

# Non-Public Schools Testing Service

## Catalog

(North Carolina Testing Program Materials)

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# Table of Contents

	Page
<b>NON-PUBLIC SCHOOLS TESTING SERVICE POICIES</b> .....	<b>1</b>
<b>About the Non-Public Schools Testing Service</b> .....	<b>1</b>
Introduction.....	1
Overview of the Non-Public Schools Testing Service.....	1
<b>Participating in the Non-Public Schools Testing Service (NPSTS) Program</b> .....	<b>1</b>
Who May Participate in the NPSTS Program .....	1
Options, Rules, and Guidelines for Participation in this Program .....	2
Training Requirement .....	2
Observe State Testing Windows.....	2
Test Security .....	3
Copyrights.....	3
Prohibition against Sale, Distribution, and Reproduction of Test materials.....	4
Who May Administer Tests and Under What Conditions .....	4
Testing Irregularities .....	4
Return of Materials .....	4
<b>Alternatives to Participation in this Program</b> .....	<b>5</b>
Private Schools.....	5
Home Schools .....	5
<b>Accommodations for Students with Disabilities/Limited English Proficiency</b> .....	<b>5</b>
<b>REGISTRATION WITH THE NON-PUBLIC SCHOOLS TESTING SERVICE (NPSTS)</b> .....	<b>6</b>
Registration/Costs .....	6
<b>REQUIRED TEST ADMINISTRATON TRAINING SESSIONS</b> .....	<b>6</b>
Training .....	6
<b>HOW TO ORDER TEST MATERIALS AND SERVICES AVAILABLE</b> .....	<b>7</b>
Placing the Order/Shipment .....	7
Questions about Ordering/Shipment, Invoices, and Payments .....	7
Where to Send Payment .....	7
Selecting Products and Services.....	7
Training Service Policies .....	8
Scanning, Scoring, and Reporting Service Policies .....	8
Processing Surcharge .....	8
Shipping Policy .....	8
Return Policy.....	8
Prices.....	8
<b>RETURN OF TEST MATERIALS</b> .....	<b>9</b>
<b>ATTACHMENTS</b> .....	<b>10</b>
Testing Calendar .....	10
Registration Form.....	10
Training Sign-Up Form.....	10
Review of Accommodations Used During Testing Form .....	10
Testing Irregularity Form.....	10
Order Form – English II (from Questar) .....	10
Order Form – EOC Paper-and-Pencil/Online .....	10
Order Form – EOG.....	10
Statement from the Division of Non-Public Education, Department of Administration .....	10
Testing Code of Ethics .....	10

# Non-Public Schools Testing Service Policies

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## About the Non-Public Schools Testing Service

### Introduction

The Non-Public Schools Testing Service is the authorized agent of the North Carolina Department of Public Instruction for making the North Carolina Testing Program test materials available for temporary and conditional use to conventional non-public schools registered with the North Carolina Department of Administration, Division of Non-Public Education in accordance with Article 39 of the North Carolina Public School Laws, General Statutes §115C-551 and §115C-559.

The statutes state that *any such school* (conventional non-public school registered with the Department of Administration, Division of Non-Public Education) *may, on a voluntary basis, participate in any State operated or sponsored program which would otherwise be available to such school, including the statewide testing programs.*

These statutes also apply to home schools in that, according to North Carolina Public School Laws, Article 39, General Statute §115C-564, home schools must operate under the qualifications listed for either private church schools and schools of religious charter or qualified non-public schools and be registered with the Department of Administration, Division of Non-Public Education.

### Overview of the Non-Public Schools Testing Service

The Non-Public Schools Testing Service (NPSTS) provides non-public schools an opportunity for obtaining training and technical support; test materials; and scanning, scoring, and reporting services for all tests currently required of public schools and made available by the North Carolina State Board of Education.

The North Carolina Testing Program is a key component of the State's accountability program. Therefore, the highest level of test security is required at all times before, during, and after each test administration.

Test materials must be kept in a secure, locked facility except when in use.

Use of these test materials is restricted to specific conditions and testing windows and will be strictly monitored.

Tests administered by the NPSTS may be used in addition to, but not instead of, the required nationally standardized tests. (See the letter from the Director of the [North Carolina Division of Non-Public Education](#) at the [Non-Public School Website](#).)

