

**EXECUTIVE DOCUMENT SUMMARY**

State Form 41221 (R10/4-06)

Instructions for completing the EDS and the Contract process.

**Received**

JUL 10 2012

**IDOA Contracts**

1. Please read the guidelines on the back of this form.
2. Please type all information.
3. Check all boxes that apply.
4. For amendments / renewals, attach original contract.
5. Attach additional pages if necessary.

6033

832

1. EDS Number: A58-1-11SA-005	2. Date prepared: 6/5/2012
----------------------------------	-------------------------------

**3. CONTRACTS & LEASES**

<input checked="" type="checkbox"/> Professional/Personal Services	<input type="checkbox"/> Contract for procured Services
<input type="checkbox"/> Grant	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Lease	<input type="checkbox"/> License Agreement
<input type="checkbox"/> Attorney	<input checked="" type="checkbox"/> Amendment# <u>1</u>
<input type="checkbox"/> MOU	<input type="checkbox"/> Renewal # _____
<input type="checkbox"/> QPA	<input type="checkbox"/> Other _____

**FISCAL INFORMATION**

4. Account Number: 13950-55500.	5. Account Name: TESTING & REMEDIATION
6. Total amount this action: \$45,390,092.00	7. New contract total: 95,039,790.00
8. Revenue generated this action: \$0.00	9. Revenue generated total contract: \$0.00
10. New total amount for each fiscal year:	
Year 2011	\$19,662,862.00
Year 2012	\$29,986,836.00
Year 2013	\$25,738,914.00
Year 2014	\$19,651,178.00

**TIME PERIOD COVERED IN THIS EDS**

11. From (month, day, year): 7/1/2010	12. To ( month, day, year ): 6/30/2014
13. Method of source selection:	
<input type="checkbox"/> Bid/Quotation	<input type="checkbox"/> Emergency
<input type="checkbox"/> Negotiated	<input type="checkbox"/> Special Procurement
<input checked="" type="checkbox"/> RFP# 7-93	<input type="checkbox"/> Other (specify) _____

**AGENCY INFORMATION**

14. Name of agency: Department of Education	15. Requisition Number: 000007313
16. Address: DOE-ACCOUNTING 151 W OHIO ST INDIANAPOLIS, IN 46204	

**AGENCY CONTACT INFORMATION**

17. Name: Michele Walker	18. Telephone #: 317/232-9051
19. E-mail address: mwalker@doe.in.gov	

**COURIER INFORMATION**

20. Name: Jim Holderman	21. Telephone #: 317-232-6610
22. E-mail address: jholderman@doe.in.gov	

**VENDOR INFORMATION**

23 Vendor ID #	0000269835
24. Name: CTB MCGRAW-HILL LLC	25. Telephone #: (800) 538-9547 X7135
26. Address: PO BOX 2258 CAROL STREAM, IL 60132	
27. E-mail address: SDoreswamy@ctb.com	

28. Is the vendor registered with the Secretary of State? (Out of State Corporations, must be registered)  Yes  No

29. Primary Vendor: M/WBE	30. If yes, list the %:
Minority: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Minority: _____ %
Women: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Women: _____ %

31 Sub Vendor: M/WBE	32. If yes, list the %:
Minority: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Minority: <u>4.6</u> %
Women: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Women: <u>0.7</u> %

33. Is there Renewal Language in the document? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	34. Is there a "Termination for Convenience" clause in the document? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

35. Will the attached document involve data processing or telecommunications systems(s)?  Yes: IOT or Delegate: has signed off on contract

36. Statutory Authority (Cite applicable Indiana or Federal Codes):  
IC 20-19-3-5

37. Description of work and justification for spending money. (Please give a brief description of the scope of work included in this agreement.)  
CTB/McGraw-Hill will provide all needed services required to deliver ISTEP+ assessments for students in grades 3-8, including design, development and implementation of testing and scoring services.

38. Justification of vendor selection and determination of price reasonableness:  
Through competition coordinated by the Indiana Department of Administration, CTB/McGraw-Hill was the highest scoring (winning) vendor for Component 3 of RFP # 7-93 and was therefore selected to provide Component 3 of Indiana's assessment system, which includes ISTEP+ assessments for students in grades 3-8. Based on the proposals submitted, the price is considered reasonable for the services provided.

39. If this contract is submitted late, please explain why: (Required if more than 30 days late.)  
This contract was submitted as soon as all details were finalized.

40. Agency fiscal officer or representative approval <i>[Signature]</i>	41. Date Approved 06-26-2012	42. Budget agency approval <i>[Signature]</i>	43. Date Approved 7-16-12
44. Attorney General's Office approval <i>[Signature]</i>	45. Date Approved 7/19/12	46. Agency representative receiving from AG <i>[Signature]</i>	47. Date Approved

**RECEIVED**

JUL 16 2012

**ORIG-ADVISORY**



# REQUISITION

**Ship To:** IN Department of Education  
Accounting Dept.  
151 W OHIO ST  
INDIANAPOLIS IN 46204

**Bill to:** IN Department of Education  
Accounting Dept.  
151 W OHIO ST  
INDIANAPOLIS IN 46204

<b>Requisition No.</b> 000007313	<b>Date</b> 06/15/2012	<b>Required Date</b>	<b>Page</b> 1 of 1
<b>Fund/Account:</b> 13950 / 531010		<b>Dept Number:</b> 023053	
<b>Project Number:</b>			
<b>Requisition Number:</b> 000007313			
<b>Requestor:</b> M254188		<b>Melissa Ann Covey</b>	
<b>Agency Number:</b> 00700		<b>Department of Education</b>	
<b>Facility:</b>			

**MUST COMPLETE FOR ICPR**

Print REQ  
 Streamline Eligible

Line	Item	Description	Quantity	UOM	Unit Price	Ext Amt
1-1		TO ENCUMBER FUNDS. RECEIVE BY AMOUNT ONLY. A58111SA005 FY13	1.0000	MON	25,738,914.0000	25,738,914.00

<< TIED TO PO 12514117 TIED TO EDS A58111SA005

CTB/McGraw-Hill will provide all needed services required to deliver ISTEP+ assessments for students in grades 3-8, including design, development and implementation of testing and scoring services. >>

The following UN/CEFACT Unit of Measure  
Common Codes are used in this document:  
MON Month

**Requisition Total \$ 25,738,914.00**

<b>I certify that the item[s] requested is [are] necessary for the operation of this State Agency.</b>		
<b>Requestor Signature</b> <i>Bonnie Hart for M. Covey</i>	<b>Printed Name of Agency Head or Authorized Employee</b> Beverly Flanagan	<b>Authorized Signature</b> <i>Beverly D. Flanagan</i>

**AMENDMENT #1**  
**EDS#A58-1-11SA-005**

This is an amendment to the Contract (the "Contract") entered into by and between the Indiana Department of Education (the "State") and CTB / McGraw-Hill (the "Contractor") dated July 1, 2010 through June 30, 2012.

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree as follows:

The Contract is hereby amended for an additional period of two years. It shall terminate on **June 30, 2014**.

This amendment provides an increase of **\$45,390,092** as set forth in **Exhibit G** attached and herein incorporated by reference. Total remuneration under the Contract is not to exceed **\$95,039,790**.

The following clauses in the Contract are amended as follows:

**1. Duties of Contractor**

Paragraph 1, relating to Duties of the Contractor is hereby amended by addition of the following:

The Contractor will provide all needed services required to deliver ISTEP+ assessments for students in grades 3-8, including design, development and implementation of testing and scoring services. Details of duties are described in **Exhibit E** and **Exhibit F** attached herein and incorporated by reference.

**2. Consideration**

deleted in its entirety and replaced by the following:

Paragraph 2, relating to Consideration is hereby amended by the addition of the following:

Initial	Date
EL	6/14/12
GA	6/14/12

The Contractor will be paid in accordance with the billing schedule described in **Exhibit C** of the original contract attached and herein incorporated by reference and **Exhibit G** attached and herein incorporated by reference for performing duties set forth above. Total remuneration under this Contract shall not exceed **Ninety-five million Thirty-nine Thousand Seven Hundred Ninety Dollars (\$95,039,790)**.

**3. Term**

Paragraph 3, relating to Term is hereby deleted in its entirety and replaced by the follows: following:

Initial	Date
EL	6/14/12
GA	6/14/12

This contract shall be effective for a period of four years. It commenced on **July 1, 2010** and shall remain in effect through **June 30, 2014**.

## **11. Confidentiality of State Information**

Paragraph 11, relating to Confidentiality of State Information is hereby amended by addition of the following:

### **Security and Privacy of Student Information**

The Contractor understands that in the performance of this Contract, the Contractor will be provided with personally identifiable student information subject to the protections of the Family Educational Rights and Privacy Act ("FERPA") (20 USC §1232(g), the National School Lunch Act (42 USC §1751 et. seq.), the Child Nutrition Act (42 USC §1771 et. seq.), the regulations implementing those Acts, and 511 IAC 7-38. As a result, the Contractor is bound by the security provisions and confidentiality obligations required by these laws and regulations.

1. Except as permitted by this Contract, the Contractor agrees not to share or re-disclose personally identifiable data, including de-identified data, received under this Contract with any other entity, organization, or individual.
2. Despite any contrary provisions in this Contract, the Contractor agrees not to disclose any personally identifiable data obtained in a manner that could identify, or reasonably lead to the identification of, an individual student to any other individual, institution, organization, government, or entity. This includes data that may not have been provided in a personally identifiable manner, but would still permit public identification of students due to small cell sizes (i.e., subgroups of 10 or fewer students). Such data and data elements may only be used in the aggregate or other manner consistent with generally accepted statistical principles that does not permit identification of students.
3. The Contractor shall promptly, that is, within one (1) hour of learning, report to the State any incidents in detail of any personally identifiable information received from the State whose confidentiality was breached, released, or is believed to have been breached or released.
4. The Contractor agrees to destroy all personally identifiable and de-identified information received under this Contract when it is no longer needed for the purpose for which it was obtained. The Contractor shall maintain records that document and verify the destruction of the data provided by the State pursuant to this Contract. If the Contractor does not destroy personally identifiable information pursuant to the terms of this Contract, when no longer needed for the purposes of this Contract, then the Contractor may be prohibited from access to future personally identifiable information from educational records for at least five (5) years.
5. Subject to the agreed-upon and limited use of the data and only for the purposes asserted in this Contract, there shall be no further disclosure by the Contractor of any of the information provided by the State in that this would constitute a redisclosure of information. Under the applicable federal FERPA regulation, redisclosure is only permitted upon obtaining prior consent of the parent or eligible student of the personally identifiable information.

## **47. Liquidated Damages**

Paragraph 47, relating to Liquidated Damages Clause is hereby amended by addition of the following:

General timelines for deliverables and services under this Contract are set forth in Exhibit E (Scope of Work) attached hereto and herein incorporated.

A. It is hereby agreed that, without limitation to other rights and remedies of the State under this Contract, the State shall be entitled to liquidated damages for the Contractor's failure to deliver, pursuant to the provisions of this Contract and Key Performance Dates, defined in Exhibit F (Deliverables Overview) attached hereto and herein incorporated, any of the following deliverables:

- Paper testing materials delivery;
- Print reports delivery;
- "INORS" summary reports delivery;
- "Parent Network" reports delivery; and
- "OAS" online testing delivery, which is defined as uninterrupted CTB system availability every school day from 7:00 a.m. to 6:00 p.m. Eastern Time for the two weeks prior to each testing window and for the entire testing window

in accordance with the Key Performance Dates for each year of the Contract as specified in Exhibit F hereto. In the event of the Contractor's failure, liquidated damages shall begin to accrue the calendar day of such failure of Contractor to perform. The State shall be entitled to liquidated damages for each deliverable listed above in the amount of \$50,000 per day for each of the first five (5) calendar days of the Contractor's failure to deliver, \$150,000 per day for each of the next five (5) calendar days (days 6-10) and \$250,000 per day for each calendar day thereafter until such time that the Contractor cures the failure to deliver. The liquidated damages for any single delivery failure shall not exceed 10% of the current contract amount.

B. It is hereby agreed further that, without limitation to other rights and remedies of the State under this Contract, the State shall be entitled to liquidated damages for the Contractor's failure to deliver all other deliverables or complete all tasks pursuant to the Contract and not otherwise specified in Paragraph A above, in accordance with the Key Performance Dates for each year of the Contract as specified in Exhibit F (Deliverables Overview). The State shall provide the Contractor with written notice of the Contractor's failure to perform, and the Contractor shall have five (5) calendar days from receipt of the written notice to cure the failure without penalty. In the event that the Contractor fails to cure within the prescribed time period, liquidated damages shall begin to accrue, and the State shall be entitled to liquidated damages in the amount of \$25,000 per day for each of the first five (5) calendar days after the time period for curing without penalty has elapsed and \$100,000 per day for each calendar day thereafter until such time that the Contractor cures the failure to deliver or otherwise perform. The liquidated damages for any single delivery or performance failure shall not exceed 10% of the current contract amount.

C. It is agreed that liquidated damages will not accrue against the Contractor for failure to meet an original Key Performance Date if, prior to the specific Key Performance Date, the parties hereto mutually agree upon a change of date for a Key Deliverable, and an amendment incorporating the change of date is executed by the parties to the Contract.

However, liquidated damages as described in Paragraph A and B of this section, are applicable should the Contractor fail to perform in accordance with the amended Key Performance Dates deadline(s).

- D. It is agreed that, should the Contractor be prevented from timely performing its obligations hereunder by a *force majeure* event, including the State's acts or failure to act in its sovereign and contractual capacity such as a change in the scope of work or the failure to provide required approvals, the Contractor's time to perform shall be extended for the period of delay resulting from such event(s) as determined by the State.
- E. In respect of any Key Performance Dates, the State shall not be entitled to receive from the Contractor liquidated damages pursuant to this Contract or otherwise in excess of the amounts specified herein.

**46. State Boilerplate Affirmation Clause**

Paragraph 46, relating to State Boilerplate Affirmation Clause is hereby amended by addition of the following:

**48. Employment Eligibility Verification (Clause Added)**

**48. Employment Eligibility Verification**

The Contractor affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The State may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

All other matters previously agreed to and set forth in the original Contract and not affected by this Amendment, shall remain in full force and effect.

---

**THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.**



Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that he/she is the Contractor, or that he/she is the properly authorized representative, agent, member or officer of the Contractor, that he/she has not, nor has any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, to the best of the undersigned's knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Contract other than that which appears upon the face of this Contract.

In Witness Whereof, Contractor and the State have, through their duly authorized representatives, entered into this Contract. The parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below hereby agree to the terms thereof.

CTB/McGraw-Hill

By: [Signature]  
Printed Name: SANDOR NAGY  
Title: CHIEF OPERATING OFFICER  
Date: JUNE 8, 2012

Attested By: [Signature]  
MARK LIMBACH  
CHIEF FINANCIAL OFFICER  
JUNE 8, 2012

Indiana Department of Education

By: [Signature] (for)  
Dr. Tony Bennett  
Superintendent of Public Instruction  
Date: June 26, 2012

Indiana Office of Technology

By: [Signature]  
Brian Arrowood, Chief Information Officer  
Date: 7-6-12

Department of Administration

[Signature] (for)  
Robert D. Wynkoop, Commissioner  
Date: 7/12/12

State Budget Agency

[Signature] (for)  
Christopher A. Kuhl, Director  
Date: 7-16-12

Adam M. Horst

APPROVED as to Form and Legality:  
Office of the Attorney General

[Signature] (for)  
Gregory F. Zoeller, Attorney General  
Date: 7/23/12



# Exhibit E

## SCOPE OF WORK

*CTB McGraw-Hill*

*Project Name: ISTEP+*



**EXHIBIT E**  
**SCOPE OF WORK**

*NOTE: Within this Exhibit E, references to "CTB" and "McGraw-Hill," indicate the "Contractor"; references to "IDOE" indicate the Indiana State Department of Education and references to "ISTEP+" indicates the Project's name under this Contract.*

**Table of Contents**

**Executive Summary**..... 4

**Program Contacts and Communication** ..... 6

    Table 1 - Key IDOE Staff..... 6

    Table 2 - Key CTB Staff..... 6

    Program Description..... 7

    Customer Participation ..... 7

    Customer Meetings..... 8

        Table 3 - Key Meetings ..... 9

    Program Management ..... 11

    Minority and Women Owned Business Enterprises Contract Compliance ..... 11

        Table 4 – M/WBE Vendors ..... 11

**Program Scope**..... 12

    Program Milestones and Critical Dates ..... 12

    Out of Scope Work..... 12

    Content Development/Publishing Deliverables..... 13

    Document and Materials Development ..... 13

    Document and Materials Production ..... 13

    Online Content Production..... 13

    Assessment Design and Analysis Deliverables - Research Tasks ..... 14

    Comparability Study..... 14

    Cutscore Setting Workshop (2013 only) ..... 15

    Test Design – General Information ..... 15

    Copyrights/Ownership..... 16

    Manufacturing Deliverables ..... 16

    Document and Materials Manufacturing ..... 17

        Table 5 – Printed Materials for Spring 2013 ..... 17

        Table 6 – Printed Materials for Spring 2014 ..... 18

        Table 7 – Braille, LP and Ancillaries for Spring 2013 ..... 18

        Table 8 – Braille, LP and Ancillaries for Spring 2014 ..... 19

        Table 9 – Test Coordinator Manual Quantities for Large Corporations ..... 20

    Enrollment, Fulfillment, and Delivery ..... 21

    Web-Enabled Services Deliverables ..... 21

        Portal Page (www.ctb.com/istep)..... 21

        ISTEP+ Online Forum ..... 22

        Experience ISTEP+ Online..... 22

        Single Sign-on (SSO) User Accounts ..... 22

        Online Short/Adds (TMA)..... 22

        Secure File Transfer ..... 22

    Shipping Service ..... 23

    Online Assessment System (OAS)..... 23

    Software Application Customization..... 23

    Scoring Deliverables ..... 23

        Pework Requirements..... 23



Precode Barcode ..... 24  
 Ancillary Systems ..... 24  
 Document Processing ..... 24  
     Handscoring: Operational scoring..... 26  
     Handscoring: Pilot scoring ..... 26  
     Rescore Process ..... 26  
 Report Generation and Delivery..... 27  
     Table 10 – Reports and Electronic Files Matrix ..... 27  
     Table 11 – CCSS based Transition Reports..... 28  
     Delivery of Score Reports..... 29  
 Other Statewide Reports to IDOE ..... 30  
     Erasure Analysis Reports ..... 30  
     Impact Data Reports ..... 30  
     Technical Reports ..... 30  
     Error Report ..... 30  
 Document Retention..... 31  
 CTB/Indiana Help Desk ..... 31  
 Attachments..... 31  
  
**Attachment A..... 32**  
     Program Milestones..... 32  
  
**Attachment B..... 33**  
     ISTEP+ Online Assessments Work Plan..... 33  
  
**Attachment C..... 43**  
     Indiana Department of Education Online Reporting System (INORS) Work Plan..... 43  
  
**Attachment D..... 49**  
     The Parent Network and Individual Student Report Work Plan ..... 49  
  
**Attachment E..... 54**  
     Operational and Pilot Test Design and Development Specifications ..... 54  
  
**Attachment F..... 62**  
     CCSS Transition Online Pilot Test Design and Development Specifications..... 62



## **EXECUTIVE SUMMARY**

This scope of work document provides detailed information and specification for the 2012-2014 ISTEP+ program. This plan incorporates and expands on elements from prior ISTEP+ contracts.

