

TCAP Check In Procedure

You will be expected to remain at the check in site until all of your books are checked. Any changes/corrections will need to be completed by you at that time.

Adams Five Star Schools - Training Center
1500 E. 128th, Thornton, CO 80241

- Take I-25 to 120th
- Go east on 120th to Washington St.
- Go north on Washington St to 128th
- Go east on 128th to 1500 E. 128th

BE SURE TO RETURN TEST MATERIALS IN THE WHITE AND GREEN BOXES

STEP 1: TEST SECURITY

___ Maintain security of all testing materials until they are checked in at Adams 12 Five Star Schools on your scheduled date and time.

STEP 2: VERIFY ACCURACY OF CODING PROCEDURES

___ On the back of the booklet **make sure all the student information has been bubbled in. THIS IS ESSENTIAL FOR TIMELY PROCESSING OF YOUR FACILITY.**

Bubble any fields that are missing information. **Only the “STATE USE” section should be left blank.**

___ Check to make sure none of your booklets have been damaged (torn, bent, wet, or crumpled?). Transcribe answers from damaged book into an undamaged book.

___ Ensure the Math booklets are free of math punch out tools and that draft booklets have been pulled out of Writing booklets. Be sure there are no post-it notes in or on the test booklets.

STEP 3: ORGANIZE MATERIALS FOR CHECK IN

Count all of your test booklets for each grade and subject.

___ Separate booklets by grade and subject.

___ Within each grade and subject stack the test books as follows:

❖ TO BE SCORED

- Booklets that have been completely filled out
- Partially completed books
- Books that have been bubbled for students who did not take the test at all due to parental refusal or some other circumstance

❖ DO NOT SCORE

- Completed tests that have been transcribed into new booklets
- Damaged tests that have been transcribed into new booklets

❖ UNUSED BOOKS

___ Make sure all of the following materials are returned:

- ❖ Used and unused draft booklets
- ❖ Oral Scripts

If you received CD from which to print oral scripts or teacher read directions make sure you return the disk and hard copies of the oral scripts. These CDs contain secured materials and should not be copies. They will be counted during check in.

- ❖ Math punch outs (optional)
- ❖ Braille and Large Print tests

If you have any questions please email or call Dede Landry at 303-905-2871.