

Supervisor's Manual
for the Readistep™ Assessment
2013-14

Table of Contents

| | |
|---|-----------|
| Contact Information | 4 |
| Materials Checklist | 4 |
| <i>Included in Your Test Shipment</i> | 4 |
| <i>Materials to Provide for Each Testing Room</i> | 5 |
| Overview of the Test Supervisor’s Responsibilities | 5 |
| <i>To the Test Supervisor</i> | 5 |
| Receiving and Storing Test Materials | 5 |
| <i>How to Check Materials</i> | 5 |
| <i>Security of Test Materials</i> | 6 |
| <i>Test Book Accounting</i> | 6 |
| Activities Before Test Day | 7 |
| Preparing Your Assistants and the Testing Room..... | 7 |
| <i>Selecting and Training Your Assistants</i> | 7 |
| <i>Selecting Testing Rooms</i> | 7 |
| Tips for Informing Students..... | 7 |
| Identifying and Organizing Student Information..... | 8 |
| Affixing Pre-ID Labels | 10 |
| Students with Special Needs..... | 11 |
| Activities on the Test Day | 11 |
| Preparing Testing Materials | 11 |
| <i>Supervisor’s Action</i> | 11 |
| Test Room Procedures and Regulations | 11 |
| <i>Seating Students</i> | 11 |
| <i>Conduct and Prohibitions</i> | 12 |
| <i>Tips for Preventing Security Breaches</i> | 12 |
| Testing Irregularities | 13 |
| Importance of Reporting Irregularities..... | 13 |
| Handling Specific Irregularities..... | 13 |
| <i>Dismissal for Misconduct</i> | 13 |
| Admission to the Testing Room | 14 |
| <i>Closing the Testing Room</i> | 14 |
| <i>Unauthorized Visitors</i> | 14 |
| During the Test Session | 14 |
| Distributing Test Materials..... | 14 |
| Completing the Student Answer Sheet..... | 14 |
| Timing the Test | 15 |

| | |
|---|-----------|
| Accounting for Materials During the Administration..... | 15 |
| Rest Breaks..... | 15 |
| Flexible Administration Options..... | 16 |
| Instructions for Administering the Test | 16 |
| Distributing the Test Materials..... | 17 |
| Completing Student Identification Information (Pre-ID Label)..... | 17 |
| Completing Student Identification Information (No Pre-ID Label)..... | 18 |
| Administering the Test..... | 20 |
| Critical Reading..... | 20 |
| Writing Skills..... | 21 |
| Mathematics..... | 22 |
| Collecting Test Materials | 23 |
| After the Test..... | 23 |
| Collecting Materials..... | 23 |
| <i>Collecting and Counting Answer Sheets.....</i> | <i>24</i> |
| <i>Collecting and Counting Test Books.....</i> | <i>24</i> |
| Coordinating Return Materials for Reporting | 24 |
| Protecting Test Materials After the Test..... | 25 |
| Returning Test Materials..... | 26 |
| Test Administration and Security Procedures Checklist | 29 |
| <i>Preparations Before the Test.....</i> | <i>29</i> |
| <i>When Test Materials Arrive.....</i> | <i>30</i> |
| <i>On the Day of the Test.....</i> | <i>30</i> |
| <i>During the Test.....</i> | <i>30</i> |
| <i>At the End of the Test.....</i> | <i>30</i> |
| <i>After the Test.....</i> | <i>31</i> |
| Sample Page 1: Answer Sheet..... | 32 |
| Sample Page 4: Answer Sheet..... | 33 |
| Sample Page: Supervisor Report Form..... | 34 |
| Codes for U.S. Commonwealths and Territories and Countries or Regions Outside of the U.S. | 36 |

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Contact Information

If you have a question about the information in this manual or about an unusual testing situation not covered here, contact:

- Web:** readistep.collegeboard.org
- E-mail:** readistep@collegeboard.org
- Phone:** 877-79READI (877-797-3234)
8:30 a.m. to 8 p.m. ET, Monday - Friday
- Fax:** 212-713-8143

Materials Checklist

Included in Your Test Shipment

- Test books in packages of 5, 20, and boxes of 100
- Answer sheets in packages of 5, 20, and 100
- Nonstandard test formats (if ordered)
- Pre-ID labels (if your school participated in the bulk registration process)
- Supervisor's Manual (at least one for every 25 test books)
- Official Educator's Guide to the Readiness Assessment (at least one per school)
- Packing List
- Supervisor Report Form
- Supervisor Irregularity Report Form
- Readiness Survey
- UPS Return Label (Return Transportation Material on the Packing List)
- Aqua Scorable Materials Label (Return Labels, Scorable, Aqua on the Packing List)
- Paperbands to wrap around used answer sheets for return

Materials to Provide for Each Testing Room

- Clock, large enough to be seen from any seat in the room
- Emergency supply of No. 2 or HD soft-lead pencils with erasers
- Pencil sharpener
- Students are advised to bring their own calculators for the mathematics test. Although some schools keep extras on hand, schools are not required to provide calculators.

Overview of the Test Supervisor's Responsibilities

To the Test Supervisor

Please set aside time before test day to read this manual carefully. As a test supervisor, you are responsible for all aspects of the test administration. We depend on you to supervise this test administration using the detailed guidelines and procedures in this manual. You can help ensure that the administration at your school is efficient, fair and secure by carefully following the procedures in this manual.

A Test Administration and Security Procedures Checklist has been included on page 29 for your convenience.

A brief description of your responsibilities follows. Your supervision is focused on four major areas:

1. Security of test materials
2. Selecting assistants
3. Testing room selection and preparation
4. Testing procedures

Receiving and Storing Test Materials

How to Check Materials

Please see "The Materials Checklist" on page 4 for a list of ReadStep test materials. If your order arrived in more than one box, your School Packing List can be found in the white box.

NOTE: Please do not leave the test materials unattended when they are outside a locked storage area.

Within 24 hours of receiving the test materials, open each box and check its contents as follows:

- ◆ Check all materials in each box, making sure that you have received all materials listed on your School Packing List. If materials are missing or damaged in any way, please **call ReadiStep Customer Service at 877-797-3234**.
- ◆ Return all test materials to the box(es), reseal the box(es) and sign your name across the top of each box.
- ◆ Store the box(es) in a secure area to which only you and other authorized persons have access. Test materials are considered to be in secure storage when they are **locked** in a container, compartment or area. Please take reasonable care to assure that the location of and access to the storage area, and the strength of its locking mechanism, are sufficient to deter access to the test materials by unauthorized persons.

Security of Test Materials

The security of test materials is critical. From the moment of delivery to the time the test materials are returned to Pearson, you are responsible for ensuring their protection from loss or unauthorized access. To meet this responsibility, you must ensure that you and/or your assistants perform the following procedures to prevent test book security problems and, if necessary, to pinpoint when a breach of security may have occurred. If for any reason you think a security breach has occurred, please contact ReadiStep Customer Service. See page 4 for contact information.

Test Book Accounting

1. Count the test books within 24 hours of receipt
2. Check that the total matches your original count when distributing materials on test day
3. Once materials have been distributed to students, check that the number of used and unused test books equals the total number ordered
4. After test books are collected, but before students are dismissed from the testing room, make one final count

Make certain that no student has access to the test(s) before the administration; that every student does his or her own work; and that no one reproduces, copies, photographs or records any of the examination questions or removes secure test material (or any portion thereof) from the testing room.

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Activities Before Test Day

Preparing Your Assistants and the Testing Room

Selecting and Training Your Assistants

All of your assistants should be reliable and capable of doing detailed work. One assistant is needed in each testing room in which you will not administer the test yourself. Assistants may be teachers or members of the administrative, secretarial or clerical staff.

Selecting Testing Rooms

Students will be able to do their best in a testing environment that is comfortable and free of distractions such as noise or extreme temperatures. Although some adverse conditions may be beyond your control, every effort must be made to minimize the possibility of such distractions.

