

**Supervisor's Manual**  
for the Readistep™ Assessment  
2011-12

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## Contact Information

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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](http://readistep.collegeboard.org)
- Mail:** The College Board  
Attn: ReadStep Program  
PO Box 8670  
Reston, VA 20195
- E-mail:** [readistep@collegeboard.org](mailto: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 or 20
- Answer folders in packages of 5 or 20
- 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)
- Educator's guide (at least one per school)
- Packing List
- Supervisor Report Form
- Supervisor Irregularity Report Form (found in this manual)
- Prepaid Return Label for returning answer folders

### 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 27 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 carton, 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 carton and check its contents as follows:

- ◆ Check all materials in each carton, 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 ReadStep Customer Service at 877-797-3234.
- ◆ Return all test materials to the cartons, reseal the cartons and sign your name across the top of each carton.
- ◆ Store the cartons 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 ReadStep 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**

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### **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 College Board 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.

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## 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 Readiness. The Official Educator Guide to the Readiness Assessment, found among the materials in your Readiness 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 13 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 that the following items may not be used on test day:
  - pocket organizers
  - portable/laptop computers
  - portable digital assistants
  - electronic writing pads or pen-input/stylus-driven devices
  - cell phone calculators
  - calculators with QWERTY (typewriter-like) keypad or paper tape
  - calculators that make noise or “talk” or that require an electrical outlet.
- ◆ 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 folder (if your school did not participate in Bulk Registration). Notify students that they will need to fill in the bubbles on the answer folder. Answers written in the test book will not be counted.

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## Identifying and Organizing Student Information

Readiness customers have several methods for identifying and organizing their student information. Review the table below before test day to understand the different codes used for Readiness testing and reporting.

<p><b>The College Board School Code</b></p> <p>(On the Supervisor Report Form and Section 10 of the Student Answer Folders)</p>	<p>A unique six-digit code provided to your school by the College Board.</p> <p>The code was e-mailed to the contacts listed on your Readiness order form once the College Board fully processed your order for test materials.</p> <p>This code is pre-populated on the Supervisor Report Form (SRF) for on-time orders. For students with Pre-ID labels, this code is pre-populated. Students without Pre-ID labels will need to fill-in the code by hand on the answer folder.</p> <p>This code, <b>required on the SRF</b>, is used to identify your organization. <b>Failure to include this information will delay processing of your answer folders.</b></p>
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If you have not received or have misplaced your College Board School Code, the code can be obtained at [readistep.collegeboard.org/bulkreg](http://readistep.collegeboard.org/bulkreg).

Before the test you will need to provide your test room assistants with a copy of the six-digit College Board School Code to post in their test rooms.

### Using the Group Name

(On the Supervisor Report Form)

The Group Name feature allows you to collect student results for specific sets of students. This can be helpful in distributing Student Reports and in reviewing the results on the aggregate-level reports.

The Group Name is usually a specific teacher's name (i.e., Mr. Albert or Ms. Smith) and customizes your reports in the following ways:

- Student Reports will be returned in sets organized alphabetically by Group Name. (i.e., the reports for students in group "Albert" will be stacked alphabetically then separated from the reports for "Smith")
- Classroom Reports, the student results will be organized alphabetically by Group Name. (i.e., the results for students in group "Albert" will appear before the group "Smith").
- School Reports will provide overall results for the school as well as present the summary of results for each group.
- On the Student Data File, results will be organized alphabetically first by Group Name then by student's last name.

If you would like to take advantage of the Group Name feature, follow these steps:

- Before test day, decide how you would like your score reports grouped (by homeroom, English teacher, etc.)
- After testing has concluded, divide the completed answer folders into the desired groups, giving each group its own SRF.
- For each group of answer folders, assign a unique Group Name and grid it on the SRF.
- Assemble the documents in the box with an SRF on top of each group of answer folders.

### Using the Group Name and Classroom Code

(On the Supervisor Report Form and Section 11 of the Student Answer Folders)

The Classroom Code provides an additional level detail in reporting.

This code can be used to identify different class periods or sections of a class. It can be included on the SRF or the student answer folders. For example:

Sorting all student score reports for Ms. Smith's Math classes by section so that she may distribute them in each of her classes.

