



Spanish Assessments Grades 3–5

Test Coordinator's Manual Spring 2019



Purpose of This Program

Your district has agreed to use ***Logramos*® Third Edition** to assess the Spanish development of students enrolled in dual language/two-way immersion programs in order to monitor the effectiveness of these programs as well as to facilitate program improvement.

Included in this manual are the guidelines for administering *Logramos* (along with specific information regarding the receipt of materials from Houghton Mifflin Harcourt), completing *Logramos* student answer folders, and preparing the used answer folders for return to HMH® Scoring Service.

Schedule of Important Dates

Date	Description
April 5, 2019	<i>Logramos</i> materials arrive in districts.
April 15–May 10, 2019	Districts administer <i>Logramos</i> .
May 13–17, 2019	Districts ship used <i>Logramos</i> answer folders to HMH Scoring Service— no later than May 24, 2019 —for scoring and reporting.

Overview of Materials

The following test materials will be sent to district testing coordinators (DTCs) for the spring 2019 administration of *Logramos*.

- ❑ *Logramos* test booklets (each package contains a predetermined number of reusable test booklets and one *Teacher's Directions*)
- ❑ *Logramos* answer folders (each package contains a predetermined number of answer folders)
- ❑ *Test Coordinator's Manual* (one manual per district and one manual per school)
- ❑ Oregon Accessibility Manual for *Logramos* Administration (one manual per district and one manual per school)

Overview of Materials (*continued*)

- ❑ *Logramos* Return Kit (each kit contains the following materials, which are needed to package and return all scorable answer folders to be processed)
 - ❑ **(green)** Return Kit cover letter
 - ❑ **(white)** *Fax Me Form* (to be used for requesting additional *Logramos* materials)
 - ❑ **(ivory cover)** *Test Coordinator's Manual*
 - ❑ **(purple)** Building Identification Sheet (based upon the number of participating schools)
 - ❑ **(blue)** Grade/Class Identification Sheet (based upon the number of classes and grades)
 - ❑ **(blue)** Materials Inventory Sheet
 - ❑ UPS Return Service (RS) labels and *How to Use Prepaid UPS Return Service (RS) Labels for Shipping Answer Folders to HMH Scoring Service*
 - ❑ **(blue)** identifier labels (to be placed on the boxes of used answer folders to be returned to HMH Scoring Service)
 - ❑ **Please retain the original boxes from material shipments. Use these boxes to return used answer folders after testing is completed.**

Instructions for District Test Coordinators Prior to Administering *Logramos*

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|---------------|---|
| Step 1 | <i>Logramos</i> materials have been delivered to your district for distribution to each school. Confirm that the materials in the shipment match the packing list included with the shipment. Verify that the materials received are consistent with the quantities needed to administer <i>Logramos</i> to registered students at each participating school, according to the school's packing list. |
| Step 2 | Each participating school will receive an assigned number of materials. These materials will already be packaged by school; those boxes should be forwarded to each of your school test coordinators (STCs). |
| Step 3 | Distribute to schools the appropriate quantities of answer folders, test booklets, <i>Teacher's Directions</i> , Grade/Class Identification Sheets, and Building Identification Sheets for each school's testing. |

- Step 4** Request that each school test coordinator check in *Logramos* materials immediately upon receipt. Using the enclosed packing list, each STC should verify whether sufficient quantities of materials were received from the district test coordinator to assess all the students from his or her school that will take *Logramos*. School test coordinators should immediately notify the district test coordinator if additional materials are needed.
- Step 5** If additional *Logramos* materials are needed, district test coordinators may fax the *Fax Me Form* to **Carolyn Ellefson** (at 630-467-6310). If the district test coordinator prefers to e-mail the *Fax Me Form*, please send it to carolyn.ellefson@hnhco.com. Material orders placed by 10:00 A.M. (PDT) will be shipped on the same day. The shipment will arrive via 2-day UPS delivery.
- Step 6** Using the *Teacher's Directions*, the district and/or school test coordinator should review the instructions and recommendations for completing *Logramos* with the school test administrators.
- Step 7** Instruct the school test coordinators to save the boxes in which *Logramos* materials were shipped. Those boxes should be used to return the used answer folders to HMH Scoring Service for processing. If additional boxes are needed, STCs should use sturdy, reinforced boxes.
- Step 8** Inform school test coordinators of your district's *Logramos* administration schedule. Ensure that the school test coordinators will return their used answer folders to the district office in a timely manner, according to the district's administration schedule.

Used answer folders must be shipped to HMH Scoring Service for processing no later than Friday, May 24, 2019.