- ◆ The testing rooms must be arranged so that all students face in the same direction and all chairs must be placed directly behind those in the preceding row.
- ◆ Do not seat students so they face each other at opposite sides of a table.
- ◆ You and your staff should have unimpeded access to every student to distribute and collect test materials individually and to effectively monitor the test-taking process.
- ◆ There should be a large wall clock that is clearly visible to all students as well as a board where the ReadStep School Code and classroom codes can be posted.
- ◆ Seat students who have calculators with large (characters of one inch or more) or raised displays apart from other test takers.

Tips for Informing Students

Though they are not expected to prepare for the assessment, it is advisable to notify your students before test day that they will be taking ReadStep. *The Official Educator Guide to the ReadStep Assessment*, found among the materials in your ReadStep shipment, provides a number of useful tips to share with your students before test day. In addition you may want to:

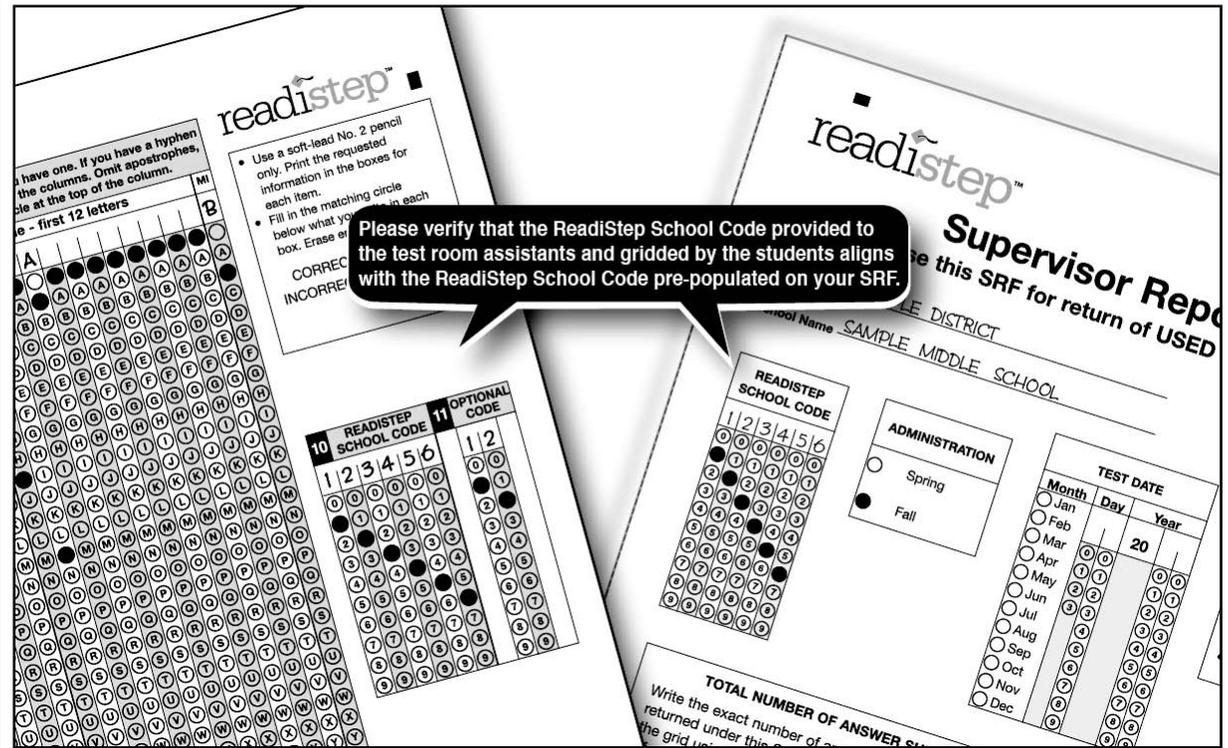
- ◆ Let students know that they will be taking a **timed** exam. If you have decided not to allow flexible administration, you may want to mention that the test will take 2 hours and not have any scheduled breaks (See page 16 for more information on flexible administration options.)

- ◆ Advise students that they will need to bring their own calculator for a portion of the mathematics test. If your school will provide calculators, find out how many students will require one.
- ◆ Students should be made aware of the Conduct and Prohibitions for test day (See page 12 for the full list of prohibited items and conducts).
- ◆ Ask if any students have a scheduled absence or tardiness. Knowing this may help in planning a make-up day within the testing window.
- ◆ Remind students that they will need to know their addresses and student IDs for the answer sheet (if your school did not participate in Bulk Registration). Notify students that they will need to fill in the bubbles on the answer sheet. Answers written in the test book will not be counted.

Identifying and Organizing Student Information

Review the table below before test day to understand the different codes used for ReadStep testing and reporting. See page 24 for further information about ReadStep reporting. If you are testing as a part of a district or state, you may want to check with your central test supervisor for any additional instructions to align your information with the rest of the schools that are testing.

| | |
|--|--|
| <p>The ReadStep School Code</p> <p>(On the Supervisor Report Form and Section 10 of the Student Answer Sheet)</p> | <p>A unique six-digit school code provided to your school by the College Board.</p> <p>This code is pre-populated on the Supervisor Report Form (SRF) for on-time orders. Please contact ReadStep Customer Service if you have a question about the ReadStep school code pre-populated on your SRF. This code should not be altered on the SRF. For students with Pre-ID labels, the ReadStep School Code is pre-populated on the Pre-ID label. Students without Pre-ID labels will need to fill in the ReadStep school code by hand on the answer sheet.</p> <p>A matching ReadStep school code is required on the SRF and the Student Answer Sheet and is used to identify your organization. Failure to include this information will delay processing of your answer sheets.</p> <p>Example for confirming the ReadStep school code:</p> |
|--|--|



Before the test you will need to provide your test room assistants with a copy of the six-digit ReadIStep School Code to post in their test rooms. Please verify that the ReadIStep School Code provided to the test room assistants align with the ReadIStep School Code pre-populated on your SRF.

Contact us at readistep@collegeboard.org if you have not received, have misplaced or have any questions about your ReadIStep School Code.

| | |
|---|---|
| <p>Grade (On the Pre-ID Label, or Section 4 of the Student Answer Sheet)</p> | <p>Grade is a required field.</p> <p>The school summary report provides participation totals, mean scores and benchmark calculations based on the grade information provided.</p> <p>If your school participated in bulk registration, your reports will reflect the grade that appears on your student’s Pre-ID labels. If your school did not participate in bulk registration or did so partially, reports will then reflect the grade that has been gridded on the Student Answer Sheets.</p> |
| <p>Optional Code (Section 11 of</p> | <p>The Optional Code is a 2-digit field found on the Student Answer Sheet that allows customers to submit their materials for custom sorting in the following ways:</p> |

the Student
Answer Sheet)

- Student Reports will be returned in sets organized numerically by the Optional Code. (i.e., the reports for students in code group "01" will be stacked alphabetically then separated from the reports for code group "02")
- On the Student Data File, results will be organized numerically first by Optional Code then alphabetically by student's last name.
- If no Optional Code is provided, all results will sort alphabetically by student's last name.

If you would like to take advantage of the Optional Code feature, follow these steps:

- Before test day, decide how you would like your score reports sorted for distribution.
- Provide each test administrator with the optional code(s) for their testing group.
- In the test room, have the test administrators post the optional code(s) on a blackboard or other place that all test-takers can easily see.
- Instruct students to grid the appropriate optional code on Section 11 of their answer sheet.

Affixing Pre-ID Labels

If your school participated in the bulk registration/Pre-ID process, a packet of Pre-ID labels will be included among your test materials.

- ◆ Open your package(s) of answer sheets.
- ◆ Affix each Pre-ID label to the top left-hand corner on the first page of each answer sheet.
- ◆ If you are administering the assessment in multiple test rooms, assign each student to a test room, assign each test room a number, mark the number on a box and store the answer sheets for that test room in that box.
- ◆ Place the labeled answer sheets back in their box(es) and reseal the box(es).

