

Scantron Forms 2018-2019

Assessment Assurance (ASSIST)

The accreditation assurance for assessment procedures is available under Accreditation Tasks. Click here to complete and download the assurance attachment, [Assessment Assurance: Semester Priority Standards.](#)

Incident Report

Use this form to report technical issues that occur during test administrations or between test administrations when generating reports. The Assessment Program Manager will follow up with Scantron and contact the school regarding next steps.

[Click here to access the online Testing Incident Report](#)

Annual Assessment Checklists

Complete the Beginning-of-Year Assessment Checklist starting on August 1st, and submit the Beginning-of-Year Assessment Checklist form online by August 18, 2015. In order for teachers to have access to their students' assessment scores, all classes, student enrollment, teacher accounts and class assignments must be setup on the Scantron site. Complete and submit the End-of-Year Assessment Checklist by June 10, 2016. Tasks to be completed between April 1st and June 10th are listed on the EOY checklist.

[Click here to access the online Assessment Checklist \(Beginning-of-Year\).](#)

[Click here to access the online Assessment Checklist \(End-of-Year\).](#)

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Assessment Schedule and Inventory Forms

Performance Series Assessments

Use the link below to submit your testing schedule for the Baseline Test (fall), the Mid-Year Test (winter), and the EOY Test (spring).

[Click here to access the online Scantron Performance Series Assessment Schedule & Inventory Form.](#)

Benchmark Assessments

The Benchmark Assessments are optional tests that may be administered to students in grades 1 through 8 in any of our Catholic elementary schools. Teachers may request to administer the assessments to their students, but ultimately, the principal of each school makes the final decision of which Benchmark Assessments to administer, if any. The Benchmark Assessments are written for use by all schools to provide administrators, teachers, students and parents with additional information, progress checks, on student performance. The Benchmark Assessments are aligned to ADW Curriculum Standards and Pacing Guides, and to the National Common Core State Standards.

Use the link below to submit your testing schedule for the Benchmark Assessments -- fall (November) and spring (March).

[Click here to access the online Benchmark Assessment Schedule & Inventory Form](#)

Faith Knowledge Assessment

Use the link below to submit your testing schedule for the Faith Knowledge Assessment (spring).

[Click here to access the online form to submit your Faith Knowledge Assessment Schedule.](#)

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Assessment Records Transfer Request Form

Student data files on the Scantron site must be maintained in the same way that student cumulative files are maintained in the school's filing cabinets. Once a student has taken a Scantron assessment, the student's data file must not be deleted.

Instead, if a student withdraws from your school, with your principal's authorization use the Withdraw (Out) form below to request to have the student's data file removed from your Scantron site.

If a new student enrolls at your school from another ADW elementary school and has taken a Scantron assessment, with your principal's authorization use the Add (In) form below to request to have the student's data file transferred to your Scantron site. Before sending in the request, with your principal's authorization contact the sending school to request the student's ID number. **Starting in August of 2017, all student ID numbers in Scantron must match the students' Unique Identification (UNID) numbers in Rediker.**

Please Note: To request the assessment records of students transferring to your school from St. Ann's Academy, St. Catherine Laboure, or Mount Calvary enter "0000" in the student ID number field.

There is a single, online request form for both withdrawn and newly enrolled students.

[Click here to access the online Assessment Records Transfer Request Form.](#)

Systems Verification Form

The Scantron System Requirements document is found here and can also be found under the documents tab on your Scantron site. Use the Systems Verification Form (SVF) as the check list for preparing the school's computers, network, and software for testing. The SVF must be completed and submitted online before each testing window.

[Click here to access the online Systems Verification Form.](#)

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Notification of Intent to Spoil a Test

A test in Scantron may be spoiled at the Principal's authorization, only. Use the Notification of Intent to Spoil a Test form to document a test that is spoiled and the reason(s) for spoiling the test results. Remember, once spoiled, test scores cannot be retrieved.

[Click here to access the online Notification of Intent to Spoil a Test form.](#)

Prospective Student Testing

Complete the online form to schedule a prospective student testing window. Pls submit the request at least 24 hours in advance of the scheduled test session(s) to ensure that the Scantron Performance Series will be on and available for testing. Details on how to create a prospective student account in Scantron are listed on the request form.

[Click here to access the request form to Schedule a Prospective Student Testing Window.](#)