Instructions for School Test Coordinators Prior to Administering *Logramos*

- Step 1** *Logramos* materials have been delivered to your school for distribution to each class.
- Step 2** If additional *Logramos* materials are needed; request them from your district test coordinator. Once the DTC places the order, the shipment will arrive via 2-day UPS delivery.

- Step 3** Distribute the appropriate quantities of answer folders and test booklets, as well as one *Teacher's Directions*, to each test administrator.
- Step 4** Review the instructions and recommendations for completing *Logramos*, found in the *Teacher's Directions*.
- Step 5** Review the instructions for completing the Grade/Class Identification Sheet (see Appendix B) with the test administrators.
- Step 6** Communicate the district administration schedule for *Logramos* to each test administrator. Ensure that each test administrator returns his or her used answer folders in a timely manner to the school test coordinator according to the district's administration schedule.

Instructions for Test Administrators Prior to Administering *Logramos*

On the back of the student answer folder is the student demographic page, where student and teacher information should be completed. Test Administrators should check the demographic page for each student prior to administering *Logramos*. All information must be complete for each student.

- Step 1** For all **preprinted** answer folders, confirm that all the printed information that appears in the barcode label space (along the right side) is accurate. This information should match the student's current SSID record. It is not necessary to fill in the "bubble" grids if the preprinted information is correct.
- Step 2** Next to the barcode label space, please print the teacher's name after "Maestro/a."
- Step 3** For any **blank** demographic pages, please fill in (bubble) all information based on the student's current SSID record.
- a. *Apellido* (Student Last Name); *Nombre* (Student First Name)
Fill in the boxes at the top of the name grid and make sure that the correct circle beneath each box is filled in.
- b. *Fecha de Nacimiento* (Date of Birth)
In the date-of-birth grid, enter the student's **birth month**, **day**, and **year** in the appropriate boxes and fill in the appropriate circles.

c. *Sexo* (Gender)

In the gender grid, fill in the **circle for the appropriate gender**.

d. *Grupo Etnico o Raza* (Ethnicity/Race)

i. In the ethnicity grid, fill in the correct circle for **one** of the following Ethnicities:

- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino

ii. In the race grid, please fill in **all** appropriate circles:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

e. Student ID Numbers

i. *Número de Identificación* (use Secure Student Identification [SSID] number): In the “Número de Identificación” grid, enter the student’s SSID and fill in the appropriate circles as shown in the example below.

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- ii. Additional ID Number: Enter the district's student identification number in the grid labeled "Additional ID Number" **and fill in the appropriate circles.**

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Step 3 Stack all unused answer folders together in a second stack, separate from the used answer folders.

Step 4 Return both the used and unused stacks of answer folders, along with the *Teacher's Directions*, to the school test coordinator.

Instructions for School Test Coordinators on Returning Logramos Materials to District Test Coordinators


Step 1 Before packaging used answer folders in a box and returning them to your district test coordinator, check for the following:

- ❑ The name grid on each answer folder has been marked correctly.
- ❑ The date-of-birth and gender areas have been marked correctly.
- ❑ The race/ethnicity and student ID number areas have been marked correctly.
- ❑ All Grade/Class Identification Sheets have been marked correctly and show the number of answer folders being submitted. (See Appendix B for further instructions on completing the Grade/Class Identification Sheet.)
- ❑ All Grade/Class Identification Sheets have been placed on top of each grade or class group's stack of answer folders. (See Appendix C for instructions on packaging.)
- ❑ Paper clips, string, etc., have not been used to bind the grade or class groups. These or other devices may tear the edges or otherwise cause your answer folders to be unscannable. Remember to return answer folders in the original shipment boxes.
- ❑ The Building Identification Sheets have been marked correctly by the school test coordinator and properly placed on top of the stack of used answer folders for your school. (See Appendix A for further instructions on completing the Building Identification Sheet.)

Step 2 **Sort answer folders to separate used answer folders from those that were not used. Used and unused answer folders will be packaged separately and sent to the district test coordinator.**

- Step 3** Package the used answer folders for your building. Use as many boxes as needed, making sure not to split classes across multiple boxes. Use the original boxes in which materials were received. If this is not possible, please use boxes in which the answer folders will fit snugly; place crumpled paper to fill any gaps on the top to avoid shifting during shipment. **DO NOT USE COPY PAPER BOXES.**
- Step 4** Package the **unused** answer folders separately. Please place any preprinted unused answer folders on top. Before returning unused answer folders to your district test coordinator, check for the following:
- ☐ All unused answer folders have been placed in a separate box from the **used** answer folders.
 - ☐ “Unused Folders” has been written on the outside of the box.
- Step 5** Package the test booklets and *Teacher’s Directions* in a separate box. These will be securely stored by your district test coordinator.
- Step 6** Once the above steps have been completed, return the packaged boxes to your district test coordinator.

