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Test Administration Manual
South Carolina Arts Assessment Program (SCAAP):

Visual Arts Assessments

SCAAP 2007: OVERVIEW

Established in 2000, the South Carolina Arts Assessment Program (SCAAP) is a collaborative effort among the South Carolina State Department of Education (SDE), the University of South Carolina (USC), and South Carolina arts educators. The objective of the South Carolina Arts Assessment Program (SCAAP) is to develop four separate arts assessment aligned South Carolina Visual and Performing Arts Curriculum Standards 2003 that allow educators and school districts to authentically assess their students’ arts achievement. Each test includes multiple-choice items and performance tasks that were developed by arts educators across the state. The music and visual arts test items were field-tested in 4th grade classrooms in 2002 and 2003 and have been implemented annually since 2004 in schools and districts that receive Distinguished Arts Program (DAP) grants.

Participants: All 4th grade students (a maximum of 100 students) from each participating school should complete the multiple-choice portion of the SCAAP music and visual arts assessments. Fifty students from each participating school and 150 from each participating district should complete the music and visual arts performance tasks. The school or district personnel are responsible for selecting the students for the performance tasks.

Time Frame: The South Carolina Music and Visual Arts Assessments should be administered between March 1, 2007 and April 1, 2007.

Return of Materials: All testing materials should be returned to the following address no later than April 28, 2007.

Attn: Dr. Ching Ching Yap
South Carolina Arts Assessment Program
Office of Program Evaluation, College of Education,
University of South Carolina,
025 Wardlaw Building
Columbia, SC 29208

Contact: If you have any questions, please contact Dr. Ching Ching Yap, Ms. Tara Pearsall, or Ms. Kate Halladay at (803) 777-3459 or email to scaap@gwm.sc.edu.
Designing Testing Schedule
The SCAAP assessments must be administered between March 1st and April 1st. Each school is responsible for designing a testing schedule that accommodates administration of both the multiple-choice and performance tasks. When designing the testing schedule for the multiple-choice section, test administrators should coordinate with their media/technology specialists to determine computer lab availability and the number of students who can be tested at one time.

Multiple-choice Section
All 4th grade students from each participating school should complete the multiple-choice portion of the SCAAP music and visual arts assessments. Each student is required to complete only one test form for each arts area. The SCAAP team will randomly assign homeroom classes to a test form. The list of the assignments will be sent to test administrators in February, 2007. The multiple-choice section includes 45 items. Students should complete the multiple-choice section in approximately one hour. Multiple-choice section may be administered to as many students at one time as the computer lab can accommodate.

Performance Tasks Section
Fifty students from each participating school and 150 from each participating district should complete the visual arts performance tasks. The performance tasks section includes 2 performance tasks. Test administrators should be able to administer both performance tasks in approximately 60 minutes.

<table>
<thead>
<tr>
<th>Visual Arts</th>
<th>Number of Items</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-Choice items</td>
<td>45</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Performance tasks</td>
<td>2</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

Test Security
All items included in the SCAAP Assessment are secure test items and should be treated in the same manner as other secure tests.

- Test administrators are responsible for monitoring students during test administration to insure that students work independently.
- Neither test administrators nor any other school personnel may print or otherwise copy test items from the website.

Any breach of proper testing protocol may impair a school or districts DAP grant status.

Accommodating Special Needs Students
Because the multiple-choice section is web-based, students are presented with the test items one at a time; therefore, students with IEP are normally tested by having items presented one at a time will not require any further accommodation. If a student has an IEP requiring that tests be read to him or her, then the school is responsible for complying with that accommodation at the principal’s and teacher’s discretion. At this stage of SCAAP testing, no assistance in providing special accommodations is available.
NECESSARY EQUIPMENT

Computer System Requirements
All to be used in testing should be running Internet Explorer 6.0 or higher. To check which version of Internet Explorer is being run on the computers, follow the steps below.

1. Open Internet Explorer and click on “Help” menu at the top of the page.
2. Select “About Internet Explorer” from that menu.
3. A small window, like the one on the right, will pop-up and show the version of Internet Explorer the computer is running. The picture to the right shows a computer that is running version 6.0.

If Internet Explorer or a more current version is needed, download it for free by going to: http://www.microsoft.com/downloads/details.aspx?FamilyID=1e1550cb-5e5d-48f5-b02b-20b602228de6&DisplayLang=en and following these steps or consult the school’s media specialist for assistance in the downloading the browser.

