

Transfer Student (PBT) Guidance for Colorado

Version 1.0

April 14, 2016

Overview

The purpose of this document is to provide guidance on managing registrations and paper based materials for students who move during a CMAS (ELA, Math, Science and Social Studies) administration.

This guidance is for situations when students have completed some—but not all—units/sections of a paper-based test. Whenever possible students should complete testing at the original school before transferring. Newly enrolled students who have not participated in any CMAS testing should be scheduled for testing in the new district of enrollment unless the new school has completed regularly scheduled testing (testing schedules may vary by grade level and content area).

Responsible Organizations

The Responsible District and School fields (also referred to as the Reporting District and School) are the organizations to which the student tests will be attributed to for reporting purposes.

Notes:

- Student responses from different test booklets (PARCC grade 3, science, and social studies) or answer documents (PARCC grades 4-9) will not be merged during processing and scoring. Therefore, it is important to follow these instructions
- Reports will be sent to the Responsible District and School. If a Responsible District or School is not specified in a student test registration the Testing District and School will be defaulted as the Responsible District and School. When assessment materials are moved and registrations are transferred to a new school or district of enrollment in PearsonAccess^{next} the responsible district needs to be checked and updated, if necessary.

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Students Who Transfer from a PBT School to another PBT School

This situation applies for students who have started, but not completed all units/sections of an assessment. The test booklet or answer document for these students will need to be securely transferred to the new school. Additionally, the student registration will need to be transferred to the new school/district in PearsonAccess^{next}. Student registrations can only be updated by PearsonAccess^{next} users with the **LEA/District Test Coordinator, Non-School Institution Test Coordinator** or **School Institution Test Coordinator** base role with the **Sensitive Data** add-on role.

When a student transfers from a PBT school to another PBT school, School B (the new school) will contact School A (the original school).

- The student's test booklet is securely transferred from School A to School B, and the student continues testing.

Step	Directions
<p>School B contacts School A to arrange a secure transfer of the student's partially used test materials (and provide other student information—e.g., any accommodations the student uses).</p> <p>School A's STC transfers the test materials to School B's STC in person, or DAC will arrange shipment of the test materials from School A to School B via certified mail (signature required).</p> <div data-bbox="196 1409 496 1587" style="border: 1px solid red; padding: 5px;"><p>Note: The DAC must always be notified before any transfer of secure materials.</p></div>	<ul style="list-style-type: none">• Both School A and School B must retain a record of the following information:<ul style="list-style-type: none">○ Secure bar codes of the test booklet and answer document, and any other secure materials that are transferred to continue testing the student (e.g., human reader materials, oral scripts, source books)○ The grade Level and subject of the test○ Record the following demographic information for the student(s) (used for future matching):<ul style="list-style-type: none">▪ State Student Identifier▪ Last or Surname▪ First Name▪ Birthdate
<p>School B tests the student after the test materials are received.</p>	<p>The student will continue testing once the test materials arrive at School B. The student completes testing in the original test booklet or answer document. After testing, the test booklet or answer document is returned with School B's scorable materials. Refer to Section 5.2.4 of the <i>PARCC Test Coordinator Manual (TCM)</i> or section 13 of the <i>CMAS and CoAlt Science and Social Studies Procedures Manual</i> for instructions on returning scorable materials.</p>

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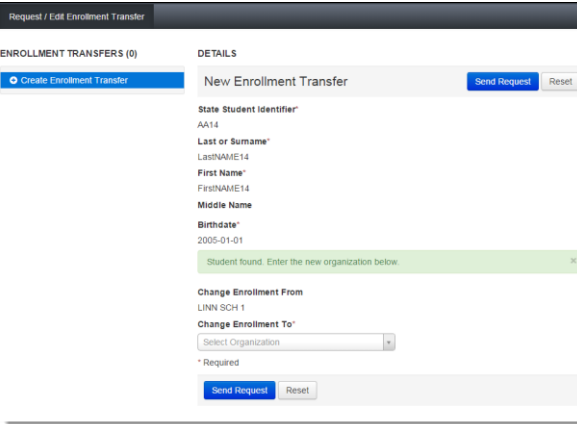
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	<p>After the close of the state assessment administration window, School A will receive a security resolution list via email from Pearson, which will include the test booklet and answer document barcode that was transferred to School B. School A should respond to this correspondence to inform Pearson that the booklet was transferred to School B due to a student move. Pearson will then enter this information into the PearsonAccess^{next} database.</p>
<p>Create a Work Request for Transfer Students</p>	<ul style="list-style-type: none"> • Choose the administration from the drop down in the top banner in PearsonAccess^{next}. • Go to Setup > Work Requests, click the Select Tasks drop down menu and select Request/Edit Enrollment Transfer. Click Start. • To search for the student to be transferred, enter the student details and click Search. <div data-bbox="656 825 1252 1451" data-label="Form"> <p>The screenshot shows the 'Request / Edit Enrollment Transfer' page in PearsonAccessNext. On the left, there is a button labeled 'Create Enrollment Transfer'. On the right, under the 'DETAILS' section, there is a 'New Enrollment Transfer' form. The form includes the following fields: 'State Student Identifier*', 'Last or Surname*', 'First Name*', 'Middle Name', and 'Birthdate*'. Below the fields, there is a legend indicating that an asterisk (*) denotes a required field. At the bottom of the form, there are 'Search' and 'Reset' buttons.</p> </div> <ul style="list-style-type: none"> • If a match is located, under the Change Enrollment To drop-down menu, select the organization where the student is to be transferred. Click Send Request. Note: The required fields contain core demographic information used to match student records in PearsonAccess^{next}. If a match cannot be located, verify that the information being entered matches the information in RITS.

