September 25, 2007

MEMORANDUM

TO: System Test Coordinators

FROM: Jeff Barker, Ph.D.
                   Director, Assessment Administration Division

SUBJECT: Local Scanning and Scoring Option for the End-of-Course Tests (EOCT)

Beginning with the 2007 End-of-Course Tests (EOCT) winter administration, the Georgia
Department of Education (GaDOE) will provide a system for the implementation of a local
scanning option. This option will allow systems to scan answer documents and generate score
reports.

GaDOE and Pearson will provide detailed documentation and training for the operation and
usage of the local scanning system. This will include operation of the scanner and the processes
and procedures necessary to download, update, and transmit data from the local scanning site to
Pearson's secure FTP server.

Included in this memorandum you will find the details about the local scanning option to
include:
- System Test Coordinator Responsibilities for Local Scanning
- Required software, hardware and scanner information

Please contact Robin Jindrich-Cecil at 1-800-627-7990, ext 6973, if you have any questions
about the local scanning option. If you are interested in participating in the local scanning option,
please provide Pearson with the following information and send to Robin.Jindrich-
Cecil@Pearson.com by October 12, 2007.

System Test Coordinator: _____

System: _____

Phone Number: _____   E-Mail Address: _____

Subjects to be scanned: _____

                              _____

System Test Coordinator Responsibilities for Local Scanning

Prior to Test Administration

- Notify Pearson of participation.
- Make certain your scanner, personal computer, and Internet connectivity meet minimal requirements.
- Attend required training.
- Continue to order answer documents through SchoolHouse.
  - Pearson answer documents and Class ID sheets must be used.
  - Pre-id must be used.
- Install local scoring software application; download pre-id and scoring system files.
- Process the "test deck" of answer documents sent by Pearson and upload the edited scan file to Pearson for quality control purposes. Wait for approval to proceed with "live" answer sheets.

After Test Administration:

- Transport "live" answer documents to local scanning site (if required).
- Scan and score system answer documents.
- Edit answer documents/Class ID sheets in response to scanning system prompts of suspect data.
- Upload scan file to Pearson. (Delay in submitting scan files to Pearson could delay statewide paper reports.)
- Print class roster reports using the local scoring software.
- Folder reports as needed and deliver reports to appropriate schools/individuals.
- Store answer documents in a secure, dry area. Answer documents are not shipped back to Pearson.
- If any questions arise or rescore requests occur, retrieve answer document and proceed per GaDOE instruction.
- Return Test Booklets to Pearson

Local Scanning and Scoring Option
Software and Scanner Information

Local EOCT Scanning Software

GaDOE will provide a system for the implementation of the local scanning project. The local scanning solution will encompass scanning EOCT documents, verification of scanned data, scoring, conversion of raw scores to scale scores and grade conversion scores, matching bar-coded ID information with student names and other demographic information, reporting of student results via a student roster report, and a secure data transfer system used to send data back and forth between the school districts and Pearson.

To make it easy for the school districts, the program will have a user-friendly interface and will incorporate the capabilities of Pearson's ScanTools Plus software. Pearson will generate "pre-slugged" test decks that will be sent to each system participating in the local scanning program. These test decks will be used to verify that the software has been installed properly and that the scanner and software are functioning as expected.

The application software is developed to work on PCs running current versions of Microsoft Windows.

<u>Minimum</u> Windows PC Hardware Requirements

- Pentium processor - 866 MHz
- System memory of 384 MB (512 MB recommended)
- Hard drive space: 650 MB of free space, minimum (1GB recommended). The required space may increase depending on the application's data storage requirements.
- Video Adapter with 24-bit color (recommended), 65K colors minimum
- Monitor at 1024 x 768 resolution
- A CD-ROM drive for installation
- An Internet connection to allow the transfer of data to/from Pearson's secure FTP site
- A web browser for accessing web-based support information
- RS-232 Serial port required for OpScan scanners. RS-232 or USB 2.0 required for *i*NSIGHT scanners

Supported Operating Systems

- Windows 2000 Professional SP4
- Windows XP and XP Professional SP2
- Vista Business Edition

  Note: All Windows hot fixes for the service pack must also be installed.

Supported Optical Mark Read (OMR) Scanners

A broad range of scanners can be used to support local scoring of the EOCT. Because of the desire for quick turnaround of test results from the EOCT, we recommend that the school systems select scanners that let them complete all of the scanning in less than two days. To be used for local scanning for the EOCT, the scanners <u>must</u> be configured with the following options:

- **Two-side pencil read** – so the scanner can read pencil marks on both sides of the sheet in a single-pass
- **A bar code reader** - for reading pre-printed, bar-coded student identification information
- **A transport printer** – an integrated printer for printing the scan date and other tracking information on the edge of each answer document as it passes through the scanner to provide an audit trail

Local Scanning Training Development, Documentation, and Service Planning

GaDOE and Pearson will provide detailed documentation and training for the operation and usage of the local scanning system. This will include operation of the scanner and the processes and procedures necessary to download, update, and transmit data from the local scanning site to Pearson's secure FTP server.

Software application support will be provided through the Pearson toll-free support line.

Scanner support and maintenance will be provided through Pearson's Central Exchange maintenance program.   Under this program, if a problem arises, a school district staff member calls the Pearson Customer Response Center (CRC) toll-free hot line. A CRC analyst, via phone consultation, determines the cause of the problem. If the problem is a hardware failure, Pearson ships a replacement unit normally that same day.

Please carefully review all information provided in this memo when determining the feasibility of local scanning for your district. Your response by October 12, 2007 is appreciated. If you have questions about the End-of-Course Tests (EOCT) program, please contact Dr. Paula Rufus at 404-656-5975 or prufus@doe.k12.ga.us.

For questions about the local scanning option, please contact Robin Jindrich-Cecil at 1-800-627-7990, ext. 6973 or Robin.Jindrich-Cecil@Pearson.com.