1. Find “Download” in the middle of the page.
2. Select the “Estimated Download Time” suitable for the Internet access connection.
3. Make sure the language selected is “English” and click “Download.”
4. Click “Run” on the dialogue box that appears to begin downloading. Click “Run” again when the next dialogue box appears.
5. Follow the directions on the installation window and click “Finish” to complete the installation.

Headphones
Each student must have a set of headphones to complete the visual arts multiple-choice assessment. The SCAAP office will provide a maximum of 20 headphones per school when requested in a timely manner. Late requests may not be processed.

Scanner
Test administrators must have a scanner to scan student responses for uploading to the SCAAP website. Each school that has not taken SCAAP before may request for a scanner from the SCAAP office in a timely manner. Late requests for scanners may not be processed.
SCAAP WEBSITE FUNCTIONS FOR THE TEST ADMINISTRATORS

Registering Test Administrators
Test administrators must be registered as a test administrator to access the SCAAP website functions. Following are the steps required to create a test administrator account.

1. Go to: http://scaap.ed.sc.edu
2. Under “User Options,” select “User Registration.”
3. On the following page complete the registration form. The registration code is _____.

The official registration for the test administrators will be completed at the Test Administrators Training Sessions. The registration code will be provided during the training sessions and will be changed as soon as the session is completed. To register additional test administrators, contact the SCAAP office.

Registering Students
Mass Registration
Each school participating in the visual arts assessment is responsible for sending the SCAAP administrators a current list of all 4th grade students generated from the SASI system. In order to generate the SASI list, enlist the help of the school’s data management/technology specialist. Following are the instructions required to create the SASI list.

1. Open the SASI system and run query by double clicking on the “Query” button.
2. A query window, like the one on the right, will pop up.

3. Include the following six items in the query: **School Number, Permanent Number, Last Name, First Name, Gender, and Ethnic Code**. Double click on those to include them in the query.

4. Check that all necessary items are included in the query by checking the white box at the top of the query window.

5. To create a list with only 4th grade students, click on “IF” under conditions on the right. Next click on “GRADE” on the left. Finally, click on “=” on the right. As each command statement is selected, it will appear in the white box at the top of the query box.

6. After the command “Grade =” type “04” to include the student list with only fourth grade students. Be sure to put “04” in quotation marks.

7. To finalize the list, click “DO” on the bottom of the query window.

8. To export the list, go to the “Data” drop down box on the tool bar at the top of the page. Click on “Export List”. 

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9. A dialogue box will pop up asking where on the computer to export the list. Choose the “Desktop” Icon circled in the picture.

10. Be sure to name the file according to the following naming convention: “SCAAP06_YourSchool’sName” (e.g. “SCAAP06_OurTownSchool”).

11. Click “Save” to finalize the exported list.

12. Once the file has been exported to the desktop, please send it as an attachment by email to the following address: scaap@gwm.sc.edu. All SASI lists should be sent no later than February 15, 2007.

Prior to test administration, each test administrator should verify that each student scheduled to take the visual arts test appears on the school’s list of students on the SCAAP website. If discrepancies exist, contact the SCAAP office to make the appropriate changes or follow the instructions below to manually register individual students.

Individual Registration
Following are the instructions for registering individual students.

1. Go to: [http://scaap.ed.sc.edu](http://scaap.ed.sc.edu)

2. Under “User Options,” select “Administrator Login.”

3. On the following page, enter your SCAAP test administrator’s username and password and then click the “Log-in” button.
4. Under “Student Options,” click on “Register a Student.”

5. Complete the registration form using each student’s last name as the Username and the last four digits of his/her SASI ID number as the password. Be sure to click “Submit Form” to complete the registration process. That student should now be able to login using his/her Username and password for participating in the assessments.

**View Student Results**
The link “View Student Results” will allow test administrators to (a) view the list of registered students, (b) manage student completion of test forms, and (c) upload student performance task files.

**Registered Students List**
Click on “View Student Results” and the list of registered students will appear as in the following picture.

**Manage Student Test Forms**

1. Click the drop down menu circled in the picture and a list of your students will appear.

2. Select a test from using the drop down menu circled in the picture (e.g., 2006 Visual Arts Form 1). The page will be refreshed and the list of students will appear again with links for uploading performance tasks.
3. Only those students who have completed the selected test form will have upload options (i.e., “Upload VA Task 1” and “Upload VA Task 2”), as seen in the picture.

4. To delete a student’s results, click on the “trash can” icon in the same row as a student’s name. Delete a student’s multiple-choice test results ONLY when necessary.