## Participating in the Non-Public Schools Testing Service (NPSTS) Program

### Who May Participate in the NPSTS Program

Private church schools, schools of religious charter, and qualified non-public schools (as defined by the North Carolina Public School Laws, Article 39, General Statute §115C-555)—hereafter referred to as non-public schools—that meet new school notice requirements stated in Article 39, General Statutes §115C-552 and §115C-560 of the North Carolina Public School Laws and agree to abide by the ***Options, Rules, and Guidelines for Participation in this Program*** stated below may elect to participate in this program on a voluntary basis. Participation is based on a current registration with the North Carolina Department of Administration, Division of Non-Public Education; is required in order to process a request for participation; is subject to the terms and conditions set forth below; and is at the discretion of the North Carolina Department of Public Instruction (NCDPI) and to the State Board of Education (SBE).

Home schools (as defined by the North Carolina Public School Laws, Article 39, General Statute §115C-563) that meet new school notice requirements stated in Article 39, General Statutes §115C-552 and §115C-560 of the North Carolina Public School Laws may not obtain test materials but may purchase test administration and processing services on an individual basis subject to the terms and conditions set forth below and to the discretion of the NCDPI and the SBE (see **Home Schools** under ***Alternatives to Participation in this Program*** to obtain information about options for participation in the North Carolina Testing Program outside of the NPSTS program).

### **Options, Rules, and Guidelines for Participation in this Program**

All test materials used in this program are the property of the North Carolina Department of Public Instruction (NCDPI) and demand the highest level of test security. Non-public schools seeking to participate in this program must agree to do so under the following four conditions and must observe all rules and guidelines listed here and in specific *Test Administrator's Manuals/Guides*, the North Carolina *Testing Code of Ethics*, and any subsequent updates.

1. The non-public school must incur any expenses associated with its participation in this program.
2. School administrators and staff must agree to maintain test security and follow the North Carolina *Testing Code of Ethics*.
3. The tests must be administered in accordance with the rules, guidelines, and procedures established by the NCDPI as prescribed in the *Test Administrator's Manuals/Guides*.
4. The non-public school must account for and return all test materials associated with the testing program using the means provided by the Non-Public Schools Testing Service (NPSTS).

**At the discretion of the NCDPI and the State Board of Education (SBE), failure to observe all conditions, rules, and guidelines, may result in the forfeiture of a non-public school's right to continued participation in the North Carolina Testing Program.**

### **Training Requirement**

Before receiving test materials from the Non-Public Schools Testing Service (NPSTS), non-public schools must participate in the test administration training session, which includes guidelines for the use of procedural accommodations and information specific to the NPSTS processes for the handling of all associated materials. This training is necessary to (1) highlight points of emphasis pertaining to the test administration, (2) ensure standardized procedures for administering and storing state test materials have been presented, and (3) provide an opportunity for questions and answers regarding the test administration(s) and subsequent materials handling, scoring test items, and reporting test results. This training session, provided by the NPSTS, is required for participation in this program. Training is conducted during the fall and spring sessions. All schools wishing to administer a test in either semester must register with the NPSTS for that semester and be trained during that semester.

### **Observing State Testing Windows**

Non-public schools may only register to participate in one or more of the following statewide testing windows: Fall 2017/Spring 2018.

All testing must be conducted within specific state testing windows. Test materials will not be delivered earlier than ten business days before a non-public school's reported test date within a state testing window. For specific tests, test materials will be delivered no earlier than two business days before the test date. In addition, test materials must not be distributed to classroom test administrators until the day of the test administration and must be collected immediately after testing.