The ISTEP+ 2012-2014 Scope of Work includes Grades 3 through 8 Spring 2013 and Spring 2014 test administrations that will test E/LA and Math for Grades 3-8, Science for Grades 4 and 6, and Social Studies for Grades 5 and 7.

With the exception of the Student Label, one copy each of the Invitation Code letter and Individual Student Report, all reports will be provided online.

There will be two testing windows, one for Applied Skills (constructed-response items to be administered in early March) and another for Multiple-Choice (late April/early May).

The operational testing window for each year includes:

### **Spring 2013**

- Approximately 10% of the total student population will take the Applied Skills test online through the OAS application for the two content areas, E/LA and Social Studies, with the remainder (90%) taking the paper/pencil tests. As a contingency to the student readiness with online testing Applied Skills portions of the test, just for this administration, 100% of paper tests will be printed and be made available if needed.
- Applied Skills Mathematics and Science content areas will be administered 100% in paper/pencil mode only.
- At least 65% of the total student population will take all content areas of the Multiple-Choice test online through the OAS application.

### **Spring 2014**

- Approximately 20% of the total student population will take the Applied Skills test online through the OAS application for the two content areas, E/LA and Social Studies, with the remainder (80%) taking the paper/pencil tests.
- Applied Skills Mathematics and Science content areas will be administered 100% in paper/pencil mode only.
- At least 80% of the student population will take all content areas of the Multiple-Choice test online through the OAS application.

In addition to the operational testing, pilot tests will be administered in the year 2013 and 2014 as noted below:

### **Spring 2013**

- Applied Skills pilot forms based on Indiana Academic Standards will be administered to select population for all grades in ELA, Mathematics and Social Studies content areas. These pilot forms will be administered using paper/pencil mode, and also using online mode if student readiness and site participation is confirmed for Applied Skills online testing.
- Multiple-Choice pilot forms based on Common Core State Standards (CCSS) will be administered to a select population for all grades in ELA and Mathematics content areas, using the online mode only. The Online Multiple-Choice pilot tests will assess and provide a transition to the state's readiness in

implementing the CCSS and will use CTB-owned CoreLink items. *All future references to this pilot test will be referenced as 'CCSS Transition Online pilot' in this document.*

Spring 2014

- CCSS Transition Online pilot forms from 2013 will be repeat administered to a select population for all grades in ELA and Mathematics content areas, using the online mode only.

There is a 5-calendar day turnaround time for operational testing reports after the receipt of the Multiple-Choice portion of the test (late April/early May). For significant changes to the percent of the students testing online for Multiple-Choice, the turnaround time will be negotiated and agreed upon with the IDOE.

For the Spring 2013 administration only, a Cutscore Setting meeting for the Science content area will occur after the Spring 2013 test administration is completed. Because of this Cutscore Setting activity for Science, reports for E/LA, Math and Social Studies will be released following the 5-calendar day turnaround time, while for Science, reports will be released in Summer 2013.

Based on the data collected from the CCSS Transition Online pilot tests and subsequent research analysis, two new reports will be designed and reported at the State and Corporation levels to provide information relating to the CCSS. These new reports will not include student level data and will be reported outside of the regular operational reporting windows.

## PROGRAM CONTACTS AND COMMUNICATION

### Table 1 - Key IDOE Staff

Name	Position	Telephone	Email
Wes Bruce	Chief Assessment Officer	317-232-9054	wbruce@doe.in.gov
Michele Walker	Director of Student Assessment	317-232-9051	mwalker@doe.in.gov
Charity Flores	Assistant Director of Student Assessment	317-234-5595	cflores@doe.in.gov
Linda Potter	Assessment Support Specialist	317-232-9056	lpotter@doe.in.gov
Sharon Watts	Assessment Support Specialist	317-234-5585	swatts@doe.in.gov
Jim Mirabelli	Mathematics Assessment Specialist	317-234-5602	jmirabel@doe.in.gov
Ben Kemp	Mathematics and Science Assessment Specialist	317-234-1333	bkemp@doe.in.gov
Kelly Connelly	E/LA and Social Studies Assessment Specialist	317-234-5598	kconnelly@doe.in.gov
Erin Thompson	ELA Assessment Specialist	317-234-5599	ethompson@doe.in.gov

### Table 2 - Key CTB Staff

Name	Position	Telephone	Email
Anu Tummala	Senior Director, Program and Project Management	831-393-7622	Anu_tummala@ctb.com
Shiva Doreswamy	Senior Program Manager	831-393-7135	sdoreswamy@ctb.com
Vacant	Program Manager		
Cece Robinson	Program Office Coordinator	831-393-7195	Cece_robinson@ctb.com
Lisa Staalenburg	Program Schedule Analyst	831-393-6855	Lisa_staalenburg@ctb.com
Linn Williams	State Solutions Manager	831-393-7896	Linn_williams@ctb.com
Jerry McCanna	Field Representative	317-581-9404	Jerry_mecanna@ctb.com
Krista Bobbitt	Content Development Manager	805-466-2921	Krista_bobbitt@ctb.com
Olga Connolly	Content Development Lead	850-875-3319	Olga_connolly@ctb.com
Karen Barton	Research Principal	919-386-0178	Karen_barton@ctb.com
Dong-In Kim	Research Scientist	303-721-4214	Dong-In_Kim@ctb.com
Leslie Simon	Production Coordinator	831-393-7268	Leslie_simon@ctb.com
Luna Kang	Online Production Coordinator	831-393-6554	Luna_kang@ctb.com
Darin Homer	Content Development Project Manager	916-983-0809	Darin_homer@ctb.com
Amanda Hill	Scoring and Research Project Manager	317-205-0220	Amanda_hill@ctb.com
Susan Griffith	Technology Project Manager	831-393-6044	Susan_griffith@ctb.com
Will Fredricks	Manufacturing Specialist	815-733-5097	Will_fredricks@ctb.com
Gary Bruni	Transportation Manager	831-393-7922	Gary_bruni@ctb.com
Patricia Kinison	Customer Service Project Lead	317-205-0683	Patricia_kinison@ctb.com
Donna Hyland	Delivery Manager	303-721-4259	dhyland@ctb.com
Madalina Papacica	Online Implementation Project Manager	831-393-7276	Madalina_papacica@ctb.com
Jayne Snyder	Business Requirements Analyst	831-393-7452	Jayne_snyder@ctb.com

**Program Description**

Scope	Details
Contract Duration	2012-2014
Fiscal Year Duration	July 1 – June 30
Grades	3 through 8
Content Areas	E/LA and Math for grades 3 through 8 Science for Grades 4 & 6 only Social Studies for Grades 5 & 7 only
Test	Applied Skills (open-ended items) Multiple-Choice (selected-response items) CCSS Transition Pilot (open-ended and selected-response items)
Testing Modes	Paper and Online (mixed)
Scope Items Covered	Test Document and Materials Development Test Document and Materials Production Online Content Production Ancillary Materials Development and Production Document and Materials Manufacturing Enrollment, Fulfillment, and Delivery Assessment Design and Analysis Cutscore Setting for Science (Spring 2013 only) Web-enabled Services Online Assessment System Software Application Customization Document Processing Report Generation and Delivery Online Reporting Data Re-verification CTB/Indiana Help Desk MBE/WBE Information
Enrollments (Public and Charter)	~80,000 students per grade (total of 480,000) ~1,600 schools (60 charter schools) ~295 corporations
Enrollments (Nonpublic and Choice schools)	~5,000 students per grade (total of 30,000) ~280 nonpublic and Choice schools

**Customer Participation**

- The IDOE will ensure prompt access to and decisions by the staff of the IDOE, by CTB or subcontractors as designated whenever such access and decisions are required in connection with the orderly progress of work for this program.
- The IDOE will participate in review and approval of the meetings outlined in the next section.

**Customer Meetings**

CTB to provide the following:

- Meeting Agendas
- Schedule meetings and arrange for meeting facilities
- Pay meeting facility fees
- Prepare meeting materials
- Lead the meetings with IDOE staff
- Prepare and maintain documentation of procedures used/decisions made
- Provide meeting refreshments and meals
- Provide airfare for the IDOE staff
- Provide a per diem for IDOE staff traveling to Monterey, CA
- Provide a rental car for IDOE staff traveling to Monterey, CA
- Provide lodging for IDOE staff in Monterey, CA

Meetings for each administration:

- Planning Meetings
- Post-Test Meetings
- Status Meetings
- Test Deck Reviews
- Test Coordinator Training Materials Review Meeting for ISTEP+ Online
- User Group meetings for ISTEP+ Online
- Science Cutscore Setting (Spring 2013 only)
- Passage Review meeting (for Spring 2013 Applied Skills pilot administration only)
- Content/Bias Review meeting (for Spring 2013 Applied Skills pilot administration only)
- Anchor Review meeting (for Spring 2013 Applied Skills pilot administration only)
- Item review/alignment and selection meeting (for Spring 2013 CCSS Transition Online pilot administration only)
- Anchor Review meeting (for Spring 2013 CCSS Transition Online pilot administration only)

**Table 3 - Key Meetings**

Meeting Type	Date	# Attendees			Location	Duration	Meeting Costs*						
		CTB	IDOE	Participants			Meals	Lodging	Facility	IDOE Per Diem	IDOE Travel Costs	Honorarium	Sub Pay
PM/IDOE Customer Meeting (2 per year)	2012-2014	4	4		Indianapolis	2 days							
Test Deck S12 (1 per year)	2012-2014	10	4		Monterey	2 days	X	X		X	X		
CTB/IDOE Planning Meetings S12 (2 per year)	2012-2014	10	2		Monterey	2 days	X	X		X	X		
CTB/IDOE Post-Test Meeting (1 per year)	2012-2014	10	2		Monterey	2 days	X	X		X	X		
ISTEP+ Online User Group Meeting (1 per year)	2012-2014	6	2	20	Monterey	2 days	X	X		X	X	X	
ISTEP+ Online Test Coordinator Training Material Review meeting (1 per year)	2012-2014	3	2		Indianapolis	1 day							
Science Cutscore Setting 2013 (1 ONLY in 2013)	2013	10	4	TBD	Indianapolis	3 days	X	X	X	X	X	X	
Passage Review Meeting (AS Pilot)	2012	5	3	TBD	Phone/WebEx	3 days							
Content/Bias Review Meeting (AS Pilot)	2012	5	3	TBD	Indianapolis	3 days	X	X	X	X	X	X	
Anchor Review Meetings (AS Pilot)	2013	Available by phone	8	TBD	Indianapolis	3 days	X						





Item Selection and Anchor Review Meetings (MC pilot)	2012	Available by phone	4		Indianapolis Scoring Center	5 days	X						
Anchor Review Meetings (CCSS Transition Pilot)	2013	Available by phone	4		Indianapolis Scoring Center	5 days	X						
TMRM	2013	Available by phone	4		Indianapolis Scoring Center	5 days	X						

NOTE: An X indicates CTB is responsible for Payment.

**Comments  
(estimated costs)**

- Mileage = \$40 per mile
- IDOE Per Diem = \$ 32.00 for IDOE staff only
- Substitute costs = \$75.00 per day – payable to the corporation
- Honorarium = \$150.00 per day – payable to attendee if not a school day
- Meals = \$13.00 per day - for dinner to attendees that live more than 50 miles from meeting location



**Program Management**

- Negotiate all contract changes in scope, regardless of cost; document any changes in cost, schedule, or required deliverable. Ensure that customer and PM sign the change form (DCF) for any changes in schedule or scope.
- Follow up with customer and manage departments to ensure that the base-lined schedule is achieved, and that all requested changes in scope are managed so that the ultimate delivery dates for test and reports are met.
- Identify risks, rank, and mitigate all process risks that can impact the program schedule or the quality of deliverables.
- Develop the work schedule and process plans with assigned team members.
- Manage the program schedule to ensure that high quality deliverables are provided to the customer on time.
- Serve as point of contact between the IDOE and CTB departments.
- Submit Weekly Status Report and Action Item List to the IDOE.
- Facilitate weekly team meetings.
- Provide opportunity for timely communication between departments, and keep departments apprised of project status.
- Prepare and send correspondence to meeting attendees.
- Prepare customer meeting agendas for review by the IDOE.
- Schedule and conduct Red Team Reviews.
- Schedule and conduct with the IDOE the Test Deck Review.
- Arrange IDOE visits to CTB.
- Prepare and submit invoices.
- Manage Change Orders and Decision Logs for the contract.
- Produce the Quarterly Error Report.
- Monitor Minority and Women Owned Business Enterprises (MBE/WBE) contract compliance.

**Minority and Women Owned Business Enterprises Contract Compliance**

CTB agrees to comply fully with the provisions of 25 IAC 5 and the Subcontractor Commitment submitted with the State. No changes may be made to the commitment without the written approval of the Minority and Women's Enterprises Division of IDOA.

The following MBEs and WBEs are listed on the Minority and Women's Business Enterprises Division directory of certified firms and will be participating in this Contract.

**Table 4 – M/WBE Vendors**

<b>MBE or WBE?</b>	<b>Telephone No.</b>	<b>Company Name</b>	<b>Scope of Product/Service</b>	<b>Utilization Dates</b>
WBE	317-578-7225	All Pack Specialists, Inc.	Provide corrugated boxes.	December 2012 - May 2014
WBE	260-434-0990	Briljent LLC	Training services including technology services, on site training and site survey.	September 2012 - May 2014
WBE	856-486-0066	Interactive Printing and Packaging Corporation (IPAK)	Printing large print books, manipulatives, paper bands, stack	December 2012 - May 2014



			cards and other materials.	
WBE	317-872-4490	Langham Logistics	Transportation and logistics	January 2013 - May 2014
MBE	214-550-6124	DployIt	Professional Staffing for contract employees	January 2013 - August 2014
MBE		Solo Printing	Provide printed ancillary test materials	January 2013 - April 2014

*NOTE: The parties hereto understand that the subcontractors noted in the above table are used in an effort to reach 10% of the contract price.*

CTB agrees to submit a copy of the agreement entered into between CTB and each MBE/WBE subcontractor where the State took the selection of the MBE/WBE by CTB into consideration when issuing the procurement award. The copy of the agreement must be submitted to the MWBE Division in IDOA within ninety (90) days of the execution of the contract between CTB and the State. CTB also agrees to send all amendments, changes, and terminations to these agreements to the MWBE Division in IDOA within ninety (90) days of their execution. Failure to provide a copy of the agreement or subsequent amendment, change, and termination may result in exclusion from future State procurements. If CTB is not excluded from future procurements, the actions or inactions of CTB with regard to the above will be taken into account in all phases and scoring in future procurements. In addition, CTB must obtain the approval of the Division before changing any MBE/WBE participation plan submitted in connection with this Contract.

**PROGRAM SCOPE**

**Program Milestones and Critical Dates**

- Spring 2013 – See Attachment A
- Spring 2014 – See Attachment A

**Out of Scope Work**

The following items are not included in the price or scope of this contract. If desired, they can be added for an increased cost.

- Spanish translations of reports
- Any report redesign work initiated at the request of the IDOE; as it is unclear how many reports will change, costs cannot be estimated for the new Operational test reports at this time
- Beyond what is included in scope for the Spring 2013 and Spring 2014 pilot testing, any additional production of new items, the piloting of those items, and the associated workshops needed to approve the new items are not covered
- Bulk/Group printing of online reports in INORS, with the exception of bulk print of IC Letters, ISRs and Image Print documents
- Additional printing, fulfillment, shipping, or scoring of test materials over the amount stated in the Work Scope (see Document and Material Manufacturing)
- Teachers added to the Rangesfinding meetings
- Changes to percentage of students taking online and paper/pencil test beyond what is included in scope for Spring 2013 and Spring 2014 administrations
- Guide to Test Interpretation documents will not be printed. These will only be developed for online access in PDF form.
- Additional printing of Grades 3-4 Practice tests (both Applied Skills and Multiple-Choice) and Grades



- 6-8 Gridded-Response Practice Tests (printing for one grade only is in scope)
- Educator facing Teacher Scoring Guides will not be developed and delivered.

### **Content Development/Publishing Deliverables**

The content development team assigned to the ISTEP+ program will work closely with the IDOE to build quality assessments that meet Indiana Standards and that provide valid, reliable results upon which educational decisions can be made.