Upload Student Performance Files

1. Click on the red link “Upload VA Task 1” or “Upload VA Task 2” shown in the picture above. After clicking on the link, the dialog box will appear.

2. Click on the “Browse” button to navigate within the computer to find the file.

3. After selecting the file, click “Save” and it will be uploaded to the SCAAP server. The time required to upload a file depends on the size of the file and the speed of the internet connection. When the file upload is completed, click “Close”.

4. The student results page will be refreshed and will show the name of the file that was uploaded next to that student’s name.
5. To check if each student’s file has been correctly uploaded, be sure that the name of the file corresponds to the student’s name. If the names do not match, delete the file by clicking on the “trash can” icon next to the sound file name.

6. Repeating the upload process as described above until all files have been uploaded.

7. The box at the bottom of the page will show the number of tasks uploaded and the number of students that have taken the test.

Assigning Student Ratings
After registering students, but prior to administering the tests, each school’s visual arts teacher should assign each student a visual arts rating based on the “Teacher Rating Rubric” provided. Those ratings should reflect student classroom achievement in visual arts and NOT predict their scores on the SCAAP visual arts assessment. The ratings will have absolutely no bearing on the students’ test scores; the ratings are intended only to provide test validation information necessary for the ongoing development of the SCAAP assessments.

1. To assign visual arts ratings, click on “Assign Student Visual Arts Ratings” under “Student Options”.

2. To access the rubric, click on “Teacher’s Rating of Student Achievement Rubrics” found under “Documents.”
3. The students’ last names are listed in alphabetical order. Select a rating from the drop-down menu next to each student’s name.

4. Continue until every student has been rated. When finished, click “Update Ratings.”

**Sorting Student List**

When viewing student lists on the SCAAP website, they may now be sorted alphabetically by last name or by homeroom teacher. This option is now available on the following pages: View Student Results, Assign Student Music Ratings, and Assign Student Visual Arts Ratings. To sort the list, simply click on each heading of the column such as “Name” or “Teacher” to sort.

**IMPORTANT:** For the Assigning rating pages, click “Update Ratings” before sorting the list by Name or Teacher, otherwise the rating that was just entered but not yet been saved will be lost.

**Edit/Delete a Student**

1. Click on the “Edit/Delete a Student” to edit student information.

2. A list of student names will appear. That list also includes their homeroom teacher’s name, username, and password.

3. Click on the “pencil” icon to edit the student information, or the “trash can” icon to delete that student from your student list.
ADMINISTERING THE MULTIPLE-CHOICE SECTION

Preparations

Before assembling a group of students to test, go through the following checklist to be sure that everything is ready.

☐ All timelines and checklists in the Test Administrators Manual have been completed.

☐ All computers have Internet access and are running Internet Explorer 6.0 or higher.

☐ The SCAAP web page (http://scaap.ed.sc.edu/StudentLogin.asp) has been opened on all of the computers.

☐ Each computer has a set of headphones that are plugged in and ready for student use.

☐ Students have been seated to ensure that they will work independently.

☐ All students scheduled to take the multiple-choice section have been registered on the SCAAP website.

☐ The test administrator has, on hand, the list of students’ usernames and passwords provided by the SCAAP personnel.

☐ The test administrator has the 4-digit test code necessary to login and begin the test.

☐ The test administrator has read the test-day script and is prepared to administer the multiple-choice section.

Administration

The script on the following pages will lead you and your students through the testing process for the multiple-choice test. The text that the test administrator is supposed to read is marked “READ ALOUD:” and is typed in boldface print. Notes to the test administrator that are not to be read aloud are printed in regular typeface. The word PAUSE indicates a point where the test administrator may need to pause.
Visual Arts Assessment – Student Directions
(Test Administrator’s Script: Read these test directions to your student exactly as written.)

READ ALOUD: Our school is participating in the South Carolina Arts Assessment Program to show how much our students have learned in visual arts. Today, you will take the multiple-choice section of the visual arts test. In this part of the test you will answer 45 questions about visual arts. This test will be taken completely on the computer.

DO NOT READ ALOUD: Move around the room to make sure all students are on the correct page:
http://scaap.ed.sc.edu/StudentLogin.asp

READ ALOUD: Begin by typing your last name into the “User Name” box.
(PAUSE) Now, type the four numbers I gave you in the “Password” box.

DO NOT READ ALOUD: Move around the room to make sure all students have typed in the correct password. After making sure that everyone is ready to proceed, continue reading the directions.