Test materials will not be distributed to non-public schools after a specific testing window has closed. All testing materials must be returned to the NPSTS within **two** business days of the test administration. **IF ALL MATERIALS ARE NOT RETURNED PROMPTLY, THE NON-PUBLIC SCHOOL'S RIGHT TO FURTHER PARTICIPATION IN THE NORTH CAROLINA TESTING PROGRAM MAY BE FORFEITED.**

## Test Security

It is imperative that test security be maintained at all times. Test materials made available through the Non-Public Schools Testing Service (NPSTS) are the property of the North Carolina Department of Public Instruction (NCDPI). Non-public schools may elect to use test materials for a fee, but they must ensure that test materials are kept secure at all times so as not to jeopardize the integrity of the administration of the North Carolina Testing Program, the accountability program, or the non-public school's testing program. Use of these test materials, therefore, is restricted to specific conditions and testing windows listed in this catalog and prescribed in specific test administrator's manuals/guides and will be strictly monitored. In addition, non-public school officials must sign an agreement in which they agree to follow the North Carolina *Testing Code of Ethics*, to maintain test security at all times, and that, upon determination of a breach in test security by any person (administrator, staff, student) at the non-public school, the right to further participation in the North Carolina Testing Program may be forfeited. A copy of the North Carolina *Testing Code of Ethics* is included on the NPSTS website and with each test administrator's manual/guide produced by the NCDPI.

The test administrator must report all breaches of test security by submitting the NPSTS *Report of Testing Irregularity* form within two days to the NPSTS Coordinator (NPSTS-TOPS).

Basic test security requirements include but are not limited to:

1) The non-public school must inventory **all** materials immediately upon receipt. The NPSTS test coordinator must count and record the number of secure test materials (i.e., test books and answer sheets) and supplemental materials on the **Packing List**.

2) The **Packing List** must be signed either as "Correct" or annotated with any discrepancy of the quantities listed and then FAXED to the NPSTS verifying the receipt and check-in process. This notification must be transmitted before testing occurs to comply with security conditions. Tests will not be scored without this notification.

3) Each non-public school must also inventory the tests immediately after administration. All materials must be returned to the NPSTS within two days of administration. The school will be accountable for any missing materials.

4) The non-public school must store **all** test materials in its possession in a secure, locked facility except when in use.

5) State Board of Education (SBE) policy specifies that the tests and test questions are not to be reproduced in any manner, that school personnel are not to disclose the contents of the tests by discussing specific test questions, and that excerpts from the tests must not be used at any time during classroom instruction. In addition, access to the tests must be limited to school personnel who have a legitimate need. The tests are not to be photocopied, filed, retained, or used in instructional activities in any way. ***Photocopying of North Carolina tests is a violation of federal copyright laws.***

6) Calculators used during the tests must have their memories and all applications (including preloaded) cleared by the test administrator, or other designated school personnel immediately before and after the test administration.

## Copyrights

All of the test materials ordered through the Non-Public Schools Testing Service (NPSTS) are produced or contracted by the North Carolina Department of Public Instruction (NCDPI) and/or its vendors, are copyrighted by the NCDPI or its vendors, and are restricted in use through copyrights of the original authors and/or specific copyright agreements by and between the NCDPI or its vendors and the original authors.

The individual or organization securing the use of these test materials and/or the user of the test materials acknowledges and agrees when ordering these materials that the contents of the tests, scanable documents, computer programs, test administrator's manuals/guides, and all other related test materials are copyrighted. The non-public schools shall prohibit their employees from disclosing information about the tests or engaging in any activity which has the potential to disclose or to compromise the contents of the test. Failure to comply with this requirement may cause the non-public school's right to further participation in the North Carolina Testing program to be forfeited.

### **Prohibition against Sale, Distribution, and Reproduction of Test Materials**

No products and/or related services listed in this catalog and/or made available through the Non-Public Schools Testing Service (NPSTS) may be sold, leased, distributed, or reproduced in whole or in part.

### **Who May Coordinate and Administer Tests and under What Conditions**

The following may administer tests under specific conditions:

1. Test Coordinator(s) may **not** be a test administrator nor be the parent, relative, or legal guardian of a student taking a test in the school.
2. Test administrators:
  - Test administrators shall be school personnel who have professional training in education and the state testing program.
  - Test administrators must be trained by the test coordinator who has attended training during the current semester.
  - Test administrators may **not** be the parent(s), relatives or legal guardian(s) of the student(s) taking the test(s).
3. Proctors:
  - Proctors shall serve as additional monitors to help the test administrator ensure that testing occurs fairly.
  - Proctors must receive training. They may be trained by a test coordinator who has attended training including the review of the *Proctor's Guide* provided by the Non-Public Schools Testing Service (NPSTS) (<http://www.ncpublicschools.org/docs/accountability/policyoperations/prctrgd1617.pdf>).
  - Proctors, must not be a parent, relative, or legal guardian of a student taking a test in the classroom.
  - Proctors are required to follow all testing procedures and maintain the security of the tests.