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	 <ul style="list-style-type: none"> • The student will be transferred after the request is approved.
<p>Update Student Record</p>	<ul style="list-style-type: none"> • The Responsible District/School information is not updated in the transfer process. School B will need to ensure that the Responsible District/School information is accurate for the transferred student. • Check test assignments under Manage Student Tests; update as needed. <ul style="list-style-type: none"> ○ Note: This is only applicable to students who have not yet started testing and do not yet have any testing materials.

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Students Who Transfer from a CBT School to a PBT School

There are two options for schools:

- **Option 1:** A Student will need to complete the entire test in School A (CBT).

OR

- **Option 2:** School B (PBT) will administer the remaining CBT units/sections.

If Option 2 is selected, complete the following steps.

Step	Directions
School B registers student via the transfer process	See pages 3-4 of this document
School B orders computer-based test materials through an additional order (if needed).	School B may may need to order a CBT Test Administrator Manual for administration (PARCC only; CMAS: S/SS TAMs contain directions for CBT and PBT). PDFs of all TAMs are also available online: <ul style="list-style-type: none"> ○ CMAS: S/SS <ul style="list-style-type: none"> ▪ http://www.cde.state.co.us/assessment/newassess-sum ○ PARCC <ul style="list-style-type: none"> ▪ http://avocet.pearson.com/PARCC/Home
Follow the directions in the CBT Test Administrator Manual for administration of remaining units/sections.	Refer to Section 4.1 of the <i>PARCC Test Coordinator Manual</i> for instructions on administering the CBT assessments.

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Students Who Transfer from a PBT School to a CBT School

Step	Directions
School B registers student via the transfer process	See pages 3-4 of this document
School B orders paper-based test materials through an additional order (if needed).	School B may may need to order a PBT Test Administrator Manual for administration (PARCC only; CMAS: S/SS TAMs contain directions for CBT and PBT). PDFs of all TAMs are also available online: <ul style="list-style-type: none"> ○ CMAS: S/SS <ul style="list-style-type: none"> ▪ http://www.cde.state.co.us/assessment/newassess-sum ○ PARCC <ul style="list-style-type: none"> ▪ http://avocet.pearson.com/PARCC/Home
Follow the directions in the PBT Test Administrator Manual for administration of remaining units/sections.	Refer to Section 4.1 of the <i>PARCC Test Coordinator Manual</i> for instructions on administering the PBT assessments.
School B returns the completed booklet or answer document with the scorable materials.	School B will return the completed paper-based test. Note: If School B is CBT School they likely will need to place an Additional Order for Paper Return Materials.

Note: In the scenario where a student transfers from a PBT school (School A) to a CBT school (School B), if School A is unable to transfer started test materials to School B during the testing window, the test materials will be shipped back with School A’s scorable materials. The student's registration *should not* be transferred to School B. After scanning, the test record should be coded with a void code of "withdrew before completion." Because PBT tests cannot be voided until they are scanned, Districts/Schools may want to add a not tested reason and code in to PearsonAccess^{next} as a place holder prior to returning materials for scoring.

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Students Who Transfer To or From a Field Test School

Note: This guidance applies to Grades 3-9 ELA only.

If a student transfers to a Field Test school from a Non Field Test School they have 2 options:

- If the student has started testing, the test booklet must be transferred to the new school for the student to complete testing with their original test booklet. The student's registration must also be transferred to the correct school/district in PearsonAccess^{next}.
- If the student has not yet started testing, the student test registration should be updated in PearsonAccess^{next} to the correct school/district. The transfer-to district/school may use overage material to assign the student a test booklet, or they may place an Additional Order through PearsonAccess^{next}.

If a student transfers to a Non Field Test school from a Field Test School they have 2 options:

- If the student has started testing the test booklet must be transferred to the new school for the student to complete testing with their original test booklet. The student's registration must also be transferred to the correct school/district in PearsonAccess^{next}.
 - Note: The student will not need to complete the additional Field Test Unit, since no other students in the transfer-to organization will have this additional unit.
- If the student has not yet started testing, the student test registration should be updated in PearsonAccess^{next} to the correct school/district. The transfer-to district/school may use overage to assign the student a test booklet, or they may place an Additional Order through PearsonAccess^{next}.