Note: To overwrite a Pre-ID label with incorrect information that has been applied to an answer sheet, place **two** white Avery labels (size 1 ½" x 3 ½") completely over the incorrect Pre-ID label and ask the

student to hand grid their information on test day. If the Pre-ID label is not completely covered, or only covered with a single label, the information on the Pre-ID label will over-ride the information that was hand gridded on test day.

Students with Special Needs

Information about administering the test with special needs modifications is available online at readistep.collegeboard.org/order-readistep. All instructions for administering the test with special needs modifications are included with the special test materials. Please consult those materials for further information.

Activities on the Test Day

Preparing Testing Materials

Supervisor's Action

- ◆ Remove the test books from their shipping box. Retain at least one box for returning test materials.
- ◆ Place the test books where students will not have access to them. Do not leave test books unattended while they are out of locked storage.
- ◆ Count out the appropriate quantity of test materials.
- ◆ Post the ReditStep School Code for students without pre-printed Pre-ID labels.
- ◆ If you would like student results sorted by Optional Code, post the Optional Code(s) for students.
- ◆ Distribute the test materials.
- ◆ If you have extra materials that are not distributed, place those materials back in a carton, reseal the carton, and return it to secure storage.

Test Room Procedures and Regulations

Seating Students

Seat students in a way that will ensure they work independently. Seat all students facing the same direction. Take the same precautions you would if you were administering any test in your classroom. You and your assistants should have unimpeded access to every student and should be able to monitor all students from any location in the testing room. If you received Pre-ID labels, it may save you time on test day to set up a seating chart. Please see "Affixing Pre-ID Labels" on page 10 for more information.

Conduct and Prohibitions

During the test (including breaks), students may have nothing on their desks but a test book, an answer sheet, No. 2 pencils with erasers. Calculators are allowed for Mathematics Section 3A only. Use of any of the following is prohibited: watch alarms; handheld electronic devices (including cell phones, MP3 players, PDAs and pagers); devices that can access the Internet; protractors; compasses; rulers; cutting devices; dictionaries or other books; pamphlets; papers of any kind; highlighters; pens or colored pencils; listening, recording, copying or photographic devices (including watches that contain cameras); pocket organizers; laptops; digital cameras; smartphones; Bluetooth-enabled devices; email messaging devices or any other electronic or communication devices. If a student is observed with any of these devices during testing or during breaks, the student may be dismissed from the exam room, and the device may be confiscated.

Students may place such items in their pockets, book bags, or under their chairs.

To ensure a quiet testing environment, you must instruct students who have watch alarms, cell phones, or beepers to turn them off before the test session begins.

Students should not make unnecessary marks on their answer sheets. Stray marks may be misread during scoring. Blank space was intentionally left in the test books for students to work out their answers. Students may not remove pages, or portions of any pages, from their test books for any purpose.

Tips for Preventing Security Breaches

- ◆ Store test materials in a locked storage area.
- ◆ Never leave test materials unattended when they are not in the locked storage area.
- ◆ Ensure that the test supervisor or an assistant is present in the testing room at all times.
- ◆ Remain alert and attentive during all phases of the test administration.
- ◆ Distribute and collect test books individually.
- ◆ Ensure that no student leaves the room with test materials.
- ◆ Ensure that no student copies, removes, or photographs any portion of the test materials.
- ◆ Ensure that no student uses a cell phone during the test session.

Testing Irregularities

Importance of Reporting Irregularities

It is important that you use the Supervisor Irregularity Report Form (found in your shipment) to report information concerning any possible security breaches, misconduct or other incidents. The report should be completed by the test supervisor.

Information to Include

All reports should be complete and must include a detailed description of the following:

- ◆ an overview of the incident or irregularity
- ◆ the length of time the incident was observed
- ◆ details regarding what happened
- ◆ a list of students and/or faculty involved
- ◆ the time that the incident or irregularity happened
- ◆ the action that was taken

Handling Specific Irregularities

Dismissal for Misconduct

Both order and security must be maintained in the testing room; therefore the test supervisor has the authority to dismiss any student for misconduct. The test supervisor may then decide whether the dismissal warrants voiding the student's test results for the section or the entire assessment. To void a student's results, please fill in the corresponding circle beside each relevant test section in section 20 of the student's answer sheet. All of the following behaviors are considered misconduct:

- ◆ obtaining improper access to the test, a part of the test or information about the test
- ◆ using a telephone or cell phone during the test session
- ◆ using any unauthorized aids in connection with the test (e.g., books, pamphlets, notes, etc.)
- ◆ creating a disturbance (Disruptive behavior in any form will not be tolerated; the test supervisor has sole discretion in determining what constitutes disruptive behavior.)
- ◆ attempting to give or receive assistance (Discussion or sharing of test content during the test administration, during breaks, or after the test is prohibited. Communication in any form is limited during the test. Students may request to use the restroom.)

- ◆ removing or attempting to remove test content from the testing room, reproducing test content, or disclosing test content by any means (e.g., hard copy, verbally, electronically) to any person or entity
- ◆ leaving the testing room without permission
- ◆ taking excessive or extended unscheduled breaks during the test session
- ◆ failing to follow any of the test administration regulations cited by the test supervisor or an assistant

Admission to the Testing Room

Closing the Testing Room

Once students are admitted to the testing rooms, they should not leave without your permission.

Unauthorized Visitors

Visitors must not be admitted to the testing room unless they have proper authorization.

During the Test Session

Distributing Test Materials

Prior to and during the test session be sure that undistributed test materials are placed where students do not have access to them.

Test books and answer sheets are packaged separately. Do not ask students to hand out materials. Provide a test book to each student, one at a time, as you go along each row. In order to facilitate the collection of testing materials, have your students write their name on the upper right-hand corner of the test book cover. (You will be asked to collect test books in the same order they were distributed.) Next, distribute an answer sheet to each student. Distribute only one test book and one answer sheet per student. Keep one answer sheet and test book for use in giving instructions.

Completing the Student Answer Sheet

To be included in reporting, Student First Name, Last Name, Date of Birth, Sex, Grade Level and one answered multiple-choice question must be present on the student answer sheet. Failure to affix a Pre-ID label (if available) or grid the previously indicated fields may cause a delay in processing or a student to not be reported. For additional reporting and aggregation rules, please see the *Official Educator Guide to the Readiness Assessment* (included in the shipment with this manual).

Timing the Test

If students do not have Pre-ID labels, they must fill in the student identification information. Please allow approximately 20 minutes for the completion of student identification information on the answer sheet. It is permissible to complete this information prior to the testing administration with the exclusion of Date and Signature in section 23 of the answer sheet. Please adhere to the 40-minute timing for each test section (Critical Reading, Writing Skills, Mathematics).

Accounting for Materials During the Administration

As soon as possible after testing has started, you should:

- ◆ count the students taking the test
- ◆ count the unused test books
- ◆ ensure that the count of students plus the count of unused test books is equal to the count of test books received

It is critical to account for all test books. The loss of a test book has an impact on the integrity of the test, the validity of the test scores and the confidentiality of test materials.

The security and confidentiality of all test materials is a primary responsibility of each test supervisor from the moment of receipt until the materials are returned. It is imperative that you immediately report any discrepancies in test book accounting (identified after test book receipts have been verified) to College Board and document these discrepancies on the Supervisor Irregularity Report Form.

Rest Breaks

A student may leave the testing room briefly during the actual testing time to go to the restroom, but only if the student receives permission to do so from you or an assistant. Students are not permitted to take excessive or extended unscheduled breaks during the test session. During testing, students should never be allowed to leave the room in groups, and common areas like halls and restrooms should be monitored by adults. Use the following procedures:

- ◆ Collect the test book and answer sheet as the student leaves the room.
- ◆ When the student returns, return the testing materials to the student.
- ◆ Do not allow extra testing time.