Group Name: Smith

Classroom Code: 001 (for her first period class)

Classroom Code: 003 (for her third period class)

Students in her first period should fill in 001 and the students in her third period should fill in 003 on their answer folders. Return both sets of answer folders together with the SRF using the Group Name above then repeat for other math

teachers, using each teacher's last name as the Group Name. The Classroom Code on the SRF should be left blank.

The Classroom Code will appear on Classroom and School Reports as well as the Student Data File. Districts can organize the information on the Student Data File by Classroom Code.

The Classroom Code field on the SRF should only be used when there is a single section or number associated with a specific reporting group. Some districts assign their schools specific numbers. This field can be used to capture that information for sorting in the Student Data File.

**Note:** Using the Classroom Code on its own will not produce separate reporting groups. It can only be used in conjunction with the Group Name.

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**Note:** If you would like to receive reporting without specific sub-groups, return all completed answer folders under a single SRF with the Group Name and Classroom Code fields left blank.

- Student Reports will be returned in a single set organized alphabetically by the student's last name.
- Classroom Reports and the Student Data File will present results alphabetically by student's last name.
- The School Summary report will present the summary of results for one group that includes all of the participating students.

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## 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 folders.
- ◆ Affix each Pre-ID label to the top left-hand corner on the first page of each answer folder.
- ◆ 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 carton and store the answer folders for that test room in that carton.
- ◆ Place the labeled answer folders back in their cartons and reseal the cartons.

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## Students with Special Needs

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

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## Preparing Testing Materials

### Supervisor's Action

- ◆ Remove the test books from their shipping carton.
- ◆ 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 College Board School Code for students without pre-printed pre-ID labels.
- ◆ 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.

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## 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 9 for more information.

### Conduct and Prohibitions

While taking a test, students should have nothing on their desks but their test books, answer folders, pencils and erasers. Calculators are allowed for Mathematics Section 3A only. The use of any of the following items is prohibited at any time during testing:

- ◆ telephones or cell phones
- ◆ MP3 players
- ◆ beepers/pagers
- ◆ watch alarms (including those with flashing lights or alarm sounds)
- ◆ personal digital/electronic recording or photographic devices
- ◆ dictionaries (including electronic)
- ◆ books or pamphlets
- ◆ papers of any kind

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 alarm watches, cell phones, or beepers to turn them off before the test session begins.**

Students should not make unnecessary marks on their answer folders. 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.

*Please see page 22 for more details on Testing Irregularities.*

### **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.

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## **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

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### 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 folders 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 folder to each student. Distribute only one test book and one answer folder per student. Keep one answer folder and test book for use in giving instructions.

### Completing the Student Answer Folder

To be included in scoring, Student First Name, Last Name, and one answered multiple-choice question must be present on the student answer folder. 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.

### 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 folder. It is permissible to complete this information prior to the testing administration with the exclusion of Date and Signature in section 22 of the answer folder. 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.

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## **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 folder as the student leaves the room.
- ◆ When the student returns, return the testing materials to the student.
- ◆ Do not allow extra testing time.

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## **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 affect the scoring 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](http://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 folder 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 18.

		<b>Read:</b>	<b>Then go to:</b>	<b>Followed by:</b>
<b>Students with Pre-ID Labels</b>	<b>If all students have pre-ID labels</b>	<b>“Distributing the Test Materials” on page 14</b>	<b>“Completing Student Identification Information (Pre-ID Label)” on page 15</b>	
<b>Students without Pre-ID Labels</b>	<b>If no students have pre-ID labels</b>	<b>“Distributing the Test Materials” on page 14</b>	<b>“Completing Student Identification Information (No Pre-ID Label)” on page 16</b>	
<b>Mixed</b>	<b>If some students have pre-ID labels</b>	<b>“Distributing the Test Materials” on page 14</b>	<b>“Completing Student Identification Information (No Pre-ID Label)” on page 16</b>	<b>“Completing Student Identification Information (Pre-ID Label)” on page 15</b>

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

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## 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 folder. 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 folder 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 folder 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 folder. 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 16. 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)."