Instructions for District Test Coordinators on Returning *Logramos* Materials to HMH Scoring Service

- Step 1** After receiving the used answer folders from your school test coordinators, complete the Materials Inventory Sheet enclosed in the return kit for your district. The Materials Inventory Sheet should be completed by the DTC for all schools that participated in *Logramos* testing.
-  **Materials Inventory Sheet.** Update any district information that is incorrect or missing, using blue or black pen. No PO# is required. Under the column labeled “Document Count by Grade,” list the number of used answer folders being returned for that school and grade for processing. Please indicate the total number of answer folders being returned for each grade to HMH Scoring Service at the bottom right corner of the Materials Inventory Sheet.

Step 2

Complete final assembly and shipment of used answer folders.

- a. Make certain that the Materials Inventory Sheet is packaged on top of all the answer folders in Box 1 of your shipment. Put an X in the box labeled “Check if this box contains Materials Inventory Sheet” (located on the blue identifier label).
- b. Place material in a rigid, sturdy carton with enough packing material so that movement of materials inside is minimal. Tape all boxes securely with heavy-duty tape. Cellophane and masking tape are not strong enough and are not recommended.
- c. Place the (pink) identifier labels on each box of used answer folders that you are returning for your district.
- d. Complete the top portion of the UPS Return Service (RS) label by entering your district name, the address, and the zip code. Do not write on or mark any other part of the label.
- e. Affix one UPS RS label to each carton of material that you are sending. Do not place the label over taped areas or seams on the carton. Label each carton 1 of __, 2 of __, etc. (filling in the blanks with the total number of cartons in your shipment). The total number of boxes in the shipment should include all used answer folders for your district.
- f. The bottom portion of each label contains a small removable sticker printed with a UPS tracking number. **Please keep this number for your records.** Neither HMH nor UPS will be able to trace the package without this number.
- g. You may give your boxes to any UPS driver who delivers or picks up parcels at your facility. The driver is authorized to pick up these boxes without a pickup record. No fee will be associated with this pickup.
- h. Packages with UPS Return Service RS labels may also be brought to any UPS facility, given to any UPS driver, or brought to any facility that will handle UPS shipments. Again, no fee will be associated with this type of pickup. To find the location nearest you, please visit the “Find Locations” quick link at UPS.com or call 1-800-PICK-UPS® (1-800-742-5877).

- i. If you do not have a regular UPS driver and cannot bring your shipment to a UPS facility, you may call for a specific pickup. You can schedule your pickup by calling 1-800-PICK-UPS® (1-800-742-5877).
 - Choose “Send a Package”
 - Choose “Schedule a Pickup”
 - Choose “Pre-paid Return Service” with a tracking number
 - An attendant will come on the line to assist you. You will need your tracking number from your RS label. You should **NOT** be charged a fee if you follow this procedure.
- j. Package status and scheduled delivery dates are available through UPS 24 hours a day, 7 days a week. Access UPS.com and enter the tracking number for the package or call 1-800-PICK-UPS® (1-800-742-5877).
- k. **Please note that all scorable inventories must be picked up no later than Friday, May 24, 2019.**

Step 3 Separate unused preprinted from unused nonpreprinted answer folders.

- ❑ Unused preprinted answer folders received from your schools should be securely destroyed.
- ❑ Unused nonpreprinted answer folders received from your schools should be kept in a secure manner at the district office.

Step 4 Retain test booklets and *Teacher’s Directions*.

- ❑ Retain any district copies of the test booklets and *Teacher’s Directions* in a secure location at the district office.
- ❑ Make *Teacher’s Directions* available for reference when score reports arrive in your building.