READ ALOUD: We will first start by taking a short practice test. The test code for the practice test is 777. Enter 777 in the test code field and click on “Login.”

DO NOT READ ALOUD: Confirm that all students have logged in to the Visual Arts Practice Test (test code: 888). They should have a screen that looks like the one at the right. Make sure each student has logged in correctly by checking that the student’s name appears on the screen.
READ ALOUD: Now let’s take the practice test together. Click on the button that says, “Take the Test.” (PAUSE) You read the question silently as I read it aloud.

DO NOT READ ALOUD: Move around the room to make sure everyone is in the right place.

READ ALOUD: The correct answer is “D”, “still life.” We are going to click on letter D and then click on “Submit Question 1.” (PAUSE)

READ ALOUD: Now let’s look at question 2. You read the question silently as I read it aloud.

DO NOT READ ALOUD: Move around the room to make sure everyone is in the right place.

READ ALOUD: The correct answer is “B”, “China.” We are going to click on letter B and then click on “Submit Question 2.” (PAUSE)

READ ALOUD: Now let’s look at question 3. Please read the question silently as I read it aloud.
DO NOT READ ALOUD: Move around the room to make sure everyone is in the right place.

READ ALOUD: The correct answer is “B”, “color.” We are going to click on letter B and then click on “Submit Question 3.” (PAUSE)

You should now have a screen that says, “Congratulations, you finished the test!” If you want to go back and check over or change any of your answers, you could click on the number of the question you want to change in the gray box. If you had skipped over a question while taking the test, the number of that question will be in red. You may go back and answer that question now. When you are satisfied with your answers, click on the button that says, “Turn in My Test.”

DO NOT READ ALOUD: Move around the room and make sure that everyone has completed the practice test. Prepare the class to begin the multiple-choice test.

DO NOT READ ALOUD: Move around the room and make sure that everyone has completed the practice test. If they have successfully completed the practice test, their screens will look like the picture below. Prepare the class to begin the multiple-choice test.
READ ALOUD: Now that we’ve taken the practice test, we are ready to take the real one. The real test works just like the practice one, except that there are 45 questions. You must do your own work. Do not talk to me or to other students about the questions on the test.

Please try to answer all questions. If you are not sure of an answer, choose the one that you think is best. Do not spend too much time on one question. Do not help anyone or show anyone your answers.

We are going to log in to take this test the same way we logged in to take the practice test. Start by finding the green box that says “user options.” Click on this box and select “Student Login.” (PAUSE) Type your last name into the “User Name” box. (PAUSE) Now, type the four numbers I gave you in the “Password” box. (PAUSE)

DO NOT READ ALOUD: Move around the room and make sure all students have typed in the correct username and password. Proceed only after you have made sure each student is ready.

READ ALOUD: The test code for the visual arts test is _____. Enter _____ in the test code box and click “Enter.” You may begin the test.

DO NOT READ ALOUD: Move around the room to make sure each student has started the test. Continue to monitor student behavior throughout the test.
ADMINISTERING THE PERFORMANCE TASKS

Equipment & Materials

Before administering the performance tasks, make sure each of the following items is on hand.

☐ List of students’ usernames and passwords provided by the SCAAP personnel

☐ The Visual Arts Performance Task Booklets.

☐ Pencils and Erasers

Preparations

Before administering the performance tasks, make sure each of the following steps is completed.

☐ Select 50 4th grade students to take both performance task 1 and performance task 2.

If your school has fewer than 50 4th grade students, administer the performance tasks to all 4th grade students.

☐ Schedule a time for students to complete the performance tasks as a group. Both tasks should take approximately 60 minutes to administer.

☐ Devise a plan for labeling EACH page of the Visual Arts Performance Task Booklets with students’ usernames and passwords. (May use printed labels or handwrite usernames and passwords)

☐ Students must use a black, graphite pencil. Drawings with color will NOT be scored.
General Instructions for Scanning Visual Arts Performance Tasks

Setup Scanner and Folder
1. Create a Folder on the desktop, and name it “Scanned Images” or another relevant name.

2. Open Photoshop. To set-up the destination folder, go to ”File”, then “Import”, then “WIA Support”.

3. The dialog box to the right will appear.

4. Click “Browse” to find the folder created to store students’ performance tasks files. (i.e., Scanned Images).

5. Click “OK”.

6. It is now the destination folder. Click “Start”.

7. The dialog box below will appear and prompt selection of the scanning device. Find the scanner Hewlett Packard hp scanjet 8200 Series and click “OK”.