### **Testing Irregularities**

Non-public school test administrators must report in writing to the non-public school principal and non-public school test coordinator any irregularities or violations of test procedures (e.g., cheating, random marking, disruptions, illness during testing) using the Non-Public Schools Testing Service (NPSTS) **Report of Testing Irregularities** form. Non-public school test coordinators must report testing irregularities, breaches of test security, and their findings from subsequent investigations to the NPSTS Test Coordinator, FAX (919) 515-4622.

Failure to report testing irregularities or breaches of test security to the NPSTS may result in the forfeiture of a non-public school's right to further participation in the North Carolina Testing program.

### **Return of Materials**

Non-public schools are required to return **ALL** test materials made available through the Non-Public Schools Testing Service (NPSTS). Prepaid labels for the return of these materials will be included with the original shipment of tests.

All materials must be returned within **two** days of the last test date. If all materials are not returned promptly, the non-public school's right to further participation in the North Carolina Testing program may be forfeited.

## Alternatives to Participation in this Program

### Private Schools

Private school students may request from the local public school system superintendent (or the superintendent's designee) to include their student(s) in the local public school system's test administration. Public school systems are NOT required to include students from private schools in any test administration and may refuse participation. If the local public school system agrees to test private school students, the local public school system may charge a fee for services rendered but may not charge a fee for test materials. Private school students' scores must be included with the public school's scores for accountability purposes. The private school is still required to register with the Non-Public Schools Testing Service (NPSTS) and pay the registration fee.

### Home Schools

Home schools may or may not choose to participate in the North Carolina Testing Program. Please note that tests offered by the Non-Public Schools Testing Service (NPSTS) may be administered in addition to, and not instead of, the nationally standardized tests required by the Division of Non-Public Education. For more information regarding testing requirements for home schools contact the N.C. Division of Non-Public Education [WWW.NCDNPE.ORG](http://WWW.NCDNPE.ORG) (919) 733-4276.

Home schools' options for participation in the North Carolina Testing Program include the following.

- Home schools may request that the local non-public school principal or headmaster include their student(s) in the local non-public school's test administration. Non-public schools are NOT required to include students from home schools in any test administration and may refuse participation. If the non-public school agrees to test home school students, the non-public school may charge the same fees charged by the NPSTS for services rendered and test materials. Fees charged to home schools by non-public schools must not exceed fees charged by the NPSTS. Test results remain at the school and are included in the school's accountability results.
- Home schools may contract directly with the NPSTS to have tests administered to students. Requests for such a service must be directed to the NPSTS in writing at least 30 days before the test administration. Such a service will result in additional charges at market rate for facility rental and the related staffing costs for required test administrator(s) and proctor(s).

## Accommodations for Students with Disabilities or Limited English Proficiency

Accommodations are provided for all state tests under certain conditions.

- Any accommodation must be documented in the student's Individualized Education Program (IEP), Section 504 plan, limited English proficiency plan, or local student education plan.
- The accommodations must be used routinely in the classroom setting.
- Accommodations must not be used for the purpose of test score enhancement.
- Accommodations must not violate the intent of the test.
- Orders for large print materials must be submitted at least 45 days before a scheduled test administration to allow for production of the materials.
- Orders for *One Test Item Per Page* accommodations must be submitted at least 45 days before a scheduled test administration to allow for production of the materials.
- Orders for Braille materials must be submitted at least 90 days before a scheduled test administration to allow for production of the materials.
- ***Non-Public School - Review of Accommodations Used During Testing*** must be submitted for each eligible student with the order for test materials before the training date.