Flexible Administration Options

The assessment norms provided are based on a sample of students tested in a single two-hour session without scheduled breaks. It is up to your discretion if you would like to administer the test with scheduled breaks. Please be advised that it may skew the results for your school. If you decide to schedule breaks, all test materials must be collected and monitored for the duration of the break, then returned to the students once the break is over. You may want to post the duration of the break on the board in the test room the day of the exam.

If you decide to administer the test over several periods or days, please follow all security measures for collecting and storing the test materials between administrations. The 40-minute timing for each test section (Critical Reading, Writing Skills, Mathematics) must be adhered to.

Please review all administration dates and deadlines at readistep.collegeboard.org.

Instructions for Administering the Test

Read aloud all directions in **boldface**. Be sure you read at a volume and pace that allows students to clearly understand the instructions. Pause when four dots (. . . .) appear to allow time for the procedure described to be carried out. All instructions in *italics* and ***bold italics*** are for you and/or your assistants and should not be read aloud. Do not deviate from these directions or answer any questions regarding the content of the tests. Answer only questions about procedure. Keep a sample answer sheet and test book on hand for reference.

The table below breaks out the order in which to give instructions if all, none, or some of your students have Pre-ID labels. Please follow the suggested order, then go to “Administering the Test” on page 20.

| | | Read: | Then go to: | Followed by: |
|---------------------------------------|--|---|---|--|
| Students with Pre-ID Labels | If all students have Pre-ID labels | “Distributing the Test Materials” on page 17 | “Completing Student Identification Information (Pre-ID Label)” on page 17 | |
| Students without Pre-ID Labels | If no students have Pre-ID labels | “Distributing the Test Materials” on page 17 | “Completing Student Identification Information (No Pre-ID Label)” on page 18 | |
| Mixed | If some students have Pre-ID labels | “Distributing the Test Materials” on page 17 | “Completing Student Identification Information (No Pre-ID Label)” on page 18 | “Completing Student Identification Information (Pre-ID Label)” on page 17 |

First Name, Last Name, Date of Birth, Sex, and Grade Level are **required gridded** fields if a Pre-ID label is not affixed to the answer sheet. **Failure to include this required information may cause a delay in processing.**

Distributing the Test Materials

Read these directions in **all circumstances**.

When everyone has been seated and you are ready to begin, say:

Welcome, testing will begin in a few minutes.

Place all personal possessions under your chair. If you have an alarm watch, cell phone, or beeper, turn it off so it will not disturb other students....

You must use a #2 pencil to complete your answer sheet. Answers marked in ink cannot be scored. If you need a pencil, please raise your hand....

At any time during the test, if you find something wrong with your answer sheet or test book, or if you need another pencil, raise your hand.

If you need to leave the room during the test, raise your hand so your test book and answer sheet can be collected. This is a timed test; it is important that you take only necessary breaks in order to complete all of the questions. Lost time cannot be made up.

If you have decided to administer the assessment with timed breaks or over multiple periods or days, please notify students at this time.

Please sit quietly while test materials are being handed out.

*Hand each student a test book **individually**. Do not ask students to pass materials. Each student should receive only one test book and one answer sheet. Ensure that students do not have any of prohibited items on their desks. Once all test materials have been distributed, say:*

Please write your name on your test book in the upper right-hand corner....

Monitor students to ensure that they are writing their names. When students are ready, continue.

If any student in your test session does not have a Pre-ID label, skip to the section, "Completing Student Identification Information with No Pre-ID Labels," on page 18. If every student in your test session has a Pre-ID label, move on to the next section, "Completing Student Identification Information (Pre-ID Label)."

Completing Student Identification Information (Pre-ID Label)

*Read the instructions below if **all** students have a Pre-ID label. Use an additional answer sheet for reference.*

Turn the answer sheet so that the page with "NAME" at the top is facing you....

Responses to the Grade Average and Ethnicity questions will be used to ensure that tests are fair for all groups, and to conduct research.

Complete section 5. Fill in the matching circles for your grade average.

Complete sections 7, 8 and 9. Responses to the Language questions will be used for research and will not be included on score reports. Mark only one response for each section.

If you will be using the Optional Code to sort students for reporting, instruct students to grid their Optional Code in section 11 at this time.

**Turn to page 3 of your answer sheet. Complete sections 12 and 13 marking only one answer....
Are there any questions?**

If calculators are distributed by the school, instruct students to select the answer that applies.

Skip sections 19–20. For section 23, if all testing will take place on one day, have students fill in today's date. If testing will occur on more than one day, have students fill in the date of the last day of testing.

Complete section 22. You can find the form code on the back of your test book. Please fill the circle next to the form code in this section as shown in the example on the back of your test book....

Demonstrate with your copy of the test book where to find the form code.

Complete section 23. Please fill in today's date and then sign and print your name in this section....

Completing Student Identification Information (No Pre-ID Label)

Read the instructions below if **any** student does not have a Pre-ID label. Only students who do not have Pre-ID labels must fill in the student identification information. Use the sample answer sheet on pages 32 and 33 as a reference.

Turn the answer sheet so that the page with “NAME” at the top is facing you.... Read the directions in the box above section 1. Begin in the left-most box. Print your name, last name first, and fill in the appropriate circles carefully. Make sure each mark is dark and completely fills the circle. Look up when you finish... Are there any questions?

Students should enter their legal names. Students with a hyphen in their name should fill in the corresponding hyphen circle. Students whose names are too long to fit in the spaces provided should be instructed to enter as much of their name as possible. If a student name contains fewer letters than the box, the student is not required to fill in the blank circles for each empty box.

Complete sections 2 through 5. Fill in the matching circles for sex, date of birth, grade level, and grade average. In section 4, it is important that you fill in your grade level correctly....

Responses to the Grade Average will be used to ensure that tests are fair for all groups, and to conduct research.

Complete section 6. Begin in the left-most box. Print and fill in the matching circles for your student ID number.... Are there any questions?

The value students enter for Grade in section 4 will be used for reporting and billing. Ensure, to the best of your ability, that students fill this in accurately. For section 6, if students are assigned a student ID by the school, they may enter their school ID. If a student ID is fewer than 15-digits, the student may leave the remaining fields blank.

Complete sections 7, 8 and 9. Mark only one response for each section.

Responses to the Ethnicity question will be used to ensure that tests are fair for all students, and to conduct research. Responses to the Language questions will be used for research and will not be included on score reports....

For section 10, use the school-specific six-digit Readiness School Code provided in the order confirmation or pre-populated on the Supervisor Report Form. Only use section 11 if you are using the Optional Code to sort students for reporting.

Complete sections 10 and 11. Print and fill in the matching circles for Readiness School Code and Optional code. Look up when you have finished....

Turn to page 3 of your answer sheet. Complete sections 12 and 13 marking only one answer....

If calculators are distributed by the school, instruct students to select the answer that applies.

Now close your answer sheet and turn to page 4. Read the directions in the shaded box above section 14 labeled Your Home Mailing Address....Complete sections 14 through 18. Print and fill in the matching circles for your home mailing address, city, state, and zip or postal code. Begin in the left-most box. Indicate spaces by leaving a blank box and filling in the blank circle below the blank box. If necessary, use the address abbreviations listed in section 21....If your address has a slash mark or a hyphen, fill in the corresponding slash mark or hyphen circle....

Students are not required to fill in the blank circles at the end of their address if there are blank spaces. If a student's entire address does not fit in the space provided, tell the student to enter as much as possible. For section 16, students who live within the 50 states should only grid the two-letter abbreviation for their state. They should not grid U.S. Territory. For section 18, students should begin in the left-most box. Students in the US who enter their five-digit zip code may leave the rest of the Zip or Postal Code section blank.

