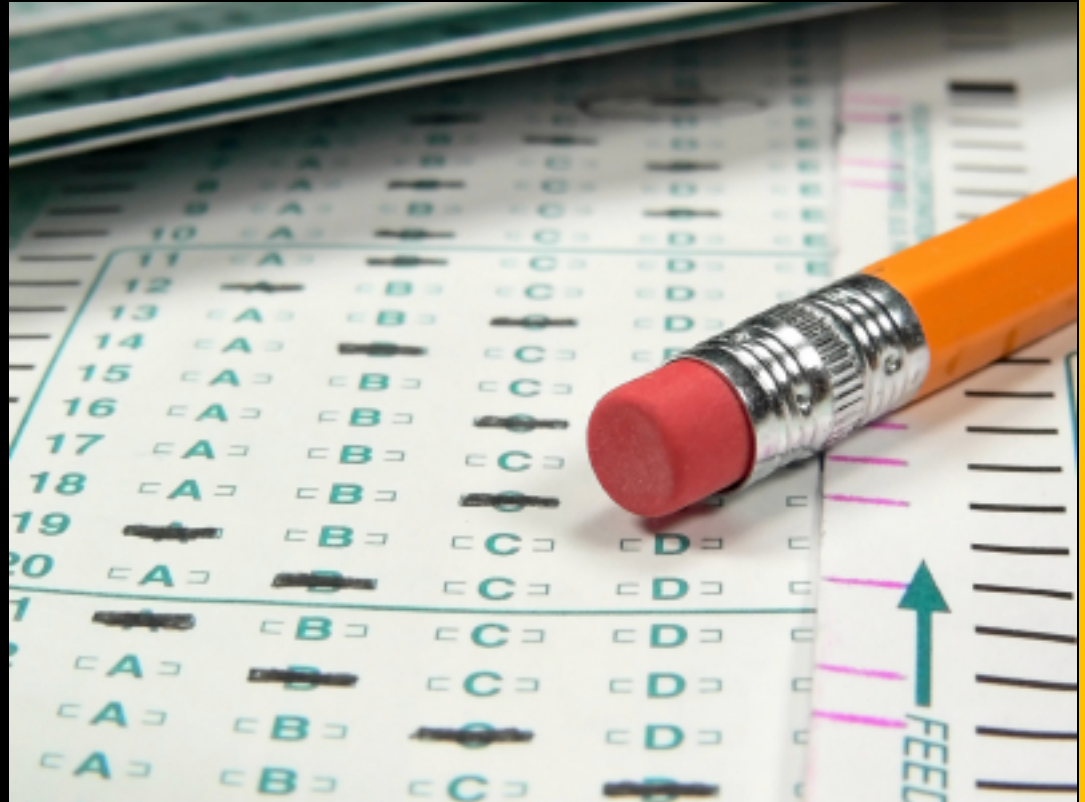


**Call or e-mail Joe for more labels**

Joe's office: 630.467.6366

Joe's e-mail: [joseph.adduci@hmhco.com](mailto:joseph.adduci@hmhco.com)

# Make-Up Testing



# Make-up Tests

If any students are absent at the time of testing, **every effort should be made to give them the opportunity to take the tests.**

On the bottom of the demographic page, bubble in the Z code for any students who are absent but received preprinted test booklets.

If a student took some of the tests, **do not** count the student as absent.



# Districts that need to do Make-Ups for students

Instances for make-ups include:

- Materials never arrived at Houghton Mifflin Harcourt for scoring
- Teacher did not administer all parts of the test they were required to do

The main goal is for districts to have their information back in time for the SC Performance Tasks Assessment testing window in late February.