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## **Completing Student Identification Information (Pre-ID Label)**

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

**Turn the answer folder 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.**

**Turn to page 3 of your answer folder. 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 19–21. For section 22, 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. Please fill in today's date and then sign and print your name in this section. . . .**

**Complete section 23. 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.*

## **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 folder on pages 29 and 30 as a reference.

**Turn the answer folder so that the page with “NAME” at the top is facing you. . . .**

**Complete sections 1 through 5. Print and fill in the matching circles for your last name, first name, middle initial, 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. Print and fill in the matching circles for your student ID number . . . . Are there any questions?**

*If students are assigned an ID by the school, they may enter their school ID.*

**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 College Board School Code provided in the order confirmation. Only use section 11 if students are being grouped for reporting.*

**Complete sections 10 and 11. Print and fill in the matching circles for College Board School Code and classroom code. Look up when you have finished. . . .**

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

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

**Turn to page 4 of your answer folder. Complete sections 14 through 18. Print and fill in the matching circles for your home mailing address, city, state, and zip or postal code. Indicate spaces by leaving a blank box and filling in the blank circle below the blank box. . . .**

*Codes for students with mailing addresses in U.S. territories and countries other than the United States are listed on pages 34 and 35. 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 and 17. Enter your ZIP or postal code in Section 18. . . .in Section 17 enter the country code number I will give you now and fill in the appropriate circles.**

*Skip sections 19–21. For section 22, 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. Please fill in today’s date and then sign and print your name in this section. . . .**

**Complete section 23. 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.*

---

## Administering the Test

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

Turn your answer folder 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 folder. 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 folder. Be sure the number of the question you are answering matches the number on the answer folder.

## ***CRITICAL READING***

Find section 1 of your answer folder. . . .

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 folder. 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 folder.**

**You are about to take the Writing section of the test. You will have 40 minutes to complete this section beginning on page 16. 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 16. Carefully read the directions, review the example, and begin working. Remember that all answers must be marked on your answer folder. 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 folder 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 40. 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. 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 folder 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 folder. 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.**

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

*Collect an answer folder from each student. While collecting each answer folder, check to confirm that the school code, demographic information, and the form code have been completed. Do not allow any students to leave the room.*

*Count the answer folders before you collect the test books. Verify by count that you have an answer folder 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.*

# Testing Irregularities

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## Importance of Reporting Irregularities

It is important that you use the Supervisor Irregularity Report Form (page 32 of this manual) 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

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## 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 21 of the student's answer folder. 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

# After the Test

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## Collecting Materials

When you collect test materials, you will need to keep a running total of test books (used and unused) and answer folders. 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 folder 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 folder. 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 Folders

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

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

## Collecting and Counting Test Books

After accounting for the answer folders, 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 folder 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: Free/Reduced Lunch** - complete this section for each student to indicate if the student is eligible for free/reduced lunch.
- ◆ **Section 21: 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 folders. The return materials deadline and report distribution dates are posted on [readistep.collegeboard.org](http://readistep.collegeboard.org) for each test window.

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
<p><b>Student Reports</b></p>	<p>Provides students with their score range, national percentile, local percentile and itemized responses.</p> <p>Local Percentiles* may <b>not</b> report for institutions that return their materials <b>earlier or later</b> than the rest of the participating schools in the district.</p> <p>Schools returning up to 4 weeks after the last return materials deadline will <b>only</b> receive Student Reports.</p> <p>Completed answer folders returned <b>more</b> than 4 weeks after the last return materials deadline for the admin <b>will not</b> be scanned or scored.</p>
<p><b>Classroom Item Analysis Report</b></p>	<p>Presents the itemized results for each student on each section of the assessment.</p> <p>Schools that return their materials <b>after</b> the final return materials deadline will <b>not</b> receive these reports.</p>
<p><b>Classroom Score Summary Report</b></p>	<p>Presents the summary of results for each student on each section of the assessment, organized by Group Name.</p> <p>Institutions that return their materials <b>after</b> the final return materials deadline will <b>not</b> receive these reports.</p>
<p><b>School Summary Report</b></p>	<p>Presents the overall summary of results for the school.</p> <p>Institutions that return their materials <b>after</b> the final return materials deadline will <b>not</b> receive this report.</p>
<p><b>District Summary Report</b></p>	<p>Presents the school by school summary of results. It is recommended that <b>districts communicate a single return materials deadline</b> to their participating schools.</p> <p>If schools return their materials in separate windows, two reports will be generated.</p> <p>The first will be sent five weeks after the early returns are received. The second will be sent after the last testing window and be updated to include all test results received for the full administration.</p>