If all of your students' mailing addresses are within the U.S., skip to the next set of italicized text. Codes for students with mailing addresses in U.S. territories and countries other than the United States are listed on pages 36 and 37. These students should fill in the applicable circles on Section 16 (PR, AA, AE, AP, U.S. Ter. or Other). For these students say:

If your home mailing address is in a U.S. territory or country other than the United States or Puerto Rico, here are instructions for Sections 16, 17 and 18. Fill in the appropriate circle in Section 16. Enter your ZIP or postal code in Section 18.... in Section 17 enter the country code I will give you now and fill in the appropriate circles.

Skip sections 19 and 20.

Complete section 22. You can find the form code on the back of your test book. Please fill in the circle next to the form code in this section as shown in the example on the back of your test book....

Demonstrate with your copy of the test book where to find the form code.

Complete section 23. Please fill in today's date and then sign and print your name in this section....

For section 23, if all testing will take place on one day, have students fill in today's date. If testing will occur on more than one day, have students fill in the date of the last day of testing.

Administering the Test

*Read these directions in **all circumstances**. **All students** should follow the instructions below.*

Turn your answer sheet to page 2 and fold it back so that the circle answer spaces are facing you....

When marking your answers, be sure that all of your answer marks are dark and that they completely fill the answer spaces. Do not make any stray marks. If you erase, do so completely. Incomplete erasures might be read as intended answers.

You may work out your answers in your test book, but all answers must be marked in the appropriate places on the answer sheet. Answers marked in your test books will not be counted. Once time has been called, you cannot transfer answers from your test book to your answer sheet. Be sure the number of the question you are answering matches the number on the answer sheet.

Critical Reading

Find section 1 of your answer sheet...

You are about to take the Reading section of the test. You will have 40 minutes to complete this section beginning on page 2. If you finish before time is called, you may go back and check your work on any question in this section only.

There are two types of Reading questions: sentence completions and passage-based reading questions.

In the sentence completions, each sentence has a blank. The blank indicates where a word or set of words has been omitted from the sentence. Beneath the sentence are four words or sets of words labeled A through D. Choose the word or set of words that best completes the sentence.

In the passage-based reading questions, each of the passages or pair of passages is followed by a set of questions. Answer the questions based on what is stated or suggested in the passage. Questions that follow a pair of passages may be based on the relationship between the two passages in the pair.

You may now open your test book to page 2. Carefully read the directions, review the example, and begin working. Remember that all answers must be marked on your answer sheet. Answers marked in your test books will not be counted. When you have completed the Reading section, please close your test book.

Post the appropriate start and stop times for students.

When the allotted time has elapsed, say:

Time is up. Please stop working.

Writing Skills

Find section 2 of your answer sheet.

You are about to take the Writing Skills section of the test. You will have 40 minutes to complete this section beginning on page 18. If you finish before time is called, you may go back and check your work on any question in this section only.

There are three types of Writing questions: improving sentences (Items 1–25), identifying sentence errors (Items 26–40) and improving paragraphs (Items 41–50).

The improving sentences questions test correctness and effectiveness of expression. For these questions, select the best answer from among the choices given.

The questions in the identifying sentence errors section test your ability to recognize grammar and usage errors. Each sentence contains either a single error or no error at all. No sentence contains more than one error. The error, if there is one, is underlined and lettered. If the sentence contains an error, select the one underlined part that must be changed to make the sentence correct. If the sentence is correct, select choice D. In choosing answers, follow the requirements of standard written English.

Improving paragraphs questions are based on a passage that is an early draft of an essay. Some parts of the passage need to be rewritten. Read the passage and select the best answers for the questions that follow the passage.

You may now open your test book to page 18. Carefully read the directions, review the example, and begin working. Remember that all answers must be marked on your answer sheet. Answers marked in your test books will not be counted. When you have completed the Writing section, please close your test book.

Post the appropriate start and stop times for students.

When the allotted time has elapsed, say:

Time is up. Please stop working.

Mathematics

Place your calculator on your desk. Turn to page 3 of your answer sheet and find section 3.

You are about to take the Mathematics section of the test. You will have two 20-minute time periods to complete this section. During the first 20-minute time period, you may work only on the 18 questions in Section 3A beginning on page 31. You may use your calculator during this time. When time is called for this section, you must put away your calculator. If you finish this section before time is called it is advised that you go back and check your work, since you will not be able to use your calculator afterwards.

Once the second 20-minute time period starts, you may begin your work on the 18 questions in Section 3B beginning on page 38. You may NOT use your calculator during this time. You will be instructed to remove your calculator from your desk prior to beginning this section. Turn to page 31. You may now open your test book to section 3A. Carefully read the directions and begin working.

Post the appropriate start and stop times for students.

After 20 minutes say:

Time is up for Section 3A. Put your answer sheet in your test book and close the book. Place your calculator under your chair...

Ensure that all students have removed their calculators from their desks.

Do not begin working on Section 3B until I tell you to. You may use the blank space in this section of the test book to work out the Mathematics problems. Remember that all answers must be marked on your answer sheet. Answers marked in your test books will not be counted.

If you complete your work on Section 3B before time is called, you may check your work in Section 3A and Section 3B during the time remaining. However, you may NOT use your calculator for any question during this time.

Turn to page 38. You may begin working on Section 3B. When you have completed this Mathematics section, please close your test book.

Post the appropriate start and stop times for students.

After 20 minutes say:

Time is up. Please stop working.

Collecting Test Materials

When you are ready to begin collecting test materials, say:

I will be collecting your answer sheet first and then your test book. I must verify that I have an answer sheet and test book from each of you. Please sit quietly while I collect these materials.

Collect an answer sheet from each student. While collecting each answer sheet, check to confirm that the ReadiStep school code, demographic information, and the form code have been completed. Do not allow any students to leave the room. If you are administering the test with accommodations, follow the instructions on page 24 in the After the Test section regarding accommodations.

Count the answer sheets before you collect the test books. Verify by count that you have an answer sheet for each student.

Collect a test book from each student in the same order in which you handed them out. Count the test books. Verify by count that you have a test book for each student.

Once all test materials have been accounted for, place them where students will not have access to them. Then say:

Thank you for your cooperation. The test session is now over.

After the test session, complete the Supervisor's Report Form, the Supervisor's Irregularity Form (if necessary) and the Administration Survey.

After the Test

Collecting Materials

When you collect test materials, you will need to keep a running total of test books (used and unused) and answer sheets. At the conclusion of the test session, the count should be checked against the count taken after the test materials were distributed to students. You should check to make sure you have a test book and an answer sheet for each student. If you intend to administer the test by sections over the course of different class periods or days, it is critical that each student maintain both the same test book and the same answer sheet. To facilitate the collection of materials, have each student write their name on the upper right-hand corner of the test book cover.

Collecting and Counting Answer Sheets

Collect the answer sheets from each student individually (do not have them passed to you along the rows). This will ensure that you have all of the answer sheets and should make it easier to account for the materials at the end of the administration. **Make sure students do not put their answer sheets inside the test books.**

Count the answer sheets before you collect the test books. Verify by count that you have an answer sheet for each student.

Collecting and Counting Test Books

After accounting for the answer sheets, collect the test books from students individually in the same order in which you distributed them.

Count the used test books. Verify by count that you have a test book for each student.

Fill out the “School Use Only” sections of the answer sheet for each student (if applicable):

- ◆ **Section 19: Accommodations** - complete this section if a student used a Braille form, large-type form, reader’s script, or audio CD.
- ◆ **Section 20: Void** - you may choose to void any test section for a student if you do not want a student to receive a score because it would be an inaccurate reflection of performance. The void option can be used in situations where a student could not complete a test section or was unable to put forth their best effort due to unforeseen circumstances or interruptions to the testing session. Circumstances in which a void is indicated should also be reported on the Supervisor’s Irregularity Report. Please note that voids will be reported as a “V” on score reports instead of a score.

Coordinating Return Materials for Reporting

ReadiStep reporting is dependent upon timely return of completed answer sheets. The return materials deadline and report distribution dates are posted on readistep.collegeboard.org.