# Make-Up Testing Schedule

Districts need to match their scores and reconcile any discrepancies with HMH	<b>No later than December 15, 2017</b>
If your district needs to do make-ups, all orders need to be placed with HMH	<b>No later than January 8, 2018</b>
Make-Up Administration Window	<b>January 16 – 23, 2018</b>
Return test materials to HMH	<b>No later than January 26, 2018</b>
Score reports delivered if there are no alerts	<b>February 16, 2018</b>

**Districts will not be allowed to administer make-ups to students outside of this schedule, so please make sure to look at your results immediately upon receipt.**

Presenter: Sue Rawls

# ***CogAT* Ability Profile System**



# Cognitive Abilities Test<sup>®</sup>

## CogAT Form 7, Level 8

Three batteries focused on reasoning abilities most related to academic success:

- Verbal
- Quantitative
- Nonverbal



# Ability Profile System

## 1 Locate Individual Ability Profile Score

**CogAT®**

**PROFILE NARRATIVE FOR AIDEN BAGSBY**  
Cognitive Abilities Test™ (CogAT®)

Class: Class 1 Student: Bagnby, Aiden  
Building: Building 1 Student ID: 0000147543  
District: District 1 Form/Level: 7-9  
System: System 1 Test Date: 10/2012  
Region: Region 1 Norms: Fall 2011  
State: State 1 Grade: 3

Abilities	Age Scores			APR Graph				
	Standard Age Score	Stanine	Percentile Rank	1	25	50	75	99
Verbal	108	6	66					
Quantitative	96	4	35					
Nonverbal	94	4	31					
Composite (VQN)	99	5	44					

Abilities	Raw Scores			Grade Scores		Local Scores	
	Number of Items	Number Att.	Number Correct	National Stanine	National Percentile Rank	Local Stanine	Local Percentile Rank
Verbal	62	62	52	6	69	6	75
Quantitative	52	52	32	4	38	5	44
Nonverbal	56	56	36	4	34	4	40
Composite (VQN)				5	47	5	53

Notes:

### Aiden's Profile of Test Scores

Aiden recently took the *Cognitive Abilities Test (CogAT)*. CogAT measures the development of verbal, mathematical, and spatial reasoning abilities that are essential for success in school. Students with different patterns of scores on CogAT have different learning styles. By knowing Aiden's learning preferences, teachers can help him achieve greater success in school.

Aiden's scores on the three batteries do not differ significantly. All three of his scores are in the range typically observed in students of this age. For students who have reasoning scores in the average range, the following steps may be helpful:

- Build on Aiden's strengths by encouraging academic accomplishments in areas that interest him.
- Point out how new skills and information build on knowledge and skills Aiden already has.
- Show Aiden how to break complex tasks into simpler steps. Model the steps as you explain them. Write the steps on a sheet of paper and let Aiden work with a partner to follow them. Teach Aiden study skills such as planning use of time, formulating questions to guide study, and taking notes.

### More Information on Aiden's Scores

The sections to the left explain Aiden's performance using different types of comparisons and score scales.

- The Age Scores section compares his performance to students across the nation who are also 8.6 years old.
- The Grade Scores section compares his performance to students across the nation who are also in grade 3.
- The Local Scores section compares his age score performance to students in your local area who are also in grade 3.

Each of these sections includes one or more scores. The Stanine reports Aiden's performance on a scale from 1 (lowest) to 9 (highest). The Percentile Rank indicates the percentage of students in each comparison group whose scores fell below the score obtained by Aiden.

Aiden's ability profile is 5A. Visit [www.cogat.com](http://www.cogat.com) for more detailed information on profile 5A. Click on the "Interactive Profile Interpretation System" button. Enter 5A in the "Input Your Score Profile" section. Click "Search."

