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**SCHOOL TEST COORDINATOR’S MANUAL**

**All versions, test booklets, answer documents, and materials related to the Islamic Studies Standardized Test (ISST) are SECURE.
Do not copy or duplicate any materials in any manner and keep all materials in a locked location.**

**GENERAL INFORMATION**

**Introduction**

This manual provides direction to the test coordinator for the advance planning, distribution of test materials to test administrators, and return of completed materials for the Islamic Studies Standardized Test.

**Purpose**

Your school has ordered these materials to better understand students’ strengths, instructional needs, and to evaluate curriculum. This test series has been developed by accredited Islamic educators to measure student competency in four core content areas: 1) Qur’anic Studies; 2) Sirah and Hadith; 3) Aqidah, Fiqh, and Akhlaq, and; 4) Islamic History. Different forms are used for each grade level and the Test Administration Directions are specific to each form.

Teachers will not have to score these tests. The tests will be scored by an external scoring company (Strategic Measurement and Evaluation, Inc). All tests must be treated as SECURE material.

NOTE: Tests should be administered by certified teachers or by staff trained in test administration in advance of the test session.

**Timeframe for Administration**

It is important that all students at each grade level in a building are assessed within the narrowest timeframe possible (the same date/time, if feasible) to minimize security issues during testing. (For example, test all 2nd graders the same morning.) Students are scheduled to have no more than 1.5 hours (90 minutes) of actual test-taking time (not including reading the instructions). Please help your teachers arrange test administration based on this information. If all students complete the test prior to the allotted time, the test administrator may collect all booklets.

**Accommodations for Students with Disabilities or Special Needs**

Students who need special accommodations should be administered the test with accommodations based on the documentation provided in their IEPs or Section 504 plans.

In addition, student scores may be excluded from averages based on their IEP or Section 504 plan. Please discuss with the school administration whether or not these students’ scores should be marked as excluded from averages.

**REMINDER: These tests are secure material and may NOT be duplicated or photocopied in
ANY form. If you require more materials, please contact your School Testing Coordinator.**

**Test Material Distribution**

You will receive Test Booklets in the exact amount ordered; answer documents are ordered in packages of 10 so you may find that you have additional answer sheets to store for the next test administration. To maintain security, do NOT distribute test materials to the test administrators until the day of testing.

Test administrators will need the following materials before beginning the test:

* Test Booklets (one test booklet for each student and one for each administrator)
* Answer Documents (one answer document for each student)
* This Administration Manual (one for each test administrator)
* Sharpened No. 2 pencils (at least one for each student, plus several extras)
* A watch or clock
* Silent work for each student, to be used if they complete the test early. (You may wish to offer the test administrator some silent work recommendations.)

Rather than using separate answer sheets, students in Grade 2 may be instructed to mark their answers directly in the test booklet by circling the appropriate response. This decision is to be made on the individual school level. If you elect this option, ALL Grade 2 students must respond in the test booklet. In this event, the test booklets must be returned for processing and new booklets purchased for this grade level for future test administration. If you elect to have Grade 2 students mark directly in the test booklet, please ensure that the student name and school are written on the back cover of the test booklet.

**After Test Administration**

Collect all test material (test booklets, completed and unused answer documents, administrators manual) from teachers who administered the tests. If the test administrators have not done so, separate Test Booklets from the answer documents and separate completed answer documents from unused answer documents. Ensure that each demographic grid on the front of every student answer document has been completed (written information and corresponding “bubbles”).

Review the back of the answer document to ensure that the “Student ID” and any appropriate “Exclude from Averages” information has been recorded and gridded.

**Only completed answer documents will be returned to the scoring contractor,** Strategic Measurement and Evaluation, Inc. (SME). If you elected to have Grade 2 students mark directly in the test booklet, Grade 2 booklets must also be returned. All other test material (test booklets that have not been marked in and unused answer documents) should be held in a secure location for future administrations.

**RETURN INSTRUCTIONS**

Insert the provided Class and Building Headers between each set of materials (refer to instructions provided on the individual header sheets). Complete an Order for Processing Services (OPS), detailing the number of booklets returned in the grid provided. (Refer to the OPS for specific instructions.) Make a copy of the Order for Processing Services and keep this copy for your records.

Pack the completed answer documents (and grade 2 test booklets if your school elected to have students respond in the booklet) in the boxes in which the test material was originally provided. If multiple boxes are being returned from a school or district, please label each box by school and identify the number of the box as part of the total number of boxes being returned. For example, if your school is returning three boxes, write the school name on the outside of each box and number the boxes “1 of 3,” “2 of 3,” and “3 of 3.” Place the original Order for Processing Services (OPS) sheet on the top of Box 1 of the returned materials.

Return materials to:

**Strategic Measurement and Evaluation, Inc.**

**ATTN: ISSTS Processing**

**701 Devonshire Drive, Suite B-14**

**Champaign, Illinois 61820**