- Operational and Pilot Test Requirements and Test Design Tables are provided in Attachment E
- CCSS Transition Online Pilot Test Requirements and Test Design Tables are provided in Attachment F

### **Document and Materials Development**

- Prepare Content Development specifications
- Develop test design, assessment limits
- Identify passages and items for department review
- Conduct passage review and content/bias review meetings (for Spring 2013 Applied Skills pilot only)
- Art development and production
- Conduct specifications and alignment meetings (for Spring 2013 CCSS Transition Online pilot only)
- Produce items, passages, tasks
- Produce field test forms
- Produce operational test forms
- Produce manuals and ancillary materials
- Provide updated PEID tables to Technology and Research
- Obtain copyright lines
- Obtain permissions
- Create custom cover designs

### **Document and Materials Production**

- Receipt of manuscript by Art and Production
- Creation of first pages
- Creation of second pages
- Customer review and approval
- Materials Integration Review (MIR)
- MIR administration
- Review and documentation of results
- Creation of third pages
- Query resolution
- Corrections made and reviewed
- Pages submitted for prepress and QC
- Flight Check, postscript files, and convert to PDF
- Review of prepress output
- Release to Manufacturing
- PEID files and item objective maps to Research and Technology
- Scoring guides and anchor lists to Research and Handscoring

### **Online Content Production**

- Build content
- Tweak item formatting for online production
- Complete style reviews

- Customer review and approval of online forms
- Corrections made and reviewed
- Deploy to CQA environment and verify
- Deploy to production
- Produce and deploy to production Multiple-Choice Online practice tests for all grades 3-8
- Produce and deploy to production Applied Skills Online practice tests for all grades 3-8
- Produce and deploy to production Experience ISTEP+ Online to support both Applied Skills and Multiple-Choice testing experience

### **Assessment Design and Analysis Deliverables - Research Tasks**

- Develop pilot and validation sample school corporation list
- QA of PEID files
- Create, QA and deliver pre-equated scoring tables for Operational and Braille tests to Technology (Final PAR Files for Operational and Braille tests to Statistical Services for scoring tables creation for all grades/content areas)
- Develop and deliver IPI cut scores (Operational and Braille) to Technology
- Develop Analyses Specifications
- Receive data for analyses in two waves: Applied Skills (Phase 1) and Applied Skills plus Multiple-Choice (Phase 2)
- Use of standard Research Process Upgrade for: Classical Item Analyses, DIF, Calibration, and Equating for all operational items
- Perform post-equating analysis with production slice data and prepare a report for IDOE
- Receive GRT from Scoring, create DAT files, run QA4IRT tool to perform an independent analysis and to validate IRT scoring
- Red Team review analyses of GRT only
- Perform erasure analysis on the MC items and prepare a report for IDOE
- Complete Technical Report that covers analyses for Operational and pilot data and deliver to IDOE
- Create, QA, and Deliver ItemWin DAT (or similar) files to Publishing
- Form Selection training, specifications, and reviews
- Science pilot test and Cutscore Setting deliverables: Item analysis, DIF, calibration and scaling, linking (if possible) to current ISTEP Science, and full Cutscore Setting
- Applied Skills Pilot (paper/pencil): Item analysis, DIF, and calibration and equating
- Applied Skills Operational Online: Item analysis, DIF, post equating and comparability study of paper/pencil vs. online
- CCSS Transition Online Pilot: Online MC and OE items only based on matrix design, Item analysis, DIF, calibration and scaling, linking (if possible) to current ISTEP+, and design/validate group-level scores only

### **Comparability Study**

Pre-equating has been applied to ISTEP+ using 2009/2010 operational and subsequent field test item parameters.

In 2009/2010, most students participated in paper-pencil administration mode, while a relatively small number of students participated in online administration mode. Further, the 2009/2010 item parameter estimates were based only on the responses from the paper-pencil administration mode. Over the years, there has been an increase in the number of students participating online, and the expectation is the numbers will continue to increase. As such, it is important to evaluate the stability of the item parameters estimated from only paper administrations with assessments for which online administrations are increasing.

Two comparability studies are proposed and included in this scope:

(1) Pre-equating vs. post equating: Comparing the item parameters from the paper-only administration mode used for pre-equating to the item parameters of a post-equating based on the mix-mode (online and on paper) 2012 ISTEP population

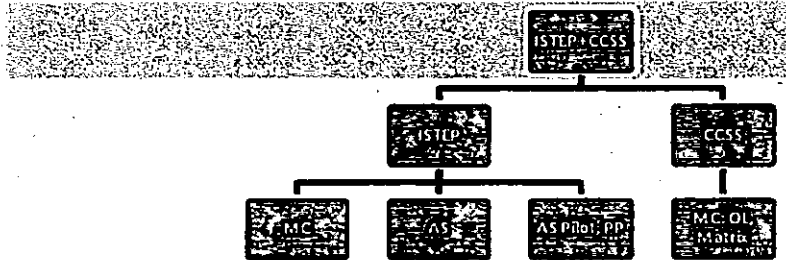
(2) Paper-pencil vs. online: Comparing the 2012 performance of students matched on ability across administration mode

IDOE and CTB can then discuss the results of the studies to determine whether or not the item parameters currently used for the purpose of pre-equating require updating.

### Cutscore Setting Workshop (2013 only)

- 3-day Cutscore Setting workshop for Science grades 4 and 6
- Up to 24 educator participants
- Cut score recommendations to the State Board for approval
- Updated performance level descriptions (PLDs - both complete and Student Report version)
- Preliminary Cutscore Setting technical report, approximately 1 week after the workshop is completed
- Final Cutscore Setting technical report

### Test Design – General Information



- There are 2 test administrations: one operational test form per grade for Applied Skills and 3 operational test forms per grade (1 original + 2 virtual ONLINE only forms) for Multiple-Choice.
  - While the Applied Skills books and the grade 3 Multiple-Choice books are scannable, the grade 4-8 Multiple-Choice books will be non-scannable with scannable answer documents
  - All grades will be testing E/LA and Math; Grades 4 and 6 will also be testing Science; and Grades 5 and 7 will also be testing Social Studies
    - Grade 3: E/LA, Math
    - Grade 4: E/LA, Math, Science
    - Grade 5: E/LA, Math, Social Studies
    - Grade 6: E/LA, Math, Science
    - Grade 7: E/LA, Math, Social Studies
    - Grade 8: E/LA, Math
- Note: Test sessions will be administered in order: Math, then E/LA, then Social Studies (or Science).

- Spring 2013: About 10% of the total student population will take the Applied Skills test online through the OAS application for the two content areas E/LA and Social Studies, and the remaining 90% will be taking the paper/pencil tests.
- Spring 2014: About 20% of the total student population will take the Applied Skills test online through the OAS application for the two content areas E/LA and Social Studies, and the remaining 80% will be taking the paper/pencil tests.
- Applied Skills Mathematics and Science content areas will be administered 100% in paper/pencil mode only during both the spring 2013 and spring 2014 administrations.
- Spring 2013: At least 65% of the total student population will take all content areas of the Multiple-Choice test online through the OAS application. Blocks of items will be moved to create two fixed virtual forms.
- Spring 2014: At least 80% of the total student population will take all content areas of the Multiple-Choice test online through the OAS application. Blocks of items will be moved to create two fixed virtual forms.
- Build a new online Applied Skills Practice test for each grade level (3-8) in 2013. Reuse these Practice Tests for subsequent administrations.
- Reuse the existing online Multiple-Choice Practice Tests available on each grade level (3-8) in Spring 2013 only. Additional Gridded-Response practice items are to be added to the online Practice Test for grades 6-8.
- The Math Reference Sheet will be perforated in the Multiple-Choice operational books for Grades 6-8 and printed as a separate sheet for Large Print books in Grades 6-8. The Math Reference Sheet is no longer perforated in the Applied Skills test books; it is a separate hand-out.
- The Practice Tests for Grades 3-4 are 2 separate tests as follows: an Applied Skills Practice Test and a Multiple-Choice Practice Test, both of which will be posted online as well as printed for one grade only and shipped to sites.
- There will be a Gridded-Response Practice Test for Grades 6-8, which will be posted online. The Gridded-Response Practice Test will be printed and shipped for one grade only.
- Gridded-Response items for operational tests in Grades 6-8
- Large Print for the operational tests at Grades 3-8 and ancillary materials to include Practice Tests, Reference Sheets, and Manipulatives
- Braille for the operational test at Grades 3-8 and ancillary materials to include Practice Tests, Reference Sheets, and Manipulatives
- CDs are available for Braille (VI), Large Print and IEP students (Large Print and IEP CDs are the same) in Grades 3, 4, and 5. The Braille and Large Print CDs will ship with the materials.
- Applied Skills pilot forms based on Indiana Academic Standards will be administered to a select population for all grades in ELA, Mathematics and Social Studies content areas. These pilot forms will be administered using paper/pencil and online modes. See Attachment E for Applied Skills pilot form design.
- Multiple-Choice pilot forms based on CCSS will be administered to a select population for all grades in ELA and Mathematics content areas only, using the online mode. The Online Multiple-Choice pilot tests will assess and provide a transition to the state's readiness in implementing CCSS and will use CTB-owned CoreLink items. See Attachment F for this CCSS Transition Online pilot form design.

### **Copyrights/Ownership**

- All work for ISTEP+ is custom
- The IDOE owns all items, with the exception of CoreLink items used for the CCSS Transition pilot, which are owned by CTB.

### **Manufacturing Deliverables**

- Enrollment data

- Operational and pilot test books (commodity codes, forms, and quantity by form)
- Test book colors agreed upon between the IDOE and CTB
- Test Coordinator's Manual
- Examiner's Manuals for each grade, 3-8
- Online Examiner's Manual
- Large Print Materials (operational and pilot test)
- Braille Materials (operational only)
- IEP/LP and VI Audio CDs for grades 3, 4, and 5 (number of CDs to be determined, change from one per student to a ratio for each site)
- Print Samples
- Group Information Sheets\*
- School/Group Lists\*
- Test Coordinator's Kits
- Stack cover cards\*
- Bands\*
- Posters\* (two separate one-sided posters: one for Applied Skills and another for Multiple-Choice; both fulfilled during Applied Skills TCK materials in-site; 8 folds, different outer border color)

\* Items shipped in scoring kits

**Document and Materials Manufacturing**

- Operational Test materials are shrink-wrapped and packaged by 6's and by 12's, with manipulatives. For grades 6-8, Math Reference Sheets will be included in test book packages. All initial shipments will be sent in packages of 6 and 12. CTB will work to exhaust all packages of 12 in initial shipments. TMA shipments will be filled with packages of 6 and 12 (until 12's are exhausted).
- Grades 4-8 MC Answer books will be included in the test book packages, along with manipulatives.
- Pilot test materials are spiraled by Class (or based on Research and IDOE decisions), shrink-wrapped and packaged by 12's (and 6's if needed). Consideration for mixed-mode piloting may be required/determined later.
- Cover Memos and ancillaries will be updated by Program Management and approved by IDOE prior to distribution.
- *All the print quantities noted below in the tables are enrollment counts. Actual print quantities vary, based upon overage and packaging calculations.*

**Table 5 – Printed Materials for Spring 2013**

	Applied Skills Test Books (all content areas)	Applied Skills Test Books (Math and Science only)	Applied Skills Book IIs	Multiple-Choice Test Books	Multiple-Choice Answer Books
	100% paper print <sup>1</sup>	10% paper print	100% paper print	35% paper	35% paper
Grade 3	85,000	8,500	33,000 (11 forms)	30,000	NA
Grade 4	85,000	8,500	33,000 (11 forms)	30,000	30,000
Grade 5	85,000	8,500	42,000 (14 forms)	30,000	30,000
Grade 6	85,000	8,500	33,000 (11 forms)	30,000	30,000
Grade 7	85,000	8,500	42,000 (14 forms)	30,000	30,000
Grade 8	85,000	8,500	33,000 (11 forms)	30,000	30,000

<sup>1</sup> Contingency in year-1, printing 100% paper materials for Applied Skills since readiness of student testing online Applied Skills is yet to be determined.





**Table 6 – Printed Materials for Spring 2014**

	Applied Skills Test Books (all content areas)	Applied Skills Test Books (Math and Science only)	Multiple-Choice Test Books	Multiple-Choice Answer Books
<b>Assumption</b>	<b>80% paper print <sup>2</sup></b>	<b>20% paper print <sup>2</sup></b>	<b>20% paper</b>	<b>20% paper</b>
Grade 3	68,000	17,000	17,000	NA
Grade 4	68,000	17,000	17,000	17,000
Grade 5	68,000	17,000	17,000	17,000
Grade 6	68,000	17,000	17,000	17,000
Grade 7	68,000	17,000	17,000	17,000
Grade 8	68,000	17,000	17,000	17,000

<sup>2</sup> Based on readiness studies from 2013, an option to print 100% paper is included in the event online testing for Applied Skills is to be de-scoped.

**Table 7 – Braille, LP and Ancillaries for Spring 2013**

Item Description	Applied Skills	Applied Skills Book IIs	Multiple-Choice	Comments
<b>Regular Population</b>				
Grade 3-5 IEP/LP CDs	25	10	25	Approx.; based on 2012
Grade 3 Manipulative	85,000	NA	30,000	
Grade 5 Manipulative	85,000	NA	30,000	
Grade 4, 6-8 Manipulative	340,000	NA	120,000	For 4 grades
Grade 6-8 Reference Sheet	255,000	NA	90,000	For 3 grades
Grade 3-4 Practice Test	85,000 and PDF Online	NA	85,000 and PDF Online	Printed only for one grade
Grade 6-8 GR Items Practice Test	NA	NA	85,000 and PDF Online	Printed only for one grade
Guide to Test Interpretation	PDF via INORS			10% changes from year to year
Test Coordinator's Manual	5,000			Ratio of 2 per corporation and 2 per school; exceptions noted in Table 9
Grade 3 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 4 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 5 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 6 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 7 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 8 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Applied Skills Online Examiner's Manual	2,000			All grades combined; ratio of 1 EM for every 10 students taking AS online test
Multiple-Choice Online Examiner's Manual	45,000			All grades combined; ratio of 1 EM for every 10 students taking MC online test
Stack Cover Cards	Stack Cover Cards and Paper Bands are supplied at a ratio of 1 set of 12 cards and 24 bands per 150 students at all grades. Additional sets of 24 bands only will be available through TMA.			
Paper Bands				



Item Description	Applied Skills	Applied Skills Book IIs	Multiple-Choice	Comments
Posters	2,500	NA	2,500	Posters are supplied at a ratio of 1 per corporation and 1 per school. Additional posters will be available through TMA.
SGL	3 per school			
GIS	1 per 8 students			
Return Shipping Labels	Corp level: 1 plus 1 per 1000 students School level: 1 plus 1 per 50 - 75 students			
Cartons				
<b>Braille Materials</b>				
Grade 3-5 VI CDs	60	NA	60	
Grade 3 Manipulative	20	NA	20	
Grade 5 Manipulative	20	NA	20	
Grade 4, 6-8 Manipulative	80	NA	80	
Grade 6-8 Reference Sheet	60	NA	60	
Grade 3-4 Practice Test	30	NA	30	
Grade 6-8 GR Items Practice Test	NA	NA	60	
<b>Large Print Materials</b>				
Grade 3 Manipulative	100	NA	100	
Grade 5 Manipulative	100	NA	100	
Grade 4, 6-8 Manipulative	400	NA	400	
Grade 6-8 Reference Sheet	300	NA	300	
Grade 3-4 Practice Test	100	NA	100	
Grade 6-8 GR Items Practice Test	NA	NA	300	

**Table 8 – Braille, LP and Ancillaries for Spring 2014**

Item Description	Applied Skills	Applied Skills Book IIs	Multiple-Choice	Comments
<b>Regular Population</b>				
Grade 3-5 IEP/LP CDs	25	10	25	Approx.; based on 2012
Grade 3 Manipulative	68,000	NA	17,000	
Grade 5 Manipulative	68,000	NA	17,000	
Grade 4, 6-8 Manipulative	275,000	NA	68,000	For 4 grades
Grade 6-8 Reference Sheet	205,000	NA	51,000	For 3 grades
Grade 3-4 Practice Test	85,000 and PDF Online	NA	85,000 and PDF Online	Printed for one grade only
Grade 6-8 GR Items Practice Test	NA	NA	85,000 and PDF Online	Printed for one grade only
Guide to Test Interpretation	PDF via INORS			10% changes from year to year
Test Coordinator's Manual	5,000			Ratio of 2 per corporation and 2 per school; exceptions noted in Table 9
Grade 3 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 4 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 5 Examiner's Manual	9,000			Ratio of 1 EM for every 10 students taking paper/pencil test



Item Description	Applied Skills	Applied Skills Book IIs	Multiple-Choice	Comments
Grade 6 Examiner's Manual		9,000		Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 7 Examiner's Manual		9,000		Ratio of 1 EM for every 10 students taking paper/pencil test
Grade 8 Examiner's Manual		9,000		Ratio of 1 EM for every 10 students taking paper/pencil test
Applied Skills Online Examiner's Manual		4,000		All grades combined; ratio of 1 EM for every 10 students taking AS online test
Multiple-Choice Online Examiner's Manual		53,000		All grades combined; ratio of 1 EM for every 10 students taking MC online test)
Stack Cover Cards	Stack Cover Cards and Paper Bands are supplied at a ratio of 1 set of 12 cards and 24 bands per 150 students at all grades. Additional sets of 24 bands only will be available through TMA.			
Paper Bands				
Posters	2,500	NA	2,500	Posters are supplied at a ratio of 1 per corporation and 1 per school. Additional posters will be available through TMA.
SGL	3 per school			
GIS	1 per 8 students			
Return Shipping Labels	Corp level: 1 plus 1 per 1000 students School level: 1 plus 1 per 50 - 75 students			
Cartons				
<b>Braille Materials</b>				
Grade 3-5 VI CDs	60	NA	60	
Grade 3 Manipulative	20	NA	20	
Grade 5 Manipulative	20	NA	20	
Grade 4, 6-8 Manipulative	80	NA	80	
Grade 6-8 Reference Sheet	60	NA	60	
Grade 3-4 Practice Test	30	NA	30	
Grade 6-8 GR Items Practice Test	NA	NA	60	
<b>Large Print Materials</b>				
Grade 3 Manipulative	100	NA	100	
Grade 5 Manipulative	100	NA	100	
Grade 4, 6-8 Manipulative	400	NA	400	
Grade 6-8 Reference Sheet	300	NA	300	
Grade 3-4 Practice Test	100	NA	100	
Grade 6-8 GR Items Practice Test	NA	NA	300	

**Table 9 – Test Coordinator’s Manual Quantities for Large Corporations**

NAME	Corp#	# of TCMs	NAME	Corp#	# of TCMs
INDIANAPOLIS PUBLIC SCHOOLS	5385	50	CLARK-PLEASANT COM SCHOOL CO	4145	5
FORT WAYNE COMMUNITY SCHOOLS	0235	20	CENTER GROVE COM SCH CORP	4205	5
HAMILTON SOUTHEASTERN SCHOOL	3005	20	WARSAW COMMUNITY SCHOOLS	4415	5
SOUTH BEND COMMUNITY SCH COR	7205	20	MERRILLVILLE COMMUNITY SCHOO	4600	5
EVANSVILLE VANDERBURGH SCH C	7995	20	LAKE CENTRAL SCHOOL CORP	4615	5
DISTRICT – INDIANAPOLIS	9200	20	CROWN POINT COMMUNITY SCH CO	4660	5
GREATER CLARK COUNTY SCHOOLS	1010	10	GARY COMMUNITY SCHOOL CORP	4690	5
ELKHART COMMUNITY SCHOOLS	2305	10	MICHIGAN CITY AREA SCHOOLS	4925	5