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Set the Quality and Scan Images
All pictures must be the same size to be scored. To ensure that all pictures are of the same sizes pictures must be scanned according to the following specifications.

**Resolution (DPI) = 72, Width = 612 pixels, Height = 1008 pixels**

To scan the pictures according to the specifications above, (a) set up the scanner, (b) scan the image, (c) check or set the resolution of the images, and (d) save the files.

**Setting up the scanner**

1. Go to “File”, then “Import”, then “WIA hp scanjet 8200 Series.”

2. Select “Adjust the quality of the scanned picture” shown circled in the picture to the right.

3. Set the Resolution (DPI) to “72.”

4. Set the Picture type to “Grayscale picture.”

5. Set Contrast to “100”. Click “OK”.

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Scan the image
Set the image on the scanner bed. Use the arrows as a guide for appropriate placement.

1. From the “Scan Using hp 8200 series” dialog box, click “Scan.”

2. The scanned image will appear on the screen with file name “Untitled-1.”

Check or set the resolution of the image

1. Go to the “Image” drop-down menu and select “Image Size.”

2. The dialog box to the right will appear. Look at the Pixel Dimensions. Make sure the Width is set to “612 pixels,” and that the Height is set to “1008 pixels.” If not, make appropriate changes. Then click “OK.”
Save the files

1. To save the scanned image, go to the “File” menu and click “Save”.

2. The “Save As” dialog box will appear. The destination folder (i.e., Scanned Images) should be selected in the “Save In” box shown circled in the picture. If not, select it from the drop down menu.

3. Name the file in the “File Name” box using the File Naming Convention shown in the following section.

4. Select “JPEG” from the “Format” drop down menu. Then click “Save”.

5. The “JPEG Options” dialog box will appear.

6. Find “Image Options.” Set “Quality” to “5” and “Medium”.

7. Find “Format Options.” Set to “Baseline (Standard).”

8. Find “Size.” Set to “56.6kps.”

9. Then click “OK.”

IMPORTANT: Be sure to save image in the JPEG format of GIF if available. Do NOT save image as “Adobe Photoshop Image.”

Uploading an Image Test
Before uploading the student responses, use the following procedure to confirm that the scanned image sizes are appropriate for rating. Uploaded images that are too big or too small will result in inaccuracy of rating, and hence affect students’ scores. Follow the procedure below to check the appropriateness of the image sizes.

1. Scan and save an image according to the guidelines provided in the previous sections. If an actual student response is not used, the image should be a pencil drawing on an 8 ½ x 11 sheet of paper to simulate student’s response sheet.

2. Go to http://scaap.ed.sc.edu and log in as a test administrator.

3. In the “User Options” box, click on the link: “Upload Image Test.”
4. Click the “Browse” button to locate the scanned and saved test image.

5. Select the proper image file, and then click “Upload File.” A new link, “Compare Images,” will appear beneath the “Upload File” button.

6. Click “Compare Images.” Two images will appear in a new window. The top SCAAP image represents what the image should look like in terms of size, resolution, and contrast. The lower image (be sure to scroll down) is the image recently scanned and uploaded. If this image does not match the SCAAP image in terms of size, resolution, or contrast, experiment with the scanning settings to achieve the desired results.

7. The uploaded test image will automatically be deleted from the SCAAP website upon leaving the “Upload Image Test” page. This procedure is only used for testing purposes. Student responses should be uploaded according to the procedure described in the *Upload Student Performance Files*.

**File Naming Convention**
Students’ performance tasks files must be saved according to the File Naming Convention below to avoid duplication of files in the system: “Task Name<Username><Password”. The table below shows examples of the File Naming Convention for the visual arts tasks of a student with the username “Brown” and the password “1234”. Use “T1” as the task name for Task 1: Drawing, “T2D” as the task name for Task 2a: Drawing, and “T2W” as the task name for Task 2B: Writing.

<table>
<thead>
<tr>
<th>Visual Arts</th>
<th>Task 1: Drawing</th>
<th>Task 2a: Drawing</th>
<th>Task 2b: Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rule</td>
<td>T1&lt;LastName&gt;&lt;Password&gt;</td>
<td>T2D&lt;LastName&gt;&lt;Password&gt;</td>
<td>T2W&lt;LastName&gt;&lt;Password&gt;</td>
</tr>
<tr>
<td>Example</td>
<td>T1Brown1234</td>
<td>T2DBrown1234</td>
<td>T2WBrown1234</td>
</tr>
</tbody>
</table>
TIMELINE & CHECKLISTS

Complete this Checklist by February 21

☐ Identify computers that will be used for testing
  ☑ Determine how many can be used at once. Keep in mind that students must be seated so that they cannot see each other’s computer screens.