Order#: 000000000

RIVERSIDE

100% HIGHLIGHTER, MARKER, HIGHLIGHT

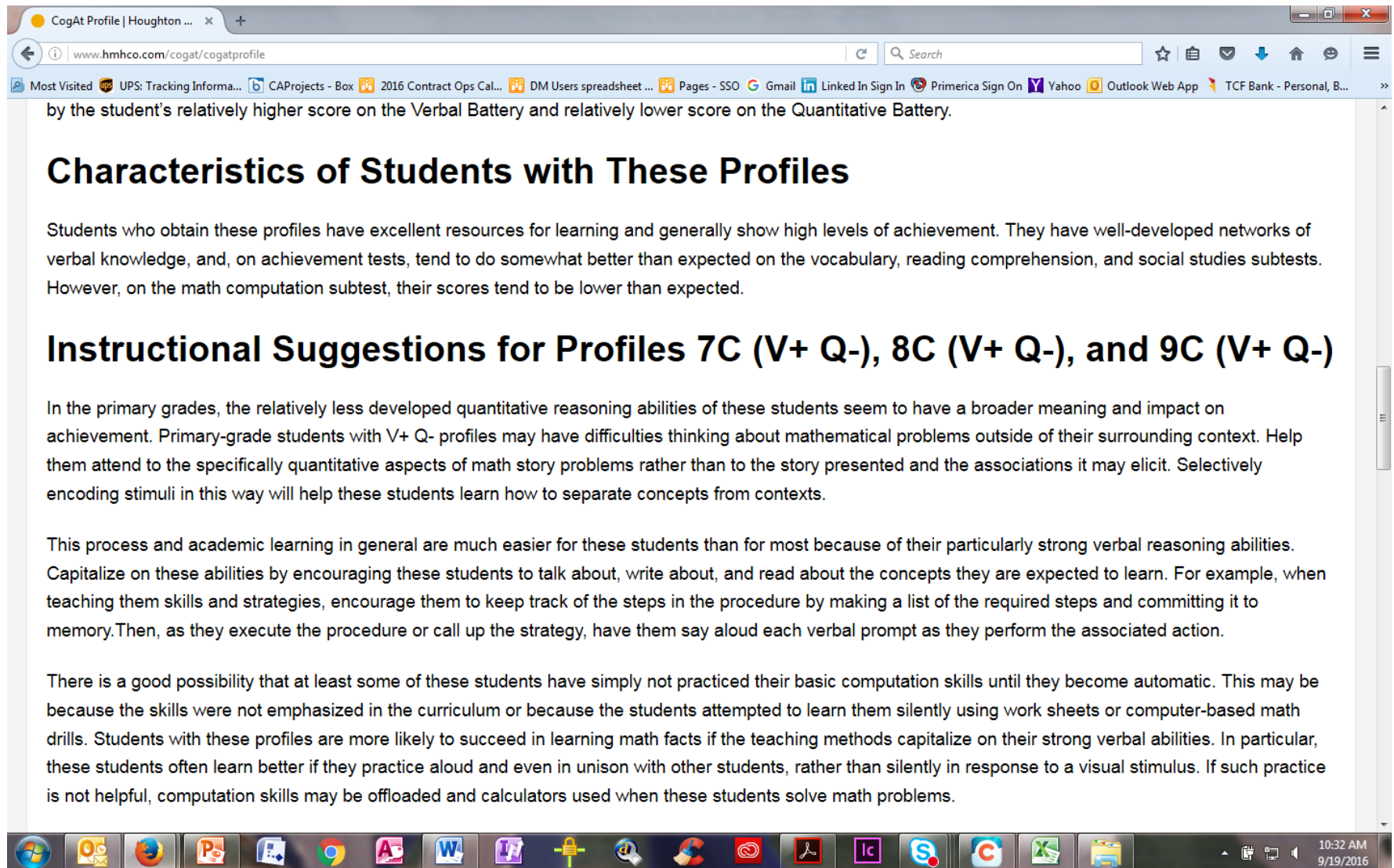
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# 2 Enter the Student CogAT Ability Profile System: <http://www.hmhco.com/cogat/cogatprofile>

