



Student Assessment Program



Fall 2020 CHECKLIST

1. Order testing materials June 2020—October 2020
 - Order at www.purposefuldesign.com to save on shipping.
 - Or complete the [order form](#).
 - Email orders to careteam@acsi.org, fax, or mail the completed order form to ACSI.
2. Complete Online Enrollment (OE) for machine scoring
 - Once you have submitted your materials order, ACSI will email you instructions for completing Online Enrollment for machine scoring in the [DRC INSIGHT Portal](#). This registration process is *required for schools wanting machine scoring*. Instructions are also available on the [TerraNova 3 Online Enrollment page](#).
3. Enter your school information in Online Enrollment during the window below:

<u>Online Enrollment for Scoring Services Window</u>	<u>Test Coordinator Kit Delivered by</u>
August 17—September 11, 2020	September 25, 2020
4. International schools are encouraged to complete Online Enrollment early the Online Enrollment Window.
5. [Optional reports](#) are ordered during Online Enrollment at an additional cost.
6. Order Precoded Barcode Labels (optional)
 - Upload student roster for precoding services during the Online Enrollment window used.
 - Download the template from the [Precoded Barcode Labels page](#).
 - Access additional information, tutorial videos, and guides on the [TerraNova 3 Online Enrollment page](#).
7. Receive and inventory testing materials
 - UPS shipping labels (for returning test documents to the scoring center) are included with the testing materials order in a bright pink envelope.
 - Order additional materials, if needed.
8. Receive Test Coordinator Kit
 - DRC ships the Test Coordinator's Kit to your school after the end of Online Enrollment window. Please see delivery dates in Step 3. The kit includes instructions, documents, and labels used to package and ship test documents to the DRC Scoring Center. Only current year's forms may be used. The following items are included in the kit:
 - Test Coordinator's Manual
 - Stack cards and paper bands
 - Blue Scoring Center Labels
 - School/Group List (SGL)
 - Group Information Sheets (GIS)



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9. Administer *TerraNova 3* from September 28 through October 30, 2020.
10. Package test documents for shipping, following Test Coordinator Manual instructions. Packaging errors will incur fees.
11. Ship test documents to be received at the DRC Scoring Center November 25, 2020.
 - Materials received after January 29, 2021 cannot be scored.
12. Reports/Billing
 - Schools will receive paper reports and [Assessment Data Online](#) will be available within 15 business days of receipt of materials by DRC.
13. Scoring invoices are shipped to schools in December—January. Penalty fees invoices are shipped in late January.
14. Distribute [Assessment Data Online for Parents](#) access letters and student reports.

If you have any questions, please contact ACSI Care Team at careteam@acsi.org, or call 800-367-0798.