	<p>Schools must return their test materials by the final return material deadline to be included on this report.</p> <p>Districts that return their materials <b>after</b> the final return materials deadline will <b>not</b> receive this report.</p>
<b>Student Data File</b>	<p>Delivered in the final report distribution, this CD contains an ASCII .csv file that presents the results for all participating students in the district.</p> <p>Schools must return their test materials by the final return material deadline to be included on this CD.</p> <p>Districts that return their materials <b>after</b> the final return materials deadline will <b>not</b> receive this report.</p>

\*Local Percentiles require at least 25 students within the district or institution to have participated in the assessment in order to be calculated.

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

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## 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. Readiness 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.

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## 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.

- ◆ Use the original shipping boxes to return the scorable materials to Pearson. If these boxes have been damaged, please use a similar box or contact the Readiness Customer Service for an additional box.
- ◆ The materials to return are:
  - All **used** answer folders.
  - The Supervisor's Report Form (SRF) (found in your shipment).
  - The Supervisor's Irregularity Report (found on page 32 of this manual).

- The Administration Survey (found on page 33 of this manual).
- ◆ Return materials no later than two days after the administration using the prepaid UPS label(s) provided.

If you would like to group your students for classroom and school-level reporting:

- Divide the completed answer folders into the desired groups.
- Assign a unique Group Name to each group on each SRF.
- Assemble the answer folders in the box with an SRF on top of each group of answer folders.

If you do not want to group your students, leave this field blank on the SRF and assemble all completed answer folders in the box under a single SRF. See page 8 for more details about using Group Name.

- ◆ Be sure to use filler if the materials do not completely fill the box. Remove any previous markings or labels from the boxes before applying the shipping label.
- ◆ Seal the boxes securely with packaging tape.
- ◆ Locate the Gold return shipping label(s) included in your shipment marked SCORABLE. Place one return shipping label in the lower right-hand corner on top of each carton being returned.
- ◆ Place the prepaid UPS label to the immediate left of the Gold return shipping label, which should be in the lower right-hand corner on the top of each carton being returned.
- ◆ In the school section of the return label, number the cartons. If only one carton is used, label it "1 of 1." If multiple cartons are used, label them sequentially (e.g., a shipment of four cartons would be labeled "1 of 4," "2 of 4," and so on). If you need additional Gold labels or UPS prepaid labels, contact The College Board at 877-797-3234.
- ◆ Fill in your school name, if applicable.

Arrange for package pickup of scorable answer folders with UPS following the procedures below:

- Pickups should be scheduled 24–48 hours in advance.
- Call 1-866-961-3790.
- Tell the UPS representative you are calling in a pickup request for Pearson Education, and will be using their "Return Service."
- Provide address for pickup.
- Provide an estimated number of packages that will be available for pickup.
- A confirmation number for pickup will be given with the date of pickup.
- Be sure that a staff member is available from 8:00 am to 3:30 pm on the pickup date.
- ◆ Store all used test books in a secure area for later use in reviewing score reports with students.
- ◆ Destroy all unused test materials.

### **Return Materials Deadlines**

All administration dates and deadlines are available at [readistep.collegeboard.org](http://readistep.collegeboard.org)

# 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.
- Contact the College Board if test materials do not arrive seven calendar days prior to the test date.
- Meet with assistants to review security and administration procedures.
- Alert your receiving office that the shipment is expected and arrange to have it delivered to you as soon as it arrives.

## 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 College Board school code.

## During the Test

- Hand a test book and an answer folder 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 or if there is an emergency.