☐ Check for the Internet Explorer 6.0 on the computers identified for testing
  ☑ All computers identified for testing must have Internet Explorer 6.0 or higher. If not, use the instructions are included in this manual to download the program.

☐ Take the Practice Test
  ☑ Login to the SCAAP website and take the practice test on computers that will be used for testing to make sure that everything is working correctly, especially the sound files. Instructions to take the Practice Tests are provided in this manual.

☐ Ready scanner and Practice scanning
  ☑ Consult your schools media/technology specialist to help you connect and set-up the scanner on the computer you will use for scanning students’ performance tasks. Practice the scanning procedure to ensure efficient scanning of students’ performance tasks. If you experience any difficulties with these steps, contact the SCAAP office at scaap@gwm.sc.edu or (803) 777-3459.

☐ Check Headphones
  ☑ Be sure to check that headphones are operational and that there are enough headphones for as many students as you will be testing at one time.

☐ Count Headphones
  ☑ SCAAP will provide each school with a maximum of 20 headphones. Contact the SCAAP office at scaap@gwm.sc.edu or (803) 777-3459 to obtain headphones.

☐ Check Registered Students
  ☑ Login to the SCAAP website and check that the list of students registered to take the test is accurate. If there are inaccuracies, please contact the SCAAP office or use the instructions in this manual for registering individual students.

☐ Retrieve list student Usernames & Passwords
  ☑ SCAAP will provide a list of the registered students and their usernames and passwords necessary for students to login and take the test. Make sure that list was included with your testing materials.

☐ Assign ratings to visual arts students
  ☑ Use the Teacher Rating Rubrics provided to rate each student.
Complete this Checklist by February 23

Make sure you have received the following materials from the SCAAP office by February 23.

☐ Headphones

☐ Visual Arts Performance Task Booklets

☐ Pencils and Erasers

☐ Printed list of student usernames and passwords

☐ Packing Slip

☐ Business Reply Envelope to return testing materials

If the package you received is missing any of the items listed above, contact the SCAAP office immediately at scaap@gwm.sc.edu or (803) 777-3459.

Complete this Checklist by February 25

☐ Make a schedule for administering the visual arts multiple-choice section to students.

☐ Testing is scheduled between March 1st and April 1st.

☐ All 4th grade students are registered to take the multiple-choice test.

☐ A minimum of one hour has been allotted for each group of 4th grade students.

Remember you can only test as many students at one time as you have headphones. One homeroom class may require multiple testing sessions.

☐ Inform homeroom teachers of the testing schedule. The homeroom teacher should be informed in advance that he or she will have to keep students who are not being tested.

☐ Make a schedule for administering the visual arts performance tasks to students.

☐ Testing is scheduled between March 1st and April 1st.

☐ Fifty 4th grade students have been selected to take the multiple-choice test. Only students that have taken the multiple-choice test can be administered the performance tasks.

☐ Schedule 60-minutes time session for administration of both performance tasks.

☐ Identify a computer to be used to scan student performances.
Complete this Checklist by March 3

☐ Check scanner procedure

☑ Find the directions in this manual for scanning images and practice with the scanning procedure to make sure everything is working smoothly.

Complete this Checklist by April 14

☐ All 4th grade students have taken the visual arts multiple-choice test.

☐ 50 4th grade students have been administered the visual arts performance tasks

☐ All student files have been scanned and saved onto a computer.

☐ All student files uploaded to the SCAAP website.

If you experience any difficulties completing the steps listed above, immediately contact the SCAAP office for assistance at scaap@gwm.sc.edu or (803) 777-3459.

Complete this Checklist by April 28

☐ Complete the teacher feedback survey.

☑ The teacher feedback survey can be obtained at by logging in to the SCAAP website as a test administrator and clicking on the “Test Administrator Feedback” link under “Student Options”.

☑ If you have forgotten your SCAAP username and password, contact the SCAAP office for assistance.

☐ Pack and ship all testing materials to the SCAA office in the business reply envelope provide with you testing supplies.

☑ If you do not have the business reply envelope, you can send the testing supplies directly to:

Dr. Ching Ching Yap
Office of Program Evaluation
University of South Carolina
025 Wardlaw Building
Columbia, SC 29208