

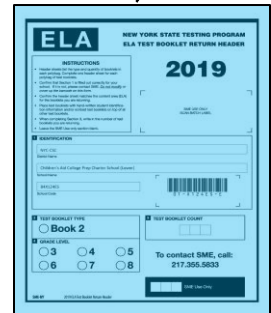
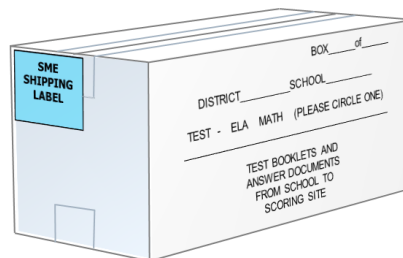
## Checklist: Preparing exams for scoring - ELA

### IMPORTANT!

**ELA pick up occurs after the make-up period on 4/10 & 4/11 from 8AM – 5PM**

*NOTE: This checklist does not replace the FULL packing instructions provided by SME*

- ONLY include Test Booklet 2 (constructed response).
- Transcribe Large-Print, Braille, and Scribe exams into an English language test booklet. Pack the transcribed booklet & retain the large-print/braille/scribe booklets at your school.
- Test Booklets without a student barcode label **MUST** be packed on top with the missing student information hand-written on the back cover. (*Refer to full packing instructions for details*)
- Fill out ELA header sheet for each grade (Blue) – may be photocopied if needed
  - Section 1: Ensure district, school name, and school code are correct.
  - Section 2: Bubble “Book 2” as the test booklet type.
  - Section 3: Count the total number of test booklets for each grade and record.
  - Section 4: Bubble the corresponding grade level.
- Class Rosters are placed directly on top of the stack of test booklets for each grade under the header sheet and all placed in a polybag. *\*Only use second polybag when necessary.*
- To pack the box, first place the test security form face up on the inside bottom of the box.
- Test materials are placed in separate polybags for each grade. Place all polybags in one box.
- Place SME shipping label on the box (Blue for ELA).

**\*\*Do NOT include BLANK Test Booklets\*\***

**\*\*Do NOT include ANSWER Documents with Test Booklets\*\***

**\*\*DO NOT include any additional pages or materials loosely inserted, glued, pasted or stapled inside of the test booklet\*\***

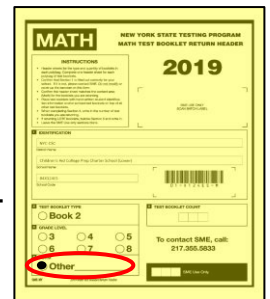
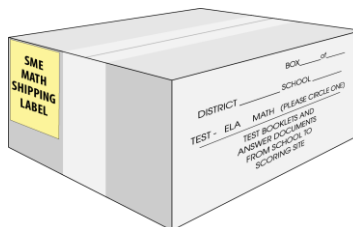
## Checklist: Preparing exams for scoring - MATH

### IMPORTANT!

**MATH pick-up occurs after the make-up period on 5/9 & 5/10 from 8AM – 5PM**

*NOTE: This checklist does not replace the FULL packing instructions provided by SME*

- ONLY include Test Booklet 2 (constructed response).
- Transcribe Large-Print, Braille, and Scribe exams into an English language test booklet. Pack the transcribed booklet & retain the large-print/braille/scribe booklets at your school.
- Test Booklets without a student barcode label **MUST** be packed on top with the missing student information hand-written on the back cover. *(Refer to full packing instructions for details)*
- Fill out Math header sheet for each grade (Yellow) – may be photocopied.
  - Section 1: Ensure district, school name, and school code are correct.
  - Section 2: Bubble “Book 2” as the test booklet type.
  - Section 3: Count the total number of test booklets for each grade and record.
  - Section 4: Bubble the corresponding grade level.
- Spanish & Chinese exams must be packaged as per SME packing instructions completing the “OTHER” section on header sheet.
- Class Rosters are placed directly on top of the stack of test booklets for each grade under header sheet and all placed in a polybag. *\*Only use second polybag when necessary.*
- To pack the box, first place the test security form face up on the inside bottom of the box.
- Test materials are placed in separate polybags for each grade. Place all polybags in one box.
- Place SME shipping label on the box (Yellow for Math).

- \*\*REMOVE all Math REFERENCE Sheets\*\***
- \*\*Do NOT include BLANK Test Booklets\*\***
- \*\*Do NOT include ANSWER Documents with Test Booklets\*\***
- \*\*DO NOT include any additional pages or materials loosely inserted, glued, pasted or stapled inside of the test booklet\*\***