Steps for Testing Day – Paper

STEP 4: AFTER THE TEST

Test administrators are responsible for the security of all test materials in their possession.

Test Booklets

1. Check each test booklet and erase any pencil marks.
2. Return all test booklets to inventory in a secure location.

Answer Sheets

1. Check all answer sheets to see that answers are clearly marked.
2. Check that changed answers are completely erased.
3. Erase any stray marks on answer sheets.
4. ***Return all unused answer sheets to inventory in a secure location.***
5. Submit student answer sheets to the data manager for processing.

Pencils

- Sharpen all pencils before returning to inventory.

Calculators

1. Remove batteries, if applicable. (Optional)
2. Return calculators (and batteries) to inventory.

Scratch Paper

- Don't forget! Shred all scratch paper.

Scoring Tests

- Answer sheets can be scanned or manually entered into TOPSpro Enterprise for automated scoring and recording.

– or –

- Answer sheets can be hand-scored using answer keys in the Test Administration Manual.

Test Results & Reports

- Generate reports from TOPSpro Enterprise.

– or –

- Enter test results on worksheets provided in the Test Administration Manual.