The screenshot shows a web browser window with the URL [www.hmhco.com/cogat/cogatprofile](http://www.hmhco.com/cogat/cogatprofile). The page header includes the Houghton Mifflin Harcourt logo and navigation buttons for "AT HOME" and "CLASSROOM". A search bar is present with the text "Search by Keyword or ISBN" and a "SEARCH" button. Below the search bar, the text "CogAT" is entered. The main heading is "Cognitive Abilities Test™ (CogAT®) Form 6 and Form 7" with the subtitle "Interactive Ability Profile Interpretation System". A note states: "This site was built to enable teachers, counselors, and parents to interpret the Cognitive Abilities Test™ (CogAT) Ability Score Profiles for their students." A "GO TO COGAT 7" button is visible. A section titled "A Note to Parents" is partially visible. The "Direction" section contains the instruction: "Enter a student's ability profile in the appropriate drop down boxes (see sample for clarification). Once complete, click search, and an interpretation of the score will be provided." Below this is a diagram showing the relationship between Profile, Stanine, Relative Strength, and Relative Weakness. The diagram shows "Profile" at the top, with a downward arrow to "7C (V+ Q-)", which is flanked by "Stanine" on the left and "Relative Weakness" on the right. A downward arrow from "7C (V+ Q-)" points to "Relative Strength". Below the diagram are four dropdown menus: "Stanine: Select", "Profile: Select", "Relative Strength: Select", and "Relative Weakness: Select". At the bottom of the form are "VIEW PROFILE" and "RESET" buttons. The Windows taskbar at the bottom shows various application icons and the system clock displaying 10:29 AM on 9/19/2016.

# 3 View the Student's Ability Profile System



by the student's relatively higher score on the Verbal Battery and relatively lower score on the Quantitative Battery.

## Characteristics of Students with These Profiles

Students who obtain these profiles have excellent resources for learning and generally show high levels of achievement. They have well-developed networks of verbal knowledge, and, on achievement tests, tend to do somewhat better than expected on the vocabulary, reading comprehension, and social studies subtests. However, on the math computation subtest, their scores tend to be lower than expected.

## Instructional Suggestions for Profiles 7C (V+ Q-), 8C (V+ Q-), and 9C (V+ Q-)

In the primary grades, the relatively less developed quantitative reasoning abilities of these students seem to have a broader meaning and impact on achievement. Primary-grade students with V+ Q- profiles may have difficulties thinking about mathematical problems outside of their surrounding context. Help them attend to the specifically quantitative aspects of math story problems rather than to the story presented and the associations it may elicit. Selectively encoding stimuli in this way will help these students learn how to separate concepts from contexts.

This process and academic learning in general are much easier for these students than for most because of their particularly strong verbal reasoning abilities. Capitalize on these abilities by encouraging these students to talk about, write about, and read about the concepts they are expected to learn. For example, when teaching them skills and strategies, encourage them to keep track of the steps in the procedure by making a list of the required steps and committing it to memory. Then, as they execute the procedure or call up the strategy, have them say aloud each verbal prompt as they perform the associated action.

There is a good possibility that at least some of these students have simply not practiced their basic computation skills until they become automatic. This may be because the skills were not emphasized in the curriculum or because the students attempted to learn them silently using work sheets or computer-based math drills. Students with these profiles are more likely to succeed in learning math facts if the teaching methods capitalize on their strong verbal abilities. In particular, these students often learn better if they practice aloud and even in unison with other students, rather than silently in response to a visual stimulus. If such practice is not helpful, computation skills may be offloaded and calculators used when these students solve math problems.