If your institution is part of a district, it is important to coordinate the return of your materials with the other participating institutions in your district. Staggered returns could lead to incomplete reporting at the school and district level.

Review the guide below prior to testing to ensure you receive the most effective results.

| Report Type | Timing |
|------------------------------|---|
| Student Reports | <p>Two copies will be shipped to the school, one for the student to take home and the other for the school's records.</p> <p>Provides students with their score range, national percentile, and itemized responses.</p> |
| School Summary Report | <p>Presents the summary of results for the school. One copy is shipped to the school. Districts customers will receive a separate copy for each of their participating schools.</p> <p>Provides total number of test-takers for school, district, and total group.</p> <p>Includes the mean score by test subject and grade (for seventh- , eighth- and ninth-grade only).</p> <p>Illustrates the percentage of eight-grade test-takers who met the College and Career Readiness Benchmark.</p> |
| Student Data File | <p>Delivered to both the school and district (for customers participating at the district level), this CD contains an ASCII .csv file that presents the results for all participating students in the school or district. A handy data layout pdf as well as a pdf of Using ReadStep Results and Skills Insight will be included on each CD.</p> |

Please see the *Official Educator Guide to the ReadStep Assessment* for more information about the ReadStep reports.

Protecting Test Materials After the Test

When you are sure you have accounted for all of the test materials, place them where they will not be accessible to the students after testing is over. No one is permitted to examine any of the test materials after they have been returned to you. Make certain that you have all test materials in your possession and that they are in a secure location.

When score reports are shipped to schools, the answers to test questions are disclosed and the score reports and test books can be reviewed by students and teachers in class. ReadStep encourages teachers

and administrators to use the test books to review student results. It is important that all test books are kept in a secure location until they are used for review. Students may **not** bring test books home for review. After the test books have been used for review purposes, they should be destroyed to the extent that reuse is impossible, even after they leave the school's control. All other unused test materials should be destroyed immediately after the test administration.

Returning Test Materials

To avoid delays or errors in returning test materials, please adhere strictly to the following instructions. It is critical that the materials for this test administration be returned immediately after completing the administration, using the prepaid UPS label(s) provided.

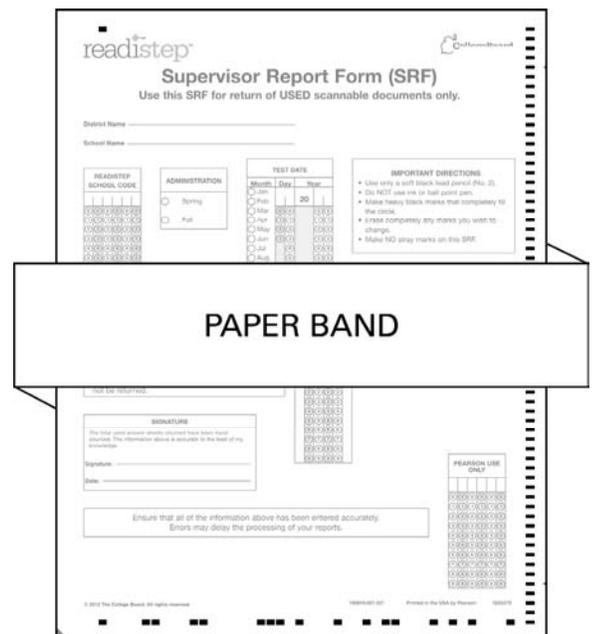
- ◆ **Once testing has concluded, you will need to assemble your materials to return them for scoring.**
- ◆ **Use the original shipping boxes to return the scorable materials to Pearson. If these boxes have been damaged, please use a similar box.**
- ◆ **Locate the paper bands included in your test material shipment. A single paper band can be used to secure 500+ student answer sheets.**

◆ **The materials to return are:**

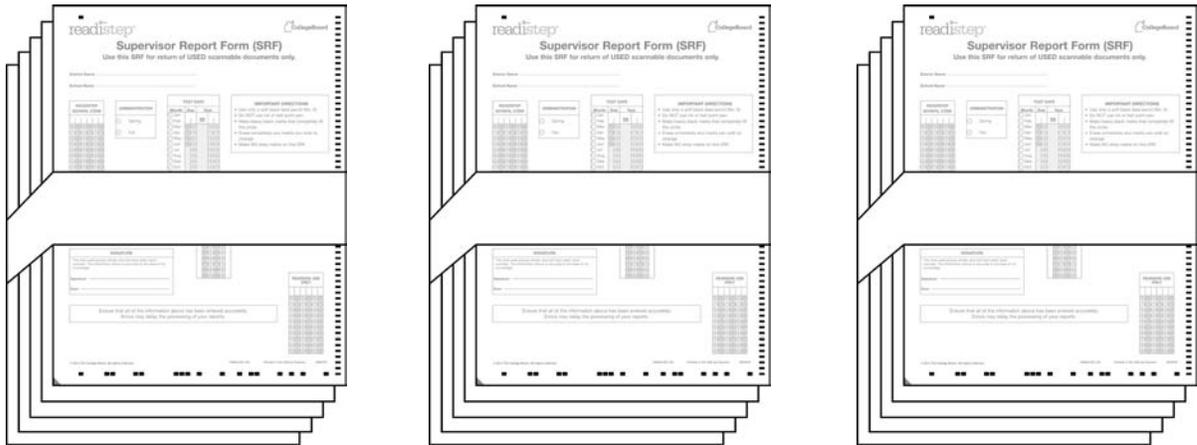
- The completed Supervisor Report Form (SRF) (found in your shipment).
- All **used** answer sheets.
- The Supervisor's Irregularity Report Form (found in your shipment).
- The Administration Survey (found in your shipment).

◆ **Assemble your return materials in the following order:**

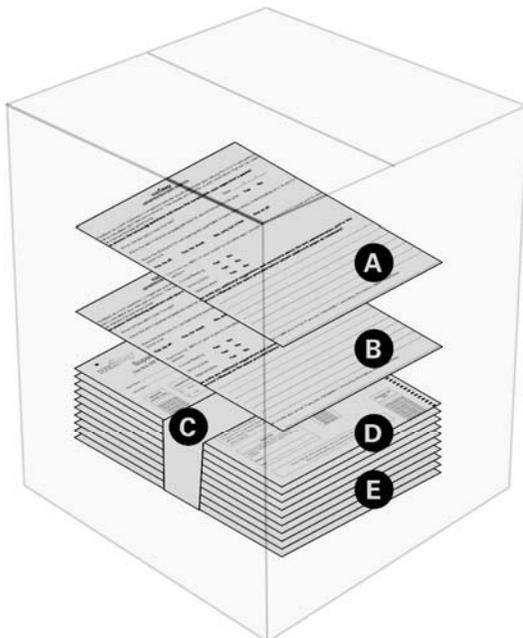
1. Stack used answer sheets.
2. Fill out the SRF and place it on top of the stack.



- The exact number of answer sheets to be scored under the SRF must be gridded on the SRF. This should include all complete and voided answer sheets. Blank answer sheets should not be returned.



3. Wrap the stack of answer sheets and the completed SRF with the paper band. If you are returning more answer sheets than can be wrapped by a single paper band, fill out an SRF for each stack then wrap each stack with its own paper band. On either end of the paper band, you will find a square of adhesive material. Press the ends together to engage the adhesive. This will secure your materials.
4. Place the wrapped stack(s) within the box.
5. Fill out the Administration Survey. Place it and the completed Supervisor's Irregularity Report Form (if applicable) on top of the wrapped stack(s). These forms do **not** need to be secured by a paper band.



- A** Administration Survey
- B** Supervisor's Irregularity Report Form (if Applicable)
- C** Paper band
- D** Supervisor Report Form (SRF)
- E** Used Answer Sheets for Scoring

- ◆ Use filler material to further secure the return materials if they do not completely fill the box(es).
- ◆ Remove any previous markings or labels from the box(es) before applying the shipping label(s).
- ◆ Seal the box(es) securely with packaging tape.
- ◆ Return materials no later than two days after the administration using the prepaid UPS label(s) provided.