NAME	Corp#	# of TCMs	NAME	Corp#	# of TCMs
NEW ALBANY-FLOYD CO CON SCH	2400	10	LAPORTE COMMUNITY SCHOOL COR	4945	5
CARMEL CLAY SCHOOLS	3060	10	ANDERSON COMMUNITY SCHOOL CO	5275	5
SCHOOL CITY OF HAMMOND	4710	10	M S D DECATUR TOWNSHIP	5300	5
M S D LAWRENCE TOWNSHIP	5330	10	FRANKLIN TOWNSHIP COM SCH CO	5310	5
M S D PERRY TOWNSHIP	5340	10	M S D WASHINGTON TOWNSHIP	5370	5
M S D PIKE TOWNSHIP	5350	10	MONROE COUNTY COM SCH CORP	5740	5
M S D WARREN TOWNSHIP	5360	10	M S D MARTINSVILLE SCHOOLS	5925	5
M S D WAYNE TOWNSHIP	5375	10	DUNELAND SCHOOL CORPORATION	6470	5
TIPPECANOE SCHOOL CORP	7865	10	PORTAGE TOWNSHIP SCHOOLS	6550	5
VIGO COUNTY SCHOOL CORP	8030	10	VALPARAISO COMMUNITY SCHOOLS	6560	5
DISTRICT - FT W SO BEND	9220	10	PENN-HARRIS-MADISON SCH CORP	7175	5
M S D SOUTHWEST ALLEN COUNTY	0125	5	LAFAYETTE SCHOOL CORPORATION	7855	5
NORTHWEST ALLEN COUNTY SCHOO	0225	5	WARRICK COUNTY SCHOOL CORP	8130	5
EAST ALLEN COUNTY SCHOOLS	0255	5	NON PUBLIC SCHOOLS LISTING	8888	5
BARTHOLOMEW CON SCHOOL CORP	0365	5	DISTRICT - GARY	9205	5
ZIONSVILLE COMMUNITY SCHOOLS	0630	5	DISTRICT - EVANSVILLE	9215	5
MUNCIE COMMUNITY SCHOOLS	1970	5	DISTRICT - LUTHERAN	9230	5
GOSHEN COMMUNITY SCHOOLS	2315	5			
WESTFIELD-WASHINGTON SCHOOLS	3030	5			
NOBLESVILLE SCHOOLS	3070	5			
BROWNSBURG COMMUNITY SCH COR	3305	5			
AVON COMMUNITY SCHOOL CORP	3315	5			
KOKOMO-CENTER TWP CON SCH CO	3500	5			
HUNTINGTON CO COM SCH CORP	3625	5			

**Enrollment, Fulfillment, and Delivery**

- Prepare Fulfillment/Traffic Specifications
- Assist with the Enrollment process
- Fulfillment will receive an enrollment file from the IDOE with student enrollments by corporation, school, and grade.
- The Enrollment File will need validation from the IDOE regarding updates and discrepancies.
- In addition to the Enrollment File, the IDOE needs to provide a list of reconfigured, closed, newly opened, and renamed schools.
- Any changes to the Enrollment File by the IDOE after the final Variance Review could cause delay in material deliveries. These late deliveries are not subject to liquidated damages.
- Use Research-provided pilot site selection for fulfillment and delivery of pilot materials
- Materials packaged by corporation, school, nonpublic school, charter school, and choice school
- Order Forms for enrollment collection for Large Print, Braille, and audio CD's can be found on the <[www.ctb.com/istep](http://www.ctb.com/istep)> webpage for online ordering through the CTB Help Desk. <sup>1</sup>
- Enrollment contacts at IDOE are Michele Walker and Charity Flores.
- Packing Lists are to be used with all shipments.

<sup>1</sup> Ordering process will be revisited with IDOE for 2013 and 2014 administration years

**Web-Enabled Services Deliverables**

**Portal Page ([www.ctb.com/istep](http://www.ctb.com/istep))**

- Unsecured program portal page for educator access



- Portal customized for organizing materials by user-group types (Test Coordinators, Tech Coordinators, etc).
- Single point of access for all ISTEP+ related communication and support materials to educators

#### **ISTEP+ Online Forum**

- Secured web-based community forum for educators
- Educators register and create accounts themselves.
- CTB maintains and moderates the community forum; posts materials and messages, as needed for the ISTEP+ administration.

#### **Experience ISTEP+ Online**

- Unsecured web-based instructional and practice tool for ISTEP+ Online
- Will mimic all online tools available for students during operational testing
- Tool to provide instructional and practice opportunities for both Applied Skills and Multiple-Choice tests, using items from the Practice Test and released Indiana item pool.

#### **Single Sign-on (SSO) User Accounts**

- Generate a single user-account for each of the State, Corporation, and School Coordinators/users to access all web-enabled applications
- Enable access to all educator facing web applications - ctb.com, Acuity, Indiana Online Reporting System (INORS), and Online Assessment System (ISTEP+ Online or OAS) - with the use of these SSO accounts
- Exceptions:
  - o Teacher accounts are not in scope for SSO account creation. Individual teacher accounts for access to Acuity and INORS will continue to be created and maintained outside of SSO credentials.
  - o SSO accounts do not apply for the Parent/Network (PN). PN will have accounts created for parents and educators outside of the SSO user database.
  - o SSO accounts do not apply for the ISTEP+ Online Forum. Educators can request and gain access to the ISTEP+ Online forum, and these accounts are outside of the SSO user database.
- CTB/Indiana Help desk can issue a new username/password.

#### **Online Short/Adds (TMA)**

- Secured application, entry will be permitted to test coordinators only with their SSO accounts
- Two TMA administration windows for each administration year will be created and supported. one for Applied Skills and another for Multiple-Choice.
- Cover memos, user guides and recorded webinars will be provided by CTB.
- The customer will determine the messages posted in the message box.
- TMA must include the functionality of ordering Braille and Large Print materials for nonpublic, charter, and choice schools.

#### **Secure File Transfer**

- For educators: Secured access using SSO accounts to Secure File Sharing Location (ISOFT)
- For secured data/document handoff between IDOE and CTB, a secured file sharing application tool will be made available by CTB, along with user-accounts for IDOE staff.

**Shipping Service**

- Shipping Mode: Freight Carrier or UPS Ground service based on shipment size for efficiency (unless contract delivery in-site date cannot be met) for the material deliveries to corporations, nonpublic schools, charter schools, and choice schools
- CTB Navigator-Online scheduling system (TACS) will NOT be used.
- Return Label Color coding will be discussed with IDOE and agreed upon per recommendations from the Scoring Team.
- Pilot and Validation school corporations will be picked up early for both Applied Skills and Multiple-Choice test administrations.
- Langham Logistics is the carrier for pick-up of ALL materials (exception: sites calling).
- Langham Logistics delivers Applied Skills and Multiple-Choice materials to most corps (criteria is corporation size and/or # of boxes), and UPS delivers the rest.
- All TCKs, OEMs and score reports are shipped via UPS.

**Online Assessment System (OAS)**

- See Attachment B for detailed OAS scope information
- All product functionalities/tools implemented in Spring 2012 will be supported.
- Additional changes based on user-feedback received will be reviewed with IDOE and scope changes will be reviewed through change control process.

**Software Application Customization**

- Prepare Technology Specifications, scoring and reporting business rules, and mockups, including data file layouts
- Develop image program for scanning new test forms and handoff image PDF files to online reporting systems
- Develop Pre-Id data load and barcode label print programs for both Applied Skills and Multiple-Choice tests
- Develop Edit/Raw Score programs for operational and pilot test forms
- Develop Handscoring programs for scoring the Applied Skills tests
- Develop Scoring and Reporting programs for new test forms, including functionality related to the match-merge for two Applied Skills books and then with the Multiple-Choice tests
- Develop reporting programs to split report Science content area from the rest during Spring 2013 due to Cutscore setting activity for Science
- Develop biographic (RES) update and unmatched resolution update programs to update STN and demographic updates received from IDOE
- Develop pre-id extract functionalities to online and reporting sub-systems
- Load and QA final scoring tables and items contributing to final operational scale score
- Prepare for and attend Red Team Review
- Prepare for and lead Test Deck review with IDOE
- Work with the Indiana Online Reporting System (INORS) and Parent Network (PN) components and provide all data handoffs necessary to enable those systems to report ISTEP+ data
- Develop and setup EHS rescore functionality and custom EHS reports

**Scoring Deliverables**

**Pework Requirements**

- |   |   |                             |
|---|---|-----------------------------|
| - Pework required                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Precode Group Information Sheet (GIS) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| - School/Group List (SGL)               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Return Box Labels                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |



- Student Barcode Labels and Student Rosters  Yes  No

#### Precode Barcode

- Specific information regarding barcodes will be provided in the Technology Specifications.
- Barcodes will be provided for both the 2013 and 2014 test administrations in 2 phases. Edit software will be used. The barcodes are sorted using the "file in-file out" method. One copy of the roster is sent to the schools. CTB will use the label design that has been previously approved by the IDOE.
- A sample barcode file will be sent from the IDOE to Scoring approximately 10 days before the scheduled delivery date of the Phase 1 barcode file for a QA check to make sure the format of the data is correct.
- Barcode Phases:
  - Phase 1 – All Applied Skills student population (mid-January)
  - Phase 2 – New/moved students for Multiple-Choice (mid-March)
- CTB will run Frequency Distribution on both Pre-ID Phase 1 & 2 files, and results will be provided to IDOE for review and approval prior to generating barcode label print.
- Print one set of labels for all students in Phase 1
- Print one additional set of labels for all students combined (phase 1 and phase 2) to place in MC TCK
- Shipment will be sent to the corporation (and nonpublic schools) prior to each administration and will include 2 labels for each student.

#### Ancillary Systems

- There are multiple master hierarchy files used (public school corporations, nonpublic schools, charter schools, and choice schools) for the ISTEP+ program. The files will contain the following information:
  - Corporation number and school number
  - Flag indicating that all schools are public (any private schools)
  - Flag indicating participating schools
  - Corporation name and address (short names)
  - Enrollment per grade by site
  - School name and address (short names)
  - Contact person name at the school
  - Phone number of contact person

#### Document Processing

- Scoring will prepare detailed specifications for all phases of Production Processing, completeness checks, data verifications, and Reports Generation.
 

**Prework:** Fulfillment will deliver the Master Hierarchy file number to Scoring. Scoring will load and review the Master Hierarchy file and compare to previous year's data and report discrepancies and any variances noted to Program Management.
- Scoring will set up Organization testing programs and build a hierarchy for processing, scoring and reporting.
- Scoring will lock down Mainframe Prework: Tracking records, school/group list application, stack headers and prework print on demand for document processing prior to the Applied Skills receiving window
- During pre-processing window, 2 sets of Test Coordinator Kits will be delivered: one for the Applied Skills delivered prior to testing window, and a separate set for Multiple Choice shipped prior to the Multiple-Choice testing window. Scoring Test Coordinator Kits will include TCK Cover memo, SGL, GIS, Return box labels, Student Barcode labels, Barcode Rosters, Test Coordinator's Manuals, Stack cover cards, Bands and Posters. No TCM or Posters will be included in the Multiple-Choice TCKs.
- IDOE will provide 1 sample file and two phases of Student Barcode files to CTB. A Frequency distribution report will be run on each phase with output provided to the IDOE. Phase 1 files will be printed and delivered with Applied Skills TCK #1. The phase 2 barcode file will only consist of new or move-in students who were not included in the first file. A complete set of all students' barcodes labels from Phases 1 and 2 will be generated and reprinted to be delivered with the Multiple-Choice TCK #2.

- Scoring will provide Technology with Student Master File after each phase for mainframe deployment prior to the Applied Skills scanning and again prior to Multiple-Choice production.
- Provide OAS group with extract files for corps/schools testing online. (Used to set up hierarchy for Multiple-Choice online testing)
- **User Acceptance Testing:** Internal CTB Applied Skills scoring test deck processed through DPC and Handscoring for user acceptance testing to ensure front-end and backend software applications are functioning as intended. Internal Multiple-Choice test deck processed through DPC for user acceptance testing, as well.
- IDOE test deck through front-end, after final Production software is released
- **Production Processing:** Unique op units will be assigned for the processing of the Validation sample, Pilot Sample, Operational and Multiple Choice data coming from OAS.
- **Applied Skills:**
- Applied Skills Pilot Book II data will be processed on a separate track and Research will obtain data through the RPU process.
- Upon retrieval of Applied Skills, material will be received and logged in, images scanned and data edited through WinScore and items hand-scored through EHS system.
- After export, bio data will bridge to the mainframe.
- Scoring will verify completeness using the Monarch system.
- The match merge process will be triggered by the bridging of Applied Skills data for students taking certain parts online and other parts paper/pencil.
- After Applied Skills data are complete through the Handscoring system, scored CR items will be exported from EHS and Op units FTP'd to the mainframe and Scores loaded to EISS.
- **Image Print Rollup:** Development will work with Technology to pre-identify image print page specifications.
- Scoring will verify corporation completeness for image print roll-up and will report problematic issues to Technology for clean-up. After each corporation is completed through Scanning and all their op units export from WinScore, student images go through book rollup process. A validation check is performed against the number of books exported from WinScore as compared to the number of books in the book rollup summary report. Images automatically FTP to holding site using a paperless image print solution for the INORS and Parent Network systems.
- **STN and Demographic updates:** Provide IDOE with Extract file for STN and demographic updates for resolution
- Provide Applied Skills Duplicate File to IDOE for resolution
- Provide IDOE with List of Late Cases received after cutoff date
- Bio Extract files are delivered to Parent Network for generation of Invitation Code letters.
- **Data Completion:** All discrepant Op units are reviewed and researched. Customer is sent email notifications of all unresolved cases count discrepancies. A stand alone match merge is run after final data clean-up prior to Multiple-Choice processing.
- **Multiple-Choice Production Processing:**
- CCSS Transition Online pilot data from online systems will also be processed on a separate track, and Research will obtain data through the RPU process and match data with Applied Skills.
- Upon retrieval of Multiple-Choice, answer documents will be received, logged in, scanned, and scored and data edited through WinScore and exported to the Mainframe.
- Multiple-Choice Validation Sample will be prioritized for Research.
- The match merge process will be triggered by the bridging of Multiple-Choice data.
- After Applied Skills and Multiple-Choice clean-up/match merge, Scoring will deliver Matched Validation data to Research in GRT format using final tables.
- After all Operational scoring and match merge is complete, a final GRF and reports for Red Team Review will be provided to Technology and Research.
- Participate in Red Team Review. After Red Team is approved by IDOE and final sign-off is received, reports are produced and released in 5 phases (see reports generation section for details),



- **Unscannable Image Print:** Unscannable documents (to include Applied Skills Large Print books and computer-generated responses) are printed and shipped to corporations/schools for review prior to the rescore window.

#### **Handscoring: Operational scoring**

- For the Operational test in Grades 3-8, the 5% sample for 2nd reads is for research purposes and will be read to resolution.
- Handscoring will not be prioritizing a Validation sample during the operational scoring window.
- Condition Codes will be scored by evaluators with approval from an expert evaluator:
  - A = Blank/no response
  - B = Illegible/unable to score
  - C = Written predominantly in language other than English/unable to score
  - D = Insufficient response/unable to score/copies from text
  - E = Response not related to test question or scoring rule
- NOTE: All condition codes convert to 0 points obtained
- **Condition Codes**
  - Multiple-part items cannot receive a condition code and a score with the exception of condition code E (Off topic/Response not related to test question or scoring rule for E/LA, Writing, Social Studies and Science only). Social Studies condition codes will be the same as ELA and science condition codes, i.e., A-E. For ELA, a student can receive condition code E for WA and a score for LC.
  - Applicable condition codes for Math will be A-D. All math items will receive 2 scores. Math items cannot receive different condition codes for each part of the same item.
- If an evaluator is released for failing to maintain standards, the IDOE and CTB will discuss whether his/her reads for a particular RIB will be reset back to the time at which the evaluator fell below standards or reset back to the beginning.
- If a student completely erased his/her response, a condition code A will be assigned. If there is an incomplete erasure, the evaluator will assign a score based upon the non-erased section.
- Image Printing Systems are used.
- 1-item RIBS
- All CR items will be scored using a holistic rubric except for Science and Social Studies.
- All scoring will be done at the CTB site in Indianapolis. (Any changes to the site will be communicated to and approved by the IDOE.)

#### **Handscoring: Pilot scoring**

- The Handscoring team will facilitate an Anchor Review meeting with IDOE and develop training materials for scoring pilot forms.
- The Handscoring team will handscore pilot data after IDOE's review and approval of the TMRM CD.
- New anchor/training materials will be prepared for pilot items that were edited. This is necessary because of changes in what is being asked of the students.

#### **Rescore Process**

- The INORS team will load students into the INORS system.
- Images will be available in the INORS system.
- Undetermined Student Reports will be online. Parents must initiate the rescore request process. Teacher will submit request. Rescore requests will be made on line.
- The INORS team will provide the rescore file from the INORS system, which will be uploaded to EHS.
- Experienced Handscoring Evaluators will review training papers and take a qualification round. After successfully qualifying, evaluators will perform a blind read of the items to be rescored. After completing the blind read, any scoring disagreements between the students' reported score and the blind rescore will be identified and submitted to the content area Supervisor(s) for review.
- The content area Supervisor(s) will conduct an in-depth analysis of all the items in which there is a scoring disagreement. After reviewing and analyzing student response(s), the content area Supervisor(s) will assign

final scores to all contested items. If this score differs from the student's reported score, the Supervisor(s) will enter a new score and document the reason for the error and assign one of the eight (8) codes for rescore.