# Important links for CogAT™

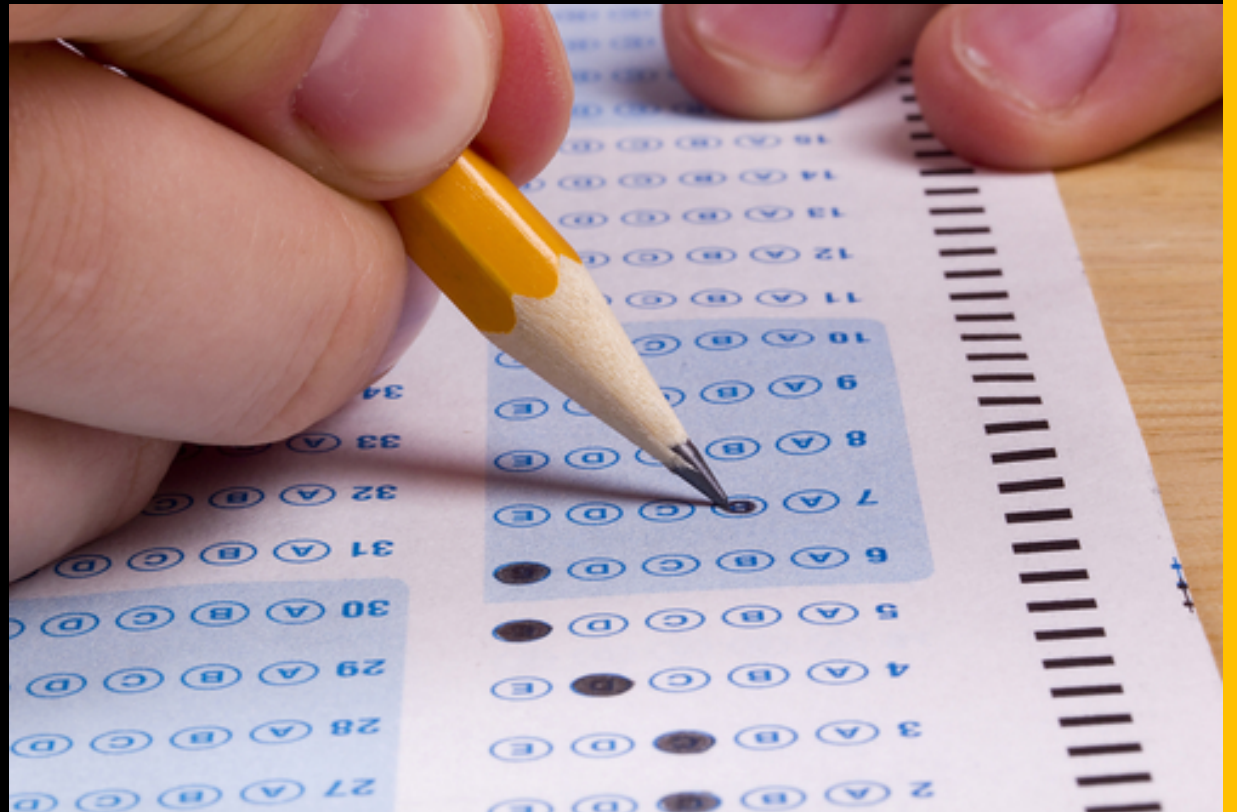
<http://www.hmhco.com/cogat/cogatprofile>

This is the CogAT™ website hosted at Houghton Mifflin Harcourt.

<http://www2.education.uiowa.edu/html/iae/Pages/bio-lohman.html>

This is Dr. Dave Lohman's biography at the University of Iowa website.

# Ordering Off-Grade-Level Materials





# Ordering off-grade-level materials

- Contact customer service at 1.800.767.8420 to order off-grade-level materials.
- Contact Sue Rawls with any questions about pricing at **704.620.8262**.
- Do **NOT** ship off-grade-level test materials with the on-grade-level test materials for this program.
- Do **NOT** use the orange scorable and blue nonscorable return labels when shipping off-grade-level test materials.

# Let Sue tell you About...

- Data Plus Scoring (free *CogAT* Practice Activities, Directions for Administration, and many digital ancillaries).
- *CogAT & Iowa* Hand Scoring Package (DataManager Access for Hand-Scoring Customers) and the price is based upon one building/site only.
- Hand-Scoring DataManager Ancillary Access – Initial \$81.90 (per building price) *\*\*first year only*
- Iowa Practice Tests

# HMH Gifted and Talented Website:

<https://www.hmhco.com/country/us/south-carolina/assessments>

You can find an electronic version of the following on the Gifted and Talented Web Site:

- Test Coordinator Manual
- Pretest workshop PowerPoint
- SC Gifted and Talented Best Practices Manual
- Test security affidavit for DTCs and STCs
- Test security affidavit for TAs
- Optional test security affidavit for monitors (not required)
- Test Security Violation Forms

# Any questions?