Administration of test(s) using accommodations requires training on the ***Non-Public School - Review of Accommodations Used During Testing*** and the ***Testing Students with Disabilities*** document (published in August 2017). For in-depth guidelines the ***Testing Students with Disabilities*** publication is available at <http://www.ncpublicschools.org/docs/accountability/policyoperations/tswd/tswdgd1718.pdf>

## **Registration with the Non-Public Schools Testing Service (NPSTS)**

### **Registration/Costs**

Non-public schools that request to participate in the North Carolina Testing Program must register with the NPSTS each testing cycle (Fall and Spring) by completing a registration form and paying the registration fee. The registration fee is \$100.00 each test cycle. Acceptance of participation is at the discretion of the North Carolina Department of Public Instruction (NCDPI) and the State Board of Education (SBE). The registration fee covers training, technical support, scoring, and shipping of materials for each test administered during the testing cycle.

### **Required Test Administration Training Session**

#### **Training**

Before delivery of test materials by the Non-Public Schools Testing Service (NPSTS), the non-public schools must participate in the test administration training session provided by the NPSTS. Training is necessary to highlight points of emphasis pertaining to the test administration, to ensure procedures for using and storing state test materials have been presented clearly, and to provide an opportunity for school personnel to ask questions about the test administration(s). The NPSTS provides the training package that satisfies this requirement. The NPSTS training takes place after the deadline for submitting orders and before the opening of the state testing window. Under no circumstances may a school administer a test before its test coordinator receives the appropriate training. Confirmation of training dates and of specific locations are sent to non-public schools before training. All administrative materials received at training must be returned after the test administration.

Training session dates and locations are announced at least one month before the training. To obtain information regarding training or any other aspect of the testing program, please visit the NPSTS web page at [www.tops.ncsu.edu/npsts](http://www.tops.ncsu.edu/npsts); you may also email the NPSTS at [NPSTS@tops.ncsu.edu](mailto:NPSTS@tops.ncsu.edu) or phone 919-515-4624.

*Fall Training in Raleigh: November 28, 2017*

*Spring Training in Raleigh: April 24, 2018*

**Note: Training is required during each testing cycle (i.e., Fall and Spring) in which tests are administered, even within the same school year.**



## How to Order Test Material and Services Available

### Placing the Order/Shipment

To place the order, FAX the completed participation forms to:

**Non-Public Schools Testing Service**

**Fax: (919) 515-4622**

### Questions about Ordering/Shipment, Invoices, and Payments

If you have any questions concerning your order, invoice, or payments, send an email, fax, or call:

E-mail: [NPSTS@tops.ncsu.edu](mailto:NPSTS@tops.ncsu.edu)

**FAX: 515-4622 Phone: (919) 515-4624**

### Where to Send Payment

An invoice for the registration fee, test materials, and services will be mailed **at the end of the testing cycle (i.e., Fall and Spring)** .. Please pay from the invoice. Payment must be attached to the invoice and made payable to N.C. State University. Mail the payment to:

**North Carolina State University**

**Campus Box 7203**

**Raleigh, NC 27695-7203**

Payment terms are net 30 days. A late payment fee of 1.5% per month may be added to payments not received according to the payment terms listed above. Consistent with State government policy, delinquent payments will be referred to the Office of the Attorney General for the State of North Carolina for processing/collection.

### Selecting Products and Services

Potential users of the test materials and services contained in this catalog need to carefully review the descriptions to make sure all required materials are ordered. It is the users' responsibility to attend training and use this document and additional administrative information to inform themselves about the North Carolina Testing Program and test administration requirements.

The Non-Public Schools Testing Service (NPSTS) **is not** responsible for the misadministration of any test or other program because of errors in test ordering or test administration.

An administrator's manual/guide for each teacher, a header sheet for each classroom, and a test book for each student (along with any necessary accompanying material) will be sent for each administration. Unless otherwise noted, the price of the test book includes the answer sheet; additional administrative materials including graph paper; and a score report. The test administrator is only required to order items listed on the order form. All the necessary supplemental materials for that item will be included with the order and shipped with the test book(s).

Testing dates, windows, and ordering deadlines are shown on the NPSTS Testing Calendar. Testing must be administered within the indicated testing windows to maintain test security.

Orders must be placed by the order deadline to allow sufficient time to produce and ship materials. All orders received after the ordering deadline may be charged an additional \$35 late-order fee.

### **Training Service Policies**

Non-Public Schools Testing Service (NPSTS) training dates will follow order deadlines and will precede the earliest dates of state testing windows. The test coordinator trained by the NPSTS will be responsible for training test administrators and proctors at the school.