## At the End of the Test

- Collect a test book and an answer folder from each student in the same order in which they were handed out.
- Make sure all answer folders have either a pre-ID label affixed or that the following fields have been gridded: **First Name, Last Name, Date of Birth, Gender, Grade, and 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 folders before ending the test session.
- Complete the "School Use Only" sections (19–21) on page 4 of each student's answer folder (refer to page 23 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 (refer to page 25 for additional information on returning scorable answer folders)

- Make sure all test materials are secure.
- Complete the Supervisor Report Form and, if appropriate, the Supervisor Irregularity Report. **The College Board-assigned school code, Group Name and number of answer documents fields must be gridded on your Supervisor Report Form in order to generate classroom-level reporting. Failure to include this information accurately will cause a delay in processing.**
- Evaluate the administration and make any suggestions for improvements on the Administration Survey.
- Return all answer folders 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 folder per student. If multiple answer folders 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 4: Answer Folder



**Your Home Mailing Address**

\* Fit address into boxes provided.  
 \* Indicate a space in address by leaving a blank box and filling in the blank circle below the blank box.  
 \* You must fill in a matching circle below what you write in each box.  
 \* If your address contains a fraction, leave a blank box after the whole number, and enter the top number in the next box, a slash in the next, and the bottom number in the next (e.g., 5 1/2, 6 11/22).

**14 Street Address (include apartment number, if applicable)**

**15 City**

**16 State**

**17 Country** (if you marked U.S. Ter. or Other in 16)

**18 Zip or Postal Code**

**19 Accommodations**

**20 Free/Reduced Lunch**

**21 VOID**

**22 Date and Sign on Final Test Day**

**23 FORM CODE**

**SCHOOL USE ONLY**

Braille  
 Large-Type Format  
 Reader's Script  
 Audio CD

Yes  No

Critical Reading  
 Writing Skills  
 Mathematics

Month / Day / Year

Signature

Name (Please print)

(Copy from back of test book.)

A B C D E F



readistep<sup>™</sup>  
**SUPERVISOR IRREGULARITY REPORT FORM**

In the event of an irregularity during the test session, please record the irregularity in as much detail as possible by completing this form. You may make additional copies as needed if you do not have sufficient room to write the description in the column provided. **Return this form with your answer folders.**

Test Site: \_\_\_\_\_ Session Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

Test Supervisor's Name: \_\_\_\_\_

Is the irregularity for the entire group or for an individual participant? (check the appropriate choice)	Describe the irregularity in as much detail as you can. Also describe what action you took and the result.
<input type="checkbox"/> <b>Group</b> <input type="checkbox"/> <b>Individual</b>  <b>Student ID#:</b> _____	<b>What happened and what action did you take?</b>
<input type="checkbox"/> <b>Group</b> <input type="checkbox"/> <b>Individual</b>  <b>Student ID#:</b> _____	<b>What happened and what action did you take?</b>
<input type="checkbox"/> <b>Group</b> <input type="checkbox"/> <b>Individual</b>  <b>Student ID#:</b> _____	<b>What happened and what action did you take?</b>

readistep  
ADMINISTRATION SURVEY

Your feedback as a test supervisor is important and we would appreciate your taking the time to complete this optional survey about your test administration. The results will provide us with information that will be used to help us improve the test experience.

**Please answer the following questions and return the survey with your supervisor's packet.**

1. When did you administer this test? *(circle one)* **Fall**    **Spring**
  
2. Were the administration procedures easy for you to follow? *(circle one)* **Yes**    **No**
  
3. Were the directions for completing the scannable answer folder easily understood by your students?  
*(circle one)*  
  
**Yes, by all**      **Yes, for most**      **No, only for a few**      **Not at all**
  
4. Did most (i.e., 90%) of your students complete each section within the time limit? *(circle one for each section)*  
  
Critical Reading:      **Yes**    **No**  
  
Writing Skills:      **Yes**    **No**  
  
Mathematics:      **Yes**    **No**

***Please write any additional suggestions and comments about the test administration and/or the Supervisor's Manual in the space provided below (attach additional pages as necessary):***

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Please include your e-mail if you are interested in receiving information about Readistep:

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**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  
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 Colombia  
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 Guadeloupe  
GQ Equatorial Guinea  
GR Greece  
GS South Georgia and The South Sandwich 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 Libyan Arab Jamahiriya  
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  
MN Mongolia

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