Example of **UPS Return Label** (Return Transportation Material on packing list):



- ◆ Locate the aqua label(s) included in your shipment marked **SCORABLE**. Place one label in the lower right-hand corner on top of each box being returned. This label is used to identify materials at the processing facility for scoring.

Example of **Scorable Materials Label** (Return Labels, Scorable, Aqua on the packing list):

| | |
|---|----------------|
| SAMPLE DISTRICT | 123456 |
| SAMPLE MIDDLE SCHOOL 3580 NORTH SHORE DRIVE LOS ANGELES, CA 90089 | 654321 |
| SCH: BOX _____ OF _____ | |
| READISTEP FALL 2013 | |
| PEARSON 905 WEST HOWARD LANE AUSTIN, TX 78753 | |
| SCORABLE MATERIALS | |
| | |
| 152-040-001 | 0034236538 ANS |

- ◆ Place the prepaid UPS label(s) to the immediate left of the aqua label(s), which should be in the lower right-hand corner on the top of each box being returned.

- ◆ **In the school section of the Aqua Scorable Materials label(s), number the box(es). If only one box is used, label it “1 of 1.” If multiple boxes are used, label them sequentially (e.g., a shipment of four boxes would be labeled “1 of 4,” “2 of 4,” and so on). If you need additional aqua labels or UPS prepaid labels, contact the College Board at 877-797-3234.**
- ◆ **School name is required on the return label to properly identify your return shipment. Fill in your school name, if applicable.**
- ◆ **Contact UPS to arrange for package pickup of scorable answer sheets, following the procedures below:**
 1. Pickups should be scheduled 24–48 hours in advance.
 2. Call 800-823-7459.
 3. Tell the UPS representative that you are calling in a pickup request for Pearson Education, and you will be using their “Return Service.”
 4. Provide address for pickup.
 5. Provide an estimated number of packages that will be available for pickup.
 6. A confirmation number for pickup will be given with the date of pickup.
 7. Be sure that a staff member is available from 8 a.m. to 3:30 p.m. on the pickup date.
- ◆ **Store all used test books in a secure area for later use in reviewing score reports with students.**

Test Administration and Security Procedures Checklist

Use this checklist to keep track of the many details involved in a testing session. All items in the list are explained in this manual. Please follow all administrative and security procedures carefully to help prevent irregularities.

Preparations Before the Test

- Review “Tips for Preventing Security Breaches.”
- Select a secure place to store test materials.
- Check adequacy of seating, lighting and ventilation in testing rooms.
- Select your assistants.

- Meet with assistants to review security and administration procedures.

When Test Materials Arrive

- Within 24 hours after the shipment arrives, check the contents against the School Packing List and notify the College Board immediately if there are any discrepancies.
- Store test materials in a locked storage area.
- Read this *Supervisor's Manual* carefully.

On the Day of the Test

- Make sure the testing room is ready.
- Retain test materials in a secure area.
- Post the ReadStep School Code.

During the Test

- Hand a test book and an answer sheet directly to each student noting the order of distribution.
- Place unused test materials in a location not accessible to the students at any time.
- Begin the test according to the instructions in this *Supervisor's Manual*.
- Count students and then count unused test books. The sum of the two must equal the number of test books you received.
- Keep careful track of the timing of each test.
- Prohibit the use of cell phones and beepers during the testing session.
- Never leave the room unattended.
- Call the College Board at 1-877-797-3234 if a breach of security occurs.

At the End of the Test

- Collect a test book and an answer sheet from each student in the same order in which they were handed out.
- Make sure all answer sheets have either a pre-ID label affixed or that the following fields have been gridded: **First Name, Last Name, Date of Birth, Sex, Grade Level, and ReadStep School Code.** **Failure to affix a pre-ID label (if available) or grid the previously indicated fields may cause a delay in processing.**
- Account for all test books and answer sheets before ending the test session.

- Complete the "School Use Only" sections (19 and 20) on page 4 of the student answer sheet to record accommodation use or voids (refer to page 24 for additional information on completing the "School Use Only" sections).
- After testing is over place materials in an area that is not accessible to students.

After the Test

- Make sure all test materials are secure.
- Complete the Supervisor Report Form(s):
 - **Confirm that the ReadStep School Code on the Supervisor Report Form (SRF) matches the ReadStep School Code provided in the e-mail that was sent when the test materials order was submitted.**
 - **Supply the number of answer sheets that will be returned under each SRF. Failure to include this information accurately will cause a delay in processing.**
 - **Fill out the rest of the applicable information then sign and date each SRF.**
- Wrap the stack(s) of answer sheets and the completed SRF with the paper band. If you are returning more answer sheets than can fit within a single paper band, fill out additional SRFs for each stack then wrap each stack with its own paper band.
- Complete the Supervisor Irregularity Report (if necessary).
- Evaluate the administration and make any suggestions for improvements on the Administration Survey.
- Return all used answer sheets and ancillary materials (Supervisor Irregularity Report, Supervisor Report Form and Administration Survey) immediately, but no later than two (2) days after the administration using the prepaid UPS shipping label(s) provided. **Do not return non-scorable test materials.**
- Return only *one* answer sheet per student. If multiple answer sheets are sent for a single student, they will not be combined into a single student record.**
- Immediately after testing has been completed, put test books in a secure area and destroy any remaining unused test materials.
- After results have been posted and the test has been reviewed with students, securely destroy all test books.

Sample Page: Supervisor Report Form

The Supervisor Report Form can be found in your test materials shipment. It is used to identify your institution for reporting. Return the form with your answer sheets per the return instructions found in this manual.

- 1** ReadiStep School Code: This field, along with "District Name" and "School Name," should be pre-populated unless you received your SRF as part of a late order.

If this field is blank, it must be populated with the unique six-digit number assigned to your institution by the ReadStep™ program in order for your materials to be processed.

Contact us at readistep@collegeboard.org if you are not sure what your ReadStep school code is.

- 2** Administration: ReadStep is only available for administration in the fall. Please disregard the spring administration.
- 3** Test Date: Provide the date when testing concluded at your institution.

- 4** Number of Answer Sheets: Enter the number of used answer sheets you will be returning with this SRF here before securing the answer sheets with the paper band for return.

Discrepancies between the number of answer sheets reported on the SRF and the actual number of answer sheets returned with the SRF will cause delays in scoring your test materials.

- 5** Signature: Once you have completed the SRF, be sure to sign and date it.

Supervisor Report Form (SRF)

Use this SRF for return of USED scannable documents only.

District Name _____

School Name _____

1

**READISTEP
SCHOOL CODE**

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 |

2

ADMINISTRATION

Spring

Fall

3

TEST DATE

| Month | Day | Year |
|---------------------------|-----|------|
| <input type="radio"/> Jan | | |
| <input type="radio"/> Feb | | 20 |
| <input type="radio"/> Mar | 0 | 0 |
| <input type="radio"/> Apr | 1 | 1 |
| <input type="radio"/> May | 2 | 2 |
| <input type="radio"/> Jun | 3 | 3 |
| <input type="radio"/> Jul | 4 | 4 |
| <input type="radio"/> Aug | 5 | 5 |
| <input type="radio"/> Sep | 6 | 6 |
| <input type="radio"/> Oct | 7 | 7 |
| <input type="radio"/> Nov | 8 | 8 |
| <input type="radio"/> Dec | 9 | 9 |

IMPORTANT DIRECTIONS

- Use only a soft black lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy black marks that completely fill the circle.
- Erase completely any marks you wish to change.
- Make NO stray marks on this SRF.

TOTAL NUMBER OF ANSWER SHEETS

Write the exact number of answer sheets being returned under this Supervisor Report Form. Complete the grid using lead zeroes where needed. The number of answer sheets submitted under this form must agree with the number gridded. Blank answer sheets should not be returned.