Contacts

For information on state policy regarding Oregon's administration of the *Logramos* Spanish assessment, please contact:

Kelly Slater Kalkofen, English Learner & Equity Program Specialist
Oregon Department of Education
Phone: 503-947-5741
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E-mail: Kelly.kalkofen@state.or.us

For questions regarding the Oregon *Logramos* Spanish assessment administration, please contact:

Carolyn Ellefson
Senior Project Manager/Contract Operations
Houghton Mifflin Harcourt
Phone: 630-467-6310
Fax: 630-467-7150
E-mail: carolyn.ellefson@hnhco.com

For additional information on HMH products, please contact:

Deborah Thomas-Cox
Account Executive
Houghton Mifflin Harcourt
Phone: 915-309-5024
E-mail: deborah.thomas-cox@hnhco.com

APPENDIX A: BUILDING IDENTIFICATION SHEET

Instructions for Completing the (purple) Building Identification Sheet

- Step 1** In the section labeled “Information Box,” write the testing date, system (district) name, city, and state.
- Step 2** In the section labeled “Building Name,” print the school name in the row of boxes at the bottom of the grid because it must appear on all reports. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes. Next, fill in the corresponding letter or number circle above each box. When completing this form, always use a No. 2 pencil for all bubbles.
- Step 3** In the section labeled “Building Code,” print the school’s Institution ID number, **LEFT** justified, in the row of boxes at the bottom of the grid. Next, fill in the corresponding number circle above each box. **Verify that the correct Institution ID number has been entered and gridded.**
- Step 4** Place the completed Building Identification Sheet on top of the first box of used answer folders for your building.



9-68190

Use a #2 pencil to mark this sheet.

Print all of the information requested.

In the row of boxes at the bottom of the grid, print the building name as it must appear on all reports. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes.

This section is optional. If building codes are to print on the reports, enter the building code in the boxes at the bottom of the grid and then blacken the corresponding letter or number circle above each box.

This is for Scoring Service use only. Do not mark in this screened section.

Place this sheet on top of all the answer documents for this building.

[illegible]

A 13x13 grid of circles, each containing a number from 0 to 13. The numbers are arranged in a pattern that suggests a multiplication table, with the first row and column containing the numbers 0 through 12. The grid is labeled with numbers 0 through 12 along the top and left sides.

Testing Date	MONTH	DAY	YEAR
05-10-2015			

Testing Date	MONTH	DAY	YEAR
05-10-2015			

ADEL SD 21

System Name _____

TAKEVIEW OR

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
1	2	3	4	5	6

APPENDIX B: GRADE/CLASS IDENTIFICATION SHEET

Instructions for Completing the (blue) Grade/Class Identification Sheet

- Step 1** In the section labeled “Information Box,” write the testing date, building (school) name, system (district) name, city, and state.
- Step 2** If a class is to be identified, in the section labeled “Class Name,” print the class name in the row of boxes at the bottom of the grid because it must appear on all reports. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes. Next, fill in the corresponding letter or number circle above each box. When completing this form, always use a No. 2 pencil for all bubbles.
- Step 3** The section labeled “Class Code” is optional.
- Step 4** In the section labeled “Grade,” at the bottom of the grid, write the grade and fill in the corresponding circle above it.
- Step 5** Leave the section labeled “Form” blank.
- Step 6** In the section labeled “Answer Folder Count,” at the bottom of the grid, enter the count of used answer folders in this grade/class, using all four boxes. For example, if there are 28 answer folders, enter “0028.” Then fill in the corresponding number circle in the column above each of the four boxes.
- Step 7** Place a completed Grade/Class Identification Sheet on top of the used answer folders for each class. If class reports are not required, place a completed Grade/Class Identification Sheet on top of the used answer folders for each grade.



The purpose of this sheet is to identify the names of grades and classes in which the accompanying answer documents were used. If class reports ARE to be identified, please complete one of these sheets for each class in each grade, making sure that the **CLASS NAME** and **GRADE** are entered. If class reports ARE NOT required, you must complete these sheets for each grade in a building, leaving the **CLASS NAME** section blank, but entering the **GRADE**.

Use a #2 pencil to mark this sheet.

1. INFORMATION BOX
Print all of the informatio

2. CLASS NAME

2. CLASS NAME

If a class is to be identified, print the class name in the row of boxes below as it must appear on all reports. Abbreviate if necessary.

Next, blacken the corresponding letter or number circle above each box. Blacken the blank circle at the top of the column for any boxes that are blank.

3. CLASS CODE
This optional grid

This optional grid is for customer use
 4. COADC

4. **GRADE**
At the bottom

At the bottom of this grid, enter the grade and then blacken the corresponding circle above it.

5. FORM

At the bottom of this grid, enter the test form and then blacken the corresponding circle above it.

e. ANSWER DOCUMENT COUNT

6. ANSWER DOCUMENT COUNT
At the bottom of this grid, enter the

At the bottom of this grid, enter the count of answer documents in this grade/class, using all four boxes. For example, if there are 28 answer documents, enter "0028." Then blacken the corresponding number circle in the column above each of the four boxes.

