Quality Control Checks for Teachers/Scorers

- ❑ Please read the Teacher Notes carefully to ensure all steps in the administration process are followed.

- ❑ When you have received your students answer sheets, check to ensure each student has received a sheet. If you do not receive a preprinted sheet for any student; **Use an Extra Answer Sheet**. **IMPORTANT: Never use a preprinted sheet for any other student but the one for whom it is printed.**

- ❑ Use the Roster Report to note any student that is Not Tested (Reason Not Tested must be bubbled); and/or is absent for any portion of the test administration or refuses any portion of the test.

- ❑ After the administration of the test, check to ensure each student has completed the assessment and all bubbles are filled in.

- ❑ If a student uses an Extra Answer Sheet; complete all demographic information on the answer sheet, write legibly. BE SURE the Student ID number is accurate; ask your CIO. An N24-2 Form must be completed with all demographic information for every student using an Extra Sheet. Complete the Extra Answer Sheet Roster Report.

- ❑ Check answer sheets against rosters once again to ensure all answer sheets have been returned and are **not left in test booklets.**

- ❑ Check answer sheets for any stray marks. This includes marks in the header section where it is watermarked "DO NOT WRITE IN THIS AREA," or writing in the tracking marks. Bring these issues to the attention of the Testing Coordinator.

- ❑ Check answer sheets for any damage that may delay processing. This would include sheets that are torn, folded or bent, spilled on, stepped on, etc. Bring these issues to the attention of the Testing Coordinator.

- ❑ **SCORER** – it is the **YOUR RESPONSIBILITY** to bubble the score points and/or bubble No Response for all constructed response items. DO NOT LEAVE ANY CONSTRUCTED RESPONSE QUESTIONS/ITEMS BLANK! If left blank NERIC cannot process the sheet.

*****Notify your district Testing Coordinator of any issues that arise.*****