4

**ENTER THE TOTAL
NUMBER OF
ANSWER SHEETS
TO BE SCORED**

| | | | |
|---|---|---|---|
| | | | |
| 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 |

5

SIGNATURE

The total used answer sheets returned have been hand counted. The information above is accurate to the best of my knowledge.

Signature: _____

Date: _____

Ensure that all of the information above has been entered accurately.
Errors may delay the processing of your reports.

PEARSON USE ONLY

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 |

Codes for U.S. Commonwealths and Territories and Countries or Regions Outside of the U.S.

U.S. Commonwealth and Territories

| | |
|----|--------------------------|
| AS | American Samoa |
| GU | Guam |
| MP | Northern Mariana Islands |
| VI | Virgin Islands |
| PR | Puerto Rico |

Countries or regions outside the U.S.

| | |
|----|---------------------------------------|
| AD | Andorra |
| AE | United Arab Emirates |
| AF | Afghanistan |
| AG | Antigua and Barbuda |
| AI | Anguilla |
| AL | Albania |
| AM | Armenia |
| AN | Netherlands Antilles |
| AO | Angola |
| AQ | Antarctica |
| AR | Argentina |
| AT | Austria |
| AU | Australia |
| AW | Aruba |
| AX | Aaland Islands |
| AZ | Azerbaijan |
| BA | Bosnia and Herzegovina |
| BB | Barbados |
| BD | Bangladesh |
| BE | Belgium |
| BF | Burkina Faso |
| BG | Bulgaria |
| BH | Bahrain |
| BI | Burundi |
| BJ | Benin |
| BM | Bermuda |
| BN | Brunei Darussalam |
| BO | Bolivia |
| BQ | Bonaire, Saint Eustatius and Saba |
| BR | Brazil |
| BS | Bahamas |
| BT | Bhutan |
| BV | Bouvet Island |
| BW | Botswana |
| BY | Belarus |
| BZ | Belize |
| CA | Canada |
| CC | Cocos (Keeling) Islands |
| CD | Congo, The Democratic Republic Of The |

| | |
|----|---|
| CF | Central African Republic |
| CG | Congo |
| CH | Switzerland |
| CI | Cote D'Ivoire |
| CK | Cook Islands |
| CL | Chile |
| CM | Cameroon |
| CN | China |
| CO | Columbia |
| CR | Costa Rica |
| CU | Cuba |
| CV | Cape Verde |
| CX | Christmas Island |
| CY | Cyprus |
| CZ | Czech Republic |
| DE | Germany |
| DJ | Djibouti |
| DK | Denmark |
| DM | Dominica |
| DO | Dominican Republic |
| DZ | Algeria |
| EC | Ecuador |
| EE | Estonia |
| EG | Egypt |
| EH | Western Sahara |
| ER | Eritrea |
| ES | Spain |
| ET | Ethiopia |
| FI | Finland |
| FJ | Fiji |
| FK | Falkland Islands (Malvinas) |
| FM | Micronesia, Federate States Of |
| FO | Faroe Islands |
| FR | France |
| GA | Gabon |
| GB | United Kingdom |
| GD | Grenada |
| GE | Georgia |
| GF | French Guiana |
| GH | Ghana |
| GI | Gibraltar |
| GL | Greenland |
| GM | Gambia |
| GN | Guinea |
| GP | Guadaloupe |
| GQ | Equatorial Guinea |
| GR | Greece |
| GS | South Georgia and The South Sandwhich Islands |
| GT | Guatemala |
| GW | Guinea-Bissau |
| GY | Guyana |

| | |
|----|--|
| HK | Hong Kong |
| HM | Heard Island and Mcdonald Islands |
| HN | Honduras |
| HR | Croatia |
| HT | Haiti |
| HU | Hungary |
| ID | Indonesia |
| IE | Ireland |
| IL | Israel |
| IN | India |
| IO | British Indian Ocean Territory |
| IQ | Iraq |
| IR | Iran, Islamic Republic Of |
| IS | Iceland |
| IT | Italy |
| JM | Jamaica |
| JO | Jordan |
| JP | Japan |
| KE | Kenya |
| KG | Kyrgyzstan |
| KH | Cambodia |
| KI | Kiribati |
| KM | Comoros |
| KN | Saint Kitts and Nevis |
| KP | Korea, North (DPR) |
| KR | Korea, South (ROK) |
| KW | Kuwait |
| KY | Cayman Islands |
| KZ | Kazakhstan |
| LA | Lao People's Democratic Republic |
| LB | Lebanon |
| LC | Saint Lucia |
| LI | Liechtenstein |
| LK | Sri Lanka |
| LR | Liberia |
| LS | Lesotho |
| LT | Lithuania |
| LU | Luxembourg |
| LV | Latvia |
| LY | Libya |
| MA | Morocco |
| MC | Monaco |
| MD | Moldova, Republic Of |
| ME | Montenegro |
| MG | Madagascar |
| MH | Marshall Islands |
| MK | Macedonia, The Former Yugoslav Republic of |
| ML | Mali |
| MM | Myanmar |

Codes for U.S. Commonwealths and Territories and Countries or Regions Outside of the U.S., continued

| | | | |
|----|---------------------------|----|--------------------------------------|
| MN | Mongolia | SG | Singapore |
| MO | Macao | SH | Saint Helena |
| MQ | Martinique | SI | Slovenia |
| MR | Mauritania | SJ | Svalbard and Jan Mayen |
| MS | Montserrat | SK | Slovakia |
| MT | Malta | SL | Sierra Leone |
| MU | Mauritius | SM | San Marino |
| MW | Malawi | SN | Senegal |
| MX | Mexico | SO | Somalia |
| MY | Malaysia | SR | Suriname |
| MZ | Mozambique | SS | South Sudan |
| NA | Namibia | ST | Sao Tome and Principe |
| NC | New Caledonia | SV | El Salvador |
| NE | Niger | SY | Syrian Arab Republic |
| NF | Norfolk Island | SZ | Swaziland |
| NG | Nigeria | TC | Turks and Caicos Islands |
| NI | Nicaragua | TD | Chad |
| NL | Netherlands | TF | French Southern Territories |
| NO | Norway | TG | Togo |
| NP | Nepal | TH | Thailand |
| NR | Nauru | TJ | Tajikistan |
| NU | Niue | TK | Tokelau |
| NZ | New Zealand | TL | Timor-Leste |
| OM | Oman | TM | Turkmenistan |
| PA | Panama | TN | Tunisia |
| PE | Peru | TO | Tonga |
| PF | French Polynesia | TR | Turkey |
| PG | Papua New Guinea | TT | Trinidad and Tobago |
| PH | Philippines | TV | Tuvalu |
| PK | Pakistan | TW | Taiwan |
| PL | Poland | TZ | Tanzania, United Republic Of |
| PM | Saint Pierre and Miquelon | UA | Ukraine |
| PN | Pitcairn | UG | Uganda |
| PR | Puerto Rico | UM | United States Minor Outlying Islands |
| PS | Palestinian Territories | US | United States |
| PT | Portugal | UT | Uruguay |
| PW | Palau | UZ | Uzbekistan |
| PY | Paraguay | VA | Holy See (Vatican City State) |
| QA | Qatar | VC | Saint Vincent and The Grenadines |
| RE | Reunion | VE | Venezuela |
| RO | Romania | VG | Virgin Islands, British |
| RS | Serbia | VN | Viet Nam |
| RU | Russian Federation | VU | Vanuatu |
| RW | Rwanda | WF | Willis and Futuna |
| SA | Saudi Arabia | WS | Samoa |
| SB | Solomon Islands | YE | Yemen |
| SC | Seychelles | YT | Mayotte |
| SD | Sudan | ZA | South Africa |
| SS | South Sudan | ZM | Zambia |
| SE | Sweden | ZW | Zimbabwe |