- Rescore data will be exported from EHS and scores loaded and QA'd.
- Report of Rescoring will be Red-Teamed and approved for print.
- Scoring will generate and print the Report of Rescoring for all students whose scores have been changed during the rescore period. Only students with score changes will receive new Student Reports and Student labels.
- Post rescore files will be delivered to the INORS and Parent Network teams.
- Updated e-files to IDOE
- Phase 5 cleanup and reporting window added to accommodate late issues of concern

### **Report Generation and Delivery**

- The reports and electronic file deliverables are as listed in the below Table 10.
- Spring 2013: Due to Science Cutscore Setting, reports in 2013 will be split into two rounds: one for E/LA, Mathematics and Social Studies following the expedited reporting TAT; and the other, including Science scores, later in the summer.
- Spring 2014: Reports for all content areas will be reported together, following the expedited reporting TAT.
- CCSS Transition Online test-based reports will not follow the expedited reporting TAT. These reports will be generated and released once after all of the Research analysis is completed in the summer, and the IDOE has approved the release of these reports to educators.

**Table 10 – Reports and Electronic Files Matrix**

<b>Report Name</b>	<b>Grd</b>	<b>ID</b>	<b>Mode</b>	<b>Paper Copy</b>	<b>INORS PDF</b>	<b>INORS Online</b>	<b>Parent Network</b>
Academic Standards Frequency Distribution	All	STFD	St, P			X	
Academic Standards Summary	All	ESSM	St, P			X	
Applied Skills Frequency Distribution	All	ASFD	St, P, S			X	
Class Academic Standards Report	All	CPR	C			X	
Class Proficiency Grouping Report	All	CPGR	C			X	
Disaggregation Summary Report	All	SDSA (DISA)	St, P, S			X	
Group Academic Standards Summary	All	GESS	St, P			X	
Invitation Code Letters	All	NA	S	X	X		X
ISTEP+ Student Report	All	ISR	S	X			
ISTEP+ Student Report	All	ISR	C		X		X
Image PDF of Student Responses	All	NA	C		X		X
Perfect Scores Report	All	PFSR	St	X			

Report Name	Grd	ID	Mode	Paper Copy	INORS PDF	INORS Online	Parent Network
Proficiency Performance Summary	All	SPPR	St, P, S			X	
Proficiency Roster	All	PPR	C,S			X	
Report of Rescoring	All	NA	P				
Rescore Request Form	All	RRF	S			X	
Rescore Request Log	All	NA	St, P, S			X	
Student Label	All	LBL	S	X			
Undetermined Status Roster	All	UDTR	S			X	

Legend: St = State, P = Corporation, S = School, C = Class

File Name	Grd	ID	Mode	File Type	Delivered to	Delivered Via	Comments
Disaggregation File (and layout)	All	e-DISA	St, P, S	.dat	State	TeamSite	
General Research Tape/File (and layout) – corporation version	All	GRT/GRF	S	Comma delimited (.csv)	Corp. School	INORS	
General Research Tape/File (and layout) – state version	All	GRT/GRF	C	text	State	TeamSite	
Invalid STN and RES Update File (combined)	All	NA	NA	Excel (.xls)	State	TeamSite	
Invitation Codes File (and layout)	All	NA	S	Comma delimited (.csv)	Corp School	INORS	
Media File (and layout)	All	MEDR	S	.dat	State	TeamSite	
Summary File (and layout)	All	SUMT	St, P, S	.dat	State	TeamSite	
Unmatched Resolution File	All	NA	NA	Excel (.xls)	State	TeamSite	

Legend: St = State, P = Corporation, S = School, C = Class

**Table 11 – CCSS based Transition Reports**

Report Name	Grd	ID	Mode	Paper Copy	INORS PDF	INORS Online	Parent Network
Group Report 1	All		St		X		
Group Report 2	All		P, S		X		



Legend: St = State, P = Corporation, S = School, C = Class

### Delivery of Score Reports

CTB will deliver Phase 1 reports through INORS and Parent Network within five days of receipt of the final Multiple-Choice answer documents from the Indiana corporations to the Indianapolis Scoring Site. The five-day reporting schedule is dependent upon pre-equating of the ISTEP+ test forms. Prior to release of results, CTB will present IDOE with a longitudinal review of pre-equated results. Turnaround time for reporting is also dependent upon the state of documents and data received from corporations and schools and data clean-up protocols agreed-upon by the IDOE and CTB. Factors that will impact the five-day turnaround time include:

- Less than 65% of students taking ISTEP+ Multiple-Choice online through OAS
- A decision by the IDOE to not use pre-equated results
- Unanticipated test materials or data, outside of the control of CTB, that would impact processing

The following are some factors that may impact the five-day turnaround for individuals or groups of students. Program Management will contact the IDOE within 12 hours if any documents received fail to meet CTB's basic processing standards and discuss a process of resolution agreeable to both parties.

- Barcode to Biographic discrepancies - Written name does not match affixed barcode label or incorrect label affixed to the student document
- No STN numbers or incorrectly code STNs for students with no barcode labels
- Used wrong pencil type/student writing too light - Multiple-Choice responses would not be picked up
- Students tested in ink - creates undetermined situations which generate customer queries
- Procedures not followed for handling, packaging, and return of non-standard documents - Large Print, computer-generated, and Braille - creates undetermined situations which generate customer queries:
  - Non-standard documents are not listed on the SGL in the comment section.
  - NSR is not indicated in the response section of the Applied Skills books.
  - YES bubble is not bubbled for computer-generated responses.
  - Pastel color not used for computer-generated responses - removes ease of detection
  - Braille students returned with regular population instead of separately or partial material sent back as Braille - on search mission to locate documents, which introduces duplicate records
  - Late return of Braille - reverse translation can be affected
  - Note: Issues not discovered will be addressed during the customer query phase (during the rescore window).
- Unreported issues or problems not flagged that are related to processing:
  - Student tested in 2 books
  - Students tested in each other's books
  - Ripped, torn, or missing pages
  - Wet, damaged, or contaminated materials not properly noted or packaged
- Manipulative, staples, loose pages, or scratch paper left in booklets
- Improper packaging of material:
  - SGL not in Box 1 of each school
  - Stack cover cards not numbered correctly
  - Placing the GIS under the wrong stack cover card
  - Boxes not numbered properly by school by corporation
  - Scorable and non-scorable documents mixed together in the same box
  - Using custom boxes to return shelf or ILEPA material
- Materials sent for additional (unexpected) schools which were not in the database
- Late return of test materials received after the established cut-off dates
- Placing the wrong color return label on the box:
  - Scorable materials packaged in blue label boxes
  - Unused materials packaged with scorable materials
  - Not properly labeling "Do Not Score" material

- Placing "Do Not Score" material with live scorable materials
- Incomplete shipments of returned test materials
- Missing expected school(s)
- Photocopied scannable documents:
  - Test booklets
  - Group Information Sheets
- SGL – GIS mismatches: SGL does not match the GIS 100%; SGL data does not match scanned data:
  - Teacher name, grade, and student count
  - Altered school name, school number, and corporation number
  - Case count discrepancies - SGL and GIS do not match
- No SGL/no GIS received for processing
- Additional groups received but not listed on the SGL; teachers listed but not received; multiple groups listed but only 1 group received; one group listed and multiple groups received
- Students switching from online to paper/pencil and vice-versa, resulting in duplicate records

In the event that these or other factors affect the reporting turnaround time, CTB will negotiate in good faith with the IDOE to deliver reports as soon as possible given conditions for each administration.

### **Other Statewide Reports to IDOE**

#### **Erasure Analysis Reports**

- Research will analyze the Multiple-Choice erasures (both paper/pencil and online) and create an Erasure report for the IDOE. The report will be delivered approximately 2 months after report delivery for each administration. Specific dates will be determined in consultation with the IDOE.

#### **Impact Data Reports**

- Research will analyze the validation student population data and generate an impact data report for the IDOE. This analysis encompasses a longitudinal analysis of statewide data using pre-equated parameters, based on the validation student population. A review of the impact data report and IDOE sign-off is on the critical path with the 5-day TAT and delays with a sign-off will result in report launch dates being pushed out. Scoring and reports processing will NOT begin until the signoff is received from IDOE.

#### **Technical Reports**

- The Operational Technical Reports will be provided to the IDOE approximately 3 months after report delivery for each administration. Specific dates are yet to be determined.

#### **Error Report**

- On a monthly basis, Program Management will collect data from all regions about the number and type of errors that have occurred on custom programs in the following categories. This information will be presented to the IDOE on a quarterly basis verbally without identifying the name of the custom programs involved. If the IDOE has any specific concerns that are not addressed by the explanation provided by CTB, CTB will request permission from the customer in question to provide contact information to the IDOE. The IDOE will sign a statement acknowledging the receipt of each verbal report.
  - **Test Content:** A Test Content Error is defined as the inclusion of incorrect or inappropriate item(s) in an assessment, such that the validity or reliability of the assessment was affected, and correction of which caused significant delay of the program and/or resulted in public comment.
  - **Test Materials Production:** A Test Materials Production Error is defined as an error in printing, such as incorrect pages or missing pages that affected the validity of the assessment or correction of which caused significant delay in production, such that the testing was jeopardized and/or resulted in public comment.

- **Test Materials Delivery:** A Test Materials Delivery Error is defined as an error in packaging, spiraling of booklets, or an error in the delivery of booklets that significantly affected the validity of the assessment or delayed the testing dates and/or resulted in public comment.
- **Incorrect Information:** Incorrect Information is defined as information that is printed in an assessment report that includes incorrect scores on student documents, incorrect school, corporation and/or state data and/or resulted in public comment. The cause of these incorrect scores must be found to be a result of errors internal to CTB and not as a result of school, corporation or state actions or failure to act.
- **Delay in Report Delivery:** Delay in Report Delivery is defined as unapproved late delivery of reports that significantly affect a school, corporation, or the state's ability to meet internal and external deadlines and/or resulted in public comment.

**Document Retention**

- Used test materials will be retained as noted in the table below until approval is given by the IDOE.
- Unused test materials will be retained as noted in the table below until approval is given by the IDOE.
- **DO NOT SCORE** material should be separated from inventory material and retained with Operational and used data until approval is given by the IDOE.
- Used materials will be retrieved upon request.
- Written authorization from the IDOE is required prior to destruction.
- Approval from the IDOE is required for all document destruction based on the following schedule:

Grade	Material	Retention Time
3, 4, 5, 6, 7, 8	Operational – used + Do Not Score documents	One year
3, 4, 5, 6, 7, 8	Non-consumable and unused materials	6 months
3, 4, 5, 6, 7, 8	Unfulfilled materials (left at vendor)	30 days after test window close

**CTB/Indiana Help Desk**

- Times available: M-F 7:30 a.m. to 5:00 p.m. EST
- Accepts and processes calls for short/adds
- Accepts and processes calls for Large Print and Braille materials and updates spreadsheet
- Accepts and processes calls for scoring issues, reports issues, and material shipments
- Accepts and processes calls for all activities relating to online testing – Registration and Technology Survey, Site Readiness and setup, Coordinator Trainings, Practice testing, Operational testing and post-operational testing
- Makes customer calls for information needed
- Provides updates for the weekly ISTEP+ team status report
- Creates WebEx training recordings

**Attachments**

- For additional information please reference the attachments listed:
  - Attachment A – Program Milestones and Critical Dates
  - Attachment B – OAS Work Plan
  - Attachment C – INORS Work Plan
  - Attachment D – The Parent Network Work Plan
  - Attachment E – Operational and Pilot Test Design and Development Specifications
  - Attachment F – CCSS Transition Online Pilot Test Design and Development Specifications



**ATTACHMENT A**  
**To Exhibit E**  
**Program Milestones**

The following, with the exception of the test windows, are tentative critical dates for Work Scope hereunder. Key Deliverables that are subject to Liquidated Damages are indicated with a dollar sign (\$). The tentative dates below are based on the original scope of work for the contract extension which does not include any adjustments that may be necessary for sell-up options chosen by the IDOE. The parties agree to negotiate all tentative dates during the initial planning meetings for that contract year and to update or revise the dates in accordance with Paragraph 8 "Changes in Work" of the Contract.

<b>Program Deliverables</b>	<b>2013</b>	<b>2014</b>
<b>Applied Skills Test Materials In-site \$</b>	<b>2/15/13</b>	<b>2/14/14</b>
<b>Applied Skills Test Window</b>	<b>3/4/13 - 3/13/13</b>	<b>3/3/14 - 3/12/14</b>
<b>Multiple-Choice Test Materials In-site \$</b>	<b>4/13/13</b>	<b>4/11/14</b>
<b>Multiple-Choice Test Window</b>	<b>4/29/13 - 5/8/13</b>	<b>4/28/14 - 5/7/14</b>
<b>Multiple-Choice Online Test Window \$</b>	<b>4/29/13 - 5/10/13</b>	<b>4/28/14 - 5/9/14</b>
<b>INORS Live (Phase 1) \$</b>	<b>5/24/13</b>	<b>5/23/14</b>
<b>Image Print Live (Phase 1) \$</b>	<b>5/24/13</b>	<b>5/23/14</b>
<b>Parent Network Live (Phase 1) \$</b>	<b>5/24/13</b>	<b>5/23/14</b>
<b>Student Reports In-Site (Phase 2)</b>	<b>6/7/13</b>	<b>6/6/14</b>
<b>Student Report Labels in-site (Phase 2)</b>	<b>6/7/13</b>	<b>6/6/14</b>
<b>INORS Summaries Live (Phase 3)</b>	<b>6/7/13</b>	<b>6/6/14</b>
<b>Post-Rescore Reports Live (Phase 4)</b>	<b>7/19/13</b>	<b>7/18/14</b>
<b>Post-Cleanup Reports Live (Phase 5)</b>	<b>9/16/13</b>	<b>9/15/14</b>

## **ATTACHMENT B**

### **To Exhibit E ISTEP+ Online Assessments Work Plan**

CTB will provide ISTEP+ assessment in both paper and online modes for English/Language Arts and Mathematics in Grades 3-8, Science in Grades 4 and 6, and Social Studies in Grades 5 and 7.

#### **Online Test Administration Parameters**

Changes from the previous year / contract:

- As of September 2011, the customer-mandated online testing for all schools for at least the two highest grade levels provided the technology and bandwidth supports.
- The mandate will drive an increase in the online testing population to at least 350,000 students across the 6 grade levels.
- It is anticipated that portions of the Applied Skills assessment will be administered online in Spring 2013 and Spring 2014. A final decision will be made based on the outcome and information that is available from the Spring 2012 Applied Skills Online pilot.

#### **Constraints**

1. The CTB online testing capacity set aside for Indiana is for up to 70,000 simultaneous non-accommodated students. Up to 5% of the students testing online in Indiana are expected to use the Text Reader accommodation.
2. Participation is contingent upon schools/corporations meeting minimum hardware and software and network requirements.
3. Site Readiness reviews can only be conducted during school operating days and hours.
4. Scheduled holidays, institute days, staff development days, and school- and/or corporation-mandated tasks may preclude staff availability for Site Readiness reviews as well as training for OAS.

#### **Assumptions**

1. OAS upgrades requested by DOE for features not currently available in the system will be handled as change requests.
2. It is assumed that only a single mathematics reference card is required for Grades 6-8.
3. Site Readiness reviews are assumed to take 4 hours each, with 2 visits accomplished in a single day.
4. Most Site Readiness preparation will be done remotely, with onsite support for up to 45 school sites per year. CTB staff will visit the 45 school sites for onsite support.
5. School sites will need to download the student test client as a part of the Site Readiness work.
6. It is assumed that the OAS must provide the capacity to test approximately 80% of the total population, i.e., 400,000 students testing using the online mode.
7. It is assumed that Large Print and IEP-CD accommodations testing delivered in a paper/pencil mode are matched to the extent appropriate by equivalent accommodations currently available in OAS, such as large font and text reader.
8. It is assumed that slight look and feel variations are expected when the paper/pencil content is presented online.

#### **Operational Online Administration Spring 2013**

For the Spring 2013 administration, CTB will provide Online Assessment services to test about 5% of the student population for the Applied Skills assessment and about 70% of the student population in grades



3-8 for the Multiple-Choice assessment. Key services and related deliverables are described in the following sections.

CTB will follow the OAS Implementation methodology that provides for constant communication with the IDOE on the planning and definition of tasks and activities. It includes extensive internal and client reviews of all custom deliverables, leading to the approval of very high standards and full customer satisfaction. As part of this methodology, the following key services and deliverables are included in scope and described in the following sections:

- OAS Implementation Project Management
- Content Production Support
- Client Specific OAS Configuration
- Data Provisioning: Student Pre-Identification Data and OAS User Data
- Training and Documentation
- Implementation Services: Site Survey, Site Readiness and Certification, and Test Administration Support

#### **OAS Implementation Project Management**

Standard project management processes are employed for planning, executing, monitoring and control and closing the project. A detailed implementation plan and schedule will be developed for each year of the contract. The project execution will be closely monitored to ensure the project objectives are met on time and within budget. An integrated change management process will be used to ensure that negative impacts of changes during the life of the project are reduced. The project risks will be analyzed periodically and mitigation plans will be identified and risks are managed to closure.

#### **Client Specific OAS Configuration**

OAS is a configurable system that allows setting certain features, as needed by the customer, without any software code changes.

These configurations may include:

- organization hierarchy definition and label names
- user roles and assignments
- student demographic labels and values; student pre-identification data protection
- accommodations settings for background and font color changes controlled by the test administrator, calculator, text reader, un-timed test
- product acknowledgment page

The configurable elements in OAS will be reviewed in detail with the IDOE and, as needed, screen mock-ups will be provided to confirm the settings. A business and configuration requirements will be created and will be used to apply the configuration settings to OAS prior to the test administration.

#### **Content Production**

For Content Production, OAS Implementation and Development will provide support to develop the content framework, promote the content to the various review environments and provide the content review web-based tools. This support will be provided to produce, for each administration year, one content form per grade per subject, as well as two - three practice test forms per administration year. Refer to the Publishing scope for details regarding the content scope and forms design.

#### **Data Provisioning**

Data provisioning is done to preload the students' data into the system.

For client acceptance purposes, a simulated corporation and school will be identified and created in the acceptance and production environment. The data for user acceptance will be exported for scoring and reporting and provided, along with the paper/pencil live data, after the test administration.

**Student Pre-Identification Data**

OAS will make use of the student barcode files to select and load students for the grades indicated in Online Test Administrators Parameters. The IDOE will review the student data in OAS prior to opening the system for general school use. The student preloaded data can be modified in OAS, and the users can also create new student data. Screen shots will be provided to confirm the demographic labels, positions and other graphic user interface aspects (e.g., using checkboxes, dropdown lists, and radio buttons for values selection).

