

LOCAL SCANNING GUIDELINES

Updated November 2013

Prior to/During Scanning

Responsible Parties:

- ❖ System test coordinators or school test coordinators are responsible for the scanning and/or supervision of scanning of End-of-Course Tests (EOCT) answer documents.
- ❖ Paraprofessionals or clerical staff should not be given the responsibility of scanning documents.

Training:

- ❖ Ultimate responsibility lies with system test coordinators; therefore, districts participating in local scanning should ensure that system test coordinators receive appropriate training even if he/she will not actually scan documents.
- ❖ Any employee (must be certified) allowed in the secure environment of scanning must participate in appropriate training and demonstrate understanding of the process before being permitted to scan documents.
- ❖ Training should take place in advance of the actual scanning of documents.

Security:

- ❖ Employees responsible for scanning and those supervising the process will be required to sign a "Certification of Adherence to Scanning Procedures." A copy of this signed document must be sent to the GaDOE EOCT Assessment Specialist immediately following the completion of Local Scanning. It may be faxed to (404) 656-5976 or scanned and sent via email. A copy should also be retained in system test coordinators' files.
- ❖ At no time should students be allowed to scan or assist with the scanning of documents nor should they be allowed in the area where documents are being scanned or stored.
- ❖ Teachers of EOCT courses should not be allowed to scan documents.
- ❖ Make sure the correct answer key is selected prior to beginning scanning.
- ❖ Scanning should take place with a minimum of two certified employees being present.
- ❖ Verify that all bubbled information is accurate and complete.
- ❖ Scanning should be completed immediately at the end of the system's testing window.
- ❖ Irregularities and Invalidations will be coded on answer documents in the same manner as documents that are sent to Pearson for scoring.

Scanning Environment:

- ❖ There should be one central location where scanning will take place; individual schools should not be allowed to scan documents [**EXCEPTION:** districts with only one school participating]

- ❖ If systems with only one school participating in local scanning choose to have all scanning take place at that school, the school test coordinator should be designated to scan documents or supervise scanning at the school level.

After Scanning:

- ❖ Immediately after scanning, system test coordinator must submit the file to Pearson for reporting.

Storage/Handling:

- ❖ The system test coordinator is responsible for the secure delivery of results to schools. A centrally located secure (and dry) area must be available for storage of scanned answer documents after completion of scanning.
- ❖ The system must account for and store all scanned answer documents in a secure location immediately after the conclusion of scanning. All voided or unused answer documents must be destroyed at the system level. **NO UNUSED DOCUMENTS SHOULD BE RETURNED TO PEARSON. DO NOT RETURN SCORED DOCUMENTS TO PEARSON UNTIL REQUESTED.**

After End of the State Testing Window:

- ❖ Special return shipping labels will be shipped to all local scanning systems.
- ❖ Upon receipt of those labels and per the instructions provided, all scanned answer documents **MUST** be returned immediately. Failure to do so is a breach of test security and will result in the system forfeiting the use of local scanning in the future.