

Data Entry Procedures and Shipping Instructions

K and 1 paper Writing supplement, K-12 Accommodated paper, K-12 Large Print, and K-12 Braille assessments

K and 1 Writing Paper Supplement Assessments

After administering the assessment the Test Administrator must do the following:

- Affix the label to the Student Answer document
- Follow the Shipping instructions found in the original shipment boxes.
- **This assessment does not need to be entered into the Data Entry Interface.**

K-12 Accommodated Paper and K-12 Large Print Assessments

After administering the assessment the Test Administrator must do the following:

- Enter the student responses for all reading items, all listening items, writing multiple choice items, and speaking items into the Data Entry Interface.
- Affix the student pre-ID label to the student answer document and send back to Measurement Incorporated so that the handwritten constructed responses in the writing section of the student answer document can be scored by Measurement Incorporated.
- Follow the Shipping instructions found in the original shipment boxes.
- **The responses listed in the first bullet MUST be entered into the Data Entry Interface. The only part of the Student document that will be scored by Measurement Incorporated is the handwritten constructed responses in the writing section of the student answer document. If responses for all other sections are not entered into the Data Entry Interface, the student will not receive a score.**

K-12 Braille Assessments

After administering the assessment the Test Administrator must do the following:

- Enter the student responses for all reading items, all listening items, and all writing items into the Data Entry Interface.
- For speaking responses, capture the students' responses directly in the Data Entry Interface.
- Follow the Shipping instructions found in the original shipment boxes.
- Affix the student pre-ID label to the Braille booklet and write the student's name on the Directions for Administration document. Send both back to Measurement Incorporated.
- **The responses listed in the first and second bullets MUST be entered into the Data Entry Interface. If responses for all sections are not entered into the Data Entry Interface, the student will not receive a score.**