7. SCORING SERVICE ONLY
This is for Scoring Service use.

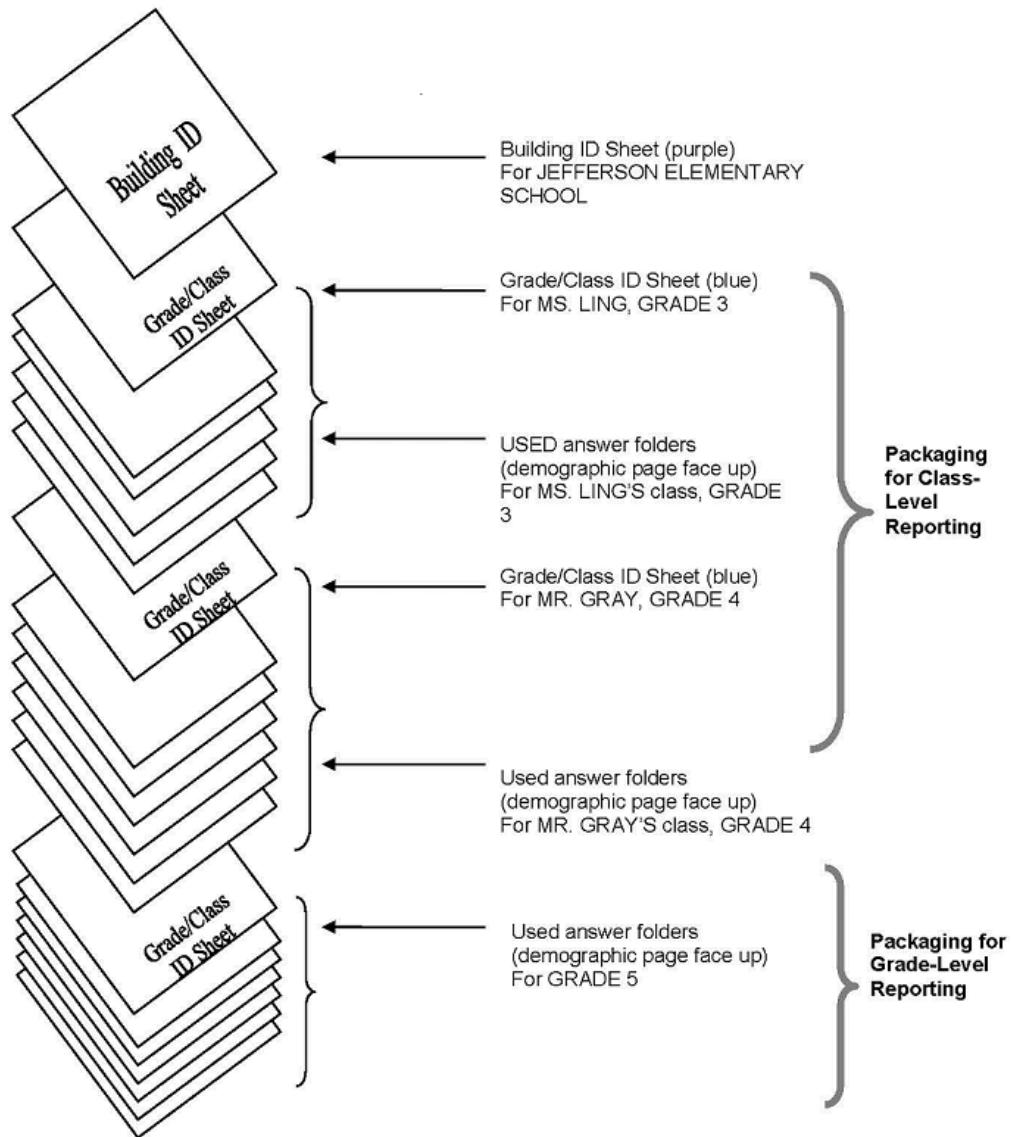
This is for Scoring Service use only. Do not mark in this screened section.

Place this completed Grade/Class Identification Sheet on top of the answer documents for this class. If class reports ARE NOT required, place this completed Grade/Class Identification Sheet on top of the answer documents for this grade.

[illegible]

APPENDIX C: PACKAGING DIAGRAM

Please use the original boxes to return answer folders. If you no longer have those boxes, please do not use new boxes any larger than 12.5" long \times 9.5" wide. The new boxes can be anywhere from 6" to 12" in height.



Repeat the process above for additional buildings, being careful to not split a class across more than one box.

