

## ERRATA NOTICE: Manuals

<b>Date:</b>	4/7/17	<b>Page(s):</b>	See below
<b>Document(s):</b>	Manuals	<b>Paragraph/Section:</b>	See below

### Brief Description:

#### Test Administration Manual 3-5:

- The guidance for combining grades on p. 12 has been updated to remove Grade 3 from grade span testing. The approved grade span combinations are now 3, 4-5, and 6-8. Grade 3 should not test in the same group as grades 4 and 5.
- The scripts for sample items have been updated to account for the differences between grade 3 and grades 4 and 5. Text has been added to the sample item scripts to more closely align to the test. This impacts the following pages:
  - P. 17 – Sample Questions for Grade 3 ELA
  - P. 18 – Sample Questions for Grade 4 Mathematics
  - P. 22 – Sample Questions for Grades 4 and 5 English Language Arts
  - P. 23 – Sample Questions for Grades 4 and 5 Mathematics
- The directions on p. 21 referring to preparing the answer document have been updated.

Say: ~~(Do not read for Grade 5 ELA, if Book 1, Section 1 was administered first.)~~ **Let's prepare your combined answer document before looking at the sample questions. Open your combined answer document to the [course name] Section. (Demonstrate using a student's test book—borrow one from a student. Make sure that all students have the correct page showing.)**

<b>J</b> CLASS IDENTIFICATION	<b>K</b> DATE TEST TAKEN (Required) Month   Day	ELA & Math <b>L</b> FORM	Science <b>L</b> FORM
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#### Test Administration Manual 6-8:

- The directions on p. 29 referring to preparing the answer document have been updated.

Say: ~~(Do not read for Grade 8 ELA if Book 1, Section 1 was administered first.)~~ **Let's prepare your combined answer document before looking at the sample questions. Open your combined answer document to the [course name] Section. (Demonstrate using a student's combined answer document—borrow one from a student. Make sure that all students have the correct page showing.)**

<b>J</b>	<b>K</b> DATE TEST TAKEN
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#### Test Preparation Manual:

- The information and associated graphic regarding school level Return Shipping labels has been updated. School names are not printed on school specific labels; the labels are in school specific envelopes.

##### Return Shipping Label for Schools

Return Shipping labels are school specific and testing administration specific. It is very important that you take care making sure the correct labels are applied to your boxes for the return of all testing materials to Measured Progress. Return Shipping labels are packed inside school specific envelopes. Please be sure to keep the labels in the envelopes in order to ensure that the correct labels are used for the correct school.

DISTRICT TEST COORDINATOR	25 LBS	1 OF 1
District Name	<b>RS</b>	
District Street Address		
District City, ST, Zip		
SHIP TO:	LOGN	
(803) 749-9102	MEASURED PROGRESS	
50 EDUCATION WAY	DOVER NH 03820	
NH 038 0-02		
UPS 3 DAY SELECT		<b>3</b>
TRACKING # 1Z 3093 78A 99 9999 9999		
<b>SAMPLE</b>		
<small>Shipping ZIP DESC: ADMIN DESCRIPTION RETURN SERVICE REF 1: Admin Code REF 2: Box ID Number OUU 111 999999 78.0V 070206</small>		

In the DESC field of this label where it indicates Admin Description will be the name of the Testing Administration. For example: ELA Grade 3. Only ELA grade 3 Material for Hoover ES should be returned using this label.