

# Test Administrator Scanning and Scoring Checklist

**Use the checklist below as instructions for testing and packaging.**

- £ Accurately complete order form in order to provide your school with all the reports you may need for school improvement efforts.
- £ Make sure the name grid and birth date is marked correctly on the student answer sheets. (Unless using bar-codes.) This is absolutely necessary when COGAT, ITBS/COGAT, or ITED/COGAT answer documents are used.
- £ Be sure students fill in their name on the second page of their answer sheet on the line beside “Student Name” as well as the first page in case they get separated after being cut and prepared for scanning. **DO NOT USE INK OR WRITE NAMES AT THE TOP OF THE SHEET IN THE MARGIN AREA!**
- £ Sort bundles by class.
- £ Include a CLASS HEADER (blue) sheet for each class and a BUILDING (purple) sheet for each building. These are the same ones as you would use for Riverside.
- £ DO NOT use paperclips or string to keep the materials together. Use loose rubber bands which will not tear the edges of the answer sheets. Remove all sticky notes and scratch paper from the answer sheets.
- £ Each building in the district should be using the same coding for “other information” or “special class reports” sections.
- £ A completed order form must accompany your answer documents for processing.
- £ Send tests to: Tamera Burke, Smoky Hill ESC, 605 E. Crawford, Salina, KS 67401
- £ If you have questions contact Tamera at [itbs@smokyhill.org](mailto:itbs@smokyhill.org) or 785-825-9185.

Please contact Tamera Burke at (785) 825-9185 or email her at [itbs@smokyhill.org](mailto:itbs@smokyhill.org) to pre-arrange ITBS Scanning for you. Tamera will send you the necessary forms and answer any questions you might have. Tests will be scanned, scored and returned to you within 10 working days.