### **Scanning, Scoring, and Reporting Service Policies**

The scoring report is included in the price of each test book. The Non-Public Schools Testing Service (NPSTS) will promptly scan and score answer sheets upon receipt. Schools should receive their scoring reports within 10 to 15 business days for multiple-choice tests. The results of online tests will be received upon notification of test completion from the non-public school. When returning materials for scoring, pull the tracking number strip from the UPS return label and affix it to your packing list. This is the **ONLY** record of your tracking number. Immediately fax your packing list (with tracking label) to Technical Outreach for Public Schools (TOPS) to expedite the processing of the test materials.

### **Processing Surcharge**

At the discretion of Non-Public School Testing Service (NPSTS), a \$15 surcharge may be added for additional processing for any order form that is incomplete.

### **Shipping Policy**

Standard shipping and handling fees are included in the registration fee. Test materials are shipped by the most cost-efficient trackable method.

Test materials will not be delivered earlier than ten business days before a non-public school's reported test date within a state testing window, and for specific tests, test materials will be delivered no earlier than two business days before the test date. ***All shipments must be checked for accuracy as soon as they are received, and the packing list must be faxed to the Non-Public Schools Testing Service (NPSTS) before the testing date verifying the receipt of and accuracy of the shipment.*** If the packing list is not received before test date, the tests will not be scored. It is the responsibility of the individual or organization securing the test materials to ascertain if all ordered test materials have been included in each shipment and to report any discrepancies. Misplaced test materials are not considered discrepancies in the original shipment and are the responsibility of the individual or organization which secured the test materials. Damaged test materials must be stored in a secure, locked, limited access location and included in the return shipment. The individual or organization securing the use of the test materials will be held accountable for all test materials.

### **Return Policy**

The Non-Public School Testing Service (NPSTS) will not refund a school for any unused test material. It is the responsibility of the individual or organization securing the test materials to order correct quantities. This policy also applies to test materials ordered for a test administration that is canceled by the individual or organization securing the use of these test materials. This return policy should not be confused with the **Return of Testing Materials** policy. Test materials are made available through the NPSTS for use during specific testing windows and **ALL** test materials must be returned within two business days after completion of the test administration.

### **Prices**

The prices as shown on the Order Forms are effective from July 1, 2017, until June 30, 2018. The use by non-public schools or home schools of test materials listed in this catalog or any update to the catalog is based upon acceptance of the prices, terms, and conditions described herein. An individual or organization securing the use of these test materials accepts these prices, terms, and conditions by signing the Registration Form. The Non-Public Schools Testing Service (NPSTS) or its vendors shall not be bound to any modification(s) or addition(s) to the prices, terms, or conditions listed in this catalog or an update to the catalog unless jointly agreed to in writing by the NPSTS, its vendors, and the purchaser.

## **Return of Testing Materials**

All materials, both used and unused, must be returned to the Non-Public School Testing Service (NPSTS) along with the tests to be scored. Materials must be returned using the UPS ARS labels provided with the order.

To expedite the scoring of tests and the reporting of results, please follow these guidelines.

- Check that all answer sheets have been bubbled correctly.
- Return completed answer sheets, protected by cardboard, in the vinyl bags provided. Do not send crumpled or torn answer sheets or header sheets; the scanner is not capable of reading these correctly.
- Make sure answer sheets/general purpose header sheets have been completely filled out.
- Make sure each header sheet contains the correct answer key code and school code (provided on your packing list).
- Place all vinyl bags containing tests to be scored on top of the stack in the return box.

# Attachments

The following attachments must be printed from the website for each school's individual needs.

## 2017–2018 North Carolina Testing Program Documents

- ◆ Testing Calendar
- ◆ Registration Form\*\*
- ◆ Training Sign-Up Form\*\*
- ◆ Review of Accommodations Used During Testing Form
- ◆ Testing Irregularity Form
- ◆ Order Form – English II (from Questar)
- ◆ Order Form – EOC Paper-and-Pencil/Online
- ◆ Order Form – EOG
- ◆ Statement from the Division of Non-Public Education, Department of Administration
- ◆ Testing Code of Ethics

\*\*These two forms MUST be sent initially in order to participate and/or receive any testing materials. The Order Form(s) must be sent one week prior to the training date.