As in previous years, the pre-id data cannot be modified in OAS, and the student biographic/invalid STN updates will prevail. Due to the timing of the updates, they would not be applied until just prior to the data extract from OAS.

For all the confirmed sites and grade combinations, student tests will be pre-assigned (pre-scheduled) based on the pre-id data loaded.

**OAS User Data**

Pre-existing CTB SSO user accounts are enabled in OAS for every staff member identified during the school selection process and according to their specific roles. New accounts will be created as needed, as well. These OAS accounts are used by the technical staff, test administrator staff and test proctors to access the system and perform the activities permitted for each user role.

**Training**

Training materials will be provided to the Indiana staff to ensure a successful implementation. All of the training materials will be provided in electronic form and posted online at <[www.ctb.com/istep](http://www.ctb.com/istep)>. Aside from training materials described in the table below, a pre-recorded practice test for students will be made available.

The following training sessions will be provided:

Component	Test Administration Overview	Technical Coordinator Systems Overview
Training Participants	Corp Administrators (N=600) State Administrators (N=10)	Corporation IT Specialists (N=600)
Subject of the training or professional development	Introduction to the Summative Assessment Program; Overview of OAS features and functions; Training in Administrator tasks and responsibilities	Introduction to the OAS system; Overview of technology architecture and implementation procedures; Set-up of Administrator and Student Work Stations
Training format	Hands-On; Online conducted on-site with Webinar available as a make-up; Demonstration and oral presentation Train-the-Trainer	
Total number of sessions	8 half-day onsite sessions within a 2-week period (2.5 hours each) 10 Webinar sessions within a 2-3 week period (2 hours each)	
Total number of educators per session	Onsite sessions: ~20 per session Webinars: ~200 per session	
Total number of trainers per session	Up to 2	



Component	Test Administration Overview	Technical Coordinator Systems Overview
Documentation provided	PowerPoint presentations, OAS User's Guide, ISTEP+ Online TEM, Handouts, Technology Checklist (A Digital OAS Admin Toolkit can be downloaded from the < <a href="http://www.ctb.com/istep">www.ctb.com/istep</a> > site.)	
Additional Training/Material	All material posted online Make-up web-ex, performed and posted online	
Training Locations	8 regional Training sites throughout the state will be selected with the help of the IDOE (depending on participation)	

**Documentation**

OAS includes standard online help in the system, as well as a standard user guide and an installation guide. These guides are distributed in PDF format.

The custom Indiana OAS Quick Start Guide, which was produced in 2009, will be updated as required and re-published in 2013 and 2014. The Online Examiner's Manual (OEM) will include test administration instructions for Test Examiners.

**Implementation Services**

As part of CTB's implementation services, CTB's technology surveys will be distributed using online applications in order to identify the technology at each school considering participation in ISTEP+ Online. The sites will be grouped by their ability to meet requirements (*Fully Meets, Conditionally Meets, and Does Not Meet*). Support to help sites achieve readiness would include documentation, emails, teleconferences and site visits, as appropriate. A final readiness status will be provided to all sites, as well as to the IDOE.

**Site Readiness**

Based on our experience, paying close attention to these final steps prior to testing is critical in order to provide a reliable testing environment and prevent issues during the test administration.

At the time the training is completed for the schools that are preparing to test, the supporting documentation for the system will have been provided to participating schools. The schools' technical staff will be involved to configure and confirm that the workstation set-ups are completed, and the corporation technical staff should work with school staff to ensure network configuration requirements are fulfilled. Checklists are provided to guide the school and corporation staff during these activities. At the schools visited by CTB's technical staff, these activities will be performed by the school and corporation staff respectively, as monitored and assisted by CTB's field engineers.

Users who are setting up student workstations can log into OAS, where utilities will automatically detect whether correct versions of Java and Flash are on the workstation. School technical staff would download upgrades as necessary.

At this time, the encrypted tests must be downloaded and pre-positioned on the students' workstations. Site Certification Practice Test sessions should be scheduled. Each site must confirm to CTB that all of the Site Readiness activities were successfully completed. Only when this final step has been completed can the online assessments begin for that site.

Based on data gathered from previous administrations, there are about 1800 buildings within the state that service at least one grade in the 3-8 grade span.



### **Registration for Spring Online testing**

- CTB prepares the Site Technology Survey and Registration form
- CTB distributes the electronic Site Survey to all interested sites. This survey is to be completed by each site's technology coordinator and returned to CTB within 10 business days of receipt.
- The results will be used to adequately estimate which schools meet the OAS Configuration Requirements and are pre-qualified to participate in the online testing program.
- CTB follows-up with sites. Should any sites indicating interest to test online fail to send complete/accurate information, CTB will schedule phone conferences with the site and/or corporation technology coordinators in order to clarify and rectify any outstanding issues with the survey.
- Should CTB determine that the site is not (or may not) be ready for OAS testing based on RTS data, the site will be advised that their equipment needs to be upgraded and they may plan to test only after the upgrade is completed, or an onsite visit may be scheduled to prepare the site for testing.
- The OAS Implementation Services Manager will be responsible for delivering the following:
  - School Technical Capabilities Report
  - Recommendations for schools not fully meeting online testing requirements
  - List of Registered Schools for online testing
  - List of Contacts that require accounts for online testing; we will add one tech coordinator and one test coordinator per school and one tech coordinator and one test coordinator per corporation. Corporation staff will be trained on how to add users.

### **Test Administration Product Support**

Product Support for OAS users will be provided during the hours of 7:30 am – 5:00 pm EST. OAS Product Support will provide real-time support to each school that is administering the online test. Product Support will answer questions and work with users in resolving issues regarding the testing process, system procedures, error conditions, student testing status and system status. Ongoing administration reports will be provided to the IDOE.

OAS Product Support is backed by CTB's network, development and technology support teams so that all customer calls can be handled expeditiously. All customer calls are logged and tracked to enable analysis of call handling and problem resolution statistics, resulting in increased process and system improvement.

### **Scoring and Reporting**

The student test data will be provided to other systems at CTB for Scoring and Reporting, along with the paper/pencil tests. The details for these activities are described in the Scoring Scope and Reporting Scope documents and are not part of the present document.

### **Out of Scope**

1. OAS Manipulatives: any manipulatives not currently available (such as coins or shapes) are not in scope.
2. Training: For training-related travel, CTB will cover the travel and accommodation costs for CTB staff. CTB will not be responsible for the cost of the educators' travel to regional training sites.
3. Pass-fail raw scores visible to students at the end of the test.

### **Security**

OAS employs industry-standard best practices to ensure security of test content, the testing experience, and the student reporting data. The system operates in Web-based mode, with all communication between the OAS server and the student workstation over HTTPS.

The test content is securely stored in an encrypted object bank using 256-bit encryption. Encryption keys are not retrieved from the server until the student successfully logs into a test, and the keys are only placed in temporary memory. The encrypted test items stored on the hard drive are only decrypted at the moment a student requests the test item. The item remains encrypted at all other times.

The testing experience is provided in a browser window that is locked-down on the student desktop. The browser window uses the full screen, overlaying any task bars or other control elements on the computer desktop, and cannot be minimized. This prevents students from accessing anything other than the test delivered by the browser. Students only have access to the testing experience with a proper login ID and password, and these are unique for every test session to which the student is assigned. Cheating is also discouraged by including features such as random test form assignment. Further, should a student be suspected of a testing impropriety, the administrative interface allows a student's test to be invalidated (and re-validated) at the click of a button.

Access to the student data is strictly controlled through a system of user roles and assignments in the organizational hierarchy. Users may only have access to the data and functionality appropriate to their role, and only for the members of the organization to which they are assigned.

Test administrators overseeing the students during testing can monitor student test status in real time using the OAS administrative software, and (depending on each organization's rules and procedures) can invalidate test results for students suspected of cheating without losing the student's results or disrupting the testing process. Security is maintained in the OAS administrative software by means of hierarchy controls at various access levels, using a structure of limited permissions and login passwords.

To ensure business continuity, OAS uses redundant fail-over resources at the database, application server and web server layers. OAS is hosted by Equinix IBX centers, which set the industry standard for secure and reliable collocation services. Equinix has a history of delivering robust and reliable data centers in the industry. OAS is hosted by McGraw-Hill's Global Operations and Infrastructure Division, the group that also hosts Business Week, Standard and Poors, and Platts. The data center has extensive backups and recovery procedures, and was operational through both the 9/11 tragedy and the New York City blackout. OAS is prepared also for situations when the entire Data Center is affected by natural disasters, such as earthquakes or hurricanes. A disaster recovery plan and resources are in place to ensure the business continuity in case of a catastrophic event.

**Project Deliverables**

<i>Deliverable</i>	<i>Description</i>	<i>Produced By</i>	<i>Stakeholder Signatures Required</i>
Project Schedule	A set of detailed milestones that identify when the client resources are required for reviews or other activities	Program Schedule Analyst	IDOE and Program Management
Content Requirements	Documentation on framework code, commodity code, assessment title, deliverable unit titles, forms, level/grade, time limit, product name, number of subtests	Publishing	IDOE and Program Management
Practice Test Content	Set of custom test items to be used for student practice testing	Publishing	IDOE and Program Management
Operational Test Content	Set of test items to be used for operational testing	Publishing	IDOE and Program Management
Technology Schools Selection	A list of schools that have the technology and infrastructure to test online	Impl Mgr	IDOE and Program Management



<b>Deliverable</b>	<b>Description</b>	<b>Produced By</b>	<b>Stakeholder Signatures</b>
Weekly Call Tracking Report	Excel workbook with detailed statistics on customer calls and corresponding quality metrics, including trend analysis/summary	Cust Support	IDOE and Program Management
Technical Training Slides	Presentation slides to be used for Technical Training	Training Mgr/ Subcontractor	IDOE and Program Management
Administrator Training Slides	Presentation slides to be used for Administrator Training	Training Mgr/ Subcontractor	IDOE and Program Management
Standard OAS Installation Guide	Standard Installation Guide and Checklists	OAS Tech Writer	NA
Standard OAS User Guides	Standard reference document for users who will be responsible for managing users, adding or modifying student data, scheduling tests, and proctoring tests	OAS Tech Writer	NA
OAS Quick Start Guide	Short guide on main functions described in the system	OAS Tech Writer	IDOE and Program Management
TEM – online section	Test Examiner’s Manual provided in PDF format	Publishing	IDOE and Program Management
OAS Business and Configuration Requirements	ISTEP+ Business and Configuration requirements	CTB Requirements Analyst	IDOE and Program Management
Student Data Load (PreID Load)	Student data, including demographics; data typically from pre-code	ETL Dev	Product Support, optional IDOE
User Accounts	User ids and passwords to allow state and school officials OAS system access, limited by the user’s role (administrator, coordinator, accommodations coordinator, proctor)	Cust Support	NA

**Critical Success Factors**

<b>Critical Success Factors</b>	<b>Success Definition</b>
---------------------------------	---------------------------



Critical Success Factors	Success Definition
Project Schedule	<p>Delivery of the following components a minimum of 2 weeks prior to the test:</p> <ul style="list-style-type: none"> <li>○ OAS platform configured for Indiana</li> <li>○ OAS loaded student barcode data</li> <li>○ ISTEP+ Online Practice and Operational Content forms</li> <li>○ Test Administrator's Manual</li> <li>○ Technical and User Training</li> </ul> <p>Site registration for online testing by end of November                      Site Certification activities completed at least 3 days prior to the practice testing                      Approvals for any deliverables are received within a maximum of 5 days from the IDOE.                      Online testing is completed in time to facilitate the 7-day TAT for reports.</p>
Project Scope	<p>Delivery of the following critical components:</p> <ul style="list-style-type: none"> <li>○ Schools selection based on technology criteria and online testing registration response</li> <li>○ OAS configured for Indiana</li> <li>○ ISTEP+ Online and Practice Content forms</li> <li>○ Test Administration Manual</li> <li>○ Technical and User Training materials, including the Quick Start Guide</li> </ul>
Project Quality	<p>The delivery of this project within CTB's metrics is a critical success factor for this project. These metrics include:</p> <ul style="list-style-type: none"> <li>○ <i>Schedule Variance - Non-critical Components</i> within a +/- 20% variance from the base-lined project schedule.</li> <li>○ <i>Schedule Variance - Critical Components</i> – Zero variance for components on the operational test administration critical path.</li> <li>○ <i>Effort Variance</i> - Delivery of the project within a +/- 5% variance from the base-lined definitive estimates.</li> <li>○ <i>Post-Production Defects</i> - No priority 1 or 2 defects post-production.</li> </ul>
Resources	<p>IDOE representative is available to facilitate response and resolution to State-related issues/decisions within the agreed time frame.</p> <p>IDOE and school staff will be available and responsive to CTB's inquiries for site survey, certification and readiness.</p> <p>CTB is provided access to school and corporation facilities in order to perform site certification-related activities.</p>

**Project Acceptance**

Prior to the release of the system to the participating schools, CTB will provide the IDOE with access to the system in a User Acceptance Testing environment for acceptance and sign-off for the Content, OAS Platform and configurations for Indiana, as well as a review and sign-off of the loaded schools hierarchy and student data.

Every effort is made to ensure that at this stage no critical or significant issues are present. It is expected that any non-critical issues encountered at this time will be addressed by including further information in the training materials, while a long-term solution will be provided in the following administration.



The User Acceptance Testing should be conducted in the final production environment in a UAT-dedicated corporation and schools. The users will take tests as students, and the results will be provided at the end of the testing, along with all other student results.

#### **Content Acceptance**

The final Practice and Operational content user acceptance review is done using the OAS Test client in a User Acceptance Testing environment that replicates the OAS production environment. At the time of this final review, the content has already undergone several reviews and all critical issues were detected and addressed. At this final review, the content should be used during test taking as students and only major issues, if any, may be addressed if possible in the short time frame remaining until the test administration. Any minor issues identified at this time will be addressed during the following administration.

#### **OAS Platform and Configuration Acceptance**

The OAS platform and the configurations specific to Indiana will be provided for a final client review and the following criteria will be used for Acceptance.

The OAS platform and configuration are deemed accepted when the Test Administration System and the Test Client configurations are set according to the ISTEP+ business and configuration requirements for data hierarchy configuration, user set-up, student demographics and accommodations.

#### **Student Data Acceptance Criteria**

The IDOE will verify that the number of students expected to load have been loaded and will do a spot check of the student demographics data for the students included is loaded in OAS.

Localized student data issues or missing student data affecting less than five students in a school location will be addressed by the IDOE either correcting or creating new student data using the OAS system. A RES update will be applied before the online testing students' data is merged with paper/pencil testers for scoring and reporting.

#### **Technology Requirements**

The technical requirements listed below are based on the OAS 9 Installation Guide. In order to participate in the ISTEP+ Online, schools must meet these requirements.

These requirements may change until the time of the test administration every year, as it is expected that there will be new application upgrades. The upgrades are carefully planned to keep the system updated with recent technology advances and to facilitate more extensive participation in online testing. As more information becomes available, CTB will inform the IDOE, and as appropriate, corporations and schools, about changes in requirements.

#### **REQUIRED COMPUTER EQUIPMENT**

Each computer must meet these minimum specifications:

- Platforms:
  - Windows PC with 1.3 GHz CPU and Windows XP Service Pack 3 or greater, Windows 2000 Service Pack 4 or greater, or Vista Service Pack 1 or greater OR
  - Intel Macintosh with 1.8 GHz CPU and 10.4.8 OS or OS 10.5.4
  - Linux (Suse, Ubuntu, Redhat)
- Hard disk space: 200 MB available disk space for object bank
- Memory: 512 MB RAM



- Internet access: 10mb Ethernet connection or equivalent wireless connection
- Bandwidth: 1.5 Mbps upload and download – T1 line, high-speed cable or high-speed DSL for every lab with 50-100 concurrent users
- Software:
  - Java Runtime Environment (JRE): Java 5.0, Update 14 or later for PC or
  - Java Runtime Environment (JRE): Java 6.0, Update 10 for Vista on PC to download test content ahead of time
  - Java Runtime Environment (JRE): Java 5.0, Update 7 or later for Mac
- Test Administrator's Workstation:
  - IE 6 OR IE 7 (Windows)
  - Firefox 2.0. Note: IE must be used to download test content or install Flash on student workstations.
  - Safari 2.0 (Mac)
- Student Workstation:
  - IE 6 OR IE 7 (Windows) *Must be resident on workstation*
  - Safari 2.0 (Mac)

Each school must provide a sufficient number of computers that meet the minimum requirements in order to conduct practice sessions prior to testing.

**ATTACHMENT C**

**To Exhibit E**

**Indiana Department of Education Online Reporting System (INORS) Work Plan**

**Overview**

In the Spring of 2013 and 2014, ISTEP+ reporting will be delivered through the INORS website solution. The INORS solution will be released in iterative stages (phases) throughout both the 2013 and 2014 administration report releases and will include reporting for the ISTEP+ Assessment in Grades 3-8.

The following table provides a high-level description of the features included in INORS:

<b>Indiana Online Reporting System</b>
• Online Reporting for ISTEP+ Assessment
• PDF Report Downloading of Student Report PDFs (current plus one previous administration)
• PDF Image Print of Individual Student Responses from Paper/Pencil Testing (current plus one previous administration)
• Group Download PDFs – Student Report PDFs and Image Prints of Individual Student Responses (current plus one previous administration)
• Invitation Code PDFs – Parent Network Invitation Code Letter PDFs (current administration)
• Invitation Code PDFs Batch Downloads – Parent Network Invitation Code Letter PDFs (current administration)
• Online Dynamic PDF Generation of All Online Reports (from Spring 2010 forward)
• Online Rescore Request Form (current administration)
• Corporation- and Nonpublic School-level .csv GRT File Download (from Spring 2010 forward)
• Corporation- and Nonpublic School-level .csv Invitation Code File Download (current administration)
• Corporation- and Nonpublic School-level GRT File Record Layout Download (from Spring 2010 forward)
• Corporation- and Nonpublic School-level Invitation Code File Record Layout Download (current administration)
• Secure role-based access, using the Single Sign-on user accounts for State-, Corporation- and School-level users
• Administration specific teacher-level accounts to access classroom-level data, based on teacher names used on the Group Information Sheets (GIS)

Included below is a more detailed specification of the solution and implementation timelines. Spring 2013 and 2014 reporting will be consistent with deliverables and processes established for the Spring 2012 administration.



### **Included Datasets**

The datasets that will be included in the production solution for the Spring 2013 and Spring 2014 are:

- ISTEP+ Assessment Grades 3-8
- Student Report PDFs
- Image PDFs of Individual Students Responses from the Applied Skills test
- Parent Network Invitation Code PDFs

Additionally, as a part of the Spring 2013 and Spring 2014 INORS solution, the Spring 2010, Spring 2011 and Spring 2012 ISTEP+ Assessment results data previously loaded into the INORS will be available (see assumptions section below). ISRs and Image Print PDFs will only be available for current and one previous administration.

### **Implementation Timeline and Overview**

The implementations of INORS will consist of four (4) phases:

- Planning
- Development
- Stabilize
- Deploy

Each phase has a defined purpose and scope and will act as a framework to ensure that IDOE expectations are properly met as an updated version of this solution is introduced to corporations and schools. The dates listed below are for estimation purposes only. Upon contract execution, a detailed INORS project plan will be finalized and used to communicate dates, timelines, and milestones during this project.

Defects that may be identified in INORS will be addressed as they arise. Requested changes to the functionality, or functionality/reports that are not agreed to during the planning phase for each year will be handled via a change order. CTB will work with the IDOE to ensure that all requests are prioritized and handled as effectively as possible, while limiting time and resource requirements from all parties. It is important to have requests communicated in advance so any changes can be properly scoped, developed and tested early enough to avoid impacting the reporting window or INORS system functionality.

### **Goals**

For each administration, the goals for the reporting solution are:

- Deliver a fully functioning Online Reporting System (ORS) to the Red-Team and Production environments for review and approval by the IDOE.
- Provide online reporting and online report delivery in a timely and accurate manner to all users.

### **Functionality**

This section describes the basic functionality that will be included within INORS. A more detailed discussion of the exact reports is included in a later section. INORS is a browser-based system that is designed to deliver online reporting to the state of Indiana. The purpose of INORS is to enable educational leaders to make informed decisions about curriculum, school programs and facility needs, based on real data. INORS provides assessment data for the ISTEP+ test at the State, Corp/Diocese, School, and Grade level for Indiana public and nonpublic schools.

### **Frequently Asked Questions (FAQ)**

A FAQ section is provided that can be used to answer basic questions that may need to be addressed.

### **Help**

An online help section will provide users with searchable help that can be used to answer most usability and technology questions. The help system will additionally include tutorials and answers to basic questions. Help Desk support information is included in the Support section below.

### **Manage Users**

The "Manage Users" section will allow administrative users the ability to manage all user accounts within their authoritative domain. Administrative users have the ability to manage all descendant accounts within the hierarchy (i.e., a corporation administrator can manage corporation user accounts and both school administrative and user accounts). The only exception to this rule is the state administrator role. State administrators can manage all accounts (even other state administrative accounts) within the system. Manage users also includes the ability to create username and password sheets that can be distributed to INORS users.

### **User Settings**

The user settings functionality is for individual users to manage their own account. From this interface, users can change their password, update their email address and set the answer to their security/reminder question.

### **Reports Area**

This section will include the available selection of reports that a user will have access to within INORS. A more detailed description of the reports is included below.

### **Downloads Area**

This section will include all data files that are accessible for download by a particular user. Corporation level GRT and Invitation Code file downloads will be available within INORS to state- and corporation-level administrators. Nonpublic school-level GRT and Invitation Code downloads will be available within INORS to state-, corporation-, and nonpublic school-level administrators.

For each test administration, deployment will also contain the Individual Student Reports (ISR) PDFs, the Image Print of individual student response PDFs and the Parent Network Invitation Code PDF letters.

The Group Download option will continue to allow users to select ISR and/or image print PDFs for multiple students to be combined into one file, downloaded and printed. An Invitation Code PDF letter batch download option is also available.

### **Tools Area**

The tools area provided within the INORS website can provide users with access and links to additional materials, such as training and interpretive guides. During the finalization of scope and design, the INORS team will work with the IDOE to identify any electronic materials that should be made available through the INORS website.

### **Informational Area**

At the bottom of the INORS website, an informational area exists that will display appropriate copyright, contractual and informational items. Legally, CTB must include copyright details, terms of use policy, online privacy policy, and applicable Children's Online Privacy Protection Act (COPPA) information. Additionally, customer support phone numbers and email address will be included.

### **Header/Messaging Area**

At the top of the INORS website, a header and messaging area will be utilized to display messaging information. This area will include a small CTB/McGraw-Hill text and "The McGraw-Hill Companies" image in the upper left and right corners respectively. Additionally, this area will include a "logged in as" notice which will indicate the name of user logged into INORS. This area will include the appropriate IDOE logo, along with any messaging and naming that is required.

### **Report Details**

Along the bottom of the menu, on the left side of INORS will be a Report Details section. This section is used to include informational material about the reports, such as scale score ranges, privacy notices, report legends, report purpose text, etc. The Report Details section is configurable for each report and will be defined during the planning stages.

### **Backer Text/More Information**

A "more info" button or hyperlink will be included with each report and will contain the traditional backer text that would normally appear on the back of a printed report. Backer text is customizable per report and will be updated in consultation with the IDOE.

### **Print Report**

Each online report, as it is viewed on the screen, will be capable of rendering in a PDF format through the "Print Report" button or hyperlink.

### **Report Header/User Control**

Each online report will include a user control that will enable users to navigate through the available options for the report based on the report and their level of access to the system. Options within the user control will vary by report, but the control will use "sticky" filters and maintain prior selections while navigating through the reports, where practical.

### **Embargo Notice**

It may be necessary to include an embargo notice on reports based on data that has been officially released by the IDOE. It is our assumption that CTB will need to include this embargo notice and that we will need to easily and quickly be able to remove it from the reports, once the information has been released. The details of the embargo notice will be further finalized during the planning stages and incorporated into the design of INORS.

### **Usage Reporting**

Basic usage reporting will allow administrators the ability to see when, if ever, a user last logged into INORS via the Manage Users functionality set.

### **Homepage**

INORS will continue to include the existing homepage. Any changes to the existing homepage will be finalized during the planning stage. Design or layout changes to the homepage will be considered out of scope.

### **Acceptable Use Policy**

The existing acceptable use policy designed by the IDOE will continue to be included within the system. This Online Usage Agreement may be reset periodically by state administrators and is typically used to educate ORS users on their responsibility for securely managing data and reporting.

### **PDF/Print-On-Demand Reports**

Student Report PDFs will be available for download within INORS. These PDF reports are made available to users based on their login credentials. See the Reports section below for a detailed list of PDF reports that will be included.

### **Secure, Scoped User Access**

All users will access the system by providing a valid username and password. All user accounts are directly linked to a level within the organizational hierarchy that will not allow users to navigate to information that is external to their access level. For example, all school level user accounts are linked directly with an individual school contained within INORS. This allows school users the ability to see all pertinent information about their school and only their school. State and System comparative numbers may be included for informational purposes within the report, but the users will never have the ability to gain access to any other identifiable information about students that are not within their school.

### **Reports**

Reference Table 10 – Reports and Electronic Files Matrix

### **Reporting Phases**

Reports are released in multiple phases as outlined below.

- Phase 0 – Invitation Code letter PDFs (approximately a week prior to the Phase 1 reports launch)
- Phase 1 – Individual Student data, GRT Download, Proficiency Roster, Undetermined Status Report, Online Rescore Request form
- Phase 2 – Printed ISRs and Student Labels in-site to corporations/nonpublic schools
- Phase 3 – Summary reports and complete the reports release for the administration
- Phase 4 – Updated reports from post-rescore window

### **Support**

All customer and technical support will be handled by CTB/McGraw-Hill's customer support organization. Support requests can be made via a toll free 1-800 number or through email. INORS will include support contact information in the system, on the homepage and on all distributed material.

### **Security**

CTB's ORS solutions use industry standard best practices to ensure data and system security. The ORS uses 128-bit Secure Sockets Layer (SSL) over HTTPS to ensure that no private data is intercepted during transmission. 128-bit SSL is used by online banks and credit card companies, so it is both secure and reliable. The INORS solution is hosted at McGraw Hill's East Windsor facility.

### **Availability**

The INORS website will be available via an internet browser 24 hours a day, seven days a week. At times, it will be necessary to perform routine system maintenance, and CTB will notify the IDOE prior to commencing with any regularly scheduled maintenance. CTB will attempt to schedule all maintenance during off-peak hours (evenings and weekends) so as to provide as little disruption to regular service as possible. Should an unexpected system outage occur, the INORS team will use all practical resources to return INORS to a usable state as soon as reasonably possible.

### **Assumptions**

- Online reports will include class-level reporting. Interactive online reports will be available by grade at the class level and higher, as applicable.
- Class breakdowns will be based upon the teacher of record within the data (GIS/GRT data).
- Not all of the reports will be made available in an online format. Certain reports will continue to be delivered on paper (Student Label and Perfect Score report). See the Reports section above for a list of reports that will be available online.
- PDF/Print-On-Demand Reports will continue to include the Student Report and Image Prints.
- Longitudinal reporting costs are not planned, expected or included in this Work Plan.

- All user accounts are linked to Single Sign-on functionality. Current INORS functionality allows the IDOE to force a password reset when an employee of the state is no longer employed or at any time a State Administrator chooses to do so.
- Interactive report data, including GRTs, will be retained for more than 2 years and only ISR-PDFs and Image PDFs will be retained for the current and one previous year.

**Constraints**

- All existing datasets will drive the online reporting. No new summarizations or aggregations (either pre-done or dynamic) will be available for INORS.
- State-, corporation-, school-, and teacher-level users will have access to INORS.
- Class and student level reporting will be available by the teacher of record, based upon GIS data (only the teacher on the pre-coded labels or bubbled on a test booklet).

## **ATTACHMENT D**

### **To Exhibit E**

#### **The Parent Network and Individual Student Report Work Plan**

Individual Student Reports will be provided to parents and to educators electronically as PDFs. The Indiana Parent Network provides parents with student ISTEP+ results and guidance for working with students.

#### **Deliverables**

- Provide Indiana parents with Student Reports and resources online
- Provide Indiana parents with a PDF copy of their child's Applied Skills responses (Image Print PDF)

#### **The Indiana Parent Network**

1. Online secure access website for families of ISTEP+ assessment results and download of Student Reports
  - a. Grades and subjects:
    - i. E/LA and Math: Grades 3-8
    - ii. Science: Grades 4 and 6
    - iii. Social Studies: Grades 5 and 7
  - b. Launch after state release of results to corporations and schools
  - c. Invitation Code letters (login letters) generated for parents (one for each student) and delivered to corporations and nonpublic/charter/choice schools.
    - i. Parent Network also provides functionality for schools to generate Invitation Codes themselves.
  - d. Graphic display of score results at overall and standard level
  - e. PDF download of Individual Student Report (ISR) on the website for parents
    - i. Updates made to student records if scores have changed after the rescore period
  - f. PDF download of student's Applied Skills test responses (Image Print) on the website for parents
  - g. Links to Indiana instructional resources and released items
  - h. PN will re-launch after each administration to include data from the current test administration, as well as previous test administrations.
  - i. Customer Support provide via phone and email
    - i. Hours of operations will be 8:00 am – 6:00 pm EST.
    - ii. Response Time for Severity One issues will be within 24 hours of issue arising.

#### **Student Open-Ended Response Images (Image Print) on Parent Network**

1. Parent Network hosts scanned "Image Print" files with images of student work
  - a. File will be in PDF format (assumption is ~500K per assessment year)
    - i. Each file represents a single student's result images (all subjects in one file)
    - ii. Assume naming convention based on Applied Skills barcode, grade and subject
    - iii. Assume files provided in file directory collated by grade, subject, and school
  - b. Files transmitted using a secure FTP or secure shared server after reporting window
  - c. Image Print PDFs provided on the Parent Network website as PDF download



- d. Parent Network will need to re-launch to include Image Print PDFs in addition to ISR PDFs (one per student for both)
- e. Image Prints available on the Parent Network for all students tested in Grades 3-8 (including those students who test online).

**Spanish Translation**

- 1. Translation Guides to the Individual Student Report (in English and Spanish) in PDF, not printed
- 2. Translation of the Parent Letter sent to parents into Spanish

**Assumptions:**

- Item level data, full-item release, and record of student work “image-print” are utilized for the Parent Network release.
- Files of associated barcodes with pre-codes assigned so that the barcodes are utilized for matching with the GRT.

**Schedule Assumptions**

- Internal CTB Red Team Review of Parent Network website
- A final review and sign-off of Parent Network by the IDOE will occur prior to release/before operations begin.
  - o CTB will work with the IDOE to define the final Red Team Review and release schedule.

Parent Network will launch on a date mutually agreed-upon between the IDOE and CTB in relation to the reporting turnaround schedule.

**Security**

CTB has many years of experience in handling millions of students’ standardized assessment data without any known security breach. The website is managed by McGraw-Hill’s Global Operations and Infrastructure Division, the group that also hosts Standard and Poors, and Platts. The data center has extensive backups and recovery procedures, and was operational through both September 11<sup>th</sup> and the New York City black out.

**Printing/Shipping**

**Shipment Detail**

- Parent Network Login Letters will be printed in black and white, single impression and shipped to all of the corporations and nonpublic/charter/choice schools.

**Report Requirements**

**Parent Network**

**1. Product**

- Parent Network hosts PDFs of reports in addition to images
- Components
  - » Login generation based on Pre-ID files
  - » Dissemination of Logins
    - i Letter to Families with login and password information
    - ii School Admin codes to be able to access Parent Network
  - » Application
    - i Custom for IN
      - a Introductory letter (landing page)

- b IN logo
- c IN signature
- d IN content and translation guides
- e FAQ
- » Student scores
  - i graphic display of the scale score
  - ii achievement level
  - iii Image Print PDF
  - iv PDF download
  - v interpretive guidance
  - vi No item-level results on Parent Network site
- » Content Resources
  - i Grade-banded state and national resources
    - a Based on grade of students, provide 3-5 links and screenshots of web resources
  - ii Standards-based resources
    - a The description of standards in parent-friendly language, including real-world examples
    - b Link to IN web resource that describes standards, benchmarks in detail
    - c Link to IN web resource that has activities
  - iii Assessment Literacy
    - a Provides links to IN released items
    - b Test information
- » Image Print
  - i Combined PDF for all tested subjects
  - ii Includes average of 10 images of student responses (from Applied Skills portion of each subject test)
  - iii Closely connected to links of released items
  - iv Direct linkage from item-level results to item response not possible due to lack of PDF indexing
- » Student Reports – Providing as PDFs

### **The Individual Student Reports**

1. Multi-subject Student Reports (optimized for PDF distribution)
2. Overall, standard-level, and item-level results
3. Content includes introductory text, interpretation guidance, resources
4. Provided in 3 formats
  - a. PDFs for parents on Parent Network
  - b. PDFs for educators - collated by school and corporations, for electronic download on educator site (INORS)
5. Student Reports printed in two separate operational runs – the first run will contain all final student data and the second contains any students whose scores have been changed during the rescore period. Corrected Student Reports are also posted on Parent Network and INORS.
6. Tracking of packages provided

### **Assumptions:**

- ISR PDFs will be used for both Parent Network and INORS.

- Files of associated barcodes with pre-codes assigned so that the barcodes are utilized for matching with GRT.

#### Schedule Assumptions

- Internal CTB Red Team Review of report output
- A final review and sign-off of Student Reports by the IDOE will occur prior to release/before operations begin.
  - CTB will work with the IDOE to define the final Red Team Review and release schedule.

#### Printing/Shipping

##### **Shipment Detail**

- Student Reports - One (double-sided) copy of each Student Report is created and sent to schools. Student Reports will be printed in black and white. (See Report Requirements for more specifications.)

#### Report Requirements

##### **Individual Student Reports**

- Student Reports – Provided as PDFs and black-and-white printed copy
  - » Scores include overall, subscore and item results for 3-4 subjects
  - » Format – single-subject
    - i 2 versions:
      - a PDFs designed for black-and-white printing
      - b Black-and-white printed copy
    - ii Single shell for design, no actual shells used in printing
    - iii 2 page (8 ½ x 11) report, double-sided
  - » Components
    - i Front page
      - a Intro letter
      - b Student/School Box
      - c Overall scale scores - traffic light display
        - Pass+, Pass, Did Not Pass
        - Narrative text with score and performance level
      - d Performance level descriptors
      - e Descriptive text integrated into letter and along bottom
      - f Important general Indiana resources provided on front
    - ii Back page
      - a Introduction text to standard- and item-level results
      - b Standard (topic) level results
        - Data reported by each standard
          - Test item types
          - Student IPI score (number)
          - Passing IPI score
          - Corporation average
          - State average
      - c Item-level results
        - Item number

- o Standard tested
- o Page number in test booklet
- o Points Earned
- o Points possible
- d Resources – provided in all grades with some subject-specific resources; grade-banded
- » Delivery
  - i PDFs parsed as individual files for hosting on websites
  - ii Printed black-and-white copy
- Spanish translation
  - » Translation Guide about the Individual Student Report

**Assessment Results**

- a. Total subjects/grade = 2 or 3 (see chart below)

Grade	Reading/LA	Math	Science	Social Studies	Total Subjects
3	X	X			2
4	X	X	X		3
5	X	X		X	3
6	X	X	X		3
7	X	X		X	3
8	X	X			2

- i Performance
- ii Performance Levels = 3 (Did Not Pass, Pass, Pass+)
- iii Standard level results = Student IPI, Passing IPI, and State Average
- iv Data
  - a Results for ISTEP+ processed at same time
  - a Student results provided using the GRT
  - b Unique Indiana student IDs called STN
  - c Applied Skills file with barcodes assigned
  - d Assessment results processed by state completion
  - e See TAT schedule above for specific processing steps



## ATTACHMENT E

### To Exhibit E Operational and Pilot Test Design and Development Specifications

ISTEP+ Operational Applied Skills 2013 and 2014

1 form per grade

Grade	Content	Item Type	Form Design	Op. Materials			ONLINE		Printed Online/Admin. Materials			
			# Items per form	Scannable Test Book - Pgs per form	# forms	Total Pgs	Load items for online	% of students online	Math & Science Scannable CR/ER books	# forms	Total Pgs	
3	ELA	CR	3	40	1	40	3	10%				
		ER	1				1					
		prompt	1				1					
	Math	CR	3									
		ER	1									
4	ELA	CR	3	40	1	40	3	10%				
		ER	1				1					
		prompt	1				1					
	Math	CR	3									
		ER	1									
	Science	CR	3									
		ER	1									
								20	1	20		



5	ELA	CR	3	40	1	40
		ER	1			
		prompt	1			
	Math	CR	3			
		ER	1			
	Social Studies	CR	3			
ER		1				
6	ELA	CR	3	40	1	40
		ER	1			
		prompt	1			
	Math	CR	3			
		ER	1			
	Science	CR	3			
ER		1				
7	ELA	CR	3	40	1	40
		ER	1			
		prompt	1			
	Math	CR	3			
		ER	1			
	Social Studies	CR	3			
ER		1				
8	ELA	CR	3	32	1	32
		ER	1			
		prompt	1			
	Math	CR	3			
		ER	1			

All tests: Large Print & Braille

3	10%				
1					
1					
		12	1	12	
3					
1					
1	10%				
		20	1	20	
3					
1	10%				
1					
		12	1	12	
3					
1	10%				
1					
		12	1	12	

Online Students have a printed book for Math and Science only.  
Percent of online students in 2014 is planned for 20%.

**ISTEP+ Operational Multiple-Choice Spring 2013 and 2014**

1 form per grade - paper;  
3 forms per grade -  
online (with 2 virtual  
forms)

Grade	Content	Item Type	Form Design	Materials					
			# Items per form	Non-Scannable Test Book Pgs	# forms	Total Test Pgs	Scannable Answer Book Pgs	# forms	Total Answer Pgs
3	ELA	SR	45	n/a - test book is scannable			68	1	68
	Math	SR	46						
4	ELA	SR	45	104	1	104	8	1	8
	Math	SR	46						
	Science	SR	45						
5	ELA	SR	45	96	1	96	8	1	8
	Math	SR	48						
	Social Studies	SR	45						
6	ELA	SR	45	96	1	96	8	1	12
	Math	SR	40						
		GR	6						
	Science	SR	45						
7	ELA	SR	45	120	1	120	8	1	12
	Math	SR	40						
		GR	6						
	Social Studies	SR	45						
8	ELA	SR	45	80	1	80	8	1	12
	Math	SR	40						
		GR	6						

All tests: Large Print & Braille

ONLINE		
Load Items for online	% of students online	Additional virtual forms
45	65%	2
46		
45	65%	2
46		
45		
45	65%	2
46		
45	65%	2
45		
40		
6		
45	65%	2
45		
40		
6	65%	2
45		
40		
6		
45	65%	2
45		
40		
6	65%	2
45		
40		
6		

Percent of students online in 2014 is planned at 80%.

**ISTEP+ Operational Test Ancillaries - Spring 2013 and 2014**

Regular	Pages	Comments
Grade 3-5 IEP/LP CDs	1 CD per content per grade per test administration	Revisit this design
Grade 3 Manipulative	Punch out manipulative; separate	Revisit coin manipulative



Regular	Pages	Comments
Grade 5 Manipulative	Punch out manipulative; separate	same as 2012
Grade 4, 6-8 Manipulative	Punch out manipulative; separate	same as 2012
Grade 6-8 Reference Sheet	1 page; Same as last year; perforated in the MC book; separate for the AS books	same as 2012
Grade 3-4 Practice Test	8 pages for Applied Skills 8 pages for Multiple-Choice	Same as 2012
Grade 6-8 GR Items Practice Test	16 pages for Multiple-Choice	Same as 2012
Grade 3 MC Online Practice Test	6 items, mixed content areas	Same as 2012
Grade 4 MC Online Practice Test	7 items, mixed content areas	Same as 2012
Grade 5 MC Online Practice Test	7 items, mixed content areas	Same as 2012
Grade 6 MC Online Practice Test	10 items, mixed content areas	Same as 2012, except add more GR items, per IDOE recommendation
Grade 7 MC Online Practice Test	10 items, mixed content areas	See above
Grade 8 MC Online Practice Test	10 items, mixed content areas	See above
Grade 3 AS Online Practice Test	6 items, mixed content areas	New
Grade 4 AS Online Practice Test	6 items, mixed content areas	New
Grade 5 AS Online Practice Test	6 items, mixed content areas	New
Grade 6 AS Online Practice Test	6 items, mixed content areas	New
Grade 7 AS Online Practice Test	6 items, mixed content areas	New
Grade 8 AS Online Practice Test	6 items, mixed content areas	New
Grade 3 MC Experience ISTEP+ Online		Same as 2012
Grade 4 MC Experience ISTEP+ Online		Same as 2012
Grade 5 MC Experience ISTEP+ Online		Same as 2012
Grade 6 MC Experience ISTEP+ Online		Same as 2012
Grade 7 MC Experience ISTEP+ Online		Same as 2012
Grade 8 MC Experience ISTEP+ Online		Same as 2012
Grade 3 AS Experience ISTEP+ Online		New
Grade 4 AS Experience ISTEP+ Online		New
Grade 5 AS Experience ISTEP+ Online		New
Grade 6 AS Experience ISTEP+ Online		New
Grade 7 AS Experience ISTEP+ Online		New
Grade 8 AS Experience ISTEP+ Online		New
Guide to Test Interpretation	60 pages	Same as 2012
Test Coordinator Manual	80 pages	
Grade 3 Examiners Manual	80 pages	
Grade 4 Examiners Manual	80 pages	
Grade 5 Examiners Manual	80 pages	
Grade 6 Examiners Manual	80 pages	
Grade 7 Examiners Manual	80 pages	
Grade 8 Examiners Manual	80 pages	





Regular	Pages	Comments
MC Online Examiners Manual	160 pages	
AS Online Examiners Manual	40 pages	New
Applied Skills Poster (and IREAD-3)	1 sheet	
Multiple-Choice Poster (and IMAST)	1 sheet	
<b>Braille</b>		
Grade 3-5 IEP CDs	1 CD per content per grade per test administration	Revisit this design
Grade 3 Manipulative	Punch out manipulative; separate	Revisit coin manip
Grade 5 Manipulative	Punch out manipulative; separate	same as 2012
Grade 4, 6-8 Manipulative	Punch out manipulative; separate	same as 2012
Grade 6-8 Reference Sheet	1 page; Same as last year; separate	same as 2012
Grade 3-4 Practice Test	8 pages for Applied Skills 8 pages for Multiple-Choice	Same as 2012
Grade 6-8 GR Items Practice Test	16 pages for Multiple-Choice	Same as 2012
<b>Large Print</b>		
Grade 3 Manipulative	Punch out manipulative; separate	Revisit coin manipulative
Grade 5 Manipulative	Punch out manipulative; separate	same as 2012
Grade 4, 6-8 Manipulative	Punch out manipulative; separate	same as 2012
Grade 6-8 Reference Sheet	1 page; Same as last year; separate	same as 2012
Grade 3-4 Practice Test	8 pages for Applied Skills 8 pages for Multiple-Choice	Same as 2012
Grade 6-8 GR Items Practice Test	16 pages for Multiple-Choice	Same as 2012

**ISTEP+ Applied Skills Pilot 2013 ONLY (does not include CCSS Transition Online pilot) <sup>1</sup>**

Grade	Content Area	Item Type	# of Forms*	# of Pages per form	Total Item Yield	DNU edited items	New Development	Focus
3	Math	5 CR, 2 ER	3	12	15 CR, 6 ER	14 CR, 3 ER	1 CR, 3 ER	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required.
	ELA	5 CR, 1 ER, 1 WP	8	12	4 passages, 20 CR, 4 ER, 4 WPs	0	4 passages, 20 CR, 4 ER, 4 WPs	Focus is on aligning to IAS. All new development will be required.



Grade	Content Area	Item Type	# of Forms	# of Pages per Form	Total Item Yield	DNU/edited Items	New Development	Focus
4	Math	5 CR, 2 ER	3	12	15 CR, 6 ER	15 CR, 6 ER	0	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required.
	ELA	5 CR, 1 ER, 1 WP	8	12	4 passages, 20 CR, 4 ER, 4 WPs	0	4 passages, 20 CR, 4 ER, 4 WPs	Focus is on aligning to IAS. All new development will be required.
	SCI	5 CR, 2 ER	N/A	N/A	Have 20 CR and 8 ERs from 2012 piloting		0	
5	Math	5 CR, 2 ER	3	12	15 CR, 6 ER	14 CR, 2 ER	1 CR, 4 ER	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required.
	ELA	5 CR, 1 ER, 1 WP	8	12	4 passages, 20 CR, 4 ER, 4 WPs	0	4 passages, 20 CR, 4 ER, 4 WPs	Focus is on aligning to IAS. All new development will be required.
	SS	5 CR, 2 ER	3	12	15 CR, 6 ER	11 CR, 2 ER	4 CR, 4 ER	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required, but SS may be in the best position to "repurpose" items/have the most items to edit/reuse.
6	Math	5 CR, 2 ER	3	12	15 CR, 6 ER	12 CR, 4 ER	3 CR, 2 ER	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development



Grade	Content Area	Item Type	# of Items	# of Pages per Item	Total Item Yield	DNU edited items	New Development	Focus
								will be required.
	ELA	5 CR, 1 ER, 1 WP	8	12	4 passages, 20 CR, 4 ER, 4 WPs	0	4 passages, 20 CR, 4 ER, 4 WPs	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required.
	SCI	5 CR, 2 ER	N/A	N/A	Have 20 CR and 8 ERs from 2012 piloting		0	
7	Math	5 CR, 2 ER	3	12	15 CR, 6 ER	6 CR, 6 ER	9 CR	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required.
	ELA	5 CR, 1 ER, 1 WP	8	12	4 passages, 20 CR, 4 ER, 4 WPs	0	4 passages, 20 CR, 4 ER, 4 WPs	Focus is on aligning to IAS. All new development will be required.
	SS	5 CR, 2 ER	3	12	15 CR, 6 ER	11 CR, 10 ER	4 CR	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required, but SS may be in the best position to "repurpose" items/have the most items to edit/reuse.
8	Math	5 CR, 2 ER	3	12	15 CR, 6 ER	11 CR, 6 ER	4 CR	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required.



Grade	Content Area	Item Types	# of Forms	# of Pages per Form	Total Item Yield	DNU Edited Items	New Development	Focus
	ELA	5 CR, 1 ER, 1 WP	8	12	4 passages, 20 CR, 4 ER, 4 WPs	0	4 passages, 20 CR, 4 ER, 4 WPs	Focus is on aligning to IAS. CTB will use previously piloted items that have been rated "3" (DNU) and edit to make items work. Some new development will be required.

Applied Skills pilot test will be administered Online if readiness with students is determined and approved by the IDOE. A select population will be identified for participation and only one form will be administered online.

No Braille forms for pilot tests. Large Print forms will be available, but for only one form in each grade/content area.

\* Spiraling is at school level, by content/form type (ex., All WPs for ELA can be spiraled within a school).

## ATTACHMENT F

### To Exhibit E

#### CCSS Transition Online Pilot Test Design and Development Specifications

#### ISTEP+ Multiple-Choice Online CCSS Transition Pilot 2013 (and repeat Pilot in 2014)

Grade	Content Area	Item Type	Forms	Total Item Yield	Areas of Greatest Need
3	Math	10 MC, 2 TE, 2 TE-CR	5	70	TE items
	ELA	10 MC, 2 TE, 2 TE-CR	5	70	Reading: Infusion of new texts (range of text complexity, paired texts, new kinds of informational texts; texts w/graphics/illustrations AND audio or visual incorporated--TE items)
4	Math	10 MC, 2 TE, 2 TE-CR	5	70	TE items
	ELA	10 MC, 2 TE, 2 TE-CR	5	70	Reading: Infusion of new texts (range of text complexity, paired texts, new kinds of informational texts; texts w/graphics/illustrations AND audio or visual incorporated--TE items)
	Sci				
5	Math	10 MC, 2 TE, 2 TE-CR	5	70	TE items
	ELA	10 MC, 2 TE, 2 TE-CR	5	70	Reading: Infusion of new texts (range of text complexity, paired texts, new kinds of informational texts; texts w/graphics/illustrations AND audio or visual incorporated--TE items)
	SS				
6	Math	10 MC, 2 TE, 2 TE-CR	5	70	TE items
	ELA	10 MC, 2 TE, 2 TE-CR	5	70	Reading: Infusion of new texts (range of text complexity, paired texts, new kinds of informational texts; texts w/graphics/illustrations AND audio or visual incorporated--TE items)



Grade	Content Area	Item Type	of Forms	Total Item Yield	Areas of Greatest Need
	Sci				
7	Math	10 MC, 2 TE, 2 TE-CR	5	70	TE items
	ELA	10 MC, 2 TE, 2 TE-CR	5	70	Reading: Infusion of new texts (range of text complexity, paired texts, new kinds of informational texts; texts w/graphics/illustrations AND audio or visual incorporated--TE items)
	Sci				
8	Math	10 MC, 2 TE, 2 TE-CR	5	70	TE items
	ELA	10 MC, 2 TE, 2 TE-CR	5	70	Reading: Infusion of new texts (range of text complexity, paired texts, new kinds of informational texts; texts w/graphics/illustrations AND audio or visual incorporated--TE items)

All these forms are administered ONLINE mode only. NO paper/pencil test books for this pilot.

- \* Practice Items can be added to the beginning of each form
- \* Braille version of the test is not being planned for as the tests are Online only

# Exhibit F

## ISTEP+ Renewal Deliverables Overview

Planning meetings, Content/Bias Review meetings, Item selection, and form selection	September 30, 2012
Forms design, print and online production of Applied Skills Operational and Pilot forms	October 31, 2012
Online Technology Registration Survey and Readiness checkpoint; Produce ancillary materials	November 30, 2012
Forms design, print and online production of Multiple-Choice forms and CoreLink Pilot forms	December 31, 2012
Printing and fulfillment of Applied Skills Operational and pilot forms and Test Coordinator kits; Online readiness completion; Test Coordinator trainings	February 28, 2013
Printing and fulfillment of Multiple-Choice forms; Online form production of both operational and CoreLink pilot forms; Pickup of materials, Scan and score Applied Skills tests; Complete Test Coordinator trainings; Begin handscoring Applied Skills test	April 30, 2013
Complete Handscoring; Complete Site readiness checkpoints and Online Multiple-Choice and CoreLink Pilot tests; Pick up, Scan and score Multiple-Choice tests; Score and report all phases of reporting; Plan and conduct Science cut score setting	June 30, 2013
Complete Science reporting based on approved cut scores; Complete rescore and launch of rescore updated reports; including shipping of ISR and Labels to all sites; Deliver technical report	September 30, 2013
Planning meetings, Item and form selection, forms design, print and online production of Applied Skills Operational forms	October 31, 2013
Online Technology Registration Survey and Readiness checkpoint; Produce ancillary materials	November 30, 2013
Forms design, print and online production of Multiple-Choice forms and CoreLink Pilot forms	December 31, 2013
Printing and fulfillment of Applied Skills Operational forms and Test Coordinator kits; Online readiness completion; Test Coordinator trainings	February 28, 2014
Printing and fulfillment of Multiple-Choice forms; Online form production of both operational and CoreLink pilot forms; Pickup of materials, Scan and score Applied Skills tests; Complete Test Coordinator trainings; Begin handscoring Applied Skills test	April 30, 2014
Complete Handscoring; Complete Site readiness checkpoints and Online Multiple-Choice and CoreLink Pilot tests; Pick up, Scan and score Multiple-Choice tests; Score and report all phases of reporting, including shipping ISR and Labels to all sites	June 30, 2014
Complete rescore and launch of rescore updated reports; Deliver final technical report	September 30, 2014

# Exhibit G

## ISTEP+ Renewal Billing Schedule

<b>2012-13</b>	
September 30, 2012	\$ 998,659
October 31, 2012	\$ 1,125,300
November 30, 2012	\$ 2,250,600
December 31, 2012	\$ 2,925,903
February 28, 2013	\$ 4,746,720
April 30, 2013	\$ 6,388,302
June 30, 2013	\$ 6,282,814
September 30, 2013	\$ 1,020,616
<b>Total</b>	<b>\$25,738,914</b>

<b>2013-14</b>	
October 31, 2013	\$ 1,611,480
November 30, 2013	\$ 1,701,614
December 31, 2013	\$ 2,012,046
February 28, 2014	\$ 3,577,920
April 30, 2014	\$ 4,479,338
June 30, 2014	\$ 5,251,677
September 30, 2014	\$ 1,017,103
<b>Total</b>	<b>\$19,651,178</b>




**CTB/McGRAW-HILL LLC  
SECRETARY'S CERTIFICATE**

I, Daniel Guetta, Secretary of CTB/McGraw-Hill LLC, a Delaware limited liability company ("CTB"), do hereby certify that the following designated employees of CTB or The McGraw-Hill Companies, Inc.

Robert Bahash  
Ellen Haley  
Douglas M. Hartman  
Mark Limbach  
Joseph Micallef  
Sandor Nagy  
Anu Tummala

are hereby authorized to make, sign and enter into bids, quotations, contracts, and agreements with customers for the sale of products or services by CTB, upon such terms and conditions as such designated persons shall deem appropriate; and, further, that such designation is intended to comprehend and include any specified form of authorization with respect to bids, quotations, contracts and agreements with customers of CTB that may be required by any statute, rule or regulation of the United States, any state or municipality or any subdivision or agency thereof; and should any such specified form of authorization be so required, that this designation shall be deemed to be adopted in the form so specified in the statutes, rule or specification.

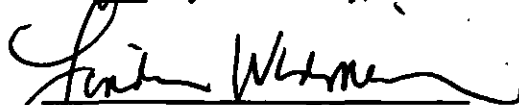
IN WITNESS WHEREOF, the undersigned has executed this Secretary's Certificate and affixed the seal of CTB as of the 8 day of February, 2012.

  
\_\_\_\_\_  
Daniel Guetta  
Secretary

  
CORPORATE SEAL

State of New York  
County of New York

Subscribed and sworn to before me on  
this 8 day of February, 2012.

  
\_\_\_\_\_  
Notary Public

LINDA WIDMER  
Notary Public, State of New York  
No. 01W4985714  
Qualified in New York County  
Commission